

IFS Cloud Emissions Tracker

User Guide



Contents

INTRODUCTION	5
LAUNCHING THE APPLICATION	6
ORGANIZATIONAL SETUP PROCEDURES.....	7
1. ORGANIZATION SETUP	7
1.1 ADDING NEW COMPANY	7
1.1.1 Edit the Company	9
1.1.2 Remove the Company	9
1.2 ADDING NEW SITES.....	9
1.2.1 Edit the Sites	11
1.2.2 Remove the Sites	11
1.3 ADDING NEW REPORTING PERIODS	12
1.3.1 Edit the Reporting Periods	13
1.3.2 Remove the Reporting Periods	13
1.4 ADDING NEW EMISSION SOURCES	13
1.4.1 Edit the Emission Sources	14
1.4.2 Remove the Emission Sources	14
1.5 ADDING NEW INTENSITY METRICS.....	15
1.5.1 Edit the Intensity Metrics	17
1.5.2 Remove the Intensity Metrics	17
2. IFS CLOUD ORGANIZATION SETUP	17
2.1 ADDING NEW COMPANY, SITES & REPORTING PERIODS	18
CALCULATING EMISSIONS.....	20
1. SCOPE 1	20
1.1 CREATING EMISSION SOURCE MAPPING.....	20
1.1.1 Edit the Emission Source Mapping	22
1.1.2 Remove the Emission Source Mapping	22
1.2 ACTIVITY DATA INPUT FOR EMISSION CALCULATIONS.....	22

2.	SCOPE 2	23
2.1	CREATING EMISSION SOURCE MAPPING.....	23
2.1.1	<i>Edit the Emission Source Mapping</i>	<i>24</i>
2.1.2	<i>Remove the Emission Source Mapping</i>	<i>25</i>
2.2	ACTIVITY DATA INPUT FOR EMISSION CALCULATION.....	25
2.2.1	<i>Manual Input.....</i>	<i>25</i>
2.2.2	<i>Integrate through IFS Cloud</i>	<i>26</i>
3.	SCOPE 3	29
3.1	CREATING EMISSION SOURCE MAPPING.....	29
3.1.1	<i>Edit the Emission Source Mapping</i>	<i>30</i>
3.1.2	<i>Remove the Emission Source Mapping</i>	<i>31</i>
3.2	ACTIVITY DATA INPUT FOR EMISSION CALCULATION.....	31
	SETTING TARGETS FOR EMISSION REDUCTION	32
1.	SET TARGETS	32
2.	VIEW AND TRACK PROGRESS	32
	ANALYSE EMISSIONS VIA INFORMATIVE DASHBOARDS.....	33
1.	ANALYTICS DASHBOARDS	33
	IMPORT UTILITIES.....	35
1.	EXCEL ORGANIZATION SETUP.....	35
2.	SCOPE 1 EXCEL BULK DATA IMPORT.....	37
3.	SCOPE 1 CLONE FEATURE	38
4.	EXCEL EMISSION SOURCE MASTER LIST IMPORT SETUP.....	38

Glossary:

Term used	Definition
Organization	The reporting company that you are calculating the carbon footprint for.
Site	Business units of the organization that it has control over managing emissions happening from it (Factories, Warehouses, Offices, etc.).
Emission Source	The sources that emit greenhouse gases (GHG).
Emission Factor	A factor allowing GHG emissions to be estimated from a unit of available activity data.
Emission Factor Library	Library of greenhouse gas emission factors.
Emission Sources Master List	User defined list of emission sources for scope 1 that emit greenhouse gases (GHG).
Site Attributes	Parameters that describe the nature and scale of a site's operation, serving as the denominator in calculating energy intensity.
Reporting Periods	A specific timeframe for a company to report and analyse its ESG performance and position.
Emission Sources Mapping	Assigning a suitable emission factor to an emission source.
Activity Data	Non-financial data associated with Emission Source Mappings that generate emissions in the reporting period (e.g., kWh of electricity consumed).
Greenhouse Gases	The seven gases listed in the Kyoto Protocol: carbon dioxide (CO ₂), methane (CH ₄), nitrous oxide (N ₂ O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF ₆), and nitrogen trifluoride (NF ₃).
Equity Share	A company's economic interest, corresponding to the proportion of risks and rewards in an operation, typically aligned with its ownership percentage.
Scope 1	Scope 1 emissions are direct greenhouse gas emissions that occur from sources that are controlled or owned by an organization.
Scope 2	Scope 2 emissions are indirect emissions from the generation of purchased energy (electricity, heating, steam and cooling), from a utility provider.
Scope 3	Scope 3 emissions include all other indirect emissions that occur across the value chain and are outside of the organization's direct control.
Stationary Combustion	Emissions generated by the direct burning of fossil fuels to power heat sources or a stationary combustion engine.
Mobile combustion	Emissions resulting from company-owned vehicles, directly release greenhouse gas emissions into the atmosphere due to the burning of fossil fuel.
Fugitive Emissions	Unintentional emissions from systems, processes, or products, primarily from leaks in pipelines and storage tanks, which escape into the atmosphere.
Process Emissions	Emissions resulting from chemical reactions during industrial processes like cement, glass, and steel production.
Upstream Emissions	Indirect emissions produced by a company's suppliers during the production of goods or services paid for by the company.
Downstream Emissions	Emissions generated by the use or disposal of a company's products or services after they are no longer under its direct control.

Introduction

What is IFS Cloud Sustainability Emission Tracker?

The IFS Cloud Emissions Tracker is a tool to collect carbon footprint data, view and manage an organization’s carbon emissions. By leveraging the ClimaIQ API, the Emissions Tracker efficiently calculates your environmental impact. Before you run the application, please ensure the application is installed in your environment by following the setup guide, or you have access to an environment with the app installed.

- Launching the Application

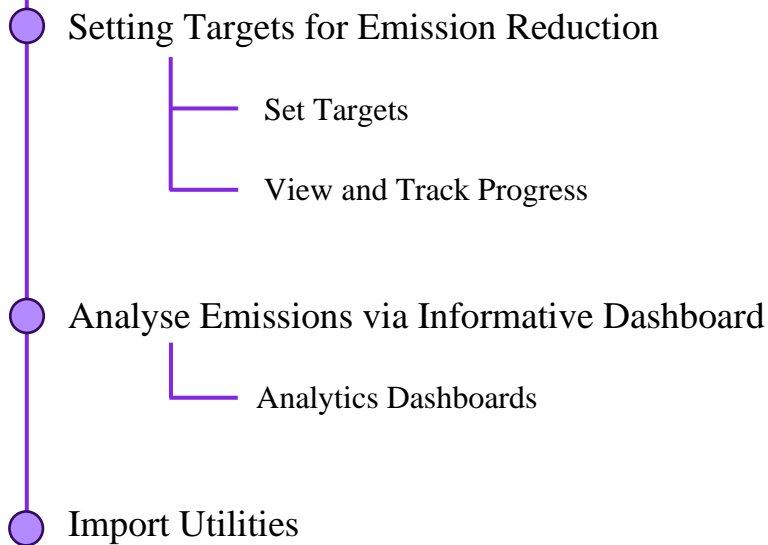
- Organizational Setup Procedures

- Adding Company
- Adding Sites
- Adding Reporting Periods
- Adding Emission Sources
- Adding Intensity Metrics



- Calculating Emissions

- Scope 1
 - Scope 1 Emission Source Mapping
 - Scope 1 Activity Data Input
- Scope 2
 - Scope 2 Emission Source Mapping
 - Scope 2 Activity Data Input
- Scope 3
 - Scope 3 Emission Source Mapping
 - Scope 3 Activity Data Input



Launching the Application

To utilize the IFS Cloud Emissions Tracker App, follow these simple steps:

1. **Open the URL:** Click and Open the URL provided to you by your administrator.
2. **Select the IFS Cloud Emission Tracker:** Once you're logged in, navigate to the UI (user interface) and locate the option to select applications. Click on IFS Cloud Emission Tracker to open the application selection menu.

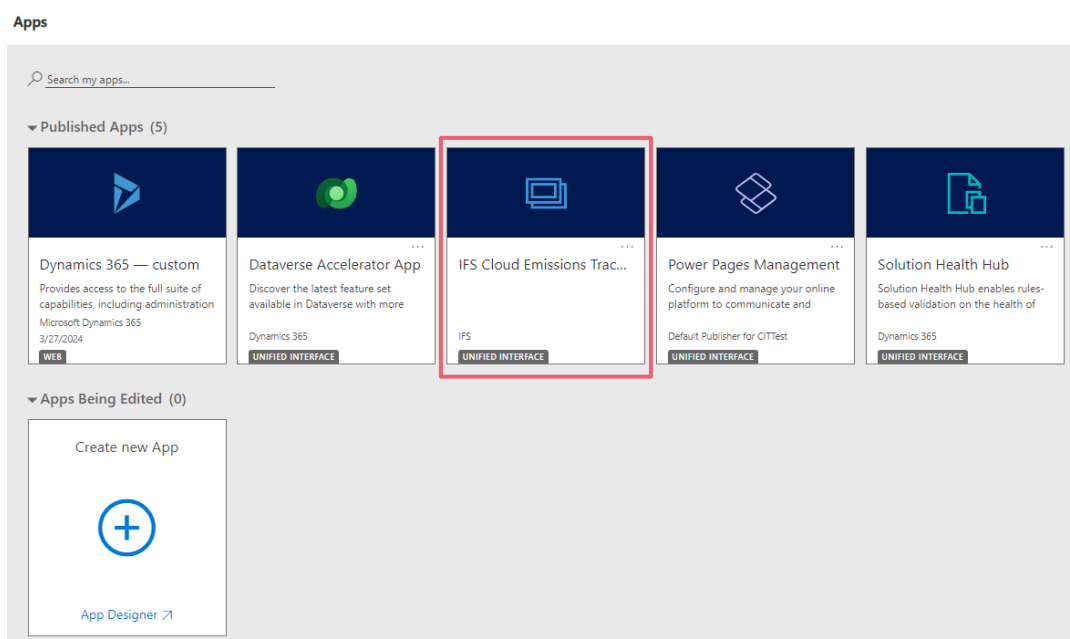


Figure 01

By following these steps, you can seamlessly access and run the IFS Cloud Emissions Tracker App, empowering you to monitor and manage emissions data effectively within your organization.

Organizational Setup Procedures

Your emissions data is always tagged to your organization. Therefore, you need to setup your organization first.

To start with, you need to setup your company and the sites. Sites are facilities within your company (Office buildings, factories, warehouse, etc.).

You can use one of the two options below, to setup your company and sites:

1. **Organization Setup** – Manually setup your company and sites.
2. **IFS Cloud Organization Setup** – Import Your Company and Sites details from IFS Cloud. (You need to be a IFS Cloud user for this)

1. Organization Setup

Navigate to the **Setup** tab to get started.

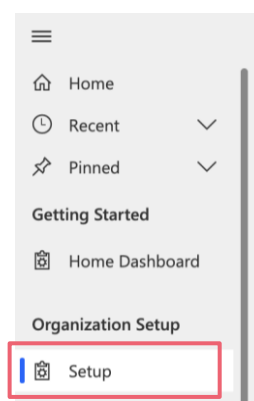


Figure 02

1.1 Adding New Company

Setting up your company is a one-off step. Use the following steps to setup a Company.

1. Click on **Add Company** located in the toolbar at the top of the screen.

2. In the provided field, enter the legal entity name of your company, which will be used for reporting purposes.
3. Specify the location details of your company by filling out the following fields:
 - Address Line 1
 - Address Line 2
 - City
 - State
 - Postal Code
 - Country
 - Revenue
 - Revenue Currency
4. After accurately providing your company information, click on the **Save** button to save the details. Once saved, your newly added company profile will be listed and ready for use.

Ensure to select the precise region in the country field to accurately represent the location of your company. Following these steps will ensure that your company is properly set up within the system, laying the foundation for effective emissions tracking and reporting.

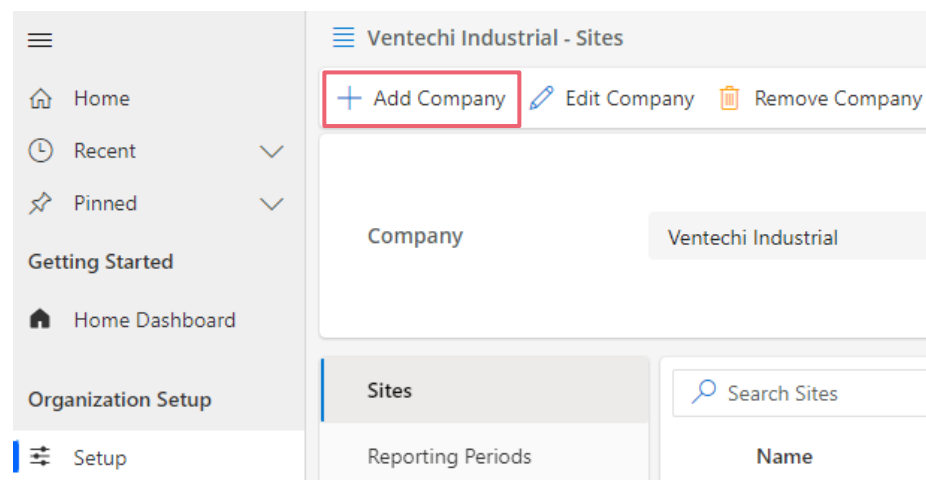


Figure 03

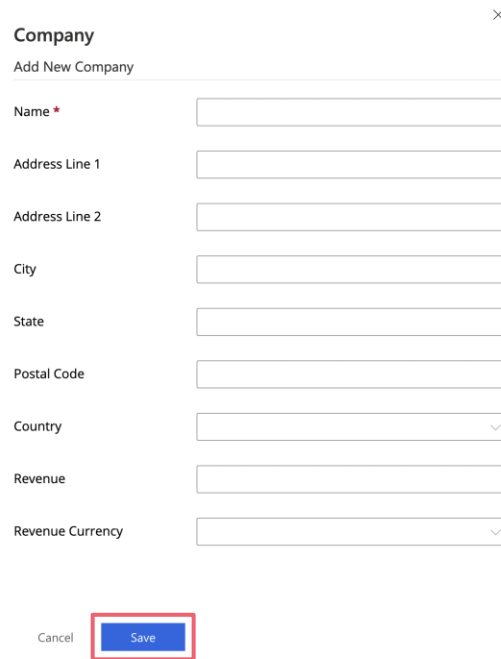


Figure 04

1.1.1 Edit the Company

1. Go to **Setup** under **Organization Setup**.
2. Make sure you have selected the **company** from the dropdown at the top.
3. Click **Edit Company** from the toolbar at the top.
4. Update the details and **Save**.

1.1.2 Remove the Company

1. Go to **Setup** under **Organization Setup**.
2. Make sure you have selected the **company** from the dropdown at the top.
3. Click on **Remove Company** from the toolbar at the top.
4. Confirm to remove.

1.2 Adding New Sites

Follow these steps to add sites effectively.

1. Navigate to the **Setup** section within the Organization Setup menu.
2. The left navigation panel, locate and click on the **Sites** tab.
3. From the dropdown menu at the top of the page, select the company for which you want to add sites.
4. Click on the **Add Site** button to begin adding a new site.
5. Fill out the necessary information for the new site, including:

- Site Name
- Address Line 1
- Address Line 2
- City
- State
- Postal Code
- Country
- Equity Percentage
- Site Sectors
- Site Status

6. Once all the required data is entered accurately, click on the **Save** button to save the site details. Upon saving, the newly added site(s) will be listed within your system.

Ensure to select the precise region in the country field to accurately represent the location of your sites. By following these steps, you can efficiently add new sites to your organization, enabling comprehensive management and tracking of emissions data across various locations.

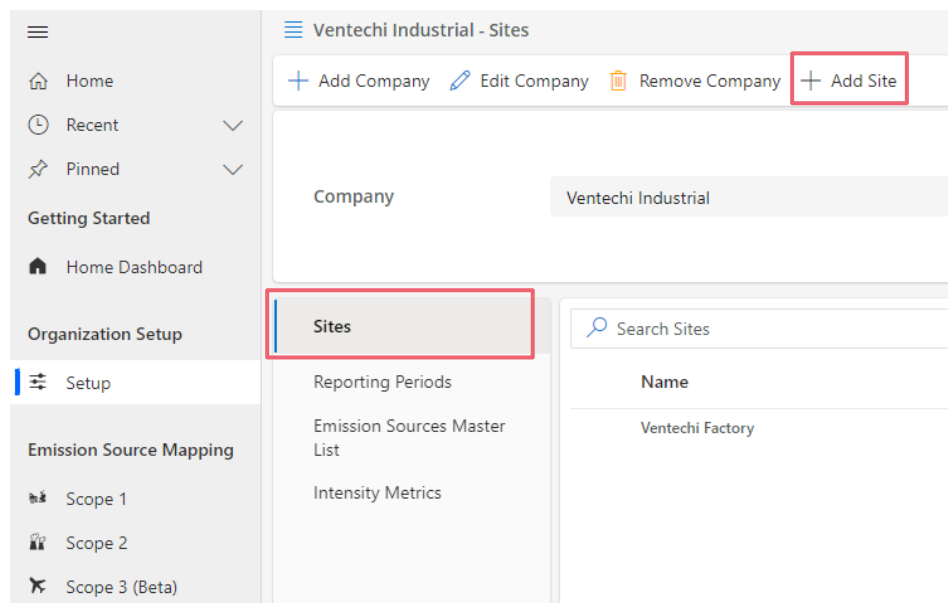


Figure 05

Site ×

Add New Site

Company

Name *

Address Line 1

Address Line 2

City

State

Postal Code

Country

Equity Percentage Off

Site Sector

Site Status

Cancel

Figure 06

1.2.1 Edit the Sites

1. Go to **Setup** under **Organization Setup**.
2. Click on **Sites**.
3. Select the **site** you want to edit.
4. Click on **Edit Site** from the toolbar at the top.
5. Update the details and **Save**.

1.2.2 Remove the Sites

1. Go to **Setup** under **Organization Setup**.
2. Click on **Sites**.
3. Select the **site** you want to remove.
4. Click on **Remove Site** from the toolbar at the top.
5. Confirm to remove.

1.3 Adding New Reporting Periods

To effectively report your organization's data, it's essential to establish reporting periods, typically aligned with your financial year. Follow these steps to add reporting periods to your system:

1. Navigate to the **Setup** section within the Organization Setup menu.
2. Click on **Reporting Periods** in the left navigation panel to access the reporting period management.
3. Ensure that you have selected the appropriate company from the dropdown menu at the top. This ensures that the reporting periods are associated with the correct organizational entity.
4. Click on **Add Reporting Period** from the toolbar at the top to start adding new reporting periods.
5. Specify the reporting period(s) by indicating the start and end dates. Typically, reporting periods align with your organization's financial year.
6. After adding the reporting period(s), click on the **Save** button to confirm your selections.

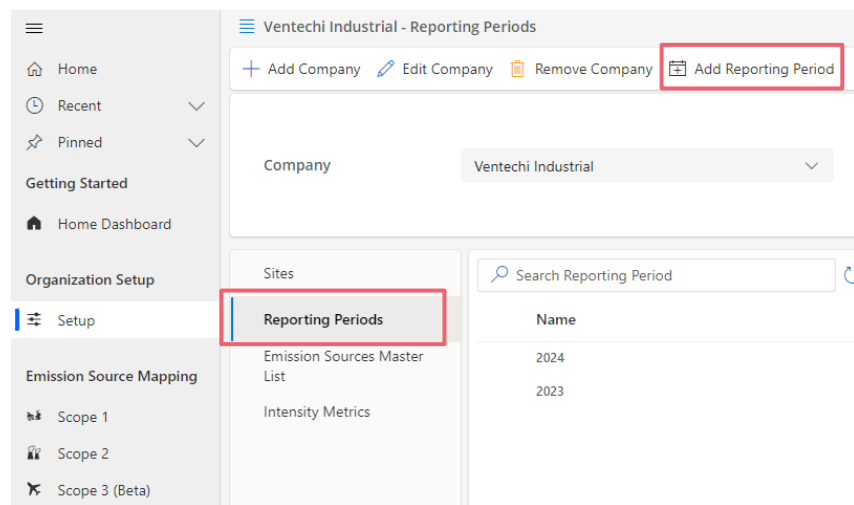


Figure 07

By following these steps, you establish clear reporting periods within your organization, enabling systematic data reporting against defined time frames. This structured approach facilitates accurate analysis, monitoring, and decision-making processes based on timely and relevant data.

1.3.1 Edit the Reporting Periods

1. Go to **Setup** under **Organization Setup**.
2. Go to **Reporting Period** in the left navigation panel.
3. Select the **Reporting Period** you want to edit.
4. Click on **Edit Reporting Period** from the toolbar at the top.
5. Update the details and **Save**.

1.3.2 Remove the Reporting Periods

1. Go to **Setup** under **Organization Setup**.
2. Go to **Reporting Period** from the left navigation panel.
3. Select the **Reporting Period** you want to remove.
4. Click on **Remove Reporting Period** from the toolbar at the top.
5. Confirm to remove.

1.4 Adding New Emission Sources

To accurately report Scope 1 emissions, it's essential to define emission sources within your organization. These sources are responsible for generating emissions, such as generators, coal boilers, or vehicles. Follow these steps to add new emission sources to your system:

1. Navigate to the **Setup** section within the Organization Setup menu.
2. Click on **Emission Sources Master List** in the left navigation panel to access the management of emission sources.
3. Ensure that you have selected the appropriate company from the dropdown menu at the top. This ensures that the emission sources are associated with the correct organizational entity.
4. Click on **Add Emission Source** from the toolbar at the top to start adding a new emission source.
5. Specify the details of the new emission source, including its name and any relevant information about its emissions-generating activity.
6. After adding the emission source, click on the **Save** button to confirm your entry.

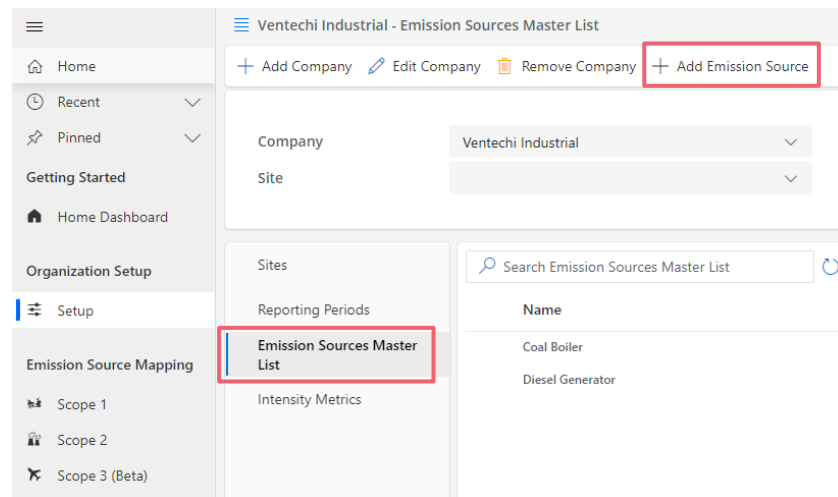


Figure 08

By following these steps, you can systematically define emission sources within your organization, providing a clear framework for tracking and reporting Scope 1 emissions. This structured approach enhances your ability to monitor emissions data accurately and implement targeted mitigation strategies to reduce environmental impact.

1.4.1 Edit the Emission Sources

1. Go to **Setup** under **Organization Setup**.
2. Click on **Emission Source Master List**.
3. Make sure you have selected the **company** from the dropdown at the top.
4. Select the **Emission Source** you want to edit.
5. Click on **Edit Emission Source** from toolbar at the top.
6. Update the details and **Save**.

1.4.2 Remove the Emission Sources

1. Go to **Setup** under **Organization Setup**.
2. Click on **Emission Source Master List**.
3. Make sure you have selected the **company** from the dropdown at the top.
4. Select the **Emission Source** you want to remove.
5. Click on **Remove Emission Source** from toolbar at the top.
6. Confirm to remove.

1.5 Adding New Intensity Metrics

To accurately calculate emission intensity metrics, such as emission intensity per product, it's essential to define intensity metrics within your organization. Follow these steps to add new intensity metrics to your system:

1. Navigate to the **Setup** section within the Organization Setup menu.
2. Click on **Intensity Metrics** in the left navigation panel to access the management of intensity metrics.
3. Ensure that you have selected the appropriate company from the dropdown menu at the top. This ensures that the intensity metrics are associated with the correct organizational entity.
4. Click on **Add Intensity Metrics** from the toolbar at the top to start adding a new intensity metric.
5. Specify the details of the new intensity metric, including:
 - Name
 - Unit Category
 - Unit
 - Reporting Period
 - Sites
6. After adding the intensity metrics, click on the **Save** button to confirm your selections.

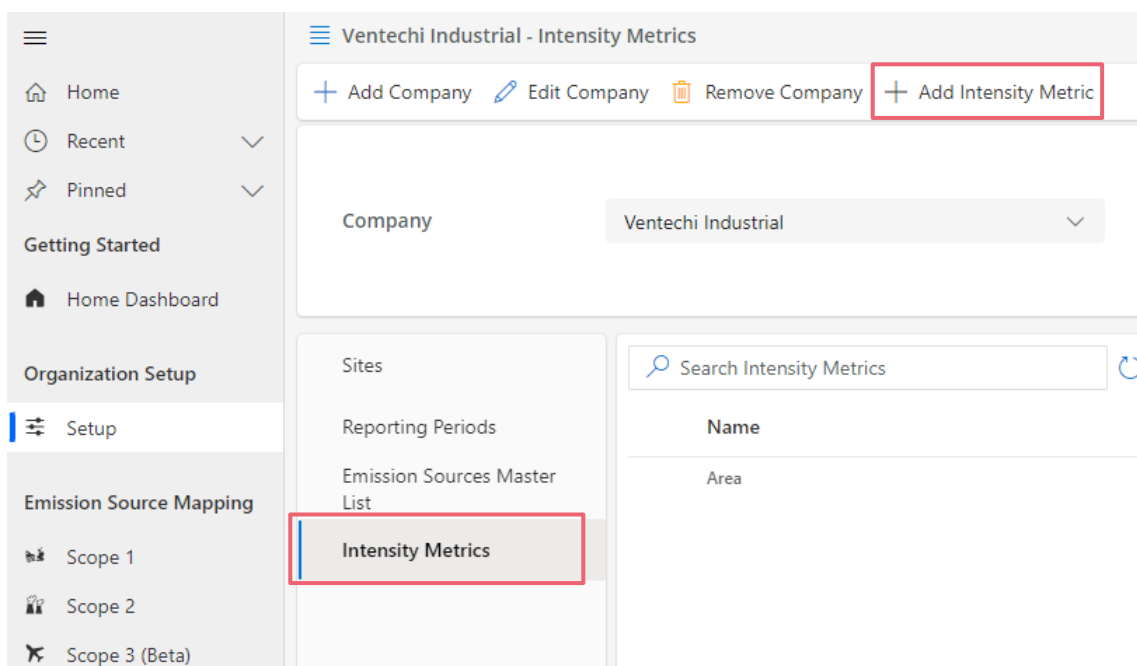


Figure 09

7. Add values to Intensity Metrics:

- Go to **Sites** in the left navigation panel.
- Ensure the correct company is selected from the dropdown menu.
- Select the site where you want to input values for specific intensity metrics.
- Click the pencil icon next to the intensity metrics you want to input values in the site attribute right side panel.
- Input values in the **Value** box.
- Click **Save** to apply the changes.

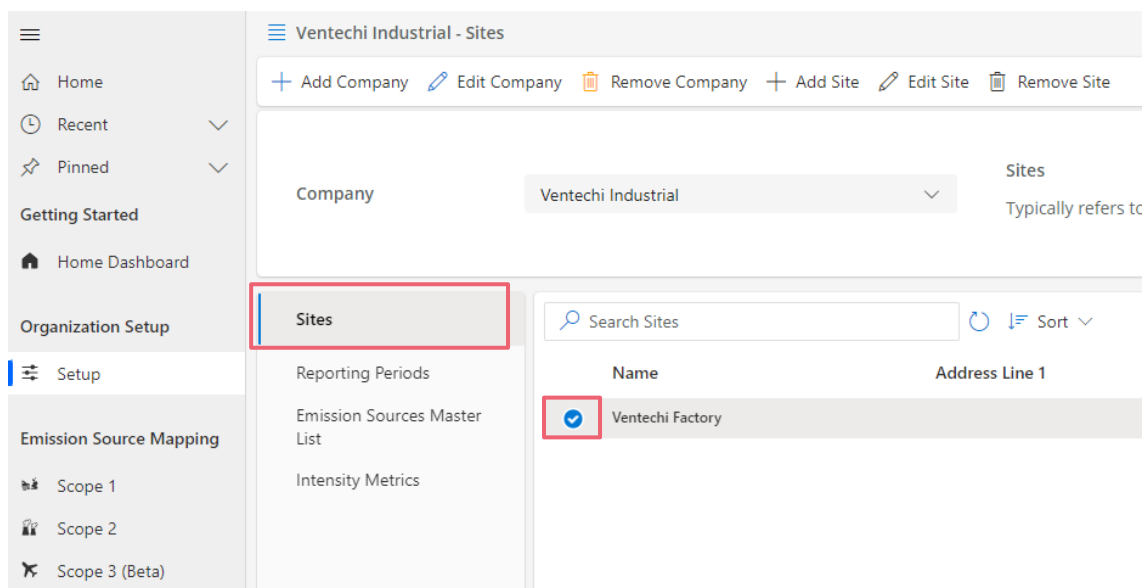


Figure 10

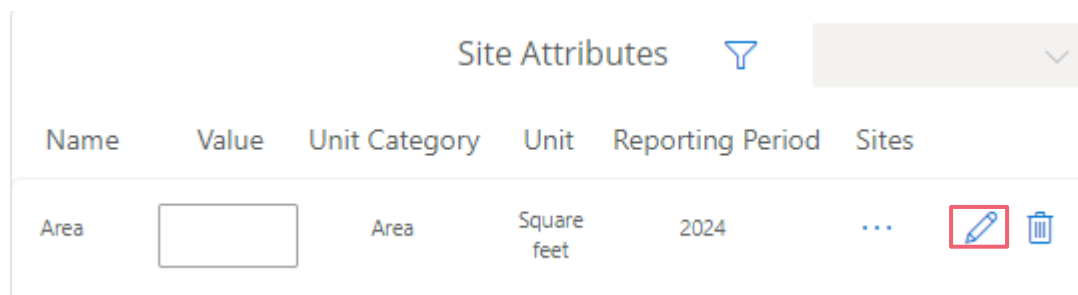


Figure 11

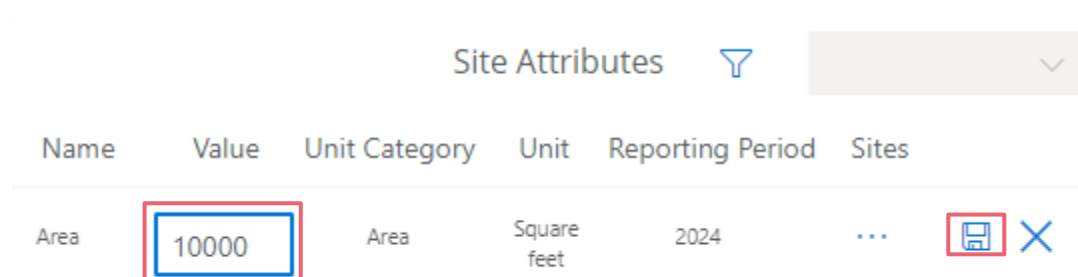


Figure 12

By following these steps, you can systematically define intensity metrics within your organization, enabling accurate calculation and monitoring of emission intensity across different products or processes. This structured approach enhances your ability to assess and improve environmental performance, contributing to sustainability goals and regulatory compliance.

1.5.1 Edit the Intensity Metrics

1. Go to **Setup** under **Organization Setup**.
2. Click on **Intensity Metrics**.
3. Make sure you have selected the **company** from the dropdown at the top.
4. Select the **Intensity Metric** you want to edit.
5. Click on **Edit Intensity Metric** from toolbar at the top.
6. Update the details and **Save**.

1.5.2 Remove the Intensity Metrics

1. Go to **Setup** under **Organization Setup**.
2. Click on **Intensity Metrics**.
3. Make sure you have selected the **company** from the dropdown at the top.
4. Select the **Intensity Metric** you want to remove.
5. Click on **Remove Intensity Metric** from toolbar at the top.
6. Confirm to remove.

2. IFS Cloud Organization Setup

This can be setup with the help of a step-by-step wizard, to import your company and sites, directly from IFS Cloud.

Important: This feature will work only for IFS Cloud customers. If you have not configured the cloud connector yet, please check **IFS Cloud Emissions Tracker – Setup Guide.pdf** for instructions, before accessing this feature.

Access **Import Utilities** from the below menu:

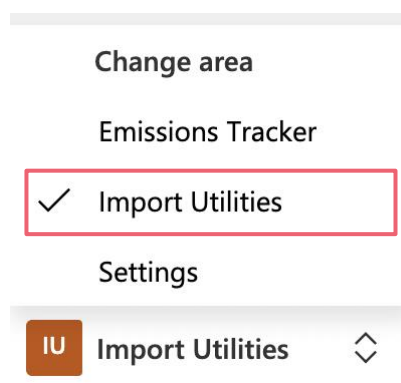


Figure 13

Click **IFS Cloud** under **Organization Setup**.

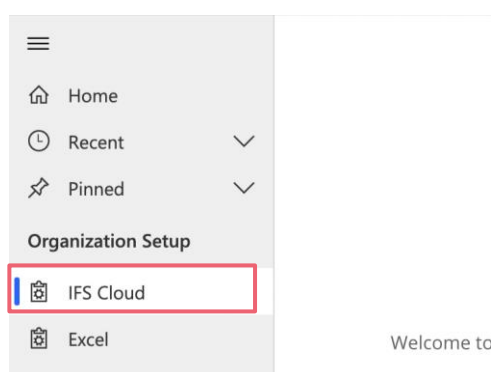


Figure 14

2.1 Adding New Company, Sites & Reporting Periods

If you're an IFS Cloud user, you can seamlessly import company and site details into the emissions tracking system.

Here's a step-by-step guide:

1. Initiate the import process by opening the **wizard** designed for importing data from IFS Cloud.
2. Proceed through the wizard by clicking on the **Next** button.
3. Choose the **company** you wish to import from the list provided, and then click **Next** to continue.

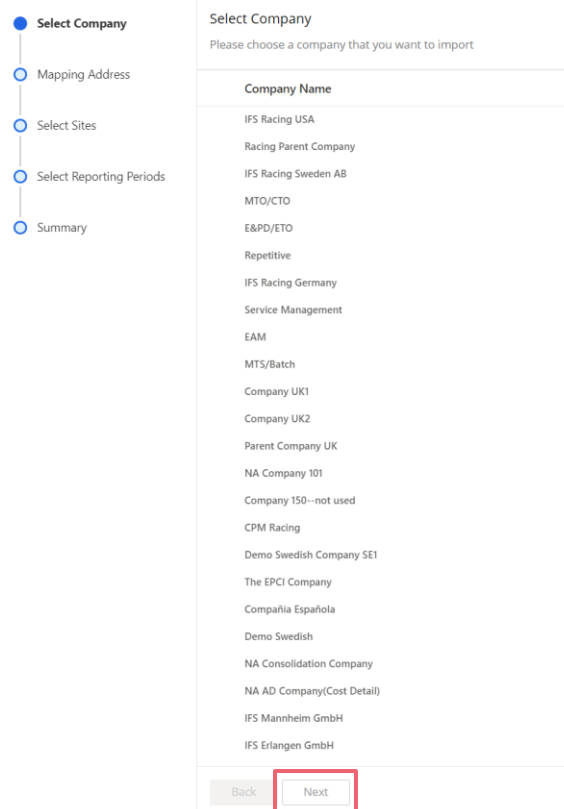


Figure 15

4. Verify and select the correct **address** associated with the chosen company, then click **Next** to proceed.
5. Specify the **site(s)** you want to import and associate with the selected company. Click **Next** to move forward.
6. Select the **reporting period(s)** you wish to establish for the imported company. Click **Next** to proceed.
7. Review the summary of your selections and click on the **Import** button to commence the import process.
8. Once the import is complete, navigate back to the **Organization Setup** page. You can do this by clicking on **Emissions Tracker** located in the **Settings** menu at the lower-left corner of the screen.

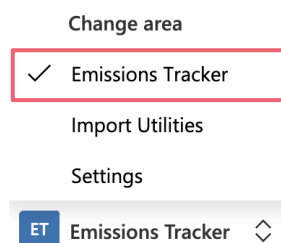


Figure 16

9. Verify the imported **company** details and ensure all necessary information is included. Refer to the manual data addition guide for any missing data.

10. Similarly, review the imported **site** details and add any missing information as needed, referring to the manual data addition guide if necessary.
11. Add **emission source** by clicking here if you have not already done so.

By following these steps, you can efficiently import company and site details from IFS Cloud into the emissions tracking system, ensuring accurate and comprehensive data management for your organization.

Calculating Emissions

1. Scope 1

Scope 1 consists of emissions that are direct emissions from sources owned or controlled by your organization. You need to create emission source mappings (This is where we map the emission factors), and then add activity data in order to calculate emissions for each of your emission sources.

1.1 Creating Emission Source Mapping

Click on **Scope 1** under **Emission Source Mapping** from the left navigation panel.

Scope 1 emissions contains four (4) categories based on its nature:

1. Stationary Combustion
2. Mobile Combustion
3. Fugitive Emission
4. Process Emission

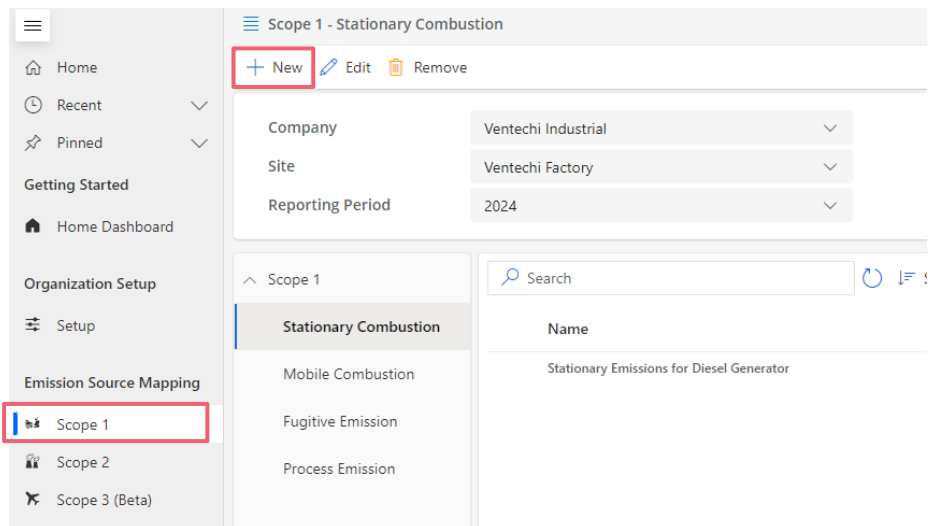


Figure 17

Use the following steps to create the Emission Source Mappings for each site:

1. Select the **Company**, **Site**, and **Reporting Period** from the dropdowns, where you will be reporting your data against.
2. Select the applicable **Emission Category** from the left navigation panel.
3. Click on **New** from the toolbar at the top.

For Stationary Combustion and Mobile Combustion Emission categories – In the right panel that opens, you will see a toggle which give you two options to create your emission source mapping:

- **Auto-Select Emission Factor – Off:** Use this option and enter all required information along with the emission factor.
- **Auto-Select Emission Factor – On:** Use this option for the application to select the emission factor for your emission mapping, based on the other information you specify. **You can use this option if you want the application to select the emissions factor for you.**

1. Select your preferred option and fill all the fields. The filters in the dropdowns will change based on your selections. This will help you filter the most relevant data for your selections.
2. Once all the fields are filled, click **Save**.

For Fugitive Emission and Process Emission categories – The Emission Factor will be automatically selected based on the Greenhouse Gas.

1. Fill all the fields. The filters in the dropdowns will change based on your selections and help you filter the most relevant data for your selections.
2. Once all the fields are filled, click **Save**.

1.1.1 Edit the Emission Source Mapping

1. Go to **Scope 1** under **Emission Source Mapping**.
2. Select the category where you need to edit the record.
3. Select the record you want to edit.
4. Click on **Edit** from the toolbar at the top.
5. Update the details and **Save**.

1.1.2 Remove the Emission Source Mapping

1. Go to **Scope 1** under **Emission Source Mapping**.
2. Select the category where you need to remove the record.
3. Select the record you want to remove.
4. Click on **Remove** from the toolbar at the top.
5. Confirm to remove.

1.2 Activity Data Input for Emission Calculations

Once the emissions mapping is completed, you can then enter emissions data to calculate emissions under the **Activity** data section by clicking on **Scope 1**.

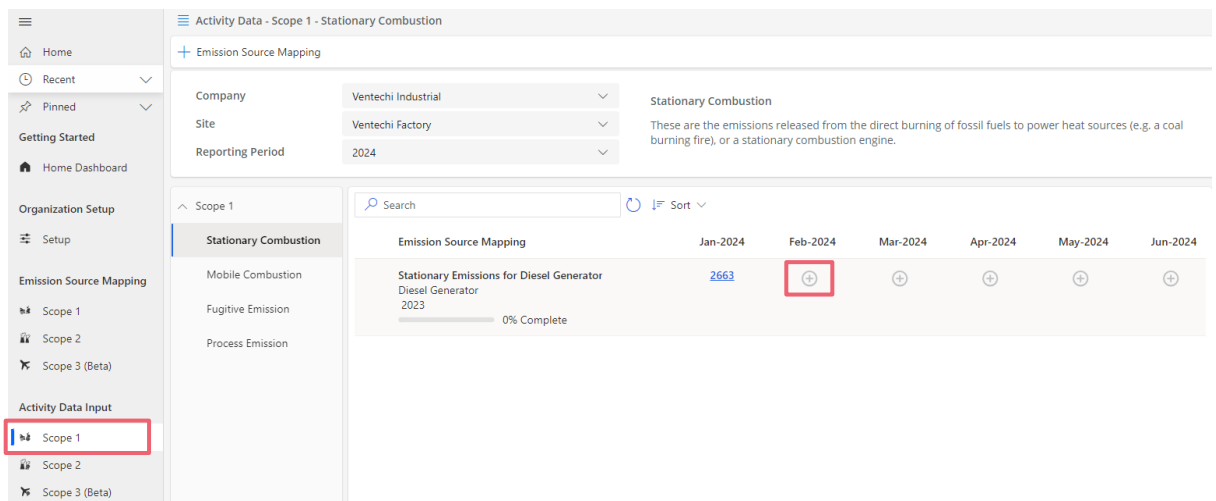


Figure 18

1. Select the **Company**, **Site** and the **Reporting Period** from the dropdowns where you would like to report your data against.
2. Under each category you will see the calculated emissions for every month. To add data for a specific month, click on the + icon in each record.
3. Add data:
 - a. Data Quality Type – This represents how the data has been retrieved.
 - b. Add the Value/Volume (liters of fuel used, etc.)
 - c. Note – You can add any notes (to add a reasoning for any data gaps/discrepancies, etc.)
4. Save (Click on the **Calculate** button to view emissions before saving.)

2. Scope 2

Scope 2 consists of indirect emissions from the generation of electricity, heating/cooling, or steam purchased for an organization’s own consumption. You need to create emission source mappings (This is where we map the emission factors), and then add activity data in order to calculate emissions for each site.

2.1 Creating Emission Source Mapping

Scope 2 emissions contains four (4) **categories** based on its nature: Purchased Electricity, Cooling, Heating, and Steam.

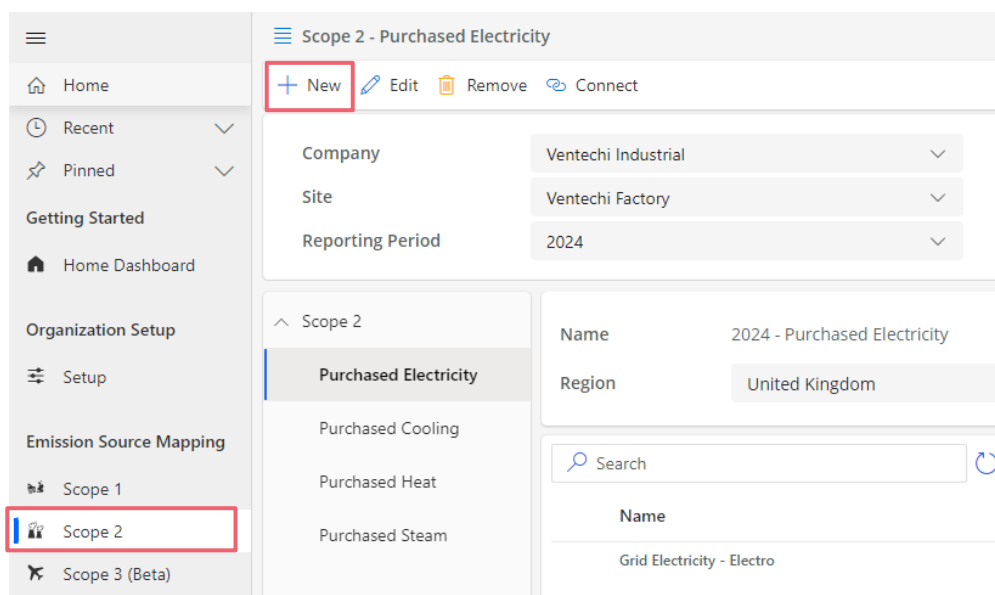


Figure 19

Use the following steps to create the Emission Source Mappings for each site:

1. Select the **Company**, **Site** and **Reporting Period** from the dropdown, where you will be reporting your data against.
2. Select the applicable **Emission Category** (Electricity, Heating, Cooling & Steam) from the left navigation.
3. You will notice that the region is auto selected based on the region from your site. You can change the region if you wish by editing it.
4. To create an emission source mapping, click on **+New** button at the top left.
 - a. Provide a name for your emission source mapping (Example: “Grid Electricity from XYZ Supplier”).
 - b. Add a description if you like.
 - c. If you have selected **Electricity** from left pane, you will be asked to select if it’s a Grid connection or a Direct line connection (Direct lines are connection lines coming directly from a supplier to your site).
 - d. If it’s a **Grid Connection**
 - I. Your **location** emission factor will be auto selected based on your selected region.
 - II. Then select whether you need to calculate market-based emissions for this site.
 - a. If **Yes**, then you would have to provide either a custom emission factor, or fuel mix, or select the supplier from the given list (If available). Market-based emission factor will be decided based on whichever option is selected by the user. If none of the above options are selected, grid residual factor will be used for market-based emission calculation.
 - b. If **No**, location-based emission factor will be applied as default.
5. If it’s a **Direct Connection**
 - I. You will be asked to provide either a custom emission factor or a fuel mix.
6. If the **selected category is Heating or Steam**, you would be asked to provide a custom emission factor or fuel mix.
7. If the **selected category is Cooling**, you would be asked to provide a custom emission factor.
8. Once the information is provided, click on Save to create the emission source mapping.

2.1.1 Edit the Emission Source Mapping

1. Go to **Scope 2** under **Emission Source Mapping**.
2. Select the category where you need to edit the record.
3. Select the record you want to edit.
4. Click on **Edit** from the toolbar at the top.
5. Update the details and **Save**.

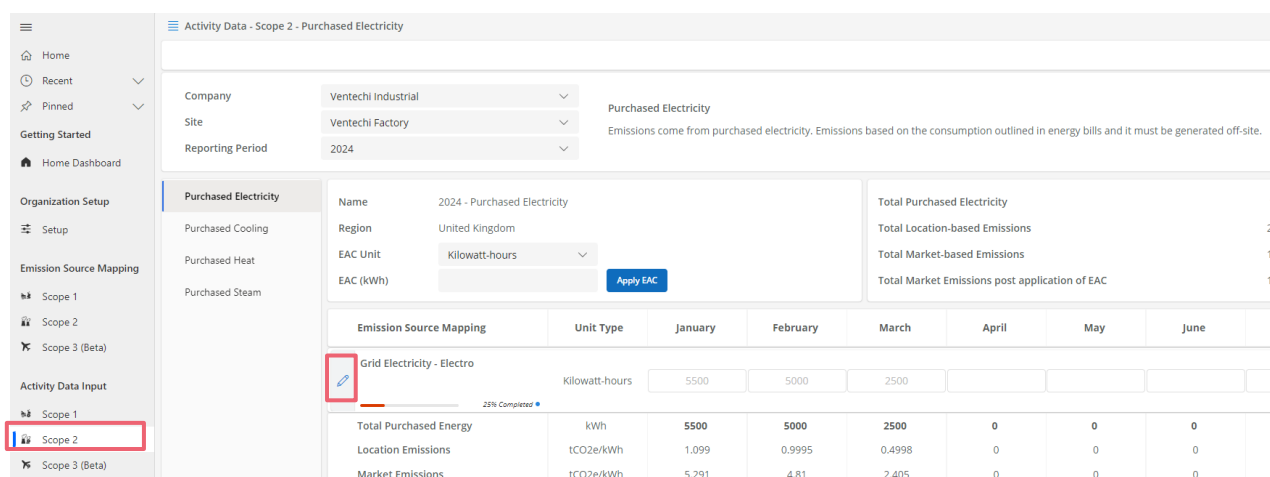
2.1.2 Remove the Emission Source Mapping

1. Go to **Scope 2** under **Emission Source Mapping**.
2. Select the category where you need to remove the record.
3. Select the record you want to remove.
4. Click on **Remove** from the toolbar at the top.
5. Confirm to remove.

2.2 Activity Data Input for Emission Calculation

2.2.1 Manual Input

Once the emissions source mapping is created, you can then enter activity/volume data to calculate emissions under the **Activity** data section by clicking on **Scope 2**.



Emission Source Mapping	Unit Type	January	February	March	April	May	June
Grid Electricity - Electro	Kilowatt-hours	5500	5000	2500			
Total Purchased Energy	kWh	5500	5000	2500	0	0	0
Location Emissions	tCO2e/kWh	1.099	0.9995	0.4998	0	0	0
Market Emissions	tCO2e/kWh	5.291	4.81	2.405	0	0	0

Figure 20

1. Select the **Company**, **Site** and the **Reporting Period** from the dropdowns where you would like to report your data against.
2. Under each **category** (electricity, heating, cooling & steam) you will see the calculated emissions for every month.
3. To add activity/volume data, click on edit button on the left side next to each emission source mapping record.
4. Add data and click on Save button on the left side next to each emission source mapping record.
5. Then the emissions will be automatically calculated.

Applying EACs

EACs are applied to site level. In the same Activity data screen, you can select the EAC unit and enter the EAC amount in the box next to EAC and click on Apply EAC.

Then the EAC will be applied and the “**Market Emissions Post-application of EAC**” value will be changed based on EAC amount applied for that site.

2.2.2 Integrate through IFS Cloud

Prerequisites:

- Before integrating activity data through IFS Cloud utility bills, ensure the following steps are followed:
 - Enable Utility Bill Provider Toggle for Suppliers.
 - Search for the **supplier** in the IFS Cloud search bar.
 - Select the correct supplier from the left pane.
 - Navigate to the **Invoice** section under the supplier.
 - Ensure the **Utility Bill Provider** toggle is turned on. If it's off, toggle it on.

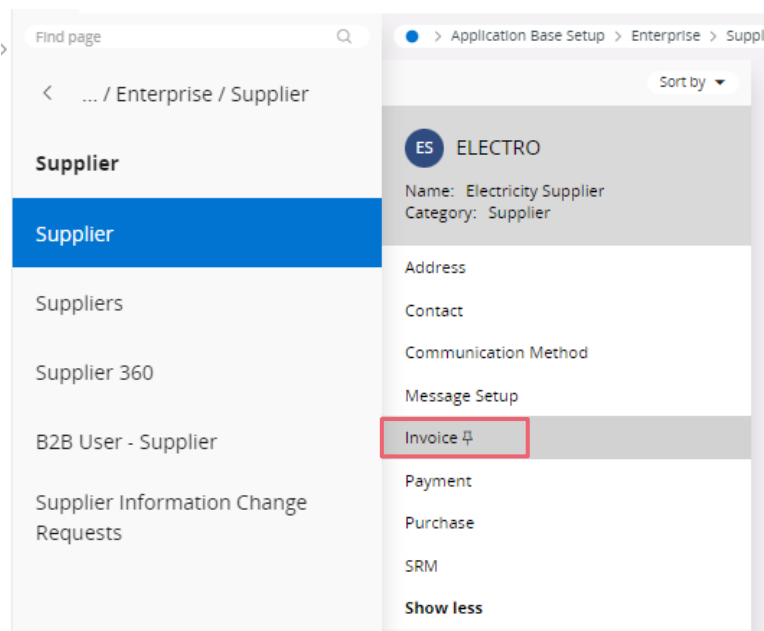
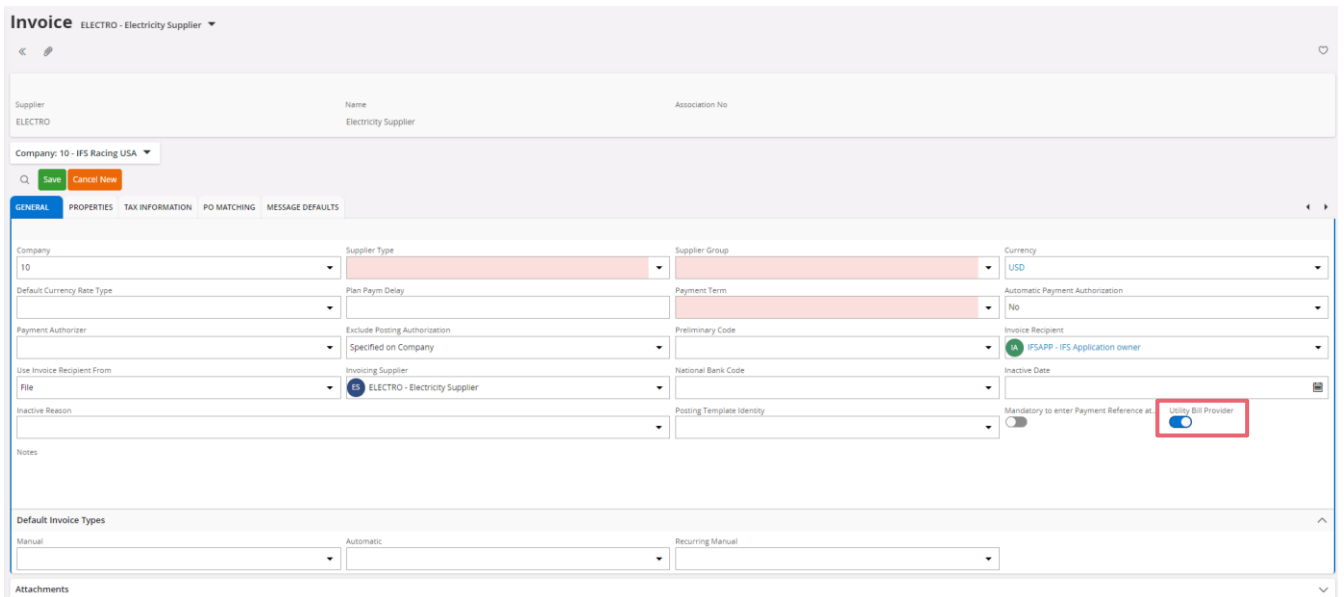


Figure 21



The screenshot shows the 'Invoice' form for 'ELECTRO - Electricity Supplier'. The form is divided into several sections: 'Supplier' (ELECTRO, Electricity Supplier), 'Company' (10 - IFS Racing USA), and 'GENERAL' (selected tab). The 'GENERAL' section contains various fields for supplier information, including 'Supplier Type', 'Supplier Group', 'Currency' (USD), 'Payment Term', 'Automatic Payment Authorization' (No), 'Invoice Recipient' (IFSAPP - IFS Application owner), and 'Utility Bill Provider' (toggled on). The 'Utility Bill Provider' toggle is highlighted with a red box. Below the 'GENERAL' section are 'Default Invoice Types' and 'Attachments'.

Figure 22

Once the supplier's utility bill provider toggle is enabled:

Enter Utility Bill Information:

1. Search for **Manual Supplier Invoice** in the IFS Cloud search bar and navigate to that page.
2. Select the company in the right upper corner.
3. Choose the supplier from the left pane.
4. On the supplier's manual supplier invoice page, go to **Utility Bill Information** under the **Lines** section.
5. Input utility bill details including,
 - Category
 - Subcategory
 - Actual/Estimated
 - Unit of Measure
 - Quantity
 - Amount
 - Validity
 - Source of Organization Bill
6. Click **OK** to save.

×

Utility Bill Information

Line ID: 1

Line ID	Amount
1	300.00

Bill Information

+ [Save] [Cancel New]

(1)	category	Subcategory	Actual/Estimated	Unit Of Measure	Quantity	Amount	Valid	Source Organization of Bill
<input checked="" type="checkbox"/>								

Allocation Details

Period	Quantity	Amount
(No data)		

[OK] [Cancel]

Figure 23

Map Utility Bills to Emission Sources:

1. Go to **Scope 2 Emission Source Mapping** in the Emission Tracker.
2. Select the appropriate category from Purchased Electricity, Purchased Cooling, Purchased Heat, and Purchased Steam.
3. Ensure the correct company, site, and reporting period are selected from the dropdown menu.
4. Click on the **Connect** button from the toolbar at the top.
5. A pane titled **Connect Data from IFS Cloud** will open.
6. Select the corresponding category (e.g., Electricity, Heat, Steam) on the top left corner.
7. Match the emission mapping records on the right side of the pane with the utility bill invoices listed. Click on the **Connect** button for the correct utility bill to map it with the emission source.
8. The status will be displayed as **Connected** once successfully mapped.

By following these steps, you can effectively integrate activity data through IFS Cloud utility bills, ensuring accurate tracking and reporting of emissions within your organization.

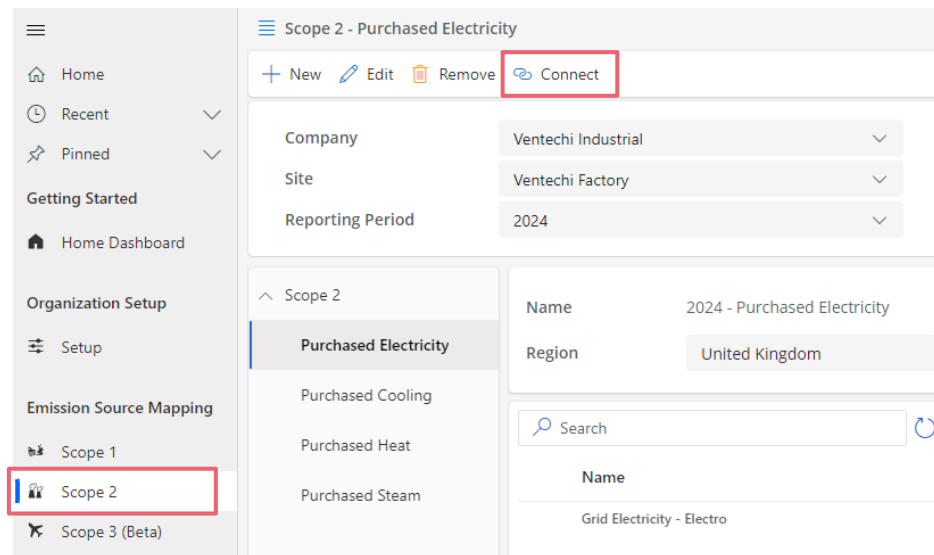


Figure 24

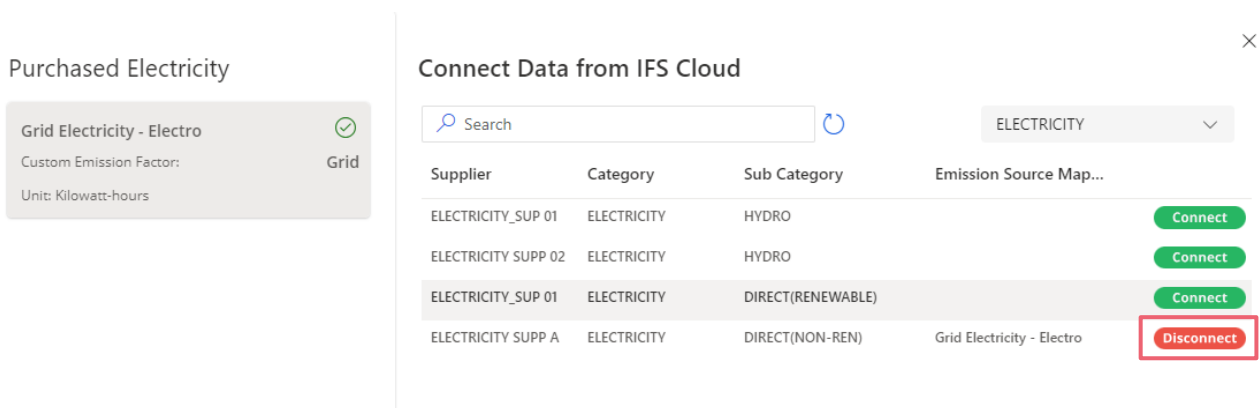


Figure 25

3. Scope 3

Scope 3 consists of emissions that is a result of activities from emission sources not owned or controlled by the reporting organization, but that the organization indirectly impacts in its value chain. You need to create emission source mappings (This is where we map the emission factors), and then add activity data in order to calculate emissions for each site.

3.1 Creating Emission Source Mapping

Scope 3 Emissions contains multiple subcategories under Upstream and Downstream. If you want to learn more about each of these categories, you can find them within the app itself. These categories are described under **Scope 3 Emission Source Mapping**.

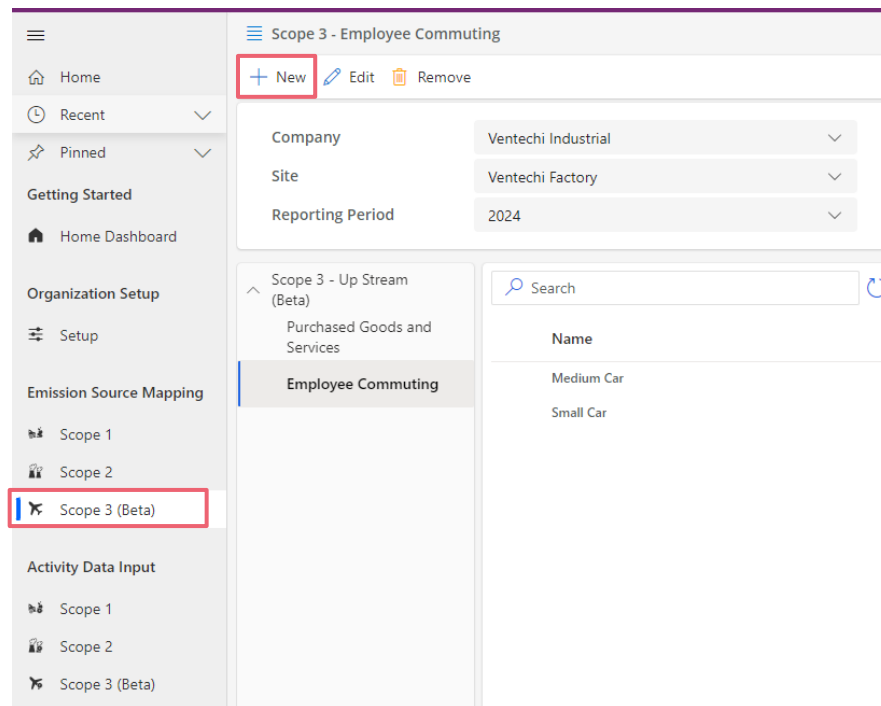


Figure 26

Use the following steps to setup the emission activities for each site:

1. Select the **Company**, **Site** and **Reporting Period** from the dropdown, where you will be reporting your data against.
2. Select the applicable **Emission Category** from the left navigation.
3. Click on **New** from the toolbar at the top.
4. In the left panel that opens, fill all the fields. The filters in the dropdowns will change based on your selections and help you filter the most relevant data for your selections.
5. Click **Save**.

3.1.1 Edit the Emission Source Mapping

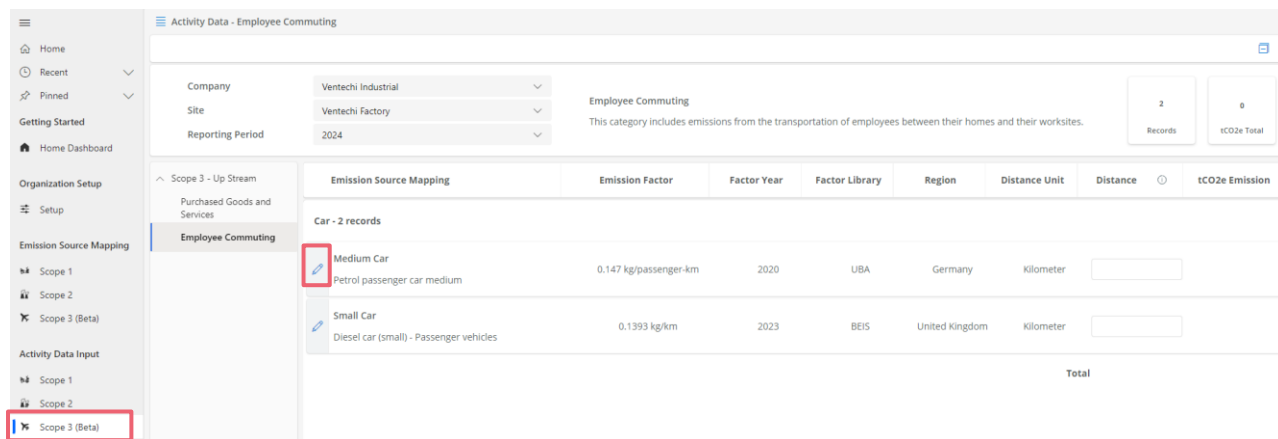
1. Go to **Scope 3** under **Emission Source Mapping**.
2. Select the category where you need to edit the record.
3. Select the record you want to edit.
4. Click on **Edit** from the toolbar at the top.
5. Update the details and **Save**.

3.1.2 Remove the Emission Source Mapping

1. Go to **Scope 3** under **Emission Source Mapping**.
2. Select the category where you need to remove the record.
3. Select the record you want to remove.
4. Click on **Remove** from the toolbar at the top.
5. Confirm to remove.

3.2 Activity Data Input for Emission Calculation

Once the emission source mapping is completed, you can then enter activity/volume data to calculate emissions under the **Activity Data** section by clicking on **Scope 3**.



Emission Source Mapping	Emission Factor	Factor Year	Factor Library	Region	Distance Unit	Distance	tCO2e Emission	
Car - 2 records								
Medium Car Petrol passenger car medium	0.147 kg/passenger-km	2020	UBA	Germany	Kilometer	<input type="text"/>		
Small Car Diesel car (small) - Passenger vehicles	0.1393 kg/km	2023	BEIS	United Kingdom	Kilometer	<input type="text"/>		
Total								

Figure 27

1. Select the **Company**, **Site** and the **Reporting Period** from the dropdowns where you would like to report your data against.
2. Under each category you will see the calculated emissions for every month. To add data for a specific month, click on the + icon in each record.
3. Add data:
 - a. Data Quality Type – This represents how the data has been retrieved.
 - b. Add the Value/Volume (liters of fuel used, etc.)
 - c. Note – You can add any notes (to add a reasoning for any data gaps/discrepancies, etc.)
4. Save (Click on the **Calculate** button to view emissions before saving).

Setting Targets for Emission Reduction

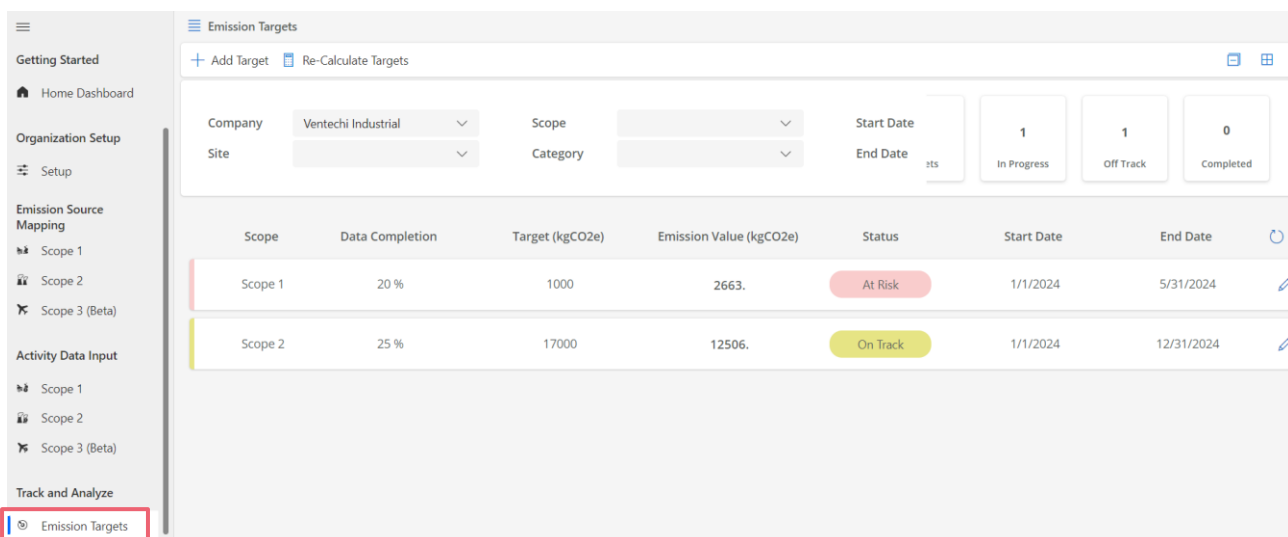
Set emission targets for your company, track the progress, and make informative decisions.

1. Set Targets

1. Go to the **Emission Target** section under **Track and Analyze**.
2. Select the **company** from the dropdown at the top.
3. Click on the **Add Target** button in the toolbar at the top.
4. Fill all the following details:
 - a. Make sure the **Company** and **Scope** is selected properly.
 - b. Select the **Site** and **Emissions Category**, if you want to set the target for a specific site or a category (optional).
 - c. Add target **start** and **end date**.
 - d. Add **Emissions**, target **Minimum** and **Maximum** (optional).
5. Click **Save**.

2. View and Track Progress

You can view your set targets' progress in a grid.



The screenshot shows the 'Emission Targets' section in the IFS Cloud Emissions Tracker. The interface includes a sidebar on the left with navigation options like 'Getting Started', 'Organization Setup', 'Emission Source Mapping', 'Activity Data Input', and 'Track and Analyze'. The 'Emission Targets' option is highlighted in the sidebar. The main content area displays a form for adding or editing targets, with fields for Company (Ventechi Industrial), Site, Scope, Category, Start Date, and End Date. Below the form is a table showing the progress of two targets:

Scope	Data Completion	Target (kgCO2e)	Emission Value (kgCO2e)	Status	Start Date	End Date
Scope 1	20 %	1000	2663.	At Risk	1/1/2024	5/31/2024
Scope 2	25 %	17000	12506.	On Track	1/1/2024	12/31/2024

Figure 28

1. Select the **Company**, **Site** or specific **Scope** to view targets, from the left navigation panel.
2. You can see the set targets and its progress in a grid view.

Note: If the target progress is not updated, you may click on **Re-Calculate Targets** from the toolbar at the top and click on the **refresh** icon at the top left (next to the column **End Date**).

Analyse Emissions via Informative Dashboards

1. Analytics Dashboards

The Carbon Dashboard and the Emissions Report will display a summary view of your emissions within your company. You can access these under the **Track and Analyse** section in left navigation panel.

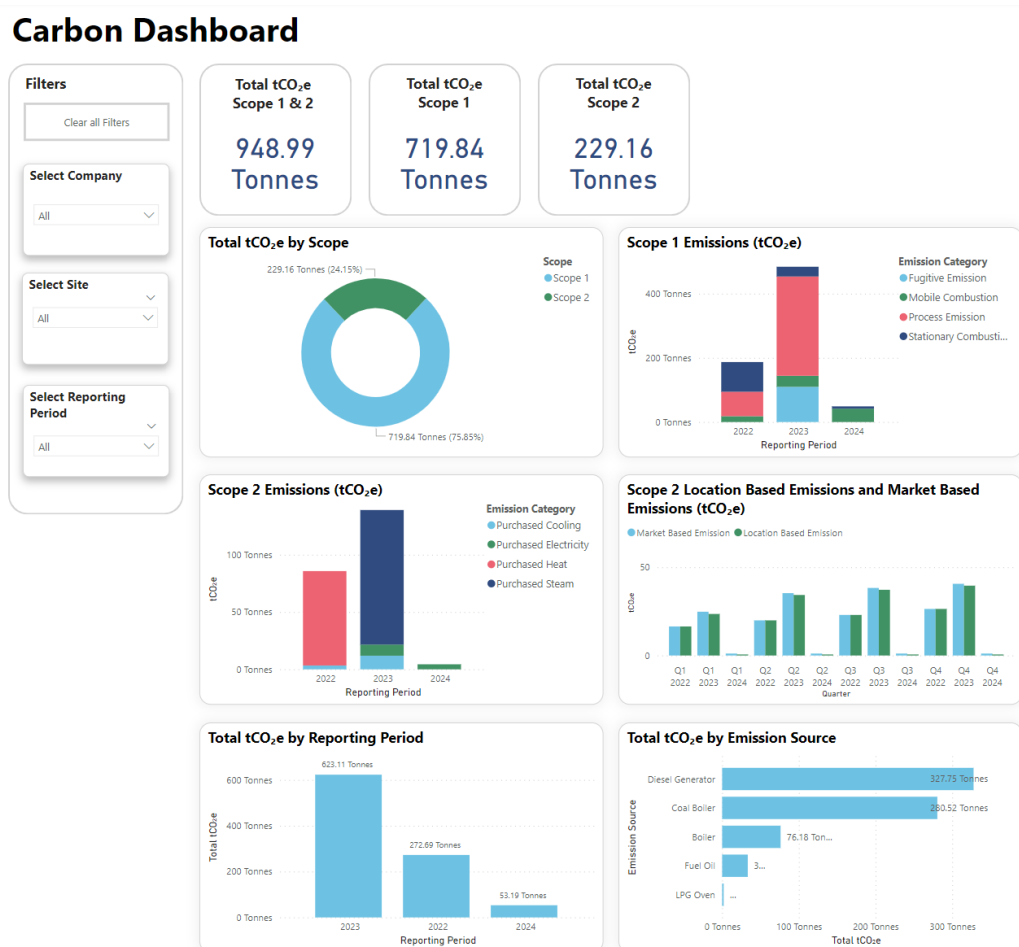


Figure 29

Emission Intensity Dashboard

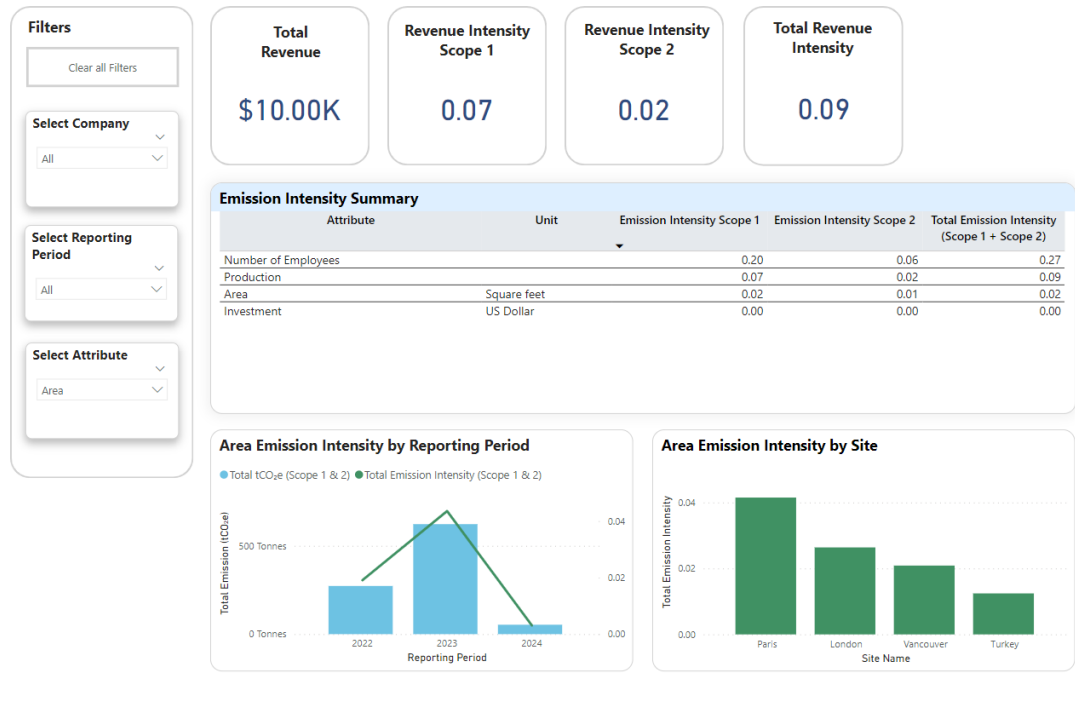


Figure 30

Emission Report

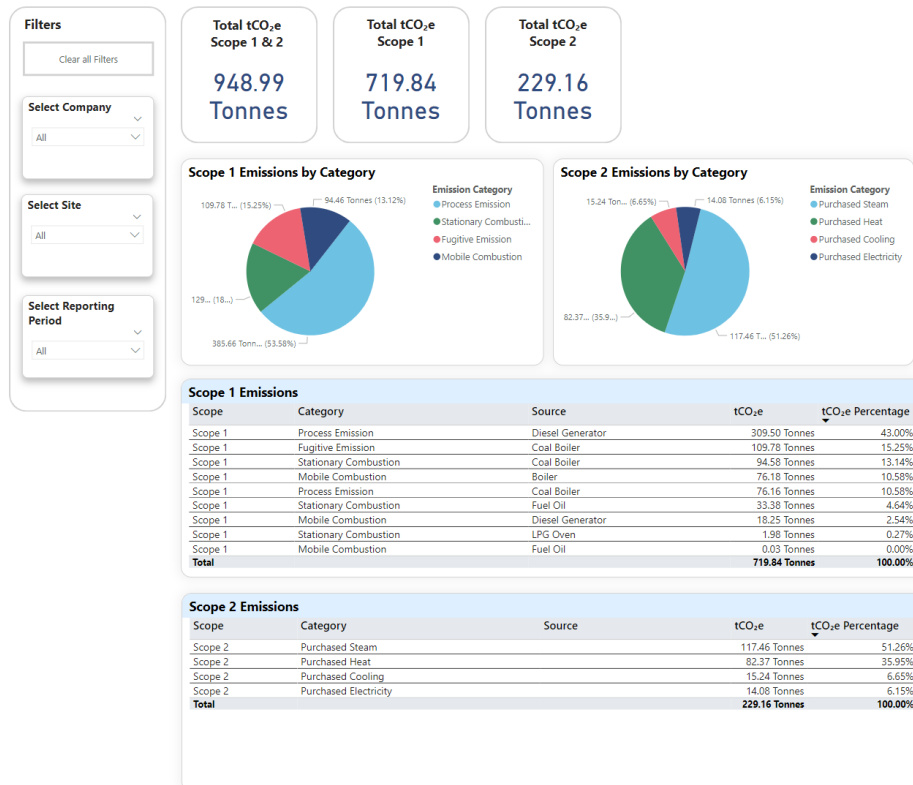


Figure 31

Import Utilities

You can import bulk data through a Microsoft Excel sheet configured in your OneDrive folder.

Important: Before using this feature, if you have not configured the excel templates in your OneDrive, please check the **IFS Cloud Emissions Tracker – Setup Guide.pdf** for instructions. Once configured, you will have access to a set of excel templates to import different types of data.

In the **Emission Tracker** app, go **Import Utilities** from the lower-left corner menu to access the wizards.

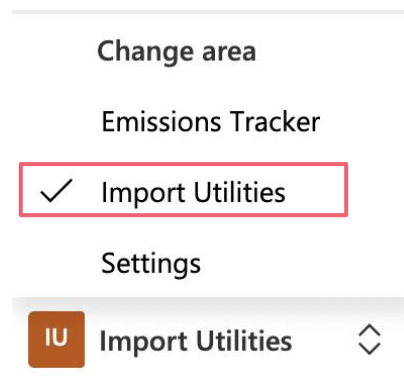


Figure 32

1. Excel Organization Setup

Import your organization level data as a bulk using an excel template, while having the ability to review, add, and edit the data in a user-friendly wizard.

Prerequisites:

- You need to have the correct excel template link related to the below data import wizard with you.

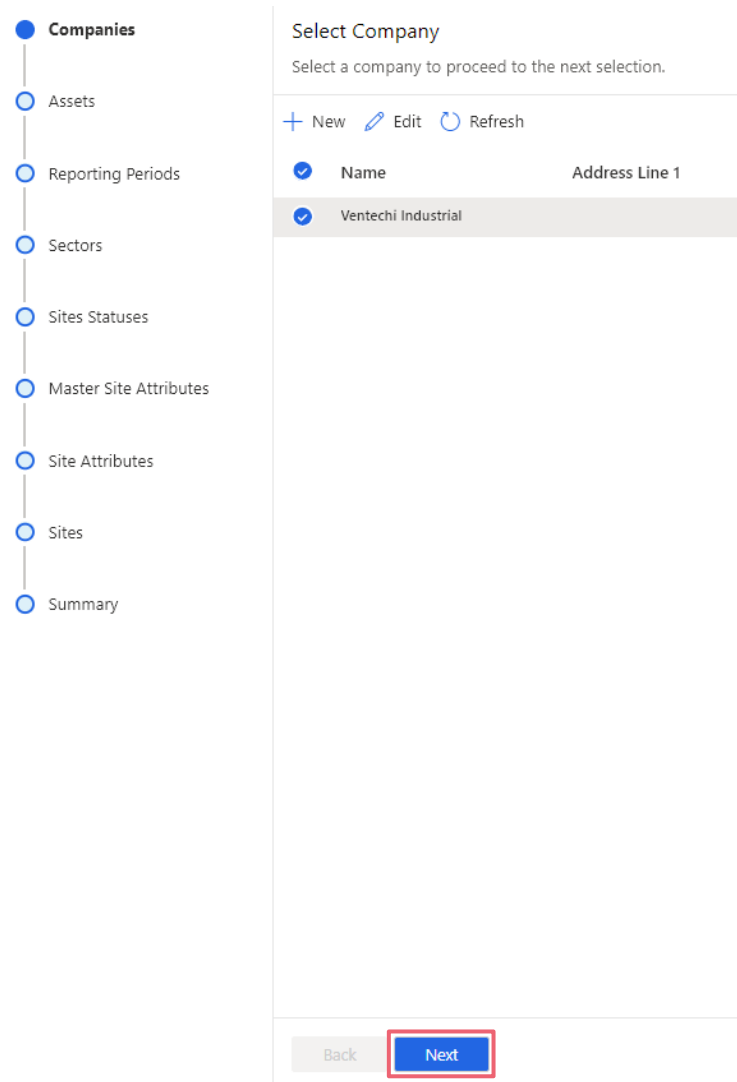


Figure 33

1. Fill the excel template on OneDrive (ESG Organization Import Excel Online Template.xlsx) with the data you need to import.
2. In the **Emission Tracker** app, go **Import Utilities** from the lower-left corner menu to access the wizards.
3. Go to **Excel** under the **Organization Setup** section.
4. Click **Next**.
5. Review the data and select the records to import.
6. You can edit the records by clicking on **Edit**.
7. You can add new records by clicking on **New**.
8. Click **Next** to go to each of the screens until the setup is completed.
9. Click **Import** in the summery screen to complete the setup.
10. Validate if the data is imported successfully.

2. Scope 1 Excel Bulk Data Import

You can import new source mapping records along with activity data using an excel template.

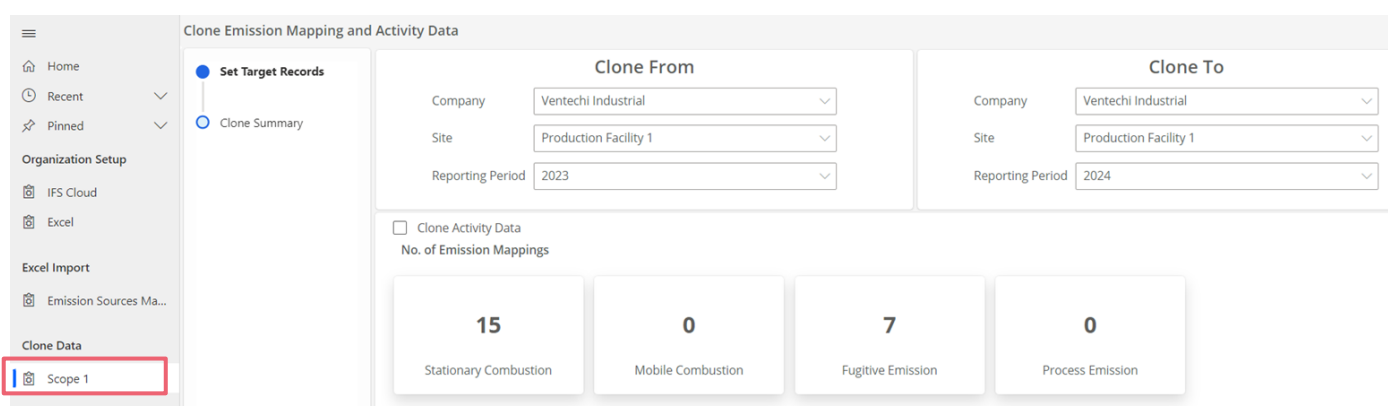
Prerequisites:

- You need to have setup the correct excel template link related to the below data import wizard with you. Refer setup guide for instructions for setting up the template.
1. Fill the excel template on OneDrive (put the correct name.xlsx) with the data you need to import.
 - a. If you are creating new emission source mappings, you can enter the details to create.
 - b. You can also choose to enter the activity data for the newly created emission source mappings at the same time.
 2. There are 2 options to create emission source mapping.
 - a. Option 1 is automatic emission factor selection. In this the application will set the emission factor for you based on the information you will be given
 - b. Option 2 is manual emission factor selection, in this, you will need to provide the emission factor to the application from the given list. We will talk about this more in the next steps.
 3. Open the Scope 1 Excel bulk data import feature from Import Utilities > Excel Import > Scope 1
 4. You will be shown the available scope 1 categories relevant to the data you have provided in the select. Select the categories you would like to import. Go to the next screen.
 5. In this screen, you can validate the data you have entered in the excel sheet. If there are any validation errors, they will be shown here. You can correct them.
 6. If you have selected the manual emission factor selection for any of your emission source mappings, you will be required to select the emission factor you would like to use on the emission factor column.
 7. Once, the validations are done, you can click on next.
 8. In the summary screen, you can review the data and click Import.
 9. You have now successfully imported the data. You can validate them by going to Scope 1 under Emission source mappings within Emissions Tracker

3. Scope 1 Clone Feature

You can clone existing scope 1 emission source mapping records & Activity data to a different reporting period, company, or a site you own.

1. You can access this feature under Utilities > Clone > Scope 1
2. First, Under Clone From, select the Company, Site and reporting period where you want to clone your data from.
3. Then Under Clone to section, select the Company, site, and reporting period where you want to copy the cloned data.
4. After that, select the categories under which the data will be cloned.
5. Please note, all the emission source mapping records under the selected categories will be cloned.
6. If you want to clone the activity data as well, then you can check Clone Activity Data check box.
7. In the summery screen you can see the number of records that will be copied. Validate it and click on Clone.
8. You have now successfully cloned the data. You can validate them by going to Scope 1 under Emission source mappings within Emissions Tracker.



Category	No. of Emission Mappings
Stationary Combustion	15
Mobile Combustion	0
Fugitive Emission	7
Process Emission	0

Figure 34

4. Excel Emission Source Master List Import Setup

You can import Emission Source Master List data through a Microsoft Excel template.

1. In the **Emission Tracker** app, go to **Import Utilities** from the lower-left corner menu to access the wizards.
2. Click on **Emission Sources Master List** under **Excel Import**.
3. Select **Export Company & Sites** from above.

4. Go to your excel template on OneDrive (Emission Source Template.xlsx) and enter the emission source data.
5. Once completed, in the application click the Import **Emission Sources** button at the top.

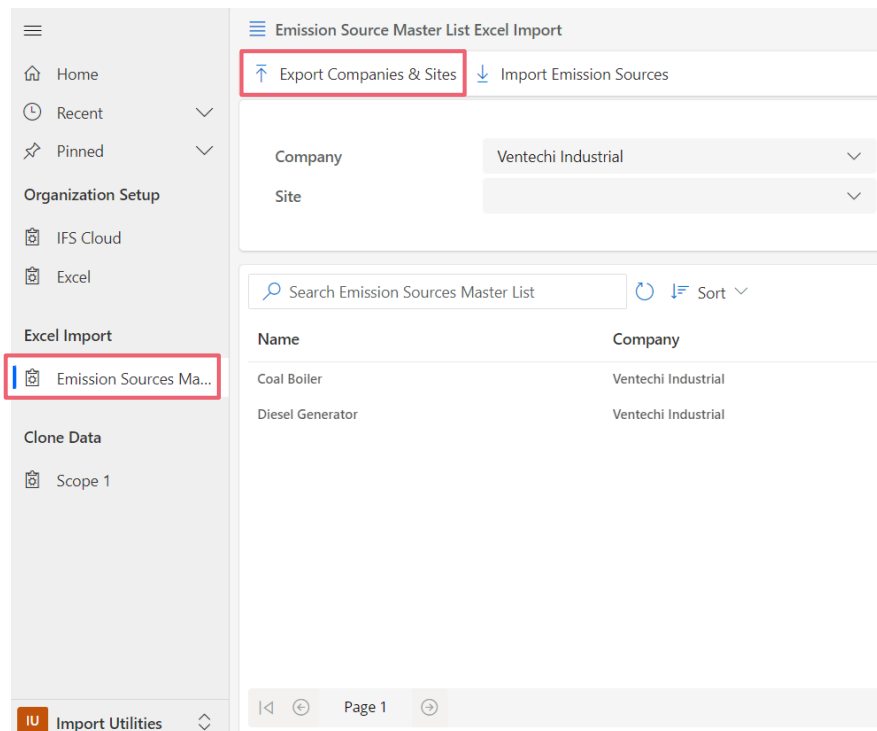


Figure 35