IFS Cloud Emissions Tracker

User Guide

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Glossary:

Term used	Definition
Company	An organization or business unit that is responsible for it's own greenhouse gas emissions.
Site	Business unit or facility under a company. A site has control over managing emissions happening from it (Factories, Warehouses, Offices, etc.).
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.
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 (CO2), methane (CH4), nitrous oxide (N2O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF6), and nitrogen trifluoride (NF3).
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 Emissions 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 Climatiq 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
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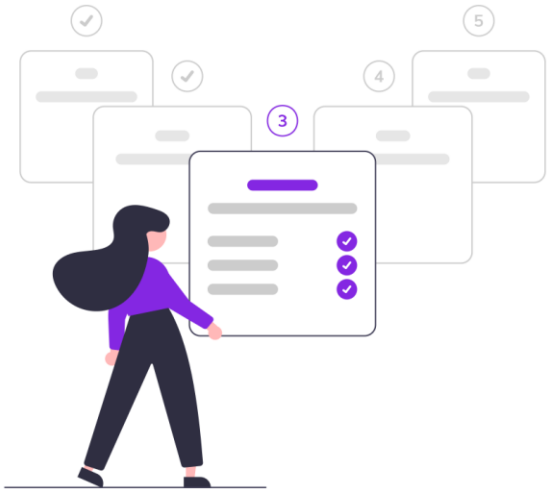
  - Adding Emission Sources



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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 Emissions Tracker**: Once you're logged in, navigate to the UI (user interface) and locate the option to select applications. Click on IFS Cloud Emissions Tracker to open the application selection menu.

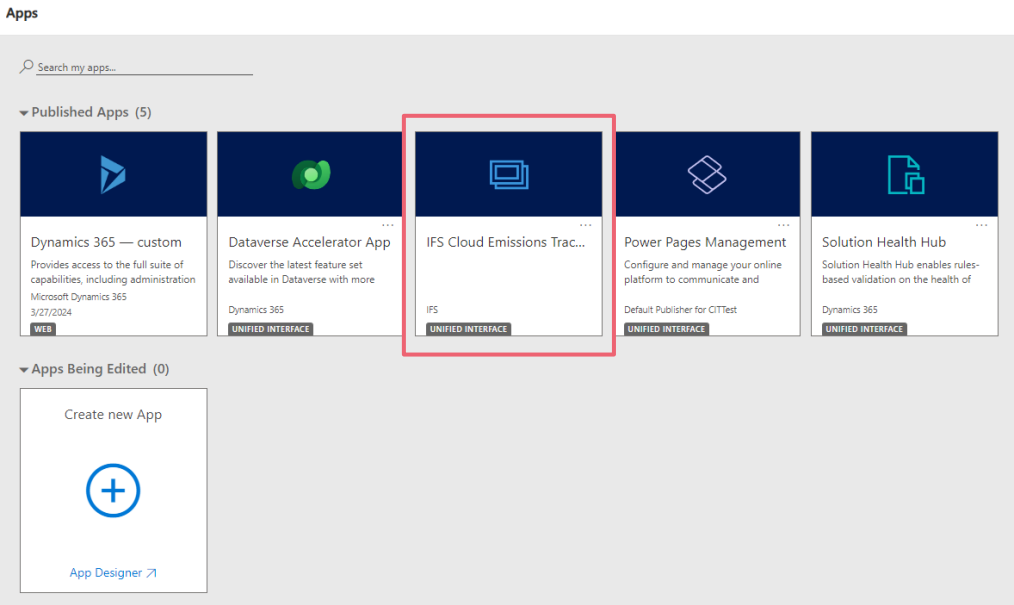

Figure 01

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 **Organizational Profile** tab to get started.

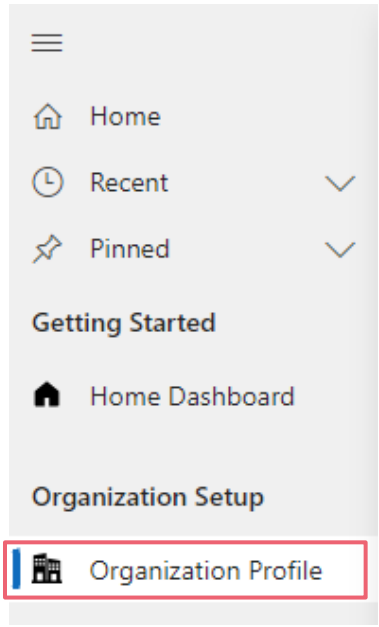

Figure 02

1.1 Default Organization

Default organization is like the parent organization. How ever you need to create company(s) under the Default Organization to report emissions.

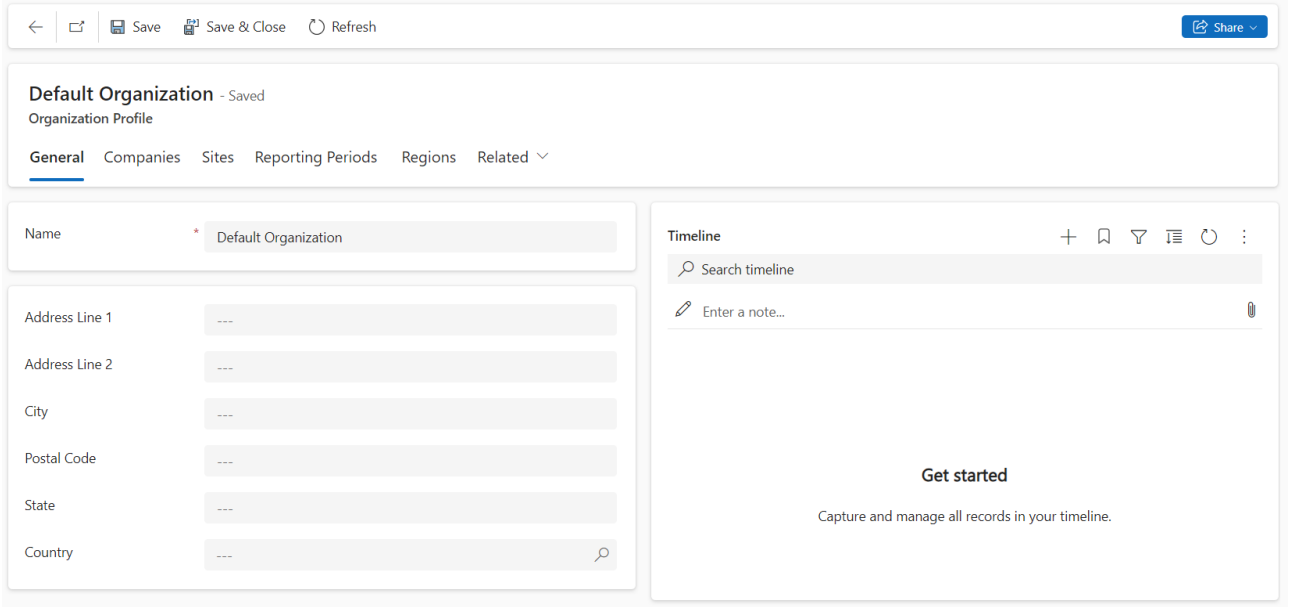

Figure 03

1.1.1 Edit the Default Organization

1. Go to **Organizational Profile** under **Organization Setup**.
2. Click **General Tab** from the toolbar at the top.
3. You can edit the details in this page.
4. Update the details and **Save.**

1.2 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
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.

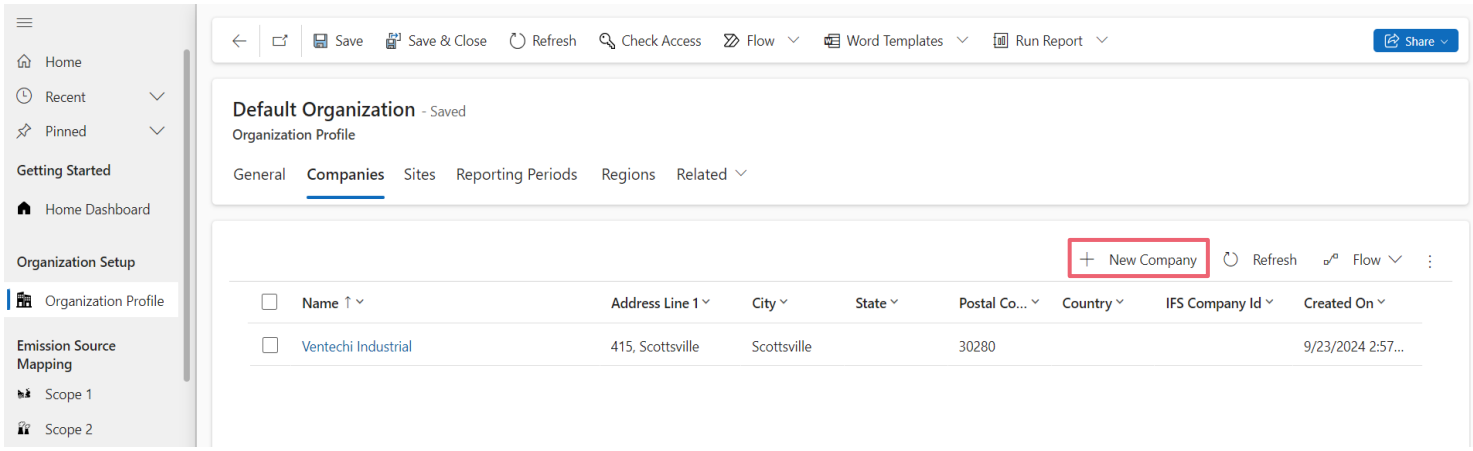

Figure 04

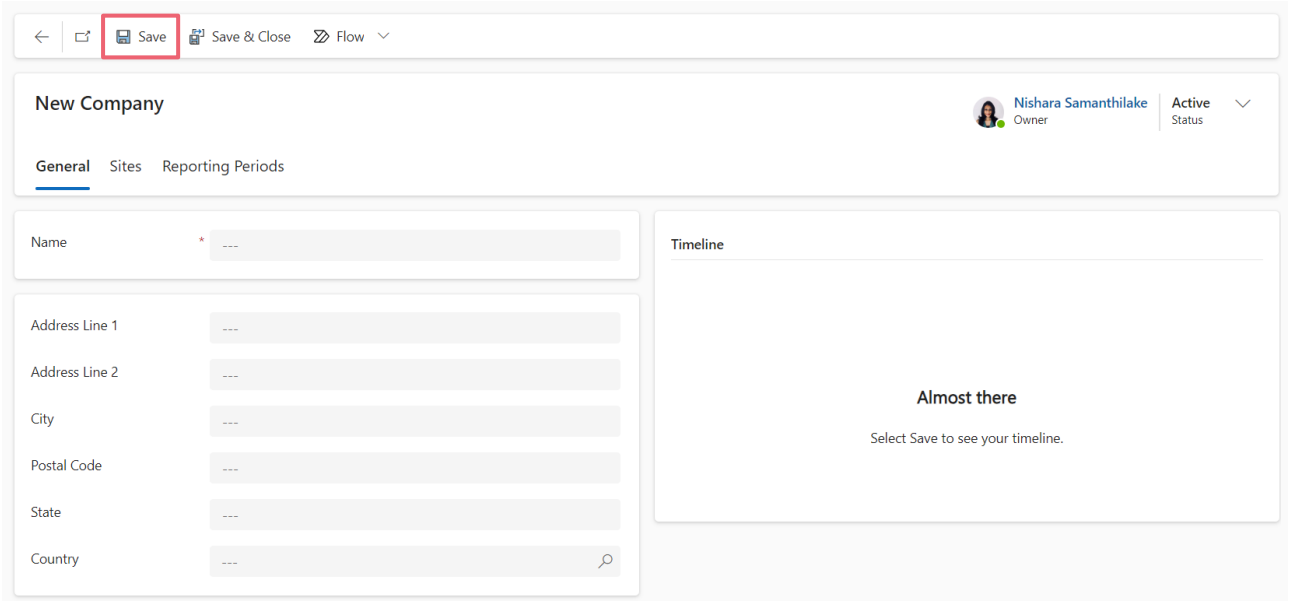

Figure 05

1.2.1 Edit the Company

1. Go to **Organizational Profile** 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**.

1.2.2 Remove the Company

1. Go to **Organizational Profile** 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.

1.3 Adding New Sites

Follow these steps to add sites effectively.

1. Navigate to the **Organizational Profile** 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
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.

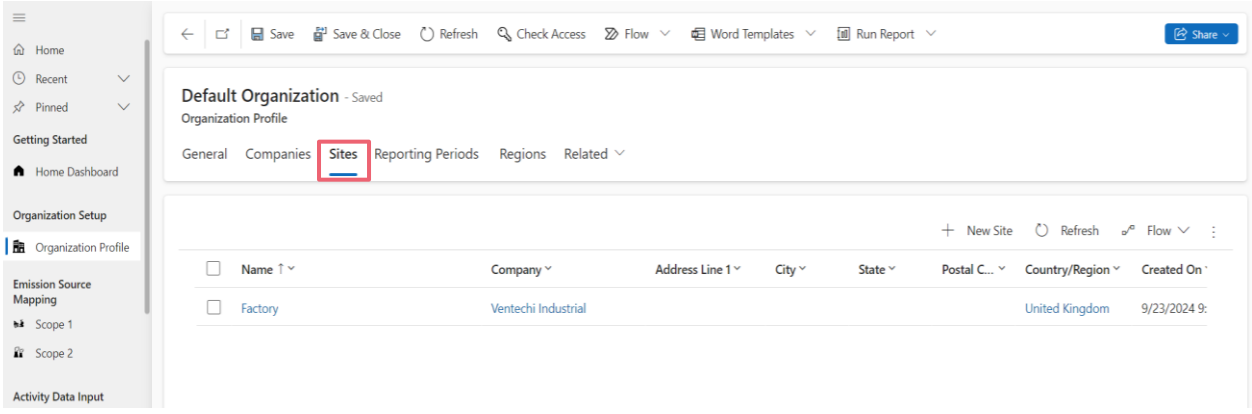

Figure 06

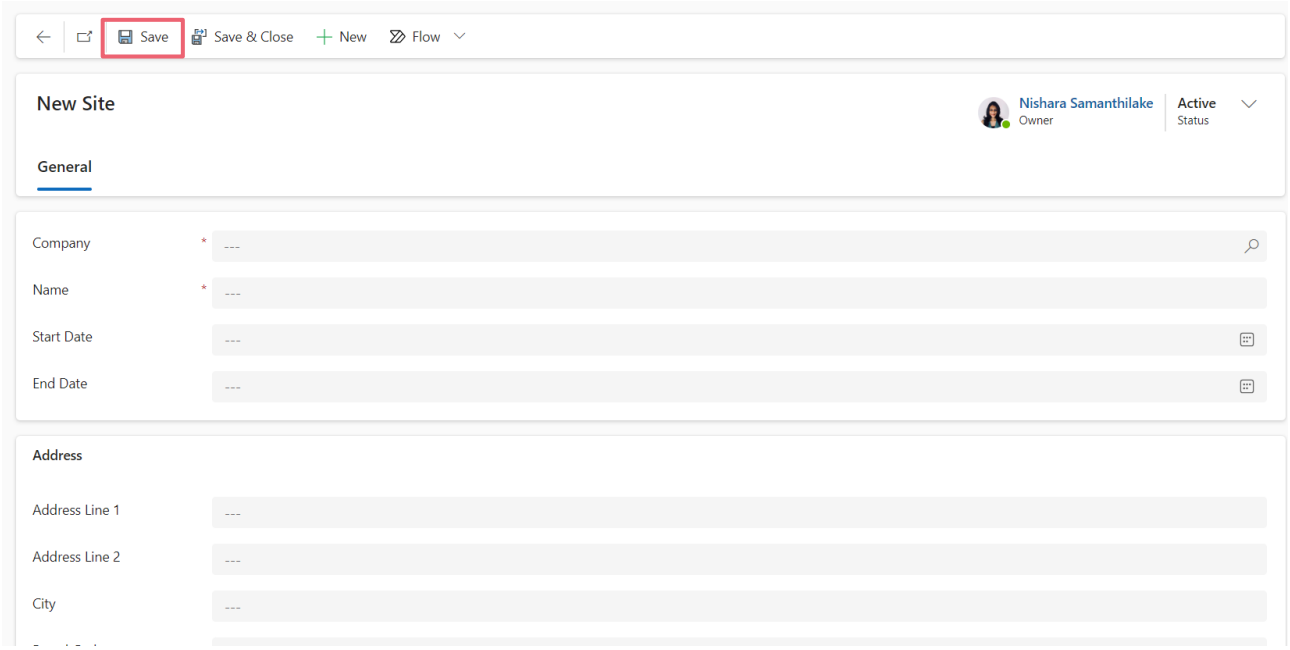

Figure 07

1.3.1 Edit the Sites

1. Go to **Organizational Profile** 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**.

1.3.2 Remove the Sites

1. Go to **Organizational Profile** 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.

1.4 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 **Organizational Profile** section within the Organization Setup menu.

2. Click on **Reporting Periods** tab to access the reporting period management.
3. Click on **Add Reporting Period** from the toolbar at the top to start adding new reporting periods.
4. Specify the reporting period(s) by indicating the start and end dates. Typically, reporting periods align with your organization's financial year.
5. After adding the reporting period(s), click on the **Save** button to confirm your selections.

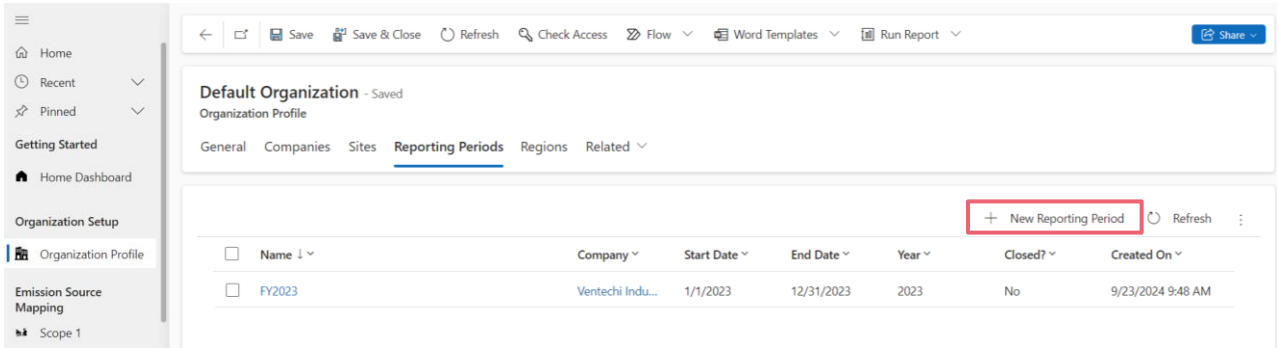

Figure 08

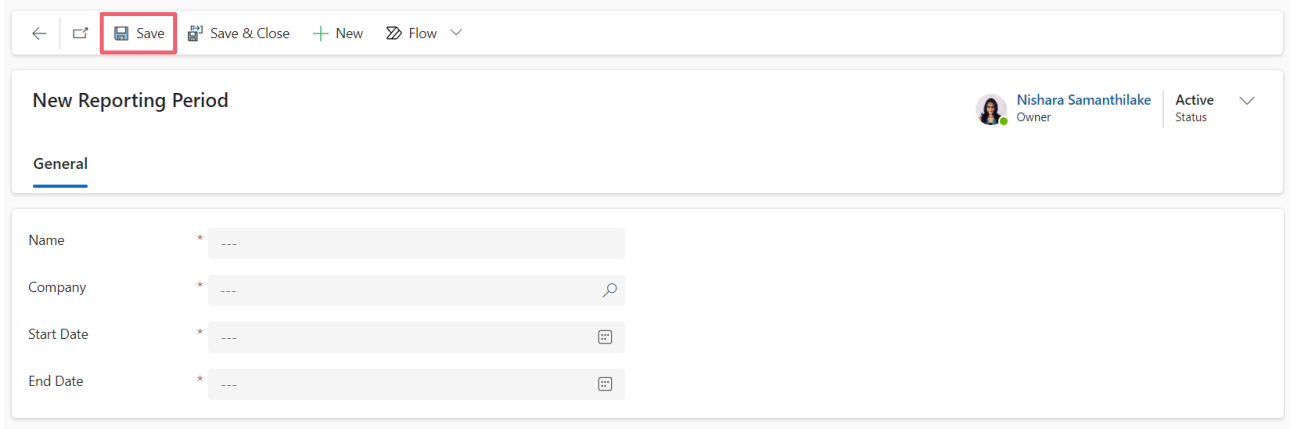

Figure 09

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.

1.4.1 Edit the Reporting Periods

1. Go to **Organizational Profile** 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**.

1.4.2 Remove the Reporting Periods

1. Go to **Organizational Profile** 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.

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.

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

Access **Utilities** from the below menu:

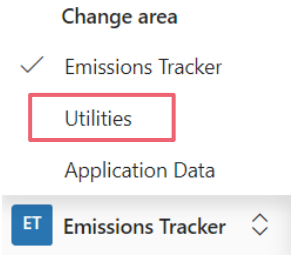

Figure 10

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

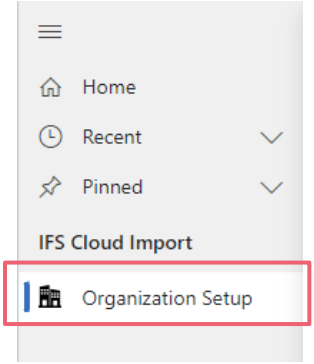

Figure 11

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.

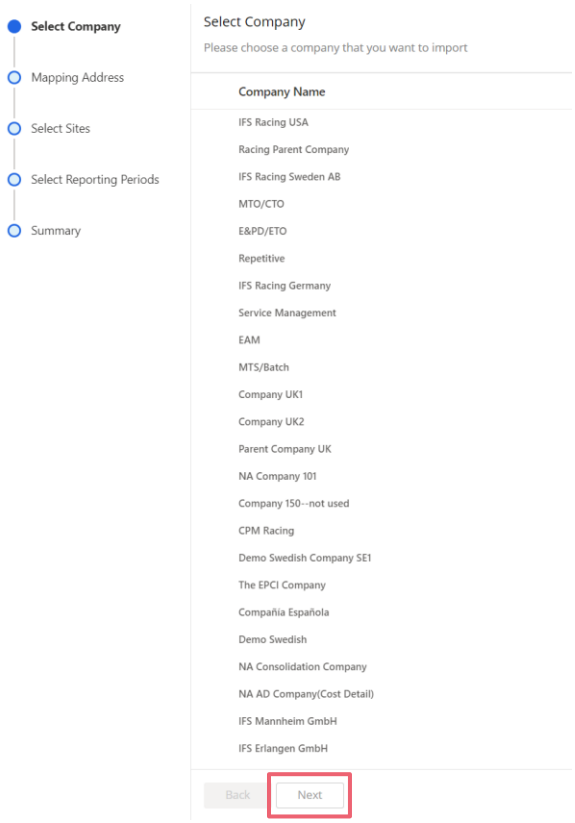

Figure 12

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.

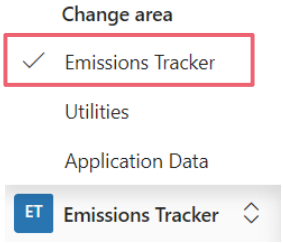

Figure 13

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.

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.

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

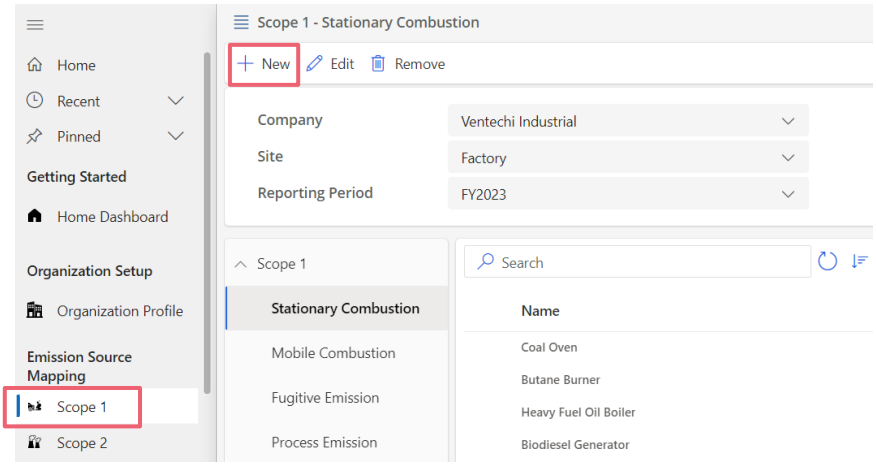

Figure 14

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**.

Note: The 'Auto-Select Emission Factor - On' feature will provide you an emission factor with an Emission Factor Year that is closest to the reporting year.

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**.

Note: Make sure the considerations mentioned here is followed when selecting and using different types of Emission factors.

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**.

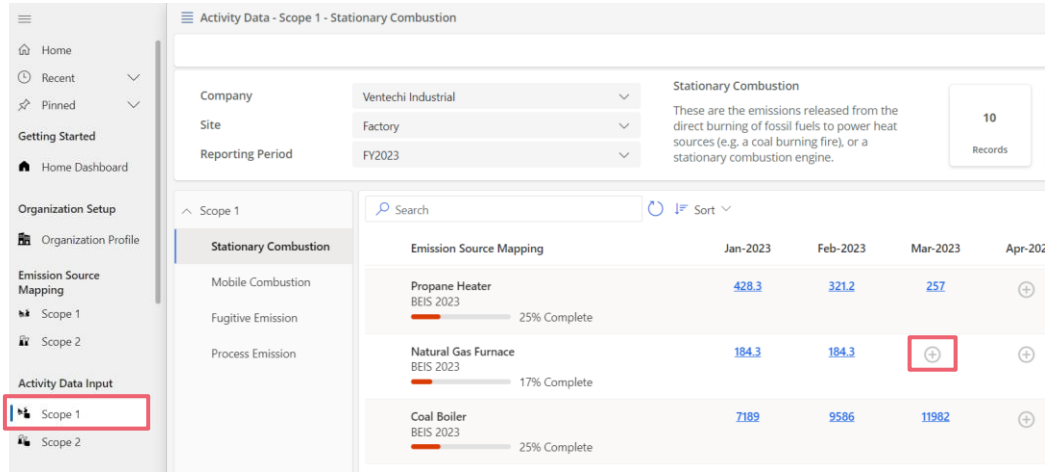

Figure 15

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.

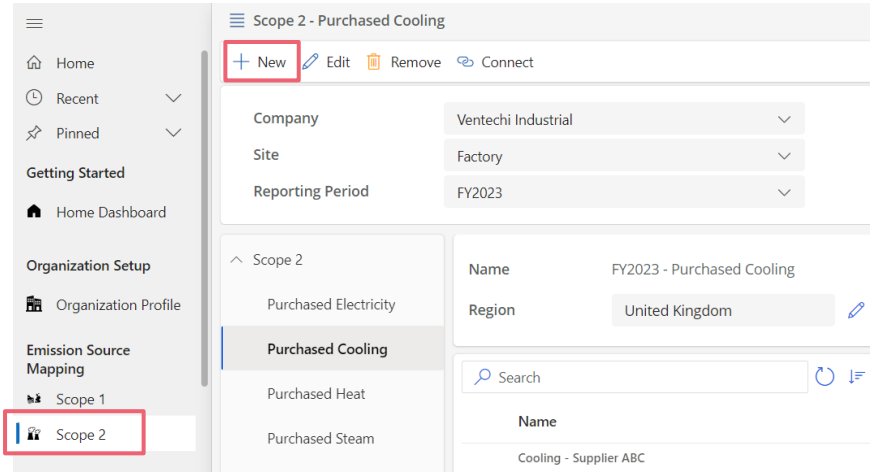

Figure 16

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.
5. 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).

    5.1 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.

5.2 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.

Note: Make sure the considerations mentioned here is followed when selecting and using different types of Emission factors.

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**.

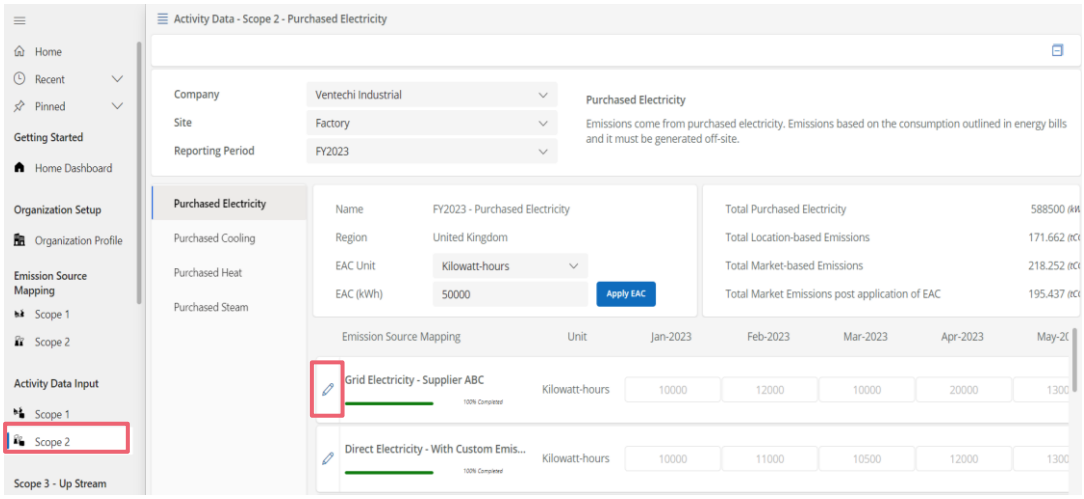

Figure 17

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.

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 Factors (This is where we map the emission factors from sources that are required for emissions calculations to reusable/identifiable names), then create Emissions Activities (Create an emission activity and map a pre-defined Emission Factor) and add activity data to it in order to calculate emissions for each emission activity.

3.1 Creating Emission Factors

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.**

Use the below steps to create an emission factor:

1. Select the **Scope 3** - **Emission Category** where you want to create an Emission Factor. (Figure)
2. Select the **Company** to which the Emission Factor will be used. (Figure)
3. Go to the **Emission Factors** tab. (Figure)
4. Click on **New Emission Factor** from the toolbar on the top. (Figure)

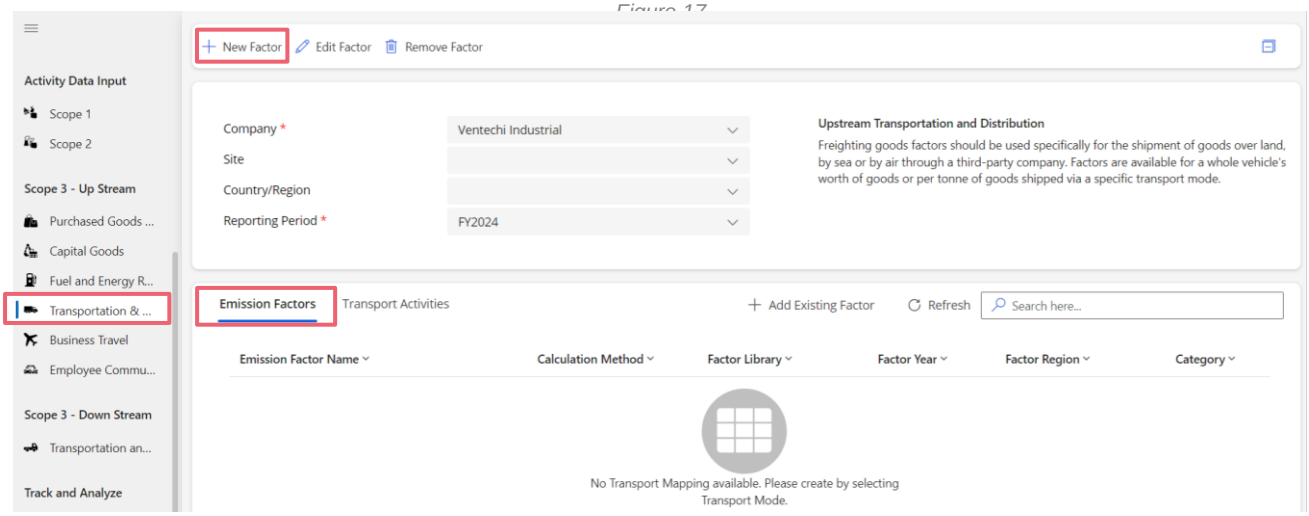

Figure 18

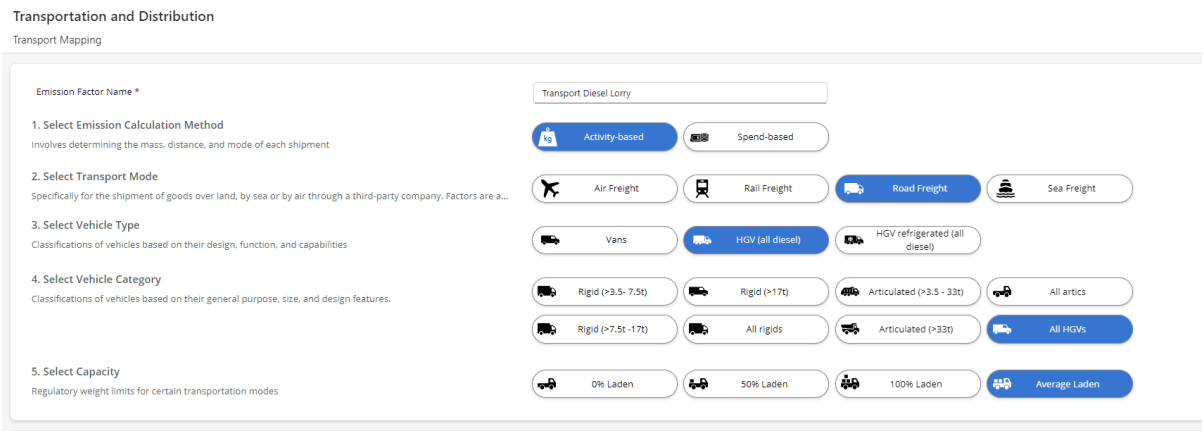

Figure 19

11. You can use the free text filter, the Unit Type filter, Region filter, and Library filter to filter the required emission factor further upon the filtration made from the buttons.
12. Select the Emission factor source from the table.

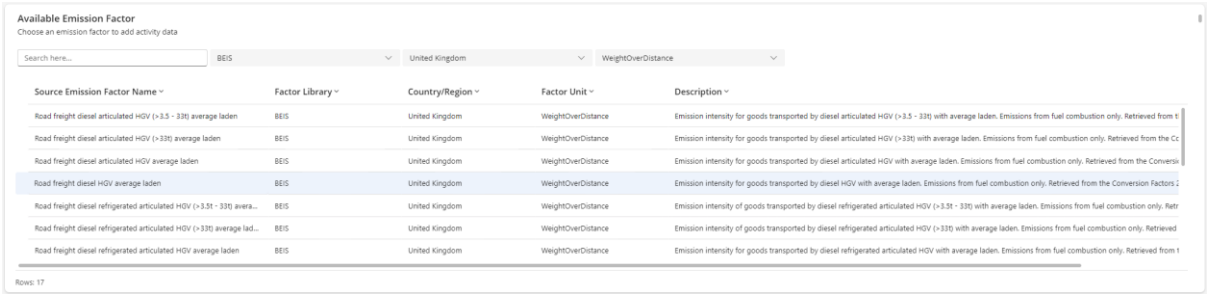

Figure 20

13. Select the emission factors connected to the selected source that needs to be used for the emission calculation.
14. Click **Save.**

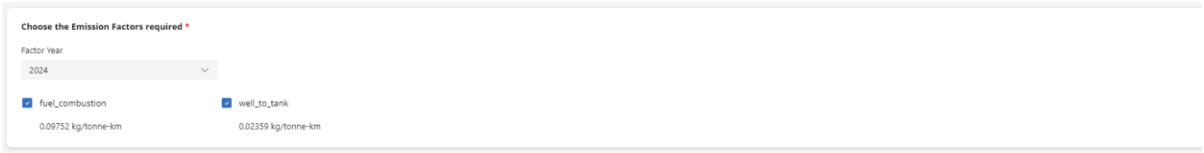

Figure 21

Note: Make sure the considerations mentioned here is followed when selecting and using different types of Emission factors.

3.2 Creating Emission Activities

1. Use the below steps to create an emission activity and add consumption data for emission calculation: Select the **Emission Category** where you want to create an Emission Activity.
2. Select the **Company** to which the Emission Activity will be used.
3. Go to the **Emission Activity** tab.
4. Click on **New Emission Activity** from the toolbar on the top.

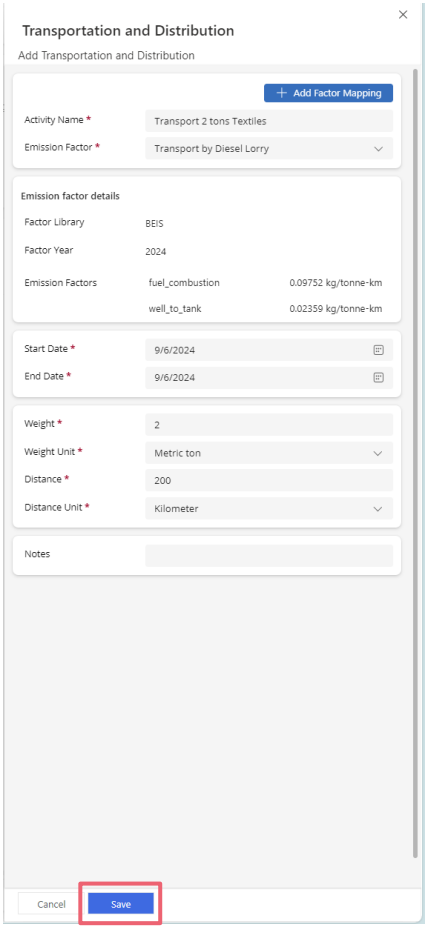

Figure 22

5. In the left panel that opens from the side of the screen and give a **Name** to the Emission Activity.
6. Select an emission factor from the predefined emission factors.
7. Input consumption data.
8. Click **Save.**

Note: The steps for Scope 3 categories will be the same for Purchased Goods and Services, Capital Goods, Business Travel, Employee Commuting, Upstream Transportation and Distribution, Downstream Transportation and Distribution.

Note: The Fuel and Energy Related Activities Category works in a different way than other scope 3 categories.

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 Targets** 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.

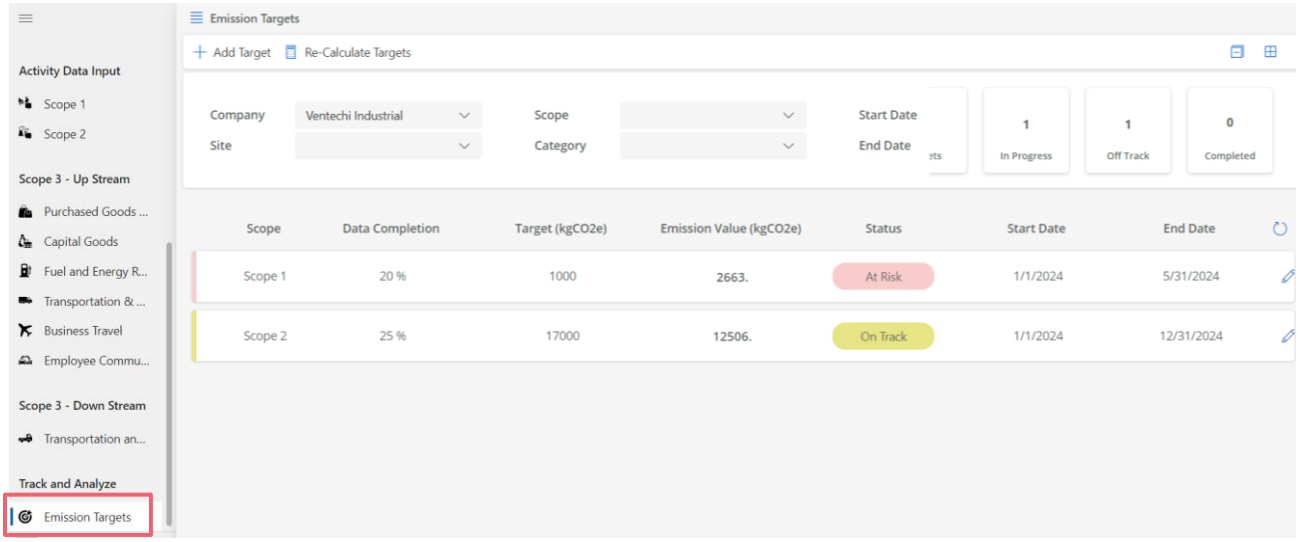

Figure 23

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.

1.1 Carbon Dashboard

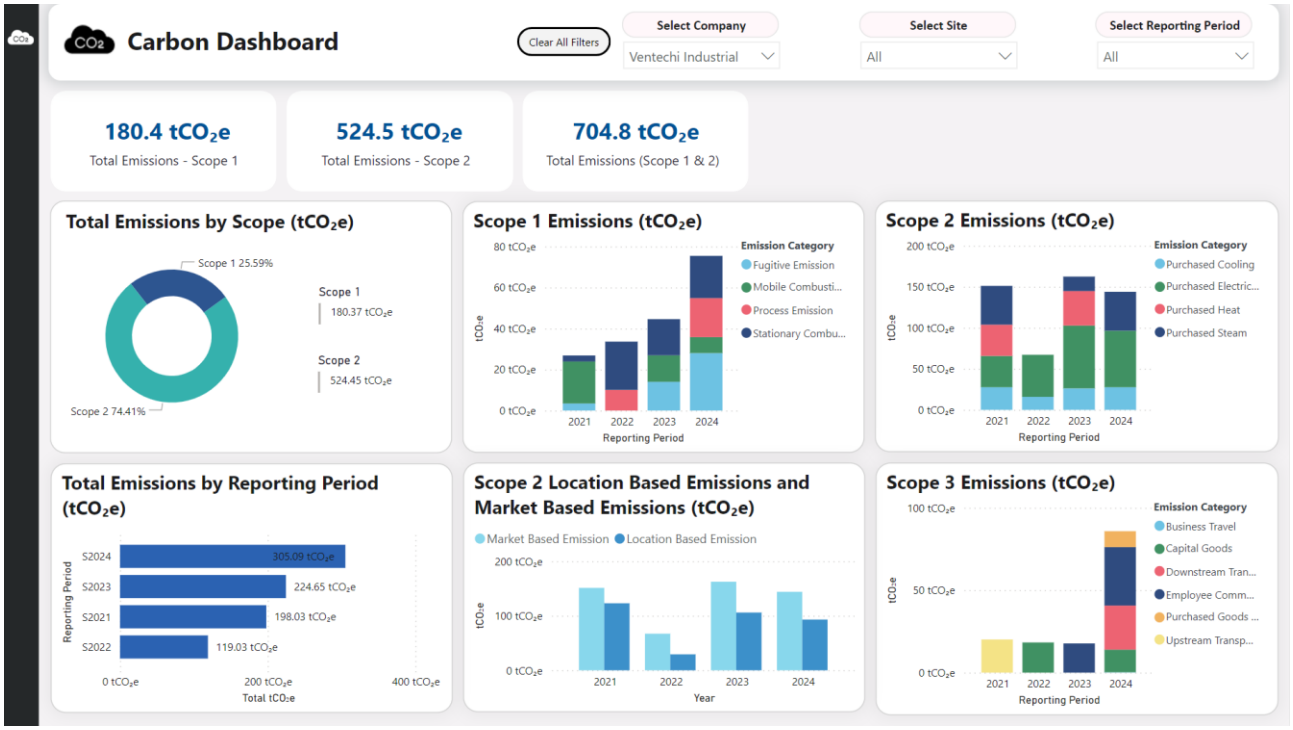

Figure 24

1.2 Emission Report

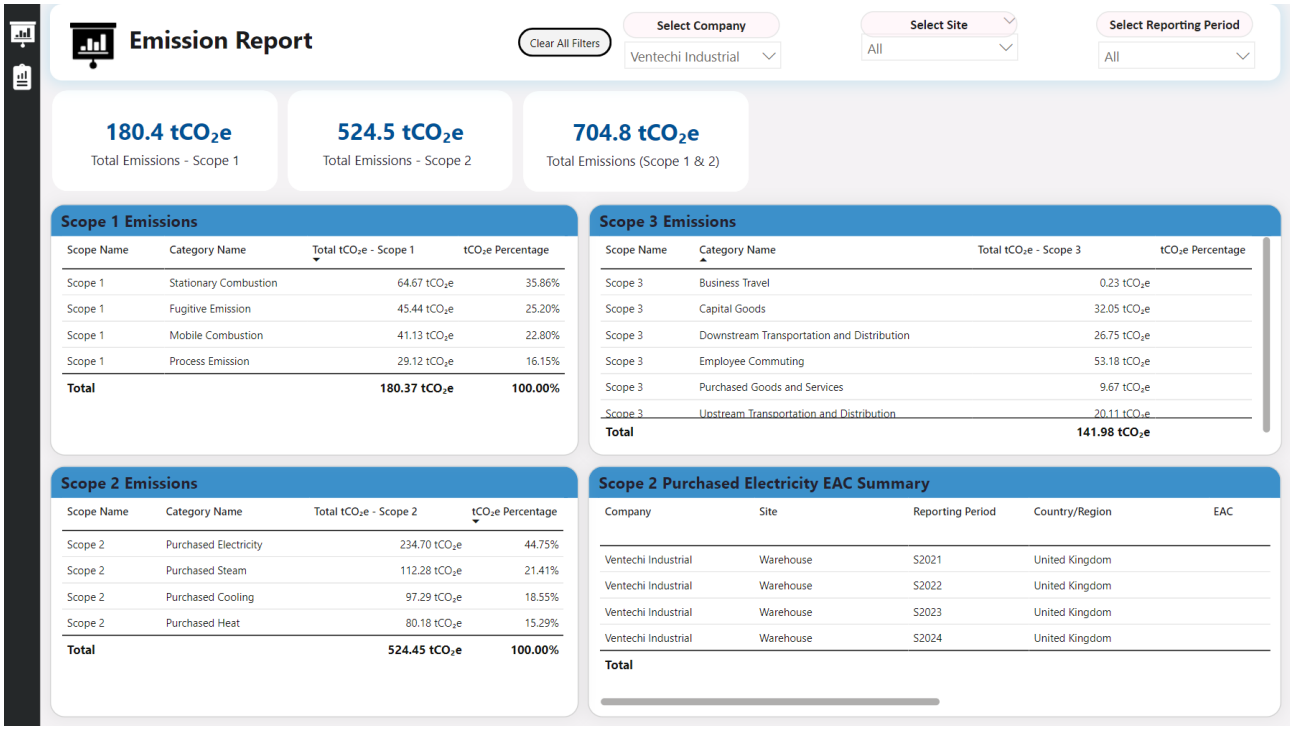

Figure 25

2. Generate Reports

2.1 CSRD Report

You can view and export the values for a selected set of CSRD KPIs (The KPIs have been selected based on the data currently available in the IFS Emissions Tracker. They are mentioned below) of companies/ sites you own during different time periods using this feature.

1. You can access this feature under Emission Tracker > Emission Report > CSRD Report (Tab).
2. Select the organization boundary for the report using the Company and Site Fields.
3. Select the “Start Date” and “End Date” to set the time boundary for the calculations.
4. You can select the KPIs that needs to be calculated and included in the report.
5. Click on “Generate Report” button at the bottom.
6. This will calculate the KPIs and download a file with the values for the selected KPIs.

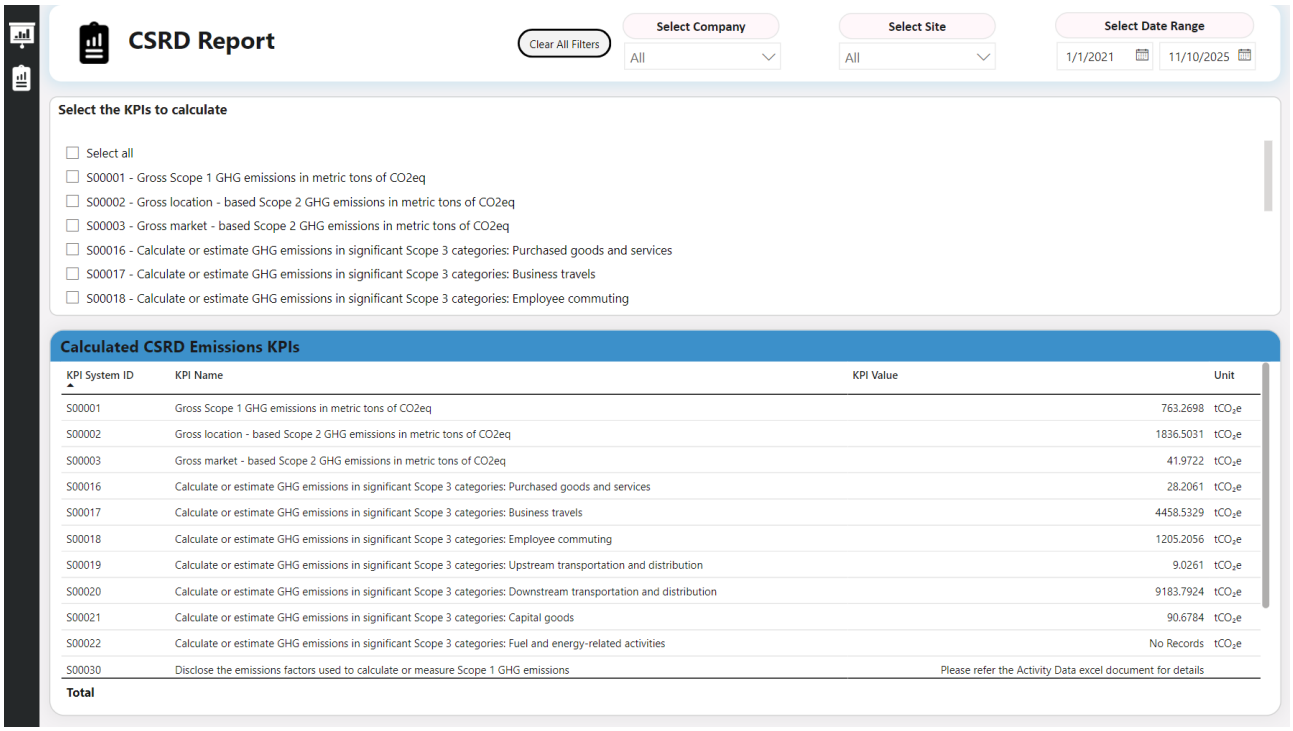

Figure 26

List of CSRD KPIs that is calculated in the IFS Emissions Tracker in this release are:

2.1 Gross location-based Scope 2 GHG emissions
2.2 Gross market-based Scope 2 GHG emissions
2.3 Calculate or estimate GHG emissions in significant Scope 3 categories: Purchased goods and services.
2.4 Calculate or estimate GHG emissions in significant Scope 3 categories: Purchased goods and services.
2.5 Calculate or estimate GHG emissions in significant Scope 3 categories: Employee commuting.
2.6 Calculate or estimate GHG emissions in significant Scope 3 categories: Upstream transportation and distribution.
2.7 Calculate or estimate GHG emissions in significant Scope 3 categories: Downstream transportation and distribution.
2.8 Calculate or estimate GHG emissions in significant Scope 3 categories: Capital goods.
2.9 Calculate or estimate GHG emissions in significant Scope 3 categories: Fuel and energy-related activities.
2.10 Disclose the emissions factors used to calculate or measure Scope 1 GHG emissions.
2.11 Disclose the emissions factors used to calculate or measure location-based Scope 2 GHG emissions.
2.12 Disclose the emissions factors used to calculate or measure market-based Scope 2 GHG emissions.
2.13 Disclose the emissions factors used to calculate or measure Scope 3 GHG emissions.

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 **Utilities** from the lower-left corner menu to access the wizards.

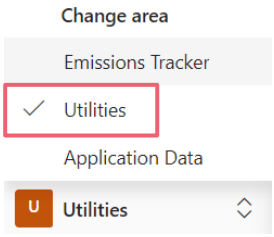

Figure 27

1. Excel Bulk Data Import

The Excel Bulk Data Import feature supports to import activity data for existing emission source mappings as well as new emission source mapping records along with activity data for Scope 1 and Scope 2 and activity data for scope 3 using an excel template.

Scope 1 and Scope 2 Activity Data Excel Bulk Upload:

- You need to have setup the correct excel template link related to the below data import wizard with you. Refer the **IFS Cloud Emissions Tracker – Setup Guide.pdf** for instructions for setting up the template.

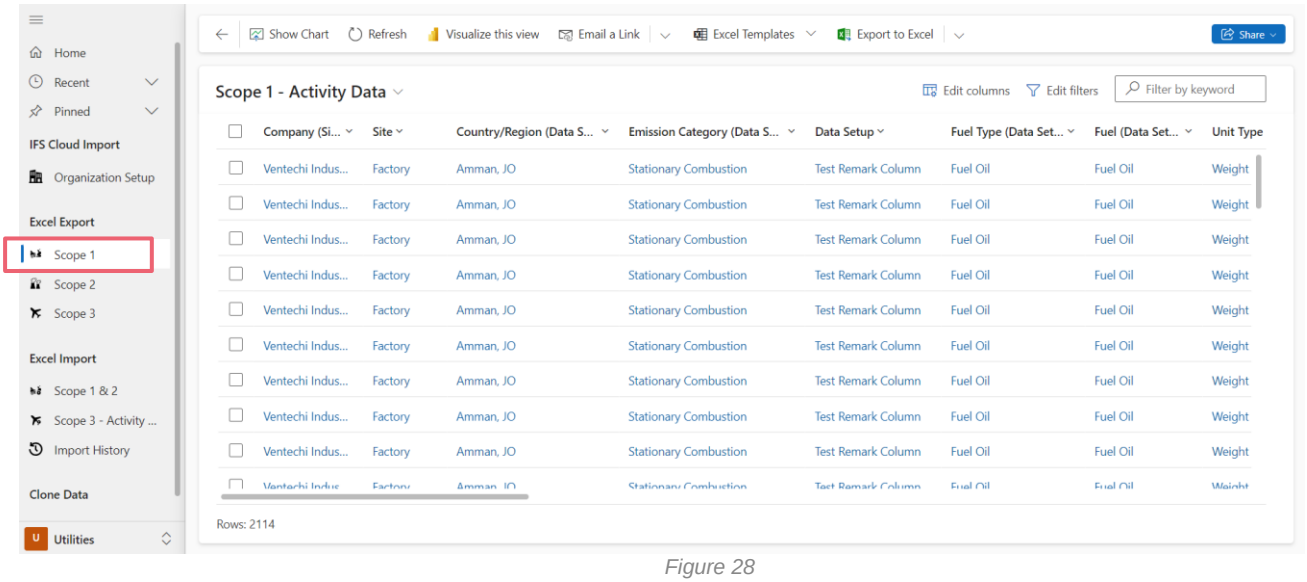

Figure 28

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.

    Note: There are 2 options to create emission source mapping in Stationary Combustion and Mobile combustion Category in Scope 1.
    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.

    Note: There are several options in setting up Scope 2 emissions activities based on the type of connection, applicability of market-based emissions and the data availability about the source of the connection (Further guidance provided here). Excel data upload templates should be filled accordingly.

2. Open the Excel bulk data import feature from Utilities > Excel Import > Scope 1 /Scope 2
3. You will be shown the available scope 1/ Scope 2 categories relevant to the data you have provided in the select. Select the categories you would like to import. Go to the next screen.
4. 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.
5. 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.
6. Once, the validations are done, you can click on next.
7. In the summary screen, you can review the data and click Import.
8. You have now successfully imported the data. You can validate them by going to Scope 1 under Emission source mappings within Emissions Tracker.

Scope 3 Activity Data Excel Bulk Upload:

1. Go to from Utilities > Excel Import > Scope 3
2. Next click on Excel Template on the top bar. Select the scope 3 category you want to upload activity data.
3. You can download the template of the relevant category by clicking on the download option.
4. Open the downloaded template and add the new data in new rows at the bottom.

   Note: Do not fill data to the first 3 columns (Mentioned as “Do Not Modify” in the column header). Use only pre-defined emissions source mappings for the specific column.

5. Click on “Import from Excel” option in the top bar.
6. Select the edited file with new data.
7. Click Next and then Finish Import”.

2. 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.

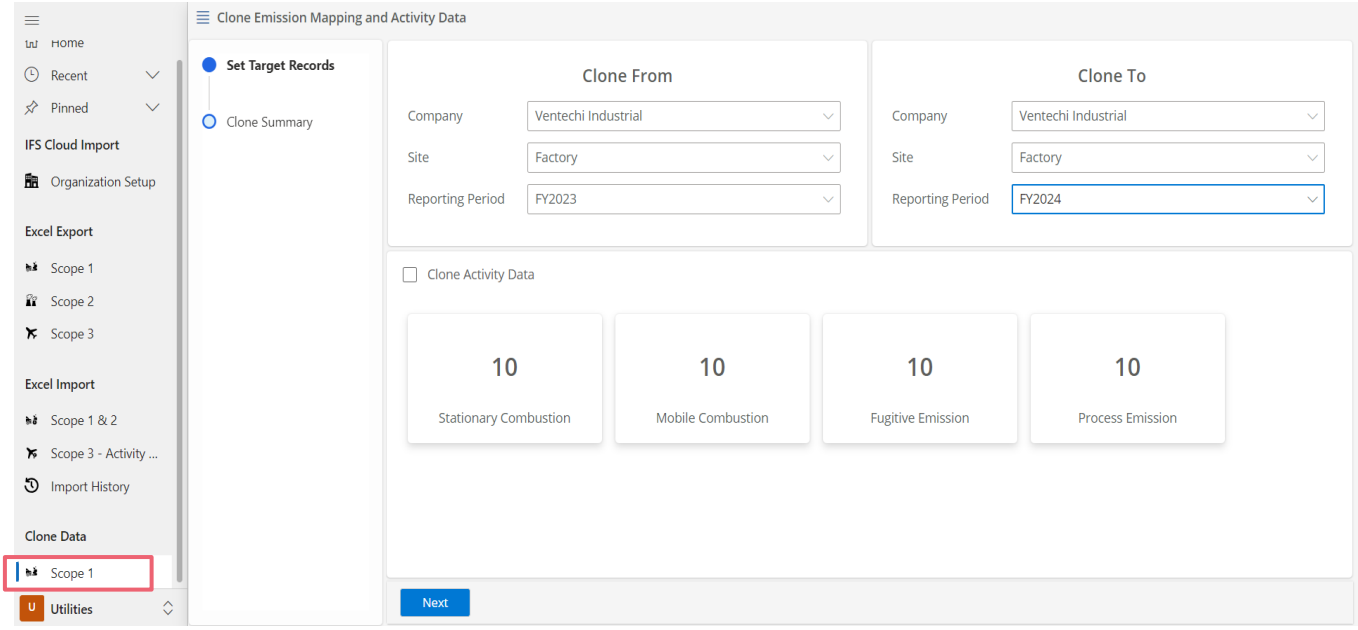

Figure 29

3. Excel Data Export

You can view and export the raw data (mentioned below) of all the emissions activities records of companies/ sites you own during in different reporting periods.

1. You can access this feature under Utilities > Excel Export > Scope 1/Scope 2/Scope 3
2. You can filter the required set of data from the filters on the column headers.
3. Click on “Export to Excel” button on the top ribbon of the page.
4. You have now downloaded the Raw Data of the Emission Activities of Scope 1/Scope 2/Scope 3.

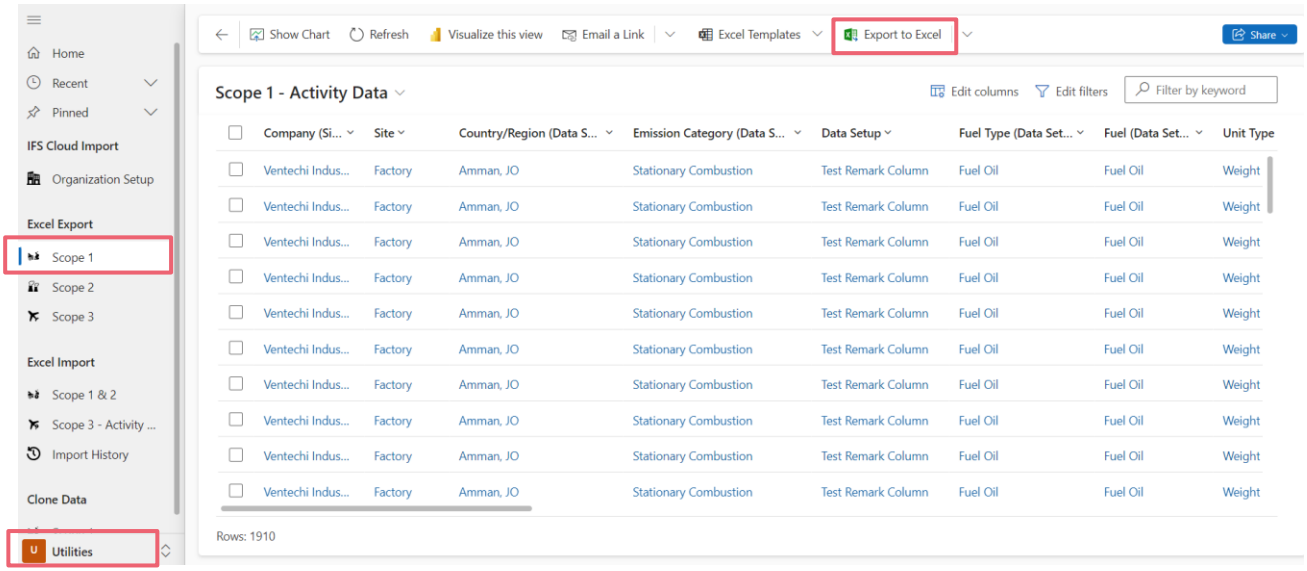

Figure 30

Scope 1 Information:

Company	Company of emission activity
Site	Site of the emission activity
Country / Region	Country /Region of the site
Category	Four scope 1 categories
Activity Name	Name to identify the emission activity
Fuel Type	Fuel type of the fuel
Fuel	Fuel used for the scope 1 activity
Fuel Unit	Unit of measurement of the fuel
Emission Factor Library	Name of Emission factor library
Emission Factor Year	Year of Emission Factor
Emission Factor	Value of emission factor
Emission Factor Unit	Unit of Emission Factor
Actual/Estimate	Whether Emission Activity data is Actual or Estimated
Activity Quantity	The quantity of activity / consumption
Activity Unit	Unit of Activity /Consumption
Emission	Emission made by the recorded activity
Emission Unit	Unit of the emission
KgCO2e	The total emission from the Emission Activity
KgCO2	The amount of CO2 emitted during the Emission Activity
KgCH4	The amount of CH4 emitted during the Emission Activity
KgN2O	The amount of N2O emitted during the Emission Activity
Reporting Date	The first date of the related month is considered as the “Reporting Period” of the Emission Activity
Modified By (Activity data input)	User who entered the emission activity data record

Scope 2 Information:

ID	Unique ID to backtrack the emission activity record
Company	Company of emission activity
Site	Site of the emission activity
Country / Region	Country /Region of the site
Category	Four scope 1 categories
Activity Name	Name to identify the emission activity
Connection Type (Direct / Grid)	Direct / Grid (As specified during the activity setup)
Energy Source (Fuel Mix)	Fuel Mix (As specified during the activity setup)
Supplier	Name of the supplier (As specified during the activity setup)
Custom Emission Factor Value	Value of the custom emission factor (As specified during the activity setup)
Custom Emission Factor Unit	KgCO2e/KWh (This is defined as a constant within he system)
Emission Factor Library	Name of Emission factor library used to calculate the emission
Emission Factor Year	Year of Emission Factor used to calculate the emission
Location Based Emission Factor	Value of emission factor used to calculate the location-based emission
Location Based Emission Factor Unit	Unit of Emission Factor used to calculate the location-based emission
Market Based Emission Factor	Value of emission factor used to calculate the market-based emission
Market Based Emission Factor Unit	Unit of Emission Factor used to calculate the market-based emission
Actual/Estimate	Whether Emission Activity data is Actual or Estimated
Activity Quantity	The quantity of activity / consumption
Activity Unit	Unit of Activity /Consumption
Location Based Emission	Location based Emission made by the recorded activity
Location Based Emission Unit	Unit of the location-based emission
Market Based Emission	Market based Emission made by the recorded activity
Market Based Emission Unit	Unit of the Market based emission
JSON BODY	Stores the complete response received from Climatiq for a specific activity in JSON Format. It contains detailed data related to the activity. Including emission factors and other relevant metrics, providing a structured representation of the information used for further processing and analysis.
Reporting Date	The first date of the related month is considered as the “Reporting Period” of the Emission Activity
Created On	The date on which the emission source mapping was created
Created By	The user who created the Emission source mapping
Modified On	The date on which the emission the emission activity data was entered
Modified By (Activity data input)	The user who entered the emission activity data record

Scope 3 Information:

ID	Unique ID to backtrack the emission activity record
Company	Company of emission activity
Site	Site of the emission activity
Country / Region	Country /Region of the site
Category	15 Scope 3 categories
Activity Name	Name to identify the emission activity
Emission Factor Library	Name of Emission factor library
Emission Factor Region	Region of the emission factor
Emission Factor Year	Year of Emission Factor
Emission Factor	Value of emission factor
Emission Factor Unit	Unit of Emission Factor
LCA Stage	LCA stage related to the emission factor of the activity
Actual/Estimate	Whether Emission Activity data is Actual or Estimated
Activity Quantity (Primary Unit Value)	The quantity of activity / consumption
Activity Unit (Primary Unit)	Unit of activity / Consumption
Secondary Unit Value	The quantity of activity(Secondary) / consumption
Secondary Unit	Unit of activity(Secondary) / Consumption
Emission	Emission made by the recorded activity
Emission Unit	Unit of the emission
KgCO2e	The total emission from the Emission Activity
KgCO2	The amount of CO2 emitted during the Emission Activity
KgCH4	The amount of CH4 emitted during the Emission Activity
KgN2O	The amount of N2O emitted during the Emission Activity
JASON BODY	Stores the complete response received from Climatiq for a specific activity in JSON Format. It contains detailed data related to the activity. Including emission factors and other relevant metrics, providing a structured representation of the information used for further processing and analysis.
Start Date	Start date of the emission recorded emission activity
End Date	End date of the emission recorded emission activity
Created On	The date on which the emission source mapping was created
Created By	The user who created the Emission source mapping
Modified On	The date on which the emission the emission activity data was entered
Modified By (Activity data input)	User who entered the emission activity data record

Emission Factors

Users are provided with the details of the Emission Factors that they select for Emissions calculations. User can view these details during creating emission activities and at emission activity tables. This information can be downloaded from Excel Data Export (Utilities > Excel Data Export > Scope 1/Scope 2/Scope 3).

The details are:

Emission Factor Library	Name of Emission Factor Library
Emission Factor Region	Region of the Emission Factor
Emission Factor Year	Year of Emission Factor
Emission Factor	Value of Emission Factor
Emission Factor Unit	Unit of Emission Factor

IMPORTANT: When IEA emission factors are utilized in emissions calculations, the resulting emissions will be provided but the underlying numeric values from the IEA will not be displayed in the application due to licensing restrictions. If customers require access to the IEA emission factors for audit purposes, then this must be requested through the API provider, Climatiq by sending the specific audit trial. The audit trail can be found in the JSON Body column of the Excel Data Export

User must make sure the activity data provided for emission calculations using spend based emission factors are adjusted for inflation, un-deductible tax or subsidies for the region and industry and trade and transportation margins.

Disclaimer

IFS Cloud Emissions Tracker is used by Customer to help it track and calculate carbon emissions. The Customer can upload data to IFS Cloud Emissions Tracker from various sources (“Input Data”). Customer is responsible for the accuracy and quality of the Input Data and for implementing appropriate controls for verification and validation of any results generated while operating the IFS Cloud Emissions Tracker, including emissions results (“Outputs”), as well as any decision, action or omitted action taken by Customer based on, any Outputs (including deciding whether any Outputs are suitable for a specific purpose).

Troubleshooting Issues

If you face any issues or errors while using the application, you may follow our Support and Troubleshooting guide for more details