

Carbon Reporting (CR) Portal

Guidance for Data Inputters

Carbon Reporting Period 2016/17 (FY17)

- The CR portal is open from 1st April 2017 will remain open until 31st May 2017
- The CR Portal needs to capture complete and accurate energy usage data from 1st April 2016 to 31st March 2017
- **Please Note**: All data will be audited for accuracy and verified by a third-party organisation.
- You will have received your unique log in credentials prior to receiving this help sheet.
- There is a new guidance video and help videos available, and you will be directed to this section upon logging into the portal. There are also help documents that you can access once logged into the portal.
- You can request a personal webinar at any time to suit you once the portal is open on April 1st 2017. This can be used for us to demonstrate how the system works and highlight any new functionality, plus answer any questions you may have. Please use the email to contact us at the bottom of this document or via the log in portal page link.

Entering Data

Step 1 (Location Data)

- Enter the total number of employees taken as an average for the 12 month period and the total floor space occupied as an average for the 12 month period when first entering data into the CR portal per country.
- This location data can be edited later if required by selecting Location Data in the settings menu, top right.

Step 2 (Operational Fuel)

- Enter the total amount of operational fuel used for office heating, this will be either Natural Gas or Fuel Oil. This needs entering in KWh or Litres. If not used, you can select the not used button or not used from the drop down list.
- **Please Note**. It is necessary to upload all supporting evidence such as utility bills for fuel oil or natural gas usage to the system as part of the documentary supporting evidence.
- Notes can be entered into the system at each step.
- Once your information is added per section, select review and check before submitting the information.

Step 3 (Vehicle Fuel)

- Enter the total amount of vehicle fuel used for all business use. This will be either Company and Leased Cars diesel and petrol or Personal Cars used for business purposes and claimed diesel and petrol. Plus any other Fuel Types. This needs entering in either Litres or in Kilometres. Remember there is a conversion tool in the help menu.
- If not used, you can select the not used button or not used from the drop down list.
- **Please Note**. Upload documentary evidence, add any notes, review and submit the data.

Step 4 (Electricity Heat and Steam)

- Enter the total amount of electricity, heat or steam used across the five category types based on energy providers. These values need entering in KWh.
- If not used, you can select the not used button or not used from the drop down list.

- Enter the country of origin from where your electricity came.
- **Please Note**. Upload documentary evidence, add any notes, review and submit the data

Step 5 (Business Travel)

- Enter the total amount of kilometres travelled across the five business travel category types. Please ensure that the correct data is added to the correct section, ie long haul >3700 km, short haul 463-3700 km and 0-463kms domestic.
- Please ensure the correct categories are chosen, business class or economy class.
- **Please Note**. Upload documentary evidence, add any notes, review and submit the data

Step 6 (Refrigerant Leakage)

- Enter the total amount of refrigerant used for topping up air conditioning systems in offices and for motor vehicles in litres or kgs.
- This data should be available from office maintenance records or vehicle repair details.
- **Please make all efforts to obtain details of refrigerant usage for office air conditioning and motor vehicle replenishing from the relevant sources.**
- **Please Note**. Upload documentary evidence, add any notes, review and submit the data.

Final Steps

- Once all your data has been added you can select the dashboard tab. This will show that you have completed the survey to 100%.
- You can add the data to each section in any order you wish as each category data becomes available.
- You can also edit any sections after submitting if you have revised information at a later date.

Support, Help and any Questions

Please Contact: help@carboncost.co.uk