THE PSCI ENVIRONMENTAL SURVEY FOR SUPPLIERS – PSCI LINK PLATFORM

This document is a step by step guidance on using the PSCI Environmental survey for suppliers on the Link. If you have any further questions, please do not hesitate to contact us at alejandro.fiocco@carnstone.com and info@pscinitiative.org

In this document you will find:
  a) Brief introduction to the questionnaire
  b) Instructions for accessing the Link as a supplier
  c) How to use the survey as a supplier

Introduction to the PSCI survey on the Link

Since 2016, a group of PSCI members have been working together to standardize their Environmental data request to suppliers through a common set of questions, known as the PSCI Environmental Survey. For the past few years, this survey has been available for members in the form of an Excel file, with some of them running it on a third-party platform.

The survey has been built on the Link to allow easy access by members and suppliers, providing a cost-free solution to request and manage environmental data while minimising the work demanded from suppliers, allowing them to share the same survey with several members.

Learn more about the PSCI survey on the Link by viewing the recording of the introductory webinar.

Instructions for accessing the platform as a Supplier

The Link is PSCI's platform for members and suppliers to interact and share resources, events and other information. As a supplier to PSCI member companies, you are encouraged to join the PSCI Link to access all the useful resources and webinars prepared by PSCI and its members. In this platform, you will also be able to share audits, self assessment questionnaires, and (the purpose of this document) environmental data of your company.

Signing up to the PSCI Link is free of cost and is a simple process. In order to register, you need to follow these steps:
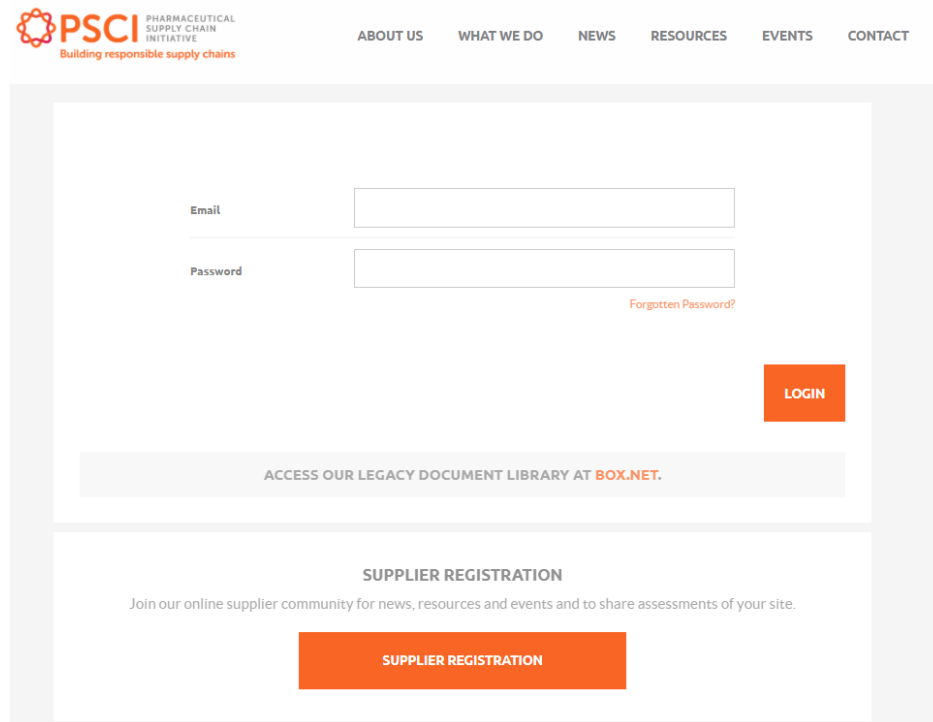
1) **Before starting the registration process, please make sure to coordinate with the relevant functions at your company to check whether they have already registered**. This will make the process easier for you and skip steps of the registration process, plus will help avoid any

duplication of efforts from your end when responding to PSCI members' requests. If in doubt, please contact the PSCI Secretariat to find out if your company/site has already been registered, and which of your colleagues are what we call Lead contacts, who have oversight over your Group sites.

2) To start the registration process (or simply log in once you have an account) head to https://pscinitiative.org/home

3) Click in **LOGIN** at the top right corner of your screen.

4) Go to **SUPPLIER REGISTRATION** (or head directly to https://pscinitiative.org/registerSupplier)

5) Fill in all the data required for registering into the Link, which includes:
   a) Site details
      i) Site name: The name of the site where you are based.
      ii) Company: If your site is part of a larger company, please enter it here.
      iii) Country where the site is located
      iv) PSCI Member Referral: If a PSCI member company requested that you register, please select them here.
   b) Your details:
      i) Your name
      ii) Email: Please use your company email address. We will need your valid work email, where you will receive the notifications and communications related to the survey.
      iii) Password: Please set a password of at least 8 characters.
6) Submit your application by clicking Register, which the PSCI Secretariat will review and then confirm for you to access. You will have access immediately after registering, but will need the approval from the PSCI Secretariat before you can start interacting with PSCI members, or them with you.
7) With your access to the Link created, head back to https://pscinitiative.org/home and use your email and password to log in.

Process for suppliers: Completing and sharing the survey on the Link

The PSCI survey on the Link has been built in a way that allows you to easily fill in your details and share the same survey with several members, reducing the times you will need to complete it. This section will give you the steps you need to follow to create, complete, edit, and share your PSCI environmental survey with members that have requested it.

1) Once you have registered on the Link and logged in, head to "My sites" on the top panel of your screen. In there, select your site. Alternatively, you can click directly into your site on the "Assessments" panel on the right hand of your screen of the Home page.
   a) Option 1:

b) Option 2:

2) In your site page, you will be able to fill in the details of your site, see which of your colleagues have access, and also complete the assessments you can then share with PSCI members. One of the panels you will see gives you the detail of your environmental surveys. In there, you will see the list of all the surveys you have completed, and whether any has a pending request to share. To start a new one, press the **NEW** button.
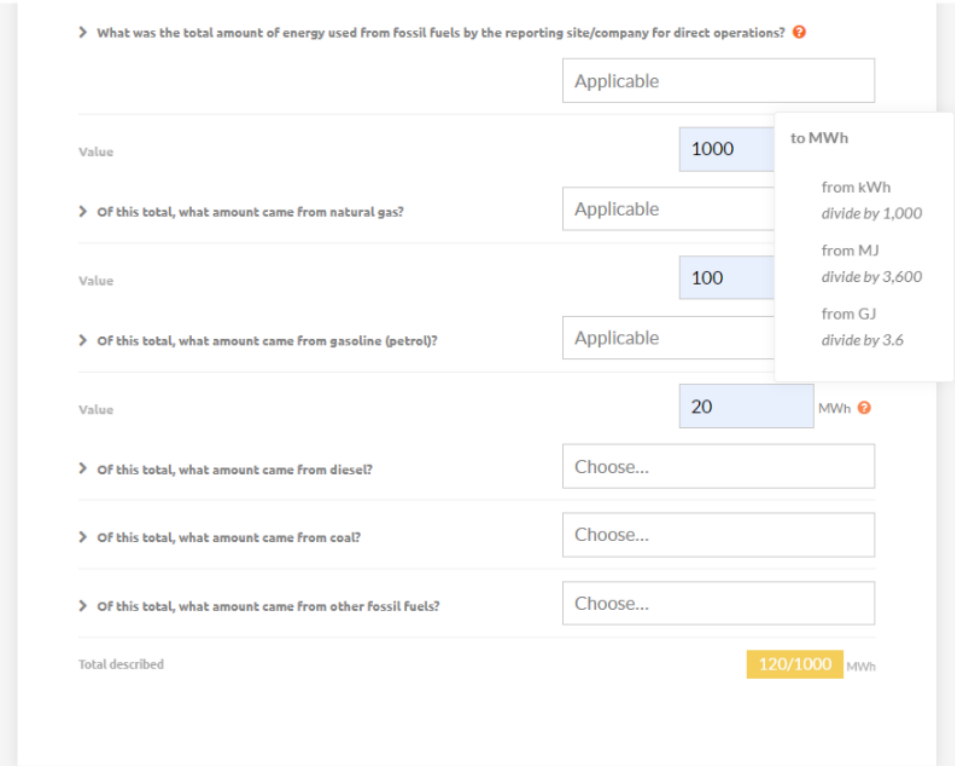
ENVIRONMENTAL SURVEYS [4]   **NEW**

Start Date	Scope	Establish Program	Manage Impacts	Reduce Emissions	Shared	👥	💬	
7 Nov 2019	Site	Limited 7/20	Limited 12/94	Limited 5.5/26	6 Apr 2021 Everyone	56	0	✕
3 Sep 2019	Site	Developing 9/20	Limited 6/94	Limited 0/26	15 Mar 2021 Specific	1	1	✕
3 Sep 2019	Site	Limited 7/20	Established 54/94	Developing 17/26	8 Mar 2021 Specific	1	1	✕
1 Jan 2019	Site	Limited 0/20	Established 50/94	Developing 12.5/26	12 Mar 2021 Specific	1	1	✕

3) You will then be redirected to a page where you will be able to complete the survey section by section. The first section will ask you the beginning date of the year you are reporting. This will be 01/01/2020 if you are reporting for the calendar year 2020, for example, but can be different depending on your reporting schedule.
   a) You can also specify whether you are reporting on a Site or Group level. If you choose to report on a Site level, please make sure to fill the survey for all other relevant sites. You will be able to copy the survey you are completing as a starting point for the survey on your next site.
   b) You are also asked to report on the revenue generated by the site/company in the reporting period. For standardization purposes, this is in USD. If you report in a difference currency, please use the conversion as per your financial reports, or the exchange rate to USD on the end date of the reporting period (December 31, 2020 in the example above).
4) You can use the controls on the bottom of your screen to scroll through sections, go to your summary page, or simply save the responses you have already added. Please note answers will be saved once you move on to a different page or press the **SAVE** button.

a) Please be aware you will be automatically logged out, for security reasons, and lose any unsaved changes on the current page, if you do not continue within one hour.

5) It is advised that you complete all sections before sharing the survey with PSCI members, and please note that not all fields in the survey may be applicable to you. For these cases, it is advisable to complete as "Not applicable" rather than leaving them empty, to let PSCI member companies know that you have looked through the question but are unable to provide the data. Please note that "Not available" should be distinguished from "Not applicable". Only select "Not applicable if the question does not apply to your company. "Not available" should be selected when questions are applicable, but not readily available.

6) Throughout the survey you will see guidance and conversion factors next to the questions. You can read the guidance by hovering over the "?" icon.

7) In sections with numeric inputs, you will notice there are some basic validations. One if these can be found on the sections requesting a breakdown (see example above), where a subtotal will be

automatically calculated and indicate how much you are missing to reach the total you have indicated. This will stay in yellow until the figures match.

> **What was the total amount of purchased electricity used by reporting site/company?** ❓

	Applicable
Value	200 MWh ❓

> **Of this total, what amount came from purchased renewable electricity?** ❓

	Applicable
Value	100 MWh ❓

> **Of this total, what amount came from purchased non-renewable electricity?** ❓

	Applicable
Value	100 MWh ❓
Total described	200/200 MWh

8) Once completed, you will be able to see the summary of your responses in the **SUMMARY** view. In here you will also be able to:

    a) Upload supporting documents: Please note this is not a requirement.

    b) Write comments for each section to give further explanation into your responses. PSCI members will be able to comment on these too, and you will see their comments in here, which you can reply to. Please note PSCI members' will remain anonymous, and all those you have shared this survey with, can comment

PURCHASED ENERGY USED

EDIT

Purchased electricity used on-site	200 MWh ❓
Renewable	100 MWh ❓
Percentage renewable	50 % ❓
Non-Renewable	100 MWh ❓
Purchased heat and steam	No Data ❓
Purchased cooling	No Data ❓

Write a comment...

500

COMMENT

Test Supplier ✴ ⚠ 5 Apr 2021 10:09

Example

c) See your overall score, and detailed score by response: The overall score will appear on the top, and the individual score will appear in a "?" next to the response.
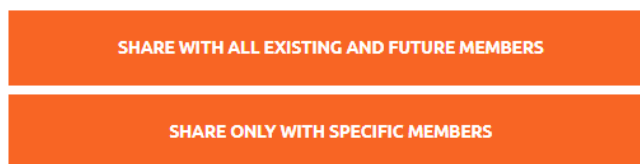
SCORE

Establish Program	**14/20 - Established Program**
Manage Impacts	**16/94 - Limited Program**
Reduce Emissions	**0/26 - Limited Program**

d) Control who your survey is shared with: You can decide to share the survey with all PSCI members, or with a specific group of members that have requested the survey from you. Additionally, you will see here the list of members you have shared this with, and the pending requests to share.

   i) To approve any requests, click the ✓

SHARING

You can share this environmental survey with all existing and future PSCI members or you can select specific members. We **strongly recommend sharing with all existing and future members** as it adds the biggest value for all parties involved.

SHARE WITH ALL EXISTING AND FUTURE MEMBERS

SHARE ONLY WITH SPECIFIC MEMBERS

REQUESTS ❓

Date	Organisation	User	
5 Apr 2021	Pharma Co ✳	Marie Comiti ✳	✔

9) There is no need to "Submit" a survey. Once you have approved a sharing request, the PSCI member(s) will have access to it in it's latest/live version.

10) Requests for sharing with a member may include a request to fill the "Apportioning emissions" section for that specific member. In this section, which is only visible to you and the member who requested it, you will be able to indicate the proportion of your emissions that correspond to the specific member. If more than one member requests this from you, you will see a block for each appearing at the bottom of your summary page for the survey. Additionally, you will be asked whether you support that member's code of conduct.

APPORTIONING - PHARMA INC

EDIT

Percentage of energy use relating to Pharma inc	30 %
Basis for calculation	Financial (Spend Over Gross Revenue)
Percentage of Greenhouse Gas (GHG) emissions relating to Pharma inc	30 %
Basis for calculation	Financial (Spend Over Gross Revenue)
Percentage of water input relating to Pharma inc	Not Applicable
Percentage of waste output relating to Pharma inc	25 %
Basis for calculation	Financial (Spend Over Gross Revenue)
Member code of conduct supported	

No Data ❓

Write a comment...

11) Completed surveys will remain open for editing for the three months after it has been created. After this time surveys will be locked, but still remain accessible to check the data input. If any value needs to be updated afterwards, please contact the PSCI Secretariat, and, if possible, announce this update to any PSCI member you have shared this survey with.

ENVIRONMENTAL SURVEY

Supplier	Test site for demo ✳

The data in this survey can be edited until 8 June 2021.