

Corporate Climate Action Transparency CATI Evaluation Online Reporting Guide for Brand Users

In 2023, IPE has launched the bilingual **Online Reporting Platform for Corporate Climate Action Transparency CATI Evaluation** with the aim to improve the standardization and digitalisation of CATI evaluation, assist companies in keeping track of climate action, and improving stakeholder communication. Companies can fill in and submit the evaluation form via the Platform. This and the communication with IPE will form the basis for the CATI score.

I . Account registration and setting

Each company will have one account for submitting the evaluation form. If the **CATI Evaluation** does not show up in the left-hand column of your brand account, or the account info is inaccurate, please contact IPE or sent an email to gsc@ipe.org.cn for support.

The screenshot shows the IPE Online Reporting Platform interface. The top navigation bar includes Home, Maps, Climate, Records, Supply Chain, Green Finance, Reports, and About IPE. The left sidebar contains menu items: Account Management, Following, Data Submission and Tracking, GCA Audit, Information Disclosure, Training and Testing, and CATI Evaluation (highlighted in blue). The main content area displays the user's profile for 'My Green Choice' with a 'Brand' button. Below this is the 'Basic Information' section with fields for Company Name (Seven & i Holdings Co.,Ltd.), Headquarters (Japan), Sector (Retailers), and Stock Ticker (3382.T). The 'Form' section contains a table with one entry and an 'Add' button. The 'Uploaded Supporting Documents' section shows two files: *TEST.pdf and *测试(1).pdf.

No.	Year	Add time	State	Action
1	2021	2023-06-27	Not submitted	Edit

II. Log in to “My Green Choice”, click “CATI evaluation” and choose the “Year 2023”

The screenshot displays a web interface with a modal dialog box. The modal is titled "Add new form" and contains a dropdown menu with the following options: "Please Select" (with a checkmark) and "2023" (highlighted in blue). Below the dropdown is a blue "Confirm" button. The background shows a "Basic Information" form with the following details:

- Company Name: Seven & i Ho
- Sector: Retailers

Below the form is a table with the following data:

No.	Year	Date	Status
1	2021	2023-06-27	Not submitted

At the bottom, there is a section for "Uploaded Supporting Documents" with two files: "2021 *TEST.pdf" and "*测试(1).pdf".

III. Start CATI Reporting

i. General Notes

1. The level of completeness will affect the evaluation result. Please fill in all indicators which reflect a brand's current carbon management efforts.
2. **Please note that the evaluation form will not auto-save.** Each section page can be saved when all required fields are filled in.
3. Upload supporting documents in the formats of PDF, Word, Excel, PNG, ZIP etc. PowerPoint is not accepted.
4. Please update the name of the supporting documents to reflect the content of the uploaded information. For example, the name of annual report can be named as "company name +year + report name".

The screenshot displays the 'Governance' section of the CATI Reporting form. The navigation bar at the top includes 'Governance', 'Measurement & Disclosure', 'Carbon Targets & Performance', 'Climate Action', and 'Submit'. Below the navigation bar, there are two tabs: 'Policy Construction' (active) and 'Mechanism Construction'. The form contains three indicators, each with a 'Yes' radio button selected and a 'No' radio button unselected. Each indicator has a 'Description' field containing the text '123'. The indicators are:

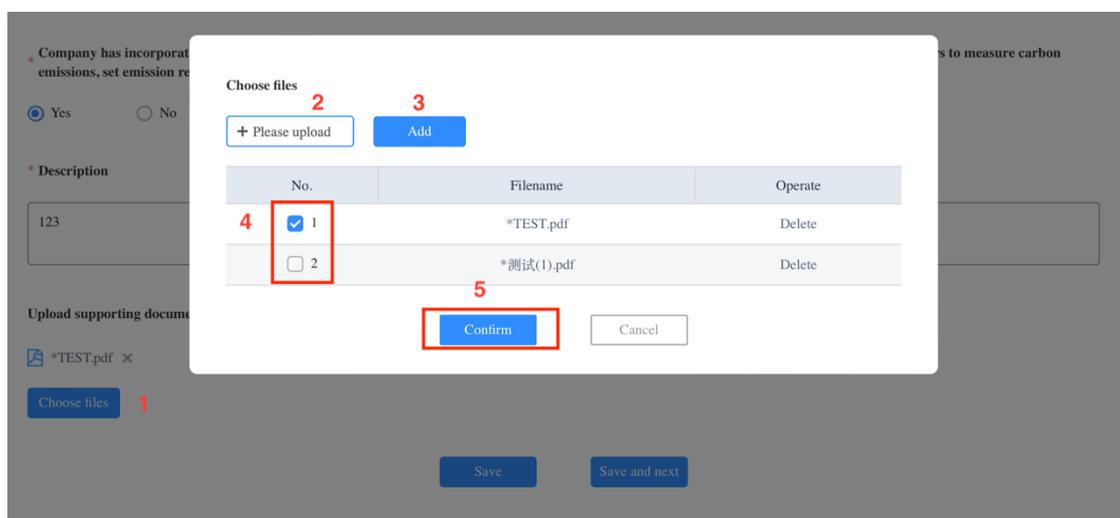
- * Company has committed to climate actions and made climate declaration(s)
- * Company has developed corporate carbon neutrality plan and management system
- * Company has incorporated supplier carbon accounting and reporting into written documents such as Supplier Code of Conduct (e.g. require suppliers to measure carbon emissions, set emission reduction targets and track emission reduction progress regularly)

At the bottom of the form, there is an 'Upload supporting documents (format is not limited, multiple files can be uploaded)' section. It shows a file named '*TEST.pdf' with a 'Choose files' button highlighted by a red box. At the very bottom, there are two buttons: 'Save' and 'Save and next', both highlighted by red boxes.

5. Steps for uploading supporting documents:

- ① Click **Choose files**
- ② Click **Please upload**
- ③ Click **Add**
- ④ **Select** relevant files uploaded in the list
- ⑤ Click **Confirm**

Please note: Once a supporting document is uploaded, it will be saved for preview across the Platform. If one file serves as the supporting document for multiple indicators, there is no need to upload it repeatedly.



ii. Data Reporting Requirements

1. The units used in this Platform include: tCO₂e, kiloton CO₂e, and million tCO₂e. Please convert accordingly. Metric tons/tonnes and tons/tonnes are considered the equivalent.
2. Do not use thousand separators, e.g enter 1000 but not 1,000.
3. Scientific notation needs to be converted to general values, e.g. $1.72e^{-6} = 0.00000172$, $245 * 10^3 = 245000$.
4. Fraction over 6 digits will be auto-corrected to 0. Please fill in the exact value in the **Notes**.
5. In **Measurement & Disclosure**, if scope 1 and scope 2 are only disclosed separately, the indicator **Scope 1&2 emissions** will be auto-filled. Similarly, if Scope 3 is only disclosed in 15 categories, the indicator **Scope 3** will be auto-filled.

Scope 1 & 2 emissions ✕

* Data year	Please select ▼
* Unit	Please select ▼
Scope 1 emissions	
Scope 2 emissions (Market-based)	
Scope 2 emissions (Location-based)	
Scope 2 emissions (Unknown if market-based or location-based)	
Scope 1 & 2 emissions	
* Reference	<input type="button" value="Choose files"/>
* Page number	
Notes	

Scope 3 emissions



* Data year	Please select
* Unit	Please select
Scope 3 emissions	
* Reference	Choose files
* Page number	
Notes	

[Confirm](#) [Cancel](#)

6. In **Climate Target & Performance**, no need to fill in % in the indicator **Emission reduction target (reduction ratio started from base year %)**.

Climate targets

* Choose target	Emission reduction target
Target type	Please select
* Target scope	Please select
* Target year	
Emission reduction target (reduction ratio started from base year %)	
Base year	
Base year emission	
* Has been approved by SBTi?	Please select
Original text	

[Confirm](#) [Cancel](#)

IV. Data Submission

The state of each tab page can be viewed in the **Submit** module. Only when all tab pages are saved, the CATI Evaluation form can be submitted. Click **Unsaved** to direct to each tab page to continue your reporting.

CATI Evaluation / Form information

Governance Measurement & Disclosure Carbon Targets & Performance Climate Action **Submit**

Section	State
Governance-Policy Construction	Saved
Governance-Mechanism Construction	Unsaved
Measurement & Disclosure-Scope 1&2 Emissions	Unsaved
Measurement & Disclosure-Scope 3 Emissions	Unsaved
Measurement & Disclosure-Product Carbon Footprint	Unsaved
Carbon Targets & Performance	Unsaved
Climate Action-Decarbonization in Company Operation	Unsaved
Climate Action-Decarbonization in Value Chain	Unsaved
Climate Action-Affiliated Company Engagement	Unsaved
Climate Action-Upstream Supplier Engagement	Unsaved

Submit

The state of the evaluation form can be viewed in the CATI **Evaluation** page.

- **Not submitted:** the data has not yet been completed and submitted for IPE review;
- **Waiting to be reviewed:** the data has been submitted successfully and is waiting to be reviewed by IPE. In this state, CATI Evaluation form cannot be modified and can only be viewed;
- **Undergoing revision:** IPE has reviewed the data and provided feedbacks. Please click **Edit** to modify the data and resubmit;
- **Completed:** IPE and the company has agreed to the evaluation results. In this state, CATI Evaluation form cannot be modified and can only be viewed.

Home/My Green Choice

Account Management

Following

Data Submission and Tracking

Training and Testing

CATI Evaluation

Form Add

No.	Brand	Year	Add time	State	Action
1		2023	2023-07-04	Completed	View
2		2022	2023-06-09	Not submitted	Edit
3		2021	2023-06-09	Not submitted	Edit
4		2022	2023-06-09	Waiting to be reviewed	View
5		2023	2023-05-31	Not submitted	Edit
6		2023	2023-05-26	Undergoing revision	Edit

V. View IPE Feedback and Modify CATI Evaluation form

IPE Feedback can be viewed on the data **Submit** page, please modify and resubmit the form accordingly.

CATI Evaluation / Form information

Governance Measurement & Disclosure Carbon Targets & Performance Climate Action **Submit**

Section	State	IPE Feedback
Governance-Policy Construction	Saved	12345
Governance-Mechanism Construction	Saved	
Measurement & Disclosure-Scope 1&2 Emissions	Saved	
Measurement & Disclosure-Scope 3 Emissions	Saved	
Measurement & Disclosure-Product Carbon Footprint	Saved	
Carbon Targets & Performance	Saved	
Climate Action-Decarbonization in Company Operation	Saved	
Climate Action-Decarbonization in Value Chain	Saved	
Climate Action-Affiliated Company Engagement	Saved	
Climate Action-Upstream Supplier Engagement	Saved	

[Submit](#)