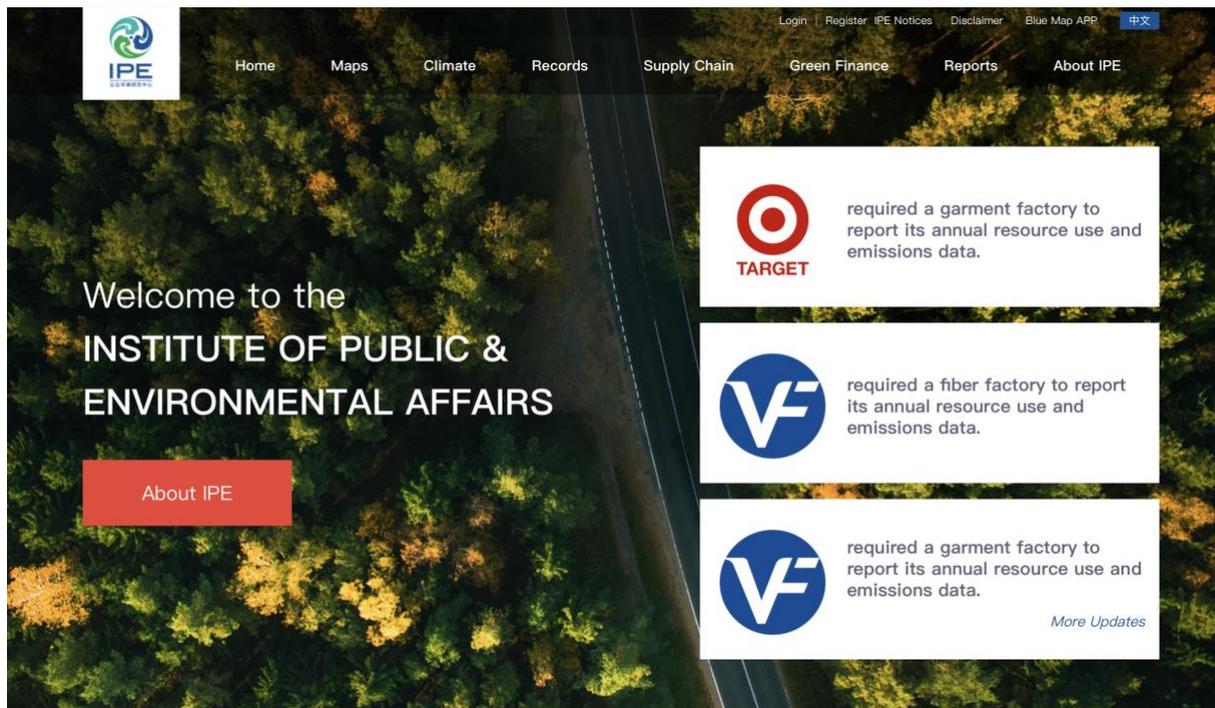


# Carbon Data Disclosure Guide

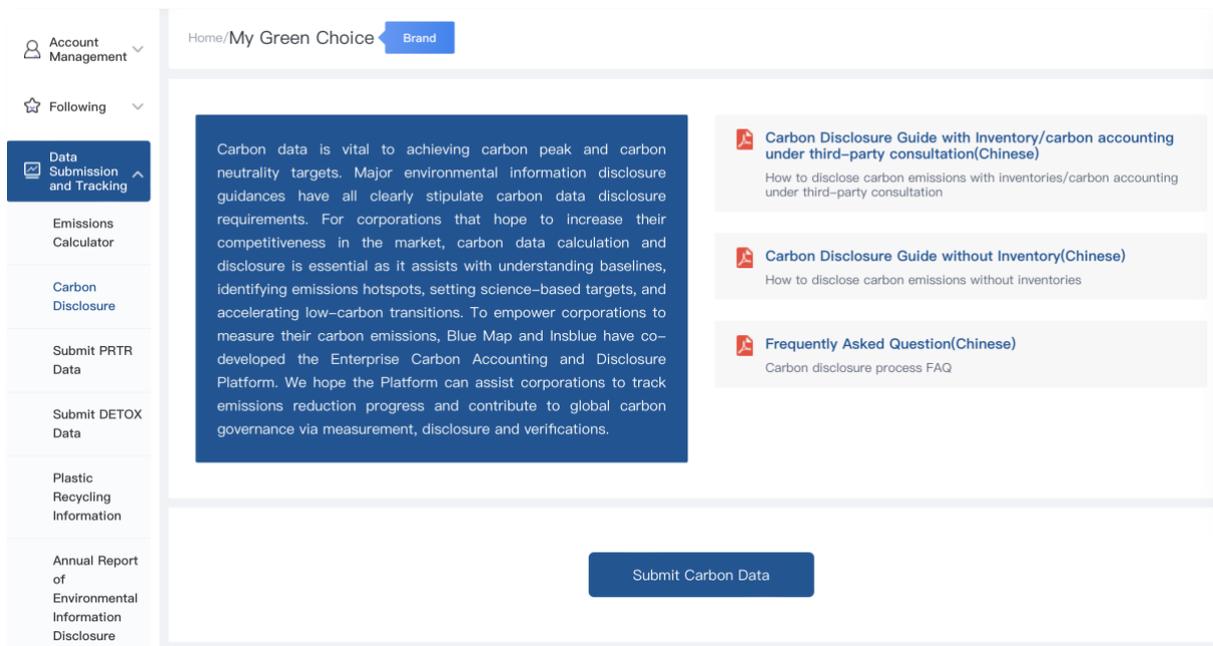
—How to disclose carbon data on the Blue Map (IPE)  
website with third-party GHG verification/carbon inventory  
under third-party guidance

1. Access the IPE website at <https://www.ipe.org.cn/index.html>
2. Login/Register
  - (1) Users who have already registered and upgraded to an enterprise account can login directly by selecting “sign in” located in the top right corner;
  - (2) New users or those that have not upgraded their accounts may register and/or upgrade for free, for a guide on upgrading to an enterprise account please access: [Corporate Account User Guide](#).



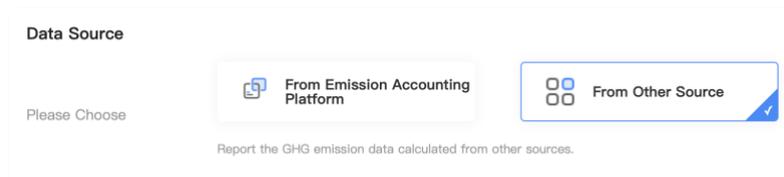
### 3. Go to Carbon Disclosure

(1) Select your username in the top right of the webpage, click “My Green Choice” then go click “Data Submission and Tracking” - Carbon Disclosure;



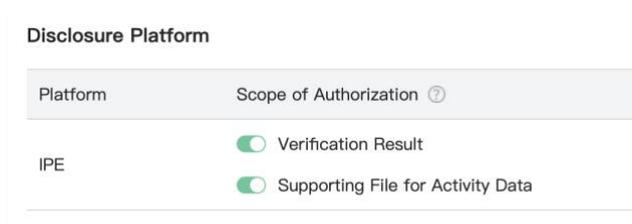
### 4. Disclose Carbon data verified or calculated by third-party

(1) Select **From Other Source:**

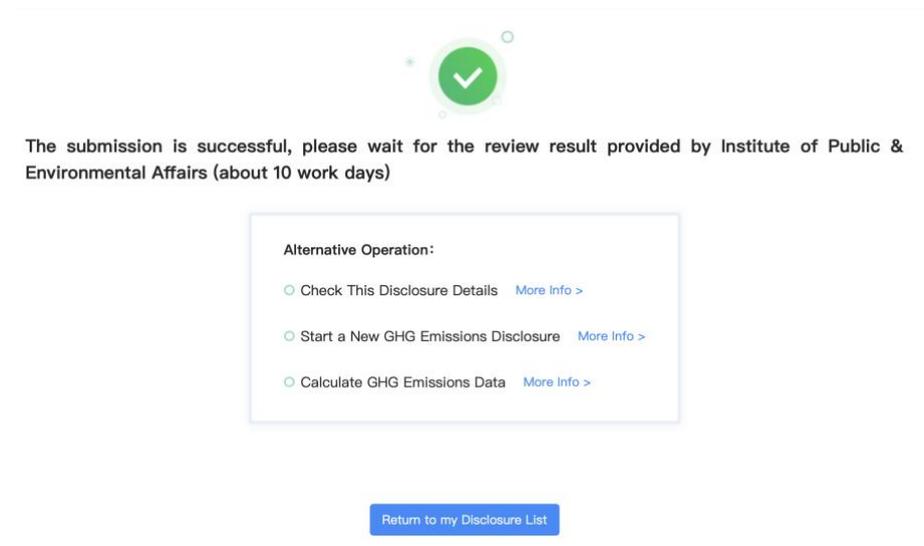


(2) Input data period and disclose emissions data, renewable energy usage. Upload the third-party verification report, and fill in verifier and date.

(3) Click **Next: Select Receiver** and confirm the scope of disclosure:



- (4) Input methodology and major source emissions on which the carbon emissions data calculation is based;
- (5) Input the brand name which requires the carbon disclosure and choose the data year;
- (6) Input carbon reduction and/or neutrality targets, emissions intensity data, energy consumption data and carbon assets information (optional), and any additional information in the Notes box;
- (7) Click **Next: Preview**, read and accept the Privacy Terms and Service Agreement;
- (8) Click **Disclose**, await audit.



- (9) Check IPE's review sent to the registered email address:

Please click on the link in the email while you are logged in, modify the data and resubmit following the steps above.

- (10) Submit Confirmation Letter

Once the data form has passed the review, a confirmation letter will be sent to the registered email address. Please follow the steps in your email to download, print and stamp on the confirmation letter before uploading it online.

Once the confirmation letter passes the review, the carbon data will publish via IPE's website. You can view the status of entered data in the Carbon Data Disclosure Update.