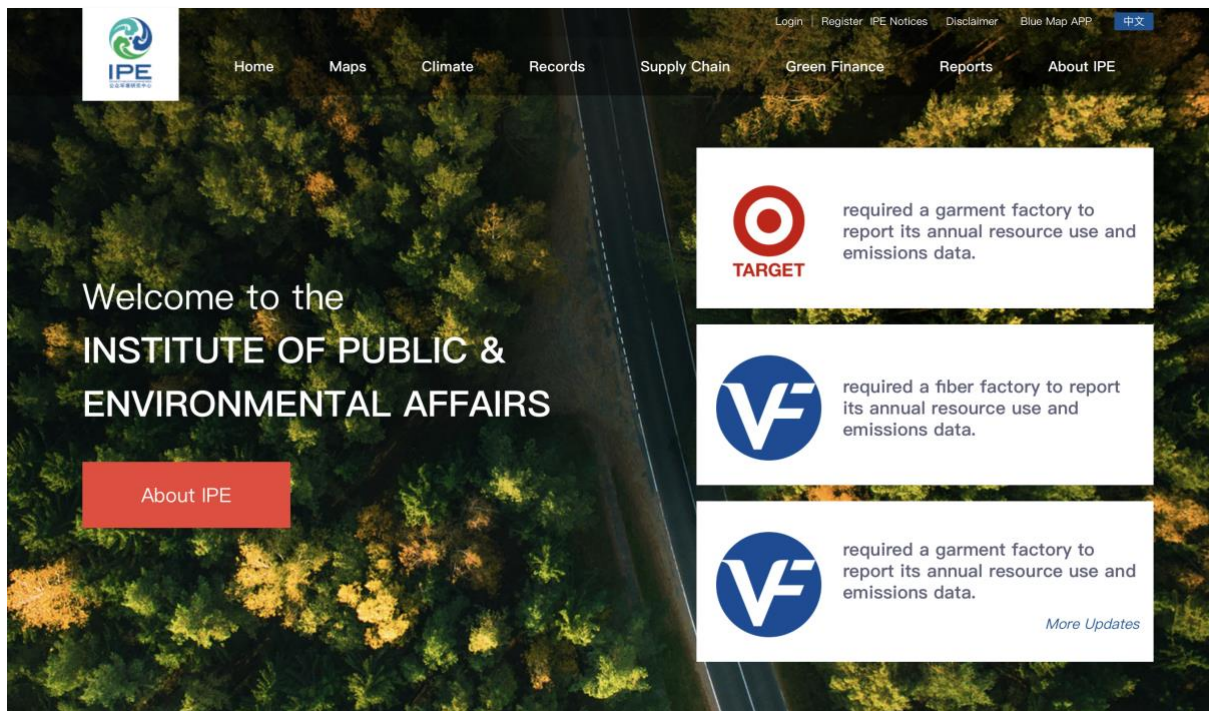


# Carbon Data Disclosure Guide

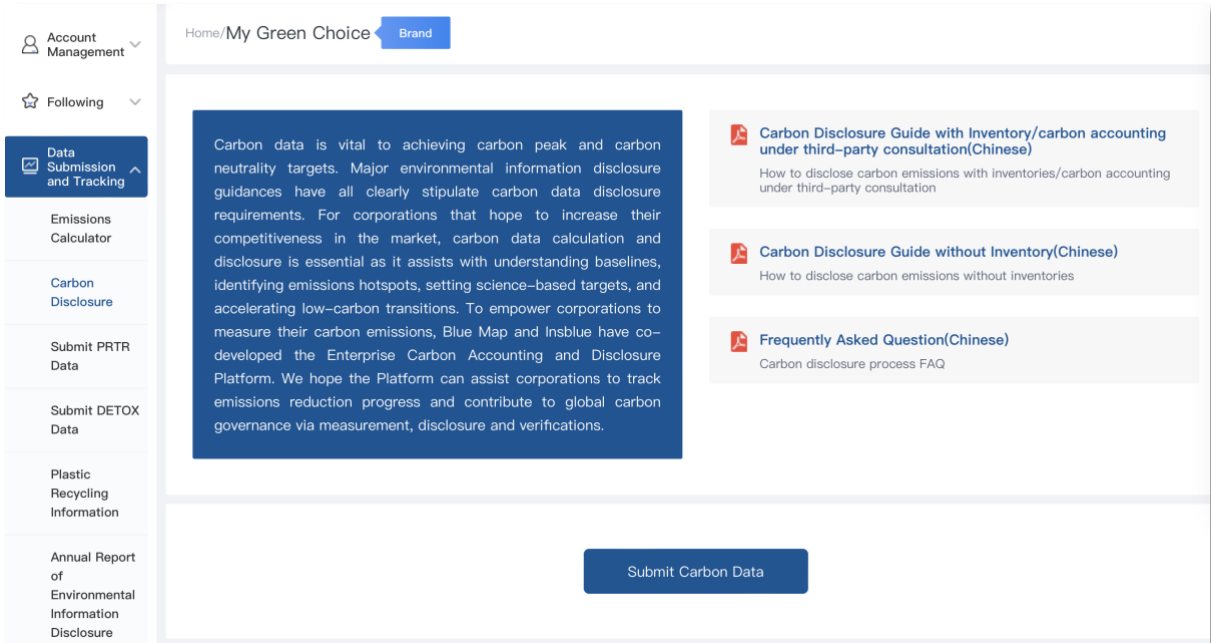
—How to disclose carbon data on the Blue Map (IPE)  
website without third-party GHG verification / companies carried out  
their own carbon inventory

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](#).



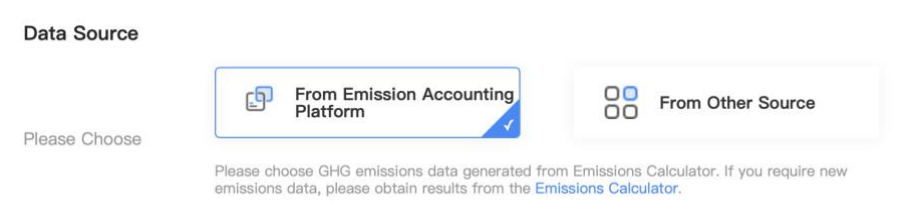
### 3. Go to Carbon Disclosure

(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 calculated via Emissions Accounting Platform

- (1) Select **From Emissions Accounting Platform**, click Emissions Calculator to start the accounting process:



**Data Source**

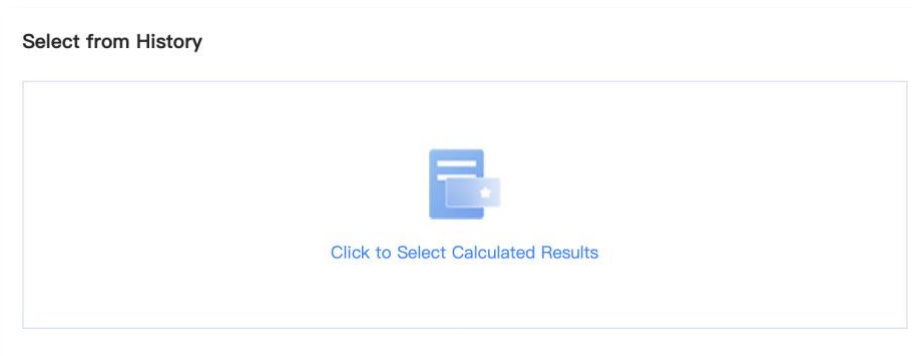
Please Choose

From Emission Accounting Platform

From Other Source

Please choose GHG emissions data generated from Emissions Calculator. If you require new emissions data, please obtain results from the [Emissions Calculator](#).

- (2) Or select from previously calculated emissions data.

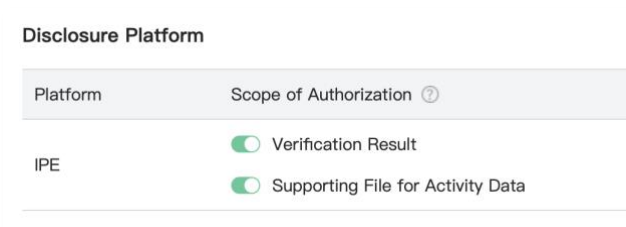


**Select from History**

Click to Select Calculated Results

- (3) Download the Emission Report automatically generated from the Emissions Calculator and upload it. Choose no for third-party verification;

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

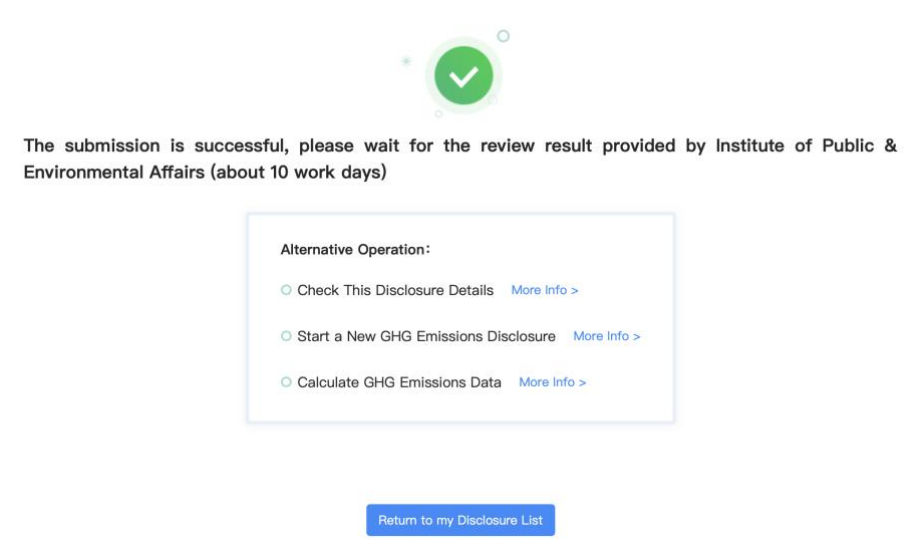


Platform	Scope of Authorization <sup>?</sup>
IPE	<input checked="" type="checkbox"/> Verification Result
	<input checked="" type="checkbox"/> Supporting File for Activity Data

- (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.