

Scope 3 supplier data request

A request a buyer sends to ONE supplier for the greenhouse gas emissions attributable to the goods or services the buyer purchases from it, in the terms of the GHG Protocol Corporate Value Chain (Scope 3) Standard, category 1 (purchased goods and services). It asks for the supplier's own Scope 1 and Scope 2 emissions for the covered products and how they were allocated to the buyer's purchases, and for how the figures were obtained, so that the buyer can judge them. The supplier's own Scope 1 and 2 are only part of the emissions of a product up to the point the buyer receives it: the supplier's own suppliers are not covered unless section 6 is answered. The form supplies no emission factors, no limits and no scoring: write your own values and their sources. It is a data request and a record, not an audit and not a calculation, and a completed form does not show that an inventory conforms to any standard or law. The GHG Protocol documents are named, not reproduced, and they are being revised: check the current edition. Nothing here is legal advice.

1 Request details

Request reference	Date sent	Reply wanted by
Buyer (legal entity)	Buyer contact (name, role, email)	
Supplier (legal entity)	Supplier contact (name, role, email)	
Supplier country and site or sites the data should cover		
Reporting period requested (the same 12 months as the buyer's inventory where possible)	Supplier's own financial or calendar year, if different	
Products or services covered (description)	Buyer's item, contract or order references	
Buyer's purchases in the period: quantity and unit		
Buyer's purchases in the period: value and currency		
Level of data asked for (the most product-specific level the supplier holds)		
☐ Product or service ☐ Process or production line ☐ Facility ☐ Business unit ☐ Whole company		

2 What this request covers

	In this request
Covered	Goods and services the buyer bought from this supplier in the period (category 1). Ask for the supplier's own Scope 1 and Scope 2 emissions for them (section 3) and how they were allocated (section 4).
Not covered	Transport of the goods to the buyer in vehicles the buyer does not own or control, which the buyer reports in category 4, and capital goods, which are category 2. Leave them out of the figures.
Optional	Product-level and upstream data (section 6). Where the supplier can give a figure for the product up to the point of receipt, say so there.
Not supplied	The buyer supplies no emission factors and no limits. Where the supplier used factors, it names their sources and years (section 5).

3 The supplier's own Scope 1 and Scope 2 emissions for the covered products

Emissions for the period	Whole unit (site, business unit or company)	Allocated to the buyer's purchases	Unit (write it)	How the figure was obtained
Scope 1 (direct emissions)				☐ Measured ☐ Calculated ☐ Estimated
Scope 2, location-based method				☐ Measured ☐ Calculated ☐ Estimated
Scope 2, market-based method				☐ Measured ☐ Calculated ☐ Estimated
If the market-based method does not apply or is not held, say why				
Gases included in the figures				
☐ CO2 ☐ CH4 ☐ N2O ☐ HFCs ☐ PFCs ☐ SF6 ☐ Other (write which)				
GWP values used: source and version	CO2 from burning biomass reported separately from the scopes?			Amount and unit
	☐ Yes: amount and unit ☐ No ☐ Not applicable			

4 Allocation to the buyer's purchases

Allocation needed? ☐ No: product-level data, or separately metered or modelled ☐ Yes		Who allocated? ☐ Supplier ☐ Buyer, from the totals below	
Allocation basis ☐ Physical: mass ☐ Physical: volume ☐ Physical: energy ☐ Physical: units produced ☐ Economic: revenue or spend ☐ Other (write)			
Buyer's purchases (amount and unit)	Total production of the same unit, in the same unit	Allocation fraction (purchases divided by total production)	One allocation factor used for the whole facility or unit? ☐ Yes ☐ No
Why this basis, and the range of results if other bases were tried			

5 How the figures were obtained: boundary, method, factors, data quality and checking

Boundary: how the supplier consolidates (organisational boundary) ☐ Equity share ☐ Financial control ☐ Operational control ☐ Not known		Facilities, activities or sources left out, and why	
Standard or method used ☐ GHG Protocol Corporate Standard ☐ GHG Protocol Product Standard ☐ Another standard or method		Another standard or method: name and year	
Emission factor source (name, publisher)	Edition or data year	Used for (fuel, electricity, material, process)	Location-based or market-based (Scope 2)
Share of the figures based on the supplier's own meters, records and measurements (primary data)			
Data quality: technology, time and geography the data represent	Data quality: completeness (share of sites and of the period covered)	Data quality: reliability (source, method and checks)	
Rating scale the supplier used for data quality, if any (the form supplies none)			
Verification or assurance ☐ None ☐ First party (internal) ☐ Third party		Level ☐ Limited ☐ Reasonable ☐ Not stated	Statement attached? ☐ Yes ☐ No
Assurance or verification standard used	Assurer or verifier (name)	What it covered (figures, scope, period)	

6 Product-level and upstream data (optional)

Product-level figure held (emissions up to the point the product leaves the supplier)? ☐ Yes ☐ No	Figure and unit per product or service	Standard used, and checked by whom
Upstream emissions (the supplier's own suppliers): the figure, or the main upstream activities and materials		

7 Targets and disclosures the supplier states

Science Based Targets initiative (SBTi) status ☐ Targets validated ☐ Commitment to set targets only ☐ Commitment removed ☐ None ☐ Not known		Target details as the SBTi Target Dashboard shows them (scopes, base year, target year, temperature alignment)	
CDP climate change response ☐ Responded ☐ Not responded		Year and score as CDP shows it (a score is given only where a response was in by the deadline)	Response public? ☐ Yes ☐ No
Net-zero target: year and status	Other emission reduction target (what, scopes, base year, target year)		Internal carbon price in use (value, currency, unit, or none)
Other disclosures (report, framework, link)			

These are the supplier's statements. The buyer may check public lists but does not treat a statement as verified data.

8 What could not be provided

Write "not held" rather than leaving a line blank. If the supplier holds energy or fuel use but not emissions, give those figures and their period instead, and the buyer says how it would calculate from them.

Item that could not be provided	Why not	What can be given instead, and by when

Limits on how the buyer may use or share these data (confidentiality)

9 Supplier sign-off

The figures and statements above are the data the supplier holds for the period stated. Where a figure is estimated or missing, it is marked as such.

Role	Name	Signature	Date
Completed by (supplier)			
Approved by (supplier: the person responsible for the data)			

Return the completed form to (name and email)	By (date)
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Buyer's log. The buyer keeps this page; send pages 1 to 3 to the supplier. It records what came back, what was checked and how the figures will be used.

10 Buyer's log: received, checked and used

Date received	Received by	Complete? ☐ Yes ☐ Partly ☐ No	Same period as the buyer's inventory? ☐ Yes ☐ No: adjusted (write how)	
Units, gases and GWP values consistent with the buyer's inventory? ☐ Yes ☐ No: differences noted below		Differences, adjustments and how they were made		
Checks the buyer made ☐ Allocated amounts are not above the whole-unit amounts ☐ Fraction and amounts agree ☐ Units agree ☐ Scope 2 methods are labelled ☐ Biomass CO2 is kept outside the scopes ☐ Transport to the buyer is not included ☐ Public lists checked for statements in section 7				
Buyer's data quality assessment, own scale (the form supplies none): technology	time	geography	completeness	reliability
How the data will be used ☐ Supplier-specific method (product-level data) ☐ Hybrid method (supplier Scope 1 and 2, with secondary data for the rest) ☐ Not used: secondary data kept (write why) ☐ Supplier engagement only				
Where the figures are entered in the inventory (file, sheet, reference)		Share of the buyer's category 1 emissions calculated from supplier data (buyer's own figure, set when the inventory is final)		

11 Questions and replies

Date	Question or query to the supplier	Reply received (date and summary)	Closed (date, initials)

12 Follow-up and sign-off

Follow-up action (for example ask for product-level data, ask for assurance, ask for a missing period)	Owner	Due	Done on

Next request to this supplier due (date)	Where this record is kept, and for how long (per your own rule)

Role	Name	Signature	Date
Buyer data owner			
Reviewer (checked the use in the inventory)			