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Please find a short flow description below of how to fill in the **Ahold Delhaize GHG** emission questionnaire.

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1. Start: Create your account

As a supplier for Ahold Delhaize, you receive an e-mail with a *"data request"* from ImpactBuying. That looks like this:



After you have registered on the ImpactBuying platform, you receive an e-mail to confirm your account. See below for an example:





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When the account is confirmed, you are able to log-in. A screen with the Terms & Conditions will pop-up the first time, which you will need to agree upon.

Terms & Conditions	🛓 Download Terms & Conditions	^
		1
Terms and Conditi Alkmaar, January 13, 2022	ons	
These IB Terms and Conditions are between user of IB or the entity represented ("Customer") and IB (ImpactBuying) B.V., Toermalijnstraat 18 B, 1812 RL Alkmaar ("IB").	b. The applicability of any other (general) terms and conditions as referenced or used by Customer from time to time, is hereby explicitly rejected.	
Customer Privacy Statement	Lownload Customer Privacy Statement	~
Customer Privacy Statement Data Protection Agreement	Download Customer Privacy Statement Sownload Data Protection Agreement	~
Customer Privacy Statement Data Protection Agreement I have read and agree to the Terms & Conditions	Download Customer Privacy Statement A Download Data Protection Agreement	~

With accepting the Terms & Conditions, please be informed by filling-in this data request no costs or fees are involved.

2. First log-in:

Once you have accepted the Terms and Conditions, the following page will be displayed.

A Home Data requests Required	evidence Libraries Expor	t				<i>₽</i> 💽 v
Incoming Outgoing						
⊽ Filter						Request details ×
Name	Requested by	Requested on	Requested for product(s)	Deadline	Status	General
Ahold Delhaize GHG emission	Ahold Delhaize	8 March 2023		30 June 2023	🖈 Ne	Ahold Delhaize GHG emission Requised by Anal Delhaize
Company profile	ImpactBuying	7 March 2023			★ Ne	Prease minimum Anoral Demarker on the state on a constant of accepts a second second and the state of a second sec
						8 March 2023 A 30 June 2023
						Contact details
						First Name Remko
						Last Name Test
						Gender
						Email rbakker+useradmin@simsupplychain.com
						Event log B Add comments
						8 March 2023 at 11:37 Remko Bakker (Ahold Delhaize) created the data request
						C Fill in questionnaire

- A. This is the deadline date by which the questionnaire must be completed.
- B. Here you are able to add comments by clicking on the button *"Add comments"* if you have a question about the questionnaire.
- C. You can start the questionnaire from here by clicking on the button *"Fill in questionnaire"*

After logging-in for the first time, you will be guided by online help.



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3. Find your data request:

If you will log in again later, to come back to your request and finish it at a later notice, you will see the operational dashboard which gives an overview of outstanding tasks.:

A Home Data requests Required	evidence Libraries Export			₽ 🕕 🗸
To-do's Insights				
Action required	Incoming Outgoing	Required evidence status		Select required evidence V
Ba Ahold Delhaize GHG emission Perogram	due in 200 days			
	•			
Data requests fulfilled	Overdue data requests	Expired evidence	How can we help?	Simplify your workflow
0/0	0/0	0	Our team is happy to help you through the first steps of your ImpactBuying journey!	Upgrade to a Premium account to get access to the complete experience for your supply chain management.
Go to page	Go to page	Go to page	Contact our team	Visit our website

- A. You can start directly with filling in the questionnaire by clicking on "Ahold Delhaize GHG emission" in "Action required".
- B. Alternatively you can see the details of the data request by clicking on *"Data requests"* in the menu.

The overview of incoming data requests:

Α	Home	Data reque	sts Require	ed evidence Libra	ries Export						£	• 🕕 •
	Incoming	Outgoing	9									
⊽ Fi	ilter @	View	Q Search									
Name				Requested by	Requested on	Requested for product(s)	Deadline	Status	Handled on	Result	Result set on	
Compar	ny profile			ImpactBuying	7 March 2023			🚖 New	7 March 2023			
Ahold D	elhaize GH	IG emission	>	Ahold Delhaize	7 March 2023		23 September 2023	★ New	7 March 2023			
									Items per page: 10	• 0 o	f0 < <	> >I



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A Home Data requests Requir	red evidence Libraries Export					₽ 🚺 ▾
Incoming Outgoing						
⊽ Filter						Request details ×
Name	Requested by	Requested on	Requested for product(s)	Deadline	Status	General
Ahold Delhaize GHG emission	Ahold Delhaize	8 March 2023		30 June 2023	🖈 Ne	Ahold Delhaize GHG emission we Requested by Anel behavior
Company profile	ImpactBuying	7 March 2023			★ Ne	Prease mill in the Anoid Deinalze GHG emission questionnaire for Scope 3
						Requested on Descrime (sole in T4 days) 8 March 2023 30 June 2023
						Contact details
						First Name Remko
						Last Name Test
						Phone number
						Gender
						Email rbakker+useradmin@simsupplychain.com
						Event log DAdd comments
						8 March 2023 at 11:37 Remko Bakker (Ahold Delhaize) created the data request
						Fill in questionnaire

To open the data request details the user has to click on "Ahold Delhaize GHG emission".

4. Fill in the questionnaire:

Home Data requests Required evidence	e Libraries Export	Ð
Back 1. Questionnaire		
uestionnaire		
1 Introduction	Select answers from an existing questionnaire Easter Language Languet Language	ļ
2 Emission targets: Scope 1 & 2	Ahold Delhaize GHG emission reporting 2022 English	
3 Emission targets: Scope 3	Emission targets: Scope 1 & 2	
(4) Emission calculations	Ahold Defhaize encourages their suppliers to set emission reduction targets. These emission reduction targets do not have to be approved by a third party, as long as they are official and publicly available.	
5 Emissions data	In developing your climate targets, try to align with the Science Based Targets (Net-Zero Standard) using their manual: sciencebasedtargets.org/resources/legacy/2017/04/SBTi-manual.pdf.	l
(6) Allocation of emissions	Does your company have emission reduction targets for scope 1 & 27 * Yes, we published an absolute target (i.e. of total carbon emissions)	
External verification	Yes, we published an intensity target (i.e. of relative carbon emissions per kg, per euro, or other unit) Yes, we have and absolute target but not cablehed	
8 Sequestered & compensated emissions	Yes, we have an intensity target, but not published	
(9) Closing		
A	Cancel Same Same	2

- A. You can go through the sections by using the "Next" and "Previous" buttons.
- B. Alternatively you can use the index on the left side to switch between the sections.
- C. Here you can select the prefered language for the questionnnaire.



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A Home Data requests Required evide	ence Libraries Export	₽	•
Back 1. Questionnaire			
Questionnaire			
(1) Introduction	Select answers from an existing questic 🔻 Select langu. ¥	Export Ex	kcel
2 Emission targets: Scope 1 & 2	Changes and missing information Please keep in mind that consistency is important. If you added a subsidiary to the reporting scope or anything that could create a (significant) difference in the total emission products that you supply to us, please let us know at the 'Closing' section of the questionnaire.	on of the	
3 Emission targets: Scope 3	Company details		
Emission calculations	1. Company name *		
5 Emissions data	Please state your company name	-1	
6 Allocation of emissions	2. Subsidiaries (multiple entries) * Please state the subsidiary/-ies that belong to your company and provide products to Ahold Delhaize Brands		
7 External verification		×	
(8) Sequestered & compensated emissions	Add Row		1
(9) Closing	3. Contact person for carbon emissions •	Next	t 🕨
	× Cano	el 🔍 S	ave

You always have the possibility to save the questionnaire and proceed at a later stadium by	
clicking on the button "Save".	

A Home Data requests Required evide	nce Libraries Export	P 🕕
Back 1. Questionnaire		
Questionnaire		
1 Introduction	Select answers from an existing questic 👻 Select langu 👻	Export Excel
2 Emission targets: Scope 1 & 2	Closing	
3 Emission targets: Scope 3	Please share here any explanation of missing data, changes or differences versus previously reported data or scope, or any other point for our attention	
Emission calculations	1	
5 Emissions data		
6 Allocation of emissions	Approval	
7 External verification	By entering the name and date, you indicate that you have completed this form truthfully.	
(8) Sequestered & compensated emissions	Name * Date * dd-mm-jjj	
(9) Closing	< Previous	
	× Cancel × Save	Complete

You are able to complete the questionnaire in the last section if all the mandatory questions are filled in by clicking on the button "Complete". Completing the questionnaire will submit your answers to Ahold Delhaize.



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5. Invite another user to fill-in the questionnaire

In case you are not able to fill-in the questionnaire by yourself you can invite another person to help or fill-in the questionnaire.

A Home Data requests Required evide	ince Libraries Export
Back 1. Questionnaire	A [–]
Questionnaire	
1 Introduction	Select answers from an existing questic v Select langu v Fixport Fixco
2 Emission targets: Scope 1 & 2	Changes and missing information Please keep in mind that consistency is important. If you added a subsidiary to the reporting scope or anything that could create a (significant) difference in the total emission of the products that you supply to us, please let us know at the 'Closing' section of the questionnaire.
3 Emission targets: Scope 3	Company details
Emission calculations	1. Company name *
5 Emissions data	Please state your company name
6 Allocation of emissions	2. Subsidiaries (multiple entries) * Please state the subsidiary/-ies that belong to your company and provide products to Ahold Delhaize Brands
External verification	x
8 Sequestered & compensated emissions	Add Row
(9) Closing	3. Contact person for carbon emissions *

A. Please click on the icon of your user profile. The following options will be shown.

	Company profile	
	Configuration	
s	Codes	
	Data request templates	
	Questionnaire templates	
	Required evidence rules	
	Settings	
	External connections	
	Roles	
<	Users B	
	🛱 English 👻	B. Please click
	Help & Support	
	Log out	

B. Please click on the option "Users".



Ał	lold	Delhai	ize GHG emis		Page 8 of 8				
4	Hor	ne Data reque	sts Required evidence Libra	ries Export				P	TS35 🗸
		View Vie	Q Search				С		+ Add
		Name	Job title	Phone number	Email	Status	Roles		
(I	Cherrie Scope 3			ctruong+aholdscope3@impactbuying.com	Active	Administrator		
(1	Remko Scope 3			rbakker+aholdscope3@impactbuying.com	Invited	Standard		
						Items per page: 10 -	1 – 2 of 2 <	< >	× ×

C. Please click on "+ Add"

Home Data requests Required evidence Libraries	Export					₽ (
♥ Filter ● View Q Search						+ Ad
Name Job title	Phone number Email			Status	Roles	
Cherrie Scope 3	New user		×	Active	Administrator	
Remko Scope 3	First name *	Last name *		Invited	Standard	
	Jane Gender O Male ® Female O Unspeci	Doe		Items per page: 10 👻	1-2 of 2	I< < >
	Role					
	× Standard		× ¥			
	Language					
	English		× •			
	Job title					
	Quality manager		× *			
	Phone number					
	BV () × ¥					
	Email address *					
	janedoe@impactbuying.com					
	Cancel	D	Save			

D. Please fill-in the mandatory fields ("First name", "Last name" and "Email address") and click on "Save"

By clicking the save button the new user will be invited by email.

6. Need help?

In case you have any questions, you can use the contact details at the bottom of the page. We're happy to help! Good luck with filling in the questionnaire.