Checklist for uploading your own report

This checklist is a working version of the SME Climate Hub Reporting Tool. It is designed to help you prepare for reporting by collecting and organizing the information you will need before submitting your report online.

Important notes: This checklist is for internal use only and is not a submission method. After completing this checklist, you must still enter your responses directly into the SME Reporting Tool and submit the report online for your reporting to be considered complete.

* indicates required fields and sections.

Upload your own report *

#	Question	Hint	Answer format	Your answer
	End day of the reporting period *	It is recommended that the reporting period is the same as the company's financial year, to ensure data consistency. In the SME Climate Hub, we use the year of the last day of the reporting period as the reporting year.	Choose date	
	Reporting year *	This field is auto-filled based on the end day of the reporting period.		
	Number of employees on the end day of the reporting period *			
	Net zero target year *	The Net zero target year that you selected when committing to the SME Climate Hub is automatically prefilled but can be changed if you have updated your Net zero target.		
	To reduce emissions in line with my commitment, my company has a climate action plan and is taking action *		Single-select	
	Scope 1 emissions *		metric tons CO2e	
	Scope 2 emissions (location-based) *		metric tons CO2e	
	Scope 2 emissions (market-based)		metric tons CO2e	
	I have reported on my actions to reduce emissions *	Information on actions and initiatives a company is taking to reduce its emissions is key to understanding its level of ambition, speed of transition and the impact of its actions.		
	Comments or additional details *		Free text	