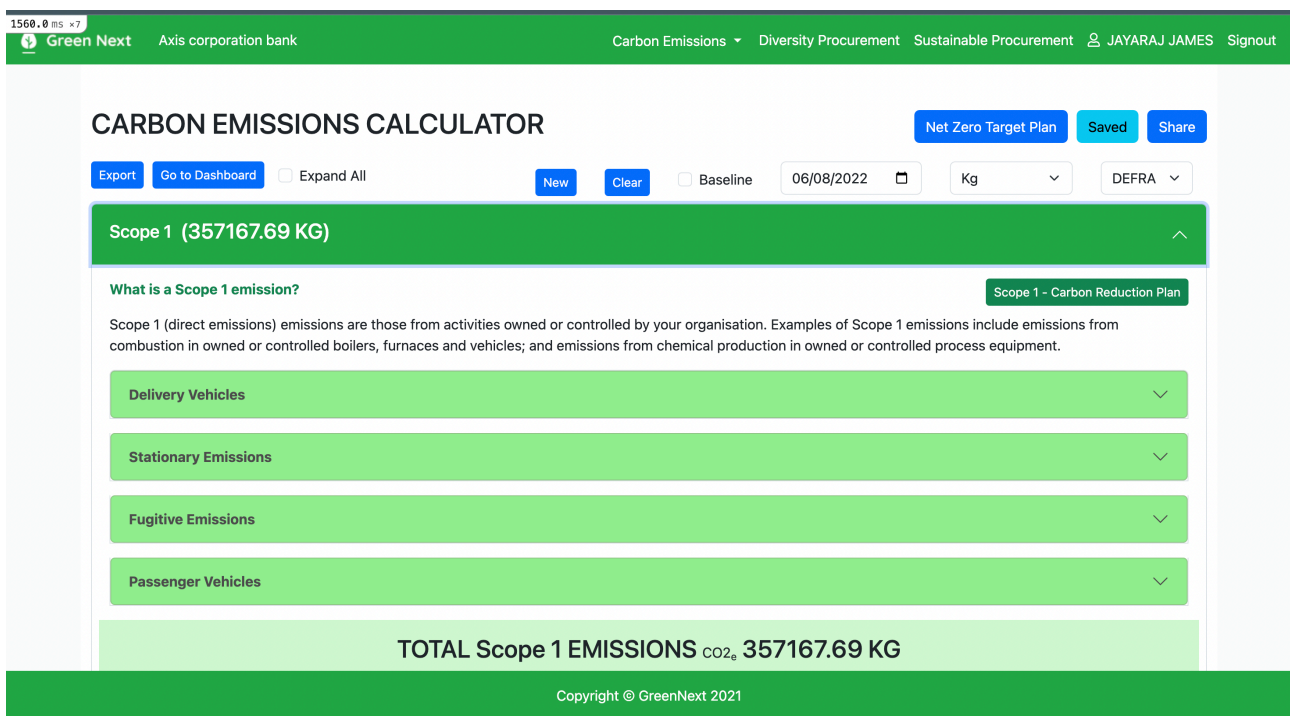
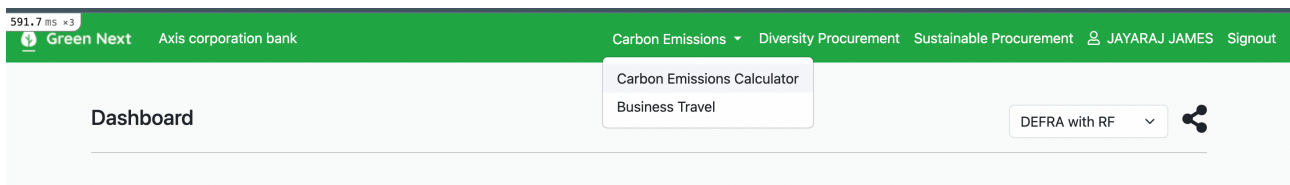


# GreenNext Functionalities

GreenNext Functionalities	1
How to create carbon emission calculator?	2
Scopes	3
How to select DEFRA OR EPA ?	4
What is net zero target plan?	5
How to view carbon emission current year vs target plan?	6
How to create sustainability procurement tracker?	7
How to create diversity procurement?	9
How to view dashboard?	10

# How to create carbon emission calculator?

Select the carbon emission calculator from the top menubar.



Depending on your needs, choose various measurements and dates for your report. Proceed to input values for all scopes, with different subsections under each scope. Descriptions for each scope are provided within their respective sections. Detailed information on each scope, including DEFRA and EPA, can be found later in this document.

# Scopes

GreenNext offers three available scopes.

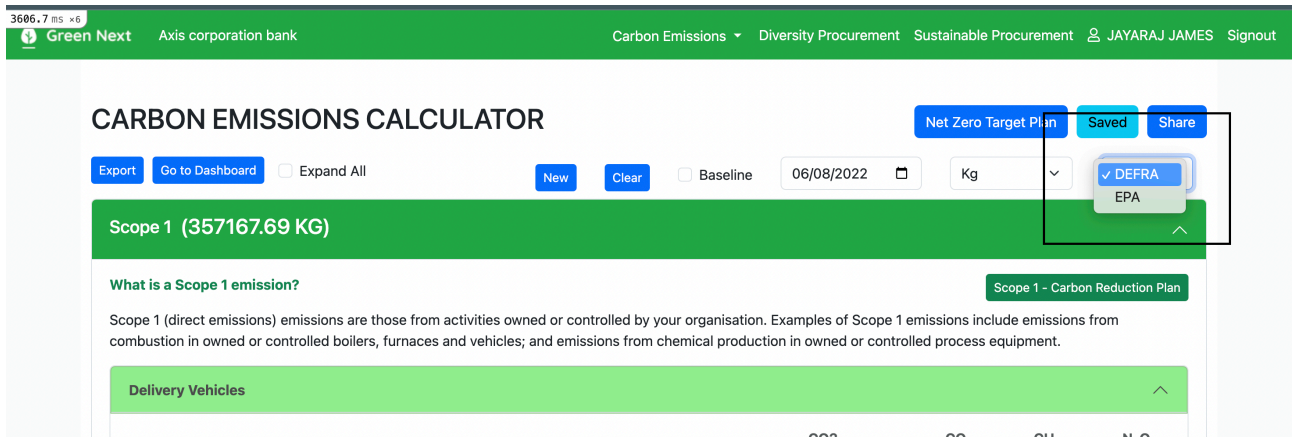
**Scope 1** : emissions are those from activities owned or controlled by your organisation. Examples of Scope 1 emissions include emissions from combustion in owned or controlled boilers, furnaces and vehicles; and emissions from chemical production in owned or controlled process equipment.

**Scope 2** : emissions are those released into the atmosphere that are associated with your consumption of purchased electricity, heat, steam and cooling. These indirect emissions are a consequence of your organisation's energy use, but occur at sources you do not own or control.

**Scope 3** : emissions are a consequence of your actions that occur at sources you do not own or control and are not classed as Scope 2 emissions. Examples of Scope 3 emissions are business travel by means not owned or controlled by your organisation, waste disposal, materials or fuels your organisation purchases.

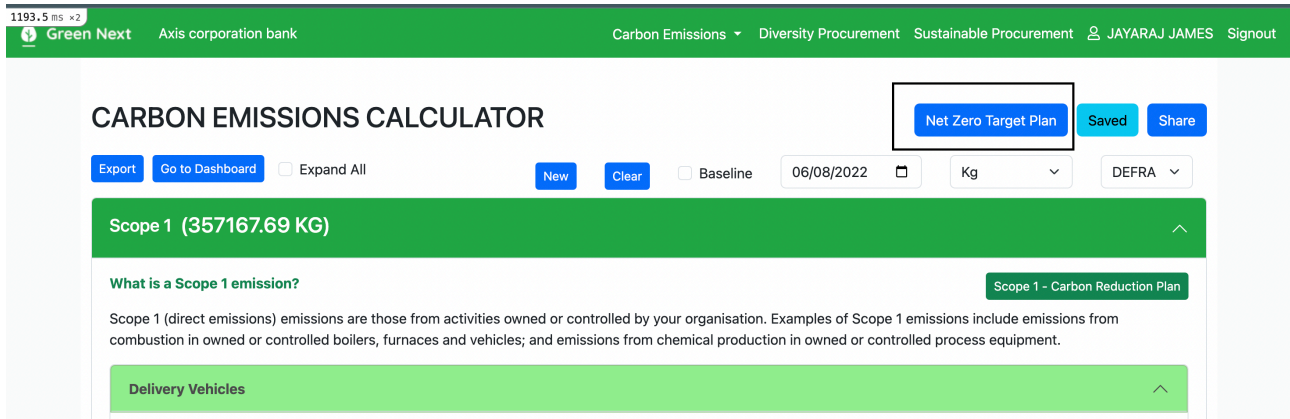
# How to select DEFRA OR EPA ?

To switch between the DEFRA and EPA methods, you can make the selection from the dropdown menu displayed in the image below. DEFRA and EPA represent distinct calculation methods for the calculations.

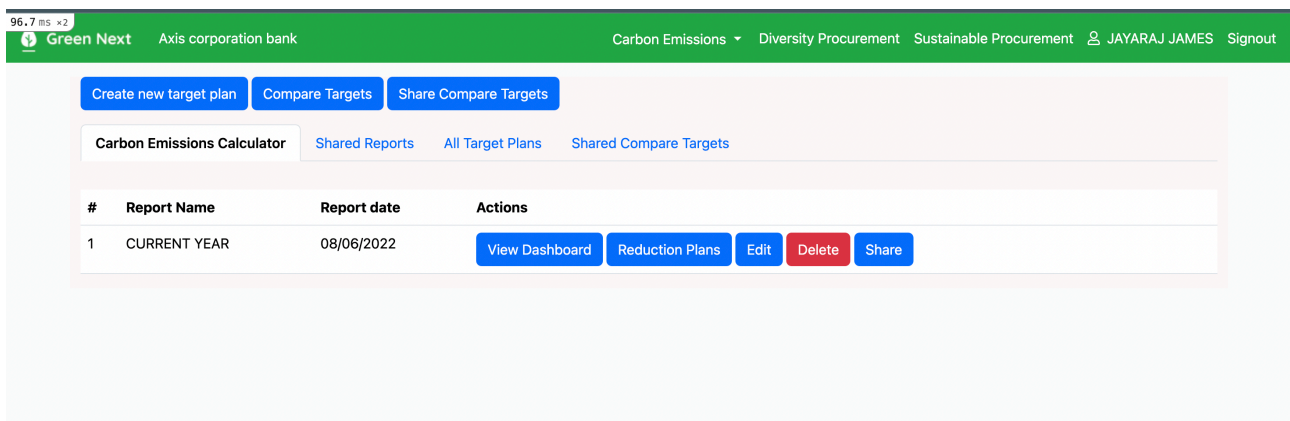


# What is net zero target plan?

From the carbon emission calculator page, select the **Net Zero Target Plan** button to open the corresponding page.

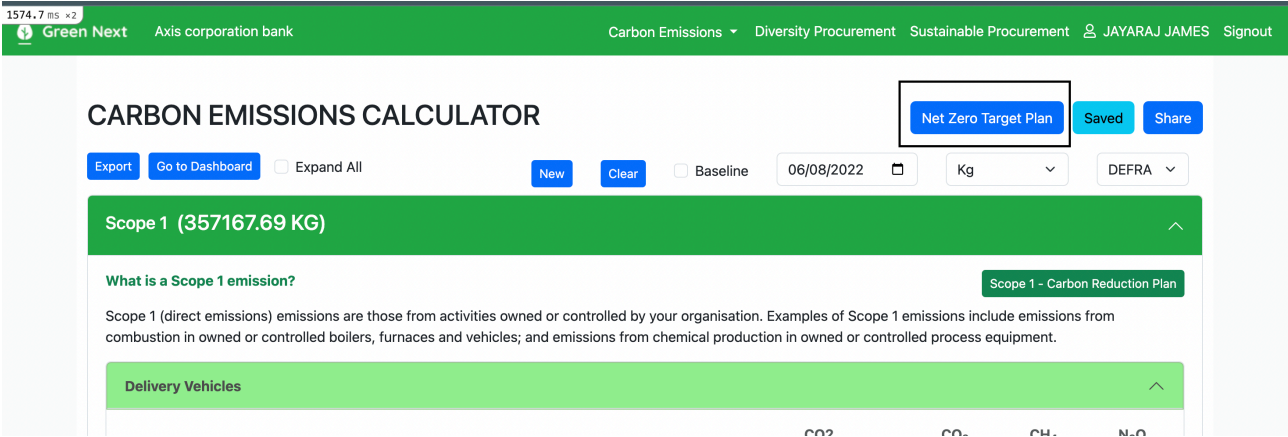


The **Net Zero Target Plan** assists in creating target plans for future years such as 2025 and 2040. Upon opening, you can compare future reductions. Each target plan features multiple buttons with various actions, including viewing the dashboard, accessing the reduction plan, editing, deleting, and more.



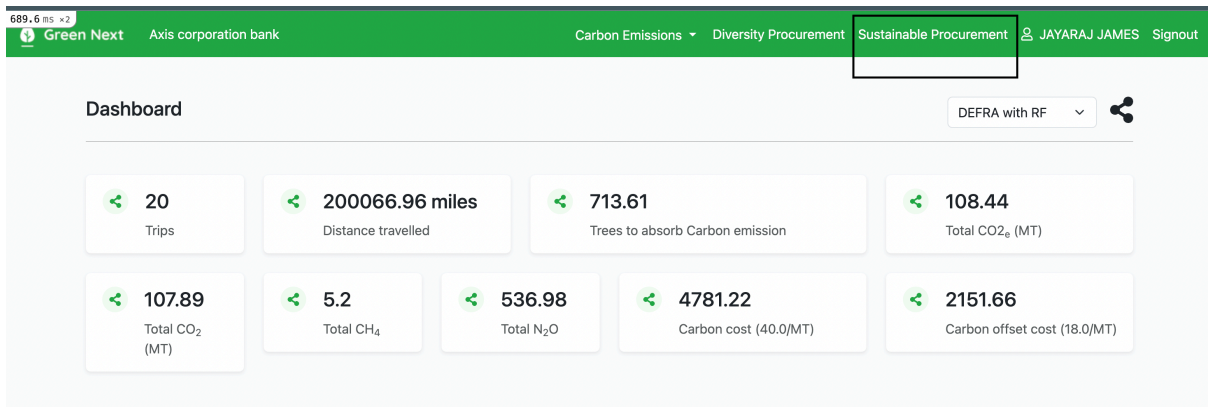
# How to view carbon emission current year vs target plan?

You have the option to compare and review carbon emissions for the current year versus the target plan. To access this screen, navigate to the carbon emission calculator page and click on the "Net Zero Target Plan" button. This action will redirect you to the reports section, where you can analyse and compare the emission plans for the current year and the target plan.



# How to create sustainability procurement tracker?

Navigate to the sustainability procurement link in the top menu bar. This will lead you to the Sustainability Procurement page.



**Sustainable organizations use sustainable procurement to acquire their materials, goods, and services.**  
Four-part definition of Sustainable Procurement (SP): Sustainable procurement ensures that buyers...

- Obtain the **BEST VALUE** for money when purchasing
- The most **SUSTAINABLE** goods and services
- From the most sustainable **SUPPLIERS**
- Support of the buying organization's stated purpose and **STRATEGIC** goals.

**SUSTAINABLE PROCUREMENT IMPLEMENTATION PROGRESS**  
Which of these milestones have you achieved on your journey toward full implementation of a sustainable procurement system?  
(Check all that apply)

**TOTAL SUSTAINABLE PROCUREMENT SCORE**  
**64 %**

- We do not currently monitor and record our use of sustainable procurement, or we do not use sustainable procurement.
- We have a sustainable procurement policy.
- We have assigned a staff leader to implement our SP system.

Copyright © GreenNext 2021

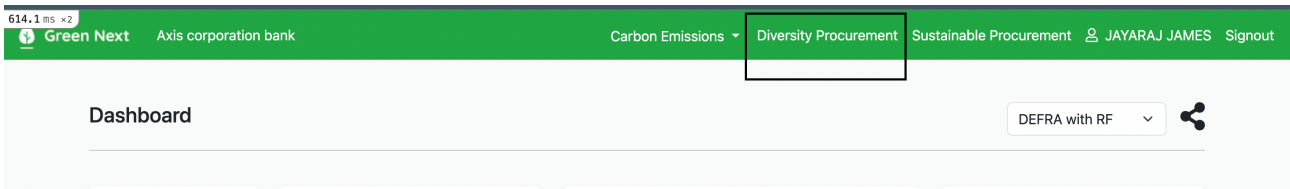
Here, you will find the Sustainable Procurement Implementation section, which includes various checkboxes. Depending on the implementation in your organisation, mark the relevant checkboxes. Upon completing this process, you can view your implementation score. Similarly, there is a new section called Sustainable Procurement Bidding Appraisal Score; fill in the data according to your approach,

and at the end, you will obtain your Sustainable Procurement Bidding Appraisal Score.

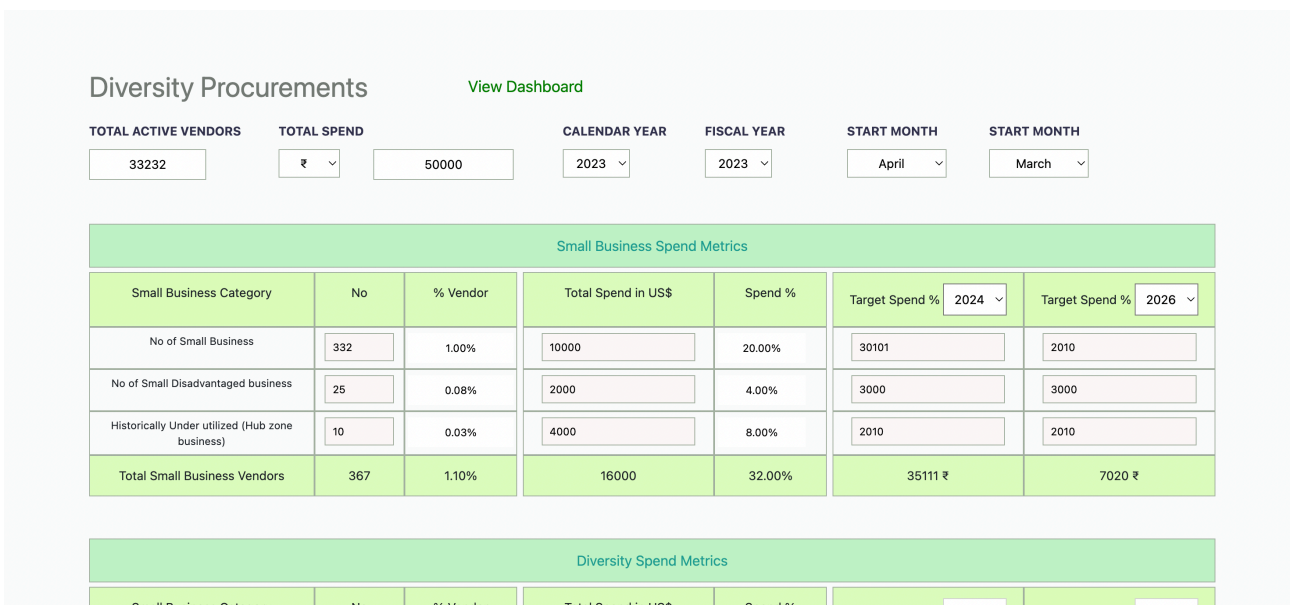
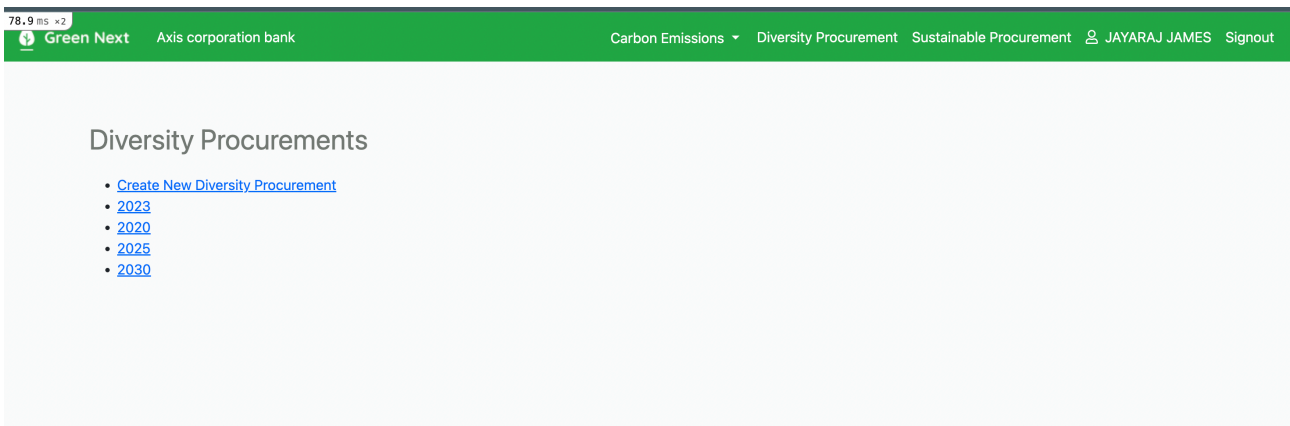


# How to create diversity procurement?

Click on diversity procurement link from top menu bar. It will open page which is having diversity procurement page.

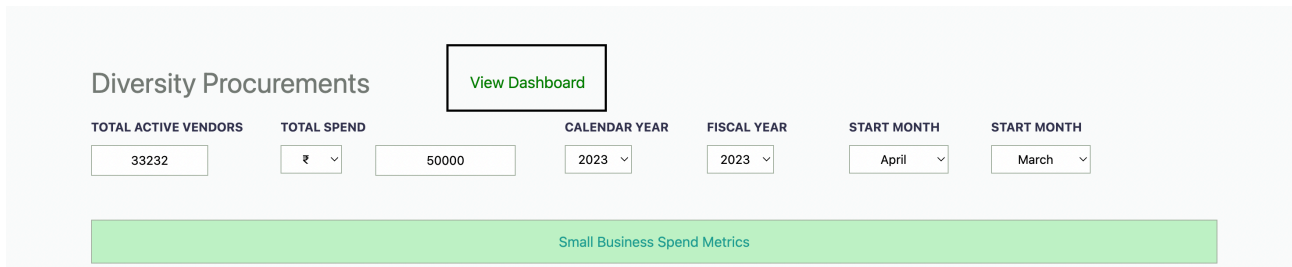


You have the option to create a new diversity procurement, and if you wish to view or edit an existing one, simply click on the respective options to do so. Upon clicking **year number** or **create new diversity procurement**, you'll find numerous input fields. Fill in the data based on your organisation's information, and the results will be calculated accordingly.



# How to view dashboard?

Navigate to the diversity procurement page, where you'll encounter a green-coloured link labeled **View Dashboard**. Clicking on this link will open a dashboard specific to the diversity report.



Here, you can access various charts representing the data you inputted on the diversity procurement page for your report.

