



Frequently Asked Questions (FAQ)

EICC-ON Environmental Reporting

Version 2 - Updated June 2014

Registering in EICC-ON

Q: When should I register in EICC-ON to report environmental data?

A: If you receive one or more requests from customers to report environmental data via EICC-ON, you should register in EICC-ON. Many customers will ask for data annually by the CDP reporting deadline at the end of July. If your company has previously registered in the system to submit a Self-Assessment Questionnaire, you will already have access and do not need to create a new profile. To log into EICC-ON go to www.eicc-on.info. Access the questionnaire after logging in by going to **My Company** then **My Environmental Reporting Data**.

Q: How can I get access to EICC-ON?

A: To register in EICC-ON, please go to the [EICC-ON registration page](#). You are encouraged to review the EICC-ON registration guide and other helpful information on the EICC website first. Once registered, you will find a lot of helpful information about the Environmental module, including a user guide and PowerPoint slides, in the Training documents area of EICC-ON (under Help and Support).

About the Environmental Reporting Module

Q: Why should we report our environmental data through the EICC-ON tool?

A: There are several benefits to reporting environmental data through EICC-ON. For example, suppliers experience less survey fatigue by sharing a single questionnaire with multiple customers through one common reporting platform, use the same indicators that they report to the CDP and/or Global Reporting Initiative (GRI), and if needed get help calculating Scope 1 and Scope 2 emissions using raw energy data.

Q: What kinds of questions are asked in the EICC-ON Environmental Reporting module?

A: The Environmental Reporting module requests data about energy use, carbon emissions, water and waste. The data should be reported on a company-wide basis.

Q: What is the value of reporting via EICC-ON versus the CDP?

A: The EICC-ON Environmental Reporting module offers several benefits to reporting companies. For companies that are not familiar with calculating their carbon footprint, it provides a shorter, simpler questionnaire with an embedded carbon emissions calculator. The CDP asks questions which are more qualitative in nature than the Environmental Reporting module, and require deeper explanations of



programs. Where possible, however, the EICC-ON Environmental Reporting module is aligned with the CDP to streamline and provide a simple user experience.

Q: Is there a standard that aligns to the EICC-ON questions?

A: The question language in the EICC-ON Environmental Reporting module is aligned with the [Global Reporting Initiative \(GRI\)](#), a standard for reporting sustainability metrics in external company reports. If you're publishing your sustainability report according to the GRI framework, then the EICC-ON questions will align with these. The question language also aligns with the questions asked by the [CDP](#).

Fees

Q: What is the fee to report and share data through EICC-ON?

A: The annual fee for non-EICC members to register in EICC-ON is USD 300 per year (per facility) as of 2014. This annual fee covers all access to EICC-ON including Self Assessments Questionnaires, Audit data, and Environmental Reporting Data.

Q: My company is currently registered in EICC-ON. Is there an additional charge to share Environmental Reporting data?

A: If your company has at least one site already registered in EICC-ON, then you have access to the Environmental Reporting module and no extra fee is required to report companywide environmental data. Access the questionnaire after logging in by going to **My Company** then **My Environmental Reporting Data**.

Reporting

Q: Is environmental data reported on a companywide or facility basis?

A: Each company site does not enter data; information is provided on a corporate level. Information submission is only necessary one time per year, per company.

Q: Does the system include a calculator similar to the previous Carbon and Water Reporting System?

A: Yes, there is a similar calculator in EICC-ON.

Q: If I report information through the CDP, do I need to complete environmental data through EICC-ON?

A: You can utilize the responses already provided to the CDP by uploading your CDP response into the EICC-ON tool. However, there are additional questions in EICC-ON, such as waste-related questions, that are not included in the CDP, and they will have to be entered separately.

Q: Do I have to complete both EICC-ON Environmental Reporting module and the CDP?

A: Not necessarily. Your customers and investors will provide guidance on which method is desired.



Q: Can I transfer data directly from the CDP to the EICC-ON tool?

A: It is not possible to transfer data directly from one tool to another. However, steps have been taken to minimize duplication in reporting by allowing some EICC-ON Environmental Reporting questions to be answered by uploading CDP reports into EICC-ON.

Q: Can I compare my company's data with my suppliers, customers and competitors?

A: The tool allows the user to evaluate supplier data, but a customer's own data cannot be compared with their suppliers' or customers' data. Multiple customers' data cannot be compared.

Q: Will the tool also be extended to incorporate other data such as RoHS, working hours, and conflict minerals-related information?

A: While conversations are ongoing on this topic, nothing has yet been decided.

Q: If our company already uses the Enablon software, can we transfer data directly from that system to EICC-ON?

A: In order to share data through EICC-ON, a company will need to register in EICC-ON. There is no direct connection between EICC-ON and Enablon's software for an individual company.

Q: Can the system convert units of data, such as US versus metric system measurements?

A: The system converts data from one unit of measure to the preferred unit.

Q: Is there a legal requirement to report this data?

A: Reporting of environmental data is a customer request/requirement, not a legal obligation.

Q: What do "allocation" and "not allocated" mean?

A: "Allocation" means that a company apportions its total environmental data per customer. For example, you can allocate your total emissions by dividing the total emissions between your customers based on revenue, or some other factor. "Not allocated" means that allocation is not possible or not desired.

Q: Is allocation of data optional or required?

A: Allocation to specific customers is not required. If you cannot allocate, please mark "0" in this field.

Q: Is it possible to save environmental data for more than one reporting period in the platform?

A: Yes, each annual report is saved by the EICC-ON system.

Q: Is the questionnaire downloadable from EICC-ON?

A: No, the Environmental Reporting questions are only available in the online EICC-ON system.



Q: Is there a due date for companies to submit Environmental Reporting data?

A: Most customers will request that suppliers submit data annually by July 31. This date aligns with the CDP annual reporting deadline. However, the system does not specify this deadline.

Sharing data

Q: When data is entered into the system is it private, is it shared with all EICC members, or is it made public?

A: All data entered into EICC-ON is private. The data owner controls which customer(s) may view their information. (See next question).

Q: What is a Trading Relationship?

A: In order to share your Environmental Reporting data or any other data entered into EICC-ON with a customer, you need to create a trading relationship with this customer. This is done by inviting the customer to build a trading relationship, or validating an invitation that customer has made to you. You will also need to set access rights to allow visibility to your environmental data. For more information, refer to the Environmental Reporting user guide available in the Training tab (under Help and Support) of the EICC-ON system.

Q: Can a customer see my suppliers with whom they do not have a trading relationship and the associated supplier data in the EICC-ON system?

A: No, a customer can only see the data associated with suppliers who have granted appropriate access rights to their data.

Q: Can my environmental data be revised after it is released?

A: Yes, you are able to edit your data at any time and release the data again after any edits are made.

Additional help

Q: Who can I contact for technical or reporting-related help when completing the questionnaire?

A: You may refer to the Environmental Reporting user guide or the Environmental Reporting Webinar slides for answers to reporting-related questions. These documents are available under the Training tab (under Help and Support) of the EICC-ON system. If these sources do not provide the answers you need, please contact the customer requesting the information.

For technical questions related to EICC-ON, submit a ticket to the EICC-ON helpdesk by going to the Help and Support tab in EICC-ON, then clicking on “I need help or want to report a problem.” For additional support, please contact eicc-onhelp@iccoalition.org