

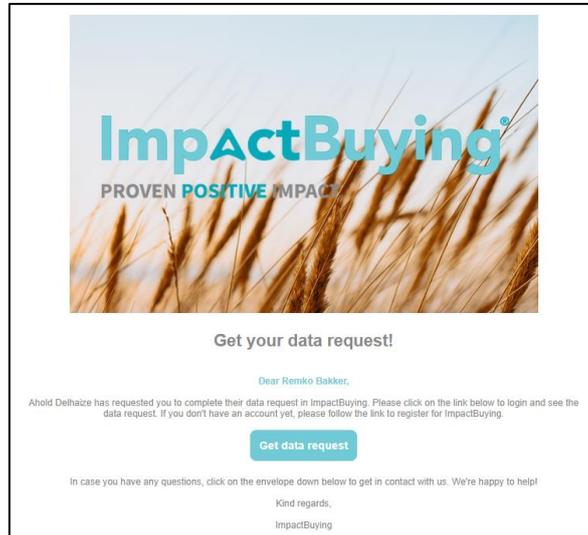


Please find a short flow description below of how to fill in the **Ahold Delhaize GHG emission questionnaire**.

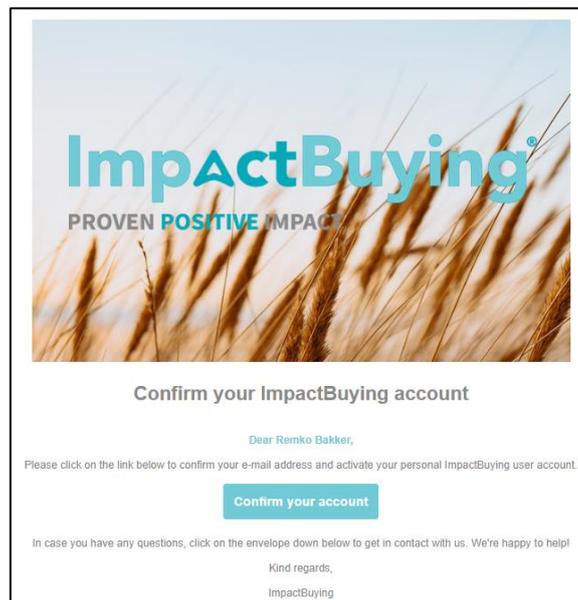
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**1. Start: Create your account**

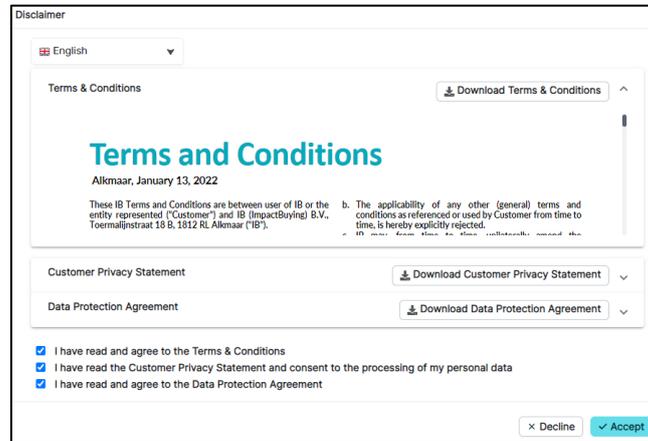
As a supplier for Ahold Delhaize, you receive an e-mail with a “*data request*” from ImpactBuying. That looks like this:



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



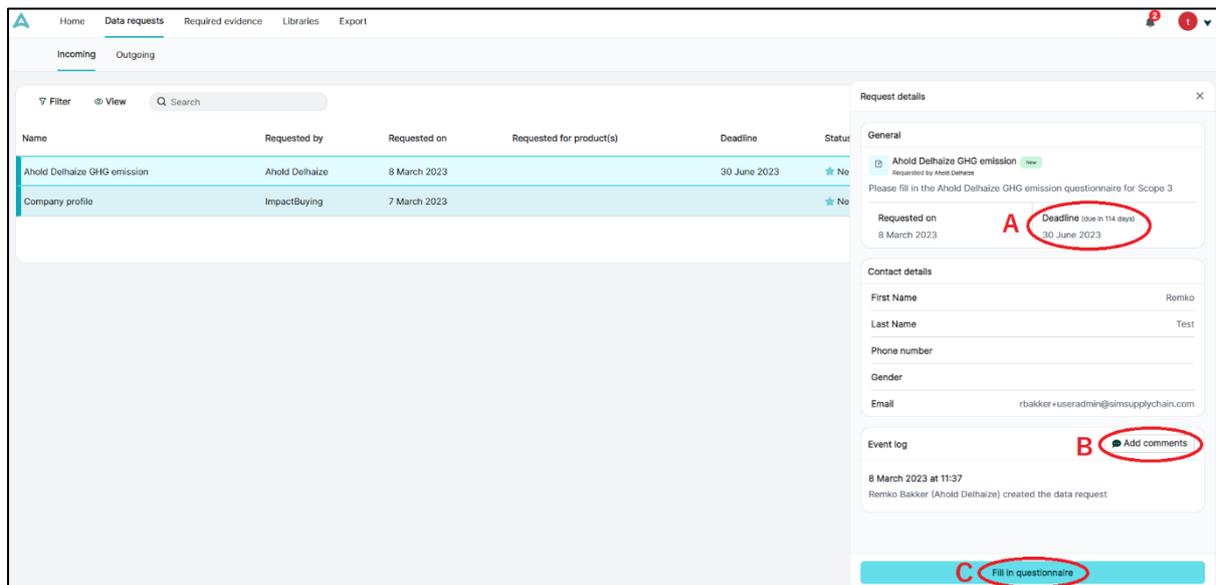
When the account is confirmed, you are able to log-in. A screen with the Terms & Conditions will pop-up the first time, which you will need to agree upon.



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.

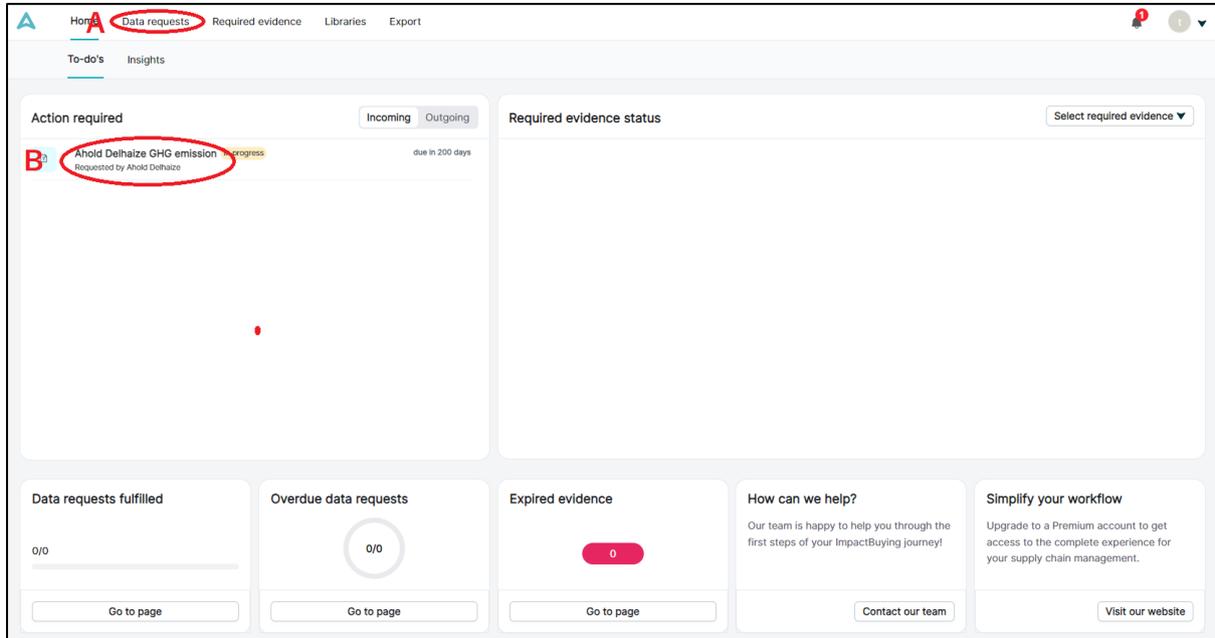


- A. This is the deadline date by which the questionnaire must be completed.
- B. Here you are able to add comments by clicking on the button “Add comments” if you have a question about the questionnaire.
- C. You can start the questionnaire from here by clicking on the button “Fill in questionnaire”

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

### 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. 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.

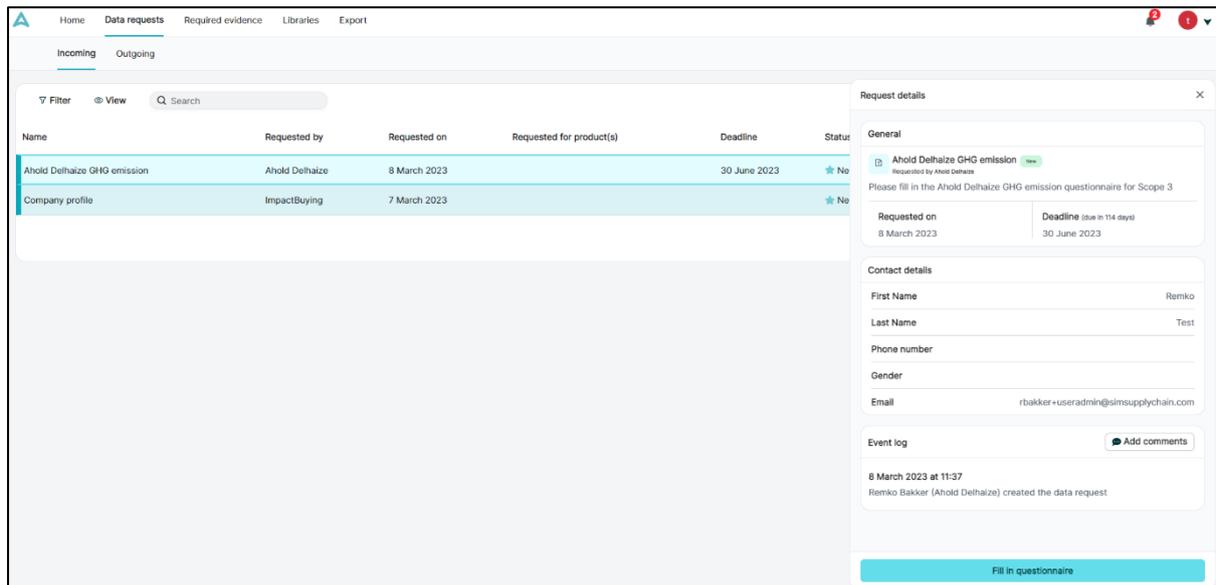
The overview of incoming data requests:

The screenshot shows the 'Incoming' data requests table. The table has columns for Name, Requested by, Requested on, Requested for product(s), Deadline, Status, Handled on, Result, and Result set on. The 'Ahold Delhaize GHG emission' row is circled in red.

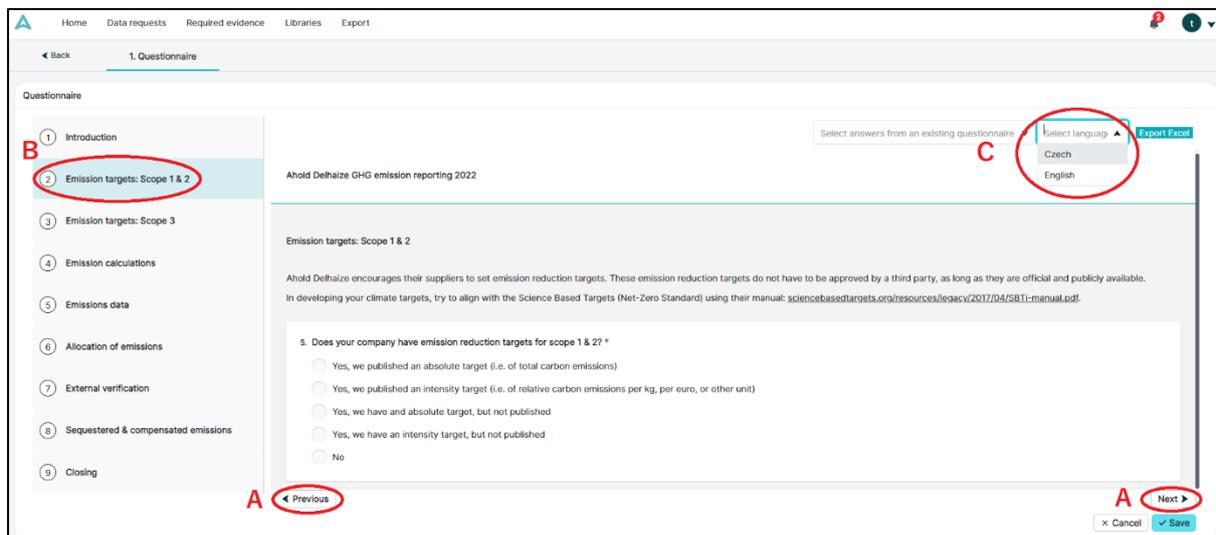
Name	Requested by	Requested on	Requested for product(s)	Deadline	Status	Handled on	Result	Result set on
Company profile	ImpactBuying	7 March 2023			★ New	7 March 2023		
Ahold Delhaize GHG emission	Ahold Delhaize	7 March 2023		23 September 2023	★ New	7 March 2023		

Items per page: 10 0 of 0 |< < > >|

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



#### 4. Fill in the questionnaire:



- 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 preferred language for the questionnaire.

## Ahold Delhaize GHG emission questionnaire

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

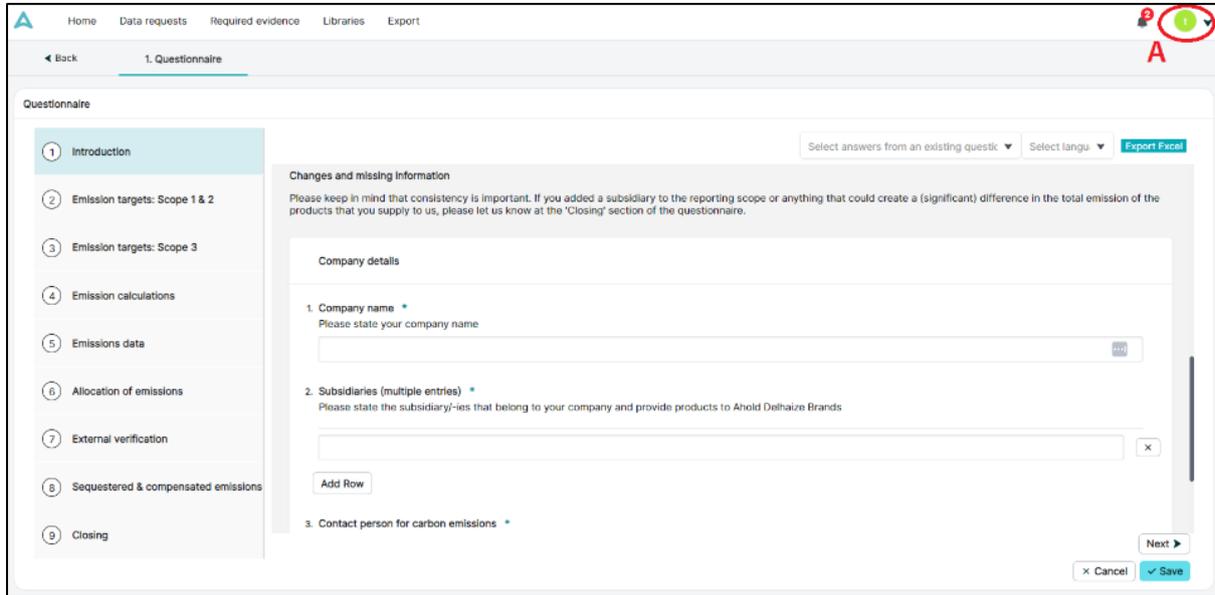
The screenshot shows the '1. Questionnaire' page with a sidebar menu containing 9 items. The main content area is titled 'Changes and missing information' and includes a sub-section 'Company details' with three numbered fields: '1. Company name', '2. Subsidiaries (multiple entries)', and '3. Contact person for carbon emissions'. Each field has a corresponding input box. At the bottom right, there are three buttons: 'Next', 'Save' (circled in red), and 'Cancel'.

The screenshot shows the 'Closing' section of the questionnaire. The sidebar menu is visible, and the main content area has a text box for 'Please share here any explanation of missing data, changes or differences versus previously reported data or scope, or any other point for our attention'. Below this is an 'Approval' section with 'Name' and 'Date' fields. At the bottom right, there are three buttons: 'Previous', 'Save', and 'Complete' (circled in red).

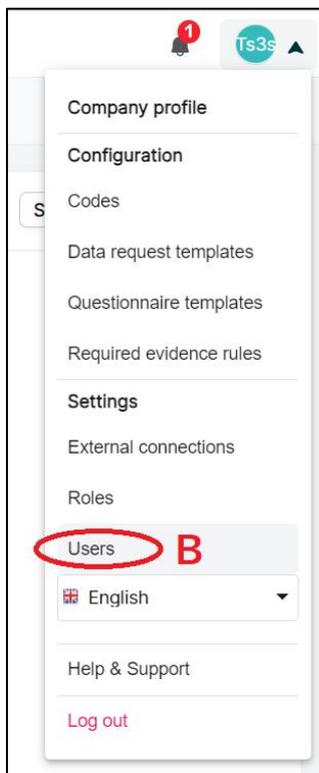
You are able to complete the questionnaire in the last section if all the mandatory questions are filled in by clicking on the button “Complete”. Completing the questionnaire will submit your answers to Ahold Delhaize.

**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.

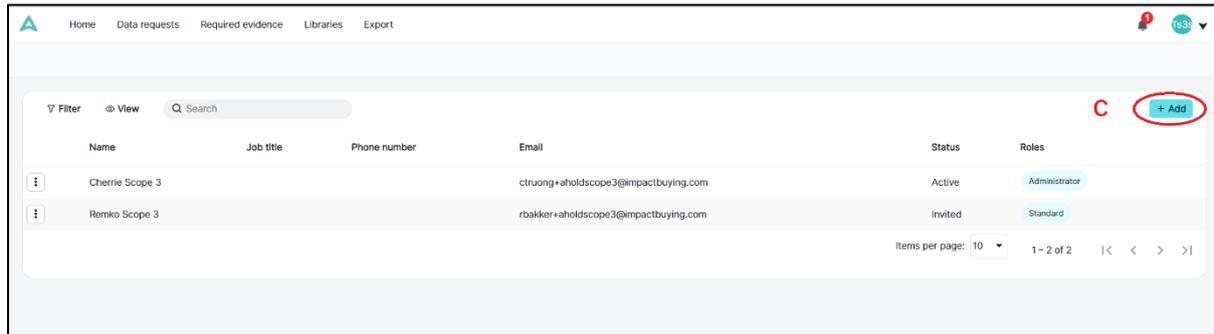


A. Please click on the icon of your user profile. The following options will be shown.

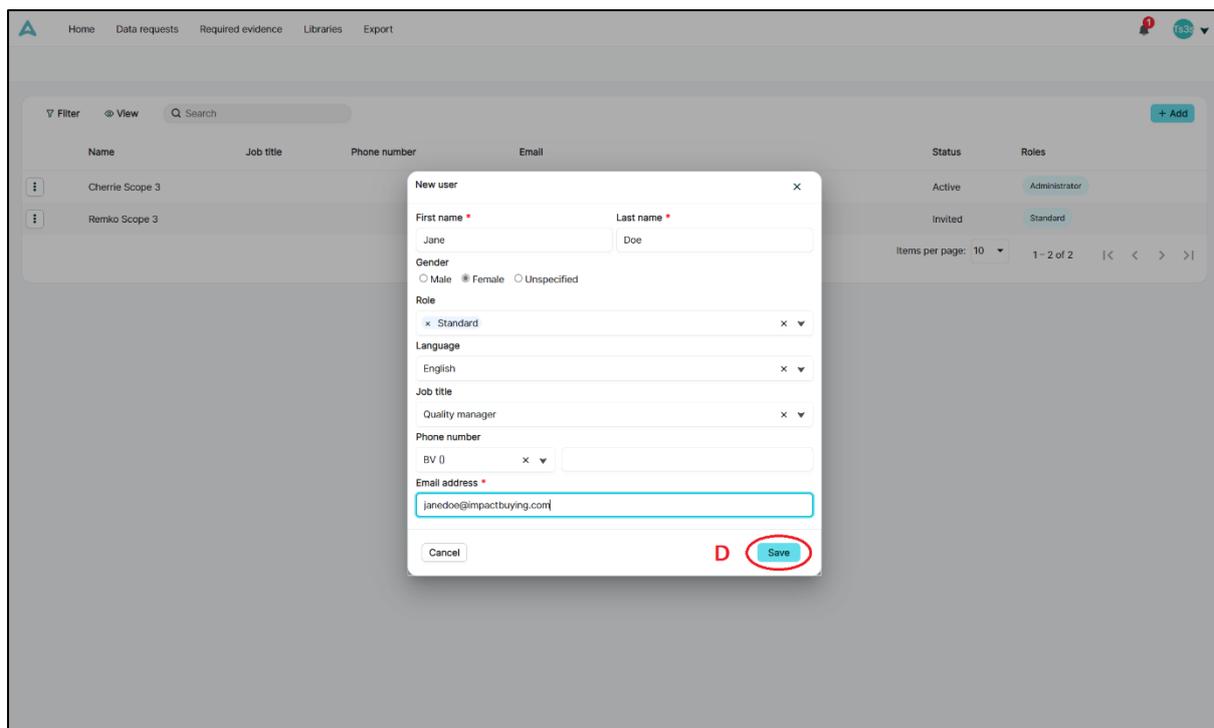


B. Please click on the option “Users”.

## Ahold Delhaize GHG emission questionnaire



C. Please click on “+ Add”



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.