SUPPLIER DATA COLLECTION · GUIDE

EUROPEAN ACCELERATOR QUESTIONNAIRE 2026

How to fill in the questionnaire, step by step

Version of 2026-11-04. The pictures are taken from the questionnaire itself, filled in with an example company: what you see on your screen has the same buttons in the same places.

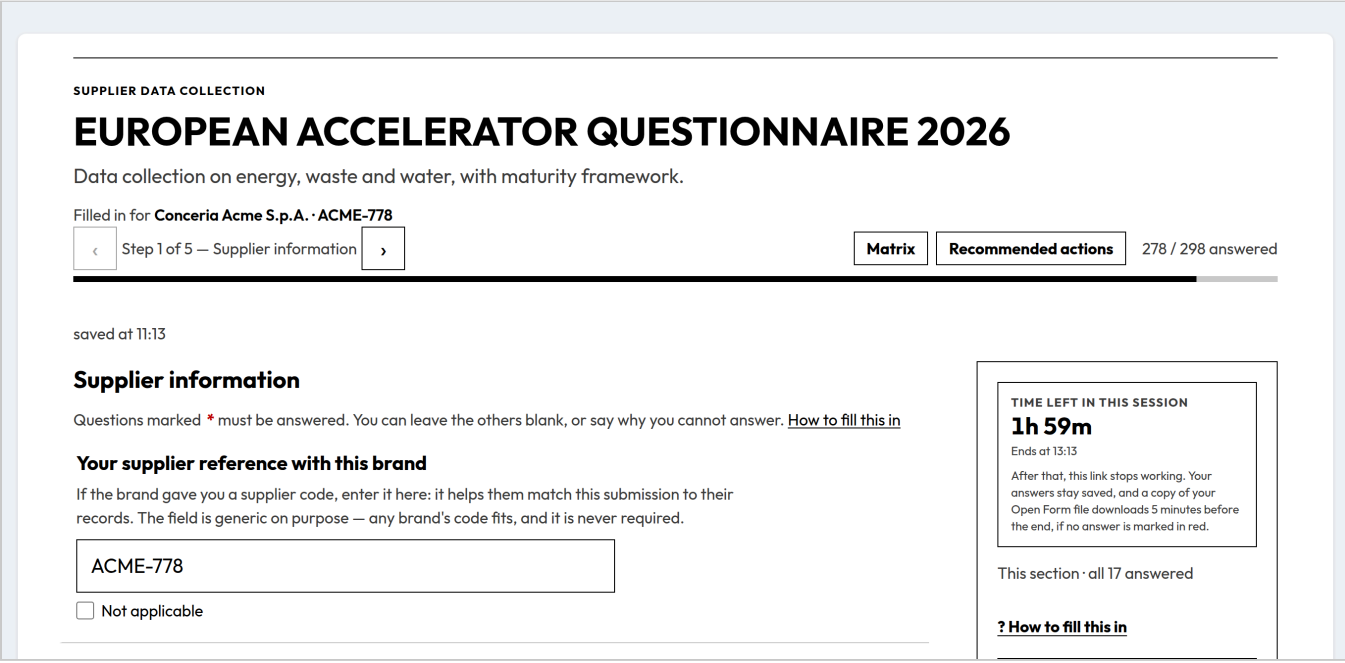
1. Opening the questionnaire
2. Moving around
3. The short guide
4. Answering
5. Numbers and messages
6. Your sites
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1. Opening the questionnaire

You receive a **personal link**. Open it in an up-to-date browser — Chrome, Edge, Firefox or Safari — preferably on a computer: the questionnaire works on a phone too, but tables are easier on a larger screen.

> Anyone who has the link can see and change your answers. Share it only with the colleagues who fill in the questionnaire with you.

At the top you see the name of the questionnaire, the company it is filled in for, the step you are on and how many questions are answered. On the right, **Time left in this session** shows how long the link stays open, counted from the first time you used it. After that, this link stops working. Your answers stay saved, and a copy of your Open Form file downloads 5 minutes before the end, if no answer is marked in red.



The top of the questionnaire: the step you are on, the progress, and the session clock on the right.

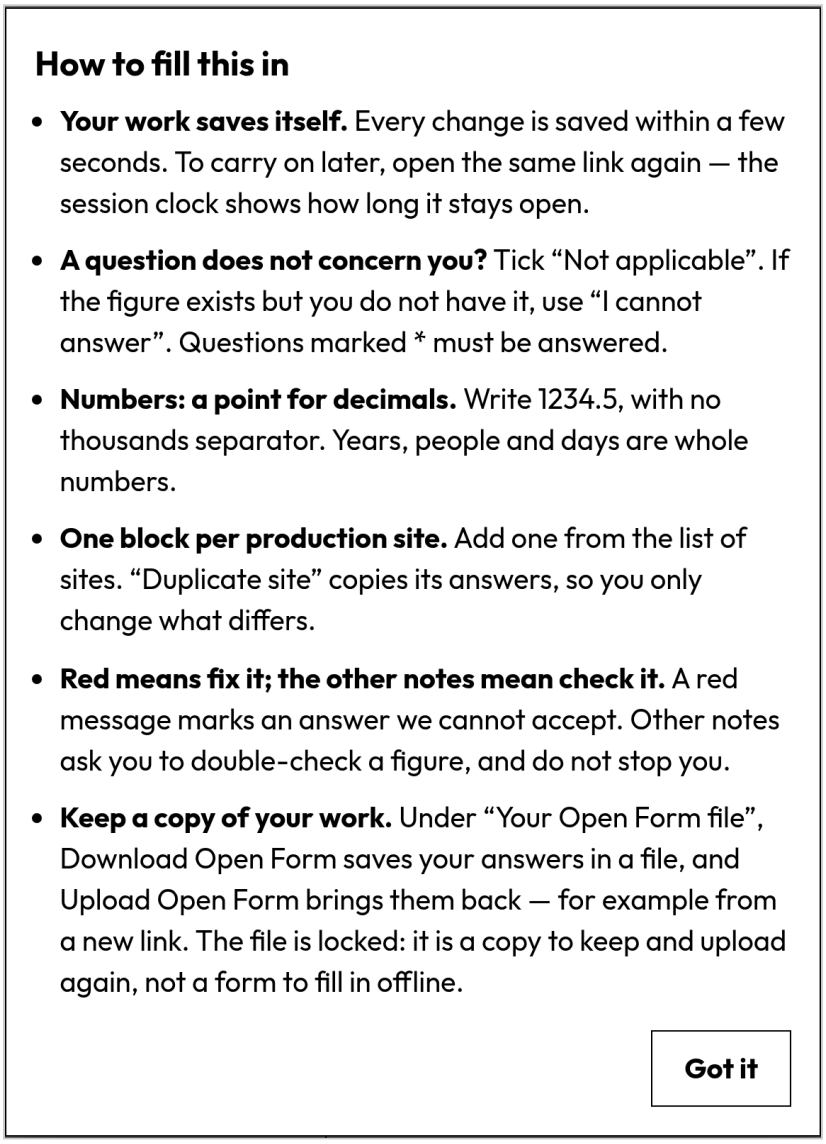
2. Moving around

The questionnaire is divided into **steps**: first your company, then one step for each production site, then a last step. Move between them with the arrows ‹ › next to the step name at the top, or with **Back** and **Next** at the bottom of the page. Nothing is lost when you move. Every change is saved within a few seconds. To carry on later, open the same link again — the session clock shows how long it stays open.

On site pages the column on the right lists the sections of the step, with how many questions you have answered in each: click one to jump to it.

3. The short guide

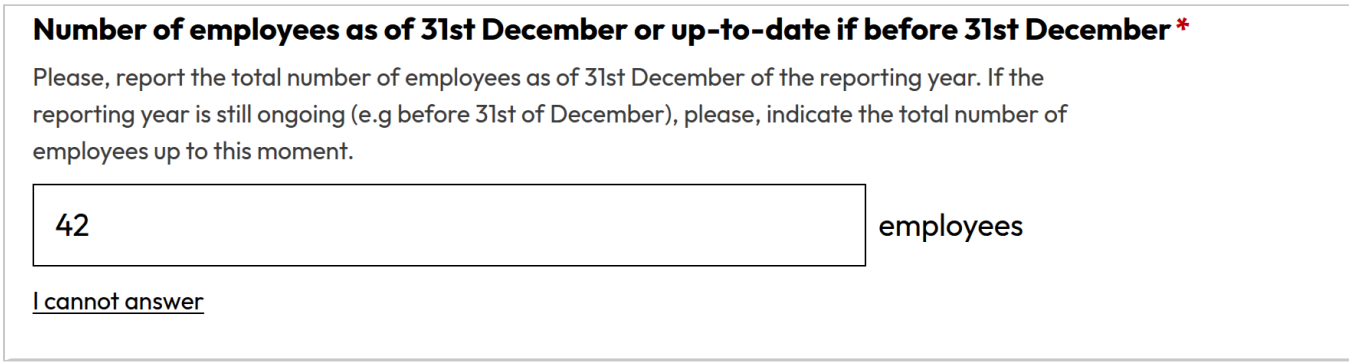
How to fill this in, at the top of every step and in the column on the right, opens the six things worth knowing before you start. The rest of this guide explains each of them with the page in front of you.



«How to fill this in», opened from the top of the page.

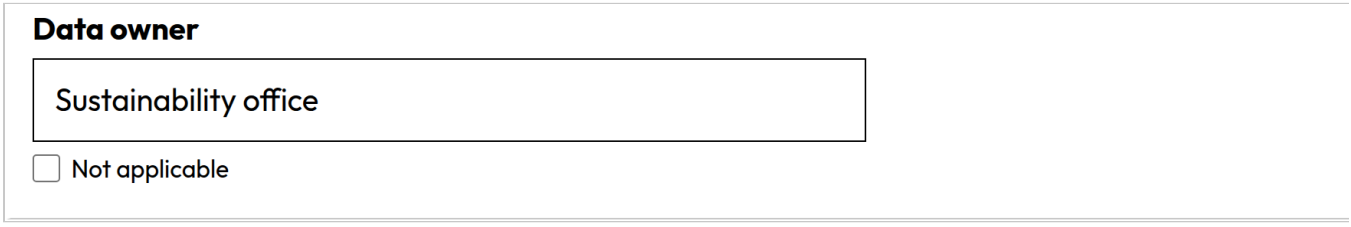
4. Answering

Questions marked * must be answered. You can leave the others blank, or say why you cannot answer. Under many questions there is a short explanation; when it is long, **Read the rest of this note** opens the rest.

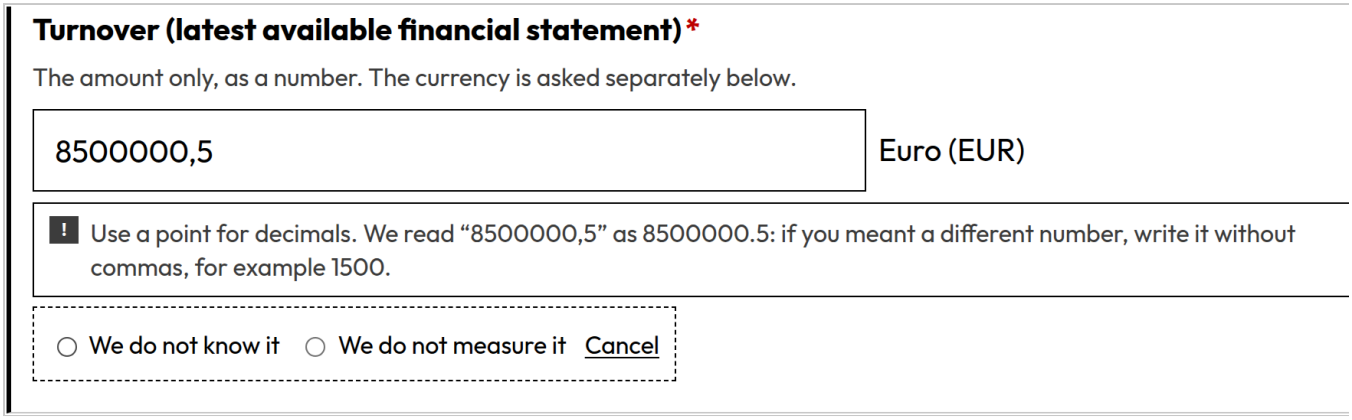


A required question. The unit is written next to the box.

When a question does not concern your company, tick **Not applicable**. When the figure exists but you do not have it, use **I cannot answer** and pick the reason: the brand then knows the answer is missing on purpose, not forgotten. “Not applicable” is never offered on a required question: required means it concerns everyone.



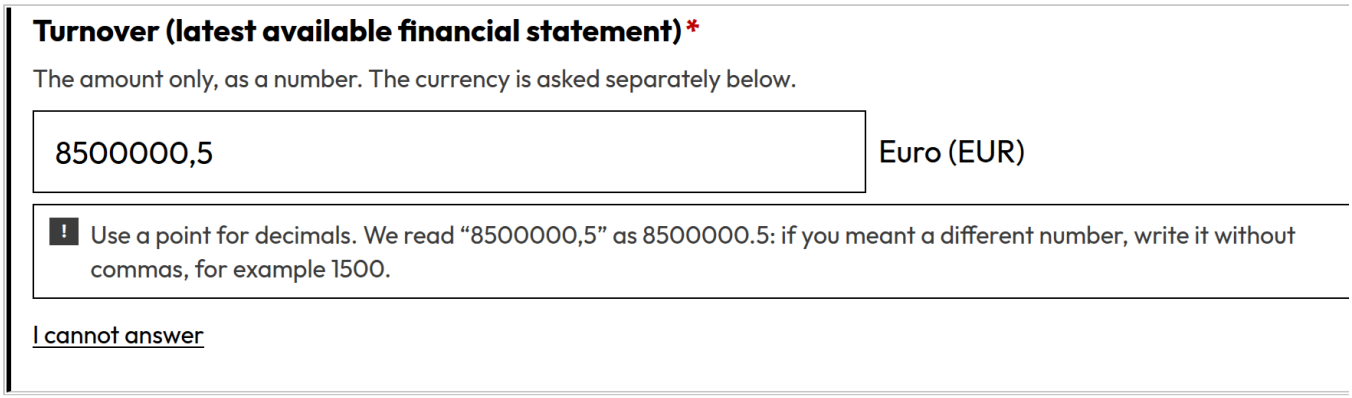
An optional question, with «Not applicable».



«I cannot answer» opens the list of reasons.

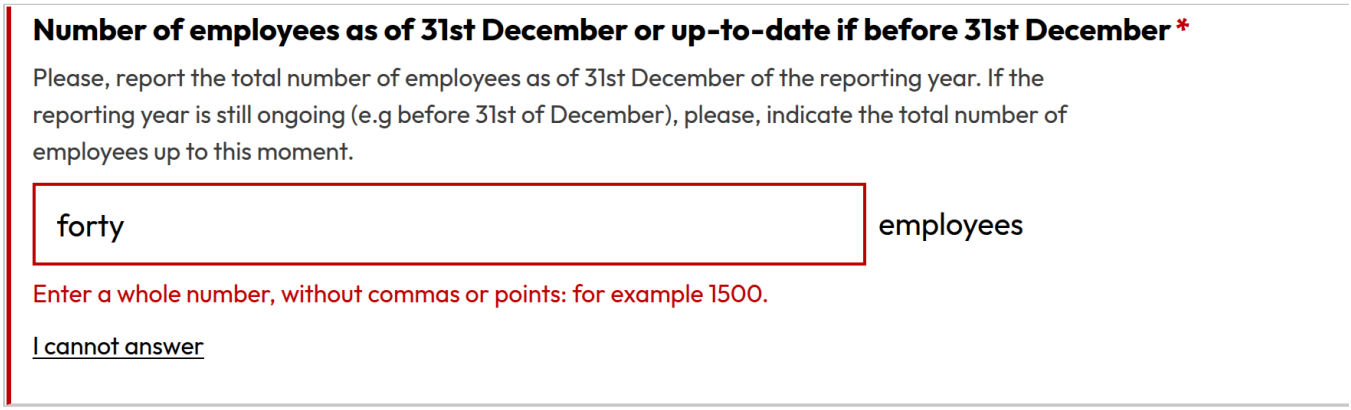
5. Numbers and messages

Numbers: a point for decimals. Write 1234.5, with no thousands separator. Years, people and days are whole numbers. If you write a comma, we read it as a decimal point and tell you what we understood, so you can check it.



A comma in a number: accepted, with a note saying what was read.

Red means fix it; the other notes mean check it. A red message marks an answer we cannot accept. Other notes ask you to double-check a figure, and do not stop you.



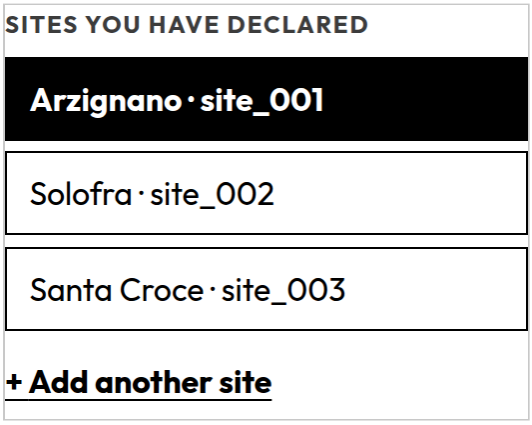
A red message: this answer cannot be accepted as it is.

6. Your sites

Add one from the list of sites. “Duplicate site” copies its answers, so you only change what differs. Each site is a step of its own. Its name and its commands — **Duplicate site** and **Delete site** — are at the top of the page; the list of sites you have declared, with **Add another site**, is in the column on the right. «Duplicate site» copies this site's answers into a new one, without the site code — useful when two sites differ by a few figures. Deleting a site asks for confirmation first.



The top of a site page: its name, and the commands that act on this site.



The list of sites, in the column on the right: open one, or add another.

7. Tables

Some questions are tables: one row per fuel, per month, per type of waste. Fill in the rows that apply and leave the others empty. Where rows can be added, **Add a row** adds one and × removes it. Many tables ask for the unit on each row. A table wider than the screen scrolls sideways.

When a whole table does not concern you — for example you burn no fuel at all — tick **Not applicable** on the table instead of writing a row of zeros: "we do not use it" is an answer, an invented zero is not.

Electricity *

One row per flow and source. Fill in only the rows that apply to this site: heat, steam and cooling go in the table below.

☐ Not applicable

	Renewable (%) *	Annual amount	Unit of measure *	Comments	
Purchased — National grid Electricity bought from outside the site, from national grid. Leave the ro...	35	480000	kWh		×
Self-generated and consumed — Photovoltaic Electricity produced and consumed on site, from photovoltaic. Renewable b...		60000	kWh		×

Add a line... 2 of 18 possible lines

The electricity table of a site, one row per source.

Monthly consumption. Purchased electricity is asked month by month for every site. If you also have monthly figures for other sources — gas bills, for example — tick them under «Other energy sources you track month by month»: a table of twelve months opens for each source you tick, in the unit you declared for it in the Fuels table. The twelve months should add up to the annual figure. One comment box for the year, below the tables, explains anything unusual.

Other energy sources you track month by month

Electricity is asked month by month for every site. If you also have monthly figures for other sources — from bills or meter readings — tick them: a table of twelve months opens for each one.

- ☑ Natural gas
- ☐ LPG
- ☐ LNG
- ☐ CNG
- ☐ Diesel
- ☐ Petrol
- ☐ Biogas
- ☐ Biodiesel
- ☐ Biomass
- ☐ Coal
- ☐ Fuel oil
- ☐ Purchased heat, steam or cooling

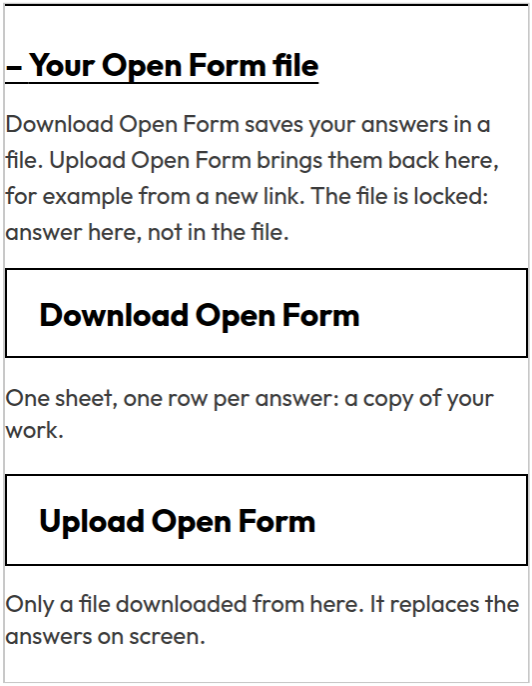
☐ Not applicable

The other sources tracked month by month: here natural gas is ticked.

8. Keeping a copy

Download Open Form saves your answers in a file. Upload Open Form brings them back here, for example from a new link. The file is locked: answer here, not in the file.

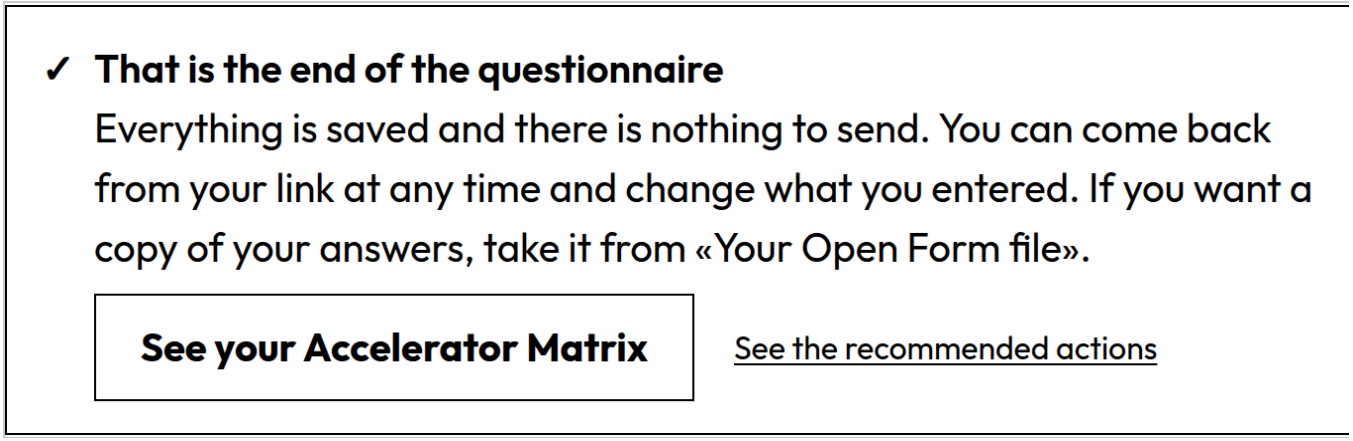
- **Download Open Form** saves a copy of all your answers: keep it.
- **Upload Open Form** brings them back, for example if you received a new link. It replaces the answers on screen.
- A copy also downloads by itself five minutes before the session ends, if no answer is marked in red.



«Your Open Form file», in the column on the right.

9. The end

Leaving a step with **Next**, a box at the top says how many required answers you left empty there, and lists them. On the last step the same box sums up the whole questionnaire, section by section: You can leave them for later — everything else is saved. Open a section, or show the questions to go straight to one. When nothing required is missing, the end of the page says so and takes you to your results.



The end of the last step.

10. Your results

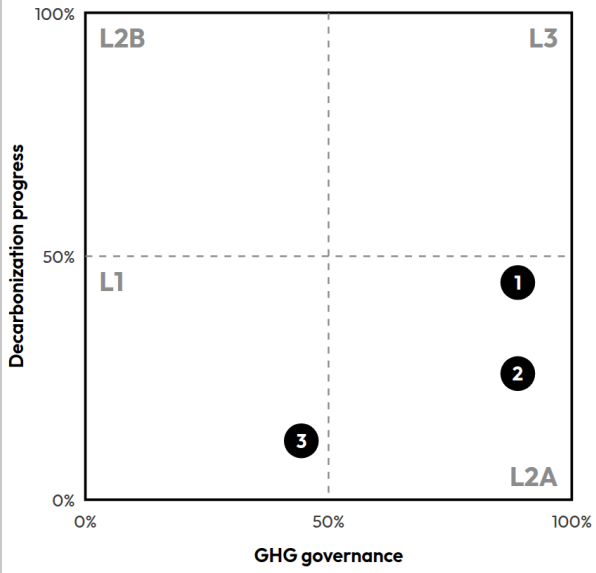
Matrix and **Recommended actions**, next to the progress bar, open your results at any moment; both update as you answer. To go back, use **Back to step 1: Supplier information** at the top or at the bottom of the page — it names the step it takes you back to — press the same button again (it now shows ✕), or press Esc. Moving to another step closes them too.

Accelerator Matrix. Each site is placed on two axes: how formal its GHG governance is, and how far its decarbonization has gone. A site moves up a level when it is above 50% on an axis. The matrix updates as you answer.

← **Back to step 5: Waste reduction and notes**

Accelerator Matrix

Each site is placed on two axes: how formal its GHG governance is, and how far its decarbonization has gone. A site moves up a level when it is above 50% on an axis. The matrix updates as you answer.



Your sites

1 Arzignano

L2A — High governance, limited decarbonization progress

GHG governance 88.9% · Decarbonization progress 44.6%

2 Solofra

L2A — High governance, limited decarbonization progress

GHG governance 88.9% · Decarbonization progress 25.9%

3 Santa Croce

L1 — Low governance, low decarbonization progress

GHG governance 44.4% · Decarbonization progress 12.1%

To raise either score, look at the recommended actions for your company.
See the recommended actions

«Accelerator Matrix»: one numbered point for each site.

Recommended actions. Actions to strengthen your governance and move your decarbonization forward, chosen from your answers. What is already in place, and what does not apply to your company, is listed apart at the end of each section. The list updates as you answer. Click an action to read what it involves, how to do it and where to find out more.

← **Back to step 5: Waste reduction and notes**

Recommended actions

Actions to strengthen your governance and move your decarbonization forward, chosen from your answers. What is already in place, and what does not apply to your company, is listed apart at the end of each section. The list updates as you answer.

Governance

The playbook contains a list of good practices that can be implemented to strengthen environmental and energy governance, paired with practical guidance on how to implement them, alongside relevant supporting standards and frameworks.

– Dedicated HSE/sustainability person and/or team

Appoint an internal function or person (full-time or part-time) formally accountable for environmental and energy topics (energy, GHG emissions, water, waste), with a defined mandate and, ideally, a dedicated budget. Clear ownership of these topics is a foundational governance element, enabling consistent data collection, target setting and reporting over time

How to do it

- Formalize the role in the organizational chart with a written job description and reporting line to top management
- Define internal KPIs (e.g. % of energy data collected on time, emissions reporting deadlines met)
- Document the allocated % of working time, if the role is not full-time
- Review the mandate annually as part of management review

+ Energy assessment performed in the last 4 years

+ Already in place (2)

+ Not applicable to your company (6)

«Recommended actions», with the first action opened.