

The 15-Minute Supplier ESG Request Pack

A practical minimum dataset for procurement teams working with smaller suppliers.

DATA AREA	WHAT TO REQUEST — KEEP IT SIMPLE
Company information	Legal name, sector, headcount, sites covered
Reporting period	The 12-month window the figures refer to
Electricity consumption	kWh purchased, by site or in aggregate
Fuel / Scope 1 activity	Fuel types and volumes used on-site or in owned vehicles
Scope 1 emissions	If already calculated — don't require it if not
Scope 2 emissions	If already calculated — location- or market-based
Waste information	Broad categories and approximate volumes
Workforce information	Headcount, and any diversity figures already tracked
Health & safety indicator	One metric — e.g. recordable incidents
Environmental / sustainability policies	Whether they exist and are in force — yes/no
Relevant certifications	ISO 14001, B Corp, or sector-specific — whatever they hold
Targets and supporting evidence	Any stated reduction targets, and what backs them up

WHAT NOT TO ASK AN SME IN ROUND ONE

- Detailed Scope 3 categories broken out by category 1–15
- Complex taxonomy mapping (EU Taxonomy alignment, activity-level eligibility)
- Dozens of policy attestations covering every conceivable topic
- Unsupported precision — decimal-place accuracy on a first-time estimate
- Information you don't actually intend to use in a decision

Suppliers should not have to rebuild the same sustainability answer for every customer.

Supplier

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ESG Passport

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Multiple customers

EcoDiligence helps suppliers build and maintain reusable ESG information, while procurement teams track completion and freshness.

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