

Scorecard Question

Submission guidelines



Preparing to submit a question

Preparation Guide

Please complete the following steps before submitting your question to ensure a prompt and efficient response.

Question code

Questionnaire declarations

The screenshot shows the 'Energy consumption and GHGs' section of the EcoVadis questionnaire. At the top, there are tabs for 'Complete', 'ENV100', and 'Impact on score: 4.5/5'. Below the tabs, a question asks: 'Does your company have a policy with qualitative objectives and quantitative targets for:'. A checkbox labeled 'Energy consumption and GHGs' is checked. Below this, there is a section titled 'Examples of documents to attach' with a list of document types: Environmental Policy, Energy Policy, Climate Policy, CDP Climate Change Report, and Annual or Sustainability Report. Below this list is a 'Document guidelines' section with text explaining the requirements for the document. At the bottom, there is an 'Attached document' section showing a document titled 'Energy Policy Policy / Code of Conduct' with a 'Replace document' button. The 'Indicated pages' section shows '1'.

Documentation provided

Description of options

Step 1

Review resources available in [Useful Resources](#), specifically the [Document Guide](#) and the [Scoring Principles](#).

Step 2

Download your questionnaire (download instructions [here](#)) to review the description of questionnaire options*.

Step 3

Cross-reference your questionnaire declarations* and the documentation provided.

Step 4

Submit up to 15 specific questions. For each, indicate:

- Related document name (as listed in EcoVadis Document Library)
- Page numbers
- Question code (e.g., ENV600, LAB100, etc)

***Please review the illustration on the left hand side for more context**

Defining a Valid Scorecard Question

A Scorecard Question is intended for rated companies who are already familiar with the EcoVadis methodology but seeking details on a particular document or question. This service should be used when your question extends beyond the information provided in the [Useful Resources](#).

Examples of questions:

Specific questions on applying the methodology:

“How does the methodology determine Strength and Improvement Area priority levels?”

“What types of evidence does the methodology evaluate for specific topics, such as Risk Assessments or Sustainable Procurement policies?”

On questionnaire declarations:

“Why was the declaration under LAB100: Employee Health & Safety not credited from the document ABC? Evidence has been provided in paragraph 2.1 on page 15”.

What is not a valid Scorecard Question?

A request to change a score without providing specific points for review.

A list or screenshot of improvement areas or Corrective Action Plan (CAP) without specific questions about documents or evidence.

Consultative questions such as: *“Which Certifications should I obtain?”*, *“How can I improve this policy on Energy Consumption & GHGs?”*, *“Which reporting standard should I align my Sustainability report with?”*

A debate about our methodology – please submit your feedback to our Customer Care team or via the year-end survey, and the feedback will be provided to our Methodology team.

Requests to submit additional documents. Scorecards are not amended with new documents after publication. Review the [Document Guide](#).