

CRC Energy Efficiency Scheme

Phase 2 Annual Reporting Screenshots

Last updated: May 2015 Version Number: 1

This document has been withdrawn 16/02/2020

What is this document for?

The following slides provide screen shots of what you will see when you submit your annual report from 2014-15 onwards.



Explanatory text is also provided to help you ensure that you enter your figures correctly.



Please note in this presentation, where we refer to screens we are describing screens on the CRC registry. When we refer to slides we are describing slides in this document.



We suggest that you take 'screen shots' as you enter your data and keep these in your records.

Helpful hint: To take screenshots you just click the 'CTRL' and 'Print Screen' button on your keyboard. You then paste that screen shot into a document which you can then save.

Please remember that in your annual report supplies are entered in kWh not MWh.

This document has been withdrawn 16/02/2020

Summary

Submitting your annual report:

To submit a Phase 2 annual report, you will need to login into your account and click on 'Phase 2'

- Under 'Compliance Obligations, select on 'Submit Annual Report'
- Read the introduction and select 'Next'
- Select the correct reporting year from the drop down box.
- Enter the supplies associated with renewable energy and select 'Next'
- Enter your CRC supplies and select 'Next'
- Enter the total supplies associated with the supplies for each Participant Equivalent (PE) in your CRC organisational structure and select 'Next'
- Enter the annual turnover/revenue expenditure (**this section is voluntary**) and select 'Next'
- Enter the % of emissions by country in the UK (**this section is voluntary**) and select 'Next'
- Complete the corporate responsibility questions and select 'Next'
- In the report comments box you may comment on anything that is relevant to your annual report and then select 'Next'
- The annual report is now complete and ready for submission. You can download a summary of the report to review the information and data you have entered.
- Tick the box 'I confirm the information I have supplied is correct' and then select 'Submit'.

Account Homepage

CRC Energy Efficiency Scheme

My Profile

View or modify your profile

- ▶ Appoint/Remove An Agent
- ▶ Request Identity Check For One Time Passcodes
- ▶ Request Activation Code For One Time Passcodes
- ▶ Activate Mobile Phone For One Time Passcodes

More...

Contacts

Manage the contacts for your registration. If you are a participant then can can assign the roles for each phase you are registered in by selecting the appropriate phase.

- ▶ Manage Contact List

Phase

Manage your involvement in a CRC Phase.

- ▶ [Phase 2](#)
- ▶ Phase 1

Allowances

Manage your allowances.

- ▶ Account Summary
- ▶ Notice Board
- ▶ Transfer Allowances

Select 'Phase 2'

Phase 2

Manage your involvement in CRC phase 2.

Registration

Manage your registration.

- ▶ Assign Contact Roles
- ▶ Inform Of Designated Change
- ▶ Change Primary Member/Compliance Account Holder
- ▶ Change Parent and/or Participant Equivalent(s) details

More...

Compliance Obligations

Manage your Compliance Obligations.

- ▶ [Submit Annual Report](#)
- ▶ Surrender Allowances
- ▶ Commitment Statements

Select 'Submit Annual Report'



Reporting Year

Required fields are marked with *

Reporting Year

Select the year for which the annual report applies.

Please note annual reports should be submitted for the annual reporting year which has just passed. e.g. if you are submitting an annual report in July 2016 this is the annual report for 2015/16.

Year *

Cancel

Previous

Next

On this screen please select from the drop down box the reporting year you are submitting your annual report for. **Make sure you select the correct reporting year.**

Reporting Year

Select the year for which the annual report applies.

Please note annual reports should be submitted for the annual reporting year which has just passed. e.g. if you are submitting an annual report in July 2016 this is the annual report for 2015/16.

Year *

Cancel

Save

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Next

Account Homepage

Annual Report

Introduction

We recommend that before you submit your annual report you refer to the relevant compliance guidance and annual report screenshot guidance both of which can be found on our website.

You must submit an accurate annual report before the reporting window closes on the last working day in July. If you have made a mistake in your annual report you can resubmit this as many times as you like before the reporting window closes and we will use the information contained in the most recently submitted report.

Once you report the total CRC emissions in your annual report the Registry will calculate the amount of allowances that you must purchase and surrender to meet your obligations under CRC.

Please note:

- Where a screen asks for supplies this refers to supplies for the whole participant organisation
- Where we require information specific to a PE this will be specified
- Do not include excluded supplies (a full list of these can be found in the compliance guidance referred to above)
- You do not need to complete the annual report in one sitting; you can save the document and exit at any time. Please ensure that you return to the document and complete your annual report before the reporting deadline closes
- It is important that you tell us about any designated changes or PE's that have ceased trading before you submit your annual report as changes resulting from these may impact the accuracy of your annual report. Please see our compliance guidance for further details.

Cancel

Next

Next

Please read all the explanatory text on the CRC Registry screens carefully. This will help you successfully complete your annual report.

Enter the required figures in the relevant boxes in **kWh**. If you do not have any ROCs, FITs or Self supplied renewables enter 0 or leave blank. Click **next** to proceed to the next screen.

ROCs and FITs
Enter the amount in kWh of the electricity that you have generated using renewables and for which you have been issued with ROCs or FITs.

	Emission Factor (tonnes/kg)	Supply	Measurement Units	Calculated emissions (tonnes CO ₂)
Renewable Obligation Certificate (ROC)	0.5331	<input type="text"/>	kWh	
Feed In Tariffs (FIT)	0.5331	<input type="text"/>	kWh	

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Renewables Generation covered by ROC/FIT

Enter the amount, in kWh of electricity, that you have generated using renewables for which you have been issued with ROCs or FITs and that you self-supply.

Please note - do not include any supplies made from one member of your group to another member of your group as this is not self-supply. See our guidance document "Supply Rules" for further information.

	Emission Factor (tonnes/kg)	Supply	Measurement Units	Calculated emissions (tonnes CO ₂)
Renewables Generation covered by ROC/FIT	0.49023	<input type="text"/>	kWh	

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Box 1 = Total ROCs

Box 2 = Total FITs

Box 3 = Self supply covered by ROCs & FITs (i.e. this box may include some of the supply you have already entered in Boxes 1 and 2)

Box 4 = Self-supplied on-site renewables

Self-supplied on-site generated renewables

Enter the amount in kWh of self supplied electricity that you have generated on-site using a source of energy or technology specified in section 41(5) of the Energy Act 2008 and which was commissioned on or after 1st January 2008 and where the generation is eligible for ROCs or FITs and has not at any time received either ROCs or FITs, or any other public finance incentive.

Please note - do not include any supplies made from one member of your group to another member of your group as this is not self-supply. See our guidance document "Supply Rules" for further information.

	Emission Factor (tonnes/kg)	Supply	Measurement Units	Calculated emissions (tonnes CO ₂)
Self-supplied on-site generated renewables	0.49023	<input type="text"/>	kWh	

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Cancel Save Previous Next

Box 4: Please note that although you are reporting this use as part of the renewables generation section, electricity covered by this definition is excluded from the calculation of CRC emissions and as such should not be included as part of your non-renewable electricity use (On-site generated

Record Energy Use By Type

On this page you need to enter your CRC supplies.

The registry will calculate your CRC emissions from your supply data.

The following formula will be used: supply x emissions factor x 0.001.

Please ensure that you use the correct units for each fuel. If some of your data is estimated you must enter this in the "estimated supplies" column. The Registry will then automatically add an extra 10% to this. Please do not add the 10% in yourself. Our compliance guidance on our website explains estimation in more detail.

Supplies

Enter the amount of electricity or gas with which you have been supplied.

This should not include:

- any 'excluded supplies'
- supplies to any part of a company's operations that are covered by a CCA or EU ETS

Fuel Source (not covered by CCA or EU ETS)	Emission Factor (tonnes/kg)	Actual Supply	Estimated Supply	Measurement Units	Calculated emissions (tonnes CO ₂)
Electricity	0.5331	<input type="text" value="1000000"/>	<input type="text" value="0"/>	kWh	533
Gas	0.184557	<input type="text" value="0"/>	<input type="text" value="1000000"/>	kWh	203
On-site generated electricity	0.49023	<input type="text" value="1000000"/>	<input type="text" value="0"/>	kWh	490

Cancel

Save

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Next

In this section you will need to enter all your applicable Electricity and Gas supplies in **kWh excluding supplies noted** in the text at the top of the screen.

Please note: the system is designed to round down calculated tonnes of CO₂ to the nearest whole number.

There are two columns available to enter your supply data, the first is named 'Actual Supply, this is where you should enter 'actual' supplies (i.e. not estimates). The second column is where you enter 'estimated' supplies. The 'estimate' column will automatically add 10% to the tonnes of CO₂ calculated. Please see our guidance for advice on when you should count supply data as estimates.

Please enter all figures as whole numbers (the system does not allow decimals)

Please be aware that for the annual report you have to enter supplies in kWh. Note: 1 MWh = 1000kWh

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Calculated Emissions

Calculated Emissions for Participant Equivalents

Select a PE to enter its fuel consumption in order to calculate its emissions. The calculated emissions will then be displayed next to each PE below in Tonnes of CO₂. You must enter your fuel consumption for each PE within your organisation.

Phase 2 Participant	1226
PE 1	
PE 2	
PE 3	

Cancel Save Previous Next

This figure shows the total CRC emissions of the participant group.

If you have any Participant Equivalents (PEs) you will need to click on each PE and record energy use by type.

When you click on the name of the PE a new screen will appear for you to enter the CRC supplies for that specific PE.

Do not include the supplies of a PE's subsidiaries in the PE's record of energy use by type. A PE's energy use relates to a single entity and not a group of undertakings.

A Participant Equivalent is a single entity that would have qualified in its own right if it had not been part of a larger group.

Non Participant Equivalent (NPE) supplies do not need to be reported separately as they are included in the

participant group's CRC supplies.

This document has been withdrawn 16/02/2020

Record Energy Use By Type for PE 1

On this page you need to enter your CRC supplies.

The registry will calculate your CRC emissions from your supply data.

The following formula will be used: supply x emissions factor x 0.001.

Please ensure that you use the correct units for each fuel. If some of your data is estimated you must enter this in the "estimated supplies" column. The Registry will then automatically add an extra 10% to this. Please do not add the 10% in yourself. Our compliance guidance on our website explains estimation in more detail.

Supplies

Enter the amount of electricity or gas with which you have been supplied.

This should not include:

- any 'excluded supplies'
- supplies to any part of a company's operations that are covered by a CCA or EU ETS

Fuel Source (not covered by CCA or EU ETS)	Emission Factor (tonnes/kg)	Actual Supply	Estimated Supply	Measurement Units	Calculated emissions (tonnes CO ₂)
Electricity	0.5331	<input type="text" value="500000"/>	<input type="text" value="0"/>	kWh	266
Gas	0.184557	<input type="text" value="0"/>	<input type="text" value="500000"/>	kWh	101
On-site generated electricity	0.49023	<input type="text" value="500000"/>	<input type="text" value="0"/>	kWh	245

Cancel

Save

Next

In this section you will need to enter all the PE's Electricity and Gas supplies in **kWh's excluding supplies noted** in the text at the top of the screen.

Please note: the system is designed to round down calculated tonnes of CO₂ to the nearest whole number.

Please note: Do not include the supplies of a PE's subsidiaries in the PE's record of energy use by type. A PE's energy use relates to a single entity and not a group of undertakings.

Calculated Emissions

Calculated Emissions for Participant Equivalents

Select a PE to enter its fuel consumption in order to calculate its emissions. The calculated emissions will then displayed next to each PE below in Tonnes of CO2. You must enter your fuel consumption for each PE within your organisation.

Phase 2 Participant	1226
PE 1	612
PE 2	305
PE 3	102

Cancel

Save

Previous

Next

After completing all the PE records of energy use by type you will then see a summary of the CRC emissions for the Group and for each individual PE.

The sum of the PEs emissions do not have to equal the group's CRC Emissions. This is because you may have other subsidiaries in the group that are non-participant equivalents (NPEs), including the highest parent.

Non Participant Equivalent (NPE) supplies do not need to be reported separately as they are included in the participant group's CRC supplies.

Turnover / Revenue Expenditure

Please specify your Turnover/Revenue Expenditure as appropriate. This is voluntary. If you do not wish to provide this information please leave the box BLANK.

Please refer to the annual reporting guidance for further information.

Turnover / Revenue
Expenditure

Cancel

Save

Previous

Next

If you wish, enter your revenue/turnover in £ in the box. Select 'Next' to proceed.

If you enter data please provide the last audited figure (we acknowledge that this may not necessarily be from the latest set of annual accounts if the current years have not yet been signed off by the auditors)

Emissions percentage by country

Voluntary emissions percentage by country

The total CRC emissions for your entire organisation amount to 0 tonnes of CO2.

Please enter the percentage of emissions emitted in each country. This is voluntary information. Any figures entered must total 100%.

England (%)	<input type="text"/>
Scotland (%)	<input type="text"/>
Wales (%)	<input type="text"/>
Northern Ireland (%)	<input type="text"/>

Cancel

Save

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Next

If you wish, enter the percentage of emissions emitted in each country.

You must enter all figures as whole numbers (the system does not allow decimals)

The figures entered must have a combined total of 100% to proceed.

Required fields are marked with *

You will need to answer each of the 4 questions on this screen before proceeding. If you do not wish to provide an answer please select the 'No answer' option.

Responses to these questions, including 'No answer' may be published.

Annual reporting

Complete the following voluntary reporting questions. If you do not wish to disclose the requested information please select "no answer".

This information may be published by the Administrator, including where "no answer" has been chosen.

Does your CRC organisation disclose carbon emission reduction targets in its annual reporting?

- *
- Yes
 - No
 - No answer

Does your CRC organisation publicly disclose carbon emissions performance against these targets?

- *
- Yes
 - No
 - No answer

Does your CRC organisation have a named person with management control with responsibility for overseeing carbon performance in respect of its emissions reduction targets and performance against them?

- *
- Yes
 - No
 - No answer

Do you actively engage employees to reduce carbon emissions at work?

- *
- Yes
 - No
 - No answer

Report Comments

Report Comments
In the box below you may comment upon anything which is relevant to your CRC annual report.

Comments

[Cancel](#) [Save](#) [Previous](#) [Next](#)

NOTE: The comments entered here will be treated as a public statement and may be made available when we publish your annual performance information.

Please enter any comments relevant to the annual report in the free text box provided on this screen. This box can be left blank if you do not have any comments to make. Click next to proceed.

Annual Report Summary

Required fields are marked with *

Summary

Your annual report is now complete and ready for submission. You may download a summary of the data that you have supplied before you submit. If you wish to correct any aspect you can press previous to access earlier screens and edit as applicable. DO NOT use the back button on your internet browser. You may save your information and exit at this stage if you wish but you must return and submit the report before the last working day in July in order to comply with the reporting obligation.

When you submit your annual report, a copy of the summary will be e-mailed to all of the nominated CRC contacts, including the senior officer.

You must keep a copy of this summary.

You can re-submit your annual report at any stage prior to the deadline for submitting the report. The latest report submitted will be taken to be the correct one.

Please note that the Department of Energy and Climate Change reserves the right to adjust the emissions factors for reportable fuels at any time. Consequently if the emissions factors are adjusted after you have submitted your report, your commitment may change.

[Download Preview](#)

I confirm that the information I have supplied is correct. *

[Cancel](#)

[Previous](#)

[Submit](#)

Once you have reached the declaration section you will have the opportunity to **download your annual report summary and review the information entered.**

Please ensure you have read the guidance text on this screen before ticking the declaration and submitting your annual report.

If you are **satisfied with the information** provided you can save your annual report summary. Then tick the **“I confirm...”** declaration and select submit.

If at this stage you notice any **errors** you can go back and amend the information using the **“Previous”** button. **Do not use** the back button on your browser.

Home 

CRC Energy Efficiency Scheme ▼

Phase ▼

Phase 2 ▼

Compliance Obligations ▼

Submit Annual Report ►

Annual Report Submitted

Annual Report Submitted

Your Annual Report has now been successfully completed.

Please use the download link below to download a copy of your annual report submitted, or press the Return to homepage button to return to the home page.

[Download a copy of your Annual Report.](#)

[Return to homepage](#)

This screen confirms your annual report has been submitted and also again gives you the **option to download your annual report summary as evidence.**

Note: If at any time after you have submitted your annual report you realise information is incorrect you can submit another annual report.

This must be done before the last working day in July to be compliant. We will take the most recent report as the final version

What to do next?

For each compliance year from 2014 to 2015 onwards, participants must order, pay for and surrender allowances to cover their annual **CRC emissions** (1 tCO₂ = 1 Allowance) as reported in their annual report for that year. From 2014 participants will be able to purchase allowances in a forecast sale or from a buy to comply sale. Allowances purchased in a forecast sale are valid against subsequent years in the same Phase, whilst buy to comply are valid for all years within the Phase.

Ordering CRC Allowances: Having submitted your annual report you now need to order allowances equivalent to the CRC emissions listed on your Annual Report Summary. **To order allowances you will need to login to the CRC Registry using your Government Gateway ID & password. The CRC Registry screenshot guide [‘How to order allowances’](#) provides further help**

Payment: When you order government allowances, your authorised contacts and senior officer receive a confirmation email. Attached to this email will be a memorandum of account with payment details. You must pay the Department of Energy and Climate Change (DECC) during the payment period specified in the Memorandum of Account. DECC need to receive your cleared funds before the deadline specified.

Surrendering CRC Allowances: Each compliance year, you must surrender allowances equal to the quantity of CRC emissions calculated from your annual report. The deadline for surrendering allowances is the last working day in the October. If you don't surrender the correct number of allowances by the deadline, you may face financial penalties. **The CRC Registry screenshot guide [‘How to surrender allowances’](#) provides information to help you surrender allowances.**