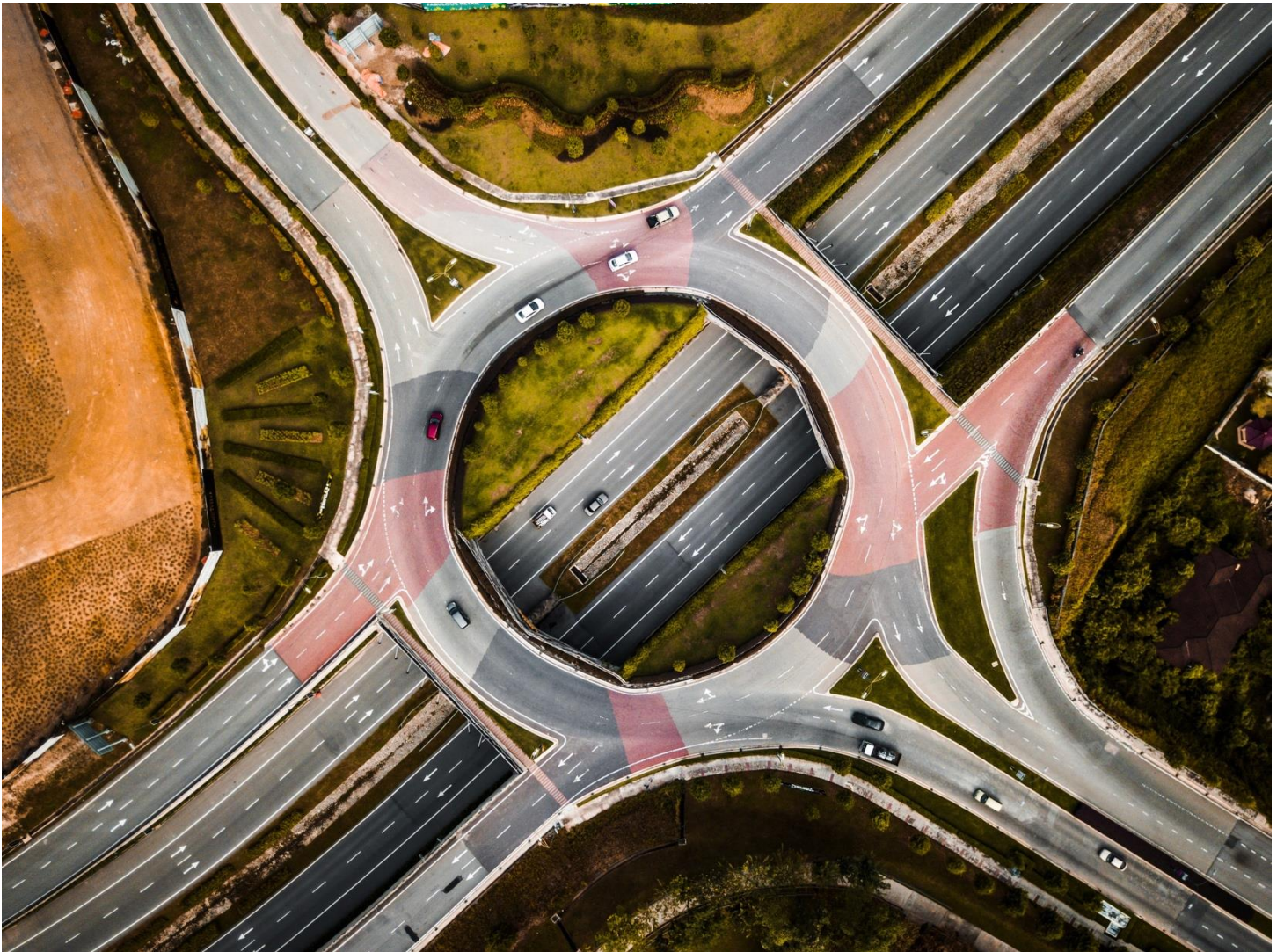


Smart Freight Procurement Questionnaire Manual



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Suggested citation

Smart Freight Centre 2020. Smart Freight Procurement Questionnaire Manual

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Acknowledgments

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About Smart Freight Centre

Smart Freight Centre (SFC) is a global non-profit organization dedicated to an efficient and zero emissions freight sector. We cover all freight and only freight. SFC works with the Global Logistics Emissions Council (GLEC) and other stakeholders to drive transparency and industry action – contributing to Paris Climate Agreement targets and Sustainable Development Goals. Our role is to guide companies on their journey to zero emissions logistics, advocate for supportive policy and programs, and raise awareness. Our goal is that 100+ multinationals reduce at least 30% of their logistics emissions by 2030 compared to 2015 and reach net-zero emissions by 2050.

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Introduction

This document includes the Smart Freight Procurement Questionnaire (SFP Questionnaire) and provides guidance for its usage. The aim is to provide additional insights and instructions for companies that want to use the SFP Questionnaire, or components of it, in their logistics procurement process. If your company is planning to incorporate the SFP Questionnaire into your company processes, we highly recommend studying this manual beforehand.

This document first presents the broader context and scope of the SFP Questionnaire. It then suggests recommendations on the usage and evaluation of the SFP Questionnaire, including advice on providing feedback. The main part of this document is the Questionnaire Manual, which gives crucial information to the buyer about the reasons for including the questions and offers additional detail to help with answering the questions. The questions are listed and the SFP Questionnaire is embedded as a download link in the end.

We will refer to the sender of the questionnaire, the questioner, as buyer and to the receiver of the questionnaire, the respondent, as supplier in the following document as this best represents their function in the supply chain.

List of abbreviations and acronyms

GHG	greenhouse gas
GLEC	Global Logistics Emissions Council
KPI	key performance indicator
LSP	logistics service provider
RFI	request for information
RFQ	request for quotation
SFC	Smart Freight Centre
SFP Guidelines	Smart Freight Procurement Guidelines
SFP Questionnaire	Smart Freight Procurement Questionnaire
TTW	Tank-to-Wheel
WTT	Well-to-Tank
WTW	Well-to-Wheel

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Context

Freight-related GHG emissions, with more than 8% [1], make up a substantial part of the worldwide GHG emissions total. As a buyer, your influence on these emissions can be higher than you might think. Adopting smart procurement practices in your logistics operations, including any you outsource, can significantly reduce your carbon footprint and support the move to a greener future.

However, buyers are often unsure how to assess and collaborate with their LSPs and carriers on this topic. The result is that LSPs and carriers are confronted with an increasing number of non-transparent, non-standardized questionnaires. These are often no more than an administrative burden, especially when there is no feedback or follow up from the requesting buyer.

To reduce this burden and respond to requests from users of the Smart Freight Procurement Guidelines (see below), SFC has developed a standardized questionnaire for buyers of logistics services to assess LSPs and carriers during the logistics procurement process. SFC has set out to provide a set of appropriate questions that are designed to be meaningful for the buyer, while being clear and practical for the supplier.

This project complements the Clean Cargo Sustainable Freight Procurement Framework and the development of the Clean Cargo Supplier Index.

Smart Freight Procurement Guidelines

The SFP Guidelines provide professionals engaged in logistics procurement, logistics emissions management, and broader supply chain and logistics management, with action-based guidelines on how to reduce GHG emissions and air pollutants from their freight transport and logistics procurement practices. The SFP Guidelines lead organizations in their practical journey to low-carbon freight logistics and procurement. You can download them [here](#).

Target audience

We have developed this SFP Questionnaire for any type of company or organization, irrespective of size, that is interested in assessing and evaluating its LSPs and carriers during the logistics procurement process. To support the adoption of smart freight procurement practices, we want to encourage the use of the SFP Questionnaire to aid decision-making during the freight tender process.

Scope

The SFP Questionnaire is designed to assess suppliers of logistics services in respect to their behavior and capabilities to reduce freight related GHG emissions.

The SFP Questionnaire covers all transport modes and logistics sites across any global logistics supply chain.

We have taken a general approach but recognize that in practical application there will be specific challenges for different markets, modes and type of business being tendered.

As a result, we would suggest utilizing additional resources if required, for either more mode-specific components (e.g. [Clean Cargo](#), [Sustainable Air Freight Alliance \(SAFA\)](#)) or industry specific components (e.g. [CEFIC SQAS](#)).

The SFP Questionnaire has been carefully developed to consider the most important elements to achieving decarbonization and should be used as a general assessment on the topic during the freight tender process. If the buyer aims to assess other sustainability aspects, either environmental components like waste management or social sustainability aspects, additional resources need to be utilized.

We acknowledge that there are differences between logistics service providers and carriers, due to the size, business model and maturity of their organization. However, we would encourage the use of as many of the questions as possible and suggest the buyer should assess the applicability of certain components beforehand.

Structure of the SFP Questionnaire

The SFP Questionnaire consists of 25 questions for the RFI phase and 13 supplementary questions for the RFQ phase. Additionally, 8 KPI suggestions are provided for use in the contracting phase. The RFI questions are predominantly in a Yes / No format. The applicability of each question depends on the tendered business, so the actual number of questions used is likely to be smaller. Additional details are provided in the Usage and evaluation section.

The SFP Guidelines recognize four main freight procurement phases. The SFP Questionnaire aims to supply questions and suggestions for each of these phases.

1. **Planning:** the preparatory phase, which includes the identification of needs, budget definition, a project management plan, the identification of responsibilities, and a general supplier assessment – in line with the organization's business and procurement strategy.

This is the phase for the RFI questions. These closed questions are in a simple Yes / No format to enable easy rating and evaluation during the planning process

2. **Tendering:** tender definition (including procedure, award criteria, technical specifications, bidder-related aspects, environmental and social aspects, financial information, formal aspects), public tendering (where applicable) and the evaluation of the tenders.

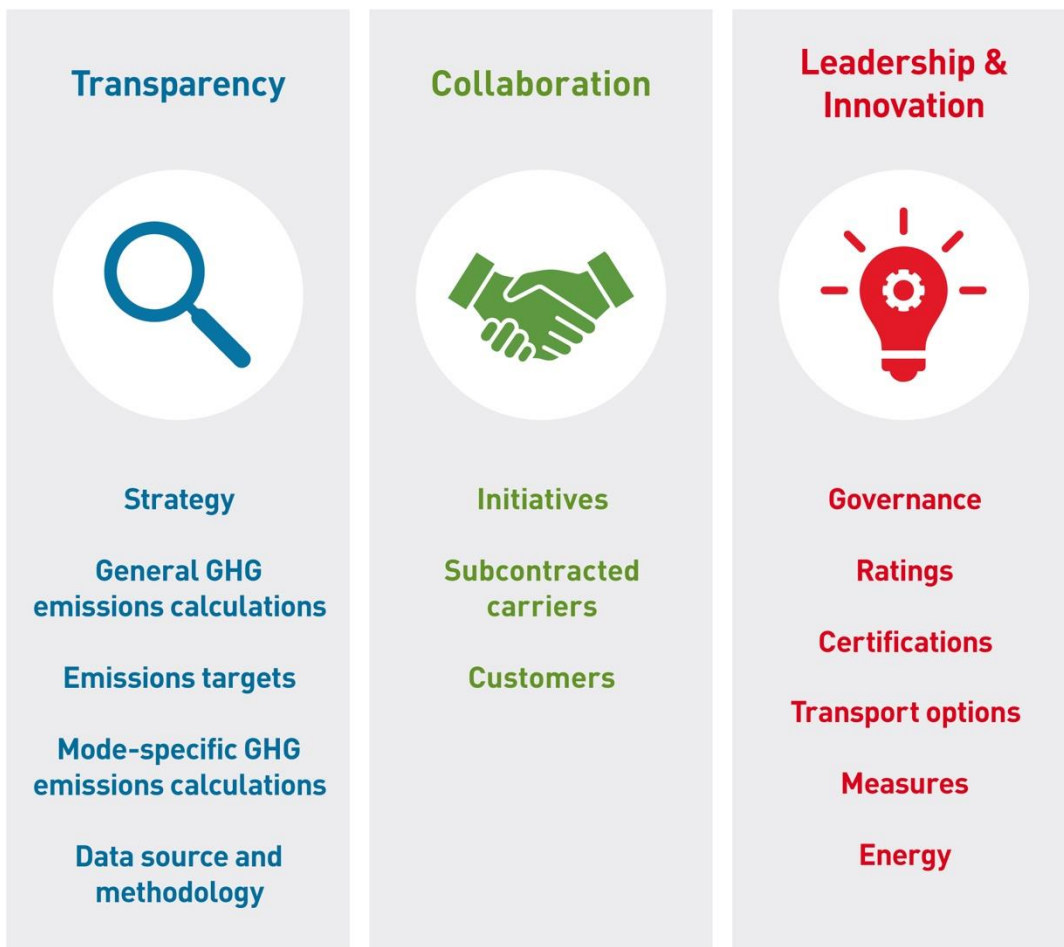
This is the phase for the RFQ questions. These open questions are in a free text format, so companies can elaborate on their efforts, to enable a thorough assessment during the tendering process

3/4. **Contracting:** the specification of the contract terms, supplier selection and contract negotiations, agreement on qualitative and quantitative KPIs and monitoring activities; the planning phase should include early stages of this phase.

Contract-based supplier management: monitoring of supplier performance using qualitative and quantitative KPIs. Identifying future improvement areas and best practices.

For these two phases the SFP Questionnaire provides KPI suggestions. These KPI suggestions build on the RFI and RFQ questions to give guidance on possible KPI agreements during the contracting and contract-based supplier management phase. It is important that the KPIs finally agreed are meaningful and precise and provide enough leeway to encourage innovation by suppliers.

The allocation and structure of the questions follows the three guiding principles analyzed in the SFP Guidelines and address the needs of organizations: **transparency, collaboration, and leadership and innovation.** The SFP Guidelines concluded that, *a strong smart freight procurement process should include at least these three guiding principles to reach a complete approach. Whereas each principle is important by itself, focusing on only one or two will not be as effective in reaching maximum impact.* Each principle is matched with a number of subtopics that describe the question component.



Usage & evaluation

All questions are listed in a separate Excel file, embedded on page 21, sorted by transport modes and the aforementioned procurement process phases.

As stated before, the SFP Questionnaire can be used as a whole, or individual components can be used separately, based on the application to the tendered business and your company's preferences. A few question components (T.4, T.5, T.6, T.7, T.8, T.9, I.5, I.6 and I.7), are transport mode specific and are interchangeable depending on the transport modes that are requested in your freight tender. The Questionnaire Manual below contains crucial information on the usage of the questions. Certain questions need to be adjusted in their phrasing, depending on their applicability. Make sure to adjust and include only the relevant components.

We recommend determining a subset of questions, within your question selection, that are conditional. These questions should be required to be answered positively by the supplier as they reflect the minimum levels of engagement and readiness required to meet your company's standards. Additional assistance on this can be found in the Questionnaire Manual section of this document.

The Yes / No structure of the RFI questions enables a simple assessment of the responders. It also allows you to set a minimum threshold, an amount of positive answers, that can be used as a qualifier for suppliers in order to participate in the subsequent RFQ phase. This threshold needs to be determined by your company but should reflect a realistic expectation of the relevant market maturity on this topic.

Some questions are crucial and necessary to ask but, in your evaluation, you will need to adjust the significance of each component to reflect how it contributes to your company's priorities and strategy. This can be achieved by giving different weighting to the RFI questions, and especially the subsequent RFQ questions. This weighting should be done on question and topic level. An example can be found in the Excel file.

The current questionnaire is designed to demonstrate the status quo of the supplier. It may be beneficial to amend certain questions to allow suppliers who can't currently answer them positively, to demonstrate that they are planning to address the component within 12 months or allow for explanations in case suppliers want to justify why certain questions were answered negatively. A possible solution is the addition of a general comments field. However, you should recognize that the above could make comparison between suppliers more difficult.

The SFP Questionnaire doesn't ask for any document uploads or attachments such as certifications or sustainability reports. While they can be useful in confirming the accuracy of the responses, they primarily add to the administrative burden for the supplier and require additional effort during the evaluation.

During a tender process a level of sincerity and trust should be in place. However, we do suggest pointing out during the RFI process that additional follow up questions will be asked in the RFQ process, to avoid false promises from the suppliers during the first phase.

The internal capabilities and expertise in your company to evaluate the questionnaire need to be considered beforehand. We would suggest that questions are only asked if the following requirements are met:

1. Relevance to the tendered business

Depending on the scope of the business being tendered, the questionnaire can be used as a whole, or single components can be used on their own. Alternatively, the questions could be incorporated into your own existing questionnaire. Either way, it is important that every question that is selected actually matters for your decision-making process.

2. Company evaluation process

A general problem with current supplier questionnaires is the increasing range of elements included, and the specialist knowledge and time required to evaluate them fully. We have tried to address this by keeping the approach simple but recognize that the degree of quality still depends on your internal capabilities.

3. The likelihood of incorporating new solutions/proposals into your business processes

Certain SFP Questionnaire components ask for specific data formats, measures or proposals. These components should only be included and taken into consideration if your company will respond positively, adhere to the higher standard and adopt the proposed measures.

4. The ability to give feedback to suppliers

It is crucial that you share your feedback and results with all of the participating suppliers to maximize the uptake of low emission freight and motivate logistics service providers and carriers.

We would suggest giving feedback in the most detailed way possible. LSPs and carriers are often unaware of the expectations of their customers and this kind of feedback will help guide them towards the measures and elements they should be focusing on in their own decarbonization strategy. Additionally, if the supplier was unable to meet your company's minimum standards, it is crucial for them to understand what they would need to do before responding to future RFIs.

Certain questions and components require a relatively high level of maturity on the topic and are included to encourage suppliers to make ambitious efforts towards decarbonization. Therefore, we have included an additional educational component to every topic. This "background" information explains the intent of the question and provides examples and explanations. This information should be included in the SFP Questionnaire version you share with the supplier. Moreover, we encourage you to assist LSPs and carriers that are eager to improve on certain component with guidance wherever practicable.

Questionnaire Manual

We strongly recommend reading this manual before using the SFP Questionnaire provided, with the questions in front of you. The manual offers an explanation as to why certain questions are asked (or not asked), the way they are asked, and what additional details might be useful. Our aim is to create questions which are straightforward, clear and reflect a direct impact for your business, rather than just a check for general capabilities. The answers to these questions imply a lot about the supplier, even if a simple Yes / No format is used. With this, we want to make the assessment as meaningful as possible.

For each topic background information is provided for both buyer and supplier, as well as additional advice for the buyer.

Background information is included for each topic in the SFP Questionnaire to explain the context, and examples are provided for clarity. This information should be shared with the supplier that receives the SFP Questionnaire to increase the understanding and acceptance of the question as well as the quality of the answers.

Additional advice is provided to assist the buyer and is not included in the SFP Questionnaire. This information is designed to outline the added value that the component can deliver to the decision-making process and possible interpretations of the answers that are provided, as well as the limitations in the questions.

The table also contains the aforementioned KPI suggestions for the contract-based supplier management phase. These are added at the end of each guiding principle and relate to a specific topic and question. It is important that the KPIs finally agreed are meaningful and precise and provide enough leeway to encourage innovation by suppliers.

Transparency

This category aims to assess the degree to which the supplier has tackled the topic of decarbonization on a strategic level and what groundwork in terms of targets and GHG emission calculation capabilities has already been done.

Topic	Background information	Advice for buyer
Strategy	<p>An existing, published sustainability and/or environmental strategy can indicate to what degree the topic is part of the supplier's overall business strategy and what importance the company places on the topic. It can also help to understand the actions the supplier is taking to address sustainability.</p> <p>Fuel- and energy-focused strategies can be considered as environmental strategies as well.</p>	<p>For small and medium-sized enterprises (SMEs) a published strategy is not the norm and the buyer will need to consider if the lack of such a strategy is due to a lack of interest, or for other reasons.</p>
General GHG emissions calculations	<p>The capability to report the own GHG emissions footprint is essential to external stakeholders, especially clients, as they rely on this information for their footprint. It also indicates the degree of internal due diligence on the topic, as reporting is always the first step towards a more sustainable, low emission operation. An external auditing of the footprint provides validation, which can add significance and trust to the results.</p> <p>GHGs refer to the sum of seven gases that have direct effects on climate change: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulfur hexafluoride (SF₆) and nitrogen trifluoride (NF₃).</p> <p>The data are expressed in CO₂ equivalents (CO₂e) and refer to gross direct emissions from human activities.</p> <ul style="list-style-type: none"> ▪ Scope 1 emissions include the direct emissions from assets that are owned or controlled by your company. This includes the combustion of fuel purchased for use in your vehicles, vessels, aircrafts, locomotives, and generators, as well as buildings associated with logistics sites. 	<p>LSPs and carriers, and SMEs in particular, do not tend to share their detailed GHG emissions footprint publicly. Greater importance should be placed on the fact that the footprint is measured and whether relevant details can be shared with you as a customer. External auditing can add costs for the supplier but gives external validation of the results and demonstrates the sincerity of the supplier.</p> <p>We do not recommend asking for details about the way these calculations are published as this depends on the supplier's communication strategy and does not necessarily reflect on the quality or maturity of the results.</p>

	<ul style="list-style-type: none"> ▪ Scope 2 emissions are indirect emissions from the production and distribution of electricity purchased by your company for use in your logistics sites and electric vehicles. ▪ Scope 3 emissions are indirect emissions from your supply chain. Transport emissions from your subcontractors and the WTT emissions from the fuels covered in Scope 1 are the important examples here. [2] 	
<p>Targets</p>	<p>Published reduction targets reflect the sincerity of the supplier and add a level of accountability. Details on the progress the supplier has made in previous years may indicate the maturity of the progress.</p> <p>The use of carbon offsetting indicates to what degree these targets include reducing actual emissions.</p>	<p>Depending on the supplier and their role in the supply chain, it is important to analyze which emission scope is subject to the targets. If targets are published using the Science Based Target initiative (SBTi) an external validation can be assumed. However, the implementation of SBTi is still limited in the logistics sector, so we refrain from specifically asking for them.</p> <p>Absolute targets indicate the actual emission reduction, while relative targets reflect the emission intensity reduction. In general, absolute targets are desirable. For LSPs relative targets may be more practical in the short term, as they are uncoupled from the overall, varying tonnage and indicate the effect of reduction measures in place.</p>
<p>Transport mode-specific emission calculations</p>	<p>The ability to disclose emission data, or at least the raw input data, is crucial as it enables the buyer to calculate their transport-related emissions. It also indicates the degree of internal groundwork in this area as reporting is always the first step towards a more sustainable, low emission operation.</p> <p>Absolute and relative GHG emission reporting can be helpful in order to compare suppliers as well as different transport options and routings.</p> <p>WTW (well-to-wheel) are emissions from the full fuel life cycle and should be equivalent to the sum of WTT and TTW emissions. WTT emissions consist of all processes between the source of the energy (the well) through the energy extraction, processing, storage and delivery phases up until the point of use (the tank). TTW are the emissions from fuels combusted to power Scope 1 activities (the wheel). TTW is considered to be zero for electricity, hydrogen fuel</p>	<p>Absolute GHG emissions at a business level are needed to calculate your own GHG emissions footprint. If companies are able to disclose their emissions in WTW CO₂e, they will also be able to provide individual parts of it such as TTW CO₂e or WTW CO₂ if these are currently used in your organization. Tonne-kilometer (tkm) and fuel consumption should only be required when the carrier is not able to provide the emission data directly as fuel consumption especially is a sensitive item for carriers. Absolute and relative GHG emission reporting can be helpful in order to compare suppliers as well as different transport options and routings. SFC recommends using emission intensity, as a KPI as it indicates the effectiveness of emission reduction measures independent of any fluctuation in absolute sales.</p>

	cells and biofuels – all emissions are in the WTT stages at the point of use. [2]	The term transport lane is used as a placeholder. Depending on the way your company segments its different businesses and wants to evaluate its transport routes, the appropriate wording and explanation should be added. Common industry terms are trade lane (sea freight), transport corridor or transport cluster (road freight), origin-destination or door-to-door (generic). Detailed emission breakdowns on the basis of transport service categories (e.g. cargo type, contract type, journey type or condition (ambient/temperature-controlled)) as mentioned in the GLEC Framework can be explored at a later stage as they become more relevant to the reduction efforts.
Sea freight emissions calculations	Clean Cargo is the leading buyer-supplier forum for sustainability in the cargo shipping industry.	TEU-kilometer (TEU-km) instead of mass or weight can also be used and later adjusted using a standardized conversion factor, which can be found in the GLEC Framework. A membership of Clean Cargo should be checked with carriers only but is beneficial, as a membership requires them to disclose detailed emission calculations. Currently, Clean Cargo requires the TTW format, so an additional conversion is required from the carriers.
Airfreight emissions calculations	The Sustainable Air Freight Alliance (SAFA) is a buyer-supplier collaboration between shippers, freight forwarders, and air freight carriers to track and reduce carbon dioxide emissions from air freight and promote responsible freight transport.	A membership of the Sustainable Air Freight Alliance (SAFA) should be checked with carriers only but is beneficial as a membership requires them to disclose detailed emission calculations.
Logistics sites emissions calculations	In order to assess GHG emissions for the entire supply chain, it is important to include GHG emissions from logistics sites. GHG emissions for logistics sites need to include all direct and indirect energy-related emissions.	This question is only applicable when logistics sites are an essential part of the tendered business. Facilities classed as logistics sites include terminals, ports, airports, warehouses, cross-docking sites and distribution centers, depending on their role in the transport chain. The emission intensity is expressed relative to tonnes. It is recommended to adjust this metric to the nature of the product. Asking for MWh (megawatt-hour) data is not recommended as operators might be reluctant to share them due to possible price scrutiny. Moreover, it is important to note that currently a GHG emission breakdown at a customer level for mixed warehouses cannot be expected, so GHG emission intensity figures will be most likely based on total amount or averages for a specific warehouse or a

		number of warehouses operated by the LSP/carrier. Therefore, normalized figures like the GHG emission intensity seem to be more meaningful.
Methodology & data source	Methodology examples are the GLEC Framework (global, all modes and logistics sites), SmartWay Tools (US/Canada), Clean Cargo Carbon Emission Accounting Methodology (global, container maritime), IATA 1678 (global, air), EN1258 (Europe, all modes, not logistics sites), GHG Protocol (generic). The use of a specific methodology indicates a degree of validation and standardization in the way data are reported. The data source indicates how accurate the reported emission data actually are. Primary data mean that the actual consumption, mileage and tonnage have been considered by using e.g. fuel receipts, annual spend and odometers. Program data rely on aggregated data from green freight programs like Clean Cargo that collect the data from several carriers. Modeled data mean that as much actual data as possible and information such as goods type, consignment size, vehicle type is considered to model the emissions footprint through tools like EcoTransIT. But the relevance of the result depends on the amount of available information and the model's algorithms. If no other data are available, default data can be used. Default factors can be found, for example in the GLEC Framework or national legislations, and represent an industry average. However, if default data are the main source, the results can only give a general indication of emissions and cannot be used as a KPI as they are too generic.	If the data source is mostly primary data, it indicates that actual data are received from the subcontracted carrier if applicable. Therefore, this question is also a way to assess the engagement of your supplier with their subcontractors and the emission reporting requirements they have in place for them.
Topic	Agreement proposal	KPI
Emission calculations	Specific reduction target in GHG emissions intensity measured in agreed format.	Progress on specific reduction target.
Methodology & data source	Specific data source to be used as a dominant data source.	Percent of certain data source used based on tonnage or amount of consignments shipped.

Collaboration

This category aims to assess how the supplier is engaging and aligning across the supply chain on environmental sustainability strategies and initiatives.

Topic	Background information	Advice for buyer
Initiatives	In order to drive real change, it is important that companies collaborate with other stakeholders in the industry. Membership in green freight programs and initiatives display a level of commitment to the subject and can also indicate compliance with industry standards. Examples of green freight programs and initiatives include GLEC, U.S. EPA's SmartWay Program, Green Freight Asia, Clean Cargo, Sustainable Air Freight Alliance (SAFA), Lean&Green.	The buyer can consider checking for specific programs during the RFI phase if a membership in these programs is mandatory due to the buyer's own sustainability strategy.
Subcontracted carriers	Examples of decarbonization requirements can be agreements on mandatory measures like driver training or minimum vehicle requirements that encourage the subcontracted carrier to operate in a more environmentally sustainable way.	Smart freight procurement can only be done effectively if all parties in the transport chain take responsibility and engage with their subcontractors. The expected level of collaboration should depend on the supplier's size and market maturity. We refrain from asking specifically if GHG emission calculations are required from the subcontracted carriers as this can be assumed when a collaboration is in place. Question T.10.1 checks for the data source of the emission calculations, which indicates how emission data are provided to the supplier by its subcontracted carriers.
Customers	The intent of this question is to assess the intention of the supplier to proactively engage with the buyer on a joint project. In order to make sure the supplier is sincere about this engagement, taking the initiative with such a project should be seen as the supplier's responsibility. This question is not asking the supplier how they can help reduce the emissions for its buyer's transport with their current methods, which is examined in the Innovation and Leadership part of the questionnaire.	An assessment of pilot studies and projects that the carrier is doing in general can be beneficial, but if they cannot be used for your business, their implications are limited. This question will only be meaningful if your company is also able to participate in such a joint project.
Topic	Agreement proposal	KPI
Customers	Agreement on joint project	Project milestones

Innovation & Leadership

This category aims to assess to what level of maturity and sincerity the topic of decarbonization is being pursued by the supplier and reflected in his operations. Moreover, the maturity of GHG emission reduction measures and solutions the supplier can offer, in order to support the GHG emission footprint reduction of its operation and subsequently its customers, is examined.

Topic	Background information	Advice for buyer
Governance	This section reflects the importance the supplier assigns to this topic internally and assesses whether they are taking ownership of their behavior.	The allocation of human resource, establishment of internal KPIs and the provision of staff training are a clear investment, but they also depend on the size and maturity of the supplier, which should be taken into account in the evaluation.
Ratings	Ratings reflect the confidence companies have in their environmental performance and display an external validation of it. This question focuses on voluntary reporting that is done in order to receive a rating through an international rating scheme and does not encompass the public reporting through annual reports or by other means. International reporting and rating schemes include CDP, Ecovadis, Dow Jones Sustainability Index & others.	This question should be considered optional for SMEs.
Certifications	Certifications such as ISO 14001, ISO 50001 or the European Eco-Management and Audit Scheme reflect external validation, a minimum standard and due diligence. If the Environmental management system is not yet certified, but a certification process is pending, please answer with Yes and provide more information in the next phase if requested.	Environmental management system certifications are so common in the industry that they might be meaningless as a differentiator depending on the audience. For SMEs however, this can still be seen as a smart freight leadership differentiator. We do not ask for the pure existence of an environmental management system as only a certification is a meaningful confirmation of such a system.
Transport options (mode-unspecific)	In order to induce meaningful change, companies need to depart from 'business-as-usual' processes. Suppliers that can offer innovative fuel solutions including alternative or low emission fuels and structural solutions, such as emission optimized routing or modal shift, actively support the buyer in this change. While the general availability of these solutions would already be a positive differentiation, the actual impact for the buyer only comes to full effect when these solutions are also available for the tendered business.	Possible solutions should be provided only for major transport lane origin-destination pairs in an extensive tender. If the transport lanes in question are not specified in the RFI phase, we recommend asking for the general capability of offering different solutions. However, this question should only be included if the tender requirements (mode of transport, transit time, deadlines) allow for flexibility in the solutions.

<p>Road freight measures</p>	<p>In general, measures can focus on five areas: reducing the freight transport intensity, increasing vehicle utilization, increasing energy efficiency, reducing the carbon content of the used energy and promoting modal shift. Specific measures like routing optimization software, eco-driving training and low resistance tires are needed to effectively reduce emissions. The success of these measures is reflected in the actual emission data, but their existence is already a signal of the provider's motivation and commitment.</p>	<p>We refrain from providing a list or asking for specific measures, such as low resistance tires or eco-driving training, as we think these will be standard for carriers that are advancing on this topic and that their effect will be reflected in the emission intensity and target process. For smaller carriers, however, this could still be used as a differentiator and you should determine which measures are most meaningful to you. Depending on the market, you should declare certain measures, such as telematic software, as mandatory. This question is therefore subject to market standards and maturity levels.</p>
<p>Road freight fleet</p>	<p>The average age and Euro emissions standard distribution of the providers own fleet are a straightforward way for a buyer to assess the general emission performance of a fleet and to benchmark fleets against one another.</p>	<p>This question should be asked to carriers primarily. LSPs have access to numerous subcontracted fleets and a buyer should determine minimum requirements when dealing with LSPs. However, for road carriers it is the most accessible information you can get and provides additional insights into the maintenance and fleet renewable programs. Depending on the market, we suggest also setting a maximum average fleet age and a minimum Euro emission standard that carriers must meet in order to be part of the tender process. This question can be asked as part of the the RFI process to assess the general market average in order to set realistic limits if market knowledge is not yet available. Please note that the Euro emission standards are a European system. Please adjust them to the country specific standards when used outside of the European market.</p>
<p>Logistics site measures</p>	<p>In markets in which renewable energy is available, the switch to these energy sources for logistics sites is considered an easy and impactful measure. As a first step this can signal that a holistic approach is taken in the supplier's freight-related emission reduction strategy.</p>	<p>This question is only applicable when logistics sites are an essential part of the tendered business. Facilities classed as logistics sites include terminals, ports, airports, warehouses, cross-docking sites and distribution centers, depending on their role in the transport chain. This question should be asked for logistics sites</p>

		included in the tendered business, not for all of the supplier's premises.
Energy	This question signals whether a holistic approach is taken in the supplier's overall emission reduction strategy.	
Topic	Agreement proposal	KPI
Governance	Agreement on mandatory staff training	Percent of trained staff
Transport options	Agreement on utilizing low emission fuel solutions	Percent of tonnage or shipments transported using low emission fuel solutions
	Agreement on providing alternative routing or modal shift solutions	Amount of provided alternative routing or modal shift solutions
Road freight measures	Agreement on mandatory GHG emission reduction measures	List of measures and the percent of their implementation in the applicable vehicle fleet
Logistics sites	Agreement on the usage of renewable energy sources	Percent of warehouses using renewable energy sources and its share of the overall used energy

Question overview table

The overview table below contains all the questions from the SFP Questionnaire. The questions are arranged by their procurement process phase, their guiding principle and topic. The numbering helps to allocate corresponding RFI and RFQ questions. The answer type describes the way the supplier answers the question.

The industry advice is a suggestion whether the related question should be considered mandatory (M) or optional (O) for a buyer to include and has been derived from feedback from industry participants, including shippers, LSPs and carriers.

The current road freight carrier markets around the globe consist mostly of a vast number of small and medium-sized enterprises that form a scattered market, this is very different from the other transport modes. These small and medium-sized carriers might not have the resources and capabilities in order to be benchmarked in the same way as global LSPs or air freight and ocean freight carriers. Therefore, '*' has been added to the mandatory (M) questions, to indicate they should only be used for road freight carriers after additional consideration of their applicability and significance. For your convenience, the excel file also contains a short list of the mandatory questions for road carriers. Additional advice can be found in the Questionnaire Manual above.

The latest Excel version of the SFP Questionnaire can be found [here](#)

Phase	Principle	Topic	No.	Question	Answer type	Industry advice
RFI	Transparency	Strategy	T.1.1	Does your company have a published sustainability or environmental strategy?	Yes / No	M
RFI	Transparency	General GHG emissions calculations	T.2.1	Does your company measure its own organizational greenhouse gas (GHG) footprint? Please state, which scopes (Scope 1–3) are covered.	Yes / No	M
			T.2.2	Are your company's GHG footprint results audited by an external party?	Yes / No	O
RFI	Transparency	Emission targets	T.3.1	Does your company have published absolute and/or relative emission-related targets or reduction goals in place?	Yes / No	M*
RFI	Transparency	Mode-specific GHG emissions calculations	T.4.1– T.8.1	<p>Is your company able to disclose the following transport mode-specific data to our company upon request?</p> <ul style="list-style-type: none"> ▪ Absolute CO₂e emissions (WTW) for our entire business ▪ Absolute CO₂e emissions (WTW) at transport lane level ▪ Average emission intensity (gCO₂e/tkm) for our entire business ▪ Average emission intensity (gCO₂e/tkm) at transport lane level ▪ (Total tonne-km (tkm) for our entire business) ▪ (Fuel consumption for our entire business) 	Yes / No	M
RFI	Transparency	Sea freight specific emission calculations	T.5.2	Does your company disclose GHG emissions data to Clean Cargo?	Yes / No	M
RFI	Transparency	Air freight specific emissions calculations	T.6.2	Does your company disclose GHG emissions data to the Sustainable Air Freight Alliance (SAFA)?	Yes / No	M
RFI	Transparency	Logistics sites emissions calculations	T.9.1	<p>Is your company able to disclose the following data at logistics sites level to our company upon request for all the logistics sites at which you handle our business?</p> <ul style="list-style-type: none"> ▪ Absolute CO₂e emissions (direct & indirect) ▪ Average emission intensity (gCO₂e/t) 	Yes / No	M

Phase	Principle	Topic	No.	Question	Answer type	Industry advice
RFI	Transparency	Data source & methodology	T.10.1	What is the dominant source of the data used for the mode-specific emission calculations mentioned above?	Primary Program Model Default	M
RFI	Collaboration	Initiatives	C.1.1	Is your company a member or participant of green freight programs/initiatives?	Yes / No	M*
RFI	Collaboration	Subcontracted carriers	C.2.1	Does your company engage in active collaboration through joint projects with your subcontracted carriers on environmental and decarbonization practices?	Yes / No	M*
RFI	Collaboration	Subcontracted carriers	C.2.2	Does your company set decarbonization requirements for your subcontracted carriers?	Yes / No	M*
RFI	Collaboration	Customers	C.3.1	Is your company willing to initiate a joint project on decarbonization measures and/or innovative technologies with our company?	Yes / No	M*
RFI	Innovation & Leadership	Governance	I.1.1	Does your company have a dedicated department or employees for sustainability?	Yes / No	M*
			I.1.2	Does your company have internal KPIs linked to GHG emissions?	Yes / No	M*
			I.1.3	Is your logistics procurement department actively managed on the basis of the above KPIs or in another way on decarbonization efforts?	Yes / No	M*
			I.1.4	Does your company have a training program in place to continuously improve your staff's environmental sustainability awareness?	Yes / No	M*
RFI	Innovation & Leadership	Ratings	I.2.1	Does your company do any voluntary external reporting, and has it received any international rating for its environmental performance?	Yes / No	M*
RFI	Innovation & Leadership	Certification	I.3.1	Does your company hold any certifications for its environmental management system?	Yes / No	O

Phase	Principle	Topic	No.	Question	Answer type	Industry advice
RFI	Innovation & Leadership	Transport options (mode-unspecific)	1.4.1	<p>Is your company able to provide the following for the requested business?</p> <ul style="list-style-type: none"> ▪ Transport solutions that make use of alternative or low emission fuels ▪ Alternative operational solutions, using the same transport mode, reflecting a balance of costs, transit time and emission intensity ▪ Modal shift solutions 	Yes / No	M
RFI	Innovation & Leadership	Road freight measures	1.5.1	Is your company using specific measures and technologies to reduce its road freight related GHG emissions?	Yes / No	M
		Road freight fleet	1.6.1	Please state the average age of your company's own fleet.	Free text	O
			1.6.2	Please state the Euro norm distribution of your company's own fleet.	Free text	O
		Logistics sites measures	1.7.1	Does your company's sustainability strategy include general energy reduction plans and a shift towards renewable energy sources for your logistics sites?	Yes / No	O
RFI	Innovation & Leadership	Energy	1.8.1	Does your company's sustainability strategy include general energy reduction plans and a shift towards renewable energy sources for your office buildings?	Yes / No	O

Phase	Principle	Topic	No.	Question	Answer type	Industry advice
RFQ	Transparency	Strategy	T.1.1a	Please share your company's published sustainability or environmental strategy.	Free text	M
RFQ	Transparency	GHG Emissions targets	T.3.1a	Please list your company's absolute and/or relative emission-related targets or reduction goals incl. base year, target year & status, and indicate if and how carbon offsetting is used to reach these targets.	Free text	M*
RFQ	Transparency	Data source & methodology	T.10.2	Please specify guidance/standard/methodology used for the calculation of your company's logistics related GHG emissions.	Free text	M
RFQ	Collaboration	Initiatives	C.1.1a	Please list any green freight program and initiative your company is a member of or participant in.	Free text	M*
RFQ	Collaboration	Subcontracted carriers	C.2.1a	Please briefly describe your company's subcontracted carrier engagement on environmental and decarbonization practices as well as the requirements your company has put in place.	Free text	M*
RFQ	Collaboration	Customers	C.3.1a	Please provide a concise summary of your company's joint project proposal.	Free text	M*
RFQ	Innovation & Leadership	Governance	I.1.4a	Please provide examples and details of your company's staff training.	Free text	O
RFQ	Innovation & Leadership	Ratings	I.2.1a	Please list the international ratings and the scores your company has received for its environmental performance.	Free text	M*
RFQ	Innovation & Leadership	Certifications	I.3.1a	Please list all certifications your company holds for its environmental management system.	Free text	O
RFQ	Innovation & Leadership	Transport options (mode-unspecific)	I.5.1a	Please specify the alternative transport solutions your company can offer for the requested business, including a preshipment GHG emissions analysis.	Free text	M
RFQ	Innovation & Leadership	Road freight measures	I.6.1a	Please list the measures in place to reduce your company's road freight GHG emission that are applicable for our business.	Free text	M
RFQ	Innovation & Leadership	Logistics sites measures	I.7.1a	Please indicate the % of renewable energy that is used in the logistics sites which will be included in the tendered business.	Free text	O
RFQ	Innovation & Leadership	Logistics sites measures	I.8.1a	Please share your company's plans for a general energy reduction and shift towards renewable energy sources for your office buildings.	Free text	O

SFP Questionnaire contributors

We would like to highlight the input from the following companies, organizations and individuals. The input and feedback from these participants in the industry was crucial in order to facilitate the SFP Questionnaire and this manual.

Shippers

H&M
HEINEKEN
IKEA
PepsiCo
Smurfit Kappa
The Dow Chemical Company

LSPs & Carriers

DB Schenker
DHL Global Forwarding
DSV Panalpina
Ewals Cargo
Hapag-Lloyd
STEF

Industry Associations

CEFIC
CLECAT
ECTA

Green Freight Programs

Clean Cargo

Experts

Alan McKinnon, Kuehne Logistics University
Conor Molloy, Authentic Energy Management Services
Ian Wainwright, Sustainable Urban Freight specialist
Jan Ninnemann, Hanseatic Transport Consultancy
Kerstin Dobers, Fraunhofer Institute for Material Flow and Logistics IML

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2. Smart Freight Centre. Global Logistics Emissions Council Framework for Logistics Emissions Accounting and Reporting. (2019)

Join our journey towards efficient and zero-emissions global freight and logistics



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