

Carbon Reduction Plan Template

Supplier name	
Publication date	
Annual turnover (£)	

Commitment to achieving Net Zero

[Supplier name] is committed to achieving Net Zero emissions by 20XX.

Our Net Zero Target [was/will be] validated externally by XX on [xxx date].

Commitment to Provision of Reliable Emissions Data

[GHG Reporting Protocol corporate standard](#) and using the appropriate [government emission conversion factors](#) for GHG reporting.

We are committed to providing emissions data based on actual carbon emission factors per unit of product or service provided by [xxx date].

Baseline Emissions Footprint

[Instructions to suppliers:

Provide your baseline emissions below.

If no prior assessment exists, use your first reporting period.

The five categories marked 'PPN 006 mandatory' are required for procurements from 24 February 2025. The remaining 10 categories are best practice and strongly encouraged. Where a category is not relevant or not material to the business, state 'Not material' and provide a short explanation."

For each category where data is provided, please describe in the third column the data source and methodology used (e.g. metered energy data, supplier invoice, spend-based estimate using DEFRA factors).

Baseline Year	20XX
Additional details / context	

Emissions category	Total (tCO₂e)	Data source / methodology used	Notes
Scope 1 — Direct emissions <i>PPN 006 mandatory</i>			
Scope 2 — Indirect energy emissions <i>PPN 006 mandatory</i>			
Cat 1: Purchased goods & services <i>Best practice</i>			
Cat 2: Capital goods <i>Best practice</i>			
Cat 3: Fuel- and energy-related activities <i>Best practice</i>			

Cat 4: Upstream transportation & distribution <i>PPN 006 mandatory</i>			
Cat 5: Waste generated in operations <i>PPN 006 mandatory</i>			
Cat 6: Business travel <i>PPN 006 mandatory</i>			
Cat 7: Employee commuting <i>PPN 006 mandatory</i>			
Cat 8: Upstream leased assets <i>Best practice</i>			
Cat 9: Downstream transportation & distribution <i>PPN 006 mandatory</i>			
Cat 10: Processing of sold products <i>Best practice</i>			
Cat 11: Use of sold products <i>Best practice</i>			
Cat 12: End-of-life treatment of sold products <i>Best practice</i>			
Cat 13: Downstream leased assets <i>Best practice</i>			
Cat 14: Franchises <i>Best practice</i>			
Cat 15: Investments <i>Best practice</i>			
Scope 3 Total			
TOTAL EMISSIONS			

Intensity Metrics

[Instructions to suppliers: Complete the intensity metrics below to allow year-on-year comparability independent of organisational size changes.]

Intensity metric	Baseline year	Current year
tCO ₂ e per £1m turnover		
tCO ₂ e per FTE employee		
tCO ₂ e per unit of primary product/service (specify)		

Current Emissions Reporting

Reporting Year	20XX	Turnover	
-----------------------	------	-----------------	--

Emissions category	Total (tCO ₂ e)	Data source / methodology used	Notes
Scope 1 — Direct emissions <i>PPN 006 mandatory</i>			

Scope 2 — Indirect energy emissions <i>PPN 006 mandatory</i>			
Cat 1: Purchased goods & services <i>Best practice</i>			
Cat 2: Capital goods <i>Best practice</i>			
Cat 3: Fuel- and energy-related activities <i>Best practice</i>			
Cat 4: Upstream transportation & distribution <i>PPN 006 mandatory</i>			
Cat 5: Waste generated in operations <i>PPN 006 mandatory</i>			
Cat 6: Business travel <i>PPN 006 mandatory</i>			
Cat 7: Employee commuting <i>PPN 006 mandatory</i>			
Cat 8: Upstream leased assets <i>Best practice</i>			
Cat 9: Downstream transportation & distribution <i>PPN 006 mandatory</i>			
Cat 10: Processing of sold products <i>Best practice</i>			
Cat 11: Use of sold products <i>Best practice</i>			
Cat 12: End-of-life treatment of sold products <i>Best practice</i>			
Cat 13: Downstream leased assets <i>Best practice</i>			
Cat 14: Franchises <i>Best practice</i>			
Cat 15: Investments <i>Best practice</i>			
Scope 3 Total			
TOTAL EMISSIONS			

Emissions Reduction Targets

[Instructions to suppliers: Provide targets in no greater than 5-year periods from your baseline to 2050. The percentage of total emissions offset should decrease in each period, with a maximum of 10% offset as the long-term goal. Use the Notes column to flag any significant assumptions or planned initiatives driving each period's reduction.]

Timeframe	Total reduction (tCO ₂ e)	% reduction	Total offset (tCO ₂ e)	% offset	Notes
Baseline year to 2025					
2025 to 2030					
2030 to 2035					
2035 to 2040					
2040 to 2045					

Developed by LUPC and adopted by the UKUPC RP Network 2025
Updated May 2026

2045 to 2050					
--------------	--	--	--	--	--

[Instructions to suppliers: Insert a graph showing projected vs. actual emissions from baseline to 2050.]

Carbon Reduction Projects

Completed initiatives

The following measures have been completed since the 20XX baseline, achieving XX tCO₂e reduction (XX% against baseline):

[Instructions to suppliers: List completed projects. Examples: ISO 14001 certification, LED lighting, fleet electrification, renewable energy procurement, SBTi sign-up.]

Planned future initiatives

[Instructions to suppliers: List planned or likely future carbon reduction projects.]

Carbon Offsetting Plans

[Instructions to suppliers: Describe any current or planned offsetting. All offsets used must meet the following criteria: additionality, permanence, independent verification by a recognised standard (e.g. VCS, Gold Standard), and no double counting. The total and % offset should decrease for each time period, with a maximum of 10% and an ideal goal of zero offset by 2050.]

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 006 (or PPN 06/21 where applicable to procurements commenced before 24 February 2025) and associated guidance and reporting standard for Carbon Reduction Plans.

[GHG Reporting Protocol corporate standard](#) and the appropriate [Government emission conversion factors](#). Scope 1 and 2 emissions have been reported in accordance with SECR requirements. Scope 3 emissions have been reported in accordance with the [Corporate Value Chain \(Scope 3\) Standard](#).

Where this CRP is submitted in response to a procurement advertised on or after 24 February 2025, it is submitted as a condition of participation in accordance with PPN 006 and the Procurement Act 2023.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed:

Name:

Position:

Date: