

CARBON REDUCTION PLAN GUIDANCE

Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier entity and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

Carbon Reduction Plan Template

Supplier name:Mix & Vend.....

Publication date:1st-August-2025

Commitment to achieving Net Zero

Mix&Vend is committed to achieving Net Zero emissions by 2050.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2023	
Additional Details relating to the Baseline Emissions calculations.	
<p>Mix&Vend is a service company, focused on providing and administrating Vending Machines in UK. This is the first presentation of the Carbon Reduction Plan, according to the first calculation of the carbon footprint. In consequence, the values of the baseline year coincide with the actual period presented.</p> <p>Is important to say that the company has only teleworking employees, without any office or warehouse, so it does not buy electricity directly. As a result, the scope 2 results zero.</p> <p>As a startup, the size and activity level of the company is changing quickly. Therefore, the emissions could change significantly in following years as consequence of activity growth.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	2,14
Scope 2	0
Scope 3 (Included Sources)	0,52 – Teleworking employees (electricity and heating)
Total Emissions	2,66

Current Emissions Reporting

Reporting Year: 2024	
EMISSIONS	TOTAL (tCO ₂ e)
Scope 1	0,004
Scope 2	0
Scope 3 (Included Sources)	0,521 – Teleworking employees (electricity and heating)
Total Emissions	0,525

Additional Details relating to the Current Emissions calculations.

Mix&Vend grew 20%, incorporating one more client into the portfolio. That would lead to an increase of the final emissions if everything else remained constant. Nevertheless, the UK drastically reduced the emission factors related to hybrid and electric vehicles due to changes in the production grid. Therefore, the final total emissions are even lower than projected, as Mix&Vend already changed to a hybrid vehicle to perform the restocking trips.

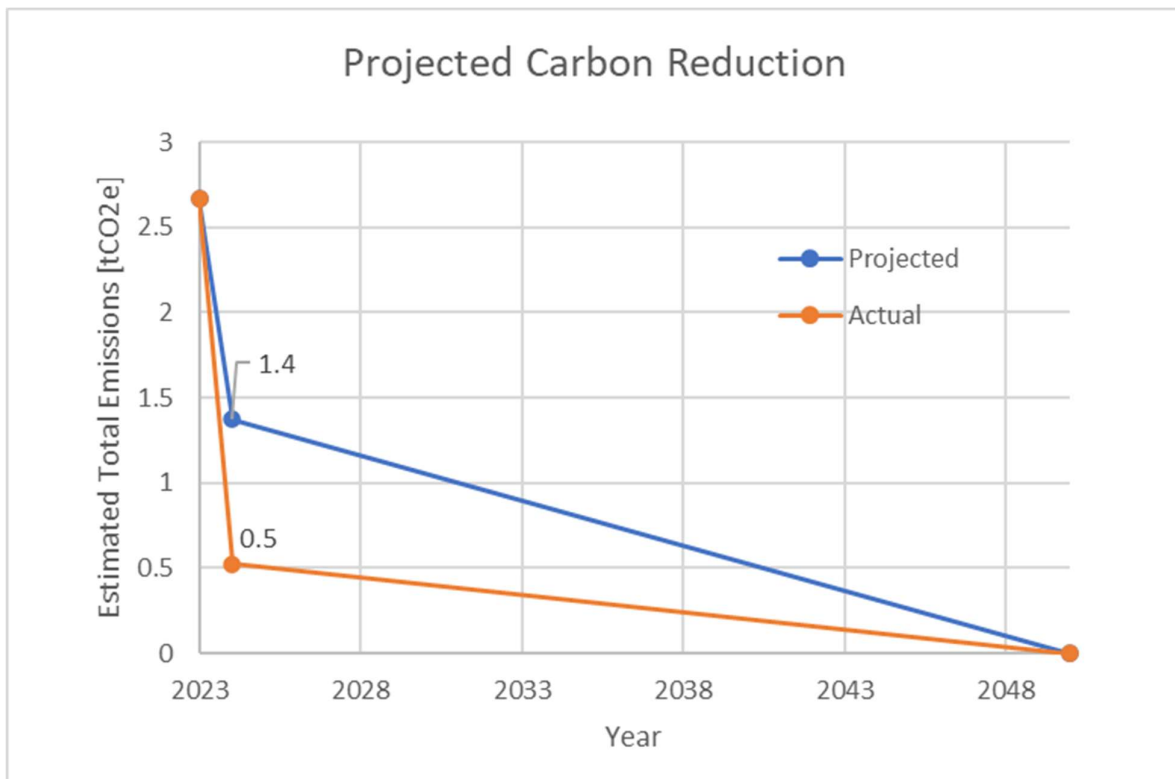
Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction measures:

- Implementing 100% teleworking when possible. - DONE
- Replacement of the diesel vehicles with hybrid vehicles. - DONE

As the remaining emissions are associated with electric consumption, the rest of the carbon footprint would be reduced in accordance with the changes in the national generating system to a greener grid.

Progress against these targets can be seen in the graph below:



As mentioned before, the hybrid vehicle emission factor was reduced this year, leading to a way lower value of total emissions than expected, even though the business grew.

Carbon Reduction Projects

In the future we hope to implement further measures such as:

As the remaining emissions are associated with electric consumption, the rest of the carbon footprint would be reduced in accordance with the changes in the national generating system to a greener grid.

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard³.

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

Signed on behalf of the Supplier:



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Date: 11.09.2025

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³ <https://ghgprotocol.org/standards/scope-3-standard>