



EPEAT Unit Shipment Reporting for CY 2013

DUE: APRIL 1, 2014

EPEAT Subscribers (manufacturers) are required by the Subscriber Agreement to report their annual unit shipments ('sales') of EPEAT registered products for each calendar year by April 1 of the following year. This reporting is used to understand EPEAT registered products' presence in the market and to estimate the environmental benefits of the EPEAT system. (Note: In prior years we used the term "sales data" - since unit shipment data is what we're seeking, not sales revenue data, we've modified the terminology this year for the sake of clarity.)

Who must report 2013 unit shipment data:

All Subscribers that sold EPEAT registered products during calendar year 2013 must report unit shipment data by the reporting deadline, in accordance with the Subscriber Agreement.

Who Receives Reporting In order to maintain the confidentiality of Subscribers' shipment data, Subscribers report their data to an organization that consolidates the sales data across manufacturers and reports the totals to the Green Electronics Council (GEC). ITI has agreed to perform this role once again for CY 2013 reporting.

Submit your data:

All EPEAT Subscribers are required to complete the attached spreadsheet (customized for your 2013 registration profile) and **email it to elogan@itic.org, by April 01, 2014.**

Questions about these instructions should be addressed to Sarah O'Brien via email sarah.obrien@greenelectronicscouncil.org or by phone at +1 (503) 279-9383 (Eastern Time Zone)

Reporting Instructions

2013 unit shipment data must be reported by product type, country and tier. PLEASE DO NOT SEND sales or revenue numbers. Please read these instructions carefully to understand the unit shipment reporting requirements and procedures.

What shipments are covered? Subscribers shall report unit shipments of EPEAT registered products during Calendar Year 2013, by product type (notebook, display, etc.), by country, and by tier (Bronze/Silver/Gold). In addition, Subscribers shall also report any shipments of EPEAT registered products to the U.S. Federal Government during calendar year 2013 by product type and tier. To reduce individual spreadsheets' complexity, we have created separate spreadsheets for reporting PC/Display, Imaging Equipment and Television unit shipments, with relevant product subcategories marked on those sheets.

Consistent with the definition of "EPEAT registered product" and EPEAT marketing guidelines, subscribers shall report shipments of products while they are actively registered, and where they are actively registered.

Example:

If a Subscriber registered Model X in France on June 1 of 2013 and it was actively registered for the rest of the year, that Subscriber would include shipments of Model X for June 1 – December 31 of 2013 in the France unit shipment total. Shipments prior to registration would not be included. (It is assumed for this reporting that the products registered in a given country are shipped to customers in that country.)

How to determine your country-specific and tier-specific sales data:

In recognition of variations in unit shipment data tracking, Subscribers are allowed to obtain unit shipment data using several different methods. The following is a description of possible methodologies; however, it is not meant to be an exhaustive list.

Methodologies:

Unit shipments: If it is available to a Subscriber, actual unit shipments or sales data by model, country and tier (gold/silver/bronze) is strongly preferred; however, Subscribers may also derive shipments into countries from analyst reports, or estimate shipments by country based on internal tracking systems.

Tier Percentages: It is preferable that Subscribers use model-specific shipment or sales data to estimate the percentage of gold/silver/bronze-rated registered products shipped or sold in specific geographies. Lacking that data, Subscribers may apply a percentage tier assignment estimated by region/country to the total shipments.

Instructions:

- To assist Subscribers to identify shipments that must be included in your reporting, we have provided an individualized reporting spreadsheet for each product category your company registers in, highlighting those countries where your company registered products in 2013.
- We have highlighted the countries where your company had active registered products in 2013, but have not identified the specific product categories in which you registered for those countries. You can leave a zero for any product type that you did not register in a given country.
- To ascertain what portion of the year should be reported on for each product if you do not have that information, please use the country search functionality on the epeat.net website to generate registered product lists by country. Products' registration/activation date is displayed in the search results. You may round up or down to full months to determine the portion of the year to be reported on for a given product.

Filling out the form:

1. Do not change the format of the reporting form; please complete only the yellow boxes. Totals will be automatically calculated and those cells are locked.
2. **Please report UNIT SHIPMENTS – not sales revenues.**
3. "Subscriber", column A, is your company name.
4. Enter the unit shipments of products as defined in EPEAT, as you have registered them. Enter total shipments of the products you have registered in EPEAT, by country, according to the guidelines above. NOTE: Reporting is not limited to shipments BECAUSE of EPEAT, or shipments to purchasers who specified EPEAT. Just total unit shipments of actively EPEAT registered products.
5. Count unit shipments from Jan. 1, 2013 (or the date your company joined EPEAT, if you became a Subscriber partway through 2013) through Dec. 31, 2013.

6. According to the Subscriber Agreement, you must report unit shipments by country for all countries where you have actively registered products during CY 2012, and for the U.S. Federal Government. (Federal government sales are a **subset** of all US shipments; the US total should include them.)
7. If for some reason you had no registered product shipments in a country that is highlighted on your data collection sheet, you may simply enter 0 into that country's fields.
8. Please indicate on the spreadsheet for ITI review the method(s) used to determine or estimate your shipment data. See above for description of some possible methods for sales estimation.

Product category notes:

Generally, product definitions are as laid out in the IEEE 1680.1, 1680.2 and 1680.3 standards.

PC/Display:

- Desktops, laptops, monitors, and integrated systems are reported as you have registered them.
- Register workstations in their appropriate category – as notebooks or desktops – depending on their form factor

Data Confidentiality

Per the Subscriber Agreement, the data submitted to ITI will remain confidential and will not be shared with any other party unless in an aggregate form, except with the Subscriber's permission.