



EPEAT Sales Reporting for CY 2010
DUE: MARCH 30, 2011

EPEAT Subscribers (registering manufacturers) are required by the Subscriber Agreement to report their annual unit sales of EPEAT registered products for each year by April 1 of the following year.

Who must report 2010 sales data:

All Subscribers that sold registered products during calendar year 2010 must report sales data by April 1, 2011 in accordance with the Subscriber Agreement

Who Receives Reporting In order to maintain the confidentiality of each subscriber's sales information, subscribers report their sales to an organization that consolidates the sales data across manufacturers and reports the totals to EPEAT.

Submit your data:

All EPEAT Subscribers are required to complete the attached spreadsheet and email it to xlu@itic.org, by March 30, 2010.

Questions about these instructions should be addressed to Sarah O'Brien via email sarah.obrien@greenelectronicscouncil.org or by phone at +1 (802) 479-0317 (Eastern Time Zone)

Reporting Instructions

2010 sales reporting requires provision of sales data by product type, country and tier. Please read these instructions carefully to understand the sales reporting requirements and procedures.

What sales are covered: Subscribers shall report unit sales of EPEAT registered products during Calendar Year 2010, by country, by tier (Bronze/Silver/Gold) and by product type (notebook, display, etc.). In addition, Subscribers shall report any sales of EPEAT registered products to the U.S. Federal Government by product type.

Country-specific registration was in effect throughout CY 2010. Consistent with the definition of "EPEAT registered product" and EPEAT marketing guidelines, subscribers shall report sales 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 2010 and it was actively registered for the rest of the year, that Subscriber would include sales of Model X for June 1 – December 31 of 2010 in the France unit sales total. Sales prior to registration would not be included.

For questions on sales reporting please contact Sarah O'Brien, sarah.obrien@greenelectronicscouncil.org

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

In recognition of variations in sales data tracking, subscribers are allowed to obtain sales data using several different methods. The following is a description of possible methodologies; however, it is not meant to be an exhaustive list. If you have any questions about your method of deriving the required sales data, please contact Sarah O'Brien (contact information above).

Methodologies:

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

Tier Percentages: Subscribers may use model-specific sales data to estimate the percentage of registered products sold in specific geographies that are rated gold/silver/bronze, or lacking that data, may apply a percentage estimated by region or country to the actual or estimated total sales.

- To assist Subscribers to identify covered sales, we have provided an individualized sales reporting spreadsheet that highlights those countries where your company registered products in 2010
- To ascertain what portion of the year should be reported on for each product, 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 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 make any changes to the format of the reporting form; please complete only the yellow boxes.
2. "Subscriber", column A, is your company name.
3. Desktops, laptops, monitors, and integrated systems are as defined in EPEAT, as you have registered them.
4. Register workstations in their appropriate category – as notebooks or desktops
5. Enter the UNIT sales (not dollar sales) of desktops, laptops, monitors, and integrated systems as defined in EPEAT, as you have registered them. Enter total sales of the products you have registered in EPEAT, by country, according to the guidelines above. NOTE: Reporting is not limited to sales BECAUSE of EPEAT, or sales to purchasers who specified EPEAT. Just total sales of actively EPEAT registered products.
6. Enter sales from either Jan. 1, 2010, or when your company joined EPEAT, whichever is earlier in 2010, to Dec. 31, 2010.
7. According to the Subscriber Agreement, you must report sales by country for all countries where you have registered products during CY 2010, and for the U.S. Federal Government.
8. If you have no sales in a given country, you may simply enter 0 into that country's fields
9. Please indicate on the spreadsheet the method(s) used to determine or estimate your sales data. See above for description of some possible methods for sales estimation.

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.