

DHL GOGREEN DASHBOARD

EXTERNAL USER GUIDE

Version July 2023

Bonn, July 2023

DHL Group

Welcome to the User Guide of the DHL GoGreen Dashboard

We have developed this guide to take you through **the DHL GoGreen Dashboard** to help you understand **how to use it** for your **reporting needs** and **business decision making**

-  **Introduction to logistics carbon reporting**
 - What is logistics GHG emissions reporting?
 - What data do we report on and how does it relate to international standards?
-  **Introduction to the DHL GoGreen Dashboard**
 - DHL GoGreen Dashboard: key capabilities and features
 - Carbon emissions metrics reported via the DHL GoGreen Dashboard
 - Data availability across all DHL business units
-  **DHL GoGreen Dashboard content & layouts**
 - Walk-through of the overall structure of the dashboard
 - Explanation on how to navigate and interpret the dashboard content
-  **Tool functionalities & detailed instructions**
 - Overview of all functionalities of the DHL GoGreen Dashboard
 - Step-by-step instructions on how to find & use them
-  **Important Usage Information**
 - Key things to note when using the DHL GoGreen Dashboard

INTRODUCTION TO LOGISTICS CARBON REPORTING



Introduction to Logistics Carbon Reporting



Why do organizations disclose and report customer carbon emissions?

- Most large organizations measure their greenhouse gas (GHG) emissions footprint caused by their business services, products or processes to **estimate their climate impact**
- To reach **Paris Agreement** climate targets, it is increasingly crucial to **reduce GHG emissions** along the **supply chain**, especially in **logistics operations** (i.e. transportation, handling and upstream emissions from fuel and energy production)
- To achieve this, **transparency on emissions data** is key, hence carbon reporting is growing in importance
- Main **challenge** most companies are facing is with **emissions transparency** due to lack of granular, verified and **consistent data** across their logistics operations
- **As emissions disclosure ecosystems grow**, it is increasingly important for **logistics stakeholders** to **collaborate** and **exchange** to foster emissions reporting **methodological alignment** across logistics industry



For what purposes are carbon emissions reported?

- To provide **transparency on emissions data** and **carbon intensity** in supply chain, thus allow customers to identify **patterns** and **emissions hotspots**, and enable them to evaluate their **environmental performance**
- To form basis of organizational & **ESG reporting** as well as **business decision-making**
- To strengthen the company's **ESG offering**

Source: DHL, Smart Freight Centre

DHL Group | External User Guide to DHL GoGreen Dashboard Tool | Bonn | July 2023

In compliance with industry standards & frameworks, DHL GoGreen Dashboard provides the required carbon data and reporting metrics for our customers

Guiding emissions calculation and reporting standards



1. Basic foundation

- **ISO 14064-1**
- **Greenhouse Gas Protocol Standards** incl.
 - GHG-P Corporate Standard
 - GHG-P Scope 2 Guidance
 - GHG-P Value Chain (Scope 3) Standard
 - GHG-P Product Life Cycle Standard
- **EU-ETS** (for aviation activities)



2. Transport-specific standards

- **GLEC Framework 2.0**
- **EN 16258** – to be withdrawn after publication of the ISO 14083
- **(New) ISO 14083** – published in March 2023



DHL GoGreen Dashboard content



Energy Consumption
(Well-to-Wheel & Tank-to-Wheel)



Emissions Intensity



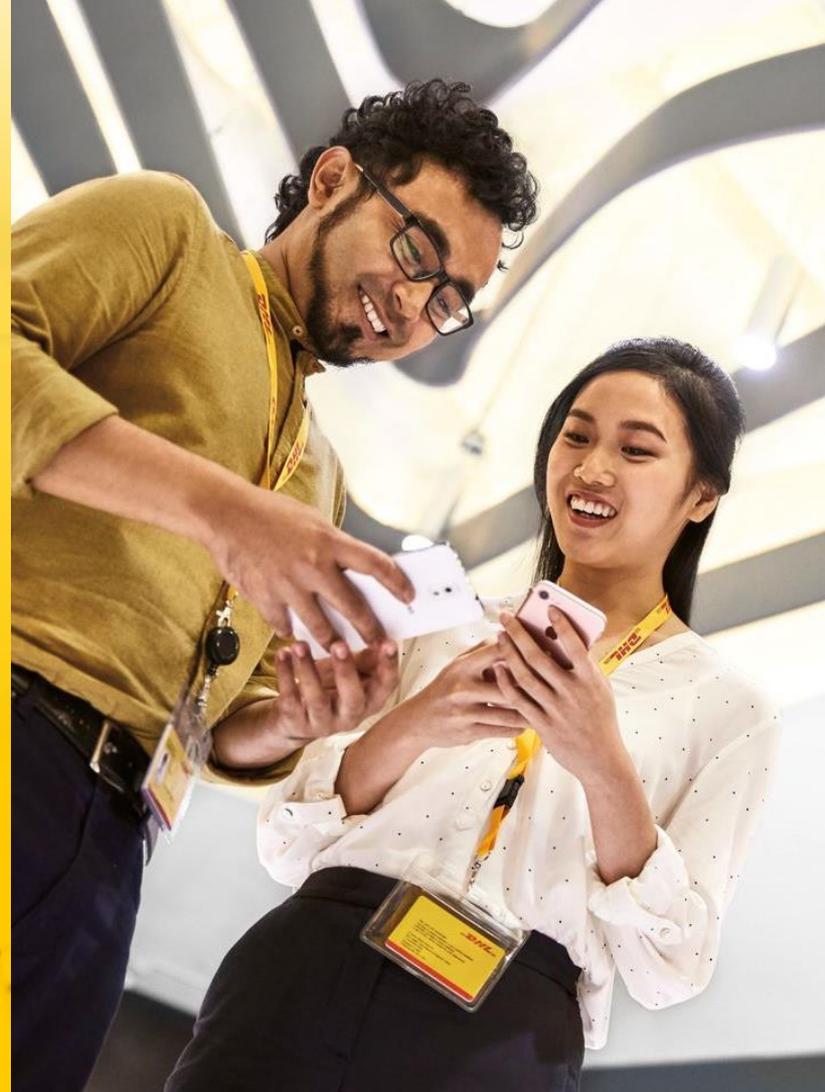
Absolute CO₂e Emissions



Input Data Types

Available with
detailed breakdown & multiple views

INTRODUCTION TO THE DHL GOGREEN DASHBOARD



DHL GoGreen Dashboard

What is DHL's DHL GoGreen Dashboard tool about?



Key Capabilities:

- **Automated** and **interactive** carbon reports for customers in **dashboard view**
- One-stop and efficient **consolidation** of **all DHL divisions' carbon reports**¹⁾
- Compliant to **ISO 14083** and **GLEC framework**



Key Features:

- **Multiple views & charts** to display key carbon emissions metrics
- **Customizable dashboard/report** via filters and slicers
- **Monthly automated update** of report²⁾
- Ability to **export** and **download** the report in multiple formats and data tables



1) Not including LLP business; 2) Latest data are refreshed in the tool with a predicted time lag of 2 months for Post & Parcel Germany and 1 month for all remaining DHL business units

**Valid for first release only.
Subject to changes in
subsequent releases**

Which carbon emission KPIs are reported?

 Reporting KPIs	P&P ¹⁾	EXP ¹⁾	DSC ¹⁾	DGF ¹⁾	FRT ¹⁾	eCS ¹⁾
1 Absolute Emissions						
– CO ₂ e and energy use (WtW and TtW)	Yes	Yes	Yes	Yes	Yes	Yes, only CO ₂ e
– Shipment Quantity – Shipment Weight	Quantity only	Yes	n/a	Yes	Yes	Yes
2 Emission Intensity						
– Facility	n/a	n/a	Yes	n/a	n/a	n/a
– Transport	Yes, per item	Yes, per tonne-km	Not yet available	Yes, per tonne-km	Yes, per tonne-km	Yes, per item
– Sea transport	n/a	n/a	n/a	Yes	n/a	n/a
3 Emissions by origin & destination country	Yes	Yes	Only origin country	Yes	Yes	Only origin country
4 Two-dimensional Analysis	Yes	Yes	Yes, but no destination country	Yes	Yes	Yes, but no destination country
5 Top Lane Emission & Emission Intensity	Yes	Yes	Yes, but no destination country	Yes	Yes	Yes, but no destination country
6 Input data types	Yes	Yes	Yes	Yes	Yes	Yes

¹⁾ Abbreviations of the DHL Business Units: Post & Parcel Germany (P&P), Express (EXP), Supply Chain (DSC), Global Forwarding (DGF), Freight (FRT) and eCommerce (eCS)

HOW TO NAVIGATE & READ THE DHL GOGREEN DASHBOARD?



What can you find in the tool?

- Monthly, quarterly or annual view available
- Available filters: DHL BU, customer division, main haul transport mode, DHL product, origin/destination region, origin/destination country, reporting period

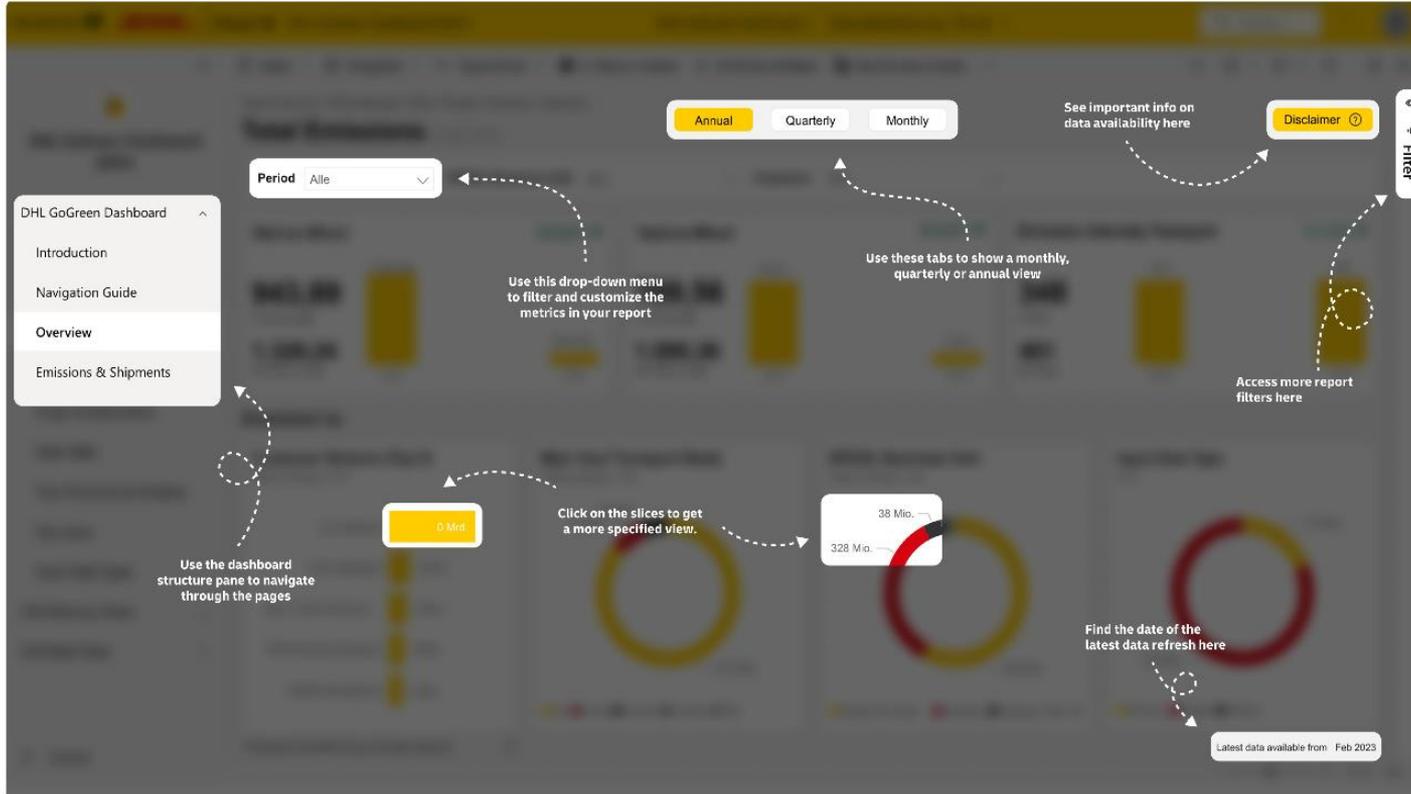
Deep-dives to follow

 Dashboard report page	 Content
1 Introduction	<ul style="list-style-type: none"> • Short introduction to the report dashboard that consists of a table of report content, important information and links to additional resources and support
2 Navigation guide	<ul style="list-style-type: none"> • Key instructions and tips on how to navigate and use the dashboard
3 Overview	<ul style="list-style-type: none"> • Summary of key total WtW and TtW CO₂e emission figures to date and their development over time (annually / quarterly / monthly) with detailed breakdown by customer division, DHL BU, transport mode and input data types
4 Emissions & Shipments	<ul style="list-style-type: none"> • Visualization of absolute emissions (WtW and TtW CO₂e and energy use), shipment quantities & weights as well as emissions intensity by customer division, DHL BU, transport mode and DHL product. Historic development view is also available
5 Origin & Destination	<ul style="list-style-type: none"> • Visualization of absolute emissions (WtW and TtW CO₂e and energy use) by origin or destination country on the world map • Depiction of shipment quantity and shipment weight distributed globally by origin/destination country on a world map
6 Data Table	<ul style="list-style-type: none"> • Comprehensive data table containing absolute WtW and TtW CO₂e emissions and emissions intensity figures of your company by year, month, DHL BU, main haul transport mode, origin & destination country
7 Two-Dimensional Analysis	<ul style="list-style-type: none"> • Absolute emissions (WtW and TtW CO₂e and energy use), shipment quantities & weights visualized on an interactive chart with self-modifiable data parameters (e.g. customer division, DHL BU, origin/destination country, transport mode, time, DHL product)
8 Top Lanes	<ul style="list-style-type: none"> • Display of absolute emissions and shipments data of top 10 lanes and development over time • Display of emissions intensity of top 10 lanes and development over time • Visualization of absolute emissions (WtW and TtW CO₂e and energy use), shipment quantities & shipment weights against two modifiable parameters (e.g. customer division, DHL BU, origin/destination country, transport mode, time, DHL product, lane)
9 Input Data Types	<ul style="list-style-type: none"> • Illustration of percentage breakdown of different input data types used in the emissions calculation (primary vs. model vs. default data) – See the deep-dive and the glossary page for the term definition and explanation
10 Glossary	<ul style="list-style-type: none"> • Table of definitions of all key terminologies used in the report dashboard

- **WtW** (i.e. Well-to-Wheel)
- **TtW** (i.e. Tank-to-Wheel)
- **BU** – business unit

- **Well-to-Wheel** emissions consist of both direct and indirect emissions generated during the fuel life cycle (i.e. from energy extraction, processing, storage, and delivery phases to actual fuel use)
- **Tank-to-Wheel** emissions are the direct emissions originating from the fuel use (e.g. 0 kg for electricity)

2 Navigation guide



The screenshot shows the DHL GoGreen Dashboard interface with several navigation elements highlighted by dashed arrows and text boxes:

- Navigation Structure Pane:** Located on the left, it contains a menu with "Introduction", "Navigation Guide", "Overview", and "Emissions & Shipments". An annotation points to it with the text: "Use the dashboard structure pane to navigate through the pages".
- Period Filter:** A drop-down menu labeled "Period" with "Alle" selected. An annotation points to it: "Use this drop-down menu to filter and customize the metrics in your report".
- View Tabs:** Three tabs labeled "Annual", "Quarterly", and "Monthly". An annotation points to them: "Use these tabs to show a monthly, quarterly or annual view".
- Disclaimer:** A yellow button labeled "Disclaimer" with an information icon. An annotation points to it: "See important info on data availability here".
- Filter Icon:** A vertical button labeled "Filter" with a funnel icon. An annotation points to it: "Access more report filters here".
- Donut Chart Slices:** A donut chart with two slices. One slice is highlighted in yellow. An annotation points to it: "Click on the slices to get a more specified view." The chart shows values of "38 Mio." and "328 Mio.".
- Latest Data Refresh:** A small box at the bottom right indicating "Latest data available from: Feb. 2023". An annotation points to it: "Find the date of the latest data refresh here".

3 Page “Overview”

Purpose:

This page is intended to display the key **total emission figures** on the organizational level for your company (for the current and past period). It also shows the breakdown by your company division, DHL business unit, transport mode and input data type.

What carbon reporting KPIs can be shown?

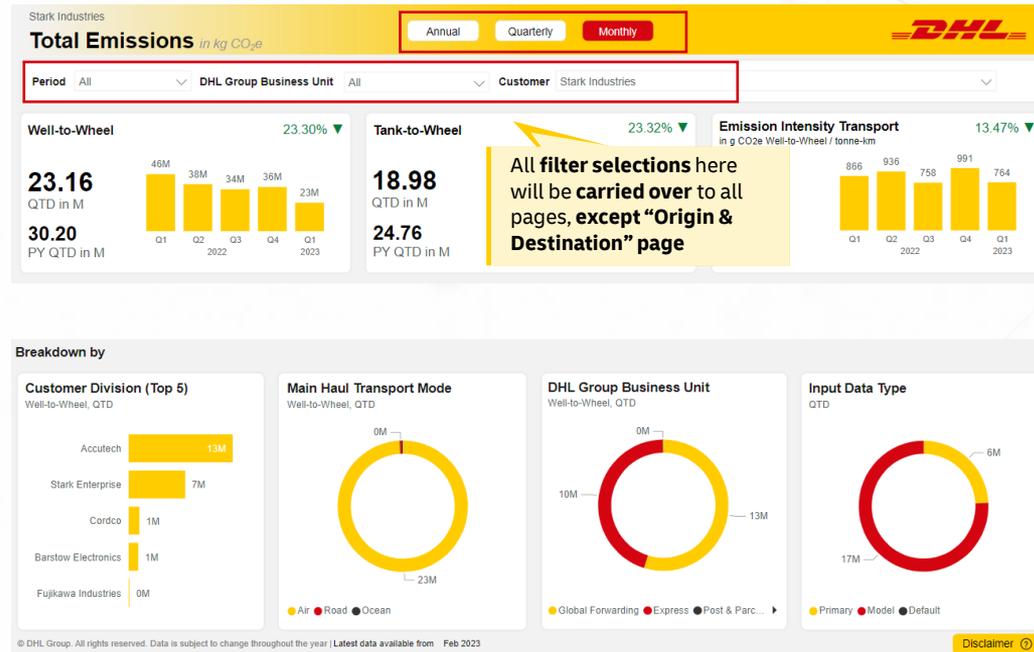
- **Total WtW and TtW CO₂e emissions** to date (year to date, quarter to date, month to date), in kg CO₂e
- **Total emissions intensity of transport** to date (year to date, quarter to date, month to date), in g/tonne-km or g/piece

What breakdown can you see?

You will be able to see the shown key summary figures broken down by:

- Customer division (i.e. your company’s division)
- DHL Business Unit
- Main haul transportation mode
- Input data types (see page 18 for detailed explanation)

Choose the relevant **slicer** to view data in **annual / quarterly / monthly** breakdown



Total emission figures

Total figures above broken down by...

4 Page “Emissions & Shipments”

Choose the relevant **slicer** to view data in **annual / quarterly / monthly** breakdown

Select the **reporting KPI** you want to see to **update all the charts** on the dashboard

Purpose:

This page provides deep-dive into various KPIs of absolute emissions, emission intensity and shipment info

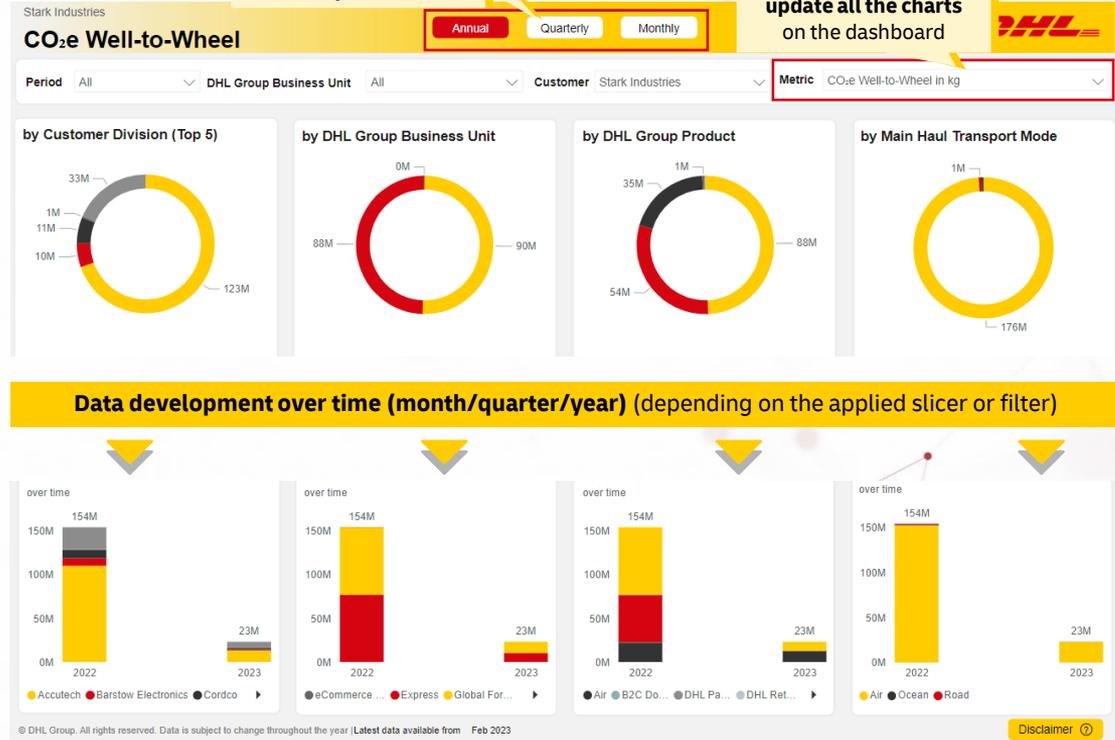
What carbon reporting KPIs can be shown?

- CO₂e WtW and TtW, in kg
- Energy use WtW and TtW, in MJ
- Shipment quantity & weight, in kg
- Emission intensity transport, in g/tonne-km or g/piece
- Emission intensity facility, in kg/tonne
- Emission intensity of sea transport, in g/TEU-km

What breakdown can you see?

You will be able to see the reported data broken down by:

- Customer division (i.e. your company's division)
- DHL Business Unit
- DHL product (e.g., Time Definite International)
- Main haul transportation mode
- Time (monthly, quarterly, yearly)



1) Data availabilities vary across BUS

5 Page “Origin & Destination”

Purpose:

This page visualizes the amount of absolute carbon emissions in CO₂e and energy use (WtW and TtW) produced via DHL - based on the shipment’s origin and destination country

What carbon reporting KPIs can be shown?

- CO₂e WtW, in kg
- CO₂e TtW, in kg
- Energy use WtW, in MJ
- Energy use TtW, in MJ
- Shipment quantity
- Shipment weight, in kg

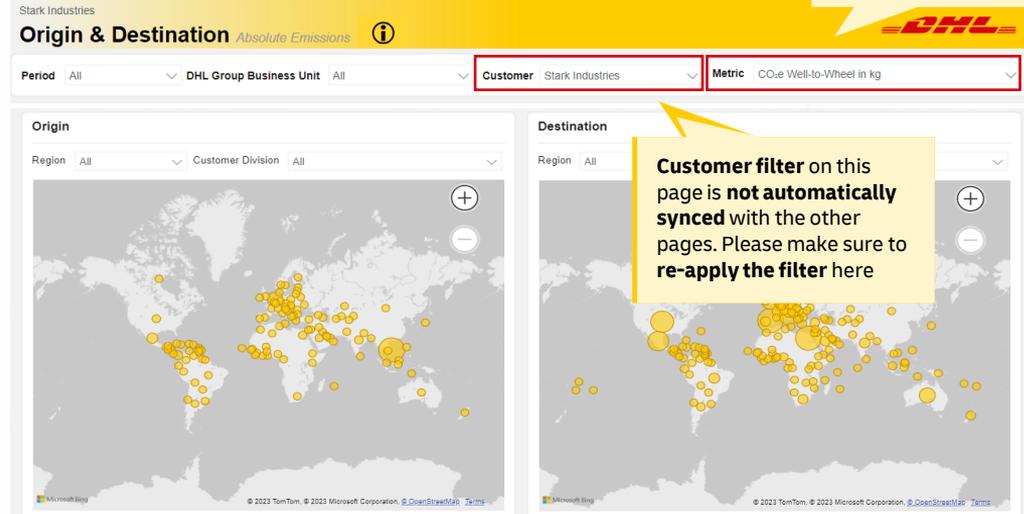
What drilldown can you see?

You will be able to further drill down into the data with the filters on the page:

- Period
- DHL Business Unit
- Customer division
- Region

To further narrow down the scope of the dataset, use additional filters in the filter pane

Absolute emissions by origin & destination country



If you click on an origin country’s bubble, the other chart will automatically update to display only the corresponding destination countries, where the shipment ended up from this specific origin country during the chosen reporting period, and vice versa

6 Page “Data Table”

Purpose:

This page provides absolute emissions and emissions intensity data in a tabular format that is customizable via filters and easily exportable for own analysis

What carbon reporting KPIs are shown?

- CO₂e WtW, in kg
- CO₂e TtW, in kg
- Emission intensity transport, in g/tonne-km or g/piece

What drilldown can you see?

You will be able to further drill down into the data with the filters on the page:

- Period
- DHL Business Unit

To further narrow down the scope of the dataset, use additional filters in the filter pane

Use the **filters** to further **narrow down / customize** the data table

Stark Industries

Data Table in kg CO₂e

Period: All | DHL Group Business Unit: All | Customer: Stark Industries

Year	Month	Customer Division	DHL Group Business Unit	Main Haul Transport Mode	Origin Country/Territory	Destination Country/Territory	Tank-to-Wheel CO ₂ e	Well-to-Wheel CO ₂ e	Emission Intensity Transport per t-km only EXP, FRT, DGF	Emission Intensity Transport per piece only P&P and eCS
2022	Sep	Accutech	eCommerce Solutions	Road	Malaysia	Malaysia	2,941	3,569		
2022	Oct	Accutech	eCommerce Solutions	Road	Malaysia	Malaysia	0	0		
2022	Nov	Accutech	eCommerce Solutions	Road	Malaysia	Malaysia	0	2,196		
2023	Jan	Accutech	eCommerce Solutions	Road	Malaysia	Malaysia	0	1,912		
2023	Feb	Accutech	eCommerce Solutions	Road	Malaysia	Malaysia	7,036	8,540		
2022	Jan	Accutech	Express	Air	Australia	Australia	158	192	1,283	
2022	Jan	Accutech	Express	Air	Australia	Korea, (South) Repub.	37	45	669	
2022	Jan	Accutech	Express	Air	Australia	Singapore	49	60	697	
2022	Jan	Accutech	Express	Air	Australia	Vietnam	12	15	750	
2022	Jan	Accutech	Express	Air	Austria	Netherlands	21	25	3,317	
2022	Jan	Accutech	Express	Air	Belgium	Netherlands	127	155	14,232	
2022	Jan	Accutech	Express	Air	Bosnia-Herzegovina	Netherlands	42	51	3,935	
2022	Jan	Accutech	Express	Air	Brazil	Brazil	744	914	2,241	
2022	Jan	Accutech	Express	Air	Brazil	Italy	6	7	291	
2022	Jan	Accutech	Express	Air	Brazil	United Arab Emirates	171	209	392	
2022	Jan	Accutech	Express	Air	Brazil	USA	71	86	1,245	
Total							145,491,665	177,504,048	863	10,488

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Disclaimer ⓘ



Tip

Access **additional filters** in the **filter pane** to the right of the dashboard window to further narrow down the scope of the dataset

7 Page “Two-Dimensional Analysis”

Purpose:

This page allows you to visualize the amount of carbon emissions your company has generated through DHL, broken down by the two dimensions of your choice

What carbon reporting KPIs can be shown?

- CO₂e WtW and TtW, in kg
- Energy use WtW and TtW, in MJ
- Shipment quantity & weight, in kg
- Emission intensity facility, in kg/tonne
- Emission intensity transport, in g/tonne-km or g/piece
- Emission intensity of sea transport, in g/TEU-km

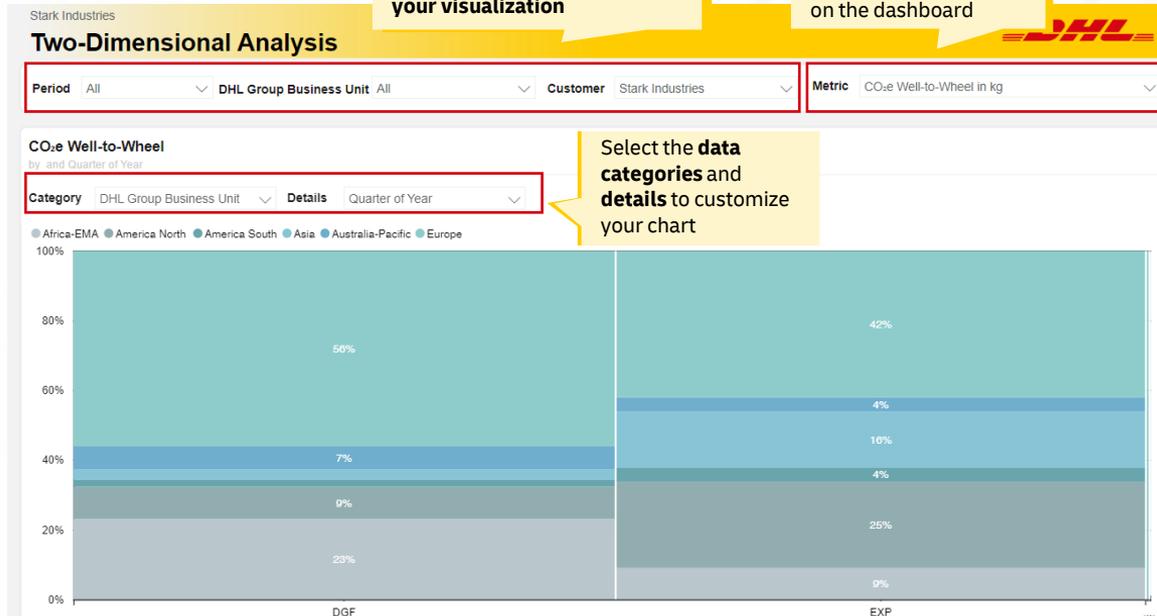
How can you derive the desired data breakdown?

Customize the chart by selecting the main data category from the “Category” dropdown and data details from the “Details” dropdown:

- DHL Business Unit
- Customer division
- Origin /destination region
- Main haul transport mode
- Quarter of year or Month of year
- DHL product

Select the filters to **customize your visualization**

Select the **reporting KPI** you want to see to **update all the charts** on the dashboard



Tip

Choose from the **‘Categories’ dropdown** to achieve the high-level split of the data you want to have, and use **‘Details’ dropdown** to see further data breakdown within each category

8 Page “Top Lanes”

Purpose:

This page shows carbon emissions data (absolute emissions, energy use and emissions intensity) that your company has generated with DHL, split by the top 10 lanes

What carbon reporting KPIs can be shown?

1. Absolute emissions (visual 1, 2 & 3)

- CO₂e WtW and TtW, in kg
- Energy use WtW and TtW, in MJ
- Shipment quantity
- Shipment weight, in kg

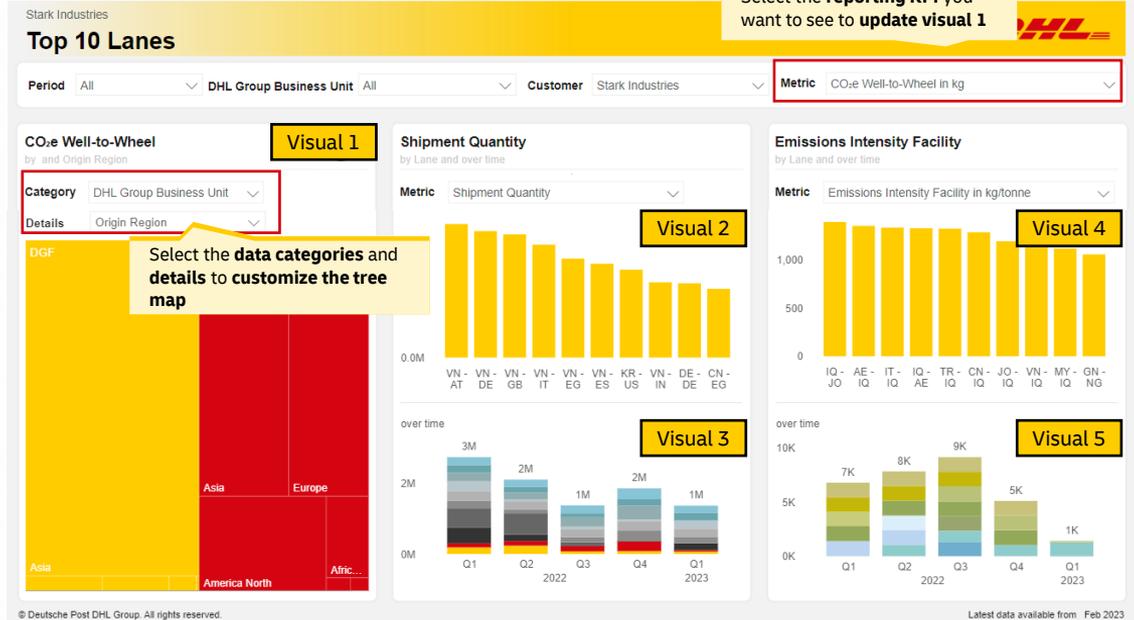
2. Emissions intensity (visual 1, 4 & 5)

- Of transport, in g/tonne-km or g/piece
- Of facilities, in kg/tonne
- Of sea transport, in g/TEU-km

What breakdown can you see?

You will be able to see the reported data broken down by:

- Visual 1: by origin country, or destination country, or lanes
- Visual 2-5: by top 10 lanes



Interactive visualization by origin / destination / lanes

Absolute emissions & emission intensity of top 10 lanes

9 Page “Input data types”

Purpose:

This page shows the percentage of the absolute carbon emissions that were calculated with each input data type

What reporting KPIs are shown?

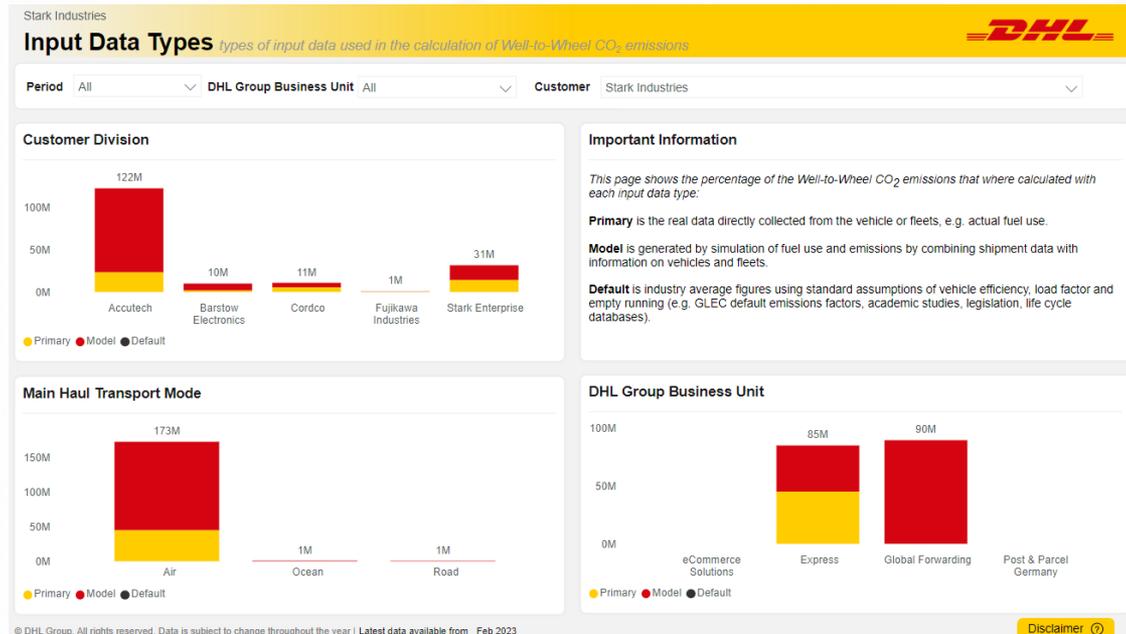
- **CO₂e WtW emissions percentage split** based on the **3 types of input data** (primary / model / default) used in the calculation

Note: primary data are real data collected from vehicles / fleets, thus are a more reliable data source for emissions calculation compared to model or default data

What breakdown can you see?

You will be able to see the reported data broken down by:

- Customer division
- Main haul transport mode
- DHL Business Unit



- **Primary data** are the real data directly collected from the vehicle or fleets, e.g., actual fuel use
- **Model data** are generated by simulation of fuel use and emissions by combining shipment data with information on vehicles and fleets
- **Default data** are industry average figures using standard assumptions of vehicle efficiency, load factor and empty running (e.g., GLEC default emissions factors, academic studies, legislation, life cycle databases)

TOOL FEATURES & STEP-BY-STEP INSTRUCTIONS



Overview of tool functionalities

 Purpose	 Feature	 Description
 Access	1 Access/Log in	Log into the reporting tool and access the dashboard
	2 Export a report as PPT	Export individual dashboard page as a live PPT slide or entire report as a PPT deck
 Consume & extract data	3 Export a report as PDF	Publish the entire report to PDF format
	4 Export data as Excel	Export data of a specific visual in Excel format
	5 View visual data as a table	Display data of a specific visual in a tabular form
	6 Filter data	Filter the data by one of the given parameters (e.g. reporting period, mode of transport, origin/destination country) and slice the data in annual / quarterly / monthly period
	7 Sort data	Change how a visual looks by sorting names or values in alphabetical or ascending/descending order
 View/display dashboard & visuals	8 Spotlight & focus mode	Highlight a specific visual on the dashboard by expanding it to full screen or fading out all other visuals
	9 Dashboard view	Choose to display the dashboard page at the size and width you choose (actual size, full screen, fit to page, fit to width); Adjust the zoom scale of the page
 Collaborate in the tool	10 Subscribe to the report	Receive email notifications with a snapshot and link to the dashboard/report on a pre-set schedule
	11 Bookmark a report	Capture the state of the dashboard which includes the applied settings like filters, slicers, visuals
 Share	12 Print	Print a dashboard page or a specific visual
	13 Generate QR code for report	Create a QR code for the report for sharing

For users with
granted access

1 Log in to the tool (for the 1st time)

Step-by-step instructions

A For users with Microsoft company email address:

1 Go to this [link](#) to access the dashboard and follow the on-screen instructions to verify your access

B For users without Microsoft company email address:

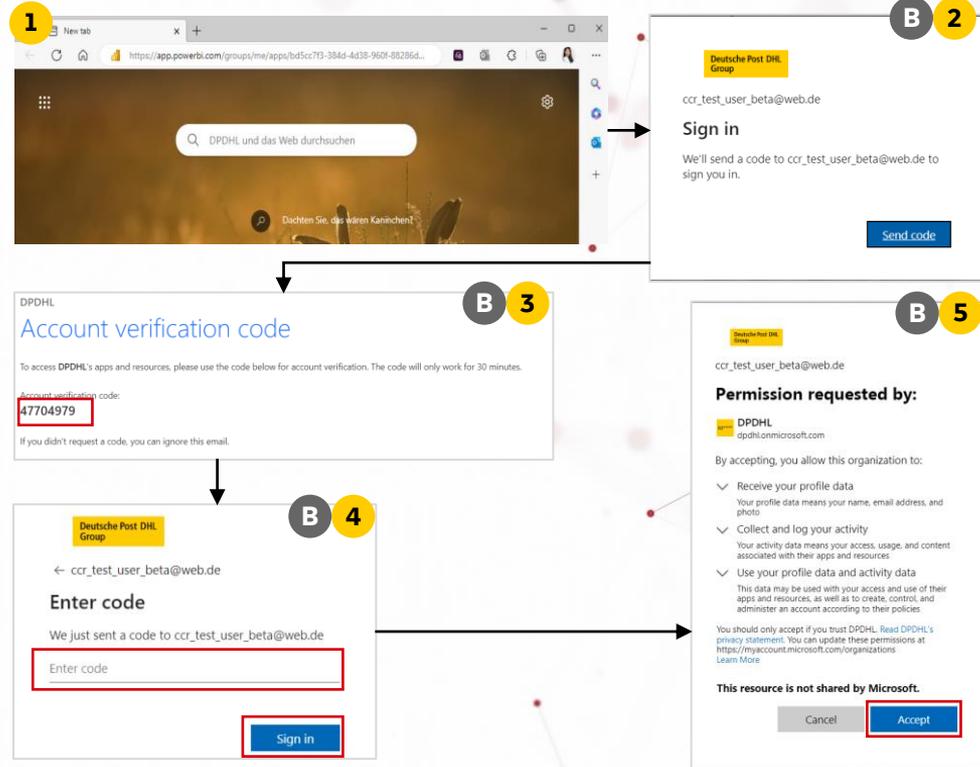
1 Go to this link [link](#) to access the dashboard

2 You're now redirected to the **Microsoft PowerBI login page** and need a **code** to sign yourself in

3 Check your inbox for an email containing **account verification code**

4 Enter the verification code and click **'Sign in'**

5 In the new window, it is required to **accept the Terms of Usage** in order to access the tool. Click **'Accept'** to agree to the conditions and enter the dashboard



1 Search for 'DPDHL und das Web durchsuchen' in the search bar.

B 2 Sign in prompt for 'Deutsche Post DHL Group' with email 'ccr_test_user_beta@web.de'. Click 'Send code'.

B 3 Account verification code page for DPDHL. Code: 47704979.

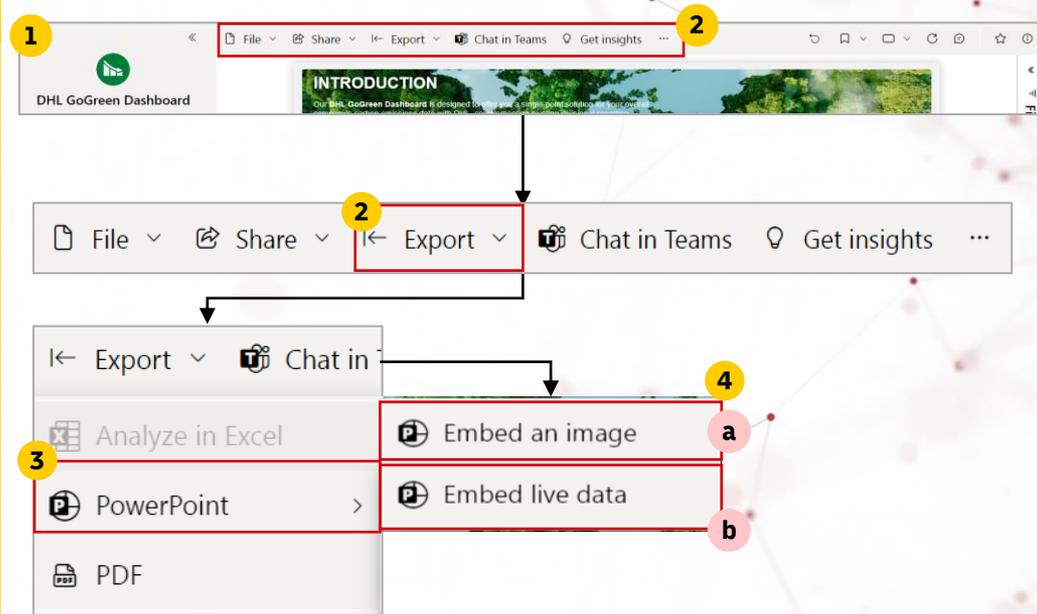
B 4 Email from 'Deutsche Post DHL Group' with 'Enter code' field and 'Sign in' button.

B 5 Permission requested by: DPDHL. Click 'Accept'.

2 Export the report as PowerPoint

Step-by-step instructions

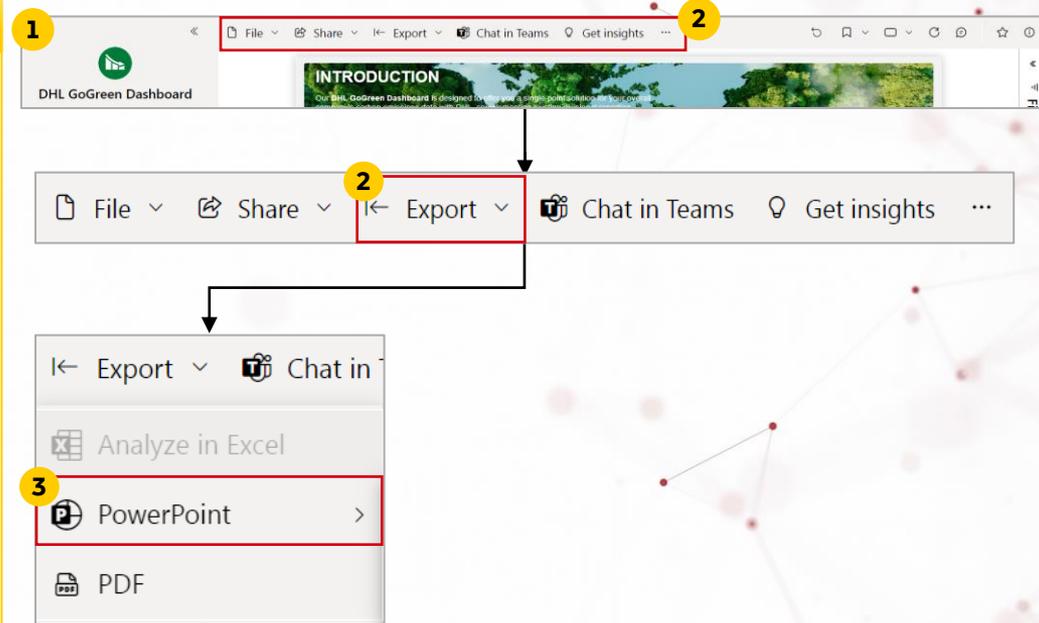
- 1 In the Power BI app, open the **dashboard** that you would like to export
- 2 In the upper left corner, select **'Export'**
- 3 Choose **'PowerPoint'**
- 4 Choose between:
 - a Select **'Embed an image'** if you want to export the report as a PPT file with **fixed screenshots of the entire report dashboards**
 - b Select **'Embed live data'** if you want to export a **specific dashboard page** and **embed it live** directly in a PPT slide. The embedded dashboard can be **modified** and **updated live** from the PPT



3 Export the report as PDF

Step-by-step instructions

- 1 In the Power BI app, open the **dashboard** that you would like to export
- 2 In the upper left corner, select '**Export**'
- 3 Select "**PDF**"
- 4 The file will be **automatically downloaded** and stored in your 'Downloads' folder on your device. Each dashboard page will become an individual page in the exported PDF document.

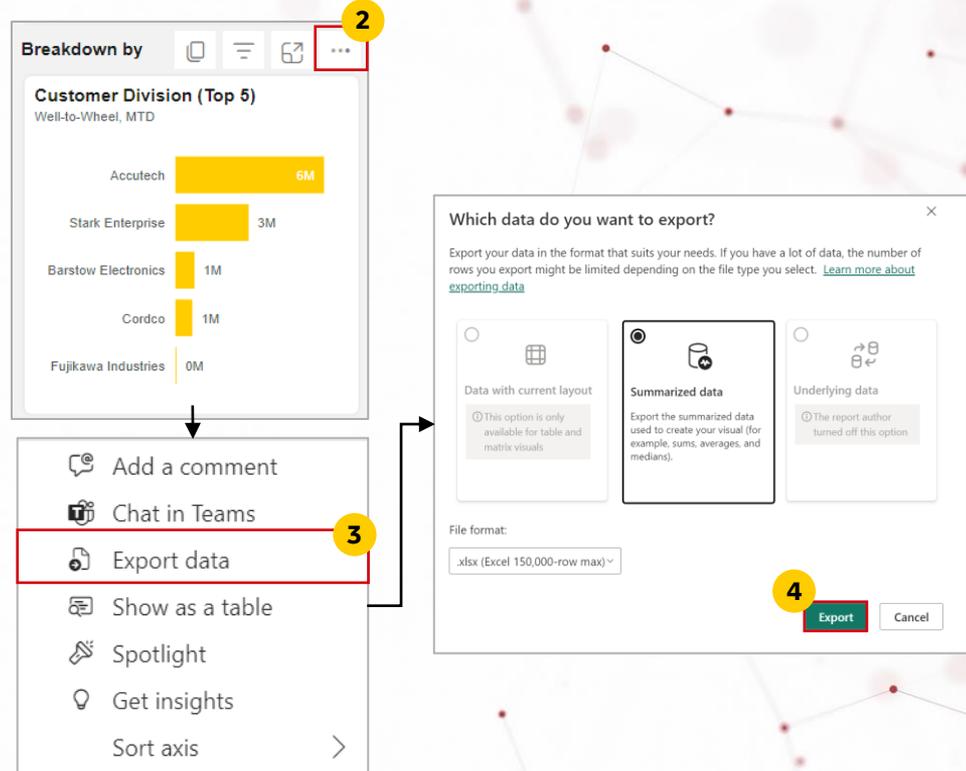


4 Export chart data as Excel



Step-by-step instructions

- 1 **Hover** over a specific **visual** whose data you'd like to export
- 2 Click on the "...” button
- 3 Select **'Export data'**
- 4 In the **pop-up window**, click **'Export'**



Breakdown by

Customer Division (Top 5)
Well-to-Wheel, MTD

Customer Division	Value
Accutech	6M
Stark Enterprise	3M
Barstow Electronics	1M
Cordco	1M
Fujikawa Industries	0M

Which data do you want to export?

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

Data with current layout
This option is only available for table and matrix visuals

Summarized data
Export the summarized data used to create your visual (for example, sums, averages, and medians).

Underlying data
The report author turned off this option

File format:

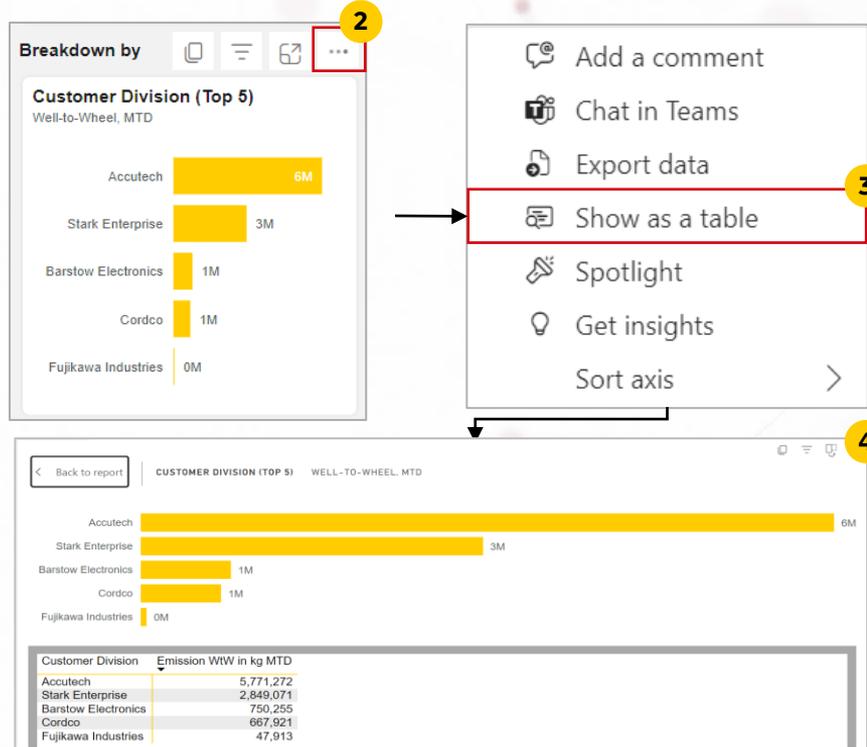
Export Cancel

5 View chart data as a table



Step-by-step instructions

- 1 **Hover** over a specific **visual** whose data you'd like to view as a table
- 2 Click on the "... " button
- 3 Select '**Show as a table**'
- 4 You will be shown the data table directly underneath the relevant chart



Customer Division (Top 5)
Well-to-Wheel, MTD

Customer Division	Emission WW in kg MTD
Accutech	5,771,272
Stark Enterprise	2,849,071
Barstow Electronics	750,255
Cordco	667,921
Fujikawa Industries	47,913

6 Filter and break down the data



Step-by-step instructions

A

To filter your data:

- 1 Find the pane **'Filters'** on the right-hand side of the dashboard and click to open
- 2 Click on the **drop-down arrow** to open the filter you want to use (e.g. Customer)

B

To check which filters are applied on the dashboard:

- 1 Simply open **'Filters'** pane again to view them
OR
- 2 Hover over a specific visual, select the funnel icon **'Filters on Visual'** to see the applied filters and slicers

C

To break down your data:

- 1 Find the **slicers** at the top right corner of the dashboard window
- 2 **Select the breakdown** you want: by year/ by quarter/ by month

The diagram illustrates the steps to filter and break down data in the DHL GoGreen Dashboard. It shows three panels:

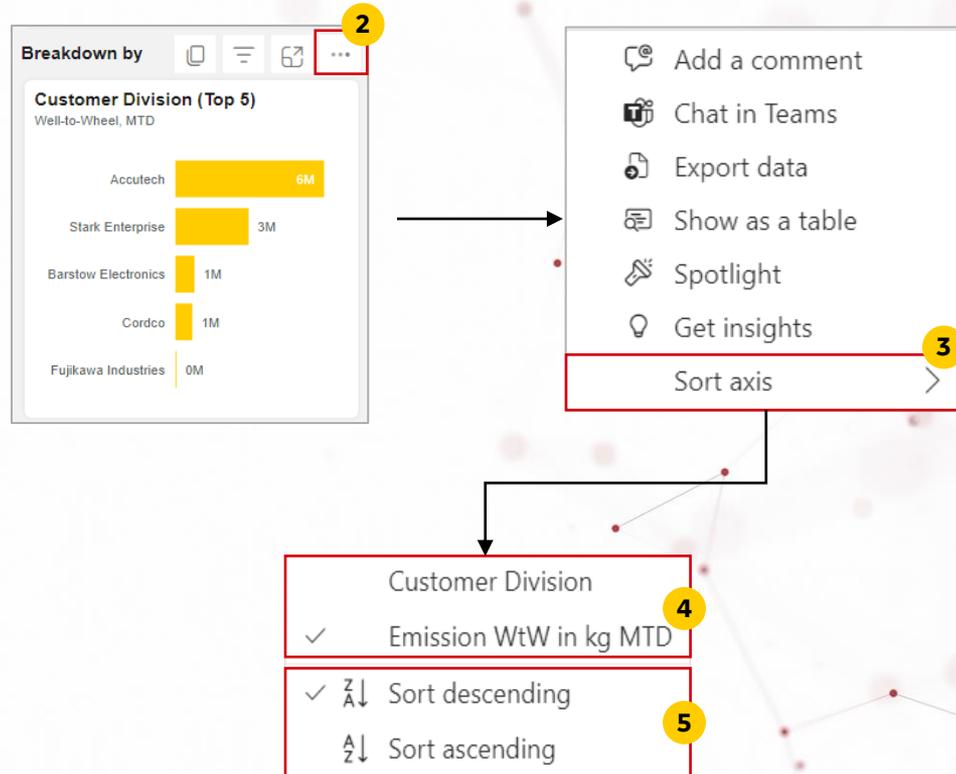
- Panel A:** The 'Filters' pane on the right side of the dashboard. A red box highlights the funnel icon (A1) and a specific filter (A2).
- Panel B:** The 'Filters on this visual' pane, which shows the filters applied to the current visual (B1).
- Panel C:** The 'Breakdown by' pane, where a user selects a breakdown option (C1) and then a specific option (C2).

7 Sort data



Step-by-step instructions

- 1 **Hover** over a specific visual whose data you'd like to sort
- 2 Click on '...' button
- 3 Select '**Sort axis**'
- 4 In the **pop-up menu**, select the data parameter that you want to sort
 - For example: DHL BU names or Absolute Emission values
- 5 Then choose **how** you want to sort the data:
 - In the **descending** order (from high to low values; from Z to A)
 - In the **ascending** order (from low to high values; from A to Z)



8 Visual display: Spotlight/Focus mode

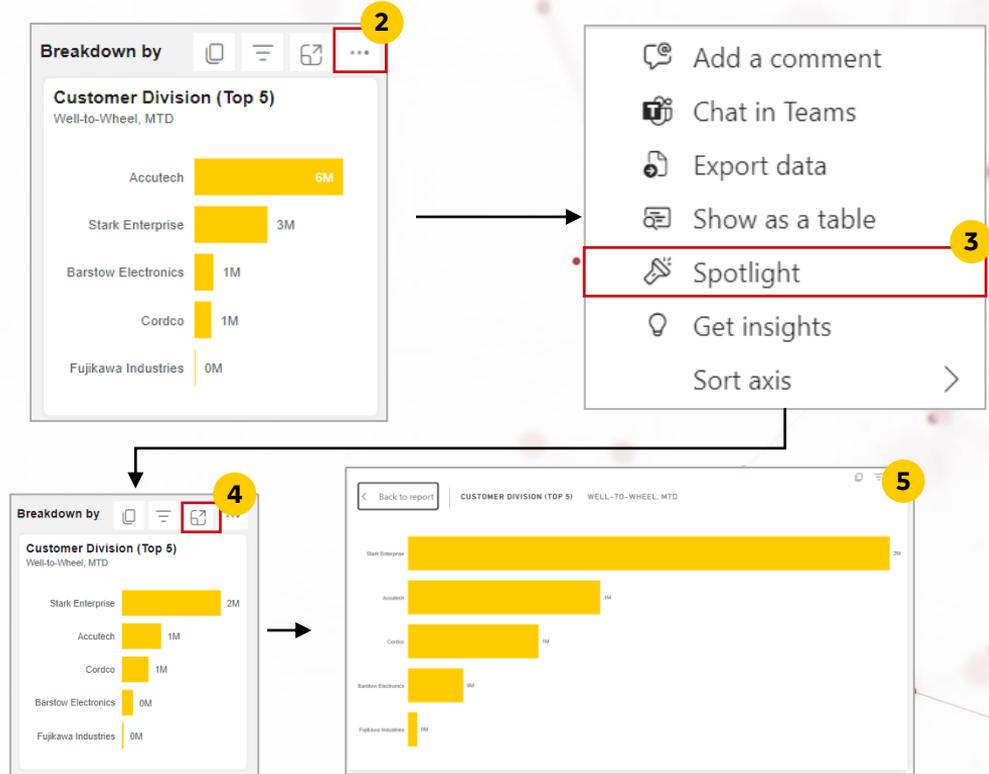
Step-by-step instructions

Spotlight

- 1 **Hover** over a specific **visual** you want to highlight
- 2 Select **'...'** button
- 3 Select **'Spotlight'**
- 4 The selected visual is **highlighted**, which causes all other visuals on the page to **fade to near transparency**

Focus mode

- 1 **Hover** over a specific **visual** you want to highlight
- 4 Click on **'Focus mode'** button
- 5 The **visual** is now displayed in **full screen**

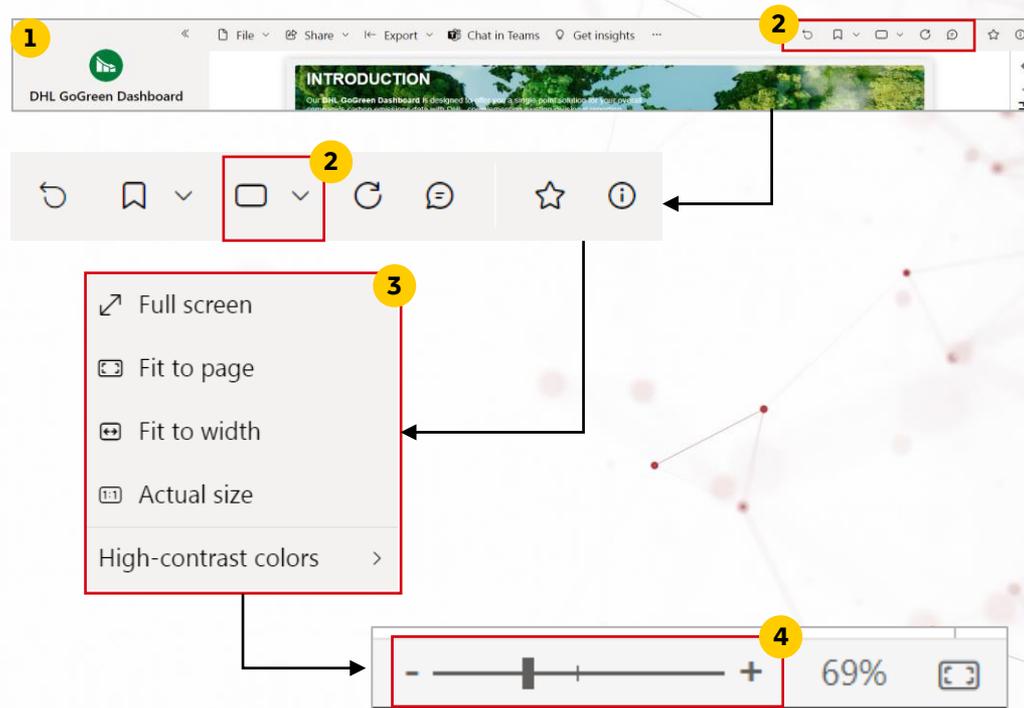


9 Dashboard view



Step-by-step instructions

- 1 In the Power BI app, open the **dashboard** for which you would like to **adjust the dashboard view**
- 2 In the upper right corner, select '**View**' icon
- 3 **Choose** between different modes of displaying the dashboard:
 - **Full screen**
 - **Fit to page**
 - **Fit to width**
 - **Actual size**
- 4 You can also **zoom in/zoom out** on the dashboard by **adjusting the scale** at the bottom right of the window

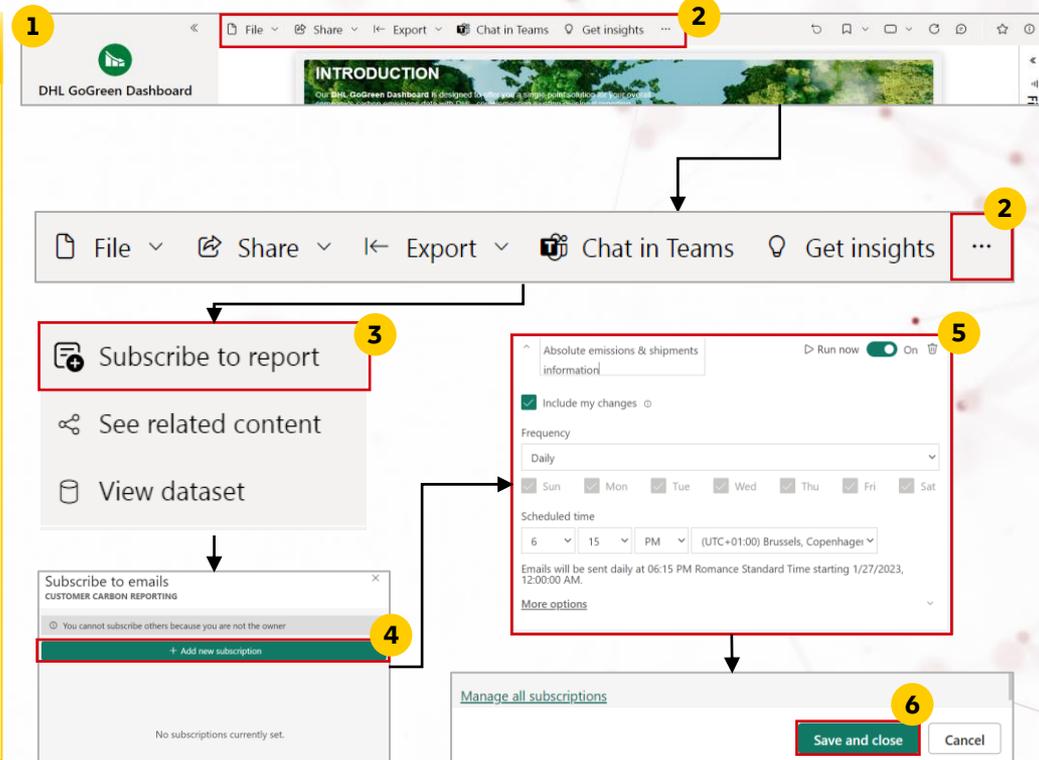


10 Subscribe to the report

Step-by-step instructions

i This feature allows you to be notified via email on a schedule you specify. The email will include a snapshot of the dashboard and link to the report / dashboard

- 1** In the Power BI app, open a **dashboard of the report** to which you'd like to subscribe
- 2** In the upper left corner, click on "..."
- 3** Select '**Subscribe to report**'
- 4** In the pop-up pane, click '**Add new subscription**'
- 5** Fill out the details of your **subscription preferences**:
 - Frequency (daily/hourly/weekly/monthly/after data refresh)
 - Preferred scheduled time for the email
- 6** Click '**Save and close**' to save your subscription



1 In the Power BI app, open a **dashboard of the report** to which you'd like to subscribe

2 In the upper left corner, click on "..."

3 Select '**Subscribe to report**'

4 In the pop-up pane, click '**Add new subscription**'

5 Fill out the details of your **subscription preferences**:

- Frequency (daily/hourly/weekly/monthly/after data refresh)
- Preferred scheduled time for the email

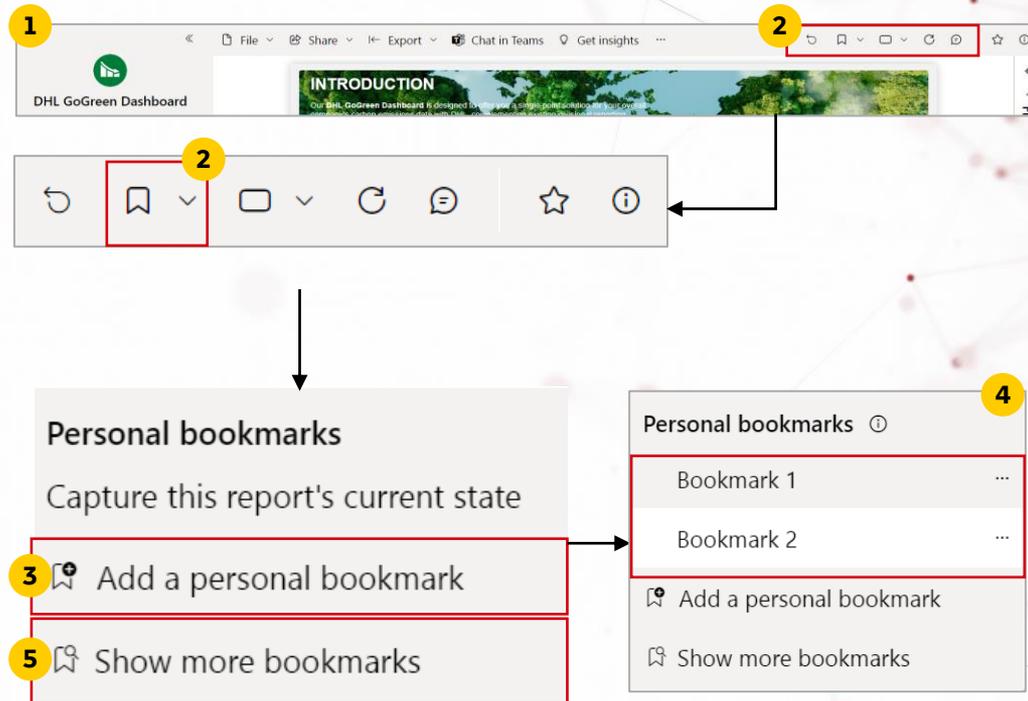
6 Click '**Save and close**' to save your subscription

11 Bookmark the report



Step-by-step instructions

- 1 In the Power BI app, open the **dashboard** that you would like to bookmark
- 2 In the upper right corner, click on the **bookmark icon**
- 3 Select '**Add a personal bookmark**' to bookmark the current status & view of the report (including the visual breakdowns, applied filters, slicers)
- 4 To see your saved bookmarks, click on the bookmark icon again
- 5 To see all saved bookmarks, click '**Show more bookmarks**'



1

2

2

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Personal bookmarks

Capture this report's current state

Bookmark 1 ...

Bookmark 2 ...

Add a personal bookmark

Show more bookmarks

12 Print a dashboard page or a visual



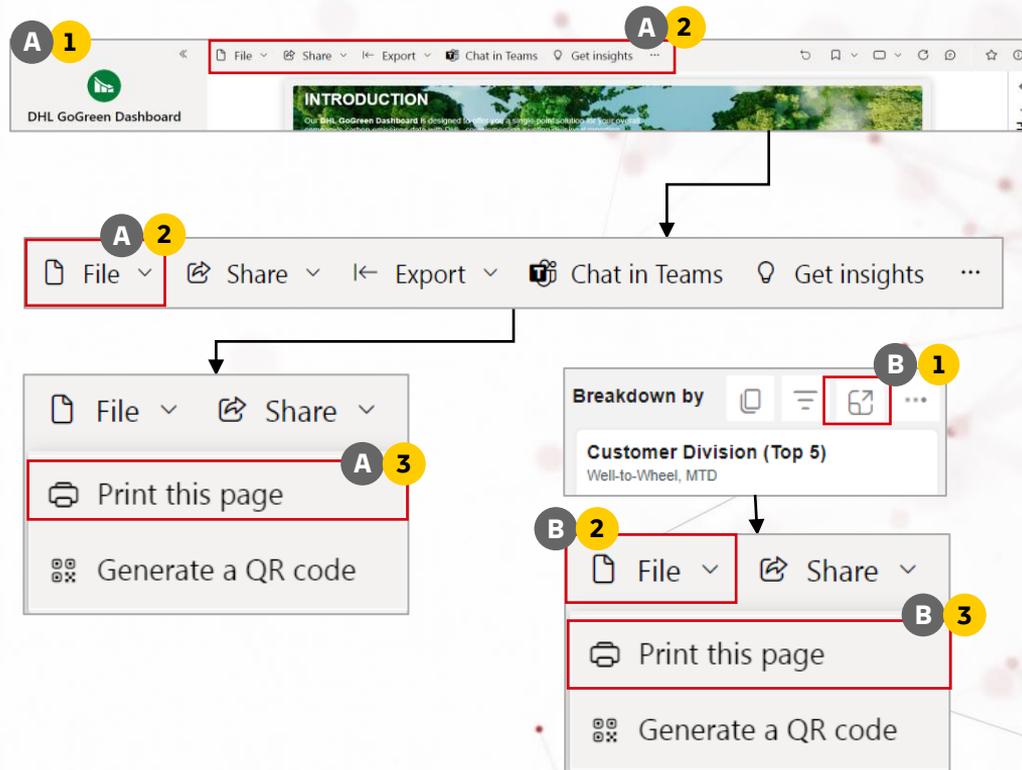
Step-by-step instructions

A Print a dashboard page:

- 1 In the PBI app, open the **dashboard** that you would like to print
- 2 In the upper left corner, select '**File**'
- 3 Select '**Print this page**' to print the current dashboard page. Follow further printing instructions of your device to start printing

B Print a specific visual:

- 1 Open the visual in **focus mode** by hovering over it and selecting the **Focus icon**
- 2 The visual will be now displayed in full screen. Click on 'File' from the upper left corner
- 3 Select 'Print this page' to print this specific visual

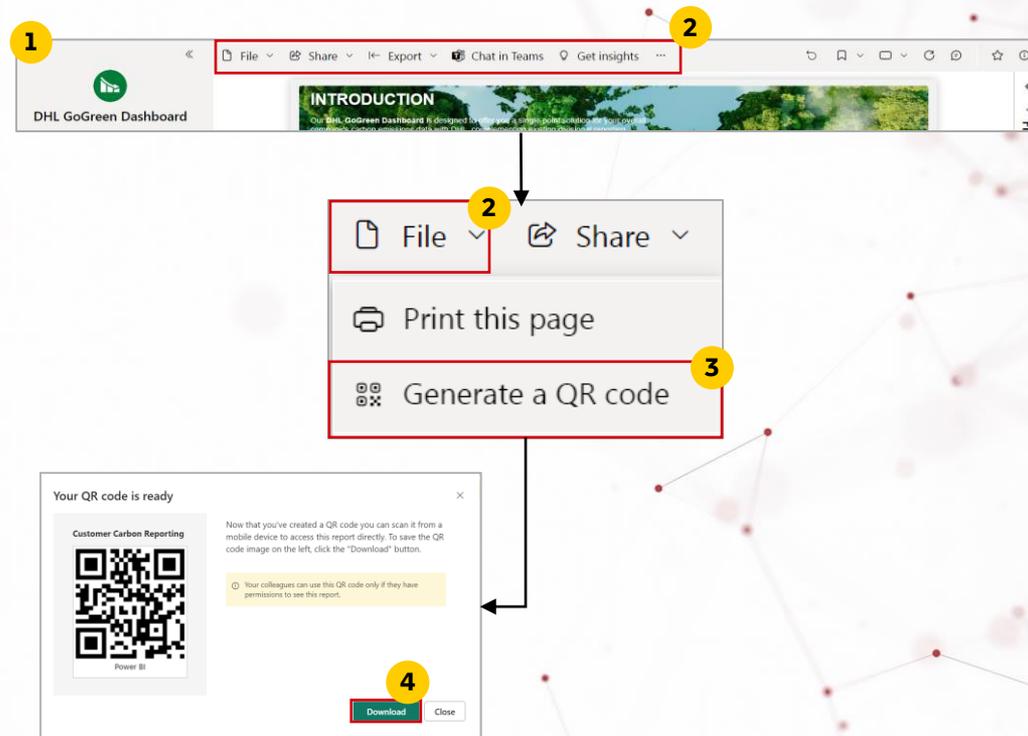


13 Generate a QR code for report



Step-by-step instructions

- 1 In the Power BI app, open a **dashboard of the report** for which you want to generate a QR code
- 2 In the upper left corner, click on **'File'**
- 3 Select **'Generate a QR code'** which can be shared with others and will allow **direct access** to the report
*Notes: only those **with permission** to see the report can use this QR code to access it*
- 4 To save the QR code, click **'Download'**



The screenshot illustrates the process of generating a QR code for a report in the DHL GoGreen Dashboard. It is divided into four numbered steps:

- 1**: The dashboard is open in a browser window. The title bar shows "DHL GoGreen Dashboard" and the page content includes an "INTRODUCTION" header.
- 2**: The "File" menu is opened in the upper left corner of the dashboard.
- 3**: The "Generate a QR code" option is selected from the "File" menu.
- 4**: A dialog box titled "Your QR code is ready" is displayed. It shows a QR code for "Customer Carbon Reporting" and a "Download" button. A note states: "Now that you've created a QR code you can scan it from a mobile device to access this report directly. To save the QR code image on the left, click the 'Download' button." A warning message says: "Your colleagues can use this QR code only if they have permissions to see this report."

IMPORTANT USAGE INFORMATION

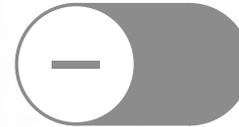


What are you **allowed** and **not allowed** to do with the **report data**



You **should**...

- Keep the **access link & login data confidential** and protect from unauthorized access or use
- Treat the **report data as indicative** only (unless specifically marked otherwise)
- Use the data for **internal purposes** only
- **Use the confidential data** for the **purpose it was provided to you**
- **Notify gogreen@dhl.com** in case of **unauthorized access** to the tool or **rules breach** in data usage



You **must not**...

- **Disclose DHL** performance data **externally (outside of your organization)**

User Management Process

How can I **get access** to the dashboard for **me/my colleague**?

1. Talk to your Customer Manager / Account Manager and express your interest

2. Customer manager submits an internal access request form

3. Internal approval process

4. Target user will receive an **email with Terms of Use** of the dashboard

5. Target user confirms acceptance of the **Terms of Use**

6. Target user will receive a **confirmation email** with the link to access the dashboard

What will happen if I **don't access the dashboard for some time**?

- **Account dormancy check** is carried out **once a quarter**:
 - Inactivity for **over 6 months**: account will be **deactivated**
 - Inactivity for **over 12 months**: account will be **deleted**

Important things to note



When does the report get updated?

- Data update on a **monthly basis**
- **Update timing varies** among the DHL business units:
 - **Express, Supply Chain, Global Forwarding, Freight, eCommerce:** at the end of the following month
 - **Post & Parcel Germany:** 2 months after reporting month



Will there be any time lag in data update?

- **Yes**
- **DHL business units collect, process and prepare the emissions data** in different systems and at different timing intervals



Will the report be audited?

- **Dashboard data** is presented **as-is with monthly refreshes**
- Reports will be **audited by SGS once a year** and will be available in a **“frozen” version** without monthly data refresh

THANK YOU

