

General Information for filling up the sheet													
1	<p>This excel workbook contains a total of 11 worksheets, including: General Information, Instruction, Plants, Capacities, Electricity, Iron & Steel Making, Mills & Others, Summary, Reference, Emission Factor – Purchased Item, and Verification.</p> <p>Note: The sheet developed for calculation for t CO₂/tfs has advanced features such as data validation, conditional formatting, and interlinked worksheets functionalities which are not fully supported in free or basic editions of MS Office, they are only supported on licensed versions of Office 365</p>												
i	<p>Details and data should be entered only in the following worksheets:</p> <p>a. Plants: The facility should be selected from the dropdown menu that appears on the right side of each cell (Cells E3 to E73) in Column E as "Yes" or "No" based on plant availability.</p> <p>b. Capacities: (i) The general plant details should be entered in Rows 2 to 26. (ii) The names of available facilities will automatically appear in the Site Summary section (Cells E28 to E35) based on plant availability. (iii) The financial year for annual production capacities should be selected from the dropdown menu in Cell F38. (iv) The annual production capacities should be entered in active (white-highlighted) cells in the Site Details section (Cells F39 to F114).</p> <p>c. Electricity: Data should be entered only in blue colour highlighted cells.</p> <p>d. Iron & Steel Making: Data should be entered only in blue colour highlighted cells based on availability of facilities in the plant.</p> <p>e. Mills & Others: Data should be entered only in blue colour highlighted cells based on availability of facilities in the plant.</p> <p>f. Emission Factor – Purchased Item: The upstream emission factor for purchased items should be entered by plant in the sheet.</p> <p>g. Verification: Data should be entered by the plant or a verifying agency. It must include details for all available raw materials and fuel types, including opening stock, closing stock, consumption, purchases, imports and exports.</p>												
ii	The remaining worksheets — Summary, Reference are for internal use only and should not be filled out by the user.												
2	<p>Colour Codes for the cells</p> <table border="1"> <tr><td></td><td>Text or Numerical value</td></tr> <tr><td></td><td>Automatically filled</td></tr> <tr><td></td><td>Please enter numeric value</td></tr> <tr><td></td><td>Formula Protected</td></tr> <tr><td></td><td>Remarks or Source</td></tr> <tr><td></td><td>Inactive cell or not entered</td></tr> </table>		Text or Numerical value		Automatically filled		Please enter numeric value		Formula Protected		Remarks or Source		Inactive cell or not entered
	Text or Numerical value												
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3	"Instruction" Sheet												
4	"Plants" Sheet												
5	"Capacities" Sheet												
6	"Electricity" Sheet												
7	"Iron & Steel making" Sheet												
8	"Mills & Others" Sheet												
9	"Summary" Sheet												
10	"Reference" Sheet												
11	"Emission Factor-Purchased Item" Sheet												
i.	Plant must provide emission factors for purchased raw materials, fuels (for direct emissions), and upstream emission values.												
ii.	All relevant emission factor data must be entered directly into this sheet by the plant.												
12	"Verification" Sheet												
13	The data should be filled in according to the unit specified in the corresponding cell. Ensure that the values entered match the unit provided for each field, whether it's in terms of quantity,												
14	Based on the data filled in by the plant, the relevant documents must be prepared, and all associated records should be organized and kept ready for the verification process. All supporting												
15	Steps to Enable Data Entry in the "Iron & Steel Making" and "Mills & Others" Sheets												
a.	In the "Plants" Sheet-												
	* Start by selecting "Yes" or "No" for each facility.(which is available in your Premises)												
b.	In the "Capacities" Sheet-												
	* Fill in the general details of the plant first.												
	* Once facilities are selected in the "Plants" sheet, the corresponding ones will appear as green-highlighted cells in the Site Summary section.												
	* Use the dropdown menu in Cell F38 to select the financial year for which you want to enter the annual production capacity.												
	* Based on your selection:												
	* Enter the Annual Production Capacity for the selected financial year.												
c.	In the "Iron & Steel" and "Mills & Others" Sheet-												
	* Now, we will be able to entry data in the "Iron & Steel Making" and "Mills & Others" Sheets.												