envoria

Envoria ESG Reporting Software

Product Specific Terms

As of January 01, 2025

Envoria offers the comprehensive browser-based application "Envoria" as a Software-as-a-Service (SaaS) solution, enabling users to collect, process, and manage ESG data for non-financial reporting.

This product description outlines the features available with the basic license and the specific modules, as well as the usage of the software. The solution of Envoria is modular, comprising the following modules:

- ESG Reporting
- EU Taxonomy
- Climate Risk Analysis
- Emission Management
- Disclosure Management
- Whistleblowing & Complaints Management
- Lease Accounting
- Revenue Accounting

Content

Overview

Envoria is a comprehensive software solution for non-financial reporting that helps companies efficiently capture, manage, and analyze their ESG data. The platform enables the mapping of complex organizational structures and the management of detailed data structures, along with the creation of customized reports that meet various standard requirements.

With Envoria, companies can not only fulfill their regulatory obligations but also create transparency and make sustainable decisions. The user-friendly interface and powerful analytical tools make data capture and evaluation a simple and effective process.

User rights

Non-exclusive, non-transferable license for internal use of the software, with details specified in the terms and conditions (see Section 4 "Usage Rights" in the GTCs).

Availability and support

Envoria ensures high software availability and keeps customers informed about relevant maintenance windows and disruptions (see Section 5 "Availability" and Section 8 in the GTCs).

Liability and warranty

Further details in the GTCs (see Section 12 "Liability and Warranty" and Section 7 "Non-Contractual Use, Compensation" in the GTCs).

Changes and adjustments

Envoria reserves the right to adapt product-related provisions and software functions, and informs customers of significant changes (see Section 6 "Changes" in the GTCs).

Data protection

Processing of personal data is in accordance with applicable data protection laws; further details are provided in the privacy policy (see Section 9 "Data Protection and Data Processing" in the GTCs).

Updates and documentation

Regular provision of updates and usage instructions to support customers in applying the software (see Section 10 "Updates" in the GTCs).

Scope of product

Provision of the software as a license (SaaS) with guaranteed EU data storage. Customizations and monthly performance adjustments are possible. Optional services such as training and workshops can be booked, with conditions governed in specific Service Level Agreements (SLA). A detailed feature list is provided below (see additionally Section 2 "Scope of Services" in the GTCs).

Basic functionality

Includes essential functions of the software. For instance, capturing data, adjusting organizational structures, and more.

Modules

Features for
- ESG Reporting (CSRD-compliant data capture and reporting),
- EU Taxonomy (evaluation of economic activities according to EU standards),
- Emissions Management (CO_2 footprint according to the GHG standard),
- Climate Risk Analysis (location-based analysis according to RCP scenarios),
- Whistleblowing & Complaints Management (Complaint channel for Whistleblowing Directive, Supply Chain issues, and others),
- Lease Accounting (Calculation and Posting of Lease Contracts based on IFRS 16 and local Gaaps),
- Revenue Accounting (Calculation and Posting of Customer Contracts based on IFRS 15 and local GAAPs).

Basic license

The basic license includes core data management functions, such as capturing emissions data and utilizing extensive databases.

Organizational structure

Allows for the setup and management of complex organizational structures, including customer and supplier relationships, as reporting units (entities). Each entity serves as a data collection point and can be consolidated. The organizational management feature enables:

- Definition of a hierarchy (e.g., company, division, region, location).
- Automatic data consolidation in higher organizational units when using a tree structure.

Reporting periods

- Reporting periods can be created and managed both retrospectively and prospectively in freely definable time frames.
- Contents can be transferred from one period to the next (e.g., from 2023 to 2024) and further edited or approved there.
- Period data can be displayed comparatively, allowing visualization of historical trends and target achievements for reporting purposes.

Notifications

- Data entry is coordinated via task and action management.
- The management of one-time or recurring data entries is supported by email notifications and an integrated notification system

Search

- Full-text search for efficient work in areas such as dashboards, entity management, EU taxonomy, and emissions databases.

Switch Button or Dropdown

- With the consolidation function, existing values, including conversion functions, can be consolidated and displayed at the selected organizational level.

User

- Task management provides users with specific assignments for data capture, review, and approval, as well as for documenting the progress of actions.
- The user-friendly interface allows for structured task processing, with user access restricted to authorized entities only.

Groups and permissions

A group-based rights management system enables finely tuned permissions control:

- Permission levels include Create, Read, Modify, Request Approval, Comment, and Reset Password.
- Precise control over the visibility and editing rights for specific data points.

Currencies

- Each entity can have its own currency. An unlimited number of currencies can be set with both spot and average exchange rates. Users can manage the source and frequency of updates.

Report types

- The data foundation offers more than just the creation of legally required reports. The report types feature allows custom report formats to be created and specific data to be displayed, such as executive summaries, preliminary reports, or procurement reports.

Logins

- In addition to password login, various SSO Single-Sign-On options are available.

Design and languages

- The design of the interface and data output, such as data visualization, can be customized for each entity.
- Language packages: Envoria has numerous placeholders to enable language packages as needed. EU regulatory requirements are available in all official languages. German and English are pre-installed as standard.

Dashboard and status overviews

- Dashboard data analysis in individually configurable dashboards, divided by organization and department level (by tags), with no-code customizable dashboards for data presentation and analysis in various chart types (e.g., area, line, bar charts).
- Status overviews: Progress overview for CSRD/ESRS, EU Taxonomy, Climate Risk, and Emissions Calculation, with statuses such as "Open," "Filled," and "Approved."

Data exports

- Data can be exported from nearly all data entry points as raw data, structured data, or processed data. Export formats include IMG, XLS, CSV, JSON, PDF, DOC.
- Quick Reports with Excel export: Retrieval and export of all KPIs as an Excel file with filter options.
- Individual reports as a Word document: Integration with SharePoint and Microsoft Word for editing and updating KPIs.

Data imports

- Data from upstream systems, such as unlinked production systems, can be imported as data sets. Partially automated data import from spreadsheets is supported.
- API-first: A universal REST API allows access to all data points, both master and transaction data, within the instance. Depending on available connectors in upstream and downstream software systems, data can be imported and extracted.

Logging of all changes

Logs all changes to values, structures, and settings, including user, timestamp, old and new values, to ensure auditability and data integrity.

Online manual

The online manual, accessible via the help function, provides comprehensive documentation of all relevant software areas.

1. Features per module

1.1. ESG Reporting

CSRD/ESRS process for Double Materiality Analysis

Representation of the methodology for double materiality analysis according to CSRD/ESRS. Enables:

- Definition of scales for evaluation and thresholds for materiality.
- Maintenance of impact materiality and financial materiality.
- Generation of the materiality matrix for visual representation.
- Predefined templates and tools for double materiality analysis enable legally compliant implementation of the ESG reporting process.

CSRD/ESRS KPI management/editing (all KPIs preconfigured)

- Displays all current ESRS KPIs (as per EU requirements) in a list format, including:
  - Fields with types such as text, number, electricity, liquid, etc.
  - Descriptive texts, input of single or list values.
  - Data import and export (via file or Web/REST), supports formats such as IMG, XLS, CSV, JSON, PDF, DOC.
  - File attachments for additional evidence.
  - Approval procedure (four-eyes principle) and comment function for quality assurance.
  - Task linking and consolidation of values from subsidiaries, display of these values.
  - Ability to adjust or add fields or areas (deletion of preset standards is locked). The ESRS KPIs are continuously updated.

GRI Process for Materiality Analysis

Functionality analogous to CSRD/ESRS double materiality analysis, without the maintenance of impact materiality.

GRI KPI management/editing (all KPIs preconfigured)

- Displays all current GRI KPIs, preconfigured in a list format.
- Customizable via the software interface; specific GRI industry standards are available upon request.

Custom KPI management/editing (No-Code customization for ratings, CDP, etc.)

- Ability to add custom "standards" with a custom menu entry (left sidebar) via the software interface.
- All features like “CSRD/ESRS KPI Management/Editing” with the option to add, edit, and delete fields or areas.
    - No-Code Option: Custom standards and KPI sets configurable, e.g., for ratings, CDP.
    - Available field types: FORMULA, DATE, AREA, TEXT, ELECTRICITY, NUMBER, TEXT RANGE, PERCENTAGE, WEIGHT, DROPDOWN, EMISSIONS, CURRENCY, DISTANCE, VOLUME, LIQUID, PASSENGER, TIME, LITERS, TABLE.
    - Extensions possible depending on customer requirements or standard customizations.

Additional features

- Documentation and Logging: Versioning and logging of all values and changes.
- Standard Guidance: Integrated guidelines and information on KPIs from standards (e.g., ESRS, GRI).
- Calculations: Formula fields for automatic calculation of complex and simple KPIs.
- Data Imports: Supports semi-automated import from spreadsheets and manual data management.
- API-first Architecture: REST API enables interaction with all data points (master and transactional data) for seamless integration into upstream and downstream systems.

1.2. EU Taxonomy

EU Taxonomy assessment: taxonomy eligibility and compliance check

Enables the taxonomy eligibility and compliance check with the following steps:

- Create and edit economic activities, including assigning NACE codes (e.g., "Manufacture of cement" or "Construction of buildings").
- Assign taxonomy activities to each economic activity based on the environmental objectives of the EU Taxonomy (updated standards).
- Ability to answer questions for each taxonomy activity, with reasoning and file attachments.
- Add custom help texts for each question in each taxonomy activity via the interface.
- Automatic evaluation of results based on the answered questions.

- Display of linked legal texts and footnotes in a pop-up window (EU publications).
- Approval procedure (four-eyes principle) and configurable comment/note function.

EU Taxonomy financial KPI mapping

Ability to map financial KPIs (revenue, capital expenditures (CAPEX), operating expenses (OPEX)) to economic activities. Import is also possible:

- Import of single and list values via files or Web/REST.
- ERP API: Automated data imports, API sync of ERP KPIs.
- ERP Upload and Edit: Option to manually map financial KPIs or import via Excel.

EU Taxonomy reporting

- Automatic generation of the EU Taxonomy results table based on previous steps (taxonomy eligibility check and financial KPI mapping).
- Option to download the table in XLS format.
- Visualization of revenue, investment, and operating expenses KPIs through graphical views.
- Manual entry and management of KPIs; versioning and logging of all values and changes to ensure data integrity.

Additional features

- Currency conversion: Conversion using closing or average exchange rates.
- Climate risk analysis: Location-based climate risk analysis according to RCP scenarios via the user interface.
- Subject matter updates: Software updates to align with changes to the EU Taxonomy.

1.3. Climate Risk Assessment

Conducting climate risk analyses

Enables the creation and execution of a climate risk analysis with the following steps:

- Create climate risk analyses, including specifying the activity location, the activity radius, and the required climate pathways for the analysis.
- Display of a risk matrix based on the climate risks defined by the EU.
- Adjustment of the risk matrix possible, with classifications ranging from "No risk" to "Red Flag" and the definition of actions and segments.
- Ability to add file attachments for each risk and for the entire analysis.

- Approval process following the four-eyes principle.

Automated request for external risk data based on location

- Option to automatically pre-fill the climate risks defined by the EU in the risk analysis with a single click. The risks are automatically assigned to the appropriate risk levels, ranging from "No risk" to "Red Flag."
- External data is requested for automatic pre-filling, which is typically returned within 2-5 business days and automatically completes the risk classifications in the analysis.

Managing and pre-setting assessment segments, actions, and risks

- Ability to create and edit standard segments and actions before starting climate risk analyses. These standard segments and actions are automatically included in new climate risk analyses.
- Option to adjust (and enable/disable) risks.

1.4. Emission Management

The emissions management module calculates a company's CO_2 footprint, covering Scope 1, 2, and 3 according to the GHG Protocol. Companies can systematically reduce their emissions and track sustainability goals using this module.

Emissions factors

- Access to extensive databases with over 30,000 emissions factors (e.g., UBA, UNFCCC, GHG Protocol, Exiobase, Ademe, Gemis, EEA, EPA). Optional access to around 35,000 emission factors from ecoinvent, custom extensions, and the upload of additional data are possible.

Carbon footprint according to GHG standard

- Capture emissions data to calculate the Corporate and Product Carbon Footprint (CCF and PCF) according to GHG standards.
- Emission calculation by selecting a template, either as a Small CCF (Corporate Carbon Footprint) or CSRD CCF.
- Import of single values and lists via files or Web/REST, with the option to adjust emission factors and the entire input form.
- Automatic calculation of emission values, displayed in the carbon footprint and emissions balance.
- Approval process following the four-eyes principle.

Emissions categories

Assigning emissions factors to Scope-3 categories:

- Downstream: Transport and distribution, processing of sold products, use and end-of-life treatment of sold products, leased assets.
- Upstream: Purchased goods and services, capital goods, fuel- and energy-related activities (not included in Scope 1 or 2), transport and distribution, operational waste, business travel, commuting of employees, leased assets.

Custom emissions factors and templates

- Option to capture custom emissions factors and create carbon footprint calculation templates.
- Modeling the impact of actions on emission values.

Data quality and formula fields

- Marking data quality as the basis for calculations (e.g., Low = Estimate, Medium = Calculation, High = Measurement).
- Using formula fields for automatic calculation of emission values.

Documentation

- Ability to attach documents (e.g., proof, invoices) to the respective key figures for complete traceability.

Templating in emissions calculation

Templating allows for the flexible and user-friendly creation, population, and calculation of carbon footprints (CO_2 values):

- Template selection: Create carbon footprints by choosing from various templates, such as the Small Corporate Carbon Footprint (CCF) or CSRD CCF.
- Population: Fill in the various sections and fields of the carbon footprint according to your needs.
- Data import: Import values or lists via files or directly via Web/REST interfaces.
- Adjustment of emissions factors: Adjust emissions factors as needed, with over 30,000 preconfigured emissions factors available in the software.
- Flexible input mask: Modify the entire input mask to tailor the required sections and fields to your needs.
- Automatic calculation: The software automatically calculates the emission values and displays them both in the carbon footprint and the emissions balance.
- Approval process: The four-eyes principle ensures quality assurance for your entries.

1.5. Disclosure Management

Linking of key figures

Insert and link key figures directly from your Envoria instance into reports. This increases the data integrity and auditability of your reports.

Collaborative working

The integrated, collaborative report editor makes it possible to work together in real time. Users can simultaneously add comments, edit documents and review them.

Design functions

With word processing tools, users can...

- write and customize text (fonts, type style, font colors)
- insert and edit tables
- insert images
- insert shapes

Use of templates

Create customized ESG reports yourself and use them to create templates that you can reuse for other reports. Depending on the package purchased, you can also select from existing report templates (e.g. for CSRD/ESRS).

Export options

Easily export your reports directly to Microsoft Word and PDF. This feature ensures that you can easily share and present your ESG reports in familiar formats.

XBRL tagging (not yet available)

The upcoming XBRL tagging feature allows companies to tag data according to the XBRL standard. This supports standardized, machine-readable financial and sustainability reporting and facilitates compliance with regulatory requirements.

1.6. Whistleblowing & Complaints Management

Secure reporting portal

Provide a user-friendly and secure portal that allows whistleblowers to report incidents anonymously or openly.

Case management

Efficiently track and manage reported cases from submission to resolution, with clear responsibilities and deadlines.

Confidentiality

Ensure that all reports are treated confidentially to protect the identity of whistleblowers and prevent retaliation.

Reporting and analysis

Create reports and analyses of received reports to identify trends and develop preventive measures.

Compliance

Meet legal requirements and international standards in the area of whistleblowing and complaint management by implementing this module.

1.7. Lease Accounting

Contract management

Record and manage all relevant details of your leases, including contract terms, durations and payment schedules.

Automated calculations

Automate the calculation of lease liabilities, rights of use and other related postings to ensure accuracy and efficiency. Preconfiguration possible for IFRS 16 and ASC 842.

Creation of posting journals

Create posting journals from the calculations to import them into your systems.

Reports and Disclosure Statements

Generate reports and values for notes to the financial statements that you need for reporting or other processes.

Integration

Use the full API capability (Web/REST) and specific interfaces to integrate our SaaS solution seamlessly into your existing system landscape.

1.8. Revenue Accounting

Contract management

Record and manage all relevant details of your customer contracts and performance obligations, including contract terms, durations, and payment schedules.

Automated calculations

Automate the calculation of contract assets and liabilities and other related postings to ensure accuracy and efficiency. Pre-configurable for IFRS 15.

Creation of posting journals

Create posting folders from the calculations to import them into your systems.

Reports and Disclosure Statements

Generate reports and values for notes that you need for reporting or other processes.

Integration

Use the full API capability (Web/REST) and specific interfaces to integrate our SaaS solution seamlessly into your existing system landscape.

2. Abbreviations

Abbreviation	Description
CapEx	Capital Expenditure
CO_2	Carbon Dioxide
DNSH	Avoidance of significant impairments (Do No Significant Harm)
DR	Disclosure Requirements
EK	European Commission
EWR	European Economic Area
EFRAG	European Financial Reporting Advisory Group
EFRAG SRB	Sustainability Reporting Board of EFRAG
UVP	Environmental Impact Assessment
EMAS	Eco-Management and Audit Scheme
ESA	European Supervisory Authorities
ESMA	European Securities and Markets Authority
ESRS	European Sustainability Reporting Standards
ESRS 1	European Sustainability Reporting Standard 1 – General Requirements
ESRS 2	European Sustainability Reporting Standard 2 – General Disclosures
ESRS E1	European Sustainability Reporting Standard E1 – Climate Change
ESRS E2	European Sustainability Reporting Standard E2 – Pollution
ESRS E3	European Sustainability Reporting Standard E3 – Water and Marine Resources
ESRS E4	European Sustainability Reporting Standard E4 – Biodiversity and Ecosystems
ESRS E5	European Sustainability Reporting Standard E5 – Resource Use and Circular Economy
ESRS G1	European Sustainability Reporting Standard G1 – Governance
ESRS S1	European Sustainability Reporting Standard S1 – Own Workforce

ESRS S2	European Sustainability Reporting Standard S2 – Workforce in the Value Chain
ESRS S3	European Sustainability Reporting Standard S3 – Affected Communities
ESRS S4	European Sustainability Reporting Standard S4 – Consumers and End Users
EU	European Union
EU-EHS	European Union Emissions Trading System
VZÄ	Full-Time Equivalent
GAAP	Generally Accepted Accounting Principles
THG	Greenhouse Gases
GJ	Gigajoule
GRI	Global Reporting Initiative
GWP	Global Warming Potential
IFRS	International Financial Reporting Standards
ISO	International Organization for Standardization
ISSB	International Sustainability Standards Board
kg	Kilogram
lb	Pound
MDR	Minimum Disclosure Requirement
MWh	Megawatt Hours
NACE	Statistical Classification of Economic Activities in the European Community
NRO	Non-Governmental Organizations
NUTS	Nomenclature of Territorial Units for Statistics
OpEX	Operating Expenditure
PFC	Perfluorocarbons
SBTi	Science Based Targets Initiative
SCE	European Cooperative Society

SDA	Sectoral Decarbonization Approach
SDG	Sustainable Development Goals
SDPI	Sustainable Development Performance Indicator
SFDR	Verordnung (EU) 2019/2088 des Europäischen Parlaments und des Rates (3) (Verordnung über nachhaltigkeitsbezogene Offenlegungspflichten im Finanzdienstleistungssektor – Sustainable Finance Disclosures Regulation)
TCFD	Task Force on Climate-Related Financial Disclosures
TNFD	Task Force on Nature-related Financial Disclosures
UN	United Nations
UNEP	United Nations Environment Programme

Imprint

Contact

Envoria GmbH
Rosa-Bavarese-Straße 3
80639 Munich
Germany

Phone +49 89 9974 0901 0
E-Mail info@envoria.com

https://envoria.com