

End-to-End Implementation Guide for ESG Projects with SAP Sustainability Control Tower

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This Implementation Guide provides a structured and comprehensive overview of the activities required to establish and operate an ESG reporting project in SAP Sustainability Control Tower. It outlines the recommended implementation sequence, clarifies the purpose of each activity, and describes the execution steps necessary to achieve a fully functioning ESG reporting environment.

The guide is designed to support project teams in setting up an ESG reporting project in SAP Sustainability Control Tower, following the implementation lifecycle from initial system provisioning through to reporting and data consumption. It begins with the technical installation and configuration of SAP Sustainability Control Tower on the SAP Business Technology Platform, followed by the initial setup of master data and authorization management. It then covers the subsequent steps of an ESG reporting project: performing a double materiality assessment with a partner solution, defining the reporting scope, and acquiring both quantitative and qualitative ESG data. The guide further addresses extensibility - enabling organizations to tailor SAP Sustainability Control Tower to their specific reporting requirements beyond the SAP-provided standard content - as well as assurance and auditability, analytics and steering, and finally reporting. The guide closes with an overview of API-based data consumption options.

Each chapter explains why the respective step is required in the context of an ESG implementation project and provides guidance on how it is executed within SAP Sustainability Control Tower.

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1. SAP Sustainability Control Tower Installation and Configuration on SAP BTP

To set up SAP Sustainability Control Tower, first the solution needs to be subscribed to on the SAP Business Technology Platform (BTP). This is described in the first part of this chapter (1.1.). After the configuration in SAP BTP, the solution needs to be initialized in SAP Sustainability Control Tower itself. This is explained in the second part of this chapter (1.2.). These two configuration steps are rather administrative and are usually done by IT or governance teams, it does not require a functional understanding of SAP Sustainability Control Tower.

1.1. SAP BTP Configuration and Initial Setup

To enable SAP Sustainability Control Tower on SAP BTP, follow the steps listed below.

1. Setting up the Global Account and Subaccount

First, you must set up your global account and subaccount on SAP BTP.

Procedure

- Navigate to the global account for which you want to create a subaccount.
- Select “Create” and “Subaccount”.
- Enter the following details:
    - Name: A meaningful, unique name
    - Region: One of the available regions
- Select “Create”.

2. Managing Quotas and Entitlements

Assign entitlements to the SAP Sustainability Control Tower subaccounts by adding service plans using the SAP BTP cockpit. To assign entitlements, complete the steps listed below.

Procedure

- From your SAP BTP cockpit, access your subaccount. Select the “Entitlements” section from the navigation pane on the left.
- Choose “Configure Entitlements” to start editing entitlements for your subaccount.
- Choose “Add Service Plans” and, from the dialog, select the service SAP Sustainability Control Tower. Once the solution is selected, you see a list of available plans. Select the plan “standard (Application)” or “tandd (Application)”, based on your license.
- If you plan on using the API, you can also select “standard”.
- Once you're done, choose “Save” to save the changes and exit the edit mode.

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3. Creating a Space

Procedure

- From your SAP BTP cockpit, access your subaccount. Under the section *Cloud Foundry Environment*, select “Enable Cloud Foundry”. In the dialog that opens, you can leave the settings as they are and choose “Create”.
- Now, you can create a space. In the dialog that opens, enter a name for the space. You can “Create” your space with the two space roles that are already preselected.

4. Subscribing to the Application and Services

To subscribe to the application, complete the steps listed below.

Procedure

- From your SAP BTP cockpit, access your subaccount.
- Go to the *Instances and Subscriptions* tab and choose “Create”.
- The *Instances and Subscriptions* dialog box appears, showing multiple entries for various services.
- Choose "SAP Sustainability Control Tower" with the technical identifier “sct” under the *Services* dropdown list.
- Next, select a *Plan*. You can see some options in the dropdown, depending on your license. Start by choosing “standard (Subscription)” for the SAP Sustainability Control Tower application or “tandd” for SAP Sustainability Control Tower Test and Demo, based on your license.
- Choose “Create”.
- Once you are subscribed, choose “Go to Application”. You can now access SAP Sustainability Control Tower.

5. API Service

To subscribe to the API service and gain access to the APIs, complete the steps listed below.

Procedure

- From your SAP BTP cockpit, access your subaccount. Go to the *Instances and Subscriptions* tab and choose “Create”.
- In the *New Instance or Subscription* dialog box, select the “SAP Sustainability Control Tower solution (sct-service-api)” from the Services dropdown.
- Choose “standard (Instance)” from the *Plan* dropdown list. Enter all details as described in SAP Help Portal | Creating Service Instances in Cloud Foundry.
- Create a service key as described in Service Keys.
- You now have the credentials to access all APIs provided by SAP Sustainability Control Tower.

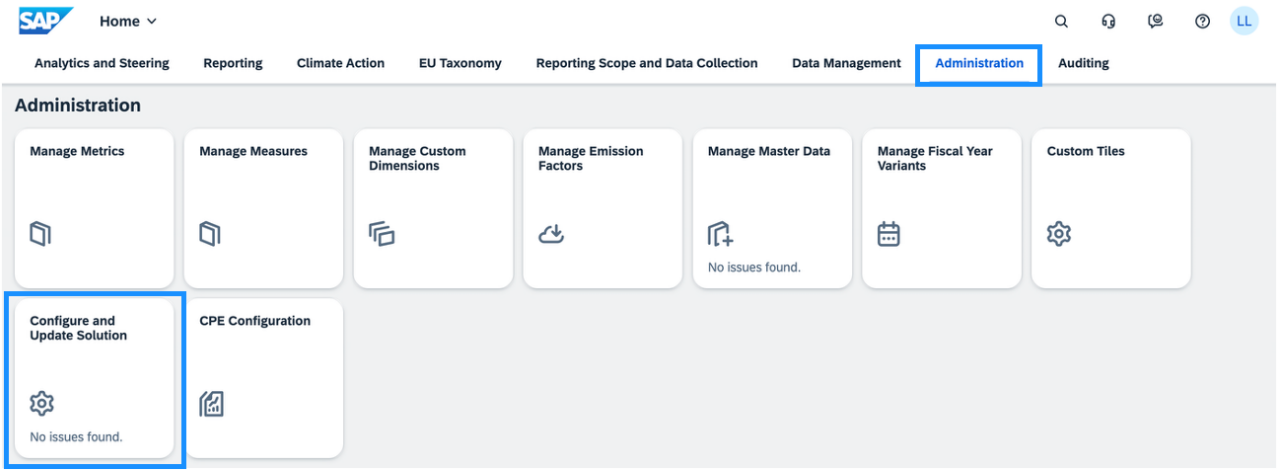
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For more details on the SAP BTP configuration, refer to the documentation on the SAP Help Portal: SAP Help Portal | Initial Setup for SAP Sustainability Control Tower.

1.2. SAP Sustainability Control Tower Installation and Configuration

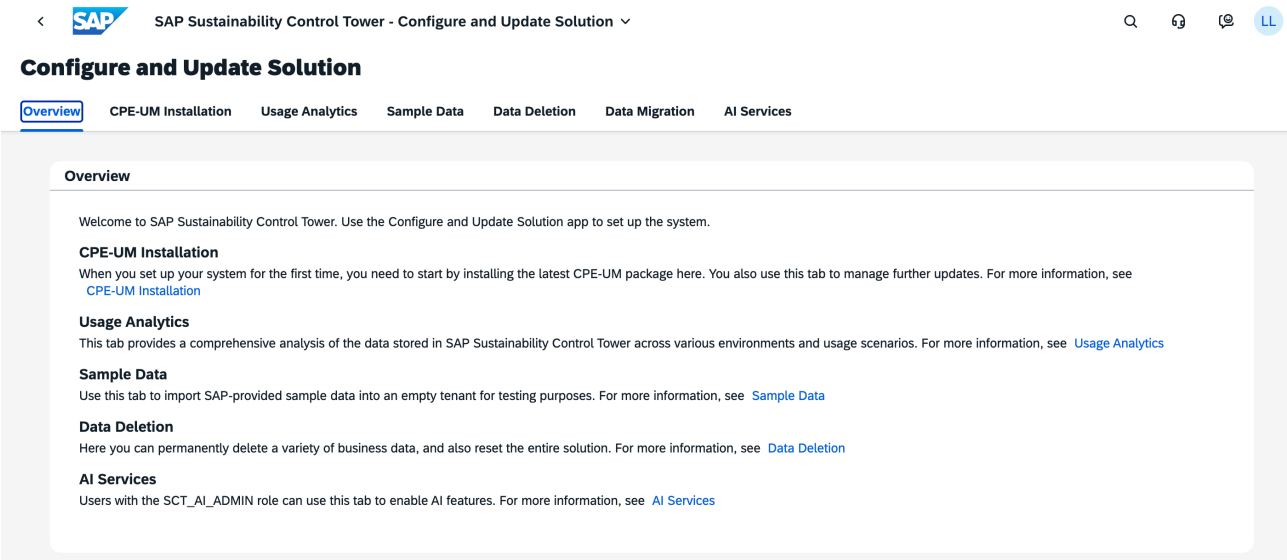
In SAP Sustainability Control Tower, follow the steps in this section for the initial configuration of the solution and to install the required packages.

To access SAP Sustainability Control Tower, use the URL provided to you.
On the SAP Fiori launchpad, go to the *Administration* tab and open the *Configure and Update Solution* tile that takes you to the basic configuration options.



As stated in the *Overview* tab, for a first-time setup of SAP Sustainability Control Tower, you use this application to install the Calculation and Process Engine, Universal Model (CPE-UM). After that, you proceed with the master data upload which is described in the next chapter of this guide (2.2.). Later, use this app to install CPE-UM updates, analyze data stored in SAP Sustainability Control Tower, import SAP-provided sample data, delete some types of data if needed or enable AI features.

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The role of the Calculation and Processing Engine within SAP Sustainability Control Tower

Whereas SAP Sustainability Control Tower is a business-driven solution that places ESG leads, sustainability professionals, and subject matter experts at the center of the end-to-end sustainability reporting and data lifecycle management, the Calculation and Processing Engine (CPE) as an important embedded component within the architecture, acts as an additional calculation and integration layer enabling advanced data transformation and processing capabilities that extend SAP Sustainability Control Tower beyond data aggregation and simple calculations.

CPE enables organizations to define a complex calculation logic required to derive sustainability KPIs and metrics from underlying operational data via guided process steps and activities. This includes data transformations, allocation logic, formula-based calculations, currency conversions and data consolidation processes which end-users can run and trigger on-demand. As a result, SAP Sustainability Control Tower is not limited to presenting pre-calculated indicators; it becomes an active engine for generating standardized, auditable ESG metrics directly within a controlled environment.

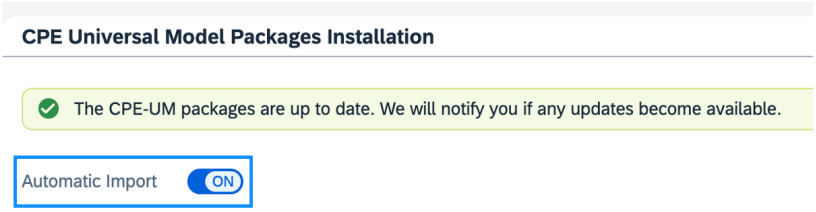
The CPE ensures that calculation logic is transparent, documented and reproducible. By centralizing calculation logic within the SCT data management framework, organizations reduce reliance on decentralized spreadsheets and manual calculations, thereby lowering operational risk and enhancing data integrity.

CPE-UM Installation

To install CPE-UM, go to the *CPE-UM Installation* tab and start the import of new CPE-UM packages by selecting “Update”. If the “Update” button is not visible, ensure that “Automatic Import” is switched off to enable manual import. The status bar informs you about the progress of the import.

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You can set updates to CPE-UM by selecting the automatic import option. In this way, updates occur without any action required on your part.



Using the other tabs in the *Configure and Update Solution* app, such as *Usage Analytics* or *Sample Data,* is not required for the initial setup. For more information on these tabs, refer to the documentation: SAP Help Portal | Using the Configure and Update Solution Application.

After the installation of the CPE-UM packages, you can start with the master data upload via the *Manage Master Data* app as described in chapter 2.2. Before starting with the actual upload, make sure to familiarize yourself with the basic concepts used in SAP Sustainability Control Tower, explained in the next chapter (2.1).

2. Initial Setup and Master Data

With the SAP BTP setup and installation of SAP Sustainability Control Tower completed in the previous chapter, the initial setup and master data configuration represents the first functional step of an ESG reporting project with SAP Sustainability Control Tower. This chapter starts by introducing the key theoretical concepts underpinning SAP Sustainability Control Tower's data model – **Data Provider Interfaces (DPIs), measures, dimensions, and metrics** – as these are essential to understand before beginning the practical configuration. It then walks through the required master data setup steps in the *Manage Master Data* application: defining global parameters, establishing the three reporting structures including hierarchies, and deciding on a snapshot strategy. The chapter closes with an overview of SAP Sustainability Control Tower's pre-delivered regulatory standards and how reporting standards, disclosure requirements, and data points are linked to metrics within the system.

2.1. Theoretical Foundation and Basic Concepts used in SAP Sustainability Control Tower

Before beginning the initial setup – specifically, master data maintenance – it is essential to understand some basic concepts used in SAP Sustainability Control Tower, namely DPIs, including their measures and dimensions, as well as metrics. DPIs form the foundation of SAP Sustainability Control Tower's underlying data model and are used to load data into the system. Accordingly, the following section introduces the concept and structure of DPIs and explains how metrics are derived from them.

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2.1.1. Data Provider Interfaces (DPIs)

A data provider interface (DPI) is a structured mechanism to import data into SAP Sustainability Control Tower. It defines the required data format that the SAP Sustainability Control Tower needs to read and process the data. Data can be imported through a variety of ways, for example, by sourcing data through integrated systems such as SAP Datasphere, or by uploading a CSV file. The different possibilities will be described later in this chapter. Regardless of the method chosen, it's crucial to adhere to the DPI structure.

Currently, 13 DPIs are available in SAP Sustainability Control Tower for different domains. Detailed information about the specific DPIs used within SAP Sustainability Control Tower is provided in the subsequent table.

Domain	Description	Link to SAP Help Portal: DPI Structures
n/a	General measures	General Measures DPI | SAP Help Portal
n/a	Generic	Generic DPI | SAP Help Portal
People	Focusing on individuals and social factors	Injury DPI | SAP Help Portal People DPI | SAP Help Portal
Planet	Focusing on environmental impact	Emissions DPI | SAP Help Portal Energy DPI | SAP Help Portal GHG Removals, GHG Reversals and Carbon Credits | SAP Help Portal Land | SAP Help Portal Resource Use | SAP Help Portal Waste | SAP Help Portal Water | SAP Help Portal
Prosperity	Focusing on economic aspects	Prosperity | SAP Help Portal
Governance	Focusing on organizational integrity, compliance, and ethics	Corruption Incidents | SAP Help Portal

2.1.2. Measures, Dimensions and Metrics

Every DPI consists of a set of **(1) measures** that share mutual **(2a) common dimensions** and **(2b) DPI-specific dimensions**.

(1) Measures: A measure is used to quantify a metric, depending on the measure's specific dimensions. In essence, a measure is the raw quantitative data that you intend to record and track along several dimensions.

Two types of measures exist:

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- SAP-provided: Ready-to-use measures from SAP.
- Custom: User-defined measures to extend the SAP-provided ones (details will be covered in chapter 7.1).

An SAP-provided measure is, for example, “Waste” used for measuring waste, which is essential for tracking environmental impact and optimizing waste management strategies.

- List of all pre-delivered measures

(2) Dimensions: Dimensions are attributes to the measures and serve to further define and specify the measure. A dimension comes with values that provide context and specificity to a measure. With the previously mentioned example of the Waste measure, “Waste Type” is a dimension. For this dimension, three values are specified: hazardous, non-hazardous, and radioactive which refine the data by categorizing the generated waste.

Two types of dimensions exist:

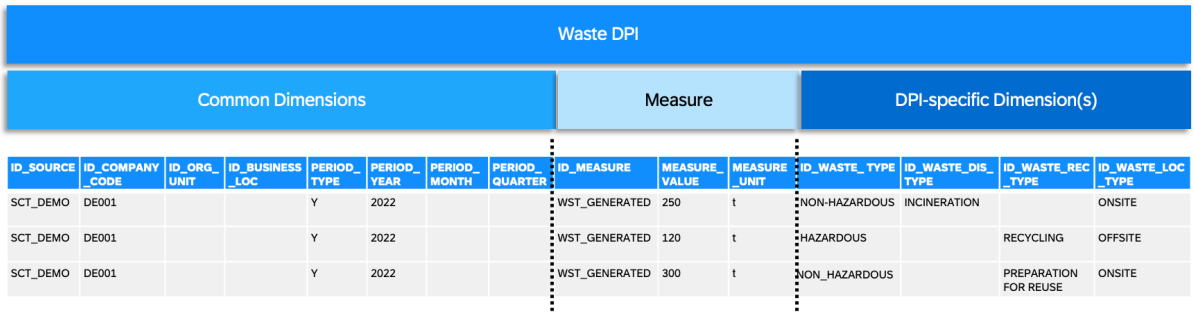
- SAP-provided: Ready-to-use dimensions from SAP, including pre-defined values in the master data, which are read-only and cannot be changed or deleted. You can find the SAP-provided dimensions in the *Manage Master Data* app.
  - List of all SAP-provided quantitative dimensions
  - List of all SAP-provided qualitative dimensions
- Custom: User-defined dimensions to extend the SAP-provided ones. For all DPIs, you can assign up to 20 custom dimensions. These will be explained in chapter 7.1. focusing on extensions.

Dimensions are also differentiated into:

(2a) Common Dimensions: are the same for all DPIs and shared across all metrics, such as three dimensions for the reporting structures (see details in chapter 2.2.2.) or four dimensions to define the periodicity.

(2b) DPI-Specific Dimensions: are related to the DPI domain and are different for each DPI. Using again the example of the measure “Waste”, the DPI-specific dimensions are waste type, waste disposal type, waste recovery type, and waste location type (see the illustration below).

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ID_SOURCE	ID_COMPANY_CODE	ID_ORG_UNIT	ID_BUSINESS_LOC	PERIOD_TYPE	PERIOD_YEAR	PERIOD_MONTH	PERIOD_QUARTER	ID_MEASURE	MEASURE_VALUE	MEASURE_UNIT	ID_WASTE_TYPE	ID_WASTE_DIS_TYPE	ID_WASTE_REC_TYPE	ID_WASTE_LOC_TYPE
SCT_DEMO	DE001			Y	2022			WST_GENERATED	250	t	NON-HAZARDOUS	INCINERATION		ONSITE
SCT_DEMO	DE001			Y	2022			WST_GENERATED	120	t	HAZARDOUS		RECYCLING	OFFSITE
SCT_DEMO	DE001			Y	2022			WST_GENERATED	300	t	NON_HAZARDOUS		PREPARATION FOR REUSE	ONSITE

Figure 1: Example of "Waste" DPI

The "Waste" DPI, for example, includes only one measure which is "Waste". Next to the measure, the common dimensions and DPI-specific dimensions for Waste have been filled out in the example. Based on the combination of measures and common as well as DPI-specific dimensions, a metric is being calculated in SAP Sustainability Control Tower.

Note: the filled Waste DPI in figure 1 is only an extract of an illustrative example. In reality, the DPI would have many more entries.

Metrics

A sustainability metric enriches a measure by integrating its dimensions, yielding more nuanced and often relational insights. As a fundamental component of key performance indicators (KPIs), a metric transforms raw data into a tangible indicator of performance, which can be monitored as per the availability and time frame of the data.

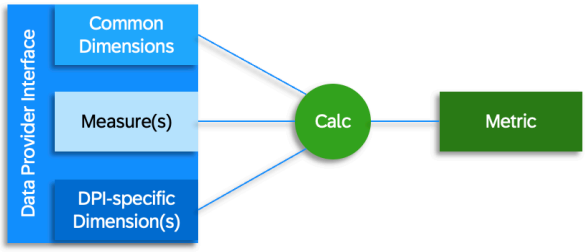


Figure 2: Calculation of Metric in SAP Sustainability Control Tower

Taking again the example of the filled-out Waste DPI, SAP Sustainability Control Tower calculates metrics based on the granular data input on measure and dimension levels. Standard waste metrics in SAP Sustainability Control Tower are, for example, "Total Generated Non-Hazardous Waste Directed to Disposal Operations", "Total Generated Hazardous Waste Directed to Recycling" or "Hazardous Waste" and "Non-Hazardous Waste".

SAP Sustainability Control Tower is designed to support you in your ESG reporting project by providing a set of pre-defined metrics aligned with the European Sustainability Reporting

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Standards (ESRS). These consist of quantitative and qualitative metrics. SAP Sustainability Control Tower currently covers 208 quantitative and 670 qualitative metrics throughout the ESG areas with pre-delivered content. While quantitative metrics are based on measures and dimensions and a respective calculation logic as described in the beginning of this section, qualitative metrics are provided to collect textual information for selected time periods. Supported reference types are narrative text, semi-narrative text, and Boolean (yes/no). An example of a qualitative standard metric in SAP Sustainability Control Tower is “Initiatives Related to Own Workforce to Support SDGs”, mapped to ESRS S1-4 (AR 41).

Two types of metrics exist (for quantitative and qualitative):

- SAP-provided: Ready-to-use metrics from SAP
- Custom: User-defined metrics to extend the SAP-provided ones

There are two types of custom metrics (for quantitative metrics):

- Basic Custom: A metric that is not calculated from a measure. It acts as a result container provided with a name, ID, area of the metric and unit of measure. The calculation methods “sum”, “weighted division”, and “no aggregation” are available.
  Note: Basic custom metrics are pre-calculated manually or in a separate system and uploaded to SAP Sustainability Control Tower.
- Custom: A metric that is calculated using SAP Sustainability Control Tower’s existing measures and dimensions. Using a flexible Formular Builder, you create variables based on measures and dimensions and define custom calculations, applying mathematical operators.

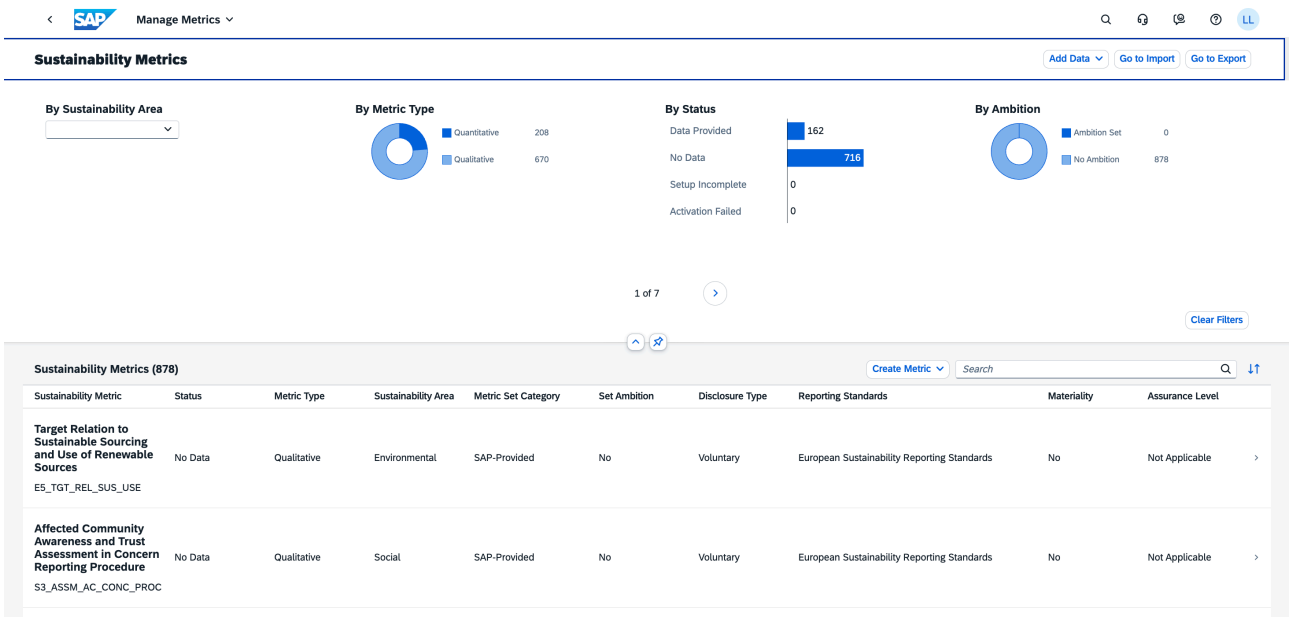
Note: Qualitative metrics are not further differentiated into basic custom and custom metrics.

The capability of creating custom metrics in SAP Sustainability Control Tower enables you to extend the pre-delivered standard content with customer-specific metrics, tailoring the solution precisely to your reporting requirements. The extensibility concept and procedure will be explained in detail in chapter 7 of this guide.

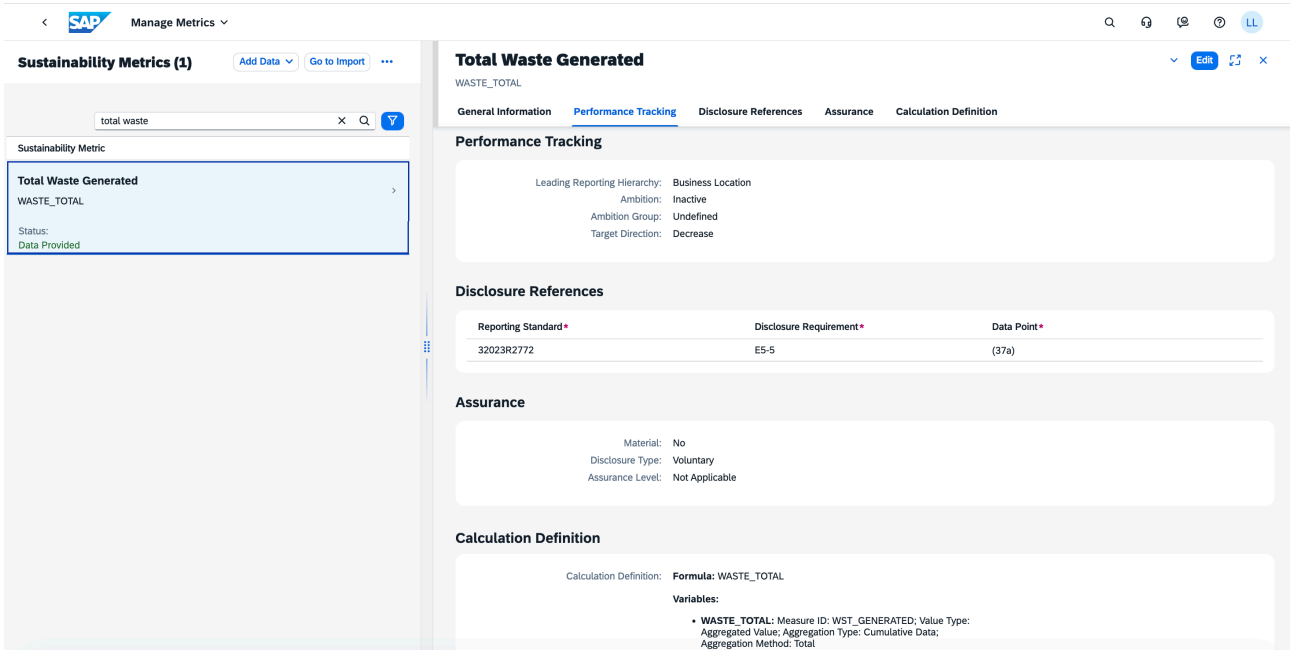
Manage Metrics Application

In the *Manage Metrics* application, you manage SAP-provided sustainability metrics (quantitative and qualitative) as well as configure and manage custom metrics (quantitative and qualitative) to measure your organization's performance in the ESG and economic areas. The application acts as a central repository of all available metrics in SAP Sustainability Control Tower.

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The properties of the metrics include performance tracking, the assignment of the disclosure reference, assurance information and for quantitative metrics the calculation definition.



For performance tracking, the sustainability metrics allow you to identify trends over time, by showing how a specific metric's value increases or decreases. Whether an increase or decrease is desirable depends on the type of metric. For example, a decrease in generated waste has a positive sustainability impact, whereas a decrease in community investments does not.

In the disclosure reference section, the mapping to ESRS data points is predefined for standard metrics. For custom metrics, it needs to be added. The assurance information on materiality, disclosure type and assurance level is maintained by the user as these are customer-specific

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information. The calculation definition is preconfigured for standard metrics. For quantitative custom metrics, the user creates an own calculation definition. The procedure to do so is explained in chapter 7 of this guide.

This section has introduced the core concepts underlying SAP Sustainability Control Tower data model: DPIs define the structure for importing data, measures capture the raw quantitative values, dimensions provide the contextual attributes that further specify those measures, and metrics are calculated from their combination to serve as the actual ESG performance indicators. With this theoretical understanding in place, the following section moves from concept to practice, walking through the master data configuration steps that represent the first hands-on setup activity in an SAP Sustainability Control Tower implementation.

2.2. Master Data Maintenance in the Manage Master Data App

When you first start using SAP Sustainability Control Tower, you need to define some types of master data, configure your global parameters and define a snapshot strategy. Master data is the first data that is brought into the system because it is the prerequisite to use the standard features of the solution.

The master data upload and validation process is performed using the *Manage Master Data* app. You find the app in the *Administration* section in the SAP Fiori launchpad.

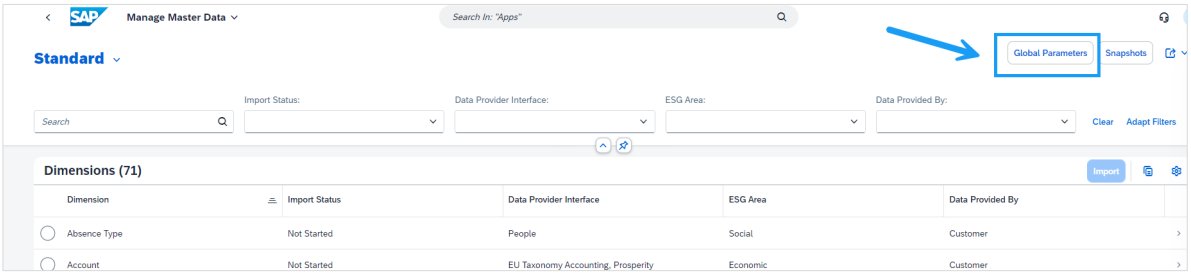
When you first use SAP Sustainability Control Tower, we recommend following the configuration steps in the order described below.

2.2.1. Configure Global Parameters

You need to define your Global Currency (the currency that is used throughout SAP Sustainability Control Tower) and at least one Customer Source system (an ID that is used to identify the source of the data you import).

Configuration process:

- In the *Manage Master Data* app, click on “Global Parameters”.
- Click on “Edit” in the upper right corner to change the currency and customer sources.

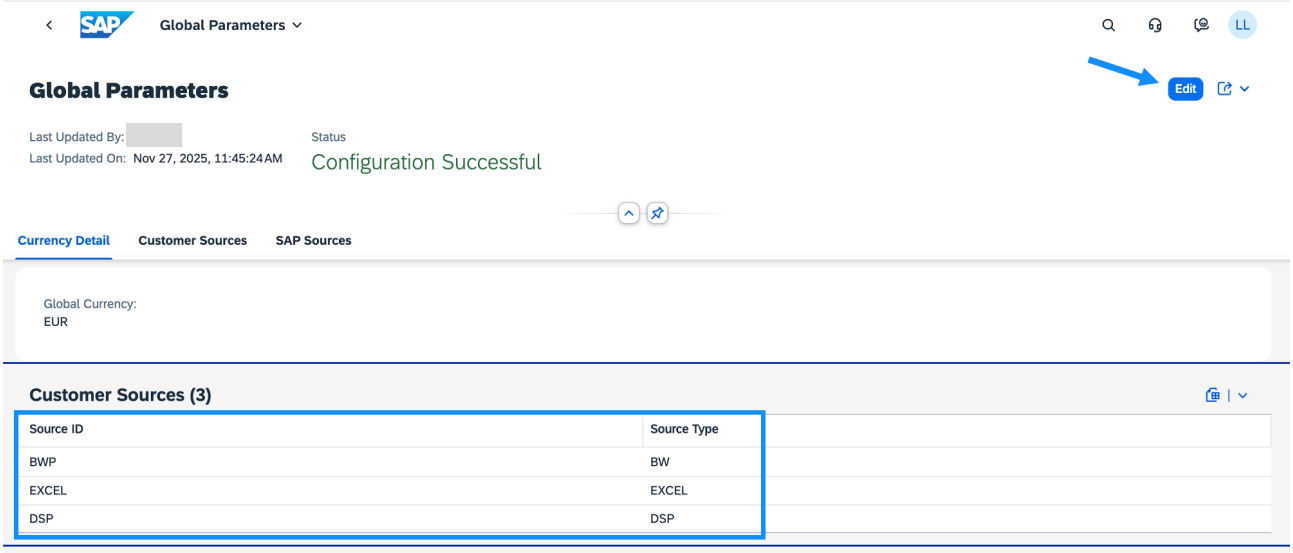


- Specify the global currency, for example, EUR (Important: the global currency cannot be changed after it has been configured).

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- Add *Customer Sources* to maintain the master data of the source types you use to provide data to SAP Sustainability Control Tower, for example, ”EXCEL” as a source ID for the data coming from an Excel upload. Later, when you upload data, you’ll have to fill the field “Source ID” which is checked against the master data of the source types that you maintain in this step.

  Please note that at least one Customer ID Source needs to be added to continue. As the file upload from Excel is a common scenario, it is recommended to at least add “EXCEL” as custom source ID. Other typical source types are “DSP” for data coming from a Datasphere import or “BW” for data coming from a BW system (see screenshot below).



- Once done, click “Save”.
- After clicking on “Save”, the status changes to *Configuration Successful*.

2.2.2. Reporting Structures

In SAP Sustainability Control Tower, there are three reporting structures available: **Business Location, Legal Entity** and **Reporting Line**. These reporting structures are a type of user-defined master data that is used in a variety of reporting contexts in SAP Sustainability Control Tower. They are structured as hierarchies composed of **Nodes** and **Links**. Hierarchies help in the sorting and grouping of the actual data that later gets uploaded. Once actuals for specific metrics are uploaded, they allow data to be filtered according to a selected hierarchy level and allow you to better understand the results of sustainability metrics. Depending on the hierarchy you set up in this step, you are then able to look at the whole picture, for example, your whole organization which would correspond to the top node of one of the organizational hierarchies or, if necessary, focus on the details by looking at a lower level of a hierarchy node, for example, a specific business location. In essence, the reporting structures including hierarchies need to be created as part of the master data setup to be able to analyze your sustainability metrics later along the individual structures of your organization.

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The three reporting structures are described below:

- **Business Location**: describes the physical site and location structure of the organization. This can be a specific site or, on an aggregated level, world regions or countries/regions in case you want to report from multiple sites, which are distributed over various locations.
- **Legal Entity**: describes the legal entity structure of the organization (company codes).
- **Reporting Line**: describes the management structure of the organization (for example, on the lowest hierarchical level are the company's brands which feed into divisions and ending up on the group level as highest hierarchy).

In SAP Sustainability Control Tower, all three reporting structures are modeled as hierarchies consisting of:

- **Nodes**: describe the individual organizational entities (ID, description) and their attributes.
- **Links**: describe the parent-child relationship between organizational entities establishing the structure and flow of the hierarchy. Each link details how nodes are interconnected by specifying the connections between a node and its parent node (via attributes such as IDs, type of relationship).

In general, the reporting structures in SAP Sustainability Control Tower are independent of master data structures from source systems, which provides significant flexibility when setting up a reporting structure that fully reflects the individual reality of your organization. For Business Locations, for example, some organizations map them to plants, while others use them to represent office buildings. Similarly, the depth of the hierarchy can vary: some organizations aggregate Business Locations up to global regions, others only to country or region level.

While this flexibility is an advantage, it also introduces a risk when SAP Sustainability Control Tower is used together with other SAP sustainability solutions: if the reporting structures in SAP Sustainability Control Tower are not aligned with those of connected solutions, hierarchies may need to be reconciled retrospectively, potentially creating significant additional project effort.

Other SAP sustainability solutions, such as SAP Sustainability Footprint Management and SAP Responsible Design and Production, derive their reporting structure from SAP S/4HANA. The two most central organizational entities in SAP S/4HANA are:

- **Plant:** a physical location used in the context of material movement and production.
- **Company Code:** represent the legal structure and the smallest unit in which an organization is divided for financial accounting. Business transactions are processed and evaluated at Company Code level. A company can contain one or more Company Codes, for example, subsidiaries.

SAP Sustainability Control Tower and SAP Sustainability Footprint Management are frequently used together to establish a seamless record-to-report process for sustainability data. SAP Sustainability Footprint Management is the calculation engine. Its core purpose is to leverage

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granular operational data (for example, energy consumption, material purchases, transport logistics) and combine these with emission factors to calculate corporate and product footprints with a high degree of accuracy and auditability. It answers the question: "What are our precise corporate and product carbon footprints, how much waste do we generate in operations, and how much energy do we consume? What are the exact sources for these environmental impacts?"

As many organizations begin their sustainability journey with SAP Sustainability Control Tower and later extend towards SAP Sustainability Footprint Management to obtain more granular ESG data for reporting according to the Corporate Sustainability Reporting Directive (CSRD), it is important to set up reporting structures in SAP Sustainability Control Tower in a forward-looking way, grounded in SAP S/4HANA entities from the start. The following section provides concrete recommendations to support this.

Common Use Case: Corporate Carbon Footprint in SAP Sustainability Footprint Management & ESG Management in SAP Sustainability Control Tower

The Corporate Carbon Footprint calculation in SAP Sustainability Footprint Management is based on one or more Plants, which represent the physical locations of your business. Each Plant is linked to a Company that represents the legal structure. In SAP Sustainability Footprint Management, you can calculate a Corporate Carbon Footprint for different Plants and therefore for different companies. When integrating these Corporate Carbon Footprint results into SAP Sustainability Control Tower, the SAP Sustainability Footprint Management Plants are mapped to Business Locations in SAP Sustainability Control Tower. Consequently, these Plant-related Business Locations must be available in SAP Sustainability Control Tower. In SAP Sustainability Control Tower, Business Locations can be linked to Legal Entities (which correspond to the companies in SAP Sustainability Footprint Management and SAP S/4HANA). To help you set up your systems correctly and ensure seamless integration across SAP's sustainability suite, we provide several recommendations and tips.

Recommendations for projects

To avoid significant project work to (re)align structures between SAP Sustainability Control Tower and other solutions when starting their implementation, it is highly recommended to consider the following when initially setting up SAP Sustainability Control Tower, even if SAP Sustainability Footprint Management or any other solution providing ESG data into SAP Sustainability Control Tower will be implemented at a later stage:

- Define a clear organizational master data hierarchy ownership and governance across different SAP solutions by establishing a small governance body (ERP, Sustainability, Finance, IT) that approves any new node type or hierarchy element in SAP Sustainability Control Tower to prevent the creation of purely "reporting-only" entities that cannot be mapped back to the ERP system.
- Decide early on that the "source of truth" for legal entities and locations is the SAP S/4HANA enterprise structure (Company and Plants) and document this in the SAP Sustainability Control Tower design blueprint and operating model.

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- In case you already have an SAP Sustainability Footprint Management tenant, you could also export this organizational Master Data and transform it into the reporting structure of SAP Sustainability Control Tower (Legal Entity = Company, Business Location = Plant). When importing the data into SAP Sustainability Control Tower, ensure to use the existing ERP codes and IDs instead of inventing new codes in SAP Sustainability Control Tower. However, ideally master data should be exported from SAP S/4HANA directly and then be imported into SAP Sustainability Control Tower.
- Where a business requires aggregation that does not exist in ERP (for example: "Europe"), define these explicitly as hierarchy levels that roll up ERP objects and maintain the mapping table, so each SAP Sustainability Control Tower node has a clear ERP anchor (for example, Company or Plant).
- Align the SAP Sustainability Control Tower reporting scope with the financial consolidation scope and use the consolidation view from SAP S/4HANA Finance or Group Reporting as default top of SAP Sustainability Control Tower Legal Entity hierarchies so that ESG KPIs and CSRD disclosure can be reconciled to financial statements (key for potential future SAP Green Ledger integration).
- It is not advised to use a Reporting Line as the only or leading reporting structure in SAP Sustainability Control Tower for the CO2e measure (EMS_QUANTITY_CO2E). Since the mapping between SAP Sustainability Footprint Management and SAP Sustainability Control Tower takes place between the Plant (SAP Sustainability Footprint Management) and Business Location (SAP Sustainability Control Tower), only relying on Reporting Line is insufficient.
- Some Business Locations do not exist in the ERP system (see the example "German Office Hamburg" in table 1). Reasons can be that they are not relevant for the material movement within ERP. For those locations, it is recommended to create a dummy Plant in SAP Sustainability Footprint Management and copy it to SAP Sustainability Control Tower.

SAP Sustainability Footprint Management		**SAP Sustainability Control Tower**		**SAP S/4HANA**	
Company (CompanyID)	**Plant** (PlantID)	**Legal Entity** (ID_Company_Codes)	**Business Location** (ID_BUSINESS_LOC)	**Company Code** (CompanyCode)	**Plant** (PlantID)
Company A (COMP_A)	Walldorf Plant (WDF)	Company A (COMP_A)	Walldorf Business Location (WDF)	Company Code A (COMP_A)	Walldorf Plant (WDF)
Company A (COMP_A)	Berlin Plant (BER)	Company A (COMP_A)	Berlin Business Location (BER)	Company Code A (COMP_A)	Berlin Plant (BER)
Company A (COMP_A)	Germany Office Hamburg (GOH) = Dummy Plant to be created in SAP Sustainability Footprint Management	Company A (COMP_A)	Germany Office Hamburg (GOH) taken from SAP Sustainability Footprint Management	Company A (COMP_A)	Not existing in ERP (for example, as it's not relevant for movement of goods)

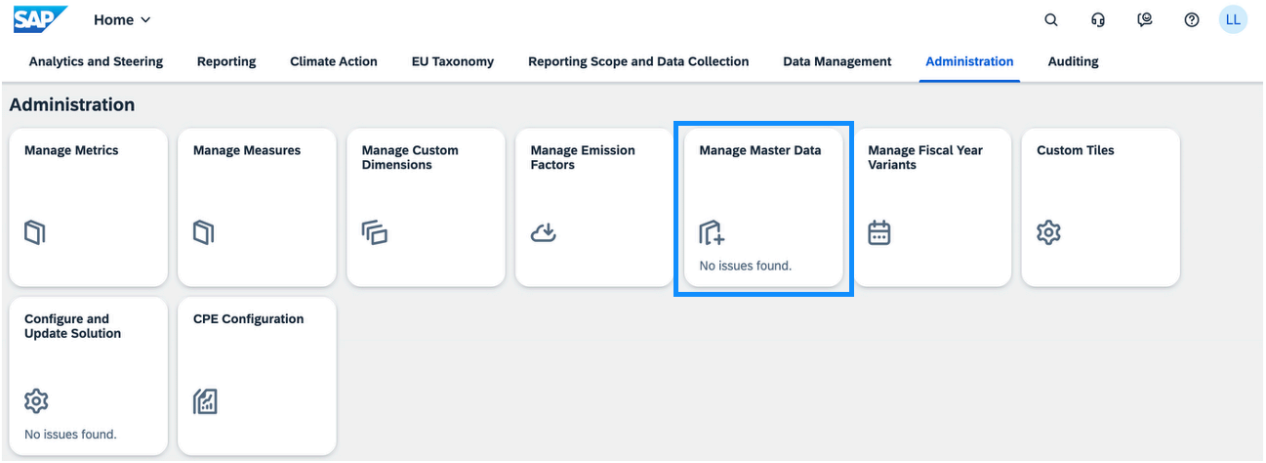
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Table 1: Reporting Structure Example for SAP Sustainability Footprint Management, SAP Sustainability Control Tower, and SAP S/4HANA

For a comprehensive overview of the joint use of SAP Sustainability Control Tower and SAP Sustainability Footprint Management – including the synergies and benefits of combining both solutions, guidance on which solution to start with, data flows between the two systems, and additional recommendations for setting up a future-proof reporting structure – refer to the Joint Product Guidance: SAP Sustainability Control Tower and SAP Sustainability Footprint Management.

2.2.2.1. Import Process for Business Location as Exemplary Hierarchy – Manual Upload with XLSX File

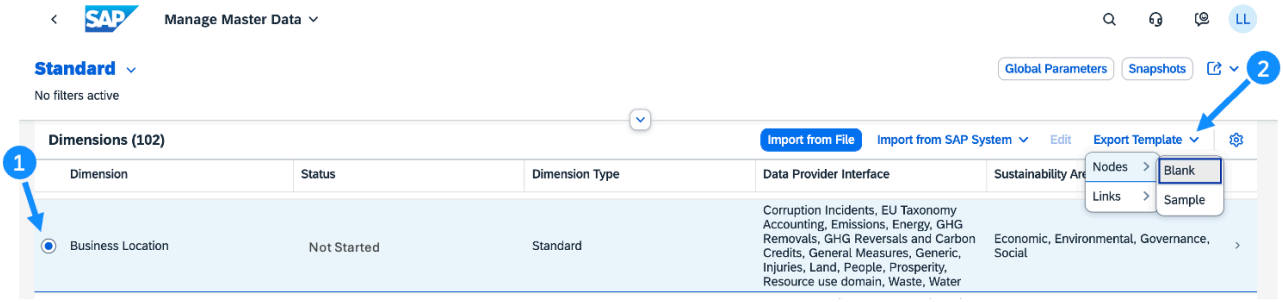
Master data for Business Locations is uploaded using the *Manage Master Data* app. You access the app from the SAP Fiori launchpad under the section *Administration*.



From the list of dimensions, select “Business Location” by clicking on the small circle on the very left of the line. With this selection, the option “Export Template” on the top right of the page will be enabled. You can export templates for Nodes and Links. For both, you have the option to either export an empty template (“Blank”) that is used to be filled with your Business Location data, or you export a template populated with sample data (“Sample”).

To better understand the data upload structure, it is recommended to firstly explore the template filled with sample data. It is also recommended to start with Nodes. The node type identifies the type of real-world entity the node represents, whereas the actual structure is created by the parent-child links that are defined in the links file.

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After clicking “Export Sample Data Template”, a CSV file will automatically be downloaded. For better usability, it is recommended to save the file as an Excel workbook (.xlsx format). Depending on your Excel settings, it might be necessary to separate the text per line into columns by using the “Text to Column” function in Excel.

The downloaded template for Nodes contains a small data set with 12 Business Locations. The first line defines the different dimensions required to maintain the master data. To familiarize yourself with the data structure, the purpose of the central columns is explained in the following.

	A	B	C	D	E	F	G	H
1	ID_BUSINESS_LOC	NAME_BUSINESS_LOC	ID_COUNTRY_CODE	VALID_FROM	VALID_TO	ID_NODE_TY	ID_SOURCE	ID_LEGAL_ENTITY
2	130100	Business Country Germany		01.01.00	31.12.99	BusCountry	SCT_DEMO	
3	120000	Business Region LATAM		01.01.00	31.12.99	BusReg	SCT_DEMO	
4	130101	Munich	DE	01.01.00	31.12.99	BusLoc	SCT_DEMO	DE001
5	130102	Berlin	DE	01.01.00	31.12.99	BusLoc	SCT_DEMO	DE001
6	110000	Business Region AMER		01.01.00	31.12.99	BusReg	SCT_DEMO	
7	120100	Business Country Mexico		01.01.00	31.12.99	BusCountry	SCT_DEMO	
8	130000	Business Region EMEA		01.01.00	31.12.99	BusReg	SCT_DEMO	
9	120101	Mexico City	MX	01.01.00	31.12.99	BusLoc	SCT_DEMO	MX001
10	110101	New York	US	01.01.00	31.12.99	BusLoc	SCT_DEMO	US001
11	110100	Business Country USA		01.01.00	31.12.99	BusCountry	SCT_DEMO	
12	110102	Los Angeles	US	01.01.00	31.12.99	BusLoc	SCT_DEMO	US001
13	100000	Business Region Global		01.01.00	31.12.99	BusReg	SCT_DEMO	

Business locations are specific to SAP Sustainability Control Tower. This concept is not referring to an existing structure, for example, when used in an ERP system, it should rather describe the physical locations you plan to reflect in your reporting.

Typically, you describe on the lowest level the location of plants, sites or office buildings. In the sample data, these are cities, for example, Munich, Berlin, Mexico City. This relates to the lowest Node type “BusLoc” (= Business Location) in column F. On the next level, you can define the countries/regions of these locations, for example, “Business Country Germany”, “Business Country Mexico” which relate to the node type “BusCountry” (= Business Country/Region) in column F. The countries/regions can be summarized in Business World Regions, for example, “Business Region EMEA” or “Business Region LATAM”, indicated with the node type “BusReg” in column F. On the highest level, there should always be one top node as a single-entry point. In the sample data, it is “Business Region Global” under which the three Business World Regions are summarized. The top Node also has the node type “BusReg”. It means that you can have a hierarchical structure within one node type.

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In summary, these are the three node types available in SAP Sustainability Control Tower in hierarchical order:

1. BusReg - Business World Region
2. BusCountry - Business Country/Region
3. BusLoc - Business Location

In the “Node” file, you list all your Business Locations with the related node types. This is firstly a complete, flat list. Later, in the “Links” template, you define the parent-child relationship between the locations.

For the IDs, it is recommended to establish a naming convention that reflects the hierarchical structure of the Business Locations. The naming convention applied to the sample data is explained for the Business Location “New York”. Based on that logic, unique IDs are created for the other locations.

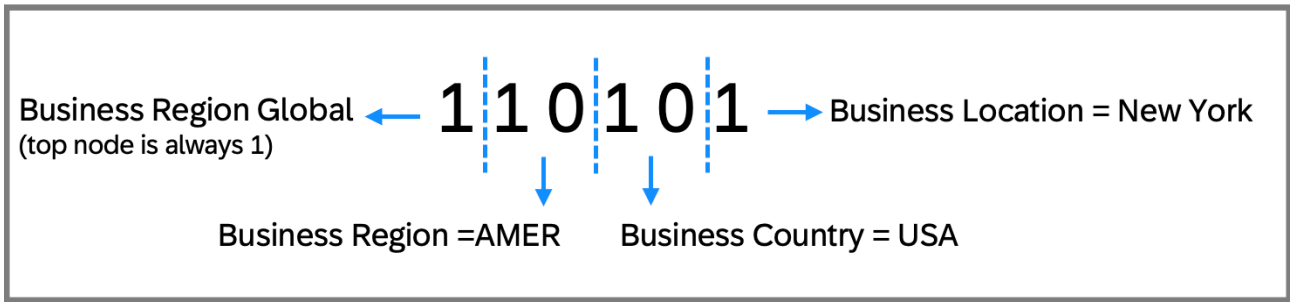


Figure 3: Manage Master Data: Illustrative Business Location ID Naming Convention for "New York"

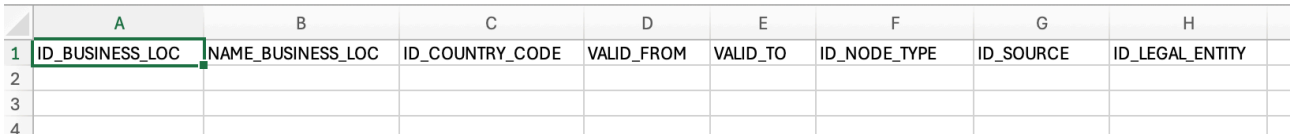
The column “ID_COUNTRY_CODE” is only required at BusLoc level (see sample data Excel) and should be left empty for the other node types. The country/region code reflects the related master data for countries/regions for each Business Location. For a list of valid country/region codes, see: SAP Help Portal | Country/Region Codes

The column “ID_LEGAL_ENTITY” is not a mandatory field. Only if you want to use the Corporate Carbon Footprint Calculation Feature in SAP Sustainability Control Tower, you need to include the Legal Entity, another reporting hierarchy in SAP Sustainability Control Tower, for each Business Location node. The set-up of the Corporate Carbon Footprint Calculation Feature will not be part of this guide, hence, this column does not need to be filled.

Populate Business Location Data in Blank Nodes Template

Once the structure is understood based on the sample data, download the blank template for Nodes (same procedure as for the sample data template) and start populating the table with Business Location master data specific to your organization. For that, consider the following practical tips for filling in the data correctly.

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	A	B	C	D	E	F	G	H
1	ID_BUSINESS_LOC	NAME_BUSINESS_LOC	ID_COUNTRY_CODE	VALID_FROM	VALID_TO	ID_NODE_TYPE	ID_SOURCE	ID_LEGAL_ENTITY
2								
3								
4								

- For a successful data import, the column headers (first line) should not be changed; neither naming, nor order.
- Business Location ID (ID_BUSINESS_LOC)
    - Think about a naming convention that reflects the different levels of your hierarchy (see example from sample data above). This will be helpful when setting up the hierarchy links in the next step.
    - Make sure to include one top Node under which the complete hierarchy is summarized.
    - Use a unique identifier for each entry.

      Please note that only the following characters are supported:
        - lower case characters "a-z";
        - upper case characters "A-Z";
        - digits "0-9";
        - dash "-";
        - underscore "_"
- Fill out column “ID_COUNTRY_CODE” only on BusLoc level and leave it empty for the other Node types. Refer to the list of valid country/region codes on SAP Help Portal | Country/Region Codes.
- For the validity columns (VALID_FROM, VALID_TO), the system uses the date format YYYY-MM-DD. With CSV files, you need to ensure you follow this date format, but with XLSX / XLS files, you can use other typical date formats and the system will adapt the format as needed. For details about how validity dates are validated by the system, see SAP Help Portal | Time Dependency.
- For the Node Type ID (ID_NODE_TYPE), make sure to fill this column only with one of the three node type IDs provided by SAP Sustainability Control Tower and map them accordingly to your hierarchical structure as explained for the sample data above.

Node Type ID	Description
BusReg	Business World Region
BusCountry	Business Country/Region
BusLoc	Business Location

- In the column for the source ID (ID_SOURCE), you maintain the data source ID. The source ID is a mandatory field for each data entry. In chapter 2.2.1, it was explained how to create the master data for the customer sources. Please check the source ID that you have defined for a manual file upload via Excel in the *Manage Master Data* app under “Global Parameters”

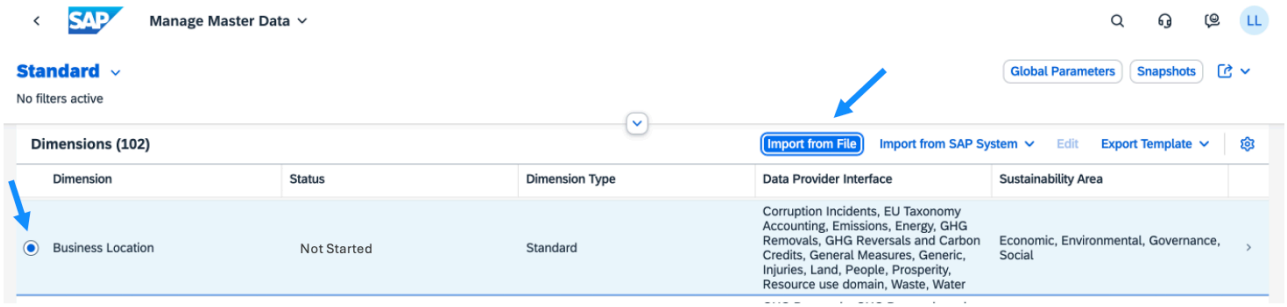
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and enter the same source ID in the column “ID_SOURCE” for each data entry you make. If you have been following this guide, the source ID for a manual file upload is most probably “EXCEL”.

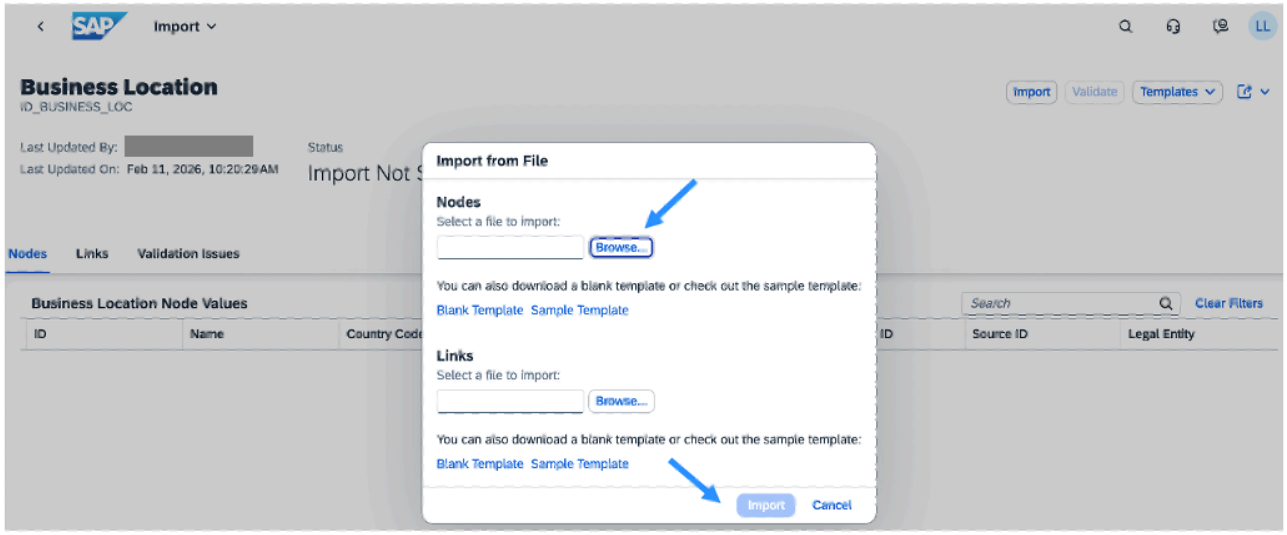
- Fill the column “ID_LEGAL_ENTITY” only if you are using the Corporate Carbon Footprint Calculation Feature in SAP Sustainability Control Tower (not part of this guide).

Import Business Location “Nodes” from File

Once you filled the template with the data specific to your organization, save the Excel file on your device, go back to the *Manage Master Data* app in SAP Sustainability Control Tower, select again the line with “Business Location” and click on “Import from File”.

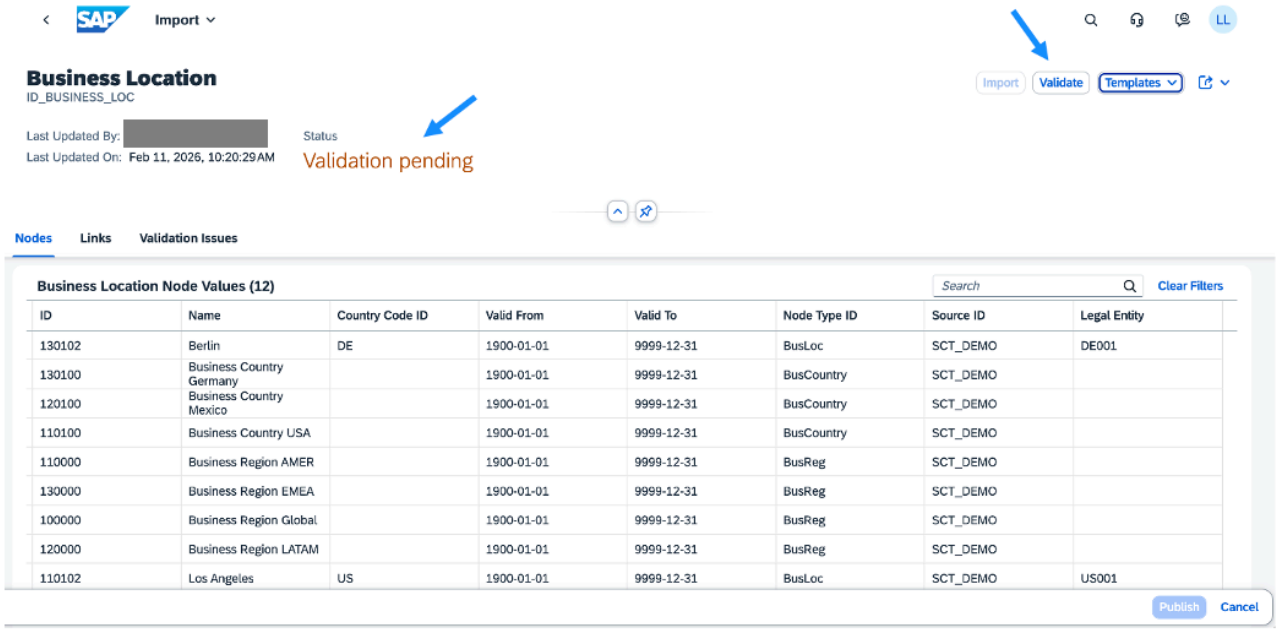


Then, click on “Browse” to select the saved Excel template from among your files and click on “Import”.

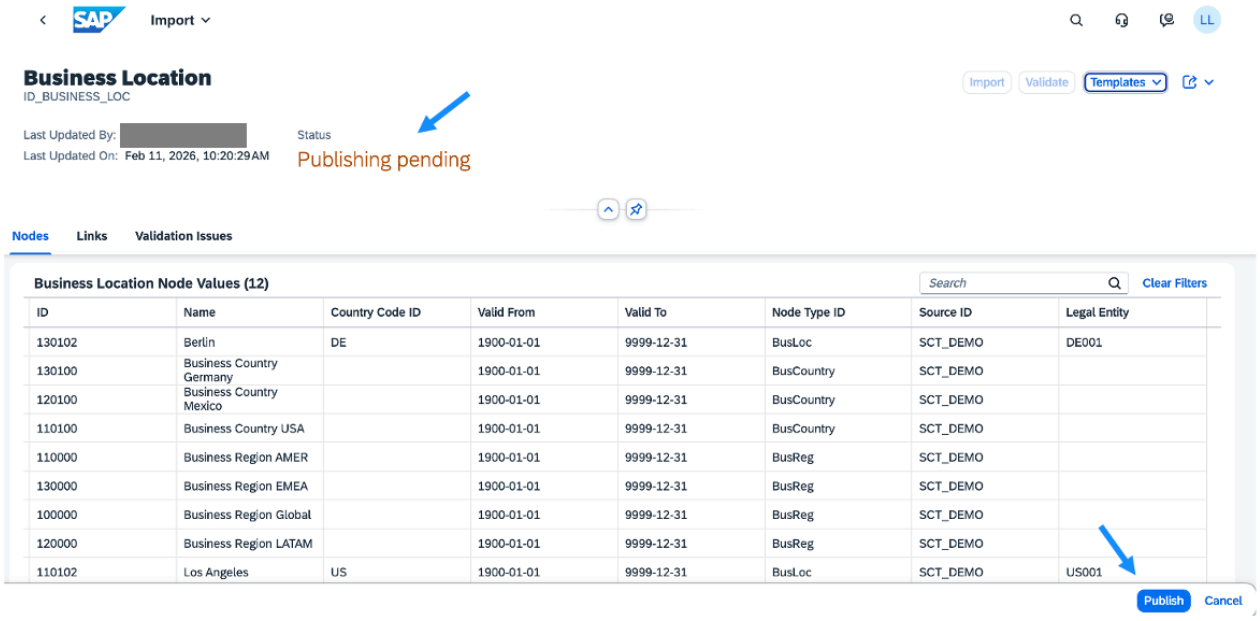


Your uploaded data appears now on screen. As a next step, you must validate the uploaded data to make sure the format is correct. Click on “Validate” in the upper right corner.

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After a successful validation, click on “Publish” in the bottom right corner.



You have now successfully uploaded the Nodes for your Business Locations. The next step is to upload the Links to define the relation between the nodes with parent-child links.

Populate Business Location Data in Blank Links Template

To download the sample data for Links, proceed in the same way as you did for Nodes. Before uploading the Links specific to the Business Location master data of your organization, the template structure is explained by means of the sample data.

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child nodes

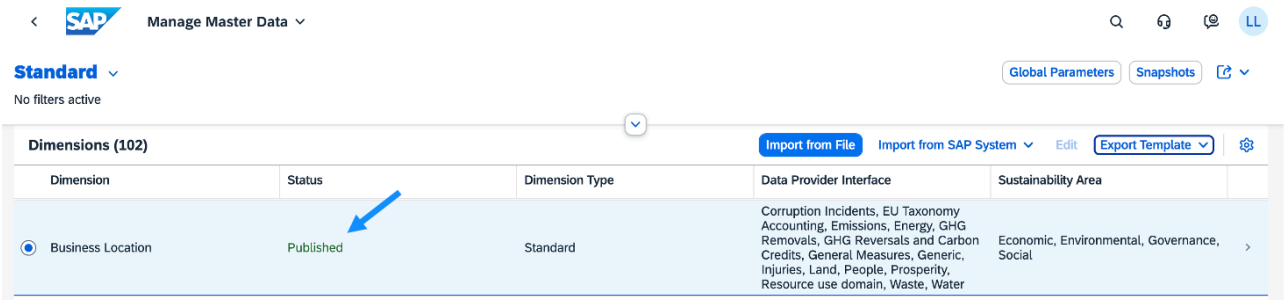
parent nodes

	A	B	C	D	E	F	G	H
1	ID_BUSINESS_LOC	ID_NODE_TYPE	H_RECORD_TYPE	VALID_FROM	ID_BUSINESS_LOC_PAR	ID_NODE_TYPE_PAR	VALID_TO	ID_SOURCE
2	110101	BusLoc	10	01.01.00	110100	BusCountry	31.12.99	SCT_DEMO
3	120101	BusLoc	10	01.01.00	120100	BusCountry	31.12.99	SCT_DEMO
4	130000	BusReg	10	01.01.00	100000	BusReg	31.12.99	SCT_DEMO
5	120100	BusCountry	10	01.01.00	120000	BusReg	31.12.99	SCT_DEMO
6	110000	BusReg	10	01.01.00	100000	BusReg	31.12.99	SCT_DEMO
7	130100	BusCountry	10	01.01.00	130000	BusReg	31.12.99	SCT_DEMO
8	110100	BusCountry	10	01.01.00	110000	BusReg	31.12.99	SCT_DEMO
9	120000	BusReg	10	01.01.00	100000	BusReg	31.12.99	SCT_DEMO
10	110102	BusLoc	10	01.01.00	110100	BusCountry	31.12.99	SCT_DEMO
11	130101	BusLoc	10	01.01.00	130100	BusCountry	31.12.99	SCT_DEMO
12	100000	BusReg	10	01.01.00			31.12.99	SCT_DEMO
13	130102	BusLoc	10	01.01.00	130100	BusCountry	31.12.99	SCT_DEMO

- Column A and B are populated with the Business Location IDs and respective Node Type IDs from the “Node” file (see sample data for “Nodes” above). In this file, they represent the child nodes of the parent-child hierarchy that is created.
- The fields in column C are required and have a mandatory value of “10”.
- The “Valid From” and “Valid To” columns remain the same as in the “Node” file.
- In column E and F, the parent nodes of the parent-child hierarchy are defined, for example, in line 2, the Business Location ID “110101” which is New York is defined as a child (columns A and B) and the “Parent Business Location” is defined with the Business Country/Region ID for USA “110100” (columns E and F).
- In the sample data, you see that for each Business Location node (column A), a parent Node is defined in column E, except for the Business World Region top node “100000” which is “Business Region Global”. It means that column E and F are kept empty for top Nodes.

With this guidance you can now download the empty Links template and fill it with your company-specific structure based on the Nodes you have already uploaded. For the data import, proceed as you did for the Nodes.

When exiting the section of Business Location, you can now see that the import status of the line Business Location in the overview has changed from *Not Started* to *Published*.



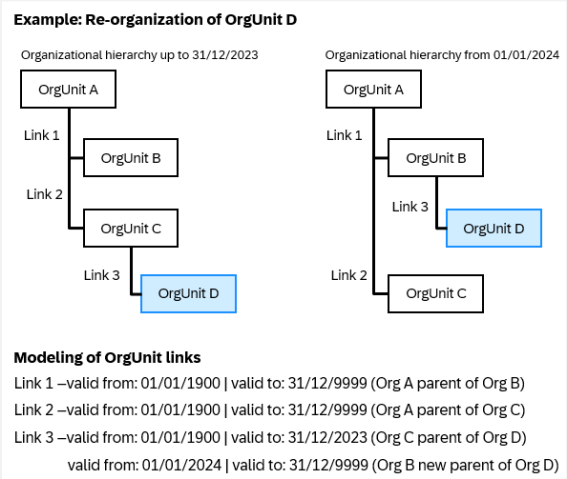
Remark on Time-Dependency of Organizational Master Data:

- Each organizational Node and Link has a validity period.
- The validity only applies to the attributes and link relations, not to the nodes themselves.

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- By default, each organizational Node and Link has a validity from 01/01/1900 – 31/12/9999 – thus, valid from dates < 01/01/1900 are not accepted.

  Note: gaps in the validity range are not allowed.
- When changing the validity – for example, an organizational assignment (Link) changes (for example, due to reorganizations) from 01/01/2024 – 31/12/9999, then the old assignment (Link) is automatically changed to 01/01/1900 – 31/12/2023. This ensures that no gaps occur.



The manual import of the two other reporting structures Legal Entity and Reporting Line follows the same approach as for the Business Locations. For exemplary data and details on the data structure, please refer to the documentation on SAP Help Portal:

- SAP Help Portal | Example Data: Business Location
- SAP Help Portal | Example Data: Legal Entity
- SAP Help Portal | Example Data: Reporting Line / Organizational Unit

2.2.2.2. Import Process for Legal Entities Using Replications from SAP S/4HANA

As described in section 2.2.2, Legal Entities in SAP Sustainability Control Tower correspond to Company Codes in SAP S/4HANA. Based on this direct structural alignment, a standard integration is available that allows Legal Entity master data to be replicated automatically from SAP S/4HANA into SAP Sustainability Control Tower, eliminating the need for a manual file-based upload as described for Business Locations in the previous section.

The replication is performed using the Sustainability Data Integration service, which consists of the following applications:

- **Manage Source Systems**: Define the source systems from which data is to be replicated.
- **Manage Replications:** Create, configure, schedule, and monitor replications based on predefined objects.

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- **Manage Reusable Filters:** Create subsets of filter values that can be applied across multiple object replications.
- **Configure Extensions for Replications:** Configure and activate object extensions to replicate data from SAP S/4HANA or SAP S/4HANA Cloud Private Edition.

The Sustainability Data Integration service is a shared service across SAP's sustainability solutions. In SAP Sustainability Control Tower, the applications are accessible from the SAP Fiori launchpad under the *Administration* section.

For a detailed guide on how to create, configure, schedule, and run the replication, refer to the Application Help on SAP Help Portal: SAP Help Portal | Application Help.

2.2.3 Decide on “Snapshot” Strategy

Snapshots are a function in the *Manage Master Data* app that record your reporting structures at a given point in time helping you to maintain an up-to-date record of your reporting structure data. In SAP Sustainability Control Tower, snapshots support all three reporting structures: business location, legal entity, and reporting line.

Why are snapshots necessary?
Creating snapshots is essential, especially in complex reporting structures where multiple Nodes and Links may be valid at different times. Snapshots are created automatically whenever you import new data for reporting structures (reflecting real-world changes in your organization). You can also create snapshots manually. As your organization expands, opens new locations, or undergoes changes such as the closure of a location, the system may not automatically recognize these changes. Therefore, creating a new snapshot is necessary to account for these updates, helping to ensure that changes are reflected and that any inactive nodes are appropriately marked.

One snapshot is always defined as the current default, and all metric calculations always use the current default snapshot. When you import new reporting structure data, the system automatically creates a new snapshot, and then checks whether the existing default snapshot was manually or automatically created:

- If the current default snapshot was automatically created, the system will replace it with the new automatically created snapshot.
- If the current default snapshot was manually created, the system will not replace it with the new snapshot. The manually created snapshot stays in use until you decide to replace it with a different (manual or automatic) snapshot.

If you anticipate that you may want to import new reporting structures but not immediately use them in metric calculations, then you should create a manual snapshot and set it as the default. Later, you will need to manually change the default snapshot at the point when you want to start using the new structures in the calculation of metrics.

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If you want the system to automatically adopt the latest reporting structure data for use in metric calculations, no action is needed. The system will automatically create new snapshots and set them as the current default.

You can change between the two approaches at any time by selecting a manual or automatic snapshot as the default as required.

Configuration Process

- To access, create, modify, or delete snapshots, enter the *Manage Master Data* app, select "Snapshots" in the top-right corner and click on "Edit".
- To create a new snapshot, click on "Create" to insert a new row in the table for the snapshot.
    - Snapshot Name: Assign a unique name to the snapshot.
    - Effective Date: Set the date from which the snapshot is effective.
    - Default Snapshot: Check the box if you want this snapshot to be the default (only one snapshot can be set as default at any time).
- Click on "Save". The status changes to *Configuring*, indicating the snapshot setup is in progress.
- Once complete, a "Configuration Successful" message appears.

The creation of a new snapshot is only required if you want the default snapshot to be manually created, hence, it is not going to change when the reporting structure data is updated.

The process for **editing** a snapshot follows the same steps as creating a new one, with the added option to designate it as the default snapshot during editing. Do not forget to click "save".

You have also the option to **delete** a snapshot when necessary. Note that deletion is not allowed if it is the only snapshot in existence.

2.3. Exploring Pre-Delivered Regulatory Standards

SAP Sustainability Control Tower enables companies to organize their reporting content around reporting standards like ESRS or Voluntary Sustainability Reporting Standards for non-listed SMEs (VSME). Standard metrics provided by SAP Sustainability Control Tower as business content are by default mapped to key reporting standards which are delivered as out-of-the-box content. Customers can extend the reporting standards on their own and map individual metrics to one or more reporting standards ensuring interoperability. In SAP Sustainability Control Tower, reporting standards are defined and structured around a few core dimensions.

Reporting Standard

A reporting standard is a voluntary or regulatory reporting framework specifying the structure and content of the information to be disclosed. SAP provides out-of-the-box content for the following reporting standards:

- CSRD – ESRS

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- CSRD – EU Taxonomy
- IFRS – ISSB

Note: The EU Taxonomy is covered as an end-to-end process with dedicated content in SAP Sustainability Control Tower. As it constitutes a comprehensive and self-contained process, it is excluded from this guide and described in detail in a dedicated guide: EU Taxonomy.

Customers can extend the available reporting standards on their own to support additional frameworks, such as:

- VSME
- Global Reporting Initiative

Version of Reporting Standard

Reporting standards are subject to change. Changes to a reporting standard are represented by versions which are used to indicate from which (changed) version of a reporting standard a specific content item originates.

Sustainability Matter

A sustainability matter specifies the sustainability topic domain to which a content item belongs. It is a classifier used across reporting standards and includes categories such as Climate Change, Pollution, Water, Resource Use and Circular Economy, Own Workforce.

Disclosure Requirement

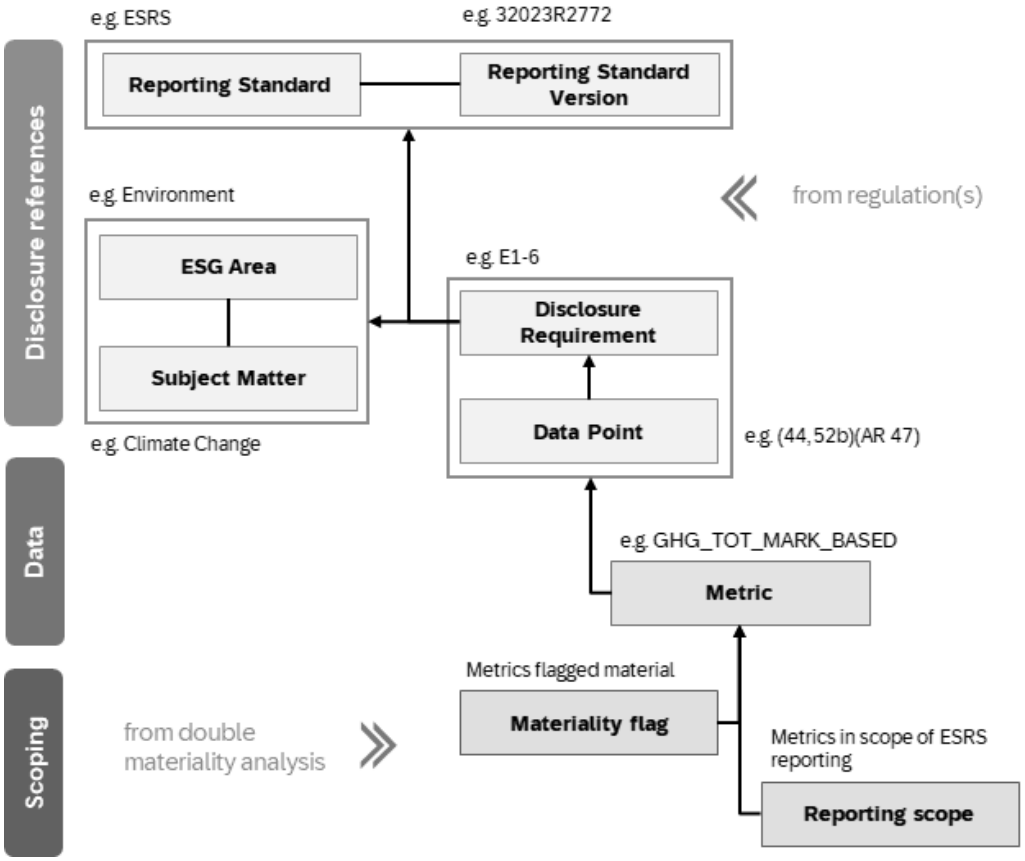
A disclosure requirement is a mandatory reporting item. It defines which topics a company must report on and why (for example, policies, targets, actions, or impacts related to climate change, workforce, business conduct). It represents an individual reporting obligation set by the standard.

Data Point

A data point is a specific piece of information that a company must provide to satisfy a disclosure requirement. Data points can be quantitative or qualitative and are the actual “answers” to the disclosure requirement. They are represented by metrics (quantitative/qualitative) in SAP Sustainability Control Tower.

The relationship between these structural elements is shown below.

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Each quantitative and qualitative SAP Sustainability Control Tower metric (both standard/custom) can be assigned to one or more **Reporting Standards**, **Disclosure Requirements** and **Data Points**. This ensures interoperability and reuse of existing information across standards and avoids data duplication. In addition, a metric is always assigned to one (not more):

- ESG area (differentiation between environmental, social, governance, and economic area)
- Sustainability matter (further differentiates in ESRS: E1-E5, S1-S4, G1)

The reporting scope describing which sustainability topics are relevant for an organization is typically based on two inputs:

- Materiality analysis (Which topics to report on)
- Reporting scope (What metrics to report on)
- Organizational boundary (Where to report)

Additionally, each metric can be flagged as *material* to the organization, indicating its relevance for disclosure according to a (double) materiality assessment. From a data collection perspective, the scope of data to be disclosed can be defined top-down from a reporting standard and the corresponding disclosure requirements to the data point and individual metrics.

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Authorization Management

Controlling access to ESG data is a critical aspect of any ESG implementation project with SAP Sustainability Control Tower, particularly given the sensitivity of some sustainability and HR-related information. SAP Sustainability Control Tower supports two complementary authorization mechanisms that work together to provide both breadth and granularity of access control.

Section 3.1 covers role-based authorization, managed in the SAP BTP cockpit, which governs access to applications and their capabilities. Roles are grouped into role collections and assigned to users based on their responsibilities in the ESG project - at a minimum, it is recommended to differentiate between **Admin User**, **Business User**, and **Read-Only User**.

Section 3.2 covers instance-based authorization, which adds a more fine-grained layer of access control at the data level. While role-based authorizations determine which applications a user can access, instance-based authorizations determine which specific data within those applications a user is permitted to view. Both mechanisms are complementary: role-based authorization remains the prerequisite for application access, while instance-based authorization adds precision to data-level visibility.

2.4. Role-Based Authorizations for Access to Apps

SAP Sustainability Control Tower uses a role-based authorization model for access to apps and capabilities. You can create different roles, for example, for IT administrators, business administrators or end users to define their authorization. This steering of authorizations must be performed on the SAP BTP.

Roles

A role is a defined set of permissions that determine what a user can do within the system.
For example, a “SUS_SCT_Administrator” role has full permissions to edit and configure settings and content, while a “SUS_SCT_Reader” role only has permissions to view specific information. These roles help manage access and maintain security within SAP Sustainability Control Tower.

Roles within SAP Sustainability Control Tower are correspond to specific applications. For example, roles like” SUS_SCT_Administrator” and
“SUS_SCT_Sustainability_Metrics_Catalogue_Configuration_Manager” are designed for the administration and configuration of SAP Sustainability Control Tower products and metrics respectively. Others like “SUS_SCT_DataManager” and “SUS_SCT_Reader” are meant for data management and content viewing respectively.

Role Overlaps

Certain roles have overlapping functions, for instance in data management and viewing capabilities. The roles “SUS_SCT_DataManager”, “SUS_SCT_Sustainability_Metrics_Catalogue_Data_Manager”, “SUS_SCT_Manage_ESG_Data_Manager”, “SUS_SCT_EHS_Data_Manager”, and “EXECUTION_USER_ALL” share common responsibilities related to data management, which include tasks like uploading and modifying data. However, it is important to note that each role also

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possesses unique permissions, the specifics of which can be found in the accompanying tables below.

Role Collections

Role collections come into play when one user needs to perform tasks that fall under different roles. For instance, a performance analyst might need to combine the roles of “SUS_SCT_DataManager” and “SUS_SCT_Sustainability_Metrics_Catalogue_Data_Manager” to fully perform their duties.

Overview of General Roles for ESG Reporting in SAP Sustainability Control Tower

Application	Roles	Description
Reporting		
Generate ESG Reports with AI	• SUS_SCT_AI_Reporting_Assistant_Manager	Role for generating and downloading reports
	• SUS_SCT_AI_Reporting_Assistant_Viewer	Role for viewing and downloading reports
Analytics and Steering		
Our Ambitions	• SUS_SCT_Administrator • SUS_SCT_DataManager • SUS_SCT_Reader	Roles for viewing and configuring ambitions in the app Our Ambitions.
Analyze ESG Data	• SUS_SCT_Administrator • SUS_SCT_DataManager • SUS_SCT_Reader	Roles for viewing metric data and configuring metric groups.
View Greenhouse Gas (GHG) Dashboard	• SUS_SCT_Greenhouse_Gas_Recording_Viewer	Role for viewing a range of GHG data in the dashboard.
Data Management		
Manage Quantitative ESG Data	• SUS_SCT_Manage_ESG_Data_Administrator	Role with full access to all app functionality.
	• SUS_SCT_Manage_ESG_Data_Manager	Role for: • Viewing the imported data in the list overview, • Importing data from files or integrated solutions, • Validating imported data, • Publishing imported and validated data.
	• SUS_SCT_Manage_ESG_Data_Viewer	Role for viewing the imported data in the list overview.

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Manage Qualitative ESG Data	• SUS_SCT_Qualitative_Metric_Data_Manager	Role for creating, editing, deleting and publishing qualitative ESG data.
	• SUS_SCT_Qualitative_Metric_Data_Viewer	Role for viewing qualitative ESG data.
Auditing		
View Change Logs	• SUS_SCT_Sustainability_Change_-Logging_Reader	Role for viewing the individual change logs per data group.
Data Administration and Configuration		
Manage Metrics	• SUS_SCT_Sustainability_Metrics_Catalogue-_Configuration_Manager	Role for: • Viewing sustainability metrics, • Configuring and editing sustainability metrics.
	• SUS_SCT_Sustainability_Metrics_Catalogue-_Reader	Role for viewing sustainability metrics.
Manage Measures	• SUS_SCT_Sustainability_Measures_Catalogue-_Configuration_Manager	Role for: • Viewing measures, • Configuring measures.
Manage Custom Dimensions	• SUS_SCT_Sustainability_Dimensions_Catalogue-_Config_Manager	Role for: • Viewing custom dimensions, • Configuring custom dimensions.
	• SUS_SCT_Sustainability_Dimensions_Catalogue-_Reader	Role for viewing custom dimensions.
Manage Master Data	• SUS_SCT_DataManager	Role for data governance specialist enabling import of SAP and non-SAP sources of data.
Manage Fiscal Year Variants	• SUS_SCT_Manage_Period_Data_Manager	Role with full access to all functionality of the Manage Fiscal Year Variants app.
	• SUS_SCT_Manage_Period_Data_Viewer	Role for viewing existing fiscal year variants.
My Custom Tiles	• SUS_SCT_Administrator	Role for administrator activities such as setting up and configuring My Custom Tiles.
	• SUS_SCT_DataManager	Role for viewing the My Custom Tiles.
	• SUS_SCT_Reader	Role for viewing the SAP Fiori launchpad with the tiles.

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Configure and Update Solution	• SUS_SCT_Administrator	Role for accessing the app, setting up, and configuring SAP Sustainability Control Tower

An overview of roles for specific use cases within SAP Sustainability Control Tower is provided on the SAP Help Portal:

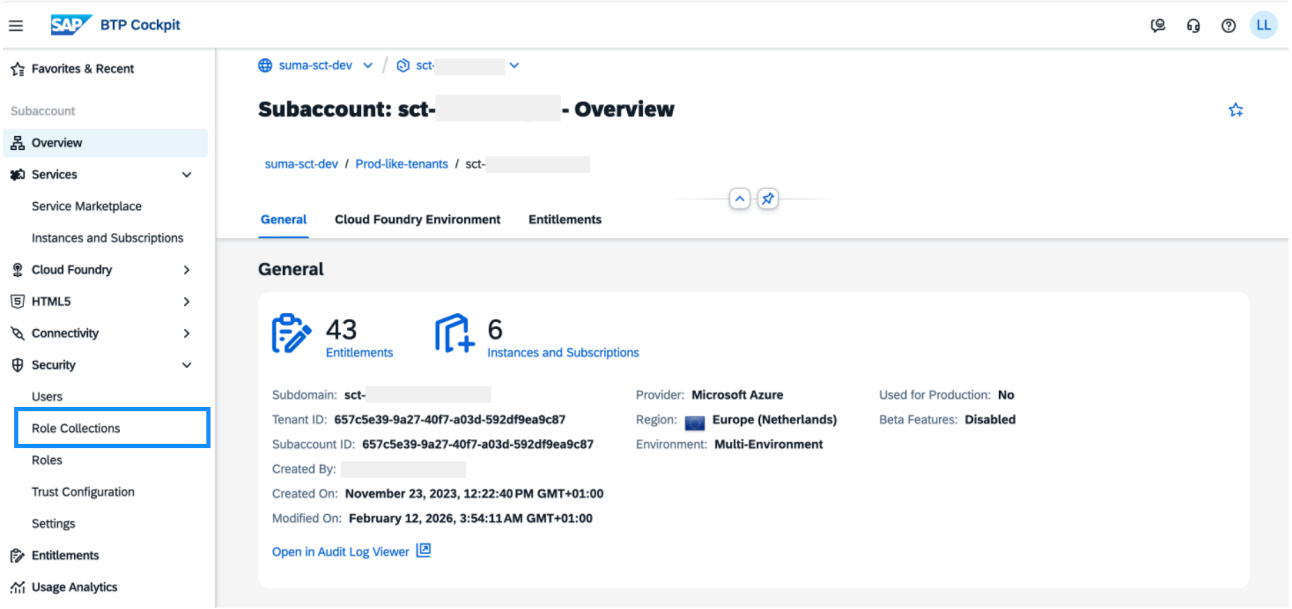
- SAP Help Portal | Roles for Reporting Scope and Data Collection
- SAP Help Portal | Roles for the Sample Report

Configuration Process for Role Collections on SAP BTP

Generally, on the SAP BTP cockpit, you create role collections by summarizing standard roles, available on the SAP BTP cockpit, into a group (role collection) and assign these to users. How the role collections are defined and how many are created depends on the project setup, the number of users and their permissions. In the following, it is described how a role collection is created and assigned to users on the SAP BTP cockpit, exemplarily for the role collection “SCT_Administrator”. This role collection will be given to a power or admin user who is also setting up the system and responsible for configuration or data deletion. In an ESG reporting project with SAP Sustainability Control Tower, this is typically the role of an IT-focused project lead or an admin business user.

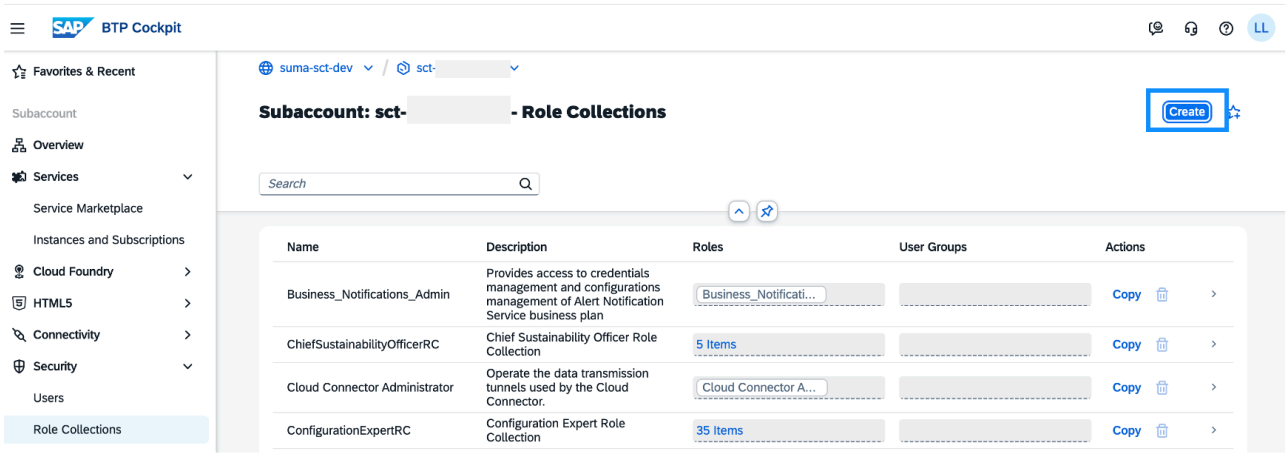
To set up a new role collection in SAP BTP, perform the following steps:

- From your SAP Sustainability Control Tower subaccount on the SAP BTP cockpit overview page, go to “Role Collection” via the navigation bar on the left.

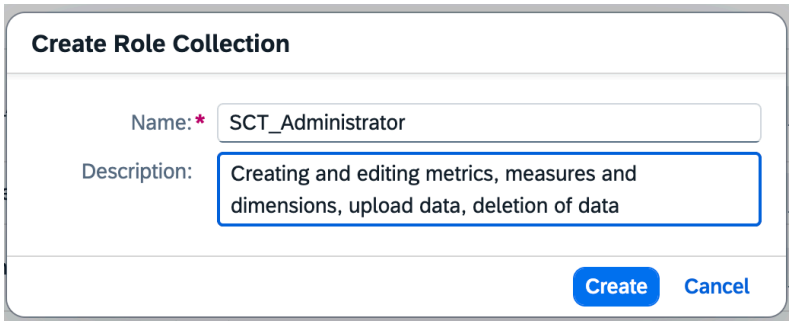


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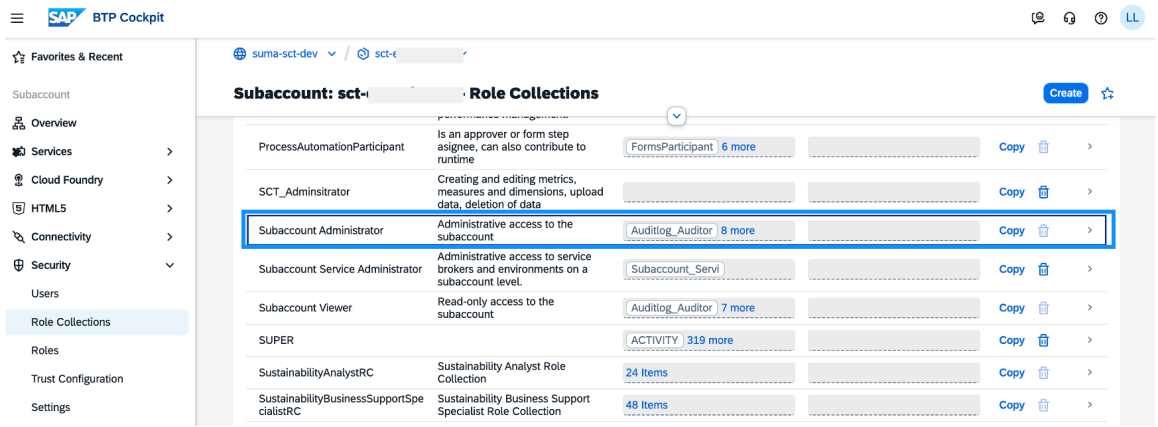
- Click on “Create” in the top right corner to create a new role collection.



- Define the name and description of your role collection and click on create.

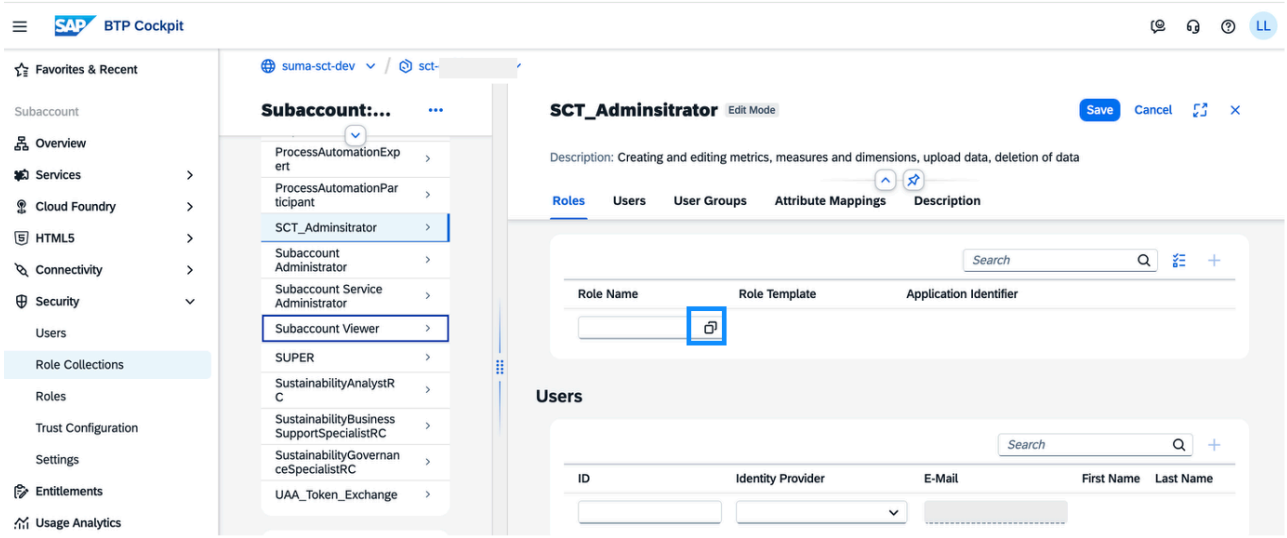


- From the list of role collections, select the newly created role collection.



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- Click on “Edit” in the top right corner and, under “Role Name”, open the selection menu.



- For the role collection “SCT_Administrator” with which a user can access all applications within the SAP Sustainability Control Tower with configuration rights, add the following roles by typing them in under “Role Name” in the dialogue window and select the role name from the list that appears.

  SUS_Data_Collection_Config_Expert

  SUS_Data_Collection_Dimensions_Expert

  SUS_Data_Collection_Form_Approver

  SUS_Data_Collection_Form_Processor

  SUS_Data_Collection_Runs_Expert

  SUS_Data_Collection_Runs_Viewer

  SUS_SCT_Administrator

  SUS_SCT_AI_Reporting_Assistant_Manager

  SUS_SCT_DataManager

  SUS_SCT_DCP_Config_Data_Collection_Viewer

  SUS_SCT_DCP_Config_Data_Entry_Viewer

  SUS_SCT_DCP_Inbox_Viewer

  SUS_SCT_DCP_Manage_Data_Collection_Forms_Viewer

  SUS_SCT_DCP_Manage_Data_Collection_Runs_Viewer

  SUS_SCT_Greenhouse_Gas_Recording_Viewer

  SUS_SCT_Initiative_Manager

  SUS_SCT_Initiative_Viewer

  SUS_SCT_Manage_ESG_Data_Administrator

  SUS_SCT_Manage_ESG_Data_Manager

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SUS_SCT_Manage_Reporting_Scope_Manager

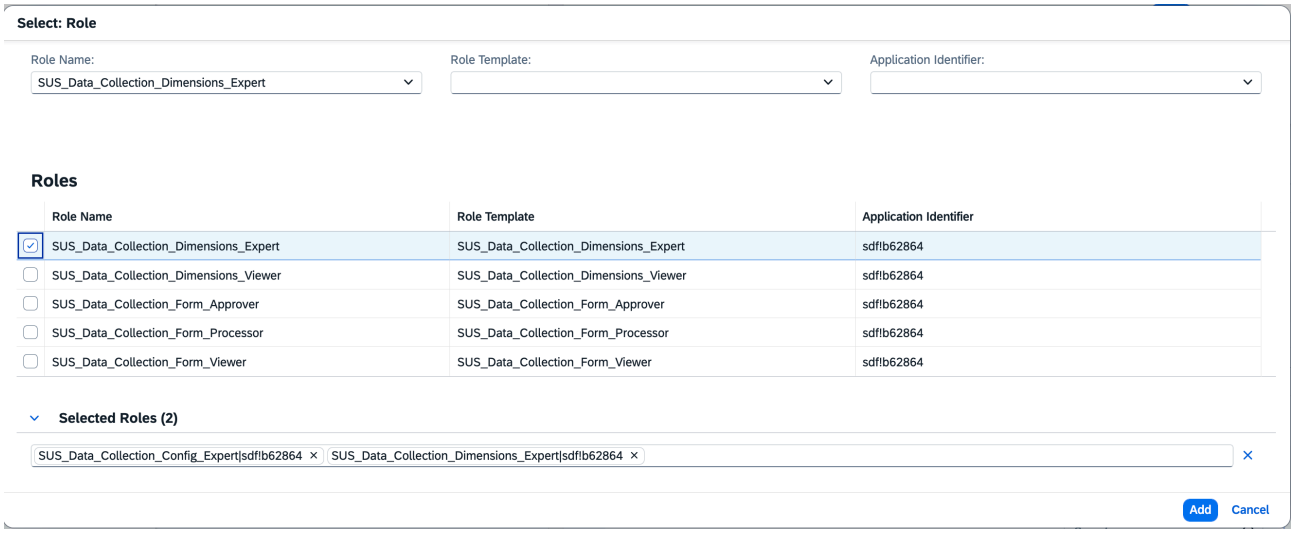
SUS_SCT_Qualitative_Metric_Data_Manager

SUS_SCT_Sustainability_Change_Logging_Reader

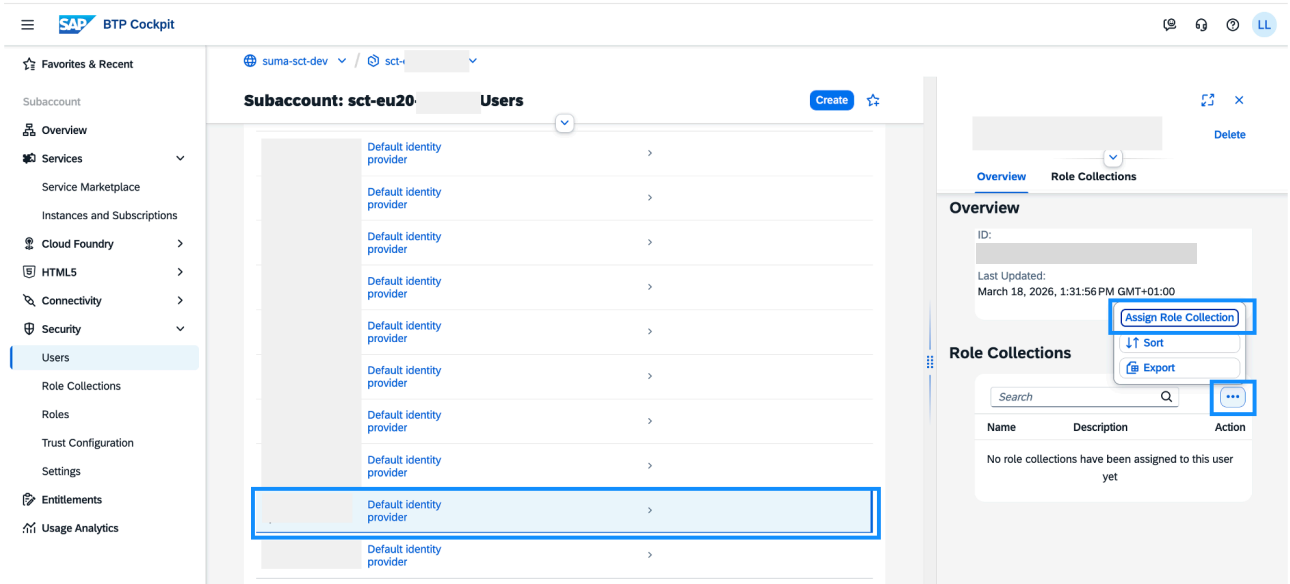
SUS_SCT_Sustainability_Dimensions_Catalogue_Config_Manager

SUS_SCT_Sustainability_Measures_Catalogue_Configuration_Manager

SUS_SCT_Sustainability_Metrics_Catalogue_Configuration_Manager

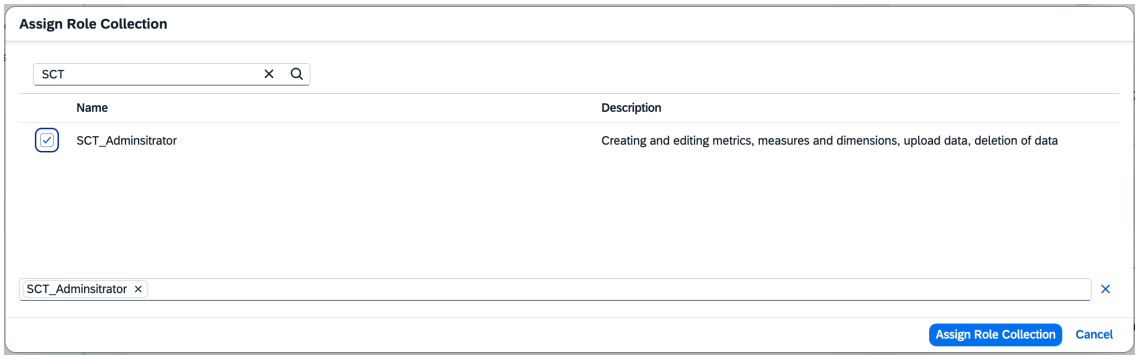


- Search and select the roles one by one. The selected roles are summarized under “Selected Roles” at the bottom of the window. Once all roles have been selected, click on “Add”.
- Now, you have finished the role collection for the “SCT Administrator”. Click on “Save”.
- Next, you need to assign users to the role collections. For that, navigate to the navigation bar on the left and click on “Users”.
- From the list, select a user and on the right under “Role Collections”, click on the three dots and click on “Assign Role Collection”.



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- Use the search bar to search for the previously created role collection, for example, “SCT Administrator”, select the role collection and click on “Assign Role Collection”.



- Now, you have finished the role assignment for one user. Repeat the assignment process for all users who should get the “SCT_Administrator” role collection.
- To create other role collections, repeat the complete process with a different role assignment.

In general, it is recommended to differentiate at least the following three user groups by creating separate role collections: Admin User, Business User, Read-Only User. However, the detailed role collection definition depends on the project setup, the number of users and their activities within the ESG project.

Note: Roles for the EU Taxonomy process in SAP Sustainability Control Tower are excluded, because it is not in the scope of this guide. For more information on EU Taxonomy roles, refer to the EU Taxonomy guide or the SAP Help Portal: SAP Help Portal | Roles for EU Taxonomy and CPE-UM.

Admin User	Business User	Read-Only User
SUS_Data_Collection_Config_Expert	• SUS_Data_Collection_Config_Viewer	• SUS_Data_Collection_Form_Processor
SUS_Data_Collection_Dimensions_Expert	• SUS_Data_Collection_Dimensions_Expert	• SUS_Data_Collection_Form_Viewer
SUS_Data_Collection_Form_Approver	• SUS_Data_Collection_Form_Approver	• SUS_SCT_AI_Reporting_Assistant_Viewer
SUS_Data_Collection_Form_Processor	• SUS_Data_Collection_Form_Processor	• SUS_SCT_DCP_Inbox_Viewer
SUS_Data_Collection_Runs_Expert	• SUS_Data_Collection_Runs_Expert	• SUS_SCT_DCP_Manage_Data_Collection_Forms_Viewer
SUS_Data_Collection_Runs_Viewer	• SUS_SCT_AI_Reporting_Assistant_Manager	• SUS_SCT_Initiative_Viewer
SUS_SCT_Administrator	• SUS_SCT_DataManager	

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SUS_SCT_AI_Reporting_Assistant_Manager

SUS_SCT_DataManager

SUS_SCT_DCP_Config_Data_Collection_Viewer

SUS_SCT_DCP_Config_Data_Entry_Viewer

SUS_SCT_DCP_Inbox_Viewer

SUS_SCT_DCP_Manage_Data_Collection_Forms_Viewer

SUS_SCT_DCP_Manage_Data_Collection_Runs_Viewer

SUS_SCT_Greenhouse_Gas_Recording_Viewer

SUS_SCT_Initiative_Manager

SUS_SCT_Initiative_Viewer

SUS_SCT_Manage_ESG_Data_Administrator

SUS_SCT_Manage_ESG_Data_Manager

SUS_SCT_Manage_Reporting_Scope_Manager

SUS_SCT_Qualitative_Metric_Data_Manager

SUS_SCT_Sustainability_Change_Logging_Reader

SUS_SCT_Sustainability_Dimensions_Catalogue_Config_Manager

SUS_SCT_Sustainability_Measures_Catalogue_Configuration_Manager

SUS_SCT_Sustainability_Metrics_Catalogue_Configuration_Manager

- SUS_SCT_DCP_Config_Data_Collection_Viewer
- SUS_SCT_DCP_Config_Data_Entry_Viewer
- SUS_SCT_DCP_Inbox_Viewer
- SUS_SCT_DCP_Manage_Data_Collection_Forms_Viewer
- SUS_SCT_DCP_Manage_Data_Collection_Runs_Viewer
- SUS_SCT_Initiative_Manager
- SUS_SCT_Initiative_Viewer
- SUS_SCT_Manage_ESG_Data_Manager
- SUS_SCT_Qualitative_Metric_Data_Manager
- SUS_SCT_Sustainability_Dimensions_Catalogue_Reader
- SUS_SCT_Sustainability_Measures_Catalogue_Reader
- SUS_SCT_Sustainability_Metrics_Catalogue_Reader

- SUS_SCT_Manage_ESG_Data_Viewer
- SUS_SCT_Qualitative_Metric_Data_Viewer
- SUS_SCT_Reader
- SUS_SCT_Sustainability_Metrics_Catalogue_Reader

Further information related to roles and users is provided on the SAP Help Portal:

- SAP Help Portal | User Management

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- SAP Help Portal | Integrate Users from Corporate Identity Provider

2.5. Instance-Based Authorizations

Instance-based authorizations can be used to prevent unnecessary and unauthorized access to sensitive data, for example, financial information or HR records by defining fine-grained authorization policies. They allow you to fine-tune access to various business objects on a granular level and grant administrators additional possibilities for managing access to business users.

As such, these authorizations do not replace the roles on the SAP BTP cockpit which are needed to view the applications. It is rather an additional, more fine-grained form of managing access in SAP Sustainability Control Tower.

You can manage access for the business objects summarized in the table below. The attributes serve to restrict access on a very fine-grained level. With the action "Read", users can view the business object and its selected attributes in the corresponding application

Business Objects	Description	Attributes	Action
Metric actuals	Activity data for metrics	• Metric ID • ESG Area ID • Business Location ID • Legal Entity ID • Organizational Unit ID	Read
Metric targets	Activity data for metrics		Read
Measure actuals	Activity data for measures	• Measure ID • Business Location ID • Legal Entity ID • Organizational Unit ID	Read
Ambitions	Ambitions you set for a metric	• Metric ID • ESG Area ID	Read

Current Restrictions

- CPE-UM-related applications, actuals for qualitative metrics, and the OData APIs accessible from the SAP Business Accelerator Hub cannot be managed by instance-based authorization.
- Access to metric activity data in the *Analyze ESG Data* app can be managed using instance-based authorization. However, the restriction of metric visibility is not supported. This means

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that users can always see all metric names in the list of metrics, even when they cannot access the metric actuals data itself.

The following section provides a brief overview of the steps required to set up instance-based authorization in SAP Sustainability Control Tower. For the full implementation procedure, follow the step-by-step guidance:

- SAP Help Portal | Initial Setup for SAP Cloud Identity Services
- SAP Help Portal | Maintaining Users in the Administration Console
- SAP Help Portal | Authorization Policies

Enabling instance-based authorization requires three steps: an initial technical setup, user management, and the configuration of authorization policies.

Initial Setup: To use instance-based authorizations, an SAP Cloud Identity Services tenant is required. A trust relationship must be established between the SAP Sustainability Control Tower subaccount and this tenant before subscribing to SAP Sustainability Control Tower using the technical identifier “sct-iba”. This subscription is required in addition to the standard “sct” subscription. Once completed, a dedicated *SAP Cloud Identity Services* application for SAP Sustainability Control Tower is created automatically, and users are directed to the connected login screen.

Maintaining Users: Users are managed in the SAP Cloud Identity Services Administration Console, which is accessible via the *Trust Configuration* section of the SAP BTP cockpit. Only users maintained here can be assigned to authorization policies. Administrator authorizations are required to add or manage users.

Authorization Policies: SAP Sustainability Control Tower provides a set of SAP-delivered base authorization policies — identifiable by the package name “sap.sus.sct”, which cannot be modified or deleted. The following base policies are available: SuperUser (unrestricted read access across all business objects), MetricActualsReader, MetricTargetReader, MeasureActualsReader, and AmbitionReader. Administrators can create custom authorization policies based on these base policies, adding further restrictions on attributes such as metric ID, ESG area, business location, legal entity, or organizational unit to tailor access precisely to the needs of their organization.

Note: For users who are currently assigned to SAP BTP roles and who should additionally be granted instance-based authorizations, unassign the users from the default identity provider in SAP BTP and create a new user for them within the SAP Cloud Identity Services tenant used for instance-based authorization. This ensures that access is exclusively governed by instance-based authorization policies, with no residual access through the default identity provider.

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3. Perform Double Materiality Assessment with a Partner Solution

After having prepared the system, created the master data and set up roles, it is now time to define the actual scope of topics and ultimately metrics that should be reported using SAP Sustainability Control Tower. To do so, organizations typically perform a Double Materiality Assessment (DMA). Double Materiality is about the impact of the enterprise on the world (inside-out perspective) and the world's impact on the enterprise (outside-in perspective).

Impacts, Risks, and Opportunities (IROs) justify why a topic is material. Their material impact is estimated and those above a pre-set threshold are classified against ESRS reporting standards and are used to set up metrics for ESG reporting. The DMA process should create a clear, logical, and defensible trail from the main sustainability topics all the way down to the numbers in the ESG reports. Hence, it must be a transparent and audit-proof process.

Currently, SAP Sustainability Control Tower does not support running a DMA. The ESG reporting process in SAP Sustainability Control Tower starts with the outcomes of the DMA which is basically a list of material metrics. The outcomes can be captured by bringing the list of material data points into SAP Sustainability Control Tower via the Reporting Scope API. This API allows you to create, update, and delete reporting scopes and their associated data, define organizational boundaries, add disclosure requirement items, assign metrics, and control the scope lifecycle through actions such as release, withdrawal, and versioning.

Organizations perform the DMA in many ways: either manual Excel-based solutions or tool-based solutions from many partners in the market.

4. Reporting Scope Including Workflows and Data Collection Forms

The reporting scope defines the organizational boundary and the sustainability metric scope (scope items) that determine what ESG data is collected from which organizational units for reporting purposes. It specifies both the relevant sustainability metrics and measures to be collected across the organization, as well as the applicable organizational hierarchies and entities. As such, the reporting scope forms the basis for subsequent data collection workflows and the configuration of data entry forms.

The reporting scope is structured into the following sections:

1. Header
This section defines the name, description, and validity period of the reporting scope, as well as the primary organizational hierarchy used for data collection. It also allows for referencing the materiality approach applied to determine the scope (for example, double materiality).

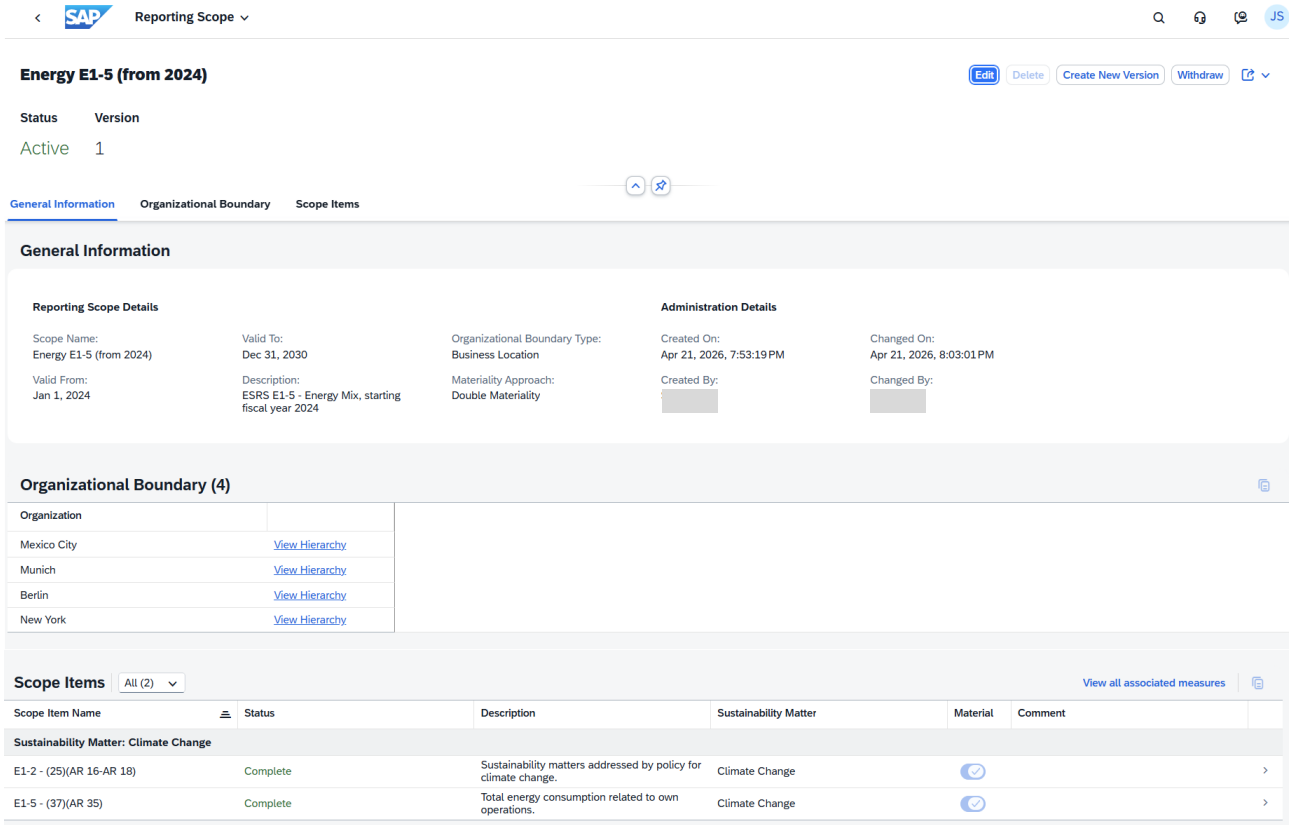
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2. Organizational Boundary

This section specifies the organizational entities included in the data collection process by selecting the relevant nodes within the defined leading organizational hierarchy.

3. Scope Items

This section determines which metrics are to be collected by the previously defined organizational units. Metrics are automatically translated into corresponding measures. Scope items are organized according to sustainability topics and disclosure references as defined in the metric master data.



Organizations may define a single reporting scope for enterprise-wide data collection or establish multiple scopes to address different data requirements across various organizational units. The reporting scope enables the collection of all defined scope items across all entities within the specified boundary, including their subordinate units. At a later stage, the relevance of specific items can be assessed at the level of individual organizational entities. Example: A global organization needs to report according to the ESRS reporting standard consisting of various topical standards (E1-E5, S1-S4, G1). As the corporation would like to use the collected data for internal performance tracking as well, data collection needs to take place on a lower level of granularity than group level. In this case, the organization could create different reporting scopes as illustrated below:

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<table>
<tr><td colspan="2" rowspan="2"></td><td colspan="5">Organizational boundary</td></tr>
<tr><td>Production Sites</td><td>Commercial Sites</td><td>Legal Entities</td><td>Group</td><td>Countries</td></tr>
<tr><td rowspan="10">Topical Standards (metrics)</td><td>E1</td><td rowspan="5">Reporting Scope 1</td><td rowspan="5">Reporting Scope 2</td><td rowspan="5"></td><td rowspan="10">Reporting Scope 4</td><td rowspan="5"></td></tr>
<tr><td>E2</td></tr>
<tr><td>E3</td></tr>
<tr><td>E4</td></tr>
<tr><td>E5</td></tr>
<tr><td>S1</td><td colspan="2" rowspan="5"></td><td>Reporting Scope 3</td><td>Reporting Scope 5</td></tr>
<tr><td>S2</td><td rowspan="4"></td><td rowspan="4"></td></tr>
<tr><td>S3</td></tr>
<tr><td>S4</td></tr>
<tr><td>G1</td></tr>
</table>

In this example, the full scope of data collection is divided into five reporting scopes which differ in the organizational scope and/or metric coverage:

- **Reporting Scope 1:** Environmental metrics collected on production sites (business location) including energy, emissions, water, waste.
- **Reporting Scope 2:** Environmental metrics collected on sales region levels (business location hierarchy nodes for sales regions) for commercial sites with no production (only a subset of environmental metrics relevant).
- **Reporting Scope 3:** Workforce-related metrics (headcounts) collected on legal entity level.
- **Reporting Scope 4:** Specific data points collected on group level as not available on subgroup entities.
- **Reporting Scope 5:** Specific HR-related data points only available/collected on country or region level.

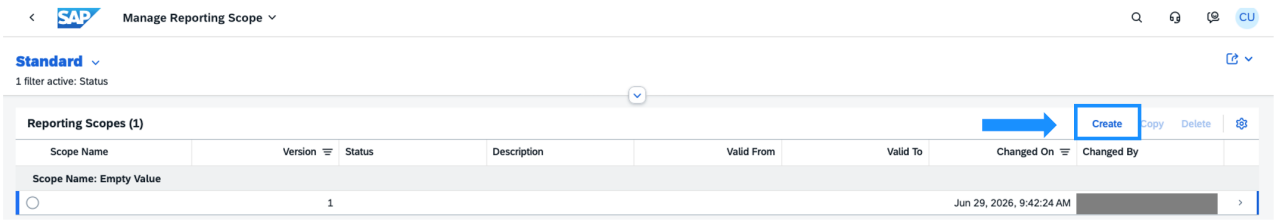
In this example, all collected data rolls up to group level, but the entities and hierarchy levels on which data are collected differs by reporting standard (metric cluster).

To summarize, the reporting scope is used to specify the scope of data to be collected. It does not necessarily restrict the scope of reportable metrics. For example, if two metrics share the same collected measure data, they can still be reported in SAP Sustainability Control Tower even though only one of the metrics was added to the reporting scope.

The *Manage Reporting Scope* application supports managing the full lifecycle management of ESG reporting scopes.

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Creating reporting scopes



General Information:

- Create a new reporting scope, define a name and description and a “Valid From” and “Valid To” date.
- The “Valid From” date specifies from when the reporting scope starts to become active.
- The “Valid To” date can be any date in the future to limit the validity of the reporting scope.
- Select the “Organizational Boundary” type (Business Location or Legal Entity) to define which leading organizational hierarchy will be used for data collection.
- Specify the “Materiality Approach” applied to derive the reported metrics (for example, Double Materiality, Materiality, or Not Applicable).

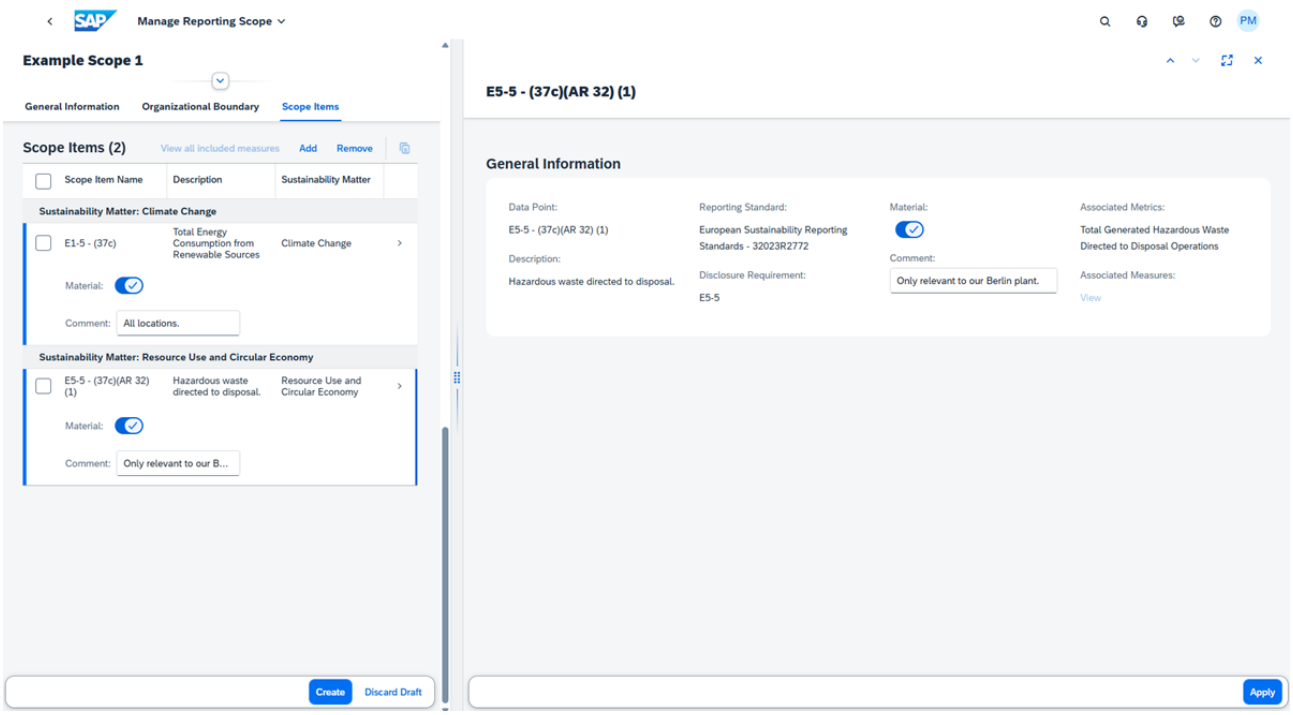
Organizational Boundary:

- Define the “Organizational Scope” by selecting the relevant entities from the hierarchy associated with the chosen boundary type.
  Note: The system will automatically include all child entities assigned to the selected parent nodes.

Scope Items:

- Define the metrics and measures to be collected using scope items.
- To add scope items, search for the relevant data points, select the corresponding checkboxes, and confirm the selection. For efficiency, multiple items can be selected simultaneously.
- For each scope item, you can decide on the materiality, leave a comment, and if the data point is assigned to more than one metric, you select which metric is associated with the data point in this scope.

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Following initial creation, the reporting scope is assigned the status “Not Released”, allowing unrestricted editing. Once finalized, the scope can be released. Depending on the defined validity start date, the status will transition to either “Released” or “Active”.

Versioning reporting scopes

SAP Sustainability Control Tower supports reporting scope versioning which is a way to track how your ESG reporting boundaries evolve over time without losing historical accuracy. Instead of overwriting a scope when something changes, the system creates a **new version** of that scope.

Deleting reporting scopes

Reporting scopes that are in Released or Active state cannot be deleted as data may have been collected by it, hence, instead of deleting reporting scopes when they are not needed any longer, they can be removed from active use and are shown as **Withdrawn**.

For detailed information, see also the documentation: SAP Help Portal | Scenario Guide.

5. Data Acquisition

5.1. Actuals Data Management (Quantitative)

There are several ways of how to acquire data in SAP Sustainability Control Tower: File upload and integrating SAP source systems, in particular SAP Datasphere, SAP Sustainability Footprint Management, and SAP S/4HANA. Generally, data is uploaded on measure level. If you recall chapter 2: based on the measure data that is defined by certain dimension values, the metric is calculated in SAP Sustainability Control Tower. For standard, SAP-provided metrics, the calculation logic is predefined. For custom metrics that go beyond the standard, SAP Sustainability Control

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Tower provides the possibility to extend the existing measures and dimensions and to create new metrics. This is described in detail in chapter 7. The following chapter will be focused on the initial data upload from a file to predefined measures.

Concept of uploading activity data

The basic concepts used in SAP Sustainability Control Tower including DPIs, measures and dimensions are introduced in chapter 2.1 of this implementation guide.

Activity data is uploaded to SAP Sustainability Control Tower by means of the DPIs. The DPIs specify the necessary data structure which is required by SAP Sustainability Control Tower to read the data. This format is independent of the way data is provided, for example, if a standard integration to SAP Datasphere is used, the DPI format needs to be adhered to as well.

Generally, more than one measure can be related to one DPI, for example, the Emission DPI contains the following six measures related to emissions:

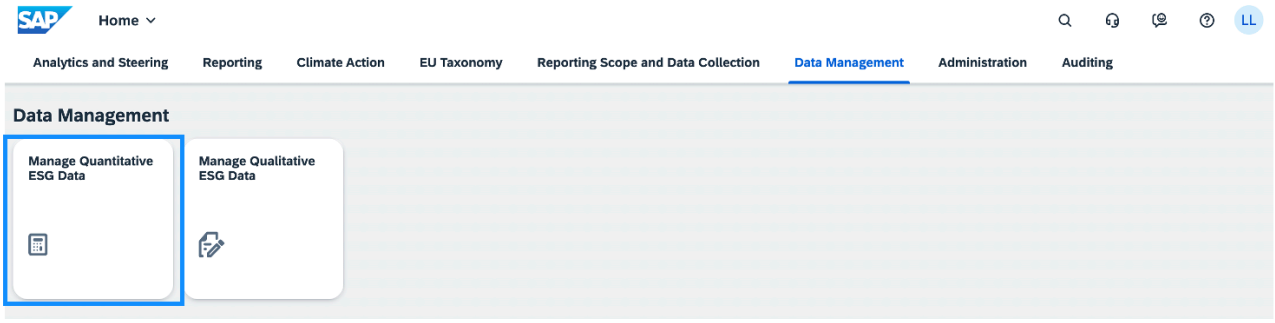
- CO2e Emissions
- CO2e Emissions from Regulated ETS
- Carbon Credits
- Emission to Air
- Emission to Soil
- Emission to Water

It means that all the measures share the same structure for data import in terms of requested fields (not all of them are mandatory for each measure).

Other DPIs such as the Waste DPI contain only one measure: Waste.

5.1.1. Manual Upload of Quantitative Activity Data: Example CO2e Emissions

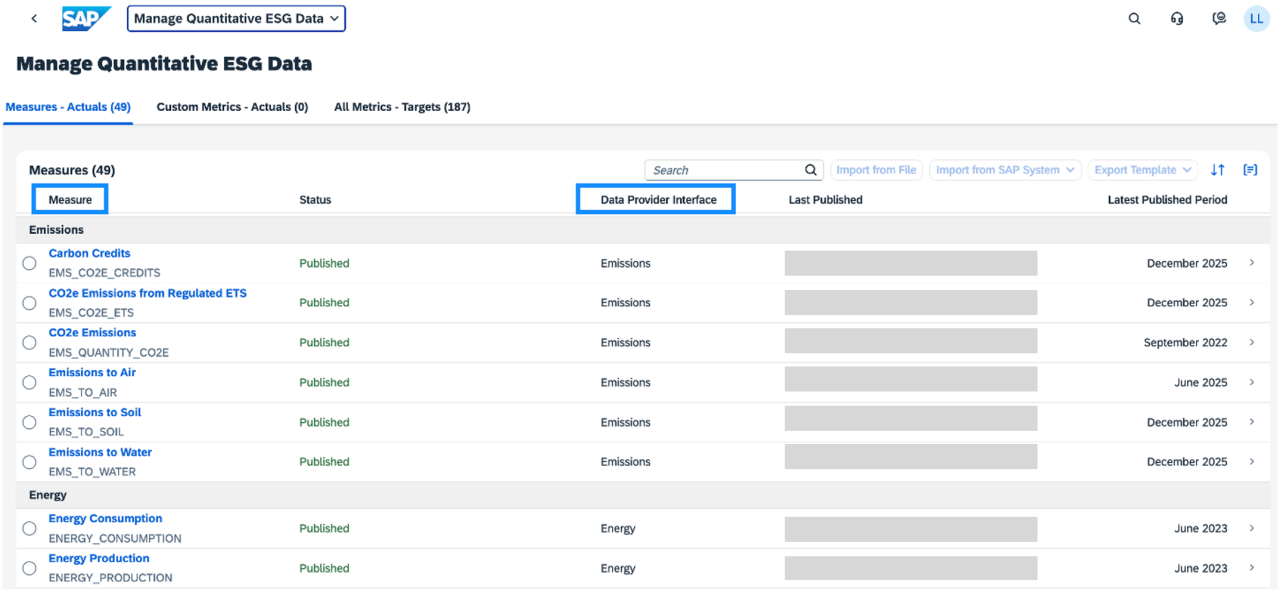
Data is uploaded using the *Manage Quantitative ESG Data* app. You access the app from the SAP Fiori launchpad under the section *Data Management*.



On the first page of the *Manage Quantitative ESG Data* app, you will find all pre-delivered measures structured along the DPIs. Data is provided on measure level which means, for each measure you use, you will upload a set of data.

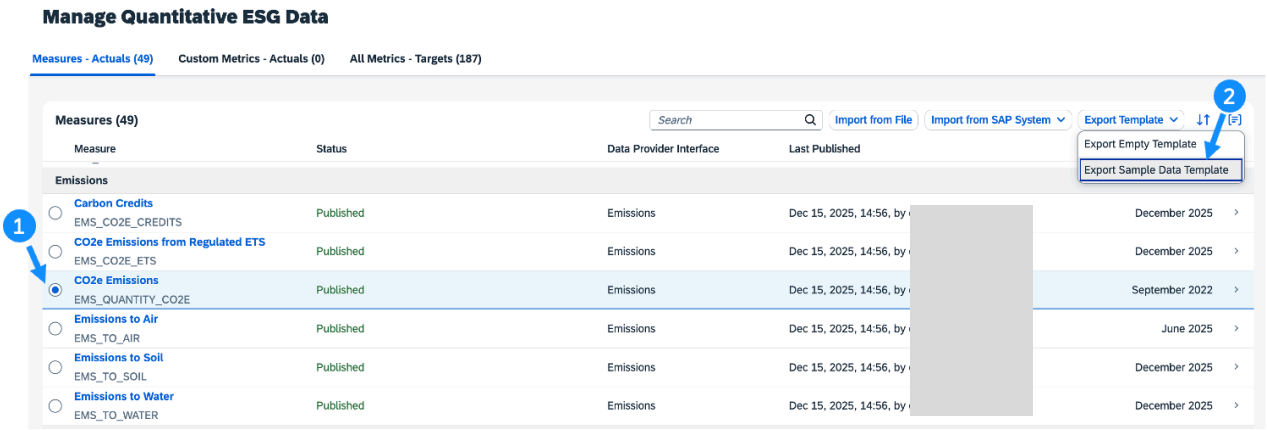
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In the screenshot below, you can exemplarily see the measures related to the Emission DPI and those related to the Energy DPI.



To explain the data upload procedure, the measure “CO2e Emissions” is used as an example.

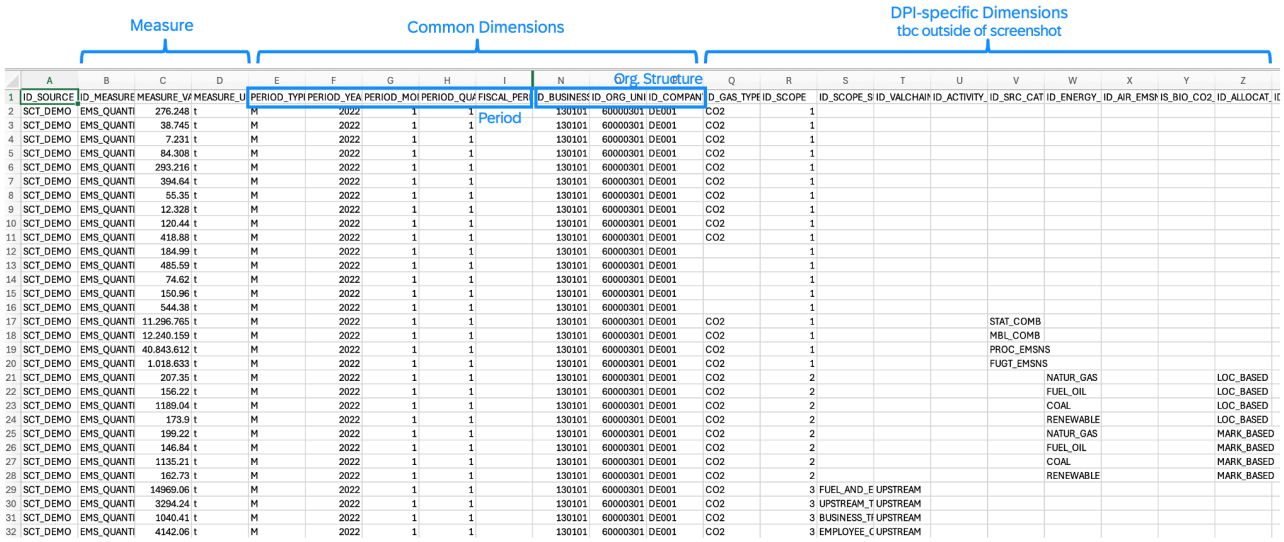
Start by selecting the measure “CO2e Emissions” by clicking on the small circle on the left. With this selection, the option “Export Templates” on the top right of the page will be enabled. You have the option to either export an empty template that is used to be filled with your data for the specific measure (Export Empty Template), or you export a template populated with sample data (Export Sample Data Template). To familiarize yourself with the data upload structure of the measure, it is recommended to firstly explore the template with sample data.



After clicking on “Export Sample Data Template”, a CSV file will automatically be downloaded. For better usability, it is recommended to save the file as an Excel Workbook (.xlsx format). Depending on your Excel settings, it might be necessary to separate the text per line into columns by using the “Text to Column” function in Excel.

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In the first line, the sample data template provides the structure of the data upload in terms of the different dimensions and the measure used. Looking at it, you might recall the different types of dimensions “Common Dimensions” and “DPI-Specific Dimensions” (explained in detail in chapter 2.1.2) as indicated in the next screenshot. The common dimensions are differentiated into the periodic dimensions and the three reporting structures (for details see chapter 2.2.2.).



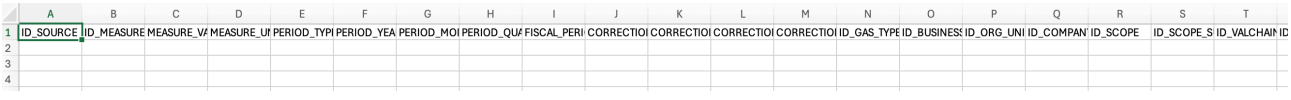
	A	B	C	D	E	F	G	H	I	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	ID_SOURCE	ID_MEASURE	MEASURE_VA	MEASURE_U	PERIOD_TYPI	PERIOD_YEA	PERIOD_MOI	PERIOD_QUA	FISCAL_PER	D_BUSINESS	ID_ORG_UNI	ID_COMPAN	D_GAS_TYPE	ID_SCOPE	ID_SCOPE_S	ID_VALCHAIN	ID_ACTIVITY_	ID_SRC_CAT	ID_ENERGY_	ID_AIR_EMSN	IS_BIO_CO2	ID_ALLOCAT_ID
2	SCT_DEMO	EMS_QUANTI	276.248	t	M	2022	1	1		130101	60000301	DE001	CO2	1								
3	SCT_DEMO	EMS_QUANTI	38.745	t	M	2022	1	1		130101	60000301	DE001	CO2	1								
4	SCT_DEMO	EMS_QUANTI	7.231	t	M	2022	1	1		130101	60000301	DE001	CO2	1								
5	SCT_DEMO	EMS_QUANTI	84.308	t	M	2022	1	1		130101	60000301	DE001	CO2	1								
6	SCT_DEMO	EMS_QUANTI	293.216	t	M	2022	1	1		130101	60000301	DE001	CO2	1								
7	SCT_DEMO	EMS_QUANTI	394.64	t	M	2022	1	1		130101	60000301	DE001	CO2	1								
8	SCT_DEMO	EMS_QUANTI	55.35	t	M	2022	1	1		130101	60000301	DE001	CO2	1								
9	SCT_DEMO	EMS_QUANTI	12.328	t	M	2022	1	1		130101	60000301	DE001	CO2	1								
10	SCT_DEMO	EMS_QUANTI	120.44	t	M	2022	1	1		130101	60000301	DE001	CO2	1								
11	SCT_DEMO	EMS_QUANTI	418.88	t	M	2022	1	1		130101	60000301	DE001	CO2	1								
12	SCT_DEMO	EMS_QUANTI	184.99	t	M	2022	1	1		130101	60000301	DE001		1								
13	SCT_DEMO	EMS_QUANTI	485.59	t	M	2022	1	1		130101	60000301	DE001		1								
14	SCT_DEMO	EMS_QUANTI	74.62	t	M	2022	1	1		130101	60000301	DE001		1								
15	SCT_DEMO	EMS_QUANTI	150.96	t	M	2022	1	1		130101	60000301	DE001		1								
16	SCT_DEMO	EMS_QUANTI	544.38	t	M	2022	1	1		130101	60000301	DE001		1								
17	SCT_DEMO	EMS_QUANTI	11.296.765	t	M	2022	1	1		130101	60000301	DE001	CO2	1				STAT_COMB				
18	SCT_DEMO	EMS_QUANTI	12.240.159	t	M	2022	1	1		130101	60000301	DE001	CO2	1				MBL_COMB				
19	SCT_DEMO	EMS_QUANTI	40.843.612	t	M	2022	1	1		130101	60000301	DE001	CO2	1				PROC_EMSNS				
20	SCT_DEMO	EMS_QUANTI	1.018.633	t	M	2022	1	1		130101	60000301	DE001	CO2	1				FUGT_EMSNS				
21	SCT_DEMO	EMS_QUANTI	207.35	t	M	2022	1	1		130101	60000301	DE001	CO2	2					NATUR_GAS			LOC_BASED
22	SCT_DEMO	EMS_QUANTI	156.22	t	M	2022	1	1		130101	60000301	DE001	CO2	2					FUEL_OIL			LOC_BASED
23	SCT_DEMO	EMS_QUANTI	1189.04	t	M	2022	1	1		130101	60000301	DE001	CO2	2					COAL			LOC_BASED
24	SCT_DEMO	EMS_QUANTI	173.9	t	M	2022	1	1		130101	60000301	DE001	CO2	2					RENEWABLE			LOC_BASED
25	SCT_DEMO	EMS_QUANTI	199.22	t	M	2022	1	1		130101	60000301	DE001	CO2	2					NATUR_GAS			MARK_BASED
26	SCT_DEMO	EMS_QUANTI	146.84	t	M	2022	1	1		130101	60000301	DE001	CO2	2					FUEL_OIL			MARK_BASED
27	SCT_DEMO	EMS_QUANTI	1135.21	t	M	2022	1	1		130101	60000301	DE001	CO2	2					COAL			MARK_BASED
28	SCT_DEMO	EMS_QUANTI	162.73	t	M	2022	1	1		130101	60000301	DE001	CO2	2					RENEWABLE			MARK_BASED
29	SCT_DEMO	EMS_QUANTI	14969.06	t	M	2022	1	1		130101	60000301	DE001	CO2	3	FUEL_AND_E	UPSTREAM						
30	SCT_DEMO	EMS_QUANTI	3294.24	t	M	2022	1	1		130101	60000301	DE001	CO2	3	UPSTREAM_T	UPSTREAM						
31	SCT_DEMO	EMS_QUANTI	1040.41	t	M	2022	1	1		130101	60000301	DE001	CO2	3	BUSINESS_TI	UPSTREAM						
32	SCT_DEMO	EMS_QUANTI	4142.06	t	M	2022	1	1		130101	60000301	DE001	CO2	3	EMPLOYEE_C	UPSTREAM						

The sample data gives an indication of the semantics/accepted values that are used in the dimension values, for example, that the unit of measure “tonnes” is indicated with “t” (column D) or that the measure ID for “CO2e Emissions” is stated as “EMS_QUANTITY_CO2E”. Later, when you do the upload, the dimension values entered in the table are always checked against the master data available in SAP Sustainability Control Tower, hence, it is crucial to use the correct naming and format when filling out the template with your own data.

Data import

To upload data for a measure for the first time, export the “Empty Template” in the same way as you downloaded the “Sample Data Template”. Here, it is also recommended to save the file as an Excel workbook (.xlsx format) and separate the text into columns if needed.

The column headers (first line) of the empty template are the same as for the one with sample data.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	ID_SOURCE	ID_MEASURE	MEASURE_VA	MEASURE_UI	PERIOD_TYPI	PERIOD_YEA	PERIOD_MOI	PERIOD_QUA	FISCAL_PERI	CORRECTIO	CORRECTIO	CORRECTIO	CORRECTIO	ID_GAS_TYPE	ID_BUSINESS	ID_ORG_UNI	ID_COMPAN	ID_SCOPE	ID_SCOPE_S	ID_VALCHAIN	ID
2																					
3																					
4																					

Please note that the data granularity required in the DPI must be adhered to, so that SAP Sustainability Control Tower can calculate the related metrics based on this input. It means that if you need to perform modifications or data harmonization to achieve the requested semantics, it must be done before entering the data in the DPI.

You can now start populating the table with your data related to the measure CO2e Emissions. Follow the guidance below to fill out the different sections of the DPI.

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Source ID:

The first column is the source ID (ID_SOURCE) where you maintain the data source ID. The source ID is a mandatory field for each data entry.

In chapter 2.2.1, it was explained how to create the master data for the customer sources which need to be maintained before you can upload data. Check the source ID in the *Manage Master Data* app under "Global Parameters" that you have defined for a manual file upload via Excel and enter the same source ID in the column "ID_SOURCE" for each data entry you make. If you have been following this guide, the source ID most probably is "EXCEL".

Periodic Dimensions:

The period-related dimensions are:

- Period Type (PERIOD_TYPE)
- Period Year (PERIOD_YEAR)
- Period Quarter (PERIOD_QUARTER)
- Period Month (PERIOD_MONTH)
- Fiscal Period (FISCAL_PERIOD)

In column "PERIOD_TYPE", you define the periodicity on which you upload the data: monthly (M), quarterly (Q), or yearly (Y). If you decide to upload data on a monthly level, the most granular level, you define the "PERIOD_TYPE" as "M" for month and you need to fill out the respective columns "PERIOD_MONTH" (with values from 1-12), "PERIOD_QUARTER" (with values from 1-4) and "PERIOD_YEAR" with the calendar year. If you upload data on a quarterly level, you define column "PERIOD_TYPE" with "Q" for quarter and fill only the columns "PERIOD_QUARTER" and "PERIOD_YEAR". If you upload data only on yearly basis, you define "Y" for year in column "PERIOD_TYPE" and enter only the calendar year in column "PERIOD_YEAR".

Remember, the periodicity always needs to be maintained. The minimal granularity is yearly.

The dimension Fiscal Period can be used when the reporting period is related to a fiscal period which deviates from the calendar year. In this case, the "PERIOD_TYPE" needs to be maintained with "FY" for fiscal year, "FQ" for fiscal quarter, or "FP" for fiscal period and the columns for year, quarter, month, and fiscal period need to be maintained accordingly. For details on how to fill out the table if fiscal period is used, refer to the SAP Help Portal documentation.

Reporting Structure:

The Reporting Structure dimensions are:

- Business Locations (ID_BUSINESS_LOC)
- Reporting Line / Organizational Unit (ID_ORG_UNIT)
- Legal Entity (ID_COMPANY_CODE)

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Refer to chapter 2 as a prerequisite of uploading master data for these dimensions and make sure you only use dimension values that have been defined initially as master data in the *Manage Master Data* app. To check this, you can always go to the *Manage Master Data* app and select the three Reporting Structures under *Dimension*.

In the example of the downloaded sample data, all three reporting structures are maintained. This adds complexity and context to the measure, but it is not mandatory. At least one of the three reporting structures needs to be maintained for a successful data upload.

The reporting structure added here determines how you can later analyze the calculated metrics based on the measure data input, for example, if you upload CO2e emission data only with related Business Location data, you can later analyze the metric “GHG Emissions Scope 1” only along your Business Location hierarchy, not along the Legal Entity hierarchy.

DPI-Specific Dimensions:

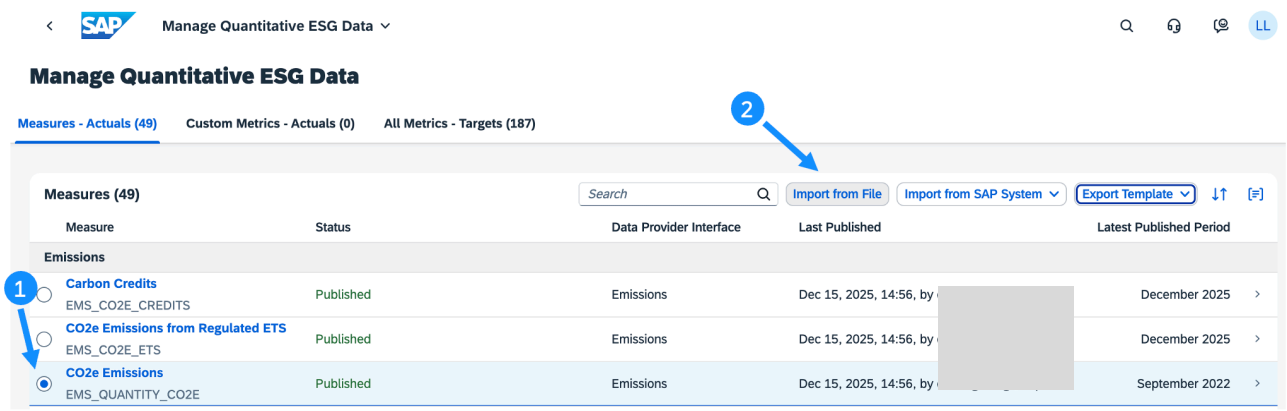
Checking the sample data template is one way to familiarize yourself with the format of the data. Besides that, and especially for the DPI-specific dimensions, this guide refers to the documentation on the SAP Help Portal. There you will find for each DPI, the available dimensions including the accepted dimension values that are defined as a standard. Here, you will find a description of the data type for each dimension including a link to the master data for the accepted dimension values and their IDs: SAP Help Portal | DPI Overview Page.

After entering your company-specific emission data, save the file locally on your device. To avoid issues when uploading the data, check your file and pay attention to the following points to prevent **common errors** in the file upload:

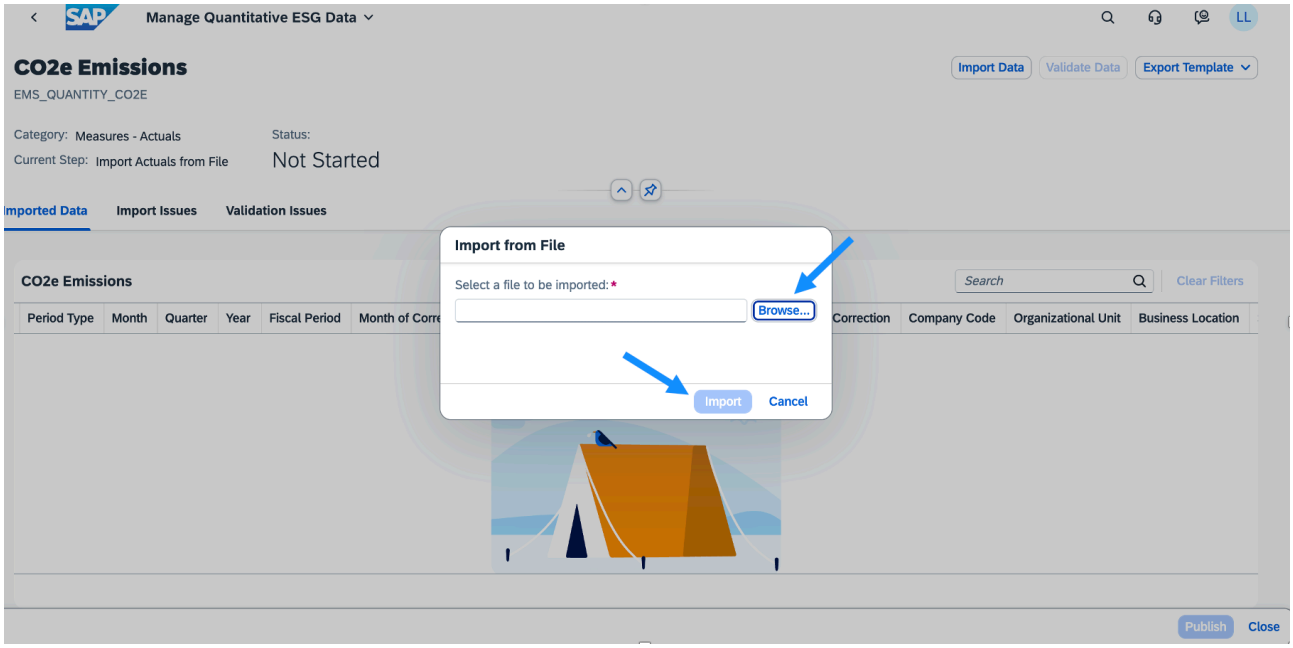
- Make sure that the column headers have not changed
- Make sure that the first column “ID_SOURCE” is always filled with IDs maintained in the master data
- The technical IDs for SAP Sustainability Control Tower standard dimensions must exactly match
- Format of numbers: comma or dot in the values, sometimes Excel converts some numbers into a date format
- Duplicates

To upload your file, go back to the *Manage Quantitative ESG Data* app, select the measure “CO2e Emissions” and click on “Import from File” on the top right of the page.

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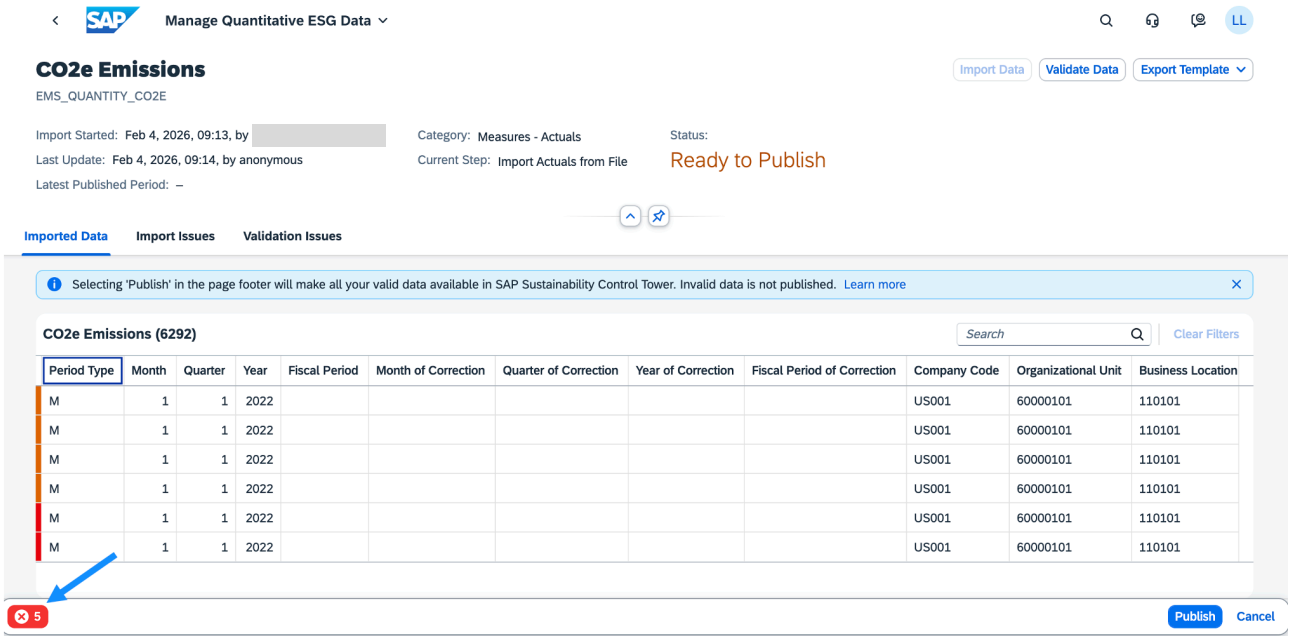


In the dialogue window, click on “Browse” to select your file, then click on “Import”. The status changes to “Import in Progress”.

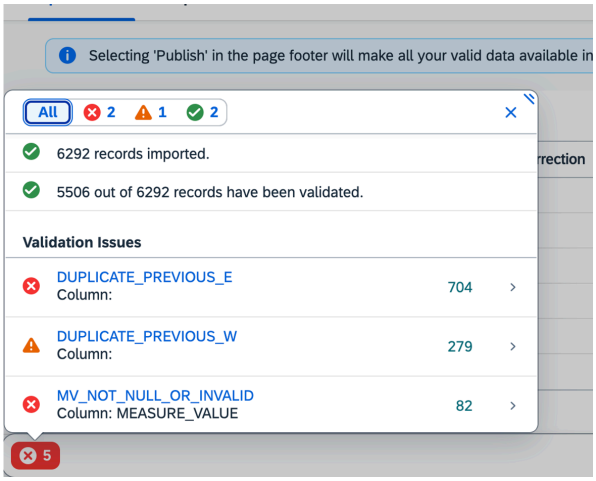


Now, SAP Sustainability Control Tower is validating the data. If errors are found, you will be notified on the bottom left of the page with a red “x”.

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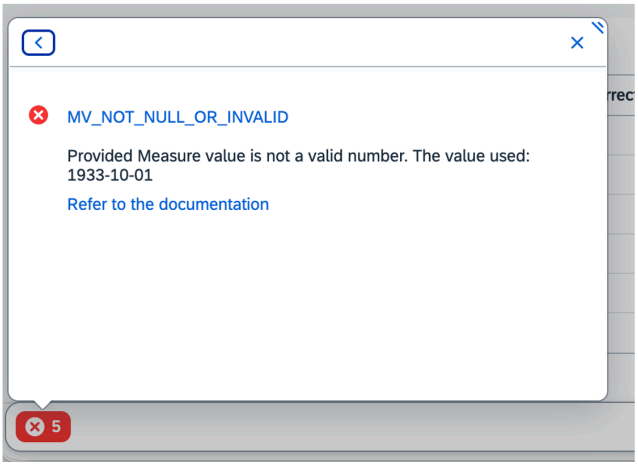


To see details of the import issues, click on the red “x”. You will find an overview of the different error types.

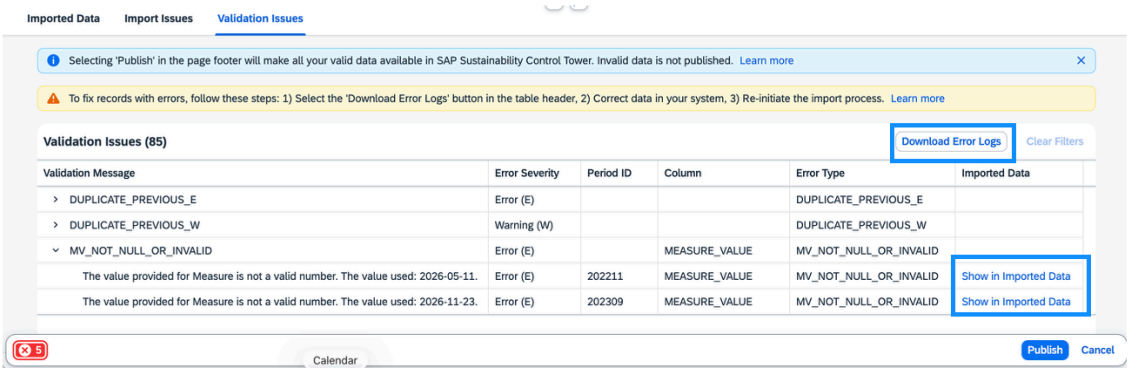


By clicking on the different warnings/issues, you get more details. In this example, the uploaded measure value was not a valid number. It was uploaded in a date format.

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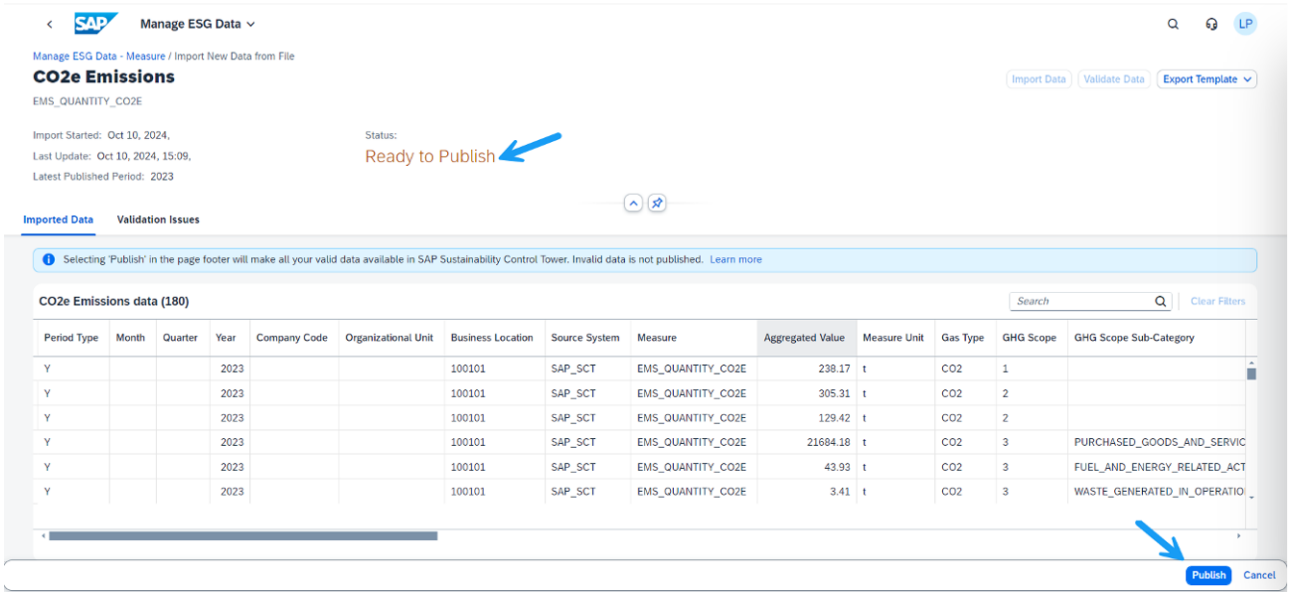


If you click on the link in the message, the system takes you to the error log that highlights errors directly in the imported data. From there, you can also download error logs. The file you download will be in the CSV format, aligned with the DPI template structure. Errors are listed in the last column, guiding you on which values require adjustments.



While this function aids in error identification, direct corrections within the error log are not permitted. Corrections must be made in the import file. Then you can re-initiate the import process. After a successful validation, you need to publish the data. For that, click on “Publish” in the bottom right corner.

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Afterwards, you can see that the status changed to *Published* which means the data is available in other applications, for example, the *Analyze ESG Data* app where you can find the results for metrics related to the “CO2e Emissions” measure. How to configure this will be outlined in chapter 9.1.

5.1.2. Updating Quantitative Data

After the initial data upload, you might want to update data. This can mean you want to change and/or correct existing data or you want to add data, for example, for a new reporting period. To update data, you make the changes or add new data to your Excel file and repeat the same steps for the data import as described in the previous chapter.

After the validation, you will see that the new records will be imported since there is no duplication (accepted as valid record), for example, data for a new reporting period.

Changed records will be marked with an inconsistency, which will be detected as an error, because the records have matching primary keys but different measure values. These records are labeled as duplicates shown as warnings in the error message popover.

Despite the warning message, you can click on “Publish”. A popup message appears, summarizing duplicate records and providing options to “Replace” or “Ignore Duplication”. Selecting “Replace” will substitute the existing data with the duplicate data you have uploaded. In the table, you will see the updated data and “Entry Type” for updated records is now “Update” whereas for additional records it is “Insert”.

Once the updated data is published, it can be used in the *Analyze ESG Data* app.

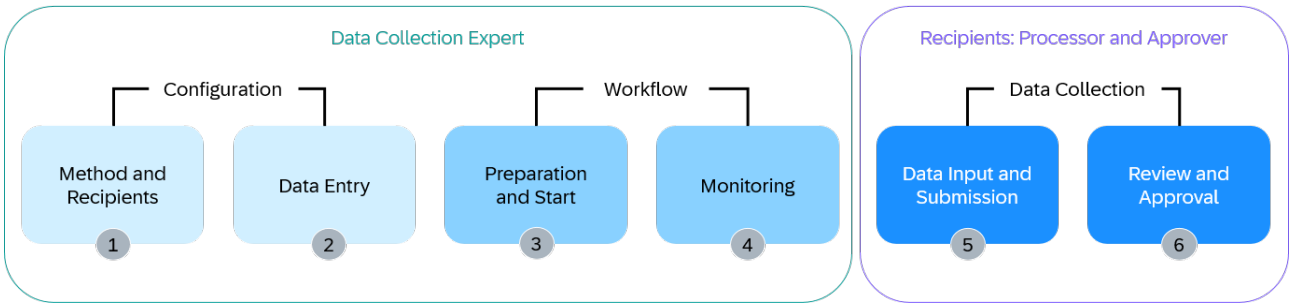
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5.1.3. Import Data via Data Collection Forms and Workflows

Data collection workflows represent a structured and guided process for capturing data that requires manual input and validation from subject matter experts. This is typically required when data is not available or consumable in systems of record, hence requiring an auditable data entry process involving commenting and a four-eye principle data validation. Data Collection workflows enable the efficient management of such data collection scenarios in SAP Sustainability Control Tower and ensure that the gathered information can be further processed within the solution in unison with system-based data imports.

A data collection workflow consists of a sequence of steps in which designated workflow participants are requested to input and/or approve pre-defined information. A typical example would be the collection of energy consumption which is not typically recorded in ERP systems and might be determined very differently depending on local infrastructure. Some sites might derive the energy consumption from monthly energy bills, others might use meter readings, and some might even record energy consumption in their ERP systems. To get a complete picture of energy consumption across the organization, a workflow can be defined, requesting subject matter experts from each site/country/region to provide the local energy consumption amounts.

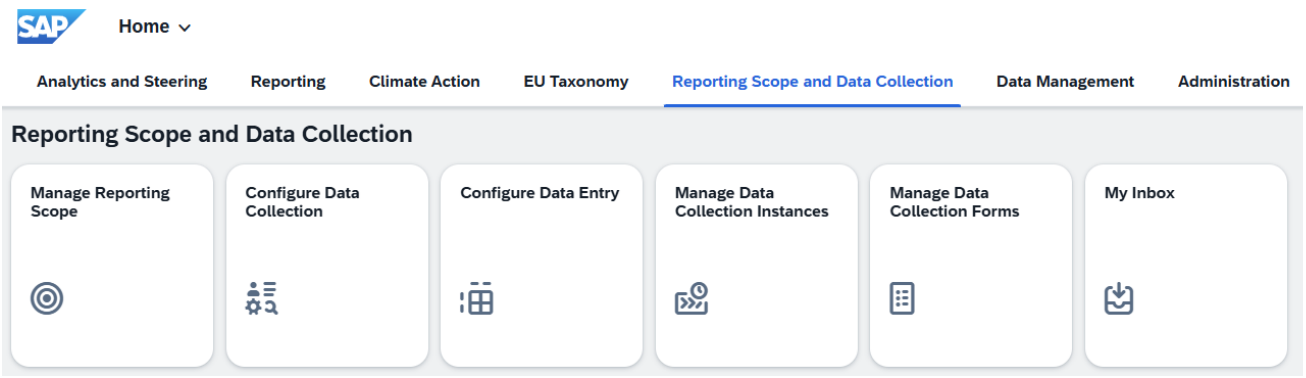
Based on the reporting scope configuration, the system automatically generates data collection forms, enabling recipients to enter and submit the required data in a consistent and controlled manner.



The data collection workflow process is supported end-to-end by the following apps:

- *Configure Data Collection*
- *Configure Data Entry*
- *Manage Data Collection Instances*
- *Manage Data Collection Forms*
- *My Inbox*

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Step 1: Configuration

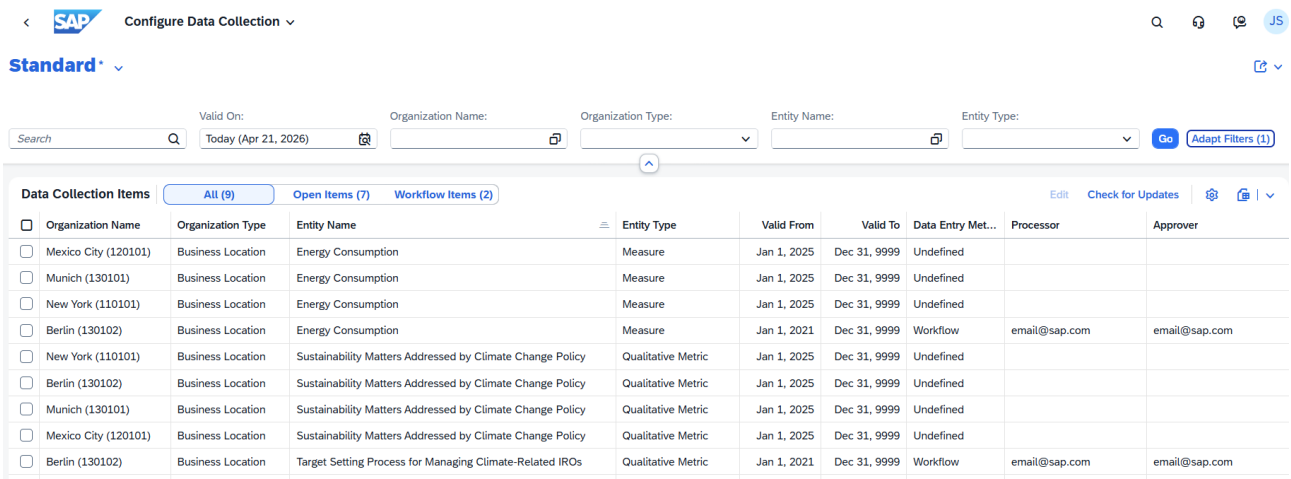
The data collection expert configures the data using the *Configure Data Collection* and *Configure Data Entry* applications.

Configure Data Collection

The data collection expert defines the data entry methods and assigns responsible processors and approvers within the workflow via the *Configure Data Collection* application. It supports the following activities:

- Run a check for updates to retrieve the latest relevant items from the reporting scope.
- Define the validity period and method for entering data for each item.
- For items using the workflow-based data entry method, assign initial workflow recipients:
  - Processor: Responsible for entering the required data.
  - Approver: Responsible for reviewing and approving the submitted data.

Once configuration is complete, the data collection item becomes active, with the assigned data entry method in place.

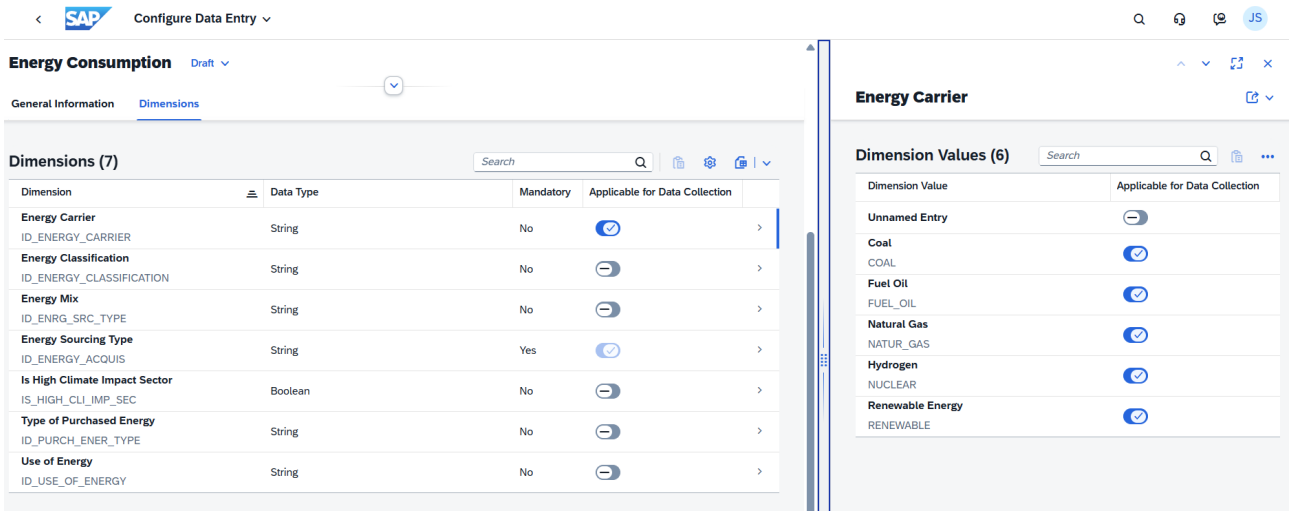


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Configure Data Entry

Then, the data collection expert uses the *Configure Data Entry* application to select the applicable data collection cycle (for example, monthly, quarterly, yearly) and define the content displayed in data collection forms.

Data entry configuration is dependent on the entity type (for example, measure, basic custom metric, qualitative metric) and determines which entity attributes (dimensions) are presented as input fields within the corresponding data collection forms. Hence, this configuration determines the data collection granularity – for example, energy consumption by type of energy carrier and source (purchased or self-generated).



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Step 2: Workflow Administration

Manage Data Collection Instances

Data collection experts use the *Manage Data Collection Instances* application to prepare, schedule, and initiate workflow-based data collection instances. Each instance spans a full year and facilitates data collection across all relevant periods and organizational entities.
Once the workflow is initiated and data collection forms are distributed to processors, progress can be monitored via workflow status tracking.

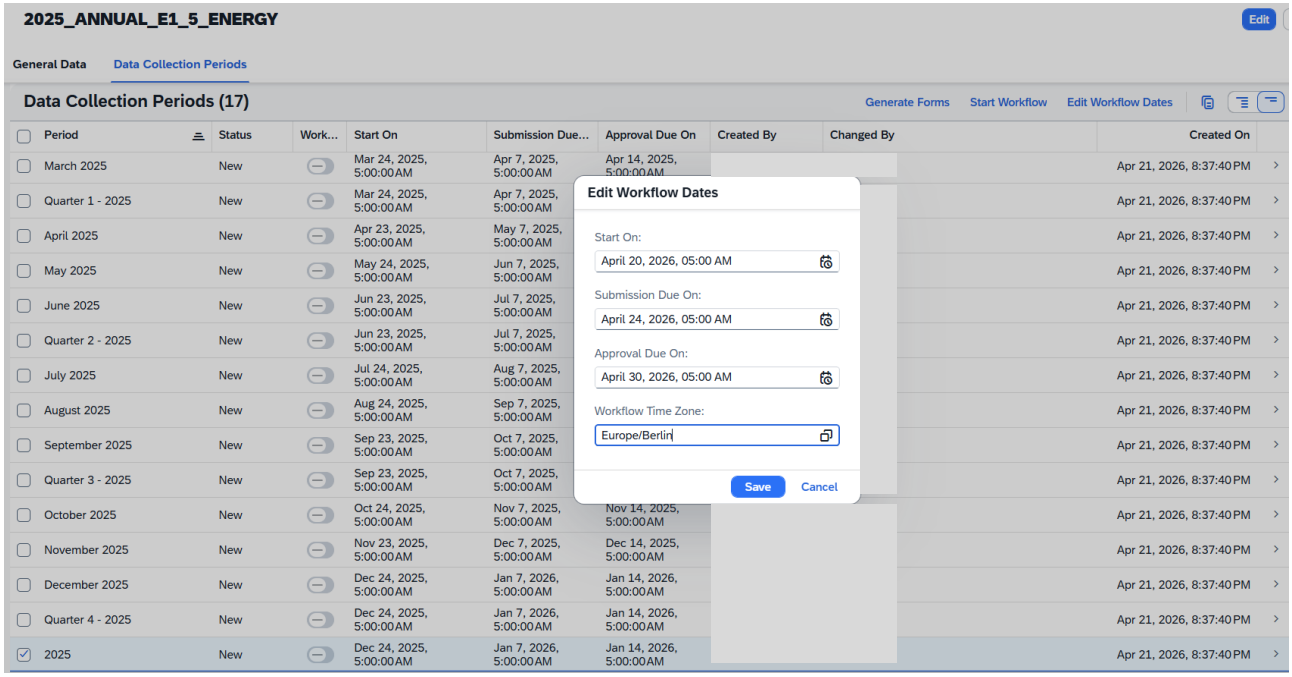
Within this application, users can perform the following actions:

- Configure the workflow schedule for automatic execution or initiate it manually.
- Monitor the progress of data collection using workflow status indicators.

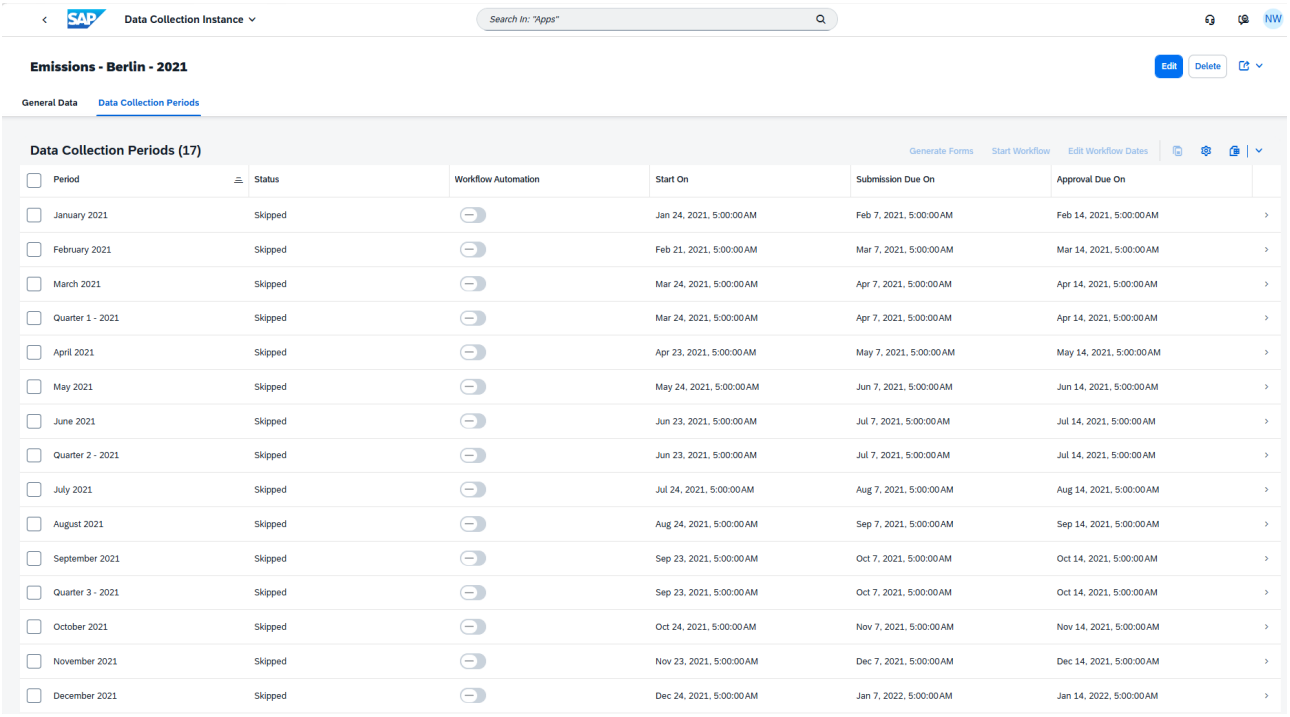
Each instance comprises 17 data collection periods, covering all calendar periods within the selected year:

- 12 monthly periods
- 4 quarterly periods
- 1 annual period

Each data collection period encompasses the workflow for all entities with matching validity periods and data collection cycles, as defined in the *Configure Data Entry* application.



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Once the workflow is started, processors are automatically notified by e-mail. A link in the e-mail directs the user to the data input form.

Step 3: Data Collection

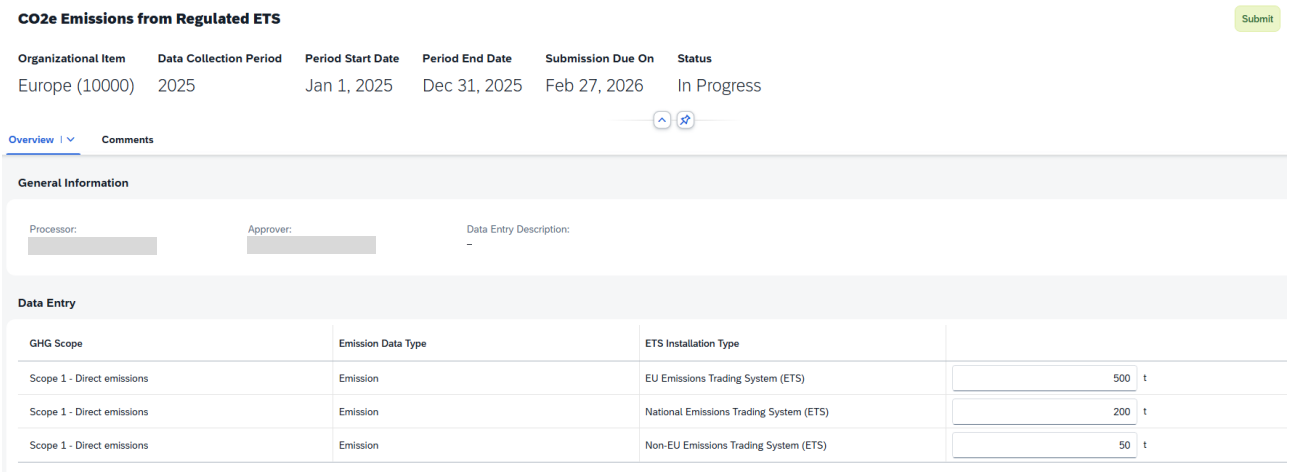
Manage Data Collection Forms

The designated users enter, review, and approve sustainability data as part of the guided data collection workflow via the *Manage Data Collection Forms* app. It enables data input, explanatory comments, and workflow-based validation before the data is ready for further processing.

- Processors use the application to enter required data and submit it for approval. They may also include comments to facilitate collaboration with approvers.
- Approvers review submitted data and either approve or reject the entries.
- In the event of rejection, the form status changes from *In Review* to *In Progress*, and the processor is notified via email that the task has been reassigned.

Once data has been approved, it is automatically published to the relevant SAP Sustainability Control Tower DPI. The records originating from data collection workflows are assigned to Source ID “SCT_WFL”. The published data can be viewed via the *Manage Quantitative ESG Data* app.

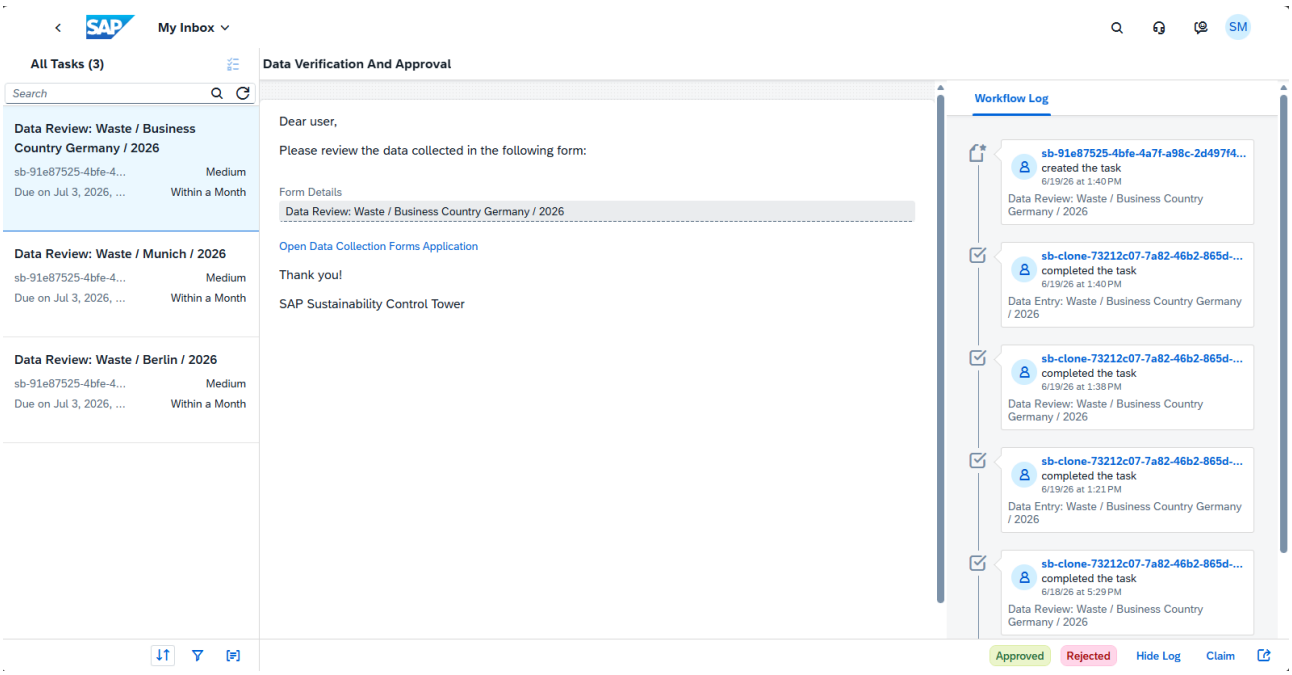
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My Inbox

The *My Inbox* app is a central task-processing interface used in workflow-driven business processes. In the context of data collection workflows based on forms, it can act as an additional entry point for users (processors and approvers) to interact with tasks generated by those workflows.

Users can also review the status of generated task items, for example, which tasks are overdue or due shortly. The app also allows users to claim a task, which means a user can take exclusive responsibility for a shared workflow task to process it further.

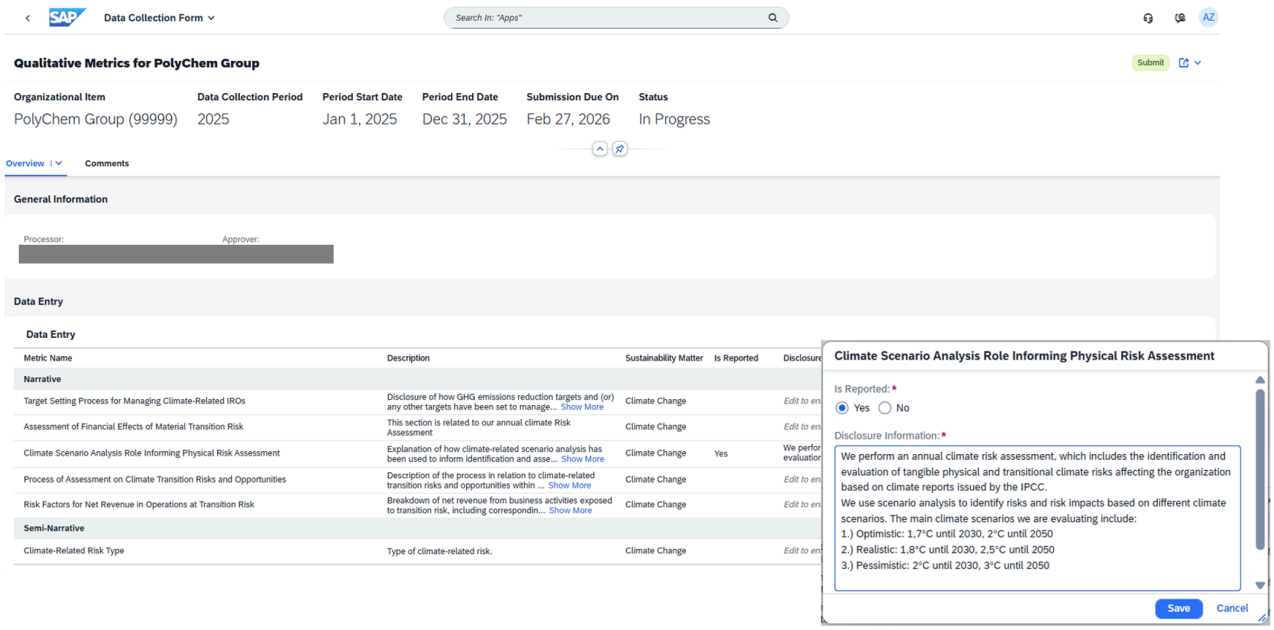


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Workflow-based data collection for qualitative metrics

The data collection workflow outlined above is equally applicable to qualitative metrics that capture narrative or semi-narrative information. For such metrics, no data entry configuration is required, as dimensional breakdowns are not necessary.

Upon approval, the data is automatically published and can be accessed and reviewed through the *Manage Qualitative ESG Data* application.



5.1.4. Import Quantitative Data from Source Systems

SAP Sustainability Control Tower supports data imports from various SAP systems. In the *Manage Quantitative ESG Data* app the following options are available:

- Import from SAP Sustainability Footprint Management: This option is particularly focused on GHG emission data, using the measure “CO2e Emissions”.
- Import from SAP EHS Management, environment management: This option is particularly focused on GHG emission data, using the measure, “CO2e Emissions”.
- Import from SAP S/4HANA or SAP S/4HANA Cloud: This option is available specifically for the measure called “Amount”.
- SAP Datasphere: This option is available for all measures that are relevant to sustainability metrics.

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Importing Data from SAP Sustainability Footprint Management

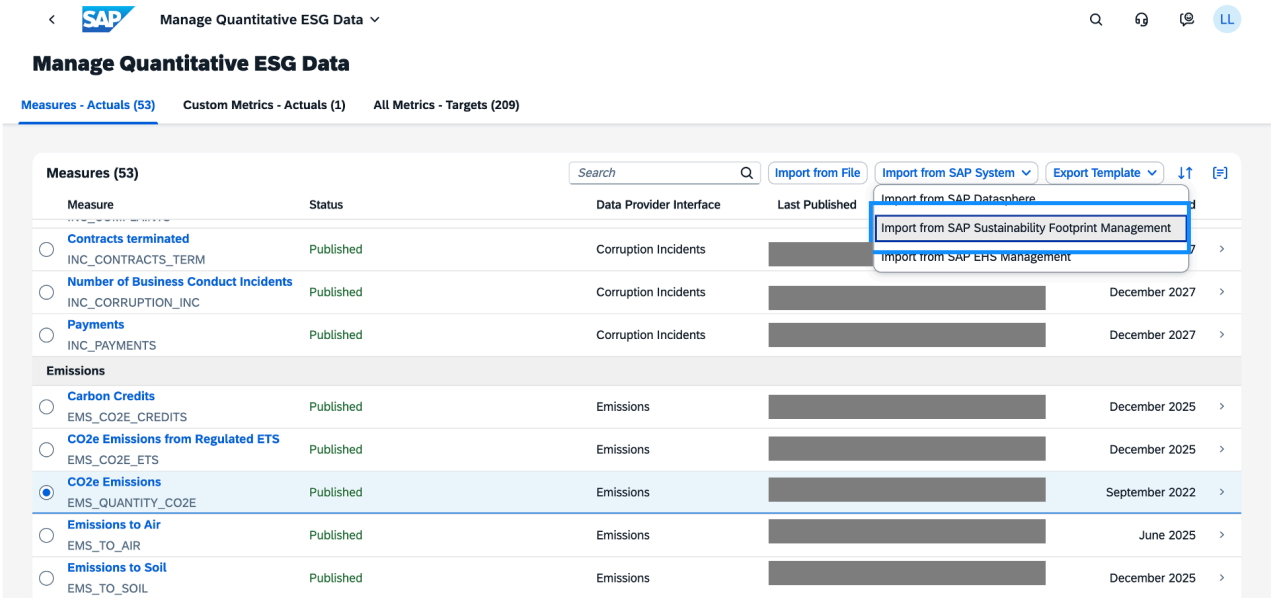
When you want to use corporate and product-level GHG emission data calculated in SAP Sustainability Footprint Management, you can use the Import from SAP Sustainability Footprint Management option in the *Manage Quantitative ESG Data* app.

This functionality enables the import of the actual GHG emissions as CO2 equivalents from SAP Sustainability Footprint Management at the corporate level. In SAP Sustainability Control Tower, you can assign these emissions to the appropriate GHG scopes, subcategories, scope 2 accounting methods, and activity types. You can also allocate the emissions to plants according to the business location hierarchy you have set up.

Furthermore, you can use the Emissions Dashboard and the *Analyze ESG Data* app to analyze your GHG data and track your targets, which is shown later in this learning journey.

Steps for Data Import

- Open *Manage Quantitative ESG Data* app.
- Select the measure “CO2e Emissions” by clicking on the small circle on the very left.
- Click on “Import from SAP System” and select "Import from SAP Sustainability Footprint Management":



- In the dialogue window, select the data import period (month, quarter, year), decide between “Single Period” and “Period Range”, select the actual period from the drop down and click on “Import”.
- The import automatically starts and you can monitor the status section on the main screen.
- After the data has been imported, choose “Validate Data”.
- Once you have validated your data, you can publish it to make it available in other apps of SAP Sustainability Control Tower.

Now that you have seen the steps to import data from SAP Sustainability Footprint Management, know that there are certain steps that need to be performed in SAP Sustainability Footprint

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Management before you can import the data into SAP Sustainability Control Tower: [SAP Help Portal | Integrating with SAP Sustainability Footprint Management](#).

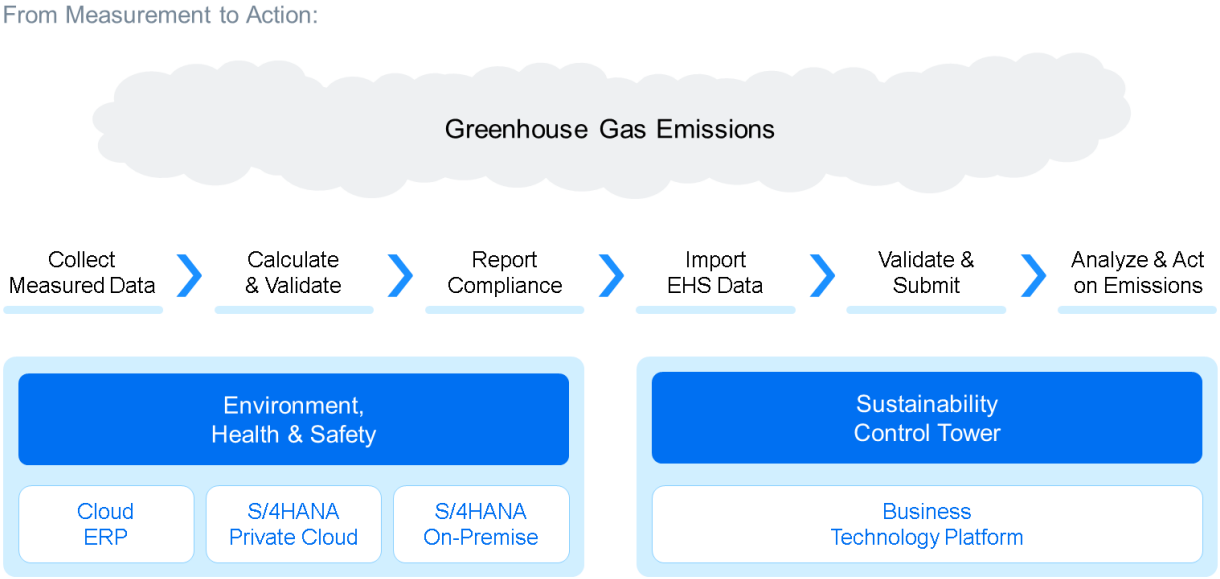
Importing Data from SAP EHS Management, Environment Management

When you want to use actual GHG emissions as CO2 equivalents from your compliance scenario's data collections, calculations, and locations aggregations, you can import GHG emission data from SAP EHS Management, environment management.

In SAP Sustainability Control Tower, you can assign these emissions to GHG scopes, subcategories, scope 2 accounting methods, and activity types. You can also allocate the emissions to Plants in the Business Location hierarchy. Further, you can use the *GHG Dashboard* and the *Analyze ESG Data* app to analyze your GHG data and track your targets, which is shown in chapter 9.5.

SAP EHS Management, Environment Management Data Flow

Before you can import data from the SAP EHS Management, environment management system, you must integrate the SAP EHS Management, environment management system with the Sustainability Control Tower. The following figure shows end-to-end SAP EHS Management, environment management system's integration with SAP Sustainability Control Tower.



When managing GHG data, the first step is to collect measured data from various sources in the SAP EHS Management, environment management system. Next, calculate and validate the data to ensure accuracy and reliability. Once validated, a report is generated to ensure compliance with environmental regulations. The compliant SAP EHS Management, environment management data is then imported into SAP Sustainability Control Tower for further analysis and action. The SAP EHS Management, environment management data is validated once more and submitted to the central system for a final review. Finally, the data is analyzed to generate actionable insights, allowing informed actions for reducing emissions.

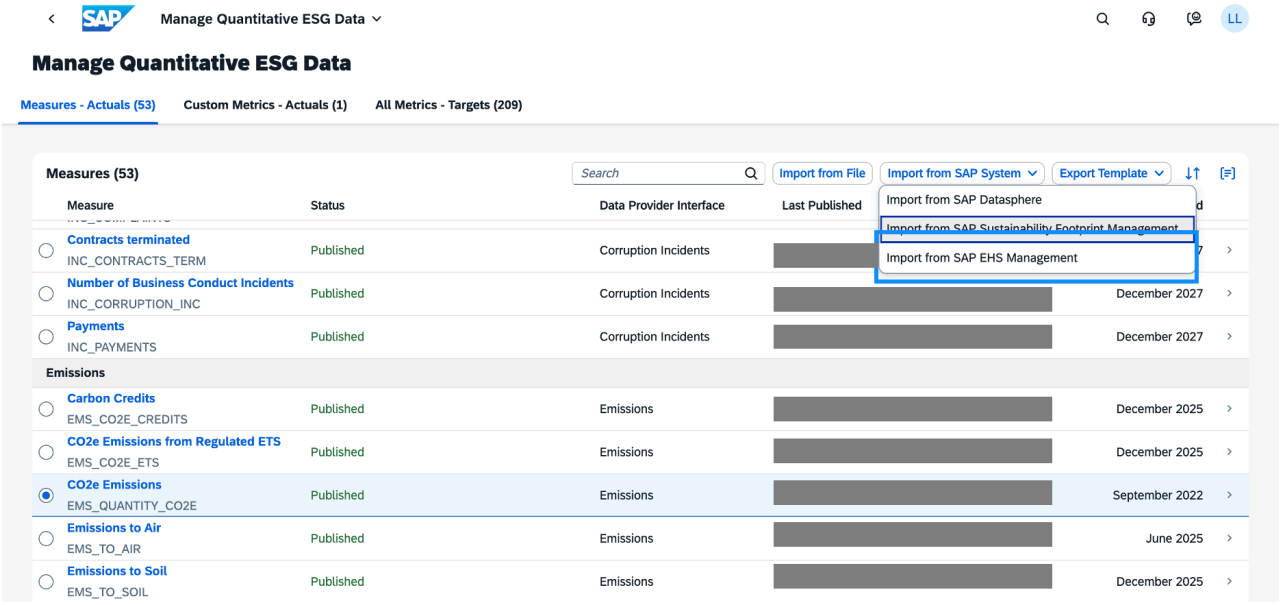
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To access SAP EHS Management, environment management, you must ensure that SAP EHS Management, environment management is active in the SAP S/4HANA or SAP S/4HANA Cloud system. Also, ensure that you are connected to SAP S/4HANA or SAP S/4HANA Cloud.

Steps for Data Import

Follow these steps to import data from SAP EHS Management, environment management:

- Open the *Manage Quantitative ESG Data* app from your SAP Fiori launchpad and select the measure “CO2e Emissions”.
- Select the “Import from SAP System” dropdown, choose the option “SAP EHS Management”, and wait for the connectivity check to complete.



- Select a period for which you want to import data and choose Import. You can choose to import yearly, monthly, or quarterly data based on the time period you choose in SAP EHS Management, environment management.
- Once the import has run, you have different options to proceed depending on the import status:
    - If the import is complete, you can validate it next.
    - If the import is complete with issues, you have two options. You can choose to review issues first and re-import the data or you can choose to validate data that has been successful and resolve any data with issues later.
    - If the import fails, a message provides you with more details on how to resolve the issue.
- Once your data validates, you can publish it to make it available across SAP Sustainability Control Tower.

There are certain restrictions when importing data:

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- The system only imports data for the listed substance, carbon dioxide equivalent, measured in metric tons.
- SAP EHS Management, environment management supports a subset of the available GHG data classifiers.
- The system only imports approved, nonpreliminary data.
- You must assign the data to locations of type Site or Plant. These locations require a PlantID, which serves as the identifier for the business location hierarchy of the imported data. You must maintain your SAP Sustainability Control Tower business location hierarchy with the required plants.

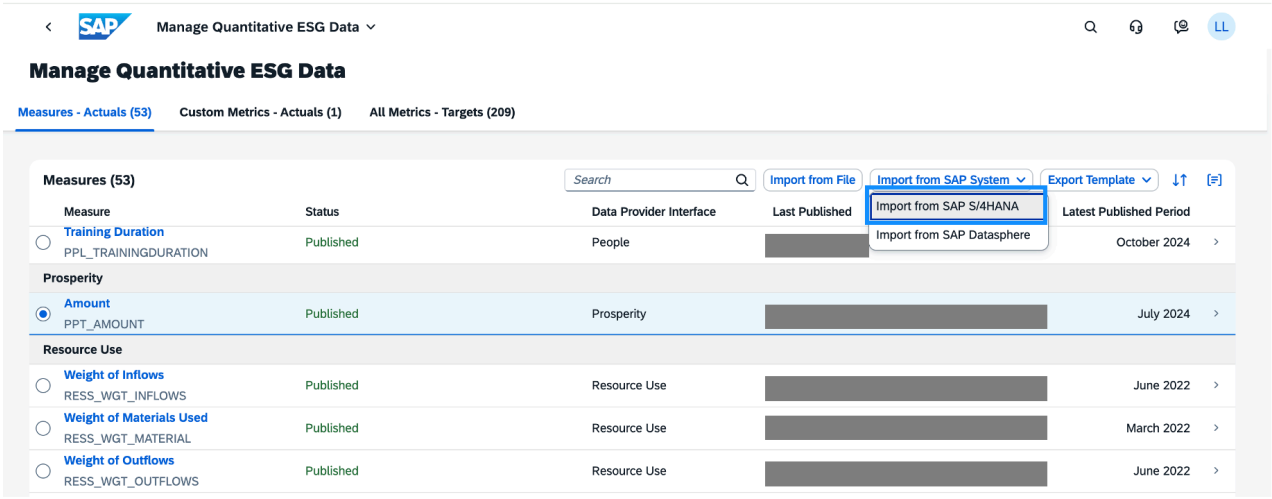
Importing Data from SAP S/4HANA Financial Data

You can import actuals data from SAP S/4HANA for financial measures. In the *Manage Quantitative ESG Data* app, you can improve data quality and data provenance by sourcing sustainability data from connected systems such as SAP S/4HANA Finance. To source data from connected systems, you can automatically upload records from the source systems, leveraging a prebuilt integration for SAP S/4HANA Cloud for Finance. By importing the data from the SAP S/4HANA Finance system, you can easily track the status and changes for the imported measure data in a unified SAP Fiori experience. The import from SAP S/4HANA or SAP S/4HANA Cloud is available only for the measure Amount.

Steps for Data Import

Follow these steps to import data from SAP S/4HANA Finance:

- Go to the SAP Fiori launchpad home page and navigate to the *Data Management* section.
- Open the *Manage Quantitative ESG Data* app from your SAP Fiori launchpad.
- Select the “Amount” measure, then select “Import from SAP System” and “Import from SAP S/4HANA”.



- Navigate to the *Import Configuration* tab and fill in the following details:

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    - Chart of Accounts: Enter a value with up to four characters in uppercase. For example, YCOA.
    - Leading Ledger: Enter a value with up to two characters in uppercase. For example, OL.
- Save your changes.
- Next, choose a starting date for your import and import your data.
- After your data imports, choose “Validate Data”.
- Once you have validated your data, you can publish it to make it available in other apps of SAP Sustainability Control Tower.

Importing Data from SAP Datasphere

You can import actuals data for all measures from SAP Datasphere. To do so, connect with SAP Datasphere in the *Manage Quantitative ESG Data* app to work with SAP Datasphere data in SAP Sustainability Control Tower.

Steps for Data Import

Follow these steps to import data from SAP Datasphere.

- Select a measure and then “Import from SAP System” and “Import from SAP Datasphere”.
- If you are importing data from SAP Datasphere for the first time, connect to the system.
  Note: to connect with SAP Datasphere, select “Connect” in the *Connection Check* dialog box. Navigate to SAP Datasphere and enter your credentials to log on. Select “Connect” in the *Connection Check* dialog box. After the successful authorization check, proceed with importing your data from SAP Datasphere. In case the authorization check is unsuccessful, follow the instructions from the logs and try again.
- After the successful login, choose an import period and import the data.
- After the data is imported, choose “Validate Data”.
- Once you validate the data, publish the data to make it available in other apps of SAP Sustainability Control Tower.

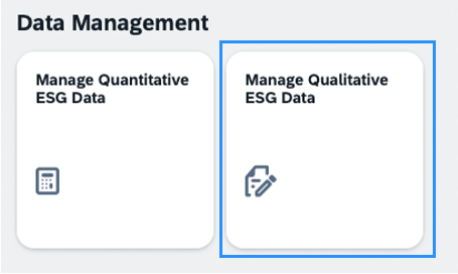
5.2. Data Management of Actuals (Qualitative)

ESG reporting under frameworks such as CSRD and/or ESRS does not only require numerical performance data. A significant portion of the required disclosures consists of qualitative information: descriptions of policies, governance structures, management approaches, and actions taken by the organization in relation to specific sustainability topics. To address this, SAP Sustainability Control Tower supports qualitative metrics alongside quantitative ones, allowing organizations to collect and manage textual ESG information within the same system. SAP Sustainability Control Tower provides around 670 pre-delivered qualitative metrics aligned to ESRS disclosure requirements, covering narrative text, semi-narrative text, and Boolean (yes/no) response types. Once collected, qualitative data becomes an integral input for the reporting capabilities covered in chapter 10: the *AI Reporting Assistant* draws on both quantitative and

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qualitative metric data when generating reporting content, and the *ESRS Sustainability Sample Report* incorporates qualitative disclosures as part of the structured report output.

To upload qualitative data, select the application *Manage Qualitative ESG Data* in the section *Data Management* on the dashboard. With this app, you can record data for qualitative metrics, either SAP-provided or custom ones previously created in the *Manage Metrics* application.



When opening the application, you will see all those qualitative metrics whose configuration has been completed in the *Manage Metrics* app (connected through the button “Go to Metrics”, see chapter 2.1.2), and which are ready for data input now.

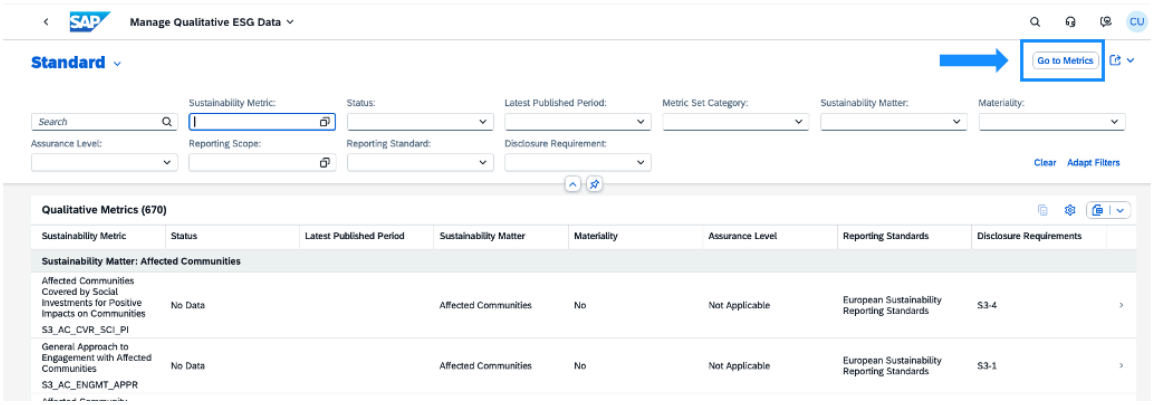
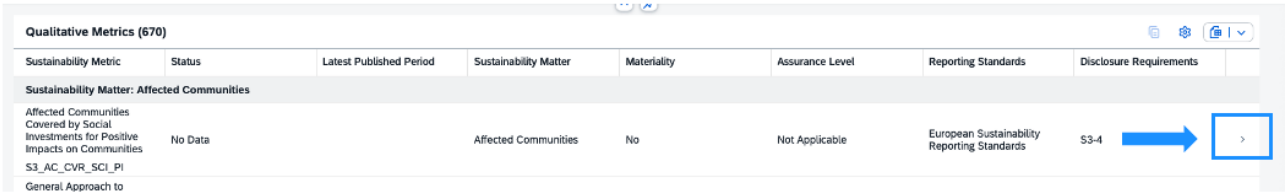


Figure 4. Manage Qualitative ESG Data: Connection between *Manage Qualitative ESG Data* and *Manage Metrics* Applications.

In the overview, you can set the needed filter to find the respective qualitative metric like the reporting standard or disclosure requirements.

5.2.1. Manual Upload of Qualitative Data

To manually upload qualitative ESG data, open the respective metric by clicking on the right arrow:

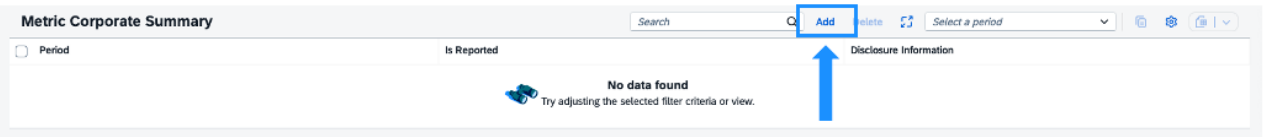


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The *General Information* as well as the *Disclosure References* can be edited in the *Manage Metrics* applications. The *Corporate Summary* represents the entire organization, without having a reporting structure assigned. It can be used to manually consolidate qualitative information under one metric, representing the entire organization. To define a corporate summary, follow these best practices:

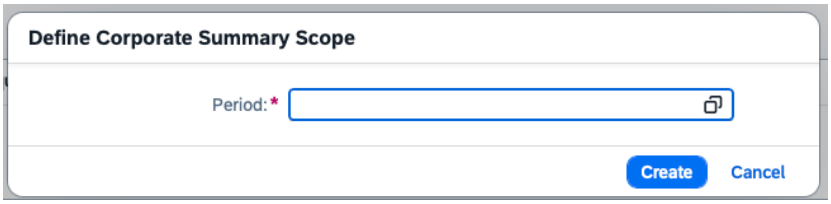
- **Select a single reporting year without fine-grained periods:** While you can consolidate corporate summary information under different time periods, having only one corporate summary metric which represents the entire fiscal year can help you to have all data consolidated in one metric. With this approach, you can avoid the need to create and review multiple fine-grained periods and instead provide all insights in one metric.
- **Leverage previous reporting information:** Information from a previous corporate summary can easily be copied to the next reporting period and adjusted based on the organization's new performance data.

To upload new data, click on the “Add” button in the section “Metric Corporate Summary”:

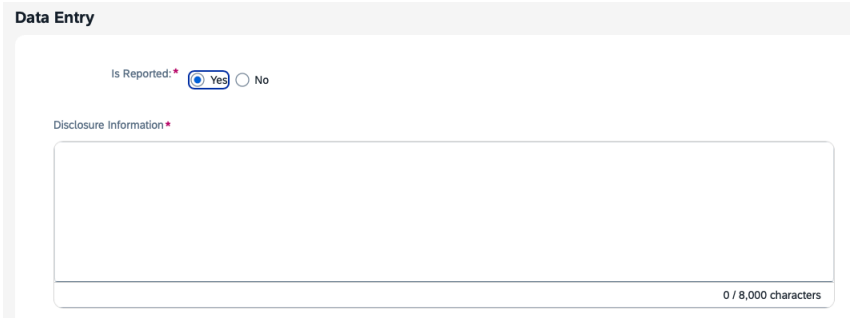


Procedure to add details:

- Select the applicable period level (year, quarter, or month):

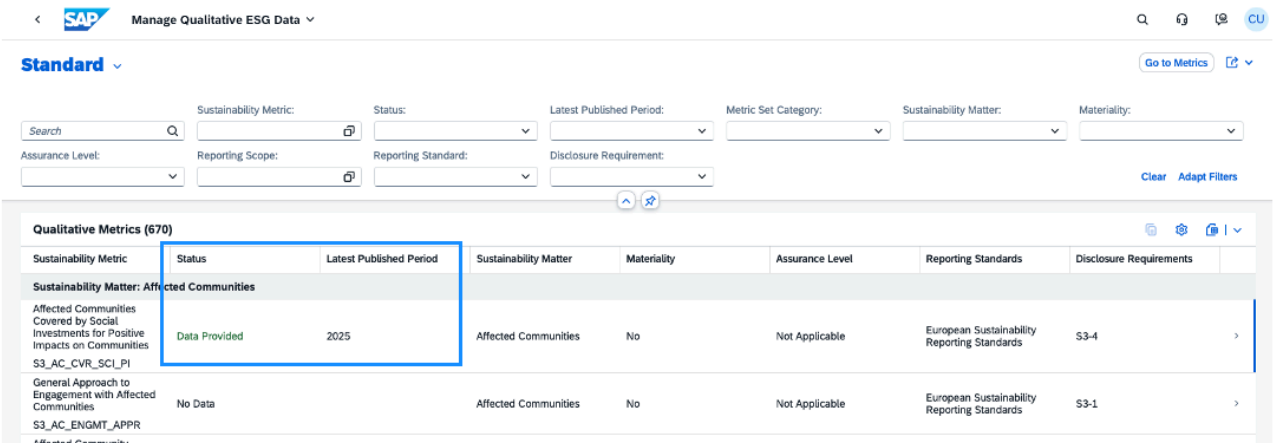


- Select if the metric should be reported by choosing “Yes” or “No”. Also, enter the disclosure information:



- “Publish” the draft.
- The new data input will appear in your “Manage Qualitative ESG Data” overview under the status “Data Provided”:

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5.3. Target Data Management

Next to uploading actuals, SAP Sustainability Control Tower also provides the capability to maintain target data for any metric. Uploading targets is one option to use SAP Sustainability Control Tower also for steering purposes. An organization can define for each metric a target record that should be reached at a specific period, for example, for the metric “GHG Emissions Scope 1: Direct Emissions” it can be defined that in the upcoming year, for example, 2027, the emission should decrease to 200,000 tons CO2e. Similar to the periodicity for the actuals, the period for reaching the targets can be defined yearly, quarterly, or monthly.

Targets are rather short-term objectives, whereas ambitions are long-term organizational goals (refer to chapter 9.4. for details on the *Our Ambitions* app). Targets are uploaded on metric level in the *Manage Quantitative ESG Data* app. In the *Manage Metrics* app you can define for each metric the target direction. This can be either an increase or decrease of a value. For example, if you seek to increase the amount of community investments, actuals exceeding your uploaded target mean that you have met and then surpassed your goal. By contrast, if you seek to decrease CO2e emissions, actuals exceeding your uploaded target mean that you have not yet fully achieved your objective and are currently off track.

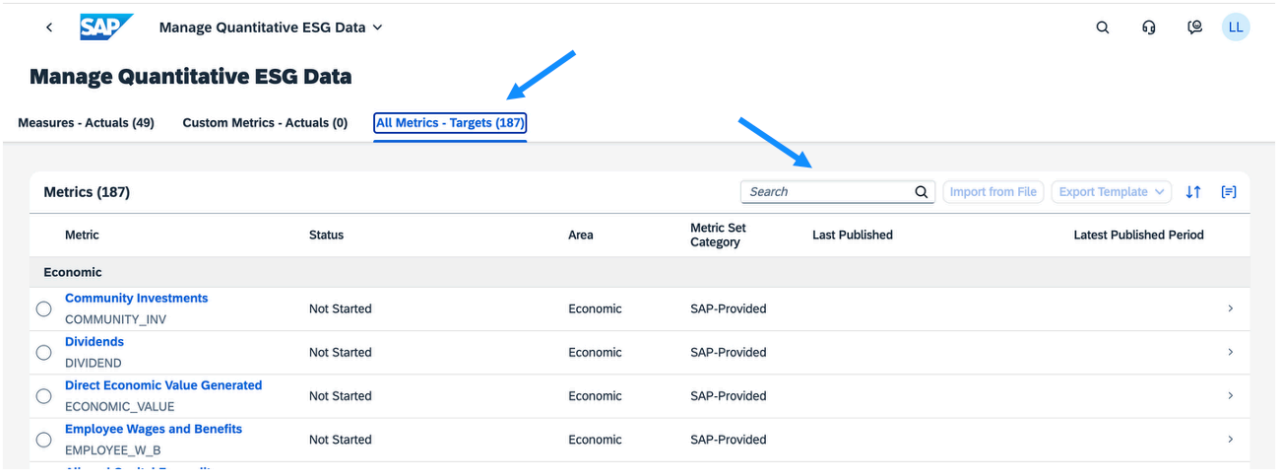
Once the target data is uploaded and published it will be visible in the *Analyze ESG Data* app (see chapter 9.1.) and the *Our Ambitions* app (see chapter 9.4.). This allows you to measure the performance of your organization by comparing actuals to the targets you have uploaded for a particular metric.

5.3.1. Manual Upload of Target Data: Example “GHG Emissions Scope 1: Direct Emissions”

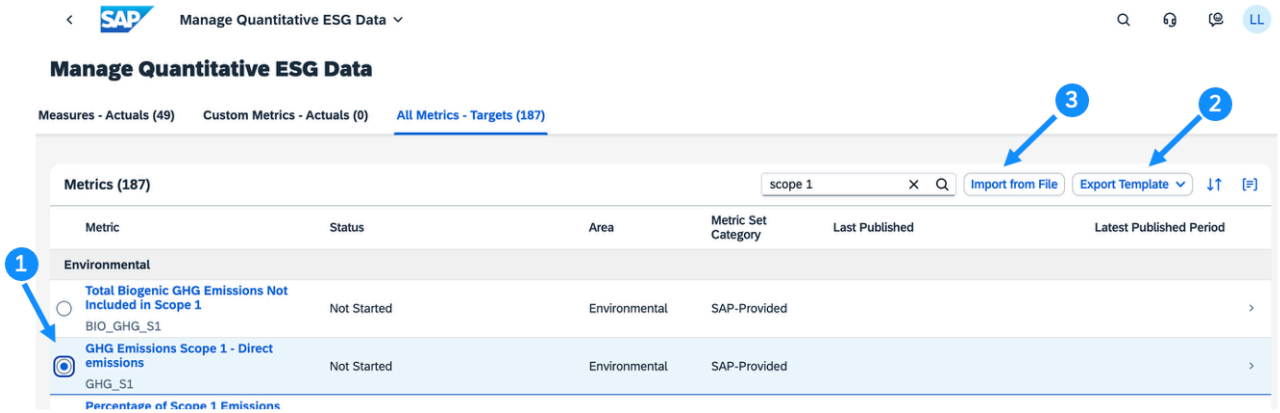
Target data is imported using a similar process as for importing actuals data. Hence, it will not be described in detail in this section as you can refer to the upload procedure for actuals in chapter 6.1.

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To start the process, open the *Manage Quantitative ESG Data* app and select the tab *All Metrics - Targets* because we upload targets on a metric level, not on a measure level. You can use the search field to search for the metric you want to upload targets for, or you can scroll through the list.



From here, you select a metric, for example, “GHG Emissions Scope 1: Direct Emissions” (1), export the template (2) and then import the populated template with target data under “Import from File” (3).



As with actuals, you then validate the data before publishing it to make it available in other apps.

For more detailed information on the functionalities of the *Manage Quantitative ESG Data* app (related to actuals and target data upload), refer to [SAP Help Portal | Using the Manage Quantitative ESG Data Application].

6. Extensibility

As described in 2.3 of this guide, SAP Sustainability Control Tower ships with a comprehensive set of SAP-provided standard content to cover the most prevalent regulatory reporting needs immediately upon deployment. This includes a library of pre-built sustainability metrics - both

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quantitative and qualitative - as well as the underlying data model that supports them: the DPIs. As explained in chapter 2.1.2, DPIs define the structure in which sustainability data is imported into the system, specifying the measures to be collected and the dimensions that provide context to those measures. Currently, 13 DPIs are available, spanning thematic domains such as planet (for example, Emissions, Energy), people, and prosperity. This standard data model and the metrics built on top of it are specifically designed to address the requirements of the ESRS, enabling organizations to begin ESRS-aligned reporting with minimal setup effort.

SAP continuously extends this standard content through its roadmap, delivering additional ESRS-aligned metric definitions, new measures, and new dimensions as regulatory guidance evolves. In parallel, SAP Sustainability Control Tower also supports other established reporting frameworks out of the box, including EU Taxonomy requirements.

At the same time, no two organizations have identical reporting needs. Sector-specific frameworks, regional requirements, internal KPIs, or less widely adopted sustainability standards may not be covered by the SAP-provided content. Rather than limiting organizations to what is delivered out of the box, SAP Sustainability Control Tower provides a structured set of extensibility concepts that allow you to build on top of the standard content — without modifying or risking it. Custom measures, custom dimensions, custom metrics, and extended master data can all be added alongside the SAP-provided baseline and will continue to coexist safely with future SAP content updates. This flexibility makes it possible to tailor SAP Sustainability Control Tower to virtually any reporting standard or organizational requirement, while preserving the integrity and upgradability of the standard delivery.

This section walks through the extensibility concepts available in SAP Sustainability Control Tower and how to apply them in practice. It covers two foundational building blocks: extending measures and dimensions for data points not covered by SAP-provided content and creating custom metrics – both basic and formula-based – on top of those measures and dimensions.

6.1. Extend Measures and Dimensions

As explained under the basic concepts in this guide (see chapter 2.1.2), measures in SAP Sustainability Control Tower are the key data points to record and track the sustainability performance of your organization and dimensions are attributes to the measures. Essentially, they provide context and specificity and refine the data by categorizing it. Measures and dimensions are represented in DPIs.

For a tangible indicator of performance, SAP Sustainability Control Tower combines measures and dimensions into sustainability metrics. A sustainability metric, essentially a KPI enriches a measure by integrating its dimensions, yielding more nuanced and often relational insights. Sustainability metrics can be reported and monitored as per the availability and time frame of the data.

SAP Sustainability Control Tower provides standard measures and dimensions (including dimension values) which is ready-to-use content from SAP. You cannot change or delete standard measures and dimensions, however, if no SAP-provided measure or dimension fits a customer's use

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case, you can define custom measures and dimensions or add custom dimension values to SAP provided master data.

Once created, custom measures and dimensions can be used to create custom metrics in the *Manage Metrics* application. Data recording for the custom measures, either through source system integration or manually, follows the same process as for SAP-provided measures using the *Manage Quantitative ESG Data* application.

All measures (custom and SAP-provided) are managed in the *Manage Measures* application. Custom Dimensions are managed in the *Manage Custom Dimensions* application. The SAP-provided dimensions (including values) are made available in the *Manage Master Data* application.

The Manage Measures Application

With this app, you can create new measures and edit existing custom measures in terms of adding custom dimensions. Creating a new measure involves the following configuration steps:

- Define a measure name, description, ID and a suitable unit of measure (for example, percent, tonnes).
- Assign an associated DPI: based on the selected DPI, the respective SAP-provided dimensions are associated with the measure. You can view these read-only dimensions in the measure details. These can be used to specify the uploaded measure data.
- If required, assign existing custom dimensions that are associated with the new measure to categorize the measure data for specific custom dimensions.

Once a new measure is configured in the *Manage Measures* application, you can proceed with the regular data upload process using the *Manage Quantitative ESG Data* application.

Note: SAP-provided measures can be viewed in the *Manage Measures* application as well. You can add associated custom dimensions to a standard measure. To do so, you must create the custom dimension first, using the *Manage Custom Dimensions* application and upload respective master data (dimension values) using the *Manage Master Data* application (see next section “The Manage Custom Dimensions Application”).

You can unassign custom dimensions from measures, but not when data already exists for a dimension in one or more measures. In this case, first delete the respective existing data in the *Configure and Update Solution* application, then remove the relevant DPI from the dimension.

The Manage Custom Dimensions Application

With this app, you can configure new custom dimensions and edit those you already created. Creating a new custom dimension involves the following configuration steps:

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- Define a dimension name, description, ID and data type (string or boolean).
- Assign an associated DPI (all DPIs support up to 20 custom dimensions).
- Assign an associated measure.
- Once you have created your custom dimensions, go to the *Manage Master Data* application.
- Open the dimensions you have created and maintain the accepted values for your new dimensions by uploading them in a .csv file. For example, for a custom dimension “Z_Building_Type”, accepted values might include Warehouse, Production Facility, and Office, among others.
- Come back to the *Manage Custom Dimensions* application, select the new dimension and add the accepted values that you have previously maintained in the master data.

Practical Tips on How to Create Custom Measures and Dimensions

You can create measures and dimensions in two different ways:

a. Create a new measure, then navigate to the *Manage Custom Dimensions* app to create the required dimensions for the measure. Back in the *Manage Measures* app, finish the creation of the measure with the newly added dimensions.
b. Create the required dimensions in the *Manage Custom Dimensions* app, then navigate to the *Manage Measures* app to create a measure and add the created dimensions to it. This is the recommended method.

6.2. Extend Metrics

Generally, metrics in SAP Sustainability Control Tower are used to measure your organization's performance in the areas E, S, and G as well as economic. The sustainability metrics allow you to identify trends over time, by showing how a specific metric's value has changed.

As part of the extensibility concept in SAP Sustainability Control Tower, you can use newly created measures and dimensions to extend the SAP-provided standard metrics by your own custom metrics using the *Manage Metrics* application.

Types of Sustainability Metrics

You can choose between three types of sustainability metrics:

- **SAP-provided:** These are predefined, ready to use metrics. They include general information such as name, description and a definition of the sustainability area and matter, a mapping to disclosure references, for example, ESRS, and for quantitative metrics a predefined calculation definition based on measures and dimensions.
- **Basic Custom:** A user-defined metric that holds imported actuals without a calculation inside SAP Sustainability Control Tower.

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Example: a metric “Days Lost to Strike Action” where aggregated values are calculated externally and then imported.

- **Custom (formula-based):** These are user-defined metrics built from measures and support calculations constructed with the formula builder. You can filter input measures by dimension and value.
  Example: see chapter 2 of this guide.

Metrics are also differentiated into quantitative and qualitative metrics:

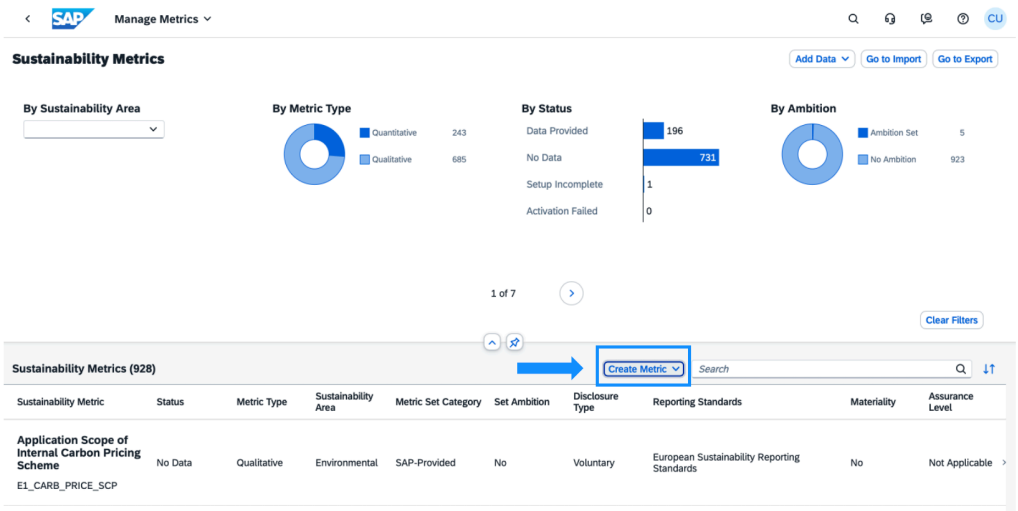
- **Quantitative metrics** are based on measures and dimensions: a measure is the raw quantitative data which is specified and refined by its related dimensions.
- **Qualitative metrics** contain textual data and are of the type narrative, semi-narrative, or Boolean.

The Manage Metrics Application

This app is on the one hand a repository of all the SAP-provided standard metrics (quantitative and qualitative) and on the other hand, you can create new custom metrics here.

Creating a new quantitative custom metric involves the following steps:

1. In the *Manage Metrics* application, select “Create Metric” and “Quantitative”.



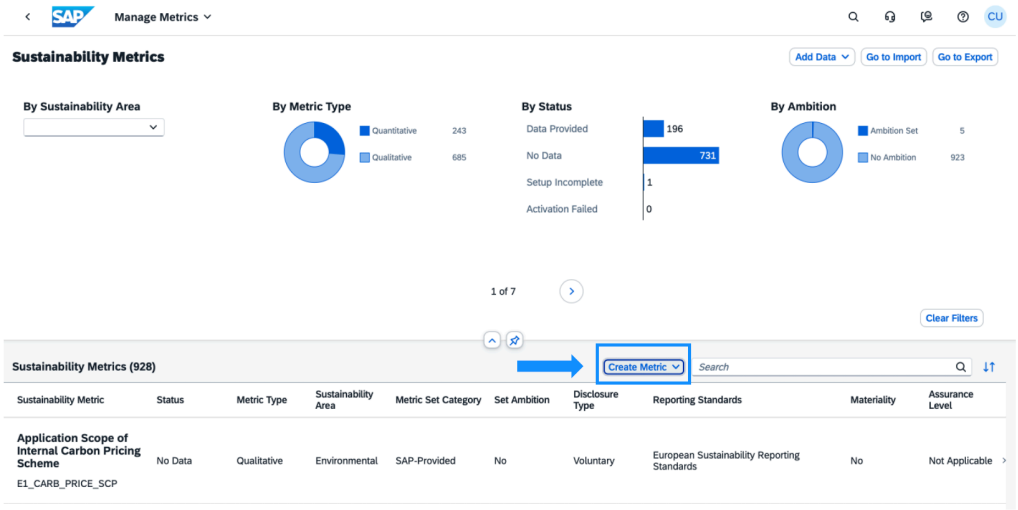
2. Fill in the details of the new custom metric:
   - Metric Name (maximum 150 characters long) and ID (maximum 32 characters (letters, numbers, underscores, hyphens), starting with Z_)
   - Fill in the Sustainability Area and Sustainability Matter.
   - Select “Custom” as the Metric Set Category.
   - Calculation Method will be pre-filled with “Formula”
   - Define a unit of measure
   - Enter a meaningful description for your new sustainability metric. This is optional.
3. Create the metric.

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4. Once you have created the metric, under Calculation Definition, create one or more variables which are based on measures and use the standard mathematical operators (+, -, /, *, ( )) to define the formula to calculate your new metric (for a detailed example, see chapter 2).
5. Once the metric is created, you can also add metadata such as materiality, disclosure type (voluntary or mandatory), the assurance level to support auditable reporting, or a disclosure reference such as an ESRS data point. For further analytics and reporting of the newly created metric, you can also define the drill-down dimensions later used in the *Analyze ESG Data* application and define the leading reporting hierarchy, the use of ambitions for this metric, an ambition group, and target direction.

Creating a new qualitative custom metric involves the following steps:

1. In the *Manage Metrics* application, select “Create Metric” and “Qualitative”.

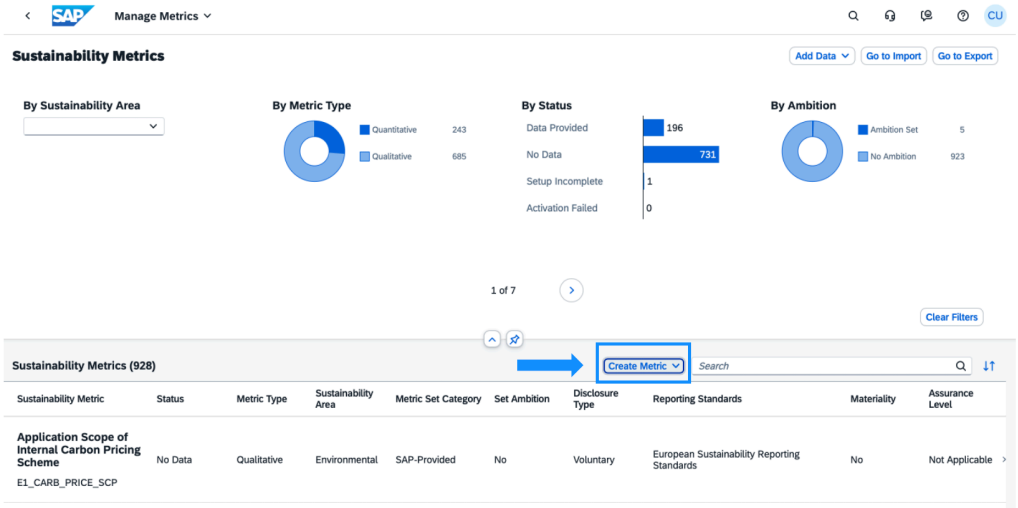


2. In the popup that opens, enter the following details:
   - Metric Name: Give your metric a meaningful title.
   - Metric ID: Enter a unique ID with up to 36 characters. The ID must start with Z_.
   - Sustainability Area: Select the area to which the metric belongs: Environmental, Social, Governance, or Economic.
   - Sustainability Matter: Select the applicable sustainability matter.
     - The selection is filtered according to the sustainability area you chose and is reset when you change the sustainability area.
   - Description: Enter a meaningful description for your sustainability metric. This is optional.
3. Create the metric.
4. Once the metric is created, you can perform more configurations in the properties of the metric. You can add a disclosure reference such as an ESRS data point or add metadata such as materiality, disclosure type (voluntary or mandatory), and the assurance level to support auditable reporting.

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Creating a new basic custom metric involves the following steps:

1. In the *Manage Metrics* application, select “Create Metric” and “Quantitative”.



2. Fill in the details of the new custom metric:
   - Metric Name (maximum 150 characters long) and ID (maximum 32 characters (letters, numbers, underscores, hyphens), starting with Z_)
   - Sustainability Area and Sustainability Matter
   - Select “Basic” as the Metric Set Category
   - Select a Calculation Method (No Aggregation, Sum, Weighted Division)
   - Select a Unit of Measure
   - Enter a meaningful description for your new sustainability metric. This is optional.
3. Create the metric.
4. Once the metric is created, you can perform more configurations in the properties of the metric. You can add a disclosure reference such as an ESRS data point or add metadata such as materiality, disclosure type (voluntary or mandatory), and the assurance level to support auditable reporting. Under “Performance Tracking”, you can define the leading reporting hierarchy, the use of ambitions for this metric, an ambition group, and the target direction.

Once new custom quantitative or qualitative metrics have been added in the *Manage Metrics* application, you continue with the data import, validation, and publishing of the data in the *Manage Quantitative ESG Data* application or *Manage Qualitative ESG Data* application.

Note: Data for basic custom metrics is captured on metric level as no calculation based on measures is performed inside SAP Sustainability Control Tower. The import on metric level is performed in the *Manage Quantitative ESG Data* application under the tab *Custom Metrics - Actuals*.

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7. Managing Assurance and Auditability

Assurance and auditability are critical components of compliant ESG reporting because regulators, investors, customers and external auditors increasingly expect sustainability disclosures to be accurate, traceable and supported by verifiable evidence. A robust audit trail helps organizations validate the integrity of ESG data, identify discrepancies and provide confidence that sustainability disclosures are reliable and consistent across reporting periods. This is especially important for meeting external assurance requirements.

Using the View Change Logs application

The *View Change Logs* application in SAP Sustainability Control Tower is designed to provide a transparent and auditable history of changes made to sustainability and ESG-related data within the solution. The application supports governance, compliance and assurance requirements by enabling organizations to track who changed what data, when the change occurred, and the values before and after the change.

The application consolidates change logs across multiple sustainability data objects and applications within SAP Sustainability Control Tower.

You can review changes related to:

- ESG metrics and measures
- Qualitative and quantitative metric data
- Master data and dimensions
- Reporting structures
- Custom measures and custom dimensions
- Snapshot configurations
- Activity and reporting data

The application categorizes all updates into three standard change types:

- Create: a new record or value was created
- Update: an existing value was modified
- Delete: a value or record was removed

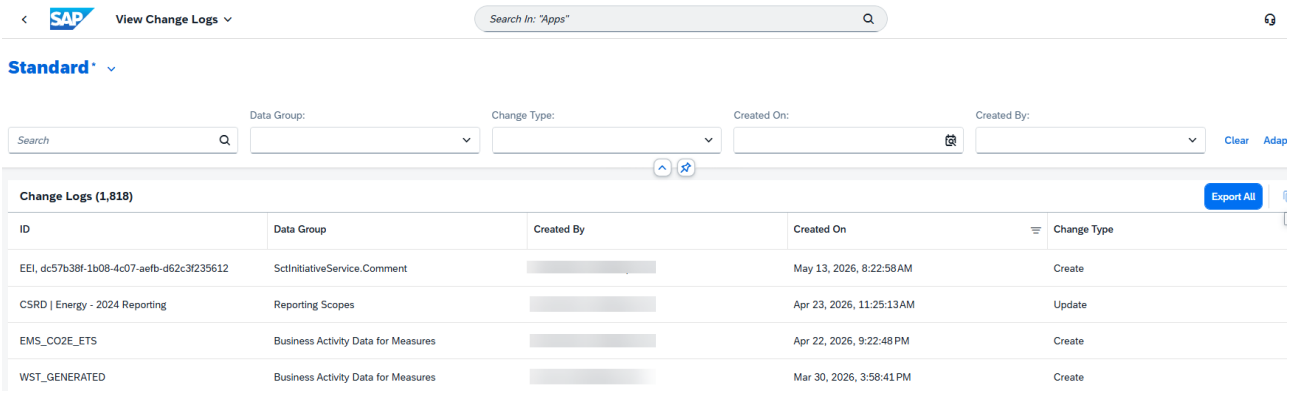
For each change, the application displays:

- Old value
- New value
- Timestamp
- Changed object/data group
- Technical or business context of the update

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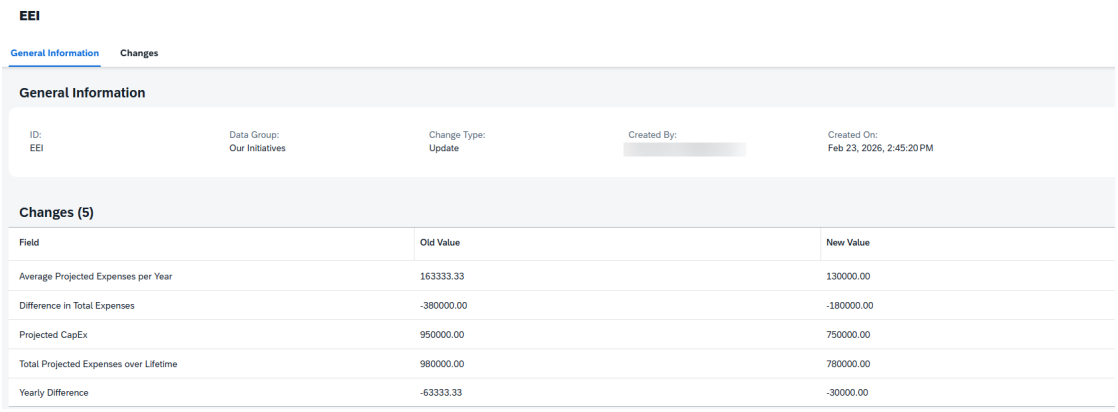
The entry page shows a chronologically sorted list of logged change events. The change log can be grouped and filtered by different dimensions.

You can also save selection variants as re-usable layouts.



Each log entry shows the affected data object, data group, change type, creation time stamp as well as the user who initiated the change (“Created By”). The entire change log can be exported to Excel or CSV format for further analysis.

Each log item contains the context-specific details of the change, for example, the changes made to the estimated benefits and expenses of a sustainability initiative:



Within the *View Change Logs* app, you can view change logs pertaining to the following data groups:

Data Group	Description
Analyze ESG Data - Overview	Create, update, and delete changes made to public overviews in the Analyze ESG Data app.
Business Activity Data for Measures	Applies to actuals for measures. Logs of **Create** type changes are linked to the Manage Quantitative ESG Data app. Logs of **Delete** type come from the **Data Deletion** tab in the Configure and Update Solution app.

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Business Activity Data for Metrics	Logs for **Create** type changes to actual and target data for metrics in the Manage Qualitative ESG Data app. Available details include the number of imported, updated, invalid, and persisted records, and the data type (actual or target).
Organization Structure Data Links	Logs of **Delete** type for reporting structure data links, including business locations, legal entities, or reporting lines, made from **Data Deletion** tab in the Configure and Update Solution app.
Organization Structure Data Nodes	Logs of **Delete** type for reporting structure data nodes, including business locations, legal entities, or reporting lines, made from **Data Deletion** tab in the Configure and Update Solution app.
Custom Dimensions	Value changes made for custom dimensions in the Manage Custom Dimensions app.
Custom Measures	Value changes made for custom measures in the Manage Measures app.
Master Data - Dimensions	Value changes for standard dimensions, except for reporting structures, in the Manage Master Data app.
Master Data - Global Parameters	Value changes for currencies and system sources in the Manage Master Data app.
Master Data - Snapshots	Value changes for default snapshots and creation / deletion in the Manage Master Data app.
Qualitative Metric Data	Value changes for data added to qualitative metrics in the Manage Qualitative ESG Data app.
Qualitative Metrics	Value changes made to qualitative metrics in the Manage Metrics app.
Quantitative Metrics	Value changes made to quantitative metrics in the Manage Metrics app.

Access to the *View Change Logs* application is restricted by a dedicated read-only role.

8. Analytics and Steering

After you have uploaded actual and target data, potentially created custom metrics including custom measures and dimensions, the next step in an ESG reporting project with SAP Sustainability Control Tower is to view the metric data that has been calculated by SAP Sustainability Control Tower and explore the metrics and measures in more detail. Typically, the first step would be to check for data correctness on metric level. Once the metric results are correct, you might want to analyze and compare them for specific periods or regions, create individual views to share with parts of the project team or monitor the development of metrics towards a set target or ambition.

For that, SAP Sustainability Control Tower provides different analytics and steering capabilities in various applications. For analytics in general, primarily the *Analyze ESG Data* app is used. The *View GHG Dashboard* app is specific to the analysis of emission data. With live connectivity to SAP

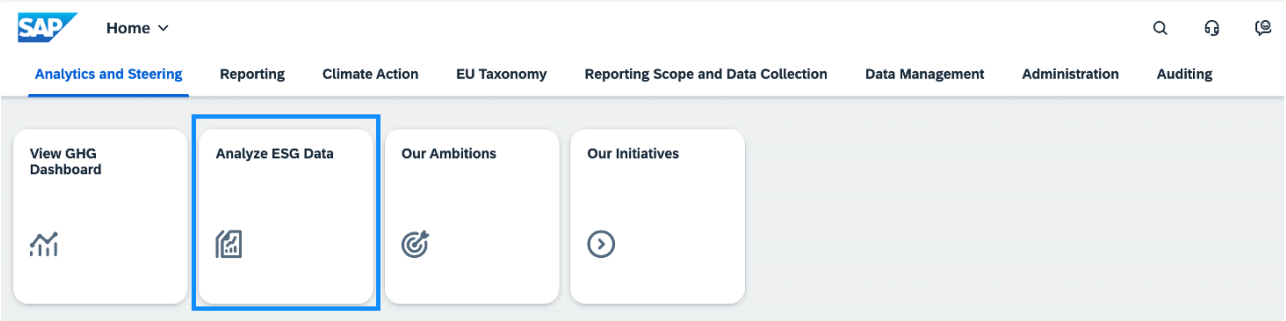
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Analytics Cloud set up, you can perform more advanced analytics on your ESG data, also combined with other (financial) data. For steering, SAP Sustainability Control Tower offers capabilities in two applications: the apps *Our Ambitions* and *Our Initiatives*.

8.1. Analyze ESG Data App

The *Analyze ESG Data* app is used to view actual and target data for metrics, data for measures and organizes how your quantitative metric data is displayed.

You access the app from the SAP Fiori launchpad under the section *Analytics and Steering*.



The app is divided into two tabs: the *Overview* tab displays metrics as tiles showing a KPI and a chart with actual and target data, and an *Analytics* tab that offers a detailed view of metric or measure data in chart or table form.

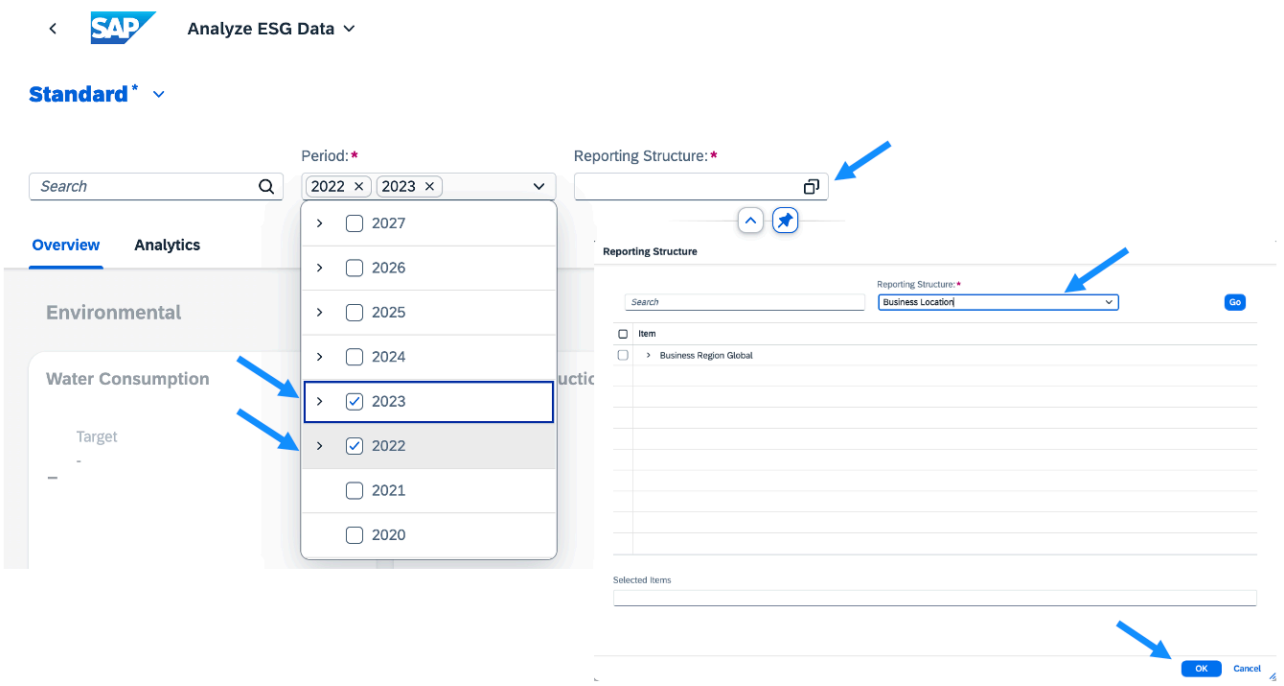
Procedure – Overview Tab

Before you can see metrics and data in the app, you need to configure two things: (1) the overview page filter to determine the period and reporting structure displayed and (2) the metrics overview under *Manage Overviews* to determine which metrics are displayed.

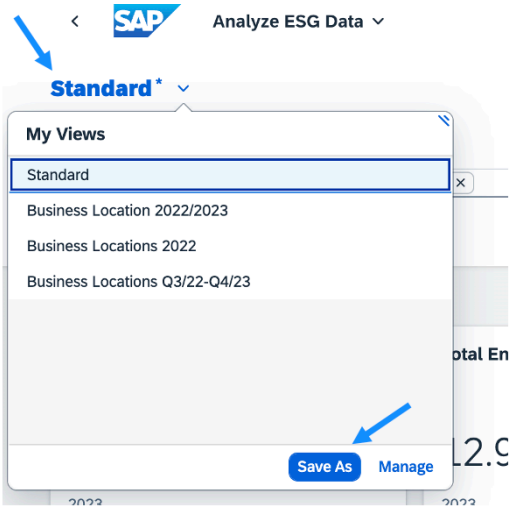
(1) Overview page views - Determine the displayed period and reporting structure: Which specific data sets are you interested in?

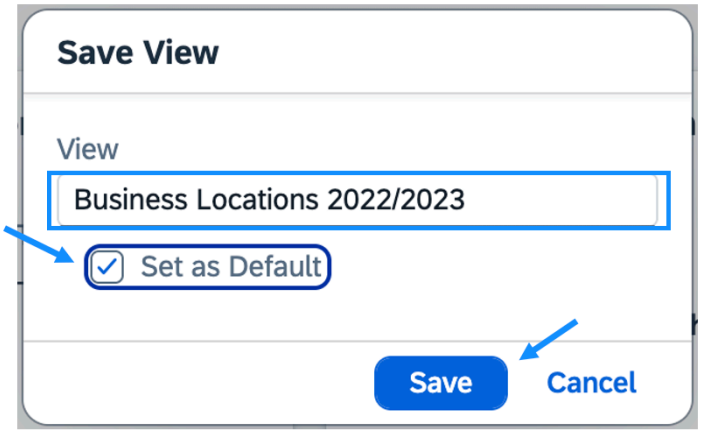
To load data here, select a period and a reporting structure and then click “Go”. In the following example, the reporting periods “2022” and “2023” have been selected and for the reporting structure, the “Business Location” hierarchy was selected.

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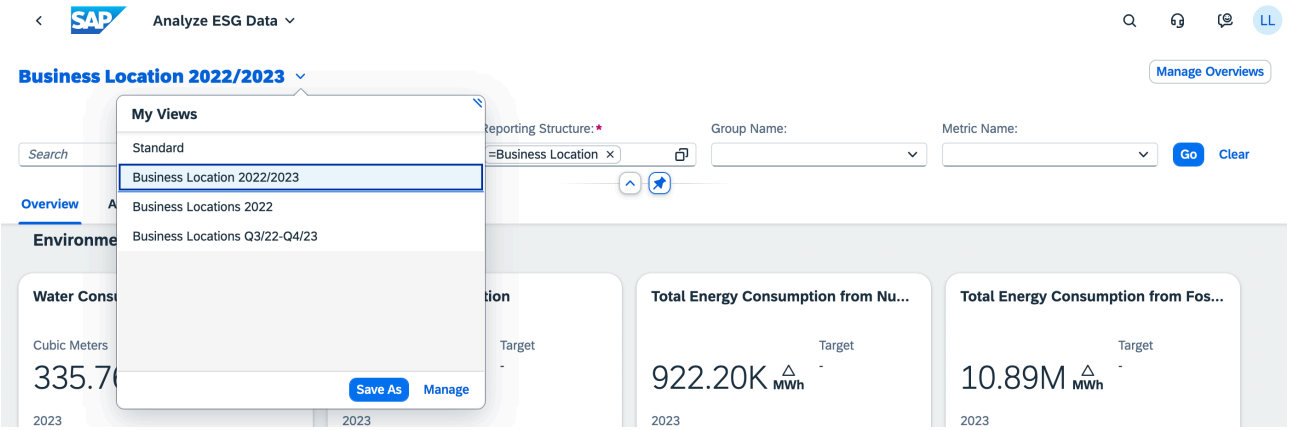
You do not need to manually set your filters every time you open the app. Instead, you can save the filter settings as "Views", and choose which view is your default when you open the app. For that, you click on “Standard*” on the top left of the page which is the current view based on the filters you set. Now you save this view under your own views by clicking on “Save As”. On the next screen that opens, define a name for your view, for example, “Business Locations 2022/2023” and if you want this view to be your default when you open the app, select “Set as Default” and click “Save”.





The view is saved under *My Views*. You can save various views which can be combinations of reporting structures and periods or only periods/only reporting structures.

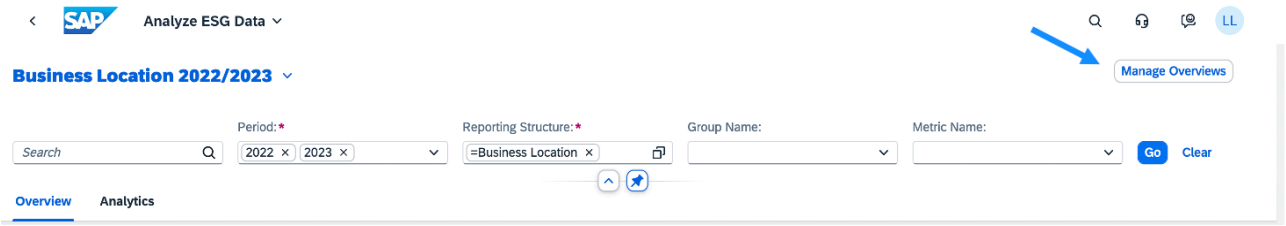
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These views are only visible to you, and do not affect other users. The *My Views* settings only affect the app filters, like the period or reporting structure. They do not affect which metric tiles and groups you see on the screen. The tiles and groups are configured using *Manage Overviews*.

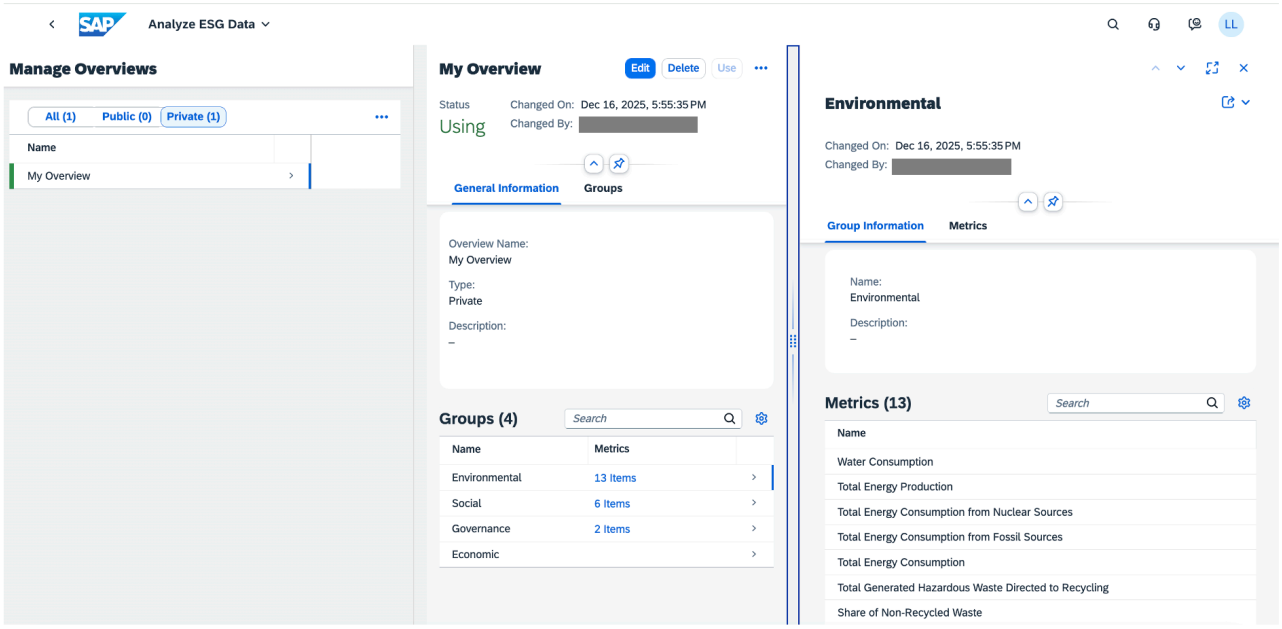
(2) Manage Overviews – Determine the displayed metrics: Which metrics do you want to see?

Under “Manage Overviews” you create an overview configuration to determine the list of metrics displayed on the overview page. All the quantitative metrics in the system are always available to be added to your metric overview configuration in the *Analyze ESG Data* app. To start the configuration, click on “Manage Overviews” on the top right of the page.

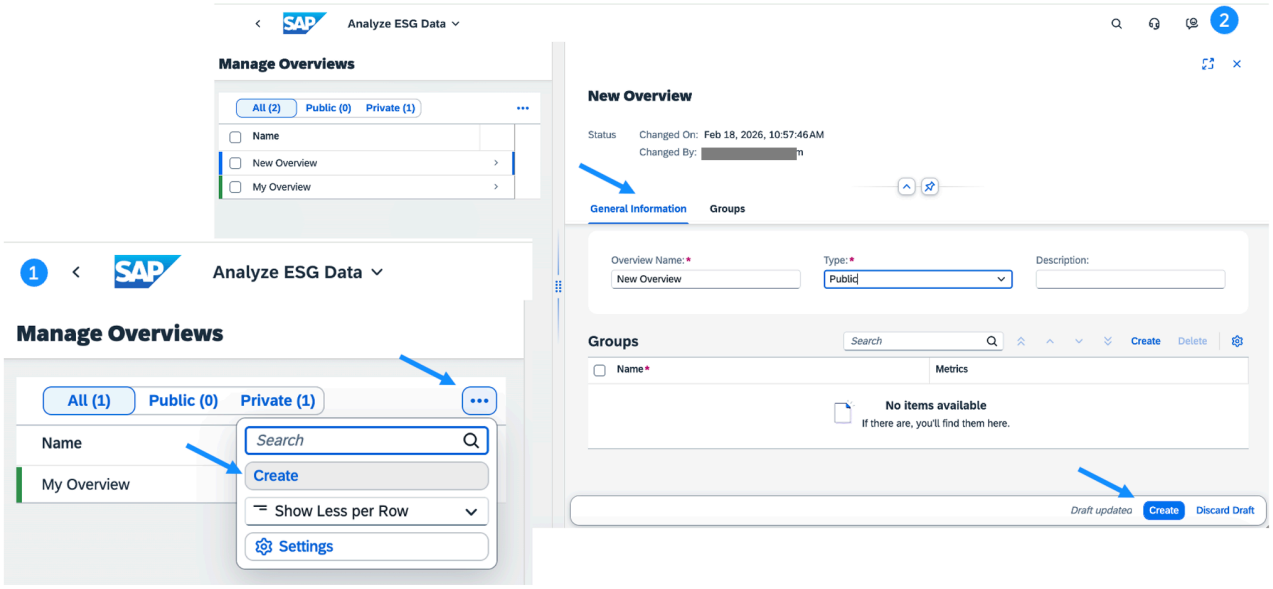


In the following example, a private overview has been created with four groups reflecting the ESG areas plus one group for economic KPIs and metrics have been added to the groups.

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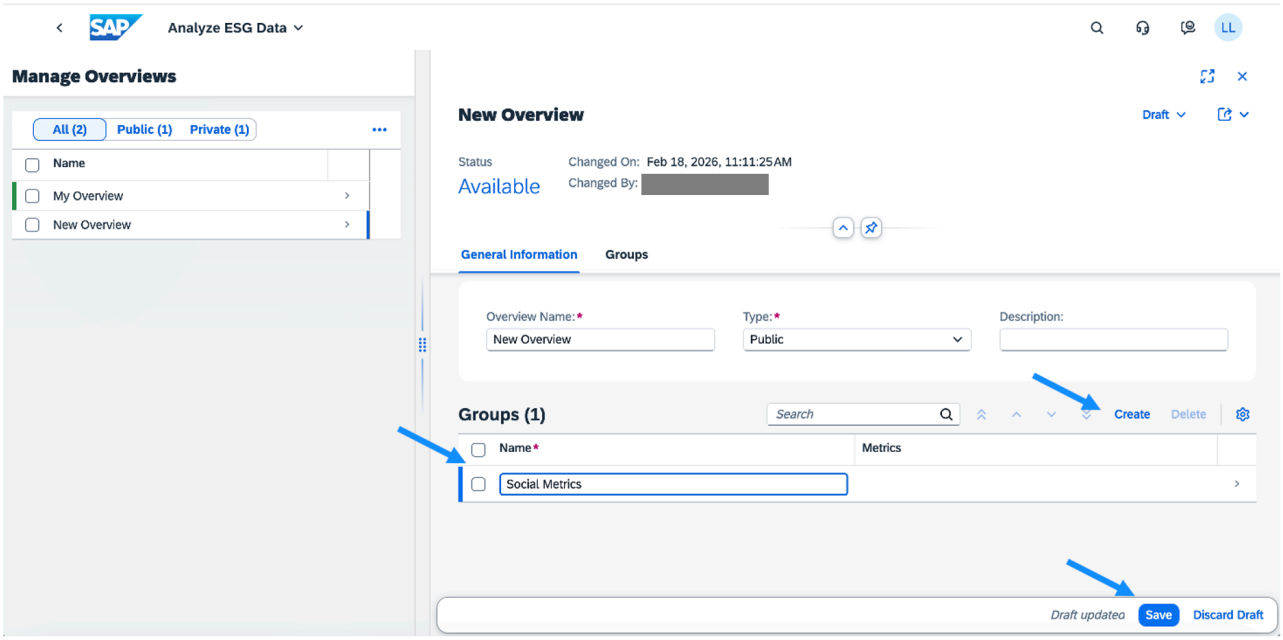


To create a new overview, click on the three dots under “Manage Overviews” and click on “Create”. In the next window, fill out the Overview Name, decide on the type (private or public) and potentially add a description. Then click on “Create”.

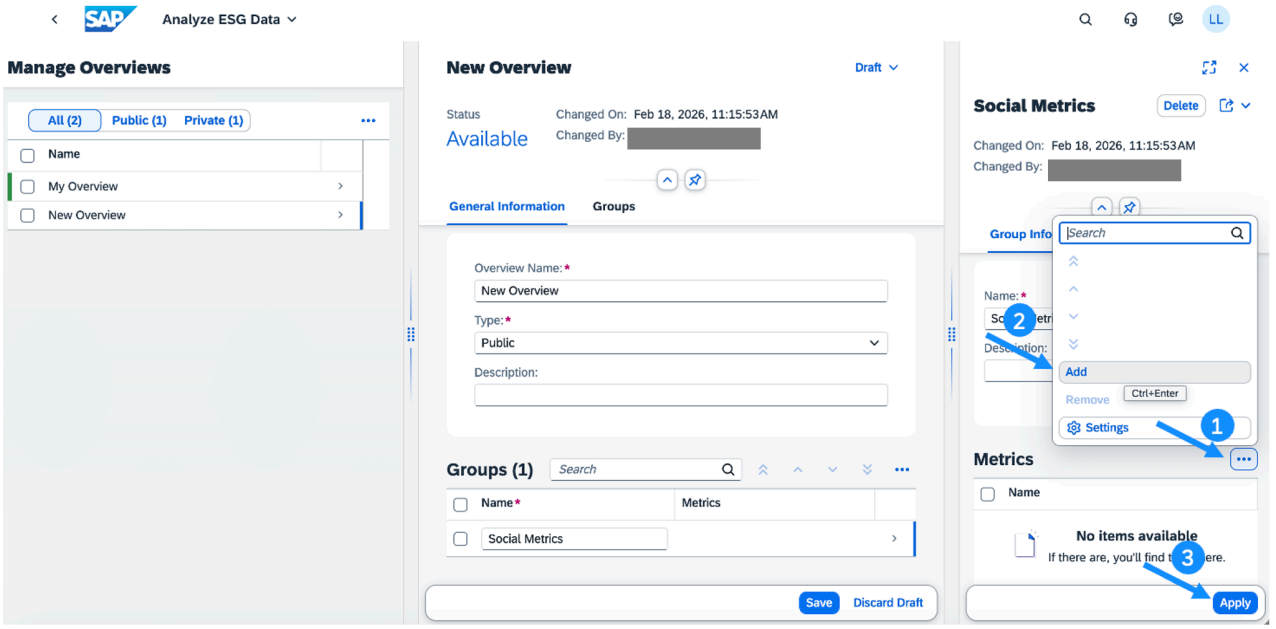


In your new overview, click on “Edit” and under the Groups section, click on “Create” to create new groups of metrics.

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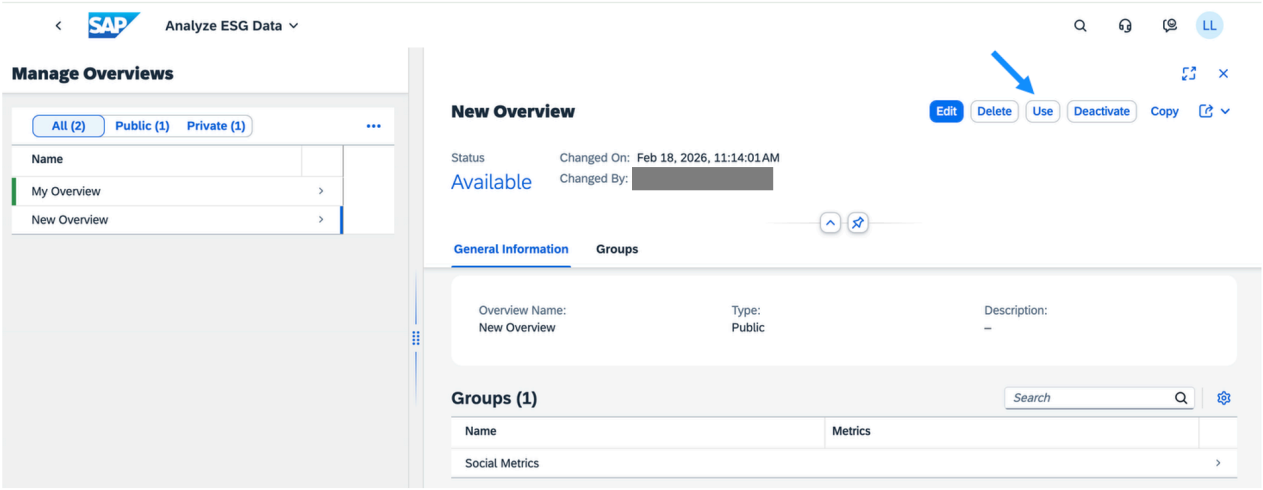


Once a new group is saved, select the group, click on “Edit” again and on the right of the page under the section “Metrics” click on the three dots and then “Add” to add the metrics you want to see displayed in this group on the overview page (you may need to expand the group details panel in order to see the “Add” and “Remove” buttons in the table instead of under the additional options icon). You need to add the metrics one by one. Metrics are displayed on the main screen in the order that they are listed in here. You can change the order by selecting a metric using the radio button on the left and then using the up and down arrow icons. Click on “Apply” when you have added all metrics. Save the overview when you have added all the required groups and metrics.



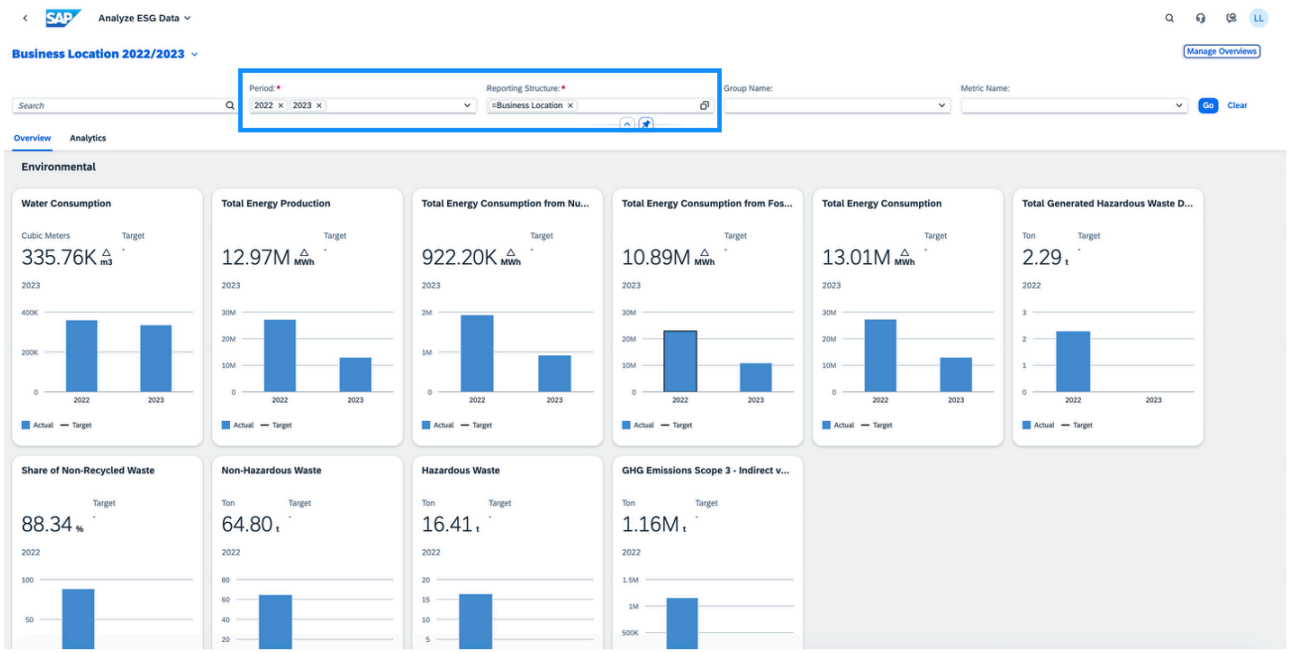
If you have multiple overviews, select the one that should be applied to the main page of the *Analyze ESG Data* app. For that, select the overview from the list on the left and click on “Use”.

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Overviews are either "public" (that is, available to anyone using the system) or "private" (that is, only available to the individual that created the overview). As the SAP Sustainability Control Tower system administrator, you would typically prepare one or several public overviews that can be used by other members of the organization, for example, from the ESG project team. You can edit your overviews at any time. When you edit a public overview, your changes will be visible to other users the next time they open the app. You can also copy an overview and then edit it. Your changes only apply to the new copy, and you can set it as either public or private as required.

After the configuration, all metrics on the main page of the *Analyze ESG Data* app are now displayed based on the filters you set and the overview (including groups and metrics) you created. The charts show you the actual and target data that is available in the system and that you are authorized to view.

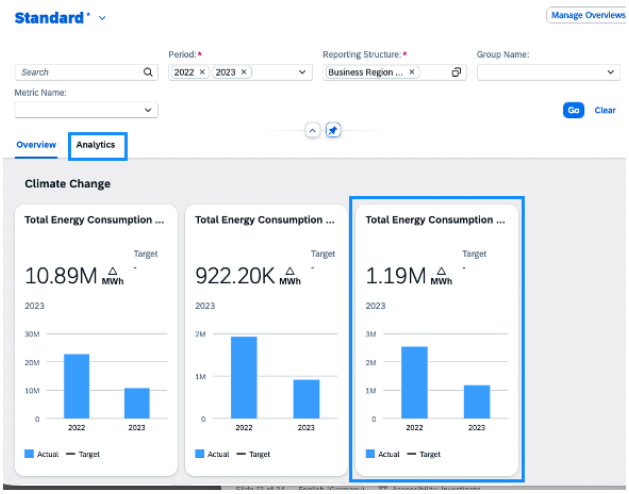


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Procedure – Analytics Tab

The purpose of the *Analytics* tab is to do ad-hoc analysis on metric or measure level and to create a public or private *Analytics Configuration* for metrics (it is currently not possible to save configurations for measures). The *Analytics* tab lets you have up to three charts at one time, and you can display different views and data for metrics or measures in each chart. These functionalities are not replacing a Business Intelligence tool but rather provide a quick and easy way to visualize and explore data directly.

To access the *Analytics* section, you can either click on the *Analytics* tab, or you click on a metric tile in the *Overview* tab.

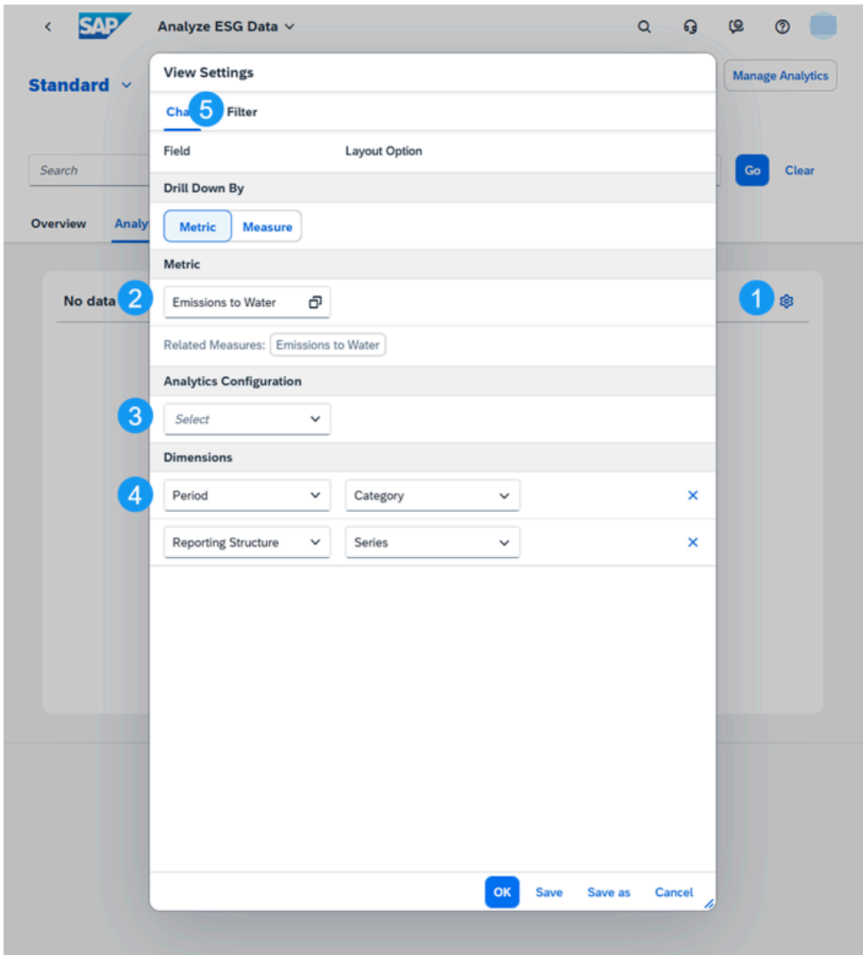


Displaying a metric using View Settings

Whenever you move from the overview to analytics by clicking the *Analytics* tab itself, all filter values and data are cleared in the analytics tab. The metric and group filters are not shown on the analytics tab.

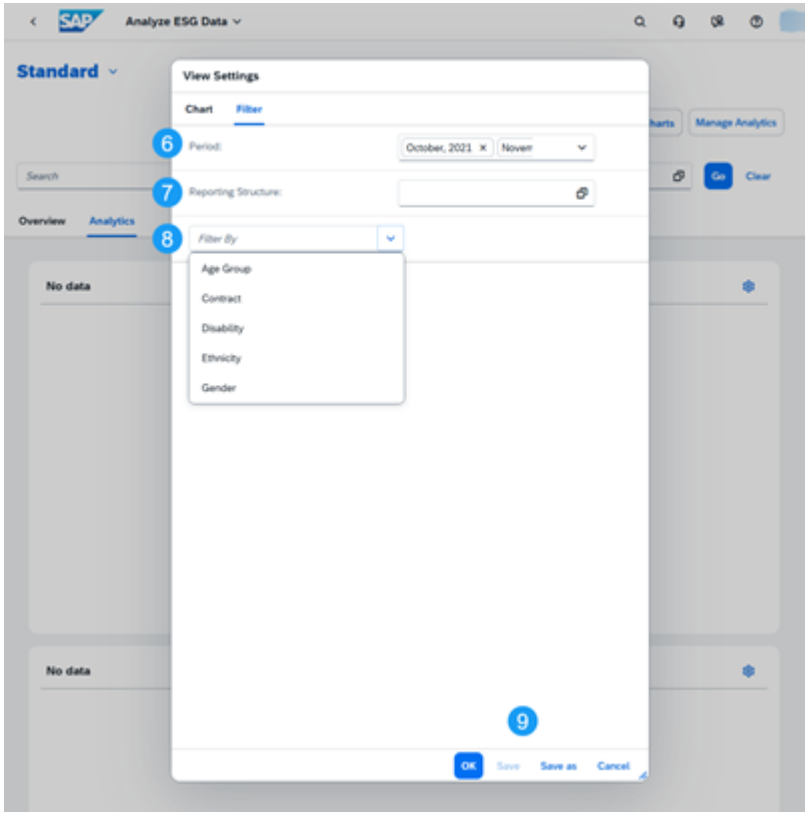
To display a metric, take the following steps:

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1. Click on the “View Settings” icon to open the dialog.
2. Select the metric you want to display from the dropdown list in the chart tab.
3. If there is already a configuration for this metric, you can select it from the *Analytics Configuration* dropdown, then the remaining fields will be automatically filled with the values from the configuration. By default, this field is empty.
4. If no *Analytics Configuration* was chosen, select the dimensions you want to display on the chart (you select the actual values under the *Filter* tab of this dialog). You can choose either the Category or Series view.
5. Switch to the *Filters* tab. This is where you filter your data for specific periods, reporting structures, and drilldown dimensions.

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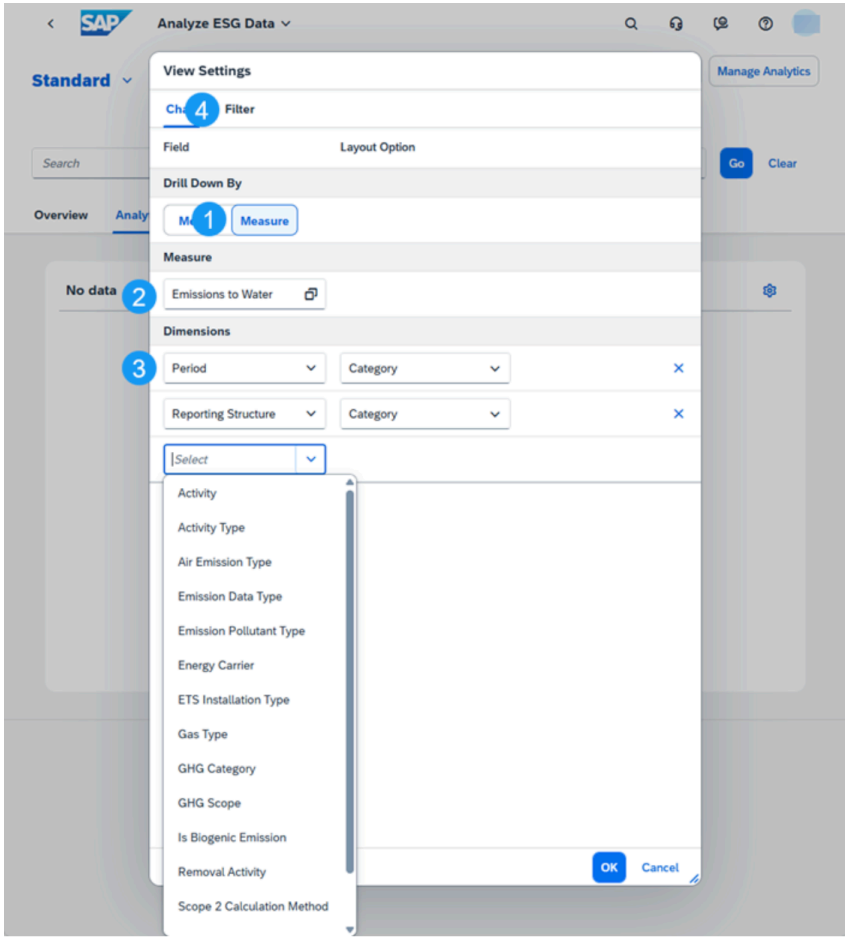


6. Select the periods that you want to see data for. You can select up to 12 nodes when using the view settings filters.
7. Select up to 12 reporting structure items.
   Note: If you select a parent Node and then one or more of its child Nodes in the "Reporting Structure" filters, you need to ensure that you display the "Reporting Structure" dimension on the chart. Otherwise, the system will show the sum of all selected items, giving a misleading value.
8. If the metric has drilldown dimensions specified in the metric configuration, you can select specific values that you want to filter for.
9. Click “OK” to view the metric based on these "Chart" and "Filter" settings, or “Save” or “Save As” to keep this configuration for future use. As analytics configurations for metrics can be saved publicly, the SAP Sustainability Control Tower administrator can prepare specific views for teams to access. If you save the configuration, the values become your default display values. You can have multiple configurations for each metric and decide which is your default (this is managed under *Manage Analytics*).

Displaying measure data using View Settings

You can display measure data by selecting a metric and then one of its related measures (that is, the measures used in that metric), or by selecting the *Measures* tab in the *View Settings* dialog and then finding the measure. You can display one measure at a time, and you also choose which dimensions from the measure you want to display.

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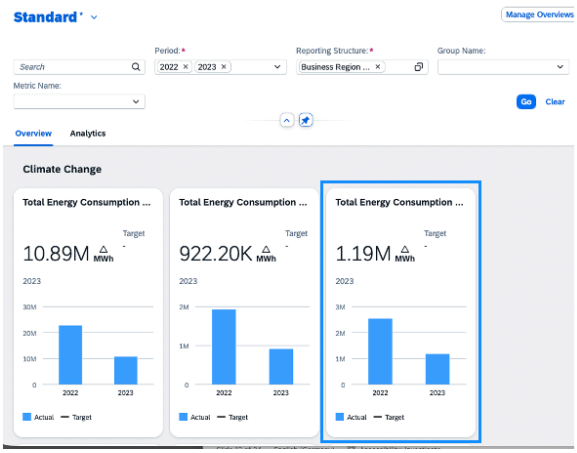
To view measure data without selecting a metric first, take the following steps:

1. Click on the “View Settings” icon to open the dialog.
2. On the Chart tab, switch to select the “Measure” option.
3. Select the measure you want to view data for.
4. Select the period, reporting structure, and other dimensions you want to see displayed in the chart.
5. Go to the *filter* tab and define the periods and reporting structures you want to see data for in the same way as you would for metrics.

Navigation from a metric tile in the Overview tab

If you navigate to analytics by clicking a tile in the *overview* tab, the period and reporting structure filter values are kept, unless there is already an analytics configuration for that metric.

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If there is already an analytics configuration, the period and reporting structure from the configuration are used. This means that the data displayed in the analytics chart for a particular metric can be from a different period and reporting structure than what was selected in the *Overview* tab (there is an on-screen message when this happens). You can see the period and reporting structure in the chart itself if you select both dimensions in the View Settings dialog.

If there is no analytics configuration for a metric, the chart shows the aggregated value based on the period and reporting structure in the filter bar. If you are using the *My Views* function and do not have an analytics configuration for the metric, the values from *My Views* are used.

Creating analytics configurations

You can create an analytics configuration by saving a view in *View Settings*, or by using *Manage Analytics*. On the *Manage Analytics* screen, all the metrics in the system are listed and you can search for and select any item and then follow the on-screen prompts to create one or more configurations for that metric (similar to the process described above). You can create “Public” configurations that are visible to all users, or “Private” configurations that are for your own use. Users with administrator permissions can edit public configurations, and other users can edit only configurations that they created themselves.

Any configurations for a particular metric are shown in the analytics configuration’s dropdown in *View Settings*.

To learn how to configure additional drill-down dimensions for metrics, next to “Period” and “Reporting Structure”, refer to the documentation on SAP Help Portal | Using the Analyze ESG Data Application >Setting Up Analytics Configurations with Drilldown Dimensions.

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8.2. View GHG Dashboard

The *View GHG Dashboard* is an analytical application specific to a range of GHG data of your organization. It is a dashboard consisting of three tabs: *Overview*, *Report*, and *Analytics*.

Many countries and regions have regulations that require companies to report their GHG emissions. The scope of emissions that must be reported can vary depending on the specific regulations. For example, some regulations only require the reporting of Scope 1 and Scope 2 emissions, while others include Scope 3 emissions. The values shown are based on the activities you have defined in the *Manage Master Data* app and the data published in the *Manage Quantitative ESG Data* or *Manage GHG Data Collections* apps.

The *View GHG Dashboard* app in SAP Sustainability Control Tower provides a graphical representation of GHG emissions data. It enables users to visualize emissions by business activity type, organizational unit, or other relevant parameters. The dashboard can be customized to meet specific reporting requirements or to support decision-making.

Monitor your GHG emissions, GHG removals, GHG reversals, and carbon credits over time and across business locations. You select one of the four areas, and then you can choose to see an overview with key data, a report with the data in list form and with an export option, or an analytics view that gives you the data in chart form.

To effectively use the *View GHG Dashboard* app, it is important to:

- Create activity types and associated activities that accurately reflect the different sources of emissions in your organization in the *Manage Master Data* app.
- Maintain associated transactional emission data to the activities in the *Manage Quantitative ESG Data* app.
- Regularly review and update activity types and activities to ensure that they remain relevant and up to date.

For more information on the procedure of configuring the GHG dashboard, refer to SAP Help Portal | Using the View GHG Dashboard Application > Procedure.

8.3. Live Connectivity to SAP Analytics Cloud

While the *Analyze ESG Data* and *View GHG Dashboard* apps covered in the previous sections provide solid built-in analytics capabilities, organizations may require more advanced analysis of their ESG data – for example, combining sustainability metrics with financial or operational data, building multi-page executive dashboards, or applying forecasting and simulation. For these scenarios, SAP Sustainability Control Tower supports a live integration with SAP Analytics Cloud, enabling real-time access to SAP Sustainability Control Tower data directly within SAP Analytics Cloud without the need for data replication.

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It is worth clarifying when each solution is the right choice, as both serve complementary roles. SAP Analytics Cloud remains the enterprise BI and planning solution, but SAP Sustainability Control Tower already provides a meaningful embedded analytics experience via the *Analyze ESG Data* app that covers many day-to-day analysis needs within the ESG context — without requiring a separate tool.

What the Analyze ESG Data App in SAP Sustainability Control Tower delivers:

- Ad hoc, metric and measure-level analysis with slice and dice, drill-down, filters, and period comparisons
- Simple dashboards and views that can be saved privately or published for teams
- Quick exports of charts and tables for reporting packs
- Built-in ESG context uses SAP Sustainability Control Tower data model, master data, and authorizations, and aligns to SAP-provided KPI content

For many operational ESG scenarios and day-to-day deep dives into sustainability performance, the *Analyze ESG Data* app is sufficient and enables meaningful, in-context analytics without leaving SAP Sustainability Control Tower.

Where SAP Analytics Cloud goes further:

SAP Analytics Cloud extends SAP Sustainability Control Tower's built-in capabilities with cross-system data blending – combining ESG data with financial or operational data from other sources – advanced visualizations, predictive analytics including forecasts, simulations, and key influencer detection, integrated planning with what-if scenarios, and flexible multi-page dashboards designed for enterprise-wide distribution. A common scenario is the preparation of sustainability performance dashboards for management and broader stakeholder groups, where ESG KPIs need to be presented alongside broader business context (see figures 5, 6, and 7 below). Both solutions can be embedded together via the SAP Fiori launchpad, allowing organizations to leverage either or both depending on the needs of the audience.

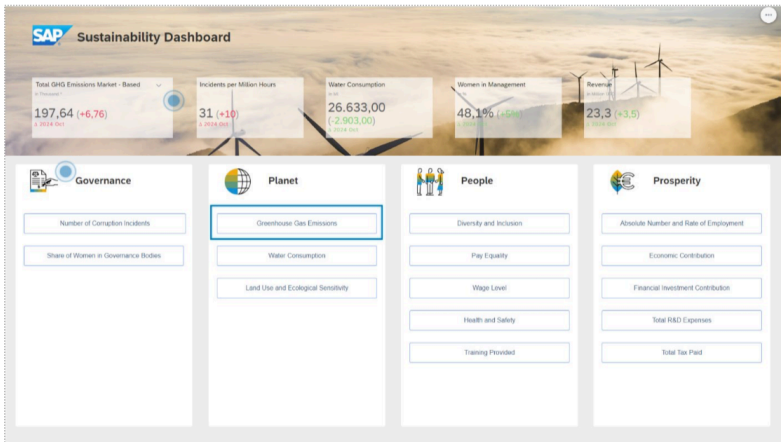


Figure 5. SAP Analytics Cloud: Sustainability Dashboard

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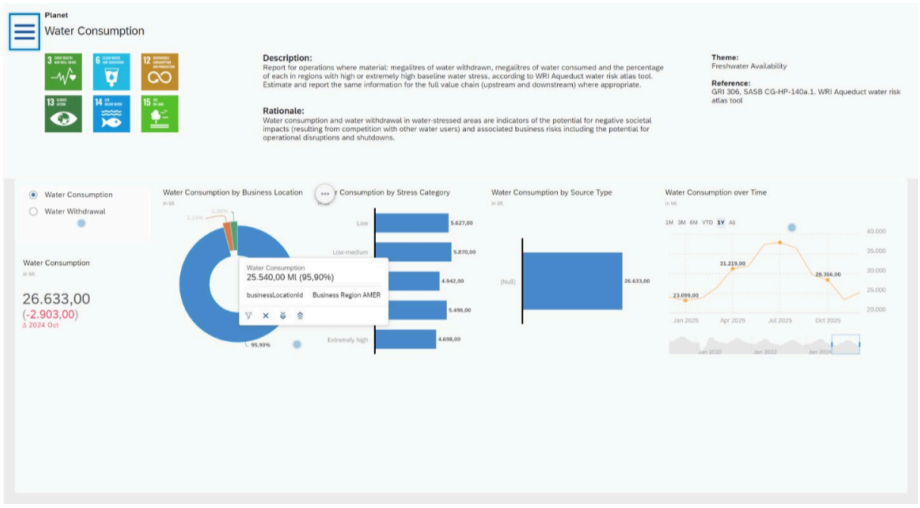


Figure 6. SAP Analytics Cloud: Sustainability Area: Planet

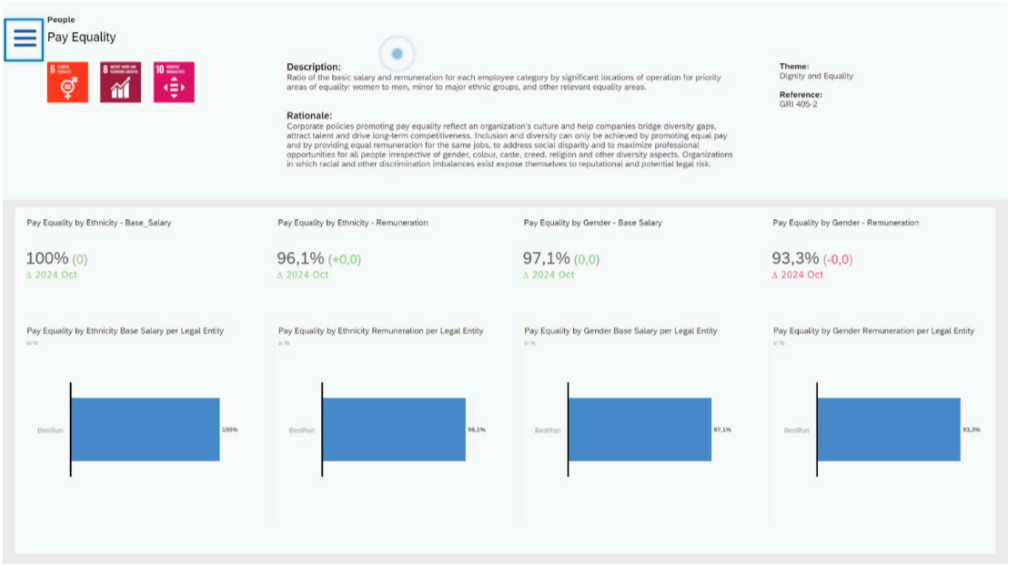


Figure 7. SAP Analytics Cloud: Sustainability Area: People

The integration supports 12 measures via DPIs, as well as custom metrics, which can be consumed directly in SAP Analytics Cloud. Once the live connection is established and a data model is configured, users can build fully customized dashboards and stories within SAP Analytics Cloud based on the ESG data managed in SAP Analytics Cloud.

Technical Prerequisite - Third-Party Cookies

Google Chrome disables third-party cookies by default in some configurations. Since SAP Analytics Cloud Live Connectivity relies on third-party cookies, this setting must be enabled in Chrome for the integration to function correctly. If using a browser where third-party cookies are enabled by default, no action is required.

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Procedure

To set up the live connection between SAP Analytics Cloud and SAP Sustainability Control Tower, follow the steps below:

- Log in to your SAP Analytics Cloud application. For a general overview, refer to SAP Help Portal | SAP Analytics Cloud.
- Open the hamburger menu and select “Connection”.
- Click “+” to add a new connection and select Connect to Live Data.
- Select *SAP Cloud* Application and from the dropdown list and choose “SAP Sustainability Control Tower”.
- Enter the URL of the SAP Sustainability Control Tower tenant you wish to connect to, for example: https://my-sct-instance.sct.sustainability.cloud.sap.
- Navigate to Modeler and select “Live Data Model”. For further guidance, refer to SAP Help Portal: SAP Help Portal | Create a Model from a Live Data Connection.
- Select the connection established in the previous step or choose from any existing connections listed. Ensure that the target tenant contains ESG data.
- Save the model.
- Navigate to “Action” and select “Story Responsive”. You are now ready to begin building your dashboard.

For further information, refer to the SAP Help Portal documentation: SAP Help Portal | Integrating SAP Analytics Cloud or SAP Analytics Cloud Overview.

8.4. Our Ambitions App

Ambitions are long-term sustainability goals that an organization wants to achieve.

You can use the *Our Ambitions* app to monitor the status of your organization's ambitions, drill down into your data, and add, edit, delete, and group ambitions. The features help you track the progress of your sustainability goals and make data-driven decisions to improve your sustainability performance over time.

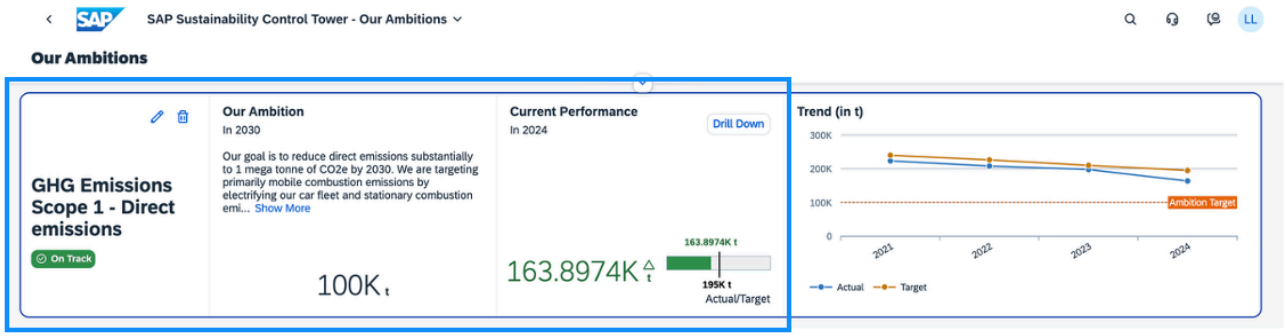
Procedure to add a new ambition

- Open the *Our Ambitions* app in the *Analytics and Steering* group from the SAP Fiori launchpad.
- Select “Add Ambition” to add a new ambition. You can also edit an ambition when you select the edit icon.
- *Hint:* to be able to add an ambition, you first need to set the ambitions settings in the *Manage Metrics* app to active. Only then can you select the metric in the *Our Ambitions* app.
- Fill the details for the following fields: "Related Sustainability Metric", "Expected Year of Achieving Ambition", "Ambition Group", "Ambition Description", "Ambition Target", and "External Dashboard".

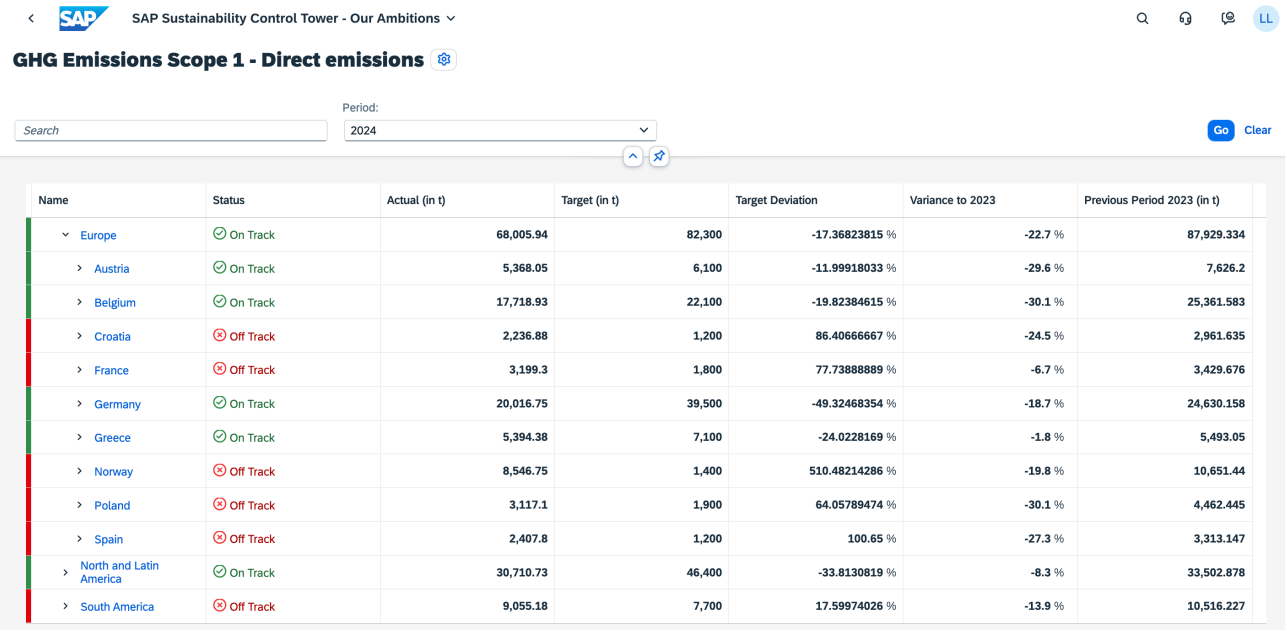
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- Once done, choose “Add Ambition” to save the new ambition.

The new ambition is shown in the *Our Ambitions* app. Below, you find an example for an ambition to reduce GHG Scope 1 emissions to 1 mega ton of CO2e by 2030.



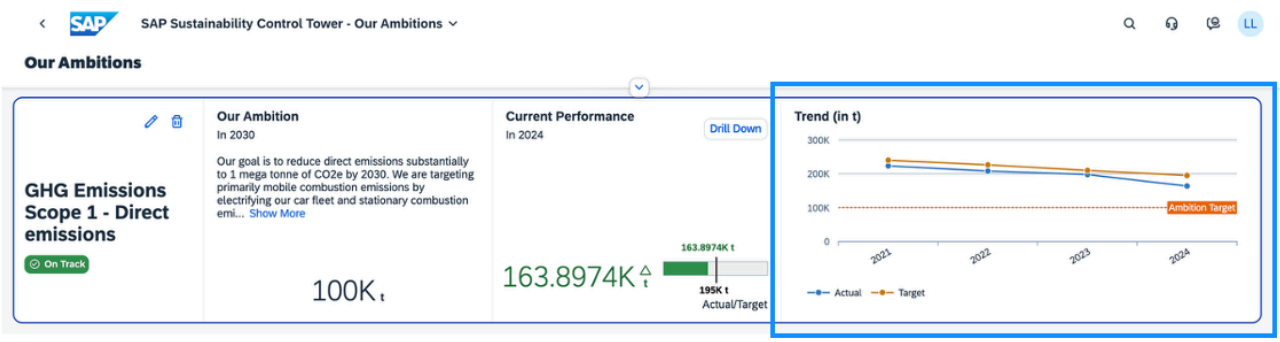
You will find a summary of the ambition and description you have created and can check if it is on track or off track. Under *Current Performance*, you will also see a reference to targets that you have previously uploaded in the *Manage Quantitative ESG Data* app. By clicking on “Drill Down” you will be directed to a detailed comparison of actuals and targets.



Name	Status	Actual (in t)	Target (in t)	Target Deviation	Variance to 2023	Previous Period 2023 (in t)
Europe	On Track	68,005.94	82,300	-17.36823815 %	-22.7 %	87,929.334
Austria	On Track	5,368.05	6,100	-11.99918033 %	-29.6 %	7,626.2
Belgium	On Track	17,718.93	22,100	-19.82384615 %	-30.1 %	25,361.583
Croatia	Off Track	2,236.88	1,200	86.40666667 %	-24.5 %	2,961.635
France	Off Track	3,199.3	1,800	77.73888889 %	-6.7 %	3,429.676
Germany	On Track	20,016.75	39,500	-49.32468354 %	-18.7 %	24,630.158
Greece	On Track	5,394.38	7,100	-24.0228169 %	-1.8 %	5,493.05
Norway	Off Track	8,546.75	1,400	510.48214286 %	-19.8 %	10,651.44
Poland	Off Track	3,117.1	1,900	64.05789474 %	-30.1 %	4,462.445
Spain	Off Track	2,407.8	1,200	100.65 %	-27.3 %	3,313.147
North and Latin America	On Track	30,710.73	46,400	-33.8130819 %	-8.3 %	33,502.878
South America	Off Track	9,055.18	7,700	17.59974026 %	-13.9 %	10,516.227

Here, the actual and target are broken down along the reporting structure you have initially set up in the master data and that is used for the respective metric. It means that you can check, for example, for a specific business location or country or region whether the target was reached or not and how it deviates from the actuals. The table also provides the variance of the target deviation to the previous year in percentage and absolute values.

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Back on the overview page of the *Our Ambitions* app, in the trend analysis, you can graphically compare the ambition line (static line representing the long-term ambition) with the actuals and targets you have uploaded over time.

8.5. Managing Sustainability Initiatives

Analyzing ESG performance and setting ambitions and targets – as covered in the previous sections – provides organizations with a clear picture of where they stand relative to their sustainability goals. However, understanding a gap is only meaningful if it is followed by concrete actions. This is where the steering component of SAP Sustainability Control Tower comes into play. Beyond monitoring and analytics, SAP Sustainability Control Tower enables organizations to manage, and track the sustainability initiatives required to close the gap between current performance and defined ambitions.

The *Our Initiatives* application is SAP Sustainability Control Tower's dedicated tool for this purpose. It complements the *Our Ambitions* app covered in the previous chapter by providing the operational layer: where ambitions define what an organization wants to achieve, initiatives define how it plans to get there.

You can create, manage, and track company initiatives that support your sustainability goals via the *Our Initiatives* application. An initiative is any projected change or project to support the corporate sustainability goals, for example, "Set up rooftop photovoltaic (solar) panels to generate clean energy for the site." They can be short term or long term, always having a defined validity period.

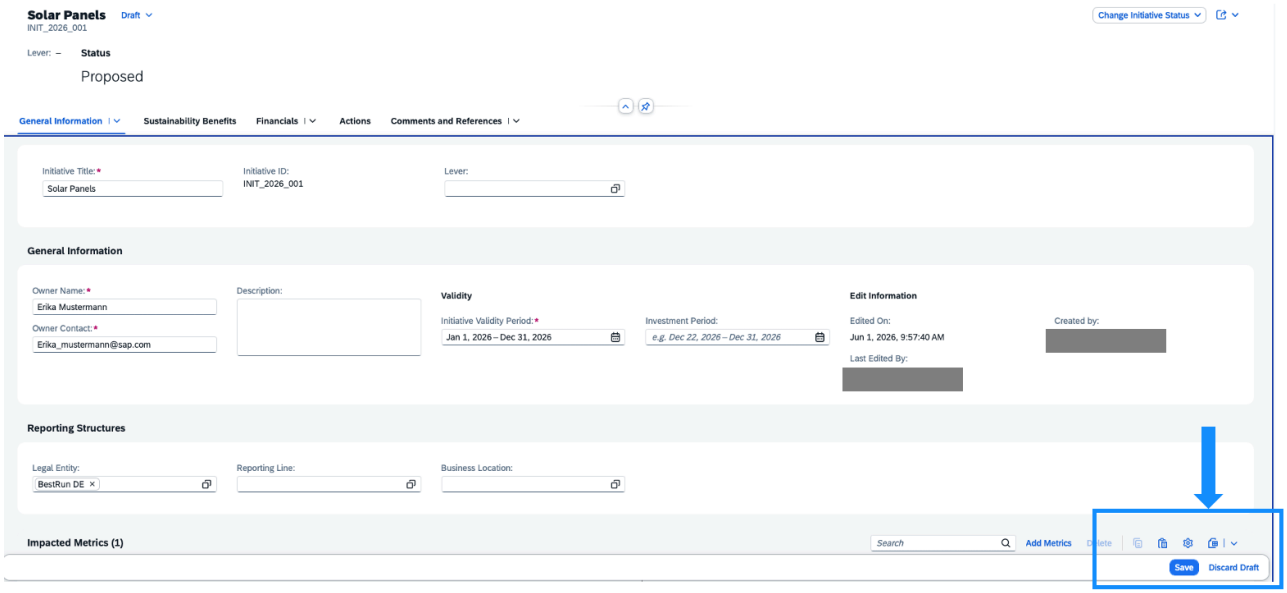
Each initiative records who is responsible, the location and timeframe of the activity, its projected sustainability benefit such as avoided CO2e, financial impacts (CapEx/OpEx), and concrete implementation actions so you can monitor progress and prioritize investments. Without these actions, an initiative only remains a concept. Tracking actions ensures accountability and enables progress monitoring.

When you open the application for the first time, the list of initiatives is empty. The initiatives need to be created manually. Once you have created one or more initiatives, they appear in the list on the main screen.

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Procedure to add a new initiative:

- Open *Our Initiatives* in the *Analytics and Steering* section from the SAP Fiori launchpad.
- Select “Create”. A dialog window opens, prompting to complete a series of fields.
- Fill the details for the following fields:
    - “Initiative Title”
    - “Initiative ID” (needs to be alphanumeric, for example, “INIT-2026-001”)
    - “Impacted Metric” (for example, “Energy saved (MWh)” or “GHG emissions avoided”)
    - “Legal Entity” (this field is optional unless your organization uses entity-based reporting)
    - “Reporting Line” (this field is optional)
    - “Business Location” (this field is optional)
    - “Initiative Validity Period”
- Once all required information is completed, select “Continue”.
- The initiative is created as a draft, and you are directed to the “General information” page to continue with the next steps.
- Within the “General information” section, fill out the “Owner Name” and “Owner Contact”.
- After that, fill out further information and/or create the initiative. Alternatively, you can discard the draft.

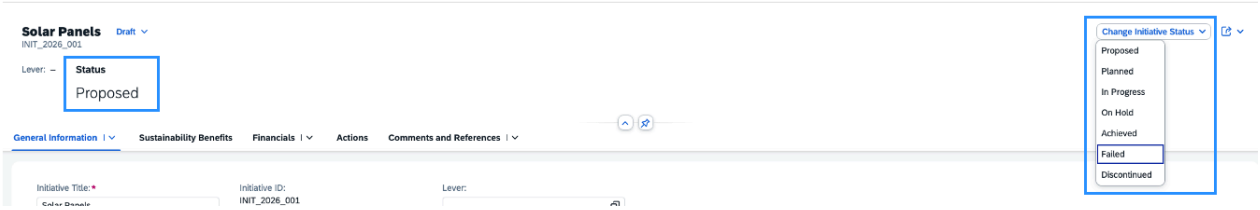


Initiative Status

Each initiative is initially assigned the status *Proposed* upon creation. Proposed means that the initiative has been submitted as a proposal but does not indicate approval or commitment to implement it.

You can update the status during the lifecycle of the initiative to track progress up to final completion.

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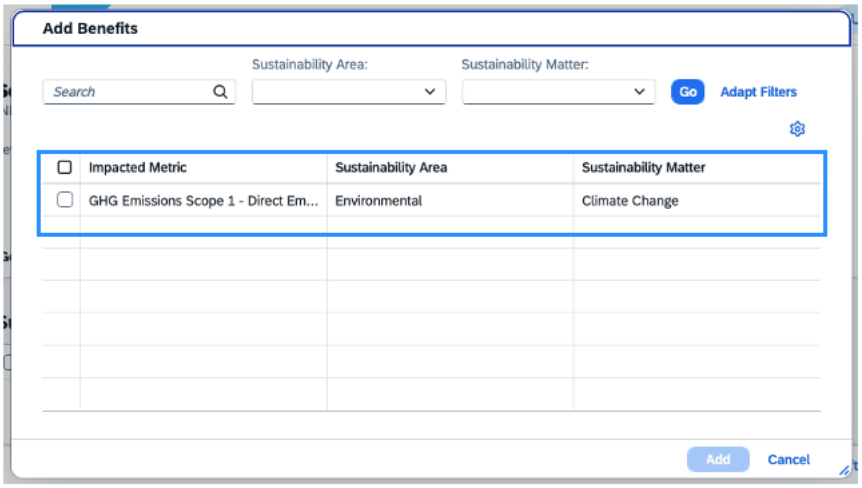
After creating a proposed initiative, specify the further details. To effectively use the *Our Initiatives* application, you can fill out further information in the tabs “General Information”, “Sustainability Benefits”, “Financials”, “Actions”, and “Comments and References”.

General information - Lever

Besides the general description and the owner information, you can also add a lever. A lever is the strategic category or focus area of an initiative that shows how it contributes to sustainability goals, for example, “switch to renewable energy,” “optimize resource efficiency,” or “reduce waste generation.” Assigning a lever classifies initiatives and aligns them with broader strategies such as decarbonization, circularity, and energy efficiency. You can import or modify levers in the *Manage Master Data* app.

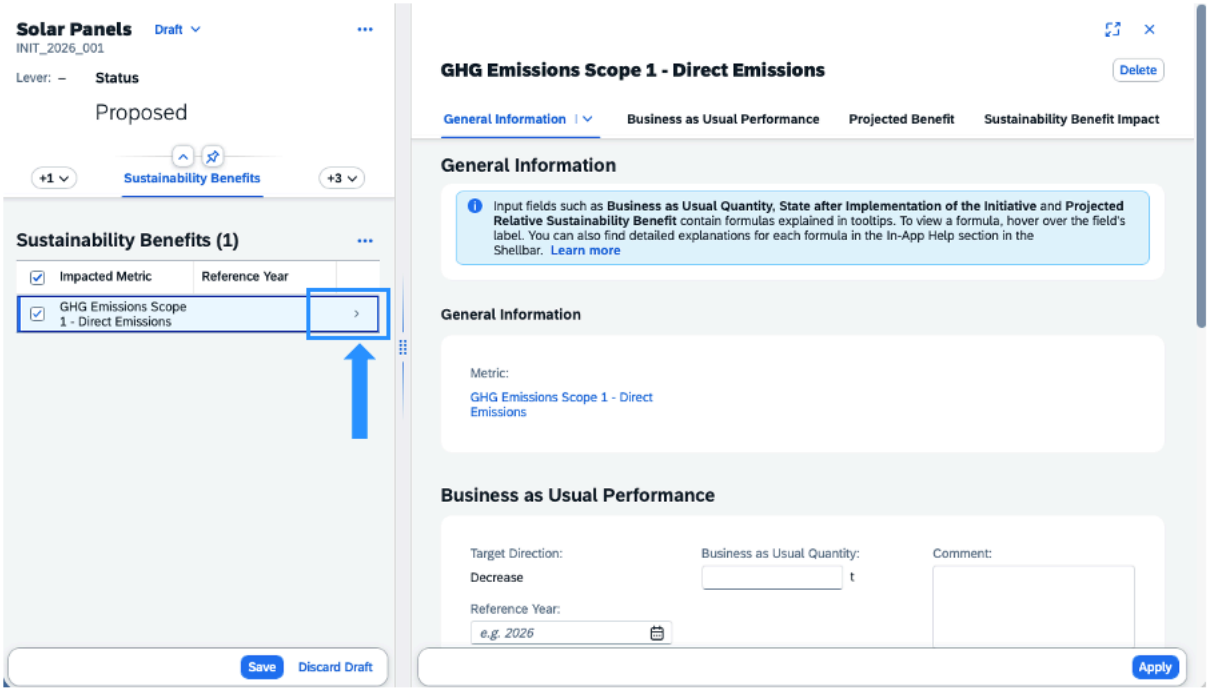
Sustainability Benefits

This screen displays the sustainability benefits for the metrics associated with the initiative, as entered on the *General Information* subpage. Initially, no sustainability benefits are shown. Select “Add Benefits” to create them.



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Once the sustainability benefits have been created, open the details of the impacted metric to edit the details:



You can enter details for the sections *Business as Usual Performance*, *Projected Benefits*, *Sustainability Benefit Impact*. Select “Apply” to store the information for the metric associated with the initiative.

Financials

Once you have created the metrics associated with the initiative, you can navigate to the *Financials* tab.

- **Projected Expenses:** Enter the estimated annual cost to implement the initiative, specifying projected capital expenditures (CapEx) and operating expenditures (OpEx) for each year. The app automatically calculates the total projected expenses over the initiative’s lifetime and the average projected annual expense.
- **Business as Usual Expenses:** The expected costs your organization would incur if the initiative were not implemented. Enter business-as-usual expenses, the reference year, and the investment period. The app automatically compares these with the projected initiative expenses and populates the Comparison to Projected Expenses section, filling the “Comparison per year” and “Comparison over the investment period” fields.
  In the populated comparison fields, negative values (-) indicate an increase in expenses after implementation. Positive values are shown without a plus sign and indicate avoided expenses - savings after the initiative is implemented. All values represent the net change in costs per year or over the investment period.

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- **Actual Expenses:** These fields show expenses incurred while implementing the initiative. Select “Create” to insert a new row. Enter the required information.

To see how the financial values are calculated, refer to the documentation on SAP Help Portal: SAP Help Portal | Using the Our Initiatives App.

Actions

Actions are the specific steps required to implement the initiative. Once actions are added, the screen displays the actions associated with the initiative. Initially, fields such as “Action”, “Action Status”, “Legal Entity”, “Reporting Line”, “Business Location”, “Operational Period”, and “Action Owner Name” are not visible. These fields only appear after you create an action using the “Edit” and “Create” button and complete the details in the side dialog.

Comments and References

Comments let you discuss and track feedback on an initiative in a vertical timeline where you can add, edit, delete, or reply to comments. References let you attach external sources (title + URL) to support the initiative. Save to add them to the list.

Comments appear in a vertical timeline. Newest comments are shown at the top by default. Select “Edit” to manage comments.

To add a new comment, select “Add Comment”. Enter a title and a comment (up to 1,000 characters), then select “Add”. You can reply to comments by selecting “Reply”. Once a reply is posted, it cannot be edited or deleted.

Besides that, you can provide additional information by using references. Select “Edit” to manage references. Enter a Reference Title and a URL. Select “Save” to add the reference of discard the draft.

9. Reporting

With data imported, metrics calculated, and ESG performance analyzed, we have reached the final phase of the SAP Sustainability Control Tower implementation: reporting. While SAP Sustainability Control Tower is not a dedicated disclosure management tool, it provides two reporting capabilities well-suited for internal reporting purposes and for preparing the content that feeds into a final external disclosure. Section 9.1 covers the AI Reporting Assistant, which enables the automated generation of structured ESG reports based on data maintained in SAP Sustainability Control Tower, exportable in PDF or DOCX format. Section 9.2 introduces the ESRS Sustainability Sample Report, a pre-delivered reference report aligned to the European Sustainability Reporting Standards (ESRS).

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9.1. AI Reporting Assistant

The *Generate ESG Reports with AI* application enables the automated creation of AI-driven sustainability reports, supporting organizations in initiating and advancing their reporting processes. It facilitates more efficient and streamlined reporting of corporate sustainability performance. Integrated within the application, this functionality is designed to automate report generation across selected reporting periods. It leverages quantitative and qualitative ESG data already maintained in SAP Sustainability Control Tower to produce structured reports based on this information. The generated reports are available for download in PDF or DOCX format and adhere to the structure defined by the user in the selected reporting template.

The application provides the following functionality:

- **SAP-provided templates:** You can reuse out-of-the-box templates to generate your sustainability report. You can preview the report templates to understand the basic structure of the report that will be generated out of your uploaded ESG data. These templates are read-only and cannot be changed.
- **Custom templates:** Copy the SAP-provided templates and customize them by choosing to only activate individual sections, by rearranging sections and subsections or by adding new sections or subsections. Additionally, define your own templates by creating custom sections and subsections to which you can add charts and tables available from the SAP-provided templates as well as selecting from a variety of facts to generate textual content for the sections and subsections. This can include adding both quantitative and qualitative metrics to different sections in your report template.
- **Period selection:** Report on your ESG data by choosing from three different period types: Year, quarter, or month. Only periods for which there is data in the system will be displayed.
- **Content editing:** Before you download a generated report, you can modify its content using a rich text editor supported by AI. You can choose any section of your generated report and make changes to its text, tables, or charts. Once you have applied the changes, you can preview them before downloading the report.
- **Report generation:** Create your report from the chosen template and download in PDF or DOCX format. You can also delete reports that are no longer needed.

Procedure

To create your first ESG report with AI in SAP Sustainability Control Tower open the application *Generate ESG Reports with AI* from the SAP Fiori launchpad. The report generation typically requires the following steps:

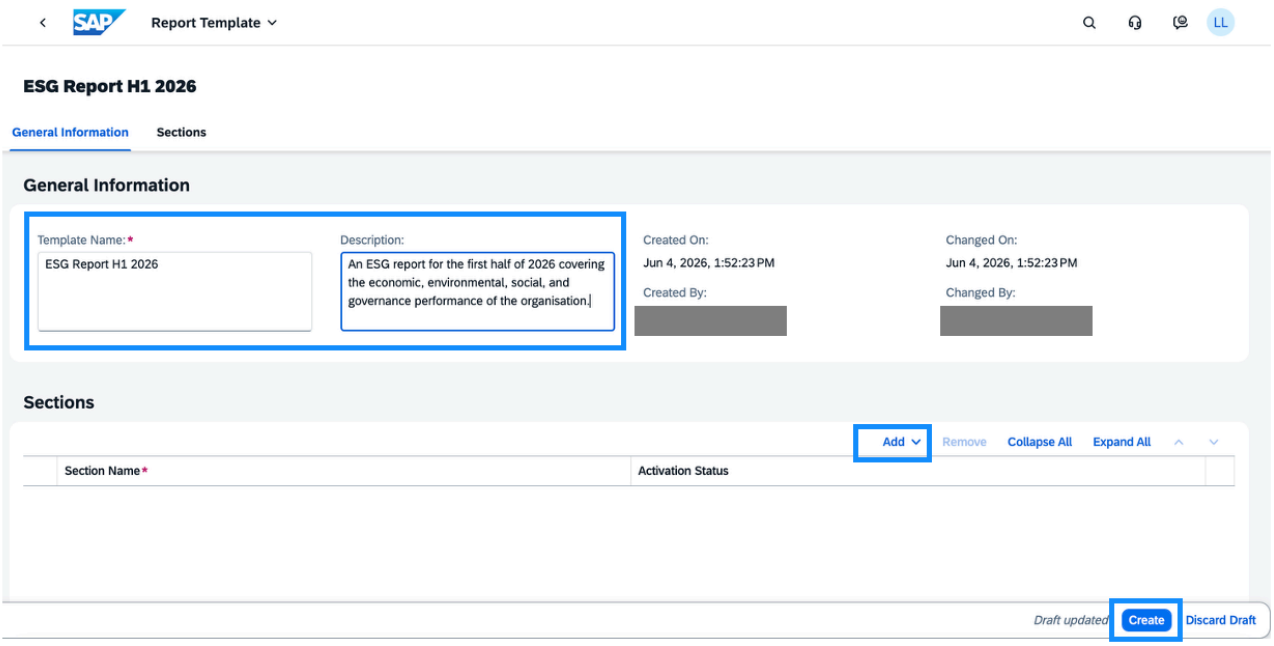
1. Create a company-specific report template
2. Assign metrics to template
3. Run and Preview report
4. Edit report
5. Run final report version

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1. Create and edit a company-specific report template

In the *Templates* tab, you can create a new custom report template from scratch using the “Create” button. Under *General Information* you need to provide a template name and description. Under *Sections*, you can create the sections using the “Add” button. Sections are used to structure the report content into chapters and subchapters. You can provide a name for each section and activate or deactivate sections if you would like to generate different versions of the report including different chapters (activation status).

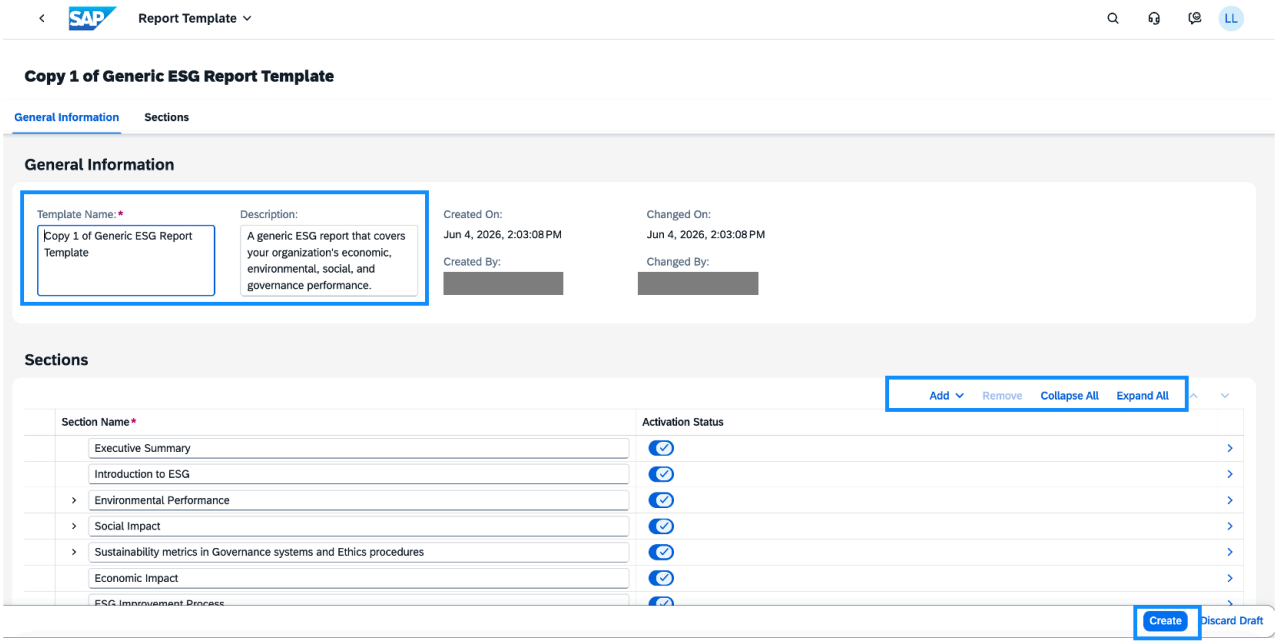
Click on “Create” to save your new template.



Alternatively, you can use an SAP-provided template or copy an existing reporting template that you can tailor to your needs. To do so, select a template from the list, click on “Copy” and provide a new name and description. Then you can add or edit the sections in the lower part, for example, deactivate predefined sections or subsections not relevant to your report.

Click on “Create” to save your new template.

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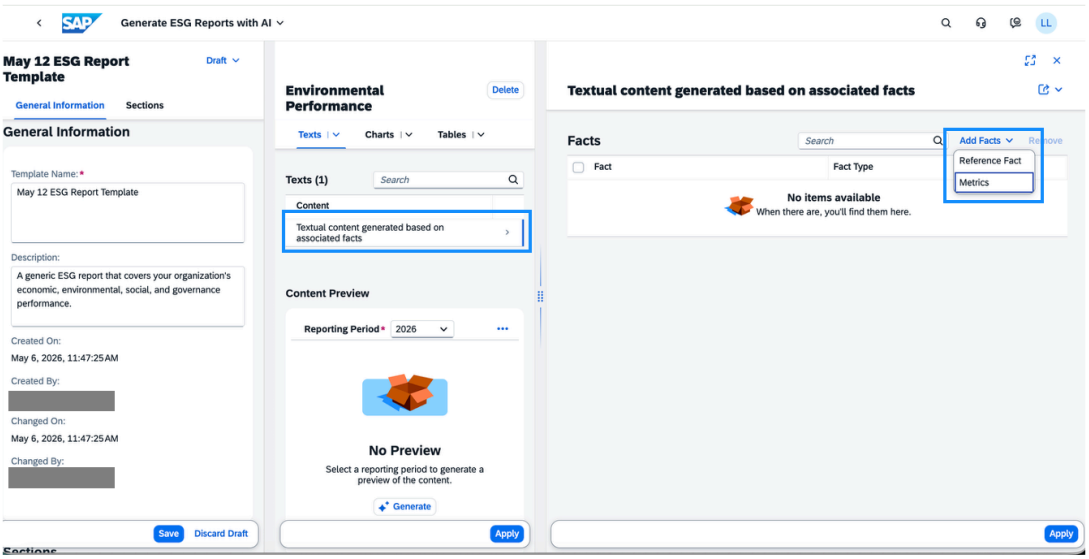


2. Refine sections in template report

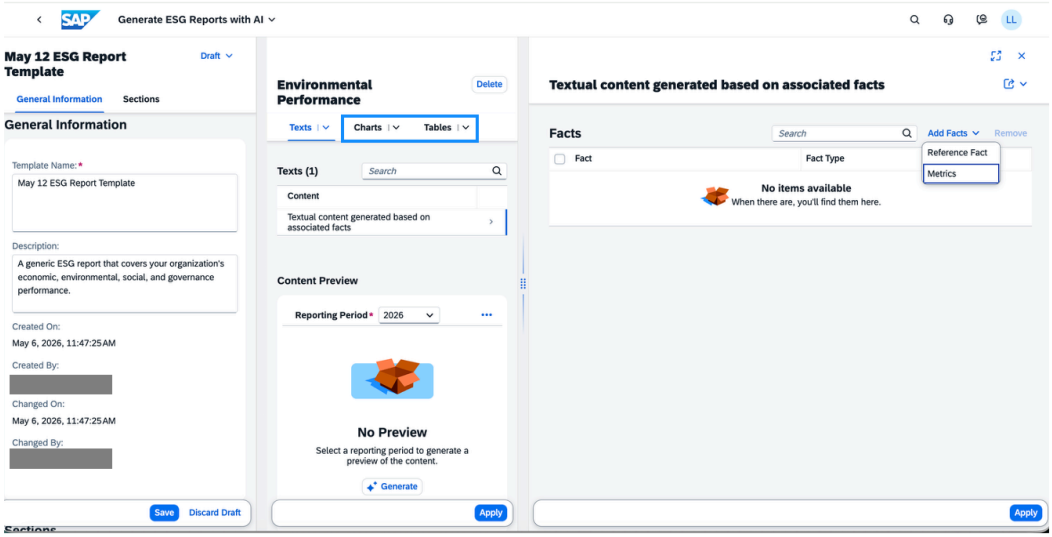
Add metrics and reference facts:
To further refine the sections or subsections, open the newly created report template, click on “Edit” on the top right and open one section by clicking on the small blue arrow on the very right of the line.

Under *Textual content generated based on associated facts*, you can add metrics from a list of available quantitative and qualitative metrics. The AI-powered reporting assistant will incorporate the collected data for these metrics when generating a report for a specific reporting period based on this template and automatically generate a corresponding narrative output. In addition to metrics, you can also add your own static textual elements to be considered in the report output. These are added under *Reference Facts* and can be, for example, company net revenue or data from ambitions created in the *Our Ambitions* app.

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Add tables and charts:
Finally, in tabs *Charts* and *Tables* you can choose predefined charts and tables for selected metrics to be added to the report output.

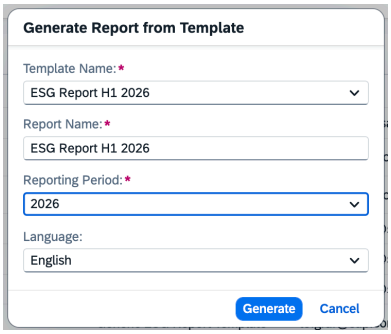


3. Run and preview report

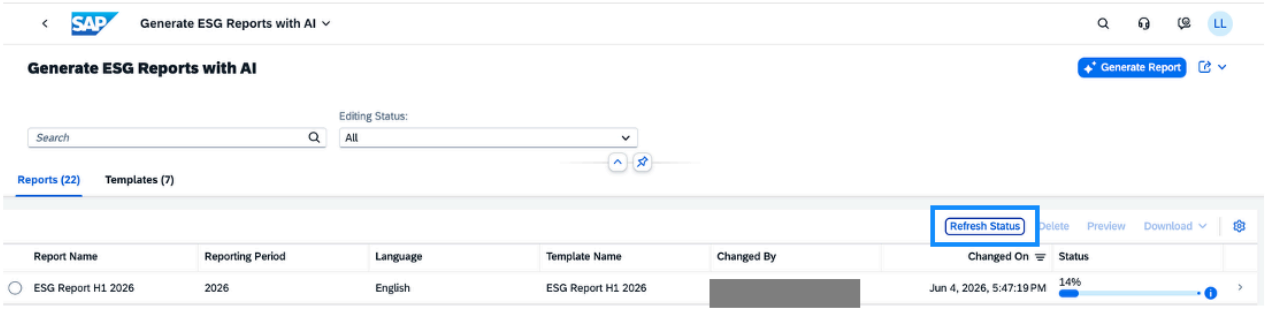
Run report:
After finalizing the report template, you can run a period-specific report. For that, you need to leave the *Report Template* tab and come back to entry page of the *Generate ESG Reports with AI* application.

In the tab *Reports*, click “Generate Report” with the AI indicator on the top right of the page. In the dialogue window, select the report template, provide a report name, select the reporting period and language and click “Generate”. The generated report instance will be shown in the list of reports.

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Note: While the report is being generated, you can click on “Refresh Status” to review the completion progress in percent.



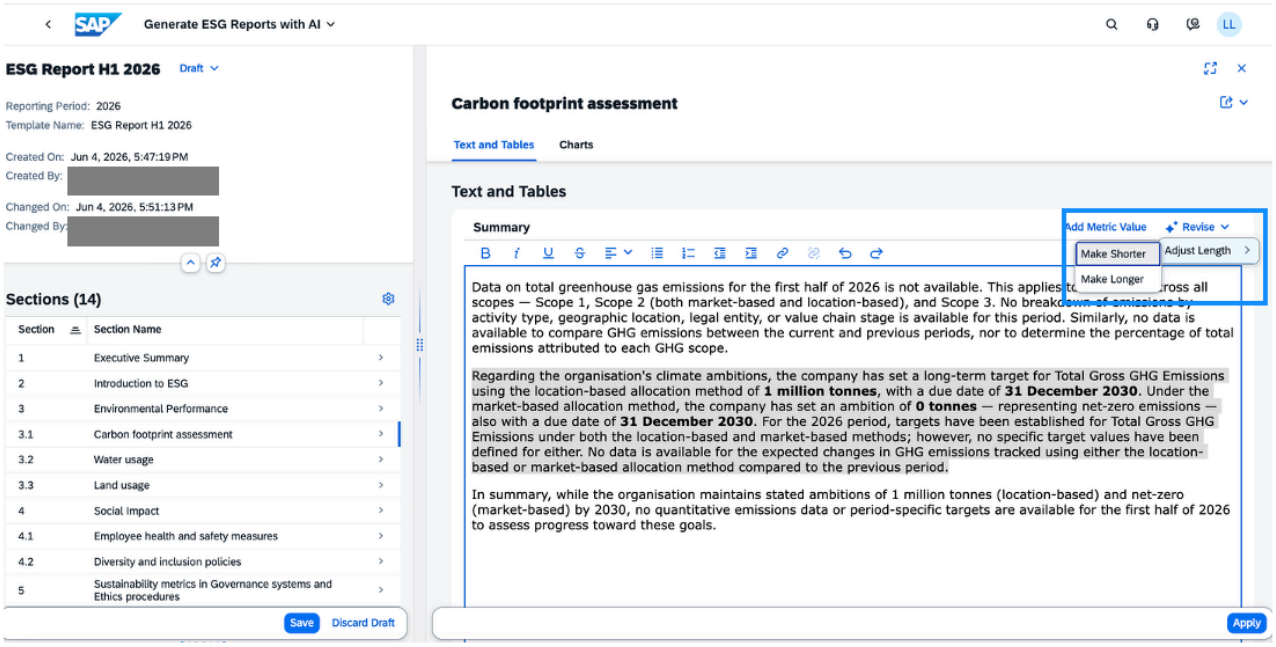
Preview report:
After generation is complete, you can choose “Preview” to review the complete report in the PDF format. In addition, you can click on the report instance from the list of reports by clicking on the small blue arrow on the very right of the line and review the generated content of each report section. If you select one section, you will see the text output and charts AI has generated.

4. Edit report

If you want to further edit the report output, you can click on the generated report instance, choose “Edit” and then open a section. This allows you to change and edit any section of the report.

To adjust the text, you can use the *Revise* option with the AI indicator to re-generate individual parts of the section you are editing. For that, first, select some part of the text, click on “Revise”, “Adjust Length” and select between “Make Shorter” and “Make Longer”.

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Additionally, you can add period-specific metric values that you may want to reference in the text under “Add Metric Value”.

5. Run and export the final report version

Finally, you can save the final version of the edited report and export/download it both in PDF and Word (DOCX) format. For that, click on “Download” on the top right of the report instance, next to “Edit”.

9.2. Sample Sustainability Report (ESRS)

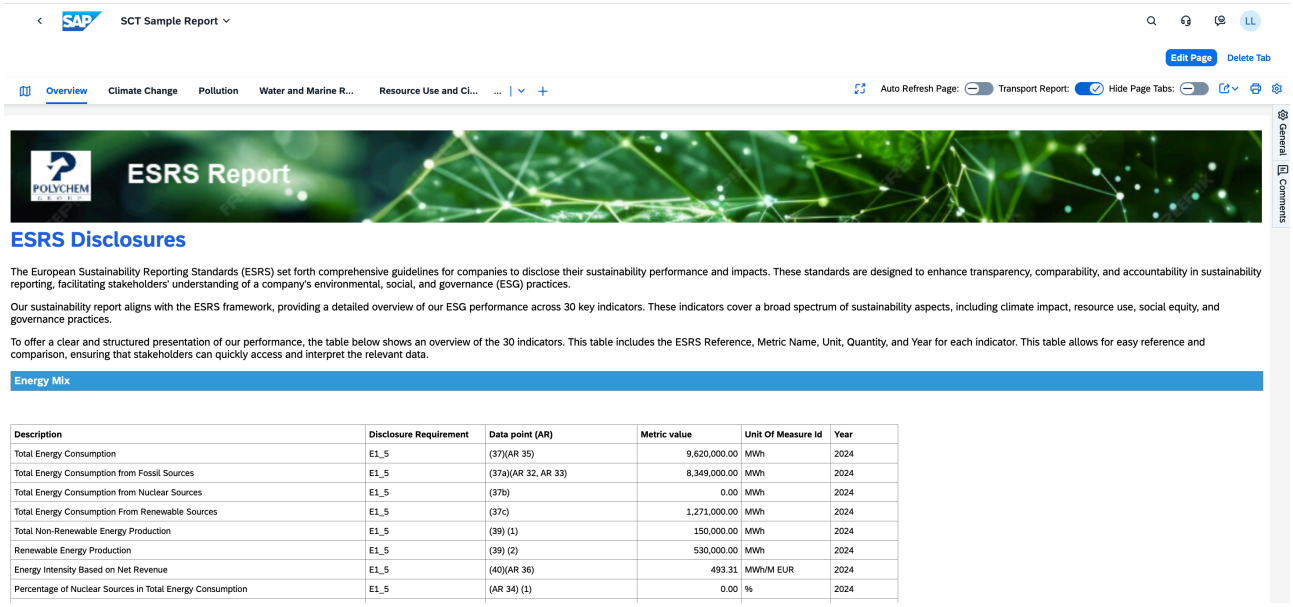
In addition to AI-based report generation, SAP Sustainability Control Tower provides another reporting capability through the Sample Sustainability Report (ESRS). This report serves as a reference template aligned with ESRS disclosure requirements.

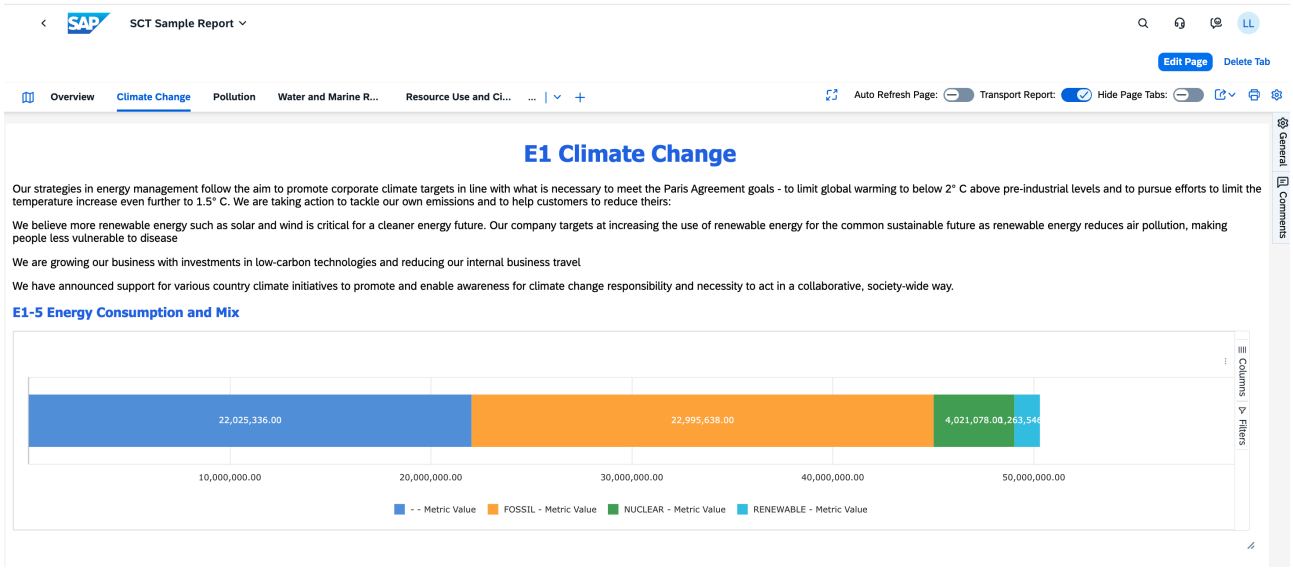
Business Value

The Sample Sustainability Report (ESRS) package offers a clear, structured approach to help you meet ESRS standards. This package guides you in quickly setting up key ESG metrics across environmental, social, and governance areas, providing a strong foundation for your reporting needs.

The report combines narrative content with data visualizations, including tables, charts, and images, all of which can be customized to reflect your organization's specific reporting needs. The report structure can be organized into multiple tabs, allowing you to separate and present different sustainability topics, such as Climate Change, Pollution, and Own Workforce, in a clear and intuitive manner.

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Scope

- Step-by-step description to get a set of selected metrics live
- Up-to-date sample data enabling a quick start and understanding
- Sample reports for selected metrics with adjustable layouts

Procedure

To access the Sample Sustainability Report (ESRS), navigate to the Reporting section in the SAP Fiori launchpad and select the *Sample Sustainability Report (ESRS)* application.

Detailed implementation instructions and configuration guidance are provided in a separate section of the Scenario Guide.

- Refer to Using the Sample Sustainability Report (ESRS).

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10. API-Based Data Consumption

SAP Sustainability Control Tower provides outbound OData APIs that allow external applications to retrieve sustainability data maintained in SAP Sustainability Control Tower. These APIs are intended for reporting, analytics, custom dashboards, data warehousing, and integration with other enterprise applications. They complement the inbound APIs used for loading ESG data into SAP Sustainability Control Tower.

API	Protocol	Purpose	Consumers
Sustainability metrics API	OData	Retrieve calculated sustainability metric values	BI tools, data warehouses, disclosure solutions
Sustainability measures API	OData	Retrieve underlying measure values (raw ESG data)	BI tools, data warehouses, downstream integrations

Both APIs are published through the SAP Business Accelerator Hub and use OAuth 2.0 authentication. They are available on region-specific SAP BTP endpoints, so your client application must connect to the appropriate regional API URL.

To consume the APIs in a different application, make sure that the SAP Sustainability Control Tower service API instance has been created in your BTP subaccount.

Access your SAP BTP cockpit, navigate to your subaccount and complete the following steps:

- Go to the *Instances and Subscriptions* tab and choose “Create”.
- In the dialog box, select the “SAP Sustainability Control Tower solution (sct-service-api)” from the *Services* dropdown.
- Choose “standard (Instance)” from the *Plan* dropdown list and enter the required details as described in Creating Service Instances in Cloud Foundry.
- Create a service key as described in Service Keys.

After the successful setup you should be able to view the key of the instance and also the “clientid” and “clientsecret” which will be important later.

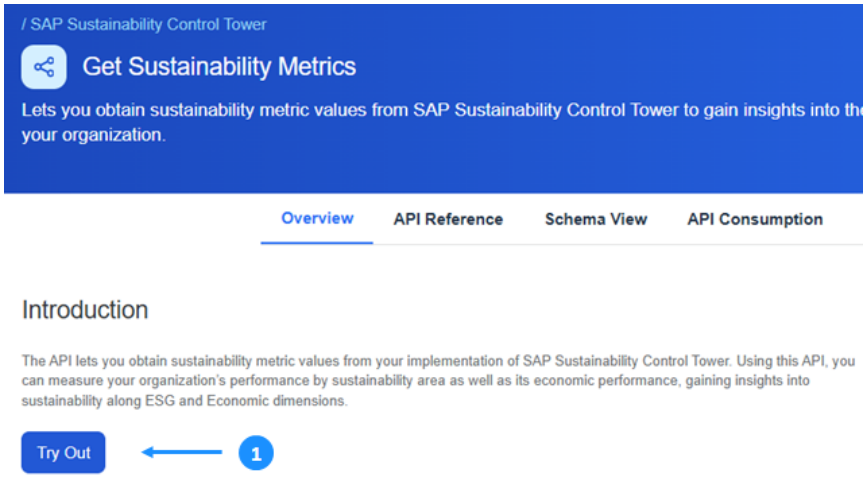
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Testing in the Business Accelerator Hub

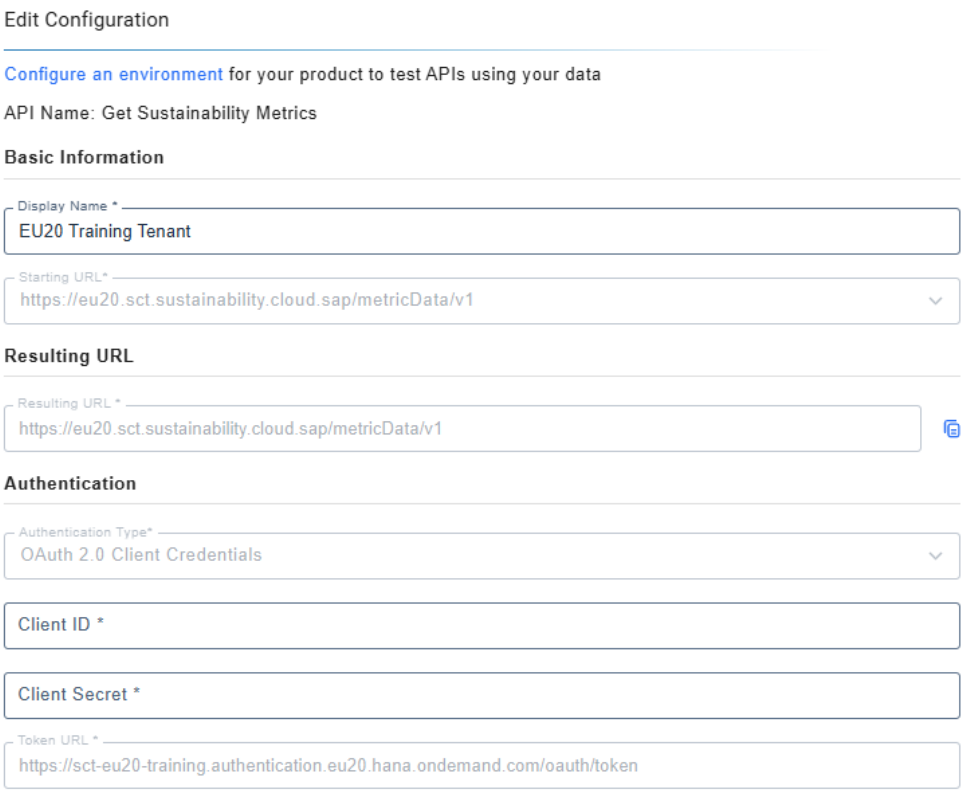
After setting up the service API, you can test the API connection in the Business Accelerator Hub in the following steps:

- Configure a new environment via the **Try Out** option.

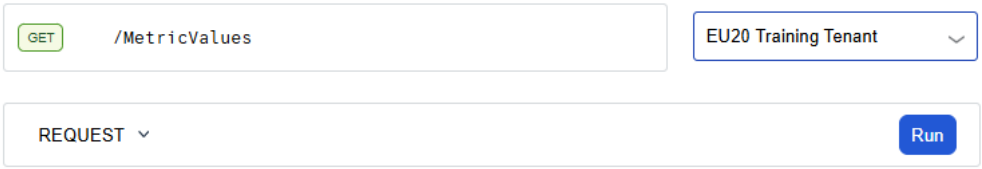


- To connect with your tenant, specify the client id and client secret as well as the Landscape and Subdomain of your tenant. From the Landscape and the Subdomain, the Token URL is created which is required for the OAuth 2.0 authorization. OAuth 2.0 is utilized for secure authorization, exchanging credentials (client ID and secret) for access tokens used to authenticate API requests.

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- After setting up the environment, you can run a GET call, for example, to the API endpoint /MetricValues which retrieves all metric results across all periods and reporting structures. The result will be returned in JSON format.



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Response Body Response Headers


```
{
  "@context": "$metadata#MetricValues",
  "@metadataEtag": "W/\"d3f6d898646487635d7d7a1f2c9ecdfc8056c884929a613fe180a5e0b7e339bc\"",
  "value": [
    {
      "id": "0002D17FAB9264604FB3258F2CF0C9A74C3A8315E5FEB74ADE9BB69F819F4958",
      "metricId": "NHZW_RECY",
      "reportingStructureNodeId": "BusCountry:31000",
      "periodId": "2022",
      "metricValueActual": 390,
      "metricValueTarget": null,
      "metricValueUnit": "t",
      "isAnonymized": null,
      "disclosureInformation": null,
      "disclosureBinary": null,
      "isReported": null
    },
    {
      "id": "00038610619878B5CD7CEC3A66197AED88787992A1CEC96F9C93C97BC5EDF0947",
      "metricId": "WASTE_HAZ",
      "reportingStructureNodeId": "BusLoc:19001",
      "periodId": "2021",
      "metricValueActual": 810,
      "metricValueTarget": null,
      "metricValueUnit": "t",
      "isAnonymized": null,
      "disclosureInformation": null,
      "disclosureBinary": null,
      "isReported": null
    },
```


If the correct data is returned, you can configure the same authentication method and GET request in any target application which supports OAuth requests to consume data from SAP Sustainability Control Tower.

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