

## **Please read the following instructions before completing the Template**

### **1. Does the format in which the data is pasted into the Excel template matter?**

Yes, the format in which the data is pasted into the template does matter. Please check the following before uploading your data to the portal:

- That the data is pasted into the correct fields
- That the units used are the same as the ones available in the pull-down options. Please note: the dropdown fields are case sensitive
- That the pasted data does not contain any embedded formulas
- Row 9 of the Excel Template is an example row only and will not be included in your benchmarked data. Please DO NOT delete this example row or any of the rows above this.

You will receive an error message if data is pasted into the wrong column or with formulas, or pasted units are not the same as the ones available in the pull-down menus.

### **2. Why are the units of measurement that I entered into the excel template invalid?**

Users must select the unit of measurement in the template from the pull down options. Any custom units entered will be considered invalid.

### **3. Why do the totals for GHG Emissions and Energy Intensity not calculate automatically on the excel template?**

The GHG Emissions and Energy Intensity values will calculate automatically once you have completed the data validation process. You do not need to finalize the data for these values to calculate. After the data validation process, you can download the spreadsheet with GHG Emissions and Energy Intensity data via the "Excel template" button on the reporting portal.

Note: that there are no macros functions in this year's templates.

NOTE: Please DO NOT close the browser window during the downloading / uploading of the data. DO NOT move away from the page or close the browser.

Should you have any additional questions, please visit the Toolkit located on the reporting portal under the "Toolkit" tab on the homepage.

Otherwise, please feel free to contact us at [BPSSupport@ontario.ca](mailto:BPSSupport@ontario.ca)

