



SBTi  
SERVICES



SCIENCE  
BASED  
TARGETS

DRIVING AMBITIOUS CORPORATE CLIMATE ACTION

VALIDATION PORTAL

# CORPORATE SUBMISSION MANUAL SUMMARY

Version 1. June 2025

The SBTi Services Validation Portal streamlines how companies submit their science-based targets for validation. This summary provides a helpful overview of the full submission process and complements the in-depth [Validation Portal – Corporate Submission Manual](#).

## STEP 1: ACCESSING YOUR TARGET SUBMISSION FORM

Getting started is simple, visit the SBTi Services homepage, click 'log in' and go to the 'Submission Validation' section. From there, open the 'Target Submission' tab to either:

- Start a new submission, or
- Continue an existing submission by clicking 'show'

The Validation Portal fully replaces the former Excel-based form, offering a digital experience that enhances accuracy and reduces the risk of errors. Built-in validations and intuitive navigation help you complete each step confidently.

Once inside your submission, you'll progress through four streamlined stages:

1. Validation Service Selection - tailor the portal based on your submission type
2. Submission Elements - provide your company's GHG inventory, targets, and supporting data
3. Payment - confirm billing details and select your invoicing currency
4. Terms and Conditions - review and digitally sign your contract

## STEP 2: CHOOSING THE RIGHT VALIDATION SERVICE FOR YOU

To ensure your submission is routed correctly, start by identifying your submission type:

- First-time target setting
- Updating existing targets
- Adding new targets to a previous submission

Your selection will shape the questions you see and determine the documents you'll need. The Validation Portal ensures compatibility and will flag responses that don't align with SBTi requirements.

For updating existing targets, you'll be asked to confirm consistency in your base year and explain any structural or methodological changes. These measures help maintain the integrity of your approved targets while ensuring transparency.

## STEP 3: COMPLETING THE TARGET SUBMISSION

This step contains the core technical information and is structured to guide you through every detail. Much of what you'll enter will reflect what was previously submitted through the Excel submission form tabs such as 'Company Information', 'GHG Inventory', and 'Progress and Reporting'. Submission sections include:

- GHG Inventory
- FLAG (if applicable)
- Buildings (if applicable)
- Targets
- Progress and Reporting
- Evaluation Questions



## GHG Inventory

Start by entering basic information, including reporting years and organizational structure. You'll also upload a Company Structure CSV, which includes:

- Entity names
- Ownership share
- Allocation of emissions
- Justifications for any exclusions

Similarly to the existing Excel submission form, the GHG inventory input has been broken down into scope 1, scope 2, and the 15 scope 3 categories. Each scope 3 category requires:

- Activity types
- Emission factors
- Extrapolation and methodology notes

There is a GHG overview where it summarizes the information provided and highlights any sector specific requirements and relevant thresholds.

## FLAG (if applicable)

FLAG submissions are now supported through simplified CSV upload, covering:

- Commodity and regional emissions breakdowns
- Land use change, land management, and removals accounting

## Buildings (if applicable)

Similarly, the information collected in the legacy Buildings Annex has been turned into a CSV upload.

## Targets

Add or update targets directly in the Validation Portal by specifying:

- Base year
- Target year
- Activity projections
- Target ambition (adjustable from the minimum requirements)
- Clarification of overlapping emissions (if applicable)

The Validation Portal automatically generates target language using SBTi approved templates, ensuring clarity and consistency.

## Progress and Reporting

You'll be asked to answer the same questions as the legacy Excel submission form, including:

- Annual emissions and target progress reporting
- Recalculation policy and thresholds
- Neutralization strategy (for net-zero targets)
- Supplier/customer engagement plans

## Evaluation Questions

To reduce back and forth during the validation process, the Validation Portal includes automatic checks that flag inconsistencies or anomalies. These tailored questions may ask you to clarify:

- Missing or high 'other' category emissions
- Discrepancies in scope 3 splits
- Unusual calculation methods

These prompts ensure a higher-quality submission before it reaches the SBTi Services team.

## STEP 4: PROVIDING YOUR PAYMENT AND CONTRACTUAL INFORMATION

Once your submission is complete, proceed to the 'Payment' section. Here you will:

- View your revenue based pricing tier (as determined during registration)
- Confirm contracting entity details
- Specify invoice currency (GBP for UK based companies, USD for others)
- Provide VAT details and upload any required vendor forms

If any details have changed since registration, please contact [registration@sbtiservices.com](mailto:registration@sbtiservices.com)

## STEP 5: SIGNING THE TERMS AND CONDITIONS

The final step is signing the Target Validation Service Agreement. Your company's contract is automatically generated through DocuSign using the details provided in your registration and submission. Please confirm company name, address, and check the assigned signatory is authorized to sign on behalf of the company.

Once reviewed, click 'Send for Signature' and the signatory will receive an email from DocuSign to complete the process. After signing, you'll receive a copy for your records and can officially submit your targets for validation.

Please note no contract edits or external T&Cs are permitted.

## NEED HELP? CONTACT OUR TEAM

General inquiries: [info@sbtiservices.com](mailto:info@sbtiservices.com)

Registration edits: [registration@sbtiservices.com](mailto:registration@sbtiservices.com)

Invoice or T&C issues: [admin@sbtiservices.com](mailto:admin@sbtiservices.com)

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