

Environmental Performance Survey

SUPPORTING GUIDE



The aim of this document is to provide support when answering the Environmental Performance Survey. It contains information about the EPS, its scope and scoring, instruction how to complete the EPS excel tool, explanations to support the understanding of the questions and the list of evidences that shall be made available for verification of the answers.

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INTRODUCTION

1.1 About the Environmental Performance Survey (EPS)

EPS is the tool used by IKEA to evaluate various environmental aspects of a Transport Service Provider (TSP). According to the IWAY Standard v.5.1 – Transport Section, requirement 4.8, all TSPs shall fill in the EPS before the start of business, update it annually and reach the minimum scores established for every section.

The EPS Questionnaire must be completed and submitted to IKEA, every year by the end of February.

The EPS is divided into the following three sections:

- General Section - applicable for all TSPs, regardless of the type of services they provide
- Land Section - applicable for Land carriers using own or sub-contracted heavy goods vehicles for transport services including long-haul, pre- & on-carriage and trunk line
- Warehousing Section - applicable for any external warehousing service, like CPs, LSCs, PUPs, hubs. Not applicable to storage areas located inside IKEA Retail stores.

The General Section must be completed by all TSPs. For the remaining sections, every TSP must complete the corresponding section relating to the type(s) of services provided for IKEA.

Each section (e.g L for Land Section) has a set of Chapters (e.g. L1), each Chapter of L and W sections has a set of Paragraphs (e.g. L1.1) and each Chapter of G section and Paragraphs of L and W section has a set of questions (e.g. G1q1, L1.1q1):

EXAMPLE

L (section)
 L1 (chapter)
 L1.1 (paragraph)
 L1.1q1 (question)

1.2 EPS Scope

The EPS questions cover the owned fleet and drivers used for IKEA transport, the 5 main sub-contractors used for IKEA transport and all the warehouses (owned, rented or sub-contracted) where IKEA goods are stored, even temporarily (e.g. transits) or partially (e.g. warehouse used also for other companies' goods storage). Storage areas located inside IKEA Retail stores shall not be included in the EPS scope.

Here are some examples of the applicable sections for typical TSPs:

A typical transport service provider, with Land transport: G + L

A typical CP service provider, with Land transport & Warehouse: G + L + WHS

A typical CP service provider, not providing Land transport: G + WHS

1.3 EPS Score

Most answers have a score related to it. The scoring for those answers are different. Results are summarised in the final "score summary" sheet. A service provider with a high sustainability maturity will score higher on the answers. Note that it is **mandatory to achieve the minimum score**, for each of the applicable sections, as follows:

SECTION	MINIMUM SCORE	MAXIMUM SCORE
General Section (G)	40	195
Land Section (L)	155	575
Warehousing Section (WHS)	70	410

If a service provider is not able to achieve the minimum mandatory score in EPS, they shall follow the normal procedure established for any IWAY non-conformity: the TSP has to initiate an action plan and improve the environmental performance according to the timelines agreed with IKEA (maximum 90 days). This shall be done in consultation with the responsible Business Developer and Transport Sustainability Developer.

Once the EPS has been filled in, the "score summary" sheet shows the score and the implementation rate (% development) detailed by paragraph, by fleet owner (own fleet /sub-contractors) and /or warehouse.

EXAMPLE

Score summary for G and L section:

	Demo Account	Max	Min	%						
G2. Environmental mgmt system	15	20	0	75%						
G3. Annual environmental report	20	20	0	100%						
G4. Green freight initiatives	15	15	0	100%						
G5. Environmental working group	20	20	0	100%						
G6. Criteria Subcontractors	20	20	0	100%						
G7. Renewable Energy	60	100	0	60%						
General Section TOTAL	150	195	20	77%						
	Overall Score	Max	Min	%	Demo Account Land Own	Demo Account Land Sub 1	Demo Account Land Sub 2	Demo Account Land Sub 3	Demo Account Land Sub 4	Demo Account Land Sub 5
L1. Fuel & Perf mgmt systems	78	115	0	68%	115	65	25	15	0	0
L1.1 Fuel type	50	80	0	63%	80	40	0	0	0	0
L1.2 Fuel Consumption Monitoring	28	35	0	79%	35	25	25	15	0	0
L2. Info tech systems	108	140	0	77%	140	100	60	60	40	0
L2.1 Planning tools	46	60	0	77%	60	40	20	40	0	0
L2.2 Vehicle telematics	62	80	0	78%	80	60	40	20	40	0
L3. Driver behaviour	72	100	0	72%	100	70	40	0	0	0
L3.1 Fuel Efficiency Driver Training	38	50	0	76%	50	40	30	0	0	0
L3.2 Speed Restrictions	21	30	0	70%	30	20	10	0	0	0
L3.3 Idling Time	13	20	0	65%	20	10	0	0	0	0
L4. Vehicle specifications	100	140	0	71%	120	120	100	0	0	0
L4.1 Engine characteristics – Friction reduction	17	20	0	85%	20	20	20	0	0	0
L4.2 Improving Aerodynamics	38	50	0	76%	50	40	30	0	0	0
L4.3 Tyres – Low Rolling Resistance	28	50	0	56%	30	40	30	0	0	0
L4.4 Tyres – Pressure Monitoring System	17	20	0	85%	20	20	20	0	0	0
L5. Vehicle maintenance	26	30	0	85%	30	30	30	0	0	0

Your % development

Implementation rate compared to the max score for each section, chapter and paragraph

Your own fleet partial score

Your score for each section, chapter and paragraph

Minimum score by section
Maximum scores by chapter and paragraph

Sub-contractors' partial scores

In the W section's score summary, here you'll see the score by warehouse

1.4 Instructions to the EPS-tool

1.4.1 TESS SOLUTION

TESS (Trade Extensions Sourcing Service) is a sourcing and optimisation platform used by IKEA suppliers in the EPS process.

In the document "**EPS in TESS - Instructions for Service Providers**" you will find how to:

- Access TESS
- Download the gating documents
- Download the Excel forms of the applicable EPS sections
- Upload the completed excel forms into TESS
- Upload the evidence documents requested in the EPS
- Download the score summary
- Submit questions
- Exchange messages with the IKEA Sustainability Developer during the EPS verification

1.4.2 EXCEL FORMS

Once you have downloaded the Excel forms for the applicable EPS sections, answer all the questions shown, with the support of this document and the information shown above each paragraph in the EPS excel forms.

Please note:

- A set of possible answers are given for many questions, while for the rest you will be asked to write a description in free text.
- Some questions will be applicable/not applicable after you have filled in the information requested in the previous field(s)
- Each sheet corresponds to an EPS Chapter (e.g.L1) and may contain more than one Paragraph (E.g. L1.1, L1.2, etc) with several questions: remember to scroll until the end of each sheet to verify that you do not miss any questions.
- If you enter invalid information and/or do not complete all the requested information, you will see message written in red (e.g. "incomplete"/"error:...") at the top of the sheet. Make sure you fill-in and/or correct all your answers before uploading the Excel form in TESS.

1.4.3 ANSWERS

Each service provider should **answer the question based on the true reality** with real information and shall be able to **provide documentation** to prove the information given. The list of evidence documents requested are listed below, as well as in the EPS Excel forms and in the "Upload Evidence Documents" Excel form.

The answers provided in the EPS shall reflect the up-to-date situation, for that reason the TSP shall fill in the EPS by considering the current business set up. **The only question for which you shall consider a certain timeframe is the L1.1 Fuel Type.** When replying to this question please **refer to the latest month**.

For a new IKEA transport service provider filling in the EPS before the start of business, the data shall refer to their regular biggest sub-contractors or the sub-contractors that will most likely be involved in IKEA business. After the new set-up has been established, the TSP will be requested to complete a new EPS with real and up-to-date information.

G1. COMPANY DETAILS

Explanation

Information about the company and the environmental responsible person.

Evidences

Company organisational chart.

Score

No points are assigned for this chapter, but the information provided are essential for the set-up of the whole G section.

Questions

Company

Company name – Own Company:

Address / Location of the head office:

Environmental responsible

Name:

Email:

Phone number (including country code):

% of time working for environment:

Tasks:

G2. ENVIRONMENTAL MANAGEMENT SYSTEM

Explanation

Having an Environmental Management System (EMS) according to the international standard ISO 14001 or the European standard EMAS (Eco-Management and Audit Scheme) helps to structure environmental activities and encourage continuous improvements.

Verification/certification by a third party increases the credibility and transparency of both the EMS and the company. The Environmental Management System must be valid and continuously updated.

IWAY is not an Environmental Management Policy or System.

Definitions

"Environmental Management System" (EMS): a management system of an organisation's environmental program that is structured in a comprehensive, systematic, planned and documented manner. It includes the organisational structure, planning and resources for developing, implementing and maintaining policy for environmental protection.

"Environmental Policy": a document that defines the overall intentions and direction of an organisation, related to its environmental performance, as formally expressed by top management. It provides a framework for action and for the setting of environmental objectives and targets.

"General Environmental Improvement Plan": a plan designed to guide a company's environmental performance through a process of continuous improvement. In their simplest form, these plans are a schedule of prioritised projects designed to achieve specific

environmental objectives. Each project is clearly defined in terms of a series of objectives, actions with a time plan for their implementation and anticipated improvements or outcomes by which performance can be measured.

Evidences

- Copy of the certificate issued by a third-party certification body (certificate must be valid)
- Copy of the environmental policy
- Copy of the General Environmental Improvement Plan

Score

The score is assigned for your company only. No score is assigned to sub-contractors.

Questions

1. Do you have an Environmental Policy or Environmental Management System?

Yes

No

(0)

2. If Yes – choose the level of implementation:

Environmental policy exists, but EMS is not fully developed or externally certified

(5)

General Environmental Improvement Plan exists, but EMS is not fully developed or externally certified

(10)

EMS fully developed and implemented for some operations, and externally certified (according to ISO 14001 or EMAS)

(15)

EMS fully developed and implemented for all operations, and externally certified (according to ISO 14001 or EMAS)

(20)

Applicable only if your EMS is externally certified:

3. Specify the following details of the certification you hold:

Date of first external certification

Date of validity of the certificate

Operations of your company covered by the certified EMS

G3. ANNUAL SUSTAINABILITY REPORT

Explanation

A sustainability report is an important tool that a company can develop in order to evaluate the positive and the negative impacts of their operations. The information shall be reported using key performance indicators. The sustainability report shall include information on the impact of your business' activities, both positive and negative, on the environment, social and economics.

Definitions

"*Sustainability report*": an organisational report that gives information about economic, environmental, social and governance performance of the company over time.

Evidences

- Latest sustainability report
- Proof of publication (e.g. web site address)

Score

The score is assigned for your company only. No score is assigned to sub-contractors.

Questions:

1. Do you produce an annual sustainability report?
Yes (10)
No (0)
2. Do you make it publicly available?
Yes (10)
No (0)

G4. GREEN FREIGHT INITIATIVES**Explanation**

Green freight initiatives are becoming increasingly popular all over the world. Such initiatives are voluntary and aim to support companies involved in the freight business to achieve more environmental-friendly transportation by improving the fuel efficiency of transport operations and by promoting engagement and collaboration across companies.

Being part of one (or more) green freight initiatives gives carriers the competitive advantage of having access to technologies, management solutions and other actions that lead to more sustainable transportation operations.

Examples of green freight initiatives are:

[Green Freight Europe](#), [Green Freight Asia](#), [FleetSmart \(Canada\)](#), [Transporte Limpio \(Mexico\)](#), [Lean&Green \(Netherlands\)](#).

Evidences

Evidence of present membership in the green freight initiative (invoice of annual membership paid, name of the carrier included in the updated list of members, or similar)

Score

The score is assigned for your company only. No score is assigned to sub-contractors.

Questions**Green Freight Initiatives:**

1. Are you a member of a green freight initiative?
Yes (5)
No (0)
2. If yes - which initiative(s)?

Initiative membership and participation:

3. Are you an active member, meaning are you member of any working groups? (5)
4. If yes - which working group(s)?
5. Do you participate in the annual meetings of the initiative(s)?
Yes (5)
No (0)

G5. ENVIRONMENTAL WORKING GROUPS, COLLABORATIONS, PILOT PROJECTS

Explanation

Being part of external working groups, pilot or research projects, and other types of activities that promote the development of solutions towards minimising the environmental impacts from operations is a good way for carriers to take the lead in their environmental work.

Participating in such initiatives allows carriers to gain valuable input on how to improve their operations, from an environmental point of view.

Examples of topics that these working groups, pilot/research projects or voluntary initiatives may focus on are:

- The reduction of emissions from transportation
- Alternative fuels
- Renewable energy
- Optimisation of freight solutions

Evidences

- Document(s) that provide evidence of the carrier's participant in the working group, pilot or research project, or collaboration in voluntary environmental initiatives.
- Short description of the aim of the working group / project that the carrier is involved in.

Score

The score is assigned for your company only. No score is assigned to sub-contractors.

Questions

1. Have you participated in any environmental working group, or pilot/research project, or voluntary environmental initiative developed in the past 3 years?

Yes

No

(20)
(0)

2. If Yes - which ones? What was the role of your company in this (these) initiative(s)?

G6. ENVIRONMENTAL CRITERIA TO SELECT SUPPLIERS / SUB-CONTRACTORS

Explanation

When choosing suppliers or sub-contractors to support operations, carriers can use different criteria for the selection. Apart from price and delivery conditions, carriers are also encouraged to use pre-defined environmental criteria to select their suppliers.

Some examples of environmental criteria that can be used to evaluate suppliers are:

- Staff training
- Choice of chemicals, fuels, and consumables in general that have environmental labels
- Energy management
- Environmental management system or policy in place
- Cooperation with partners in environmental initiatives

IKEA requirements applicable to sub-contractors (e.g IWAY 4.9) are not enough to cover this question.

Evidences

- Purchasing procedure with the list of environmental criteria used to evaluate the suppliers from an environmental performance point of view and a description on how these criteria are used for purchase decisions.
- Examples of a supplier that has been chosen where environmental criteria have been taken into consideration in the choice.

Score

The score is assigned for your company only. No score is assigned to sub-contractors.

Questions

1. Do you use any environmental criteria when choosing the suppliers and the carriers you work with?
 Yes (20)

 No, sub-suppliers are used for core operations (transport, warehousing), but no environmental criteria are applied (0)

 Not applicable, as no sub-suppliers are used for core operations (transport, warehousing) (20)
2. If yes - which environmental criteria do you use to evaluate the potential suppliers and carriers?
3. Please describe how you integrate them in the overall purchase decision process?

G7. Renewable Energy

Explanation

Fossil fuels are considered non-renewable resources because they take millions of years to form and reserves are being depleted much faster than new ones are being made. The production and use of fossil fuels also raise environmental concerns. IKEA cares about people and the environment around us. Utilising renewable energy means less dependence on traditional energy coming from fossil fuel.

When electricity is taken from the national grid, a certain % is produced from renewable sources: this value is usually declared on the energy bill.

If it is not available please refer to EIA figures published here:

<http://www.eia.gov/cfapps/ipdbproject/iedindex3.cfm?tid=2&pid=alltypes&aid=12&cid=regions&syid=2008&eyid=2012&unit=BKWH>

Renewable energy used for any owned site linked to IKEA business (warehouses, offices, etc.) shall be considered.

Definition

Energy is considered renewable if it comes from any of the following sources: hydro, solar, wind, geothermal, hydropower, biomass, the renewable fraction of municipal waste, ocean, tidal/wave resources and bio-fuels. (*Source: International Energy Agency's (IEA)*)

Evidences

- Summary/statistics of total energy consumption of owned sites
- Invoice of energy bill
- Specification of renewable energy generator onsite
- Specification of renewable energy purchased and the invoice

Score

The score is assigned for your company only. No score is assigned to sub-contractors.

Questions

1. Do you have renewable energy generated/purchased/for owned sites?

Yes

No

2. If Yes, Please specify the % of the energy consumed at owned sites that comes from renewable energy source(s)

1%-20%

(20)

21%-40%

(40)

41%-60%

(60)

61%-80%

(80)

81%-100%

(100)

LAND SECTION

LAND FLEET

Explanation

Provide information about the fleet set up used for the Land Transport, including:

- All the own vehicles and drivers involved in IKEA transportation
- All the vehicles and drivers used in the IKEA transports by the top 5 sub-contractors based on IKEA volume
- The share of IKEA volume (%) based on the total volume done for IKEA. The share (%) is split in own and/or subcontractor(s) fleets.

Evidences

- List of vehicles (owned and sub-contracted) used for IKEA Land transport

Score

No points are assigned for this chapter, but the information provided are essential for the set-up of the whole L section, and the "share of IKEA volume" provided will be used to weight the score.

Questions

1. Company Name
2. Share of IKEA volume (%)
3. Number of trucks involved in IKEA business
4. Number of drivers involved in IKEA business
5. Fuel efficiency of the transport involved in IKEA business (litre/km)

L1. FUEL AND PERFORMANCE MANAGEMENT SYSTEMS

L1.1. Fuel type

Explanation

In Europe, standard diesel has a blend of 5% biodiesel. Therefore, if using standard European diesel choose "5% Biodiesel" and fill in 5% in "% of alternative fuel".

Examples of alternative fuels:

- 5% Biodiesel - Standard European diesel.
- LPG - Liquefied Propane Gas.
- HVO / Renewable diesel - Hydrotreated Vegetable Oils (HVO) are also referred to as renewable diesel. It is an alternative process to esterification to produce diesel from biomass.
- FAME / Biodiesel - Fatty Acid Methyl Esters (FAME) are also referred to as biodiesel and are produced from esters of fatty acids.
- Synthetic diesel - typically referred to as biomass-to-liquid (BTL), gas-to-liquid (GTL) or coal-to-liquid (CTL), all depending on the raw material used.
- LNG - Liquefied Natural Gas. The fuel burnt in a natural gas engine mainly consists of methane.
- CNG - Compressed Natural Gas. The fuel burnt in a natural gas engine mainly consists of methane.
- Biogas / Renewable gas - Biogas is a mixture of biomethane and other gases. It is created by anaerobic digestion of organic wastes such as sewage, manure, food wastes, landfill etc.

- DME / Dimethyl ether - Also known as methoxymethane, wood ether, dimethyl oxide or methyl ether. Bio-DME can be produced via catalytic dehydration of methanol or directly from syngas.
- Synthetic natural gas - SNG or syngas is produced by gasification of cellulosic materials (e.g. forestry residues, energy crops)
- Cellulosic ethanol - cellulosic ethanol can be produced from agricultural residues, other lignocellulosic raw materials (e.g. wood chips) or energy crops (miscanthus, switchgrass, etc).
- Biobutanol - Biobutanol is an alcohol produced from a feedstock which is not competing with food production, such as cellulosic waste materials.
- Methanol - Methanol can be produced from a wide range of biomass feedstocks via a thermochemical route similar to the Fisher-Tropsch process for BtL. It can be blended in petrol at 10-20%.
- Electric - Electric driven vehicles, either pure battery or hybrids.
- Hydrogen - Hydrogen fuel is a zero-emission fuel when burned with oxygen. It often uses electrochemical cells, or combustion in internal engines, to power vehicles and electric devices.

Evidences

- Technical specification of the alternative fuels used
- Records (invoices, internal reports) of fuel consumption
- Information on % of alternative fuel in fossil fuel

Score

The score assigned per carrier is weighted, based on the carriers' IKEA volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring. Note that it is important to fill in the number of shipments with alternative fuels in order to correctly calculate the score.

Questions

1. Route (Cty-Cty) i.e. DE-NL
2. Total Number of IKEA Shipments

Fuel A

- 2A. Type
- 3A. % of Alternative Fuel
- 4A. # of Shipments with Alternative Fuel

Fuel B

- 2B. Type
- 3B. % of Alternative Fuel
- 4B. # of Shipments with Alternative Fuel

Fuel C

- 2C. Type
- 3C. % of Alternative Fuel
- 4C. # of Shipments with Alternative Fuel

5. Total % of Alternative Fuel *[automatic calculation]*

- 1%-10%
- 11%-50%
- 51%-100%

(10)
(40)
(80)

L1.2. Fuel Consumption Monitoring

Explanation

At least 90% of drivers need to be covered by fuel consumption monitoring systems to address this question. Fuel consumption shall be followed up on an individual driver level, and the driver shall be informed and given feedback of his/her own result over time. Follow-up can be done manually or be system based. Fuel consumption monitoring shall preferably be connected to a bonus/reward program to motivate drivers into increasing the saving effects.

Definitions

"Manual follow-up": follow-up based on fuel cards, invoices for fuel or similar; information collected in Excel (or any other programme not specifically designed to monitor fuel consumption).

"System supported follow-up": an on-board computer system which records fuel consumption and allows reports, analysis, etc on the driver level.

"Bonus/reward programme": a structured system for rewarding fuel efficient drivers with money, driver's recognition, newer vehicles, etc.

Evidences

- Example of data monitored or screen shots from system
- Company`s policy with information about the bonus system
- Proof of bonus/rewards given to drivers based on their good performance

Score

The score assigned per carrier is weighted, based on the carriers' IKEA volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. Fuel consumption monitoring on an individual driver level. Select follow-up method

Manual follow-up	(15)
System supported follow-up	(25)
Describe the system	
Manual follow-up + Bonus program	(25)
Describe the bonus program	
System supported follow-up + Bonus program	(35)
Describe the system and the bonus program	

L2. INFORMATION TECHNOLOGY SYSTEMS

L2.1. Planning tools (vehicle routeing and scheduling)

Explanation

At least 90% of the fleet must be covered in the planning tools to address this question. Planning tools are especially important when customer location data needs to be combined with delivery or collection data; while at the same time taking into consideration other aspects such as vehicle capacity, drivers' and co-workers' availability and working times. Such planning tools contribute to optimising vehicle operations and to develop efficient delivery schedules for the carrier's fleet.

When used properly, such information technology systems can deliver fuel savings of around 5%. Furthermore, these systems have the following advantages:

- Improve the utilisation of transport resources
- Reduce journey times

- Minimise vehicle mileage
- Reduce operating costs
- Improve the reliability of delivery schedules
- NOTE: for small fleets (<50 trucks) using Google Map in combination with at least a contact between office and driver (telephone or other means), it counts as an IT system planning tool

For more details on how to build an IT planning tool and how to use it, check the "Computerised Vehicle Routing and Scheduling (CVRS) for Efficient Logistics", published by the UK Freight Best Practice programme.

The document can be downloaded for free under:

<http://webarchive.nationalarchives.gov.uk/20090210151410/http://freightbestpractice.org.uk/equipment-and-systems>

Evidences

- Evidence that the carrier has a planning tool to optimise deliveries, and details on how this planning tool works (for example, which information is used by the planning tool to optimise routes, deliveries, loads, drivers' working times, etc).

Score

The score assigned per carrier is weighted, based on the carriers' IKEA Volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. Do you have an IT system planning tool that you use to optimise your routes, loads, deliveries, etc?
 Yes (20)
 No (0)
2. If yes - can the driver receive real-time information from the system (e.g traffic conditions and other road data)?
 Yes (20)
 No (0)
3. Do you have regular follow-ups on the savings that the planning tool brings to your company?
 Yes (20)
 No (0)

L2.2. Vehicle telematics (vehicle & driver information systems)

Explanation

Telematics systems collect, analyse and transfer data between a vehicle and a remote location, which is usually the carrier's operating base. These systems have varying capabilities depending on manufacturer and cost, but most can analyse various information such as speed, number of gear changes, over revving, fuel efficiency achieved, CO₂ emissions, harsh braking, idle time etc.

The equipment can monitor these factors continually whilst the vehicles are in use and then output the data to programmes such as Excel or to other systems. This allows the carrier to compare the performance of different drivers using the same vehicles and to compare the vehicles themselves against others in the fleet.

This information, particularly if used for benchmarking, can help the carrier identify areas where the biggest cost savings can be made and where efforts shall be focused most

effectively. Importantly this information can be available in real-time to identify and rectifying a problem as it happens, rather than picking up the pieces afterwards.

For more details on vehicle telematics systems, check the following publications that can be downloaded for free:

"Truck Tech for Freight Operators – IT and Telematics explained", published by the UK Freight Best Practice programme:

http://www.isc-consultants.co.uk/ISC/Distribution_Resources_1_files/FBP%201134%20WEB%20SMALLER.pdf

"Telematics for Efficient Road Freight Operations" and other useful guides published by the UK Freight Best Practice programme can be found here:

<http://webarchive.nationalarchives.gov.uk/20090210151410/http://freightbestpractice.org.uk/equipment-and-systems>

Definitions

"*Telematics*": the use of computer systems to control or monitor remote components, devices or systems. It usually consists of an on-board computer, a satellite / GPS receiver, and a communications device.

Evidences

- Description of the telematics system used by the carrier, including the parameters
- List of all trucks that are used for IKEA transportation that are covered by the telematics system

Score

The score assigned per carrier is weighted based on the carriers' IKEA Volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. Do you have a telematics system implemented in your operations?

Yes
No

2. If yes - what percentage of the fleet is covered by the telematics system?

Up to 50%
>50%

(20)
(60)

3. If yes, does your telematics system give real-time information and feedback back to the driver?

Yes
No

(20)

L3. DRIVER BEHAVIOUR

L3.1. Fuel Efficiency Driver Training

Explanation

Fuel efficiency driver training explains how to save fuel and shall consist of both practical (real driving) and theoretical (lecture, instructions) parts.

Follow-up trainings should be undertaken at least once every 3 (three) years.

The trainer may be internal or external, however, they must have documented expertise in fuel efficient driving.

All training courses need to be well documented.

Definitions

"Fuel efficiency driver training": training that provides knowledge of good driving style to drivers. It shall include practical and theoretical training, and can cover topics such as braking, acceleration, idling time, speeding and transmission.

"Trainer with documented expertise in fuel efficient driving": trainer that has a certificate to perform the fuel efficiency driver training. Alternatively, it can also be a more experienced driver or company owner, as long as he/she has attended the training on "how-to-train" and there is a certificate/document that evidences this.

"Follow-up training"- The follow-up training needs to be done at least every 3 years and is not necessarily a complete repetition of the first theoretical and practical training, but it can consist in various practices, e.g. practical education about specific driving techniques where the driver can improve his performance, system solutions or other management practice.

Evidences

- Fuel efficient driving training records
- Contents of the training courses – topics, description
- Certificates of trainers – both internal and external

Score

The score assigned per carrier is weighted, based on the carriers' IKEA Volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. Total number of drivers involved in IKEA business
2. Number of above drivers with both practical and theoretical fuel efficient driving training

[fill in the number of trained drivers and the tool calculates the %]

1-20%	* [10]
21-40%	* [20]
41-60%	* [30]
61-80%	* [40]
81-100%	* [50]

3. Who performs the training? Is it a certified trainer?
4. How often is the training carried out?
every 1-3 years (* points above are given only if this answer is selected)
every 4+ years (* none of the points above are given if this answer is selected)

L3.2. Speed Restrictions

Explanation

At least 90% of the fleet needs to be covered in the speed restrictions management program to address this question.

Optimised speed can lead to reduced fuel consumption and thereby lower CO₂ emissions.

Definitions

"*Communicated policy*": a policy is communicated and implemented meaning that you are able to demonstrate that the communication is efficient and understood by all drivers. A written document is not sufficient.

"*Speed restriction management*": refers to an optimised speed defined by your company. The optimised speed should always be at or below local legal restrictions.

"*System supported follow-up*": a computer-based system that records and allows analysis of the speed of a vehicle.

"*System supported follow-up with real-time update*": a computer-based system that can monitor the current speed of a vehicle and is connected to the main office so that the necessary feedback can be given to the driver if they exceed the maximum speed limit.

Evidences

- Copy of Speed Restriction Policy
- Technical specification of the speed limiter(s) used
- Copy of a follow-up report

Score

The score assigned per carrier is weighted, based on the carriers' IKEA Volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. How do you manage speed restrictions?

Communicated policy

(10)

How is the policy communicated and implemented? How does the driver receive the communication? How often?

System supported follow-up

(20)

What system is used?

System supported follow-up with real-time update

(30)

What system is used?

Describe how the driver receives real-time update

L3.3. Idling Time

Explanation

At least 90% of the fleet needs to be covered in the idling time regulation to address this question.

Idling refers to when the engine is running unnecessarily, increases fuel consumption and thereby contributes to CO₂ emissions and air pollution.

The carrier shall have a written policy that is communicated to all drivers to outline limits on idling time. Follow-up on the idling time shall be done on the individual driver level.

Definitions

"*Idling*": when vehicle is not moving, but the engine is still running - for example, when it is parked for loading & unloading or during waiting periods for loading & unloading.

"*Vehicle data follow-up system*": a computer-based system that records parameters of engine work and permits the generation of reports, analysis, etc.

Evidences

- Copy of written policy regulating idling time

- Screenshot of system/ copy of report that is used for following up on idling on driver level.

Score

The score assigned per carrier is weighted, based on the carriers' IKEA Volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. How do you manage idling time?

Communicated policy

(10)

How is the policy communicated and implemented? How does the driver receive the communication? How often?

Vehicle data follow-up

(20)

Describe the vehicle data follow-up system

L4. VEHICLE SPECIFICATIONS

L4.1. Engine characteristics – Friction reduction

Explanation

At least 90% of the fleet needs to be covered by low viscosity oil to address this question. By reducing engine friction, it is possible to gain improvements in engine efficiency and simultaneously save on fuel consumption. Evidence shows that fuel savings achieved are around 2% when implementing engine friction reduction techniques. (source: ["Review of Low Carbon Technologies for Heavy Goods Vehicles", by Ricardo plc, Jun 2009](#))

There are several types of techniques that can be used to achieve engine friction reduction:

- Improvements in the piston, piston ring and cylinder liner package;
- Cylinder axis off-set to reduce the force at the cylinder fire condition
- The use of engine oil with reduced viscosity and the introduction of oil additives.

The present chapter focuses on promoting carriers the implementation of the engine oils with reduced viscosity and the introduction of oil additives.

Definitions

"*Engine Friction*": the friction that is caused by everything that goes into the engine and items that run off of the engine. Refers to the bearings for the crankshaft, connecting rods and camshaft(s), as well as the friction in the valve train, from the lifters, rocker arms and the valve springs.

Another issue with Engine Friction are the items connected to the engine via drive belts. These items include (but not limited to) the alternator, power steering pump, water pump, air conditioning compressor and sometimes the cooling fan.

Evidences

- Technical specification of the low viscosity oil used to reduce the engine friction
- Technical specification of the oil additives used to reduce the engine friction

Score

The score assigned per carrier is weighted, based on the carriers' IKEA Volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. Do you use any specific engine oil with low viscosity or any oil additives in order to reduce the engine friction?
Yes (20)
No (0)
2. If yes, which type and brand of engine oil / oil additives do you use?

L4.2. Improving Aerodynamics

Explanation

Aerodynamics is an important aspect of truck design. When a vehicle moves, air exerts a force on the vehicle that resists its motion. This is called the "aerodynamic drag" and it has a significant effect on the fuel consumption of the vehicles.

The drag is affected by the shape of the vehicle, the frontal area and the speed of the vehicle. Trucks with aerodynamic fittings installed can achieve lower fuel consumption, ranging from between 5 and 15%, when compared with trucks with no fittings (source: "[Reducing Greenhouse Gas Emissions from Heavy-Duty Vehicles – The Role of the European Commission – Interim Report 1 – Initial Review of Measures and Policies](#)", by Faber Maunsell, March 2008).

Examples of aerodynamic fittings that can be installed on trucks are:

- Aerodynamic fairings (for vehicles cabins)
- Aerodynamically shaped trailers
- Trailer spray suppressers

For more details on aerodynamic fittings that can be installed on trucks, check the following publications: "Quick Guide to Truck Aerodynamics" and "Aerodynamics for Efficient Road Freight Operations", which can be downloaded for free under:

<http://webarchive.nationalarchives.gov.uk/20090210151410/http://freightbestpractice.org.uk/equipment-and-systems>

Definitions

"Aerodynamics": the study of the forces that act on objects moving through the air.

Evidences

- List of all trucks that are used for IKEA transports that have aerodynamic fittings installed
- Description / specification of the aerodynamics fittings used in the trucks

Score

The score assigned per carrier is weighted, based on the carriers' IKEA volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. Total number of trucks involved in IKEA business
2. Number of above trucks equipped with aerodynamic fittings (either coming from factory or fittings that have been installed later)
[fill in the number of trucks equipped with aerodynamic fittings and the tool calculates the %]
1-20% (10)
21-40% (20)
41-60% (30)
61-80% (40)

3. Description of the aerodynamic fittings used

L4.3. Tyres – Low Rolling Resistance

Explanation

This question refers to the tractor only and not the trailer. Low rolling resistance tyres reduce fuel consumption substantially when compared to regular tyres, resulting in a quick return on investment and lower CO₂ emissions.

For more details on the use of LRR tyres and related case study, check the publication "Save Fuel with Lower Rolling Resistance Tyres", which can be downloaded for free under:

<http://webarchive.nationalarchives.gov.uk/20090210151410/http://freightbestpractice.org.uk/equipment-and-systems>

Definitions

"Low Rolling Resistance Tyres": energy saving tyres. EU tyre labelling: fuel consumption classification A-B and C. Low rolling resistance tyres reduce fuel consumption compared to regular tyres. Super single tyres / single wide tyres are also considered to be low rolling resistance.

Evidences

- List of all trucks that are used for IKEA transportation that have low rolling resistance tyres
- Specification / fact sheet / EU label of the tyres used
- Supply agreement / invoice with tyre supplier(s)

Score

The score assigned per carrier is weighted, based on the carriers' IKEA volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. Total number of trucks involved in IKEA business
2. Number of above trucks (tractor part ONLY) that use low rolling resistance tyres
[fill in the number of trucks equipped with LRR tyres and the tool calculates the %]

1-20%	(10)
21-40%	(20)
41-60%	(30)
61-80%	(40)
81-100%	(50)
3. Full name of tyres (brand, type) and type of tyres used (for example EN XL-259) and EU tyres label fuel consumption classification (for example Class A).

L4.4. Tyres - Pressure Monitoring System

Explanation

At least 90% of the fleet needs to be covered in the pressure monitoring system to address this question. Having the correct tyre pressure is an easy and effective way to reduce fuel consumption. Monitoring can be performed by anyone (the driver, the maintenance workshop or external companies) and shall be done either manually (with a pressure gauge) or be system supported (on-board technology).

Monitoring shall be done at least once per month.

Evidences

- Copy of testing routine (or proof of on-board system)
- Example of reports if available

Score

The score assigned per carrier is weighted, based on the carriers' IKEA volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. Do you have a tyre pressure monitoring system or routines to verify pressure at least once per month?

Yes

(20)

No

(0)

2. Describe the routine.

L5. VEHICLE MAINTENANCE

Explanation

At least 90% of the fleet needs to be covered in the preventive maintenance system to address this question. With vehicle maintenance, this section means "preventive maintenance". It involves the carrier making sure their trucks are always kept in good condition, in order to minimise the chance of defects occurring and to help find ways to improve the efficiency of the trucks.

Examples of "preventive maintenance" are: daily truck checks, systematic and documented safety instructions done regularly (and with a pre-defined frequency), tyre management, laser wheel alignment, etc.

Just to give an example on the benefits of preventive maintenance, there are case studies that prove that the using laser wheel alignment on a regular basis brings improvements in the fuel consumption of 2 to 5% (source: "[Reducing Greenhouse Gas Emissions from Heavy-Duty Vehicles – The Role of the European Commission – Interim Report 1 – Initial Review of Measures and Policies](#)", by Faber Maunsell, March 2008).

For more details on the use of preventative maintenance and related case study, check the publication "Preventative Maintenance for Efficient Road Freight Operations", which can be downloaded for free under:

<http://webarchive.nationalarchives.gov.uk/20090210151410/http://freightbestpractice.org.uk/operational-efficiency>

Evidences

- Records of regular "preventive maintenance" activities on the supplier's trucks.

Score

The score assigned per carrier is weighted, based on the carriers' IKEA volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. Do you have a preventive vehicle maintenance system (PVMS) that you apply to the trucks of your fleet in a regular basis, as per manufacturer's specifications?

Yes
No

(30)
(0)

2. Describe the activities that you include in the preventive vehicle maintenance system and how often you perform each type of activities.

L6. EMISSIONS EQUIVALENT

Explanation

This question refers to the tractor only and not the trailer. Referring to Transport section 4.9 Vehicle emission requirements, which is part of IWAY start-up requirements. Trucks with a gross weight above 3.5 tonnes need to fulfil maximum 10 year old national emission standards for engines. In countries where no emission classification exists, truck age is to be applied instead of emission standards. Newer trucks must comply with stricter emission standards and as a result, they emit significantly less CO, NOx and PM. CO, NOx and PM have negative impacts on human health. The purpose of this question is to score trucks that exceed the Transport section 4.9 vehicle emission requirements in national emission standard or truck age requirement.

For details on the main national emission standards check:
<http://www.dieselnet.com/standards/>

Definitions

"Emission standards": Emission standards are requirements that set specific limits to the amount of pollutants that can be released into the environment. Emission performance standards have been used to dictate limits for conventional pollutants such as oxides of nitrogen and particle matters (NOx, CO and PM)

Evidences

- List of all trucks that are used for IKEA transports with year of production and/or emission standard

Score

The score assigned per carrier is weighted, based on the carriers' IKEA volume. Both the systems of the carrier and of the sub-contractors are evaluated and taken into consideration for the scoring.

Questions

1. Total number of trucks involved in IKEA business.
2. Are there emission standards for your country/Area? Yes*/No**
3. *If yes - How many of those trucks fulfil the 10 year old national emissions standard?
4. How many of those trucks fulfil the national emissions standard that was valid 5 years ago from today's date?
[fill in the number of trucks fulfilling the national emissions standard that was valid 5 years ago and the tool calculates the %]
- | | |
|---------|------|
| 1-20% | (10) |
| 21-40% | (20) |
| 41-60% | (30) |
| 61-80% | (40) |
| 81-100% | (50) |

5. **If there are no applicable emission standards - fill in the number of trucks by age:

Trucks between 5-9 years
Trucks 4 years old
Trucks 3 years old
Trucks 2 years old
Trucks 1 year old

Max points 10
Max points 20
Max points 30
Max points 40
Max points 50

[The scoring is based on the truck's age and is calculated as follow: Scoring = Number of Trucks ÷ Total number of Trucks × Max points possible]

6. How many of your trucks used for IKEA transport comply with the following standards?

EURO III / CHINA III # of trucks
EURO IV / CHINA IV # of trucks
EURO V / CHINA V # of trucks
EURO VI / CHINA VI # of trucks

WAREHOUSES

Explanation

Provide information about all warehouses (owned, rented or sub-contracted) in which IKEA goods are stored, even temporarily (e.g. transits) or partially (e.g. warehouse used also for other Companies' goods storage). For example: Consolidation Points (CPs).

Evidences

- Warehouse site map

Score

No points are assigned for this chapter, however the information provided is essential for the set-up of the whole W section, and the "share of IKEA volume" provided will be used to weight the score.

Questions

CP Code

Self-owned / rented / sub-contracted

Address

No. of Co-workers

Share of IKEA volume (%)

Total area (m²)

Total storage capacity (m³)

W1 ENERGY CONSERVATION

W1.1 Operation energy optimisation

Explanation

Operation energy optimisation refers to efforts made to reduce energy consumption during operation. This can be achieved through reducing unnecessary energy use during non-operating periods and increasing efficient energy use.

Definition

Operation energy optimisation includes, but is not necessarily limited to, the use of the heating and cooling system, office equipment, warehousing facilities for loading, unloading or packaging processes. Control of lighting will be covered separately in the next chapter.

Evidences

- Instruction or routine to control energy use in operating and non-operating hours
- Records of training or communication of such instruction or routine
- Specification of auto-programmed energy controlling system
- Periodical reports for energy consumption and efficiency

Score

The score assigned per warehouse/hub is weighted, based on the warehouse/hub's IKEA volume.

Questions

1. Do you have a process or mechanism to turn off the power or switch to energy saving mode in non-operating areas/hours?

Yes
No

(0)

2. If yes, please describe what operation is covered by the process or mechanism.

3. Please choose the controlling system:

The plan or mechanism manually controlled in line with company instruction or routine

(20)

Describe the instruction or routine.

The plan or mechanism controlled automatically by programmed energy controlling system

(30)

Describe the system.

4. Do you have a periodical reporting routine to monitor energy consumption and efficiency?

Yes
No

(10)

(0)

W1.2 Environmental Purchasing Consideration

Explanation

Environmental purchasing is the inclusion of environmental factors in decisions on the purchase of products and/or services. It is also called "green", "sustainable" or "environmentally preferable" purchasing. The aim of considering environmental factors is to buy products or services that have less impact on the environment and human health than otherwise comparable products or services.

Evidences

- Policy or guideline of environmental purchasing consideration
- Records of training or communication of such policy or guideline
- Example(s) of product/facility/equipment/service covered by the policy or guideline

Score

The score assigned per warehouse/hub is weighted, based on the warehouse/hub's IKEA volume.

Questions

1. Do you have a policy or guideline for environmental purchase consideration?

Yes
Please describe the policy or guideline

(10)

No

(0)

W2 LIGHTING

W2.1 Lighting optimisation

Explanation

Lighting optimisation is a way to optimise the use of natural or artificial light sources by evaluating the space and necessary lighting need. It can be achieved by using natural light sources, removing unnecessary artificial lighting to balance the level of illumination to requirements, or adjusting the control panel or circuit to avoid unnecessary waste of lighting.

Fibre optics, solar lamps or roof sunlight plane are all considered good examples of utilising natural light.

Definitions

A *fibre optical (or optical fibre)* is a flexible, transparent fibre made of glass (silica) or plastic, slightly thicker than a human hair. It functions as a waveguide, or "light pipe", to transmit light between the two ends of the fibre.

A *solar lamp* is a portable light fixture composed of a LED lamp, a photovoltaic solar panel, and a rechargeable battery.

Roof sunlight plane refers to transparent plane mounted on the building roof that allows sunlight into the building for direct illumination.

Evidences

- Copy of the lighting scheme for warehouse/hub and office
- Copy of local standard of minimum lux level
- Records of warehouse/hub and office lux test result
- Specification of any equipment utilising sunlight

Score

The score assigned per warehouse/hub is weighted, based on the warehouse/hub's IKEA volume.

Questions

1. Do you utilise natural lighting source at operation and non-operation areas?
Yes
No (0)
2. If yes, what is the % of the lighting saving from using natural light source?
1%-20% (20)
21%-40% (40)
41%-60% (60)
61%-80% (80)
81%-100% (100)
3. Do you have a plan or routine to switch off the lighting at non-operating hours by zone, except emergency lighting?
Yes (10)
Please describe the plan or routine
No (0)
4. Do you use separate light switches/circuits for different operation or office area?
Yes (20)
No (0)
5. Do you have a routine to evaluate and challenge where the lux levels exceed local standards so that all unnecessary lights can be removed or disabled.
Yes (30)
Please describe the routine

No

(0)

W2. 2 Energy saving lamps

Explanation

Compared to general-service incandescent lamps giving the same amount of visible light, energy saving lamps such as CFL, HID or LED, together with auxiliary equipment such electrical ballast, reflectors and shades, use far less electric power and last much longer. For example, CFLs use one-fifth to one-third the electric power and last eight to fifteen times longer.

Definitions

Electrical ballast is a device intended to limit the amount of current in an electric circuit. A commonly used example is the inductive ballast used in fluorescent lamps, to limit the current through the tube, which would otherwise rise to destructive levels due to the tube's negative resistance characteristic.

A *compact fluorescent lamp (CFL)*, also called compact fluorescent light, energy-saving light, and compact fluorescent tube, is a fluorescent lamp designed to replace an incandescent lamp; The lamps use a tube which is curved or folded to fit into the space of an incandescent bulb, and a compact electronic ballast in the base of the lamp.

A *light-emitting diode (LED)* is a semiconductor light source. LEDs are used as indicator lamps in many devices and are increasingly used for other lighting. Modern LED are available in different colour spectrum across the visible, ultraviolet, and infrared wavelengths, with very high brightness.

High-intensity discharge lamps (HID lamps) are a type of electrical gas-discharge lamp that produces light by means of an electric arc between tungsten electrodes housed inside a translucent or transparent fused quartz or fused alumina arc tube. This tube is filled with both gas and metal salts. The gas facilitates the arc's initial strike. Once the arc is started, it heats and evaporates the metal salts forming a plasma, which greatly increases the intensity of light produced by the arc and reduces its power consumption. High-intensity discharge lamps are a type of arc lamp.

Evidences

- Copy of invoice of the energy saving lamps used in warehouse/hub
- Copy of specification of the energy saving lamps used in warehouse/hub or office

Score

The score assigned per warehouse/hub is weighted, based on the warehouse/hub's IKEA volume.

Questions

1. Have you upgraded operations lighting to use modern energy saving technology including CFL bulbs, ballasts, reflectors and shades, LED or HID lamps?

Yes

(0)

No

(0)

2. If yes - please specify the % of the area where such energy saving lamps are used.

1%-20%

(20)

21%-40%

(40)

41%-60%

(60)

61%-80%

(80)

81%-100%

(100)

3. Please describe name and brand of the energy saving lamps used in these areas.

(For IKEA information only)

W2. 3 Advanced Lighting-control technology

Explanation

A major advantage of a lighting control system over conventional individual switching is the ability to control any light, group of lights or all lights in a building with programmable controller or user interface device. They are often part of sustainable architecture and lighting design for integrated green building energy conservation programs. Technologies such as motion/photo sensor can be good examples of such advance lighting-control technology.

Definition

Lighting control systems, with an embedded processor or industrial computer device usually include one or more portable or mounted keypad or touch screen console interfaces, and can include mobile phone operation. These control interfaces allow users the ability to remotely toggle (on-off) power to individual or groups of lights (and ceiling fans and other devices), operate dimmers and pre-program space lighting levels. Light control systems can also include various sensors (motion, photo or infrared triggered) and programmed auto-controller adapted to different working environments to increase the energy efficiency and accuracy.

Evidences

- Copy of the lighting scheme for warehouse/hub and office
- Copy of the manual/specification of the lighting control system

Score

The score assigned per warehouse/hub is weighted, based on the warehouse/hub's IKEA volume.

Questions

1. Do you have the lighting control system to manage in operation and non-operation areas?
Yes (0)
No (0)
2. If yes – is the lighting control system equipped with photo/motion/infrared sensors or of any other kind?
3. If yes - please specify the % of the area where such lighting control system are used.
1%-20% (20)
21%-40% (40)
41%-60% (60)
61%-80% (80)
81%-100% (100)
4. Please describe the lighting control system and specify the name and brand of the system.
(For IKEA information only)

Glossary

Term	Definition
SUPPLIERS / SUPPLIER RELATIONSHIPS	
TSP	Transport Service Provider - Contracted partner providing transport and/or logistic services to IKEA
Sub-contractor	Any of external companies engaged by the TSP.
Freight Forwarder	A Freight Forwarder (FF) is a non-asset based company, who acts as an 'agent', sourcing transportation, from asset based companies on behalf of a company.
Fleet Owner	An asset based supplier, in which the assets can be trucks, vessels and/or trains.
Single-Driver / one-man Company	A single driver, who is registered as a company and owns, rents or leases its own truck.
FAO	Frame Agreement Owner, Transport Company signing Frame Agreement with IKEA.
SAO	Sub Agreement Owner, Transport Company or any of its affiliated companies providing services in accordance with valid sub-agreement.
IKEA TRANSPORT & SERVICE CATEGORIES AND FUNCTIONS	
Land (L)	Category Land is responsible for all Land shipments, (Rail, Motor, Combined, Barge and Short Sea and pre/on-Carriage carried out by ocean suppliers), between Suppliers and DC, Stores, and also responsible for Consolidation Points (CP).
BD	Business Developer
TSuD	Transport Sustainability Developer
TAM	Transport Area Manager
BDM	Business Developer Manager
MODES / TYPES OF TRANSPORT	
Motor (M)	Shipments carried out on the road by truck
Rail (R)	Shipments carried out by Train
Combined/ Intermodal / Multi-modal (C)	Shipments carried out through a combination of transport modes. Examples are: Motor and Rail; Motor and Short Sea; Motor and Barge.
Barge (B)	Shipments carried out by barge on inland waterways
Ocean / Short Sea (O)	Shipments on small ocean vessels between ports located relatively close together, intra-continental.
Other	
CP	Consolidation Point, warehouse where goods are consolidated
HCV/HGV	Heavy Commercial/Goods Vehicles; trucks heavier than 3.5 Tons
LCV/LGV	Light Commercial/Goods Vehicles; trucks up to 3.5 Tons
pre / on carriage	Motor transport performed prior (e.g. from Supplier to the port) / after the ocean lane (e.g. from port to IKEA Warehouse)
Trunk line	Transport flow from IKEA warehouse (CDC) to LSC
Last mile / Final leg	Transport flow from IKEA LSC to customer home