

THE ECOVADIS COMMENT BOX CHECKLIST

What an analyst needs to see before they can give you credit. Run it on every answer before you submit.

BUILT FROM THE SESSION WITH



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EcoVadis scores your sustainability management system entirely through the documents you upload. There are no site visits, no interviews and no independent verification. Per question, the analyst works from 4 things: the question, the options you ticked, the documents attached to it and your comment. **What they cannot find, they cannot credit.**

1

Before you upload a document

The analyst checks the document before reading what is in it.

- ☐ **Read the guidance first.** Every question lists "Examples of documents to attach". In the Excel export of the questionnaire it sits in column K.
- ☐ **Attach it to every question it genuinely supports.** A document only scores on the questions it is attached to.
- ☐ **Fill in the right page numbers** when you attach it. A wrong page can get the document rejected.
- ☐ **Use a file name that explains it**, like Supplier_Code_2024.pdf.
- ☐ **Your company is on it.** Your company name or logo is on the document, or your comment links it to your company.
- ☐ **It is formal and dated.** An approved version with a clear issue date. Undated policies score lower.
- ☐ **It opens and reads.** PDF, Word, Excel or PowerPoint under 30 MB. No passwords and no blurry scans.
- ☐ **It is current.** Policies older than 8 years, KPI data older than 2 years and expired certificates do not count.
- ☐ **It is not on the rejected list:** ISO 9001, self-attestation letters, hyperlinks as evidence and certificates marked in progress.

You get 55 new documents per assessment, and documents accepted in an earlier assessment do not count against that number. One strong report can serve many answers.

2

Writing the comment box

Aim for 3 to 5 sentences per comment box.

- ☐ **Point to the right part.** When many pages are selected, name the exact section the analyst should read.
- ☐ **Say what the document proves and who it applies to.** Data that only sits in the comment earns nothing.
- ☐ **Close the gap yourself.** If the document never uses the words of the question, explain how it still covers the topic.
- ☐ **Using a group or parent company document?** Say whose document it is and that it applies to your company as well.
- ☐ **Answer what the question asks.** If it asks for a commitment, show where your commitment is and how your practice meets it, for example how your collective agreements compare to a living wage benchmark.

3

Getting ready for 2027

Nothing for 2027 is announced yet. These steps help your next submission either way.

- ☐ **A baseline year on every goal.** From mid-October 2026 every policy goal needs a baseline year next to its target year.
- ☐ **Evidence that stands on its own.** Expect stricter standards: public, granular and assured. Each document should show clearly that it applies to your company.
- ☐ **Due diligence with depth.** Expect more depth in Labour and Human Rights and in Sustainable Procurement. Show how you identify and address risks in practice.

THIS WEEK

1. Download the questionnaire to Excel and read column K for every question you answer.
2. Check every policy goal for a baseline year.
3. Rewrite your weakest comment box with this checklist next to it.

Want a second pair of eyes before you submit?

Book a free 30-minute call with one of our EcoVadis experts, on the questions you are least sure about.

Book your free call

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