



# Report your sustainability data in Karomia

## Intro

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Step 5: Complete and share the report

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All Belgian company requested to report on the VSME or VSME+Invest Europe frameworks follow this alternative route:  [Report your sustainability data in Kube ESG](#). All other companies report in Karomia.

## Intro

Your investor has invited your company to report ESG data using a specific framework (e.g., Fund of Funds). You'll complete the requested report in Karomia, an AI-powered sustainability intelligence platform, and stay in control of who can access your ESG data.

## What you'll do

By the end of this flow, you will:

- create (or access) your company's Karomia account and invite colleagues to help,

- complete the report with AI-assisted prefill (based on documents and trusted sources),
- validate and complete the report,
- choose which investor(s) can access your ESG data.

## Steps

### Step 1: Receive the invite email

You'll receive an automated email triggered by your investor's request. It includes a personalised link to Karomia so you can create an account and start the requested report.

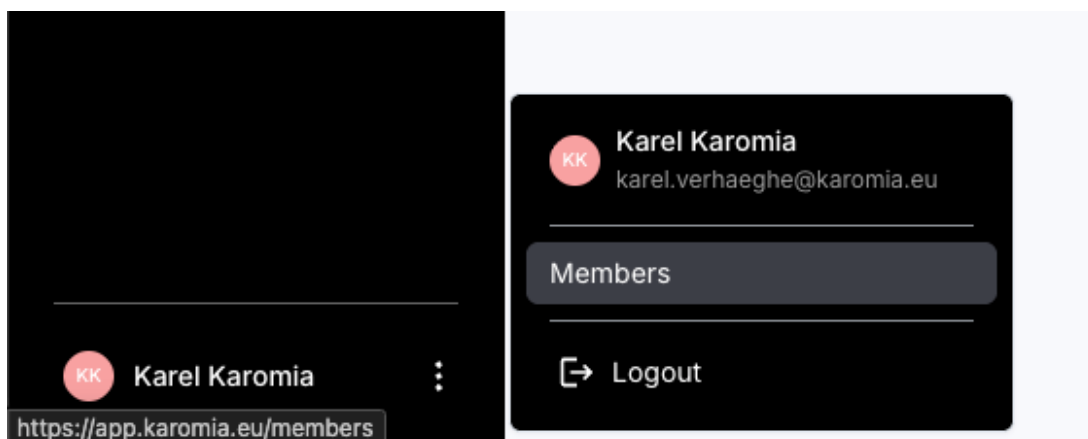
### Step 2: Sign up on Karomia and invite colleagues

Open the link in the email and create your company space.

#### Invite your internal helpers

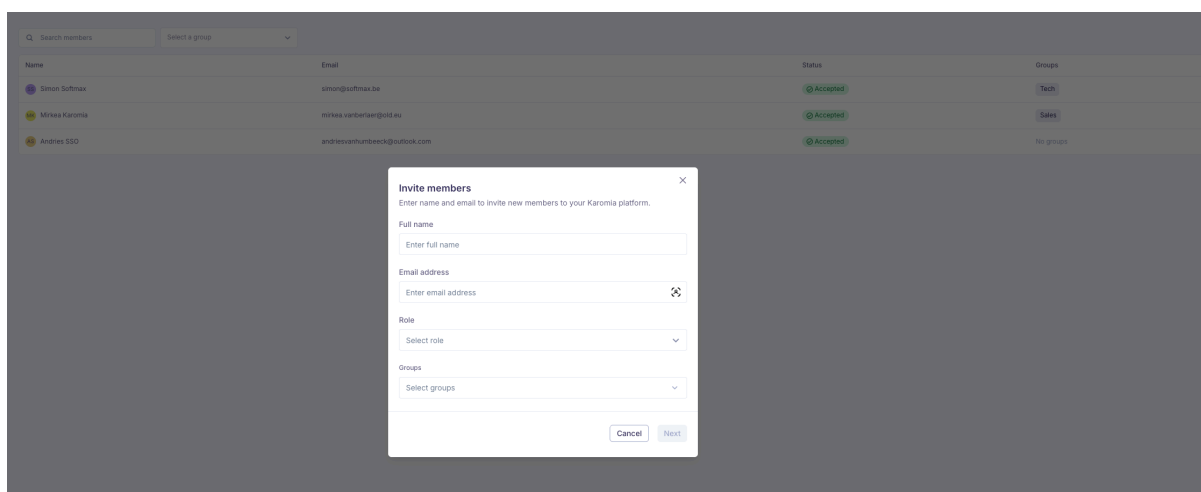
Once the company space is set up, invite colleagues who can help complete the ESG assessment (e.g., HR, Finance, Operations, H&S). This helps split the work.

Click on 'Members' in your avatar menu, which you'll find in the bottom left corner of your screen:



On the members page you can invite as many colleagues as you need. You can organise them in self-defined groups. Each invitee needs a clear role, selected from the list below:

1. Admin: can do anything, including inviting others and creating/deleting reports;
2. Member: can help you complete a report, but can't invite others nor create or delete reports;
3. Viewer: can only view all pages and the report, but can't take any action themselves.



### Step 3: Start new report

From the reports page (<https://app.karomia.eu/reports>), start a new report.

Depending on your investor's request, you may be able to choose between reporting frameworks. It will be clearly indicated which framework was requested by whom, so you can select the correct one.

## Start new report

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### Report settings

Configure the basic settings for your report generation. 🔔 Requests (1) ▾

**Report Template**

**Pending requests**

Wallonie Entrepreneurs (Portefeuille)  
Due date: 12/12/2026

Invest Europe & VSME

**Report name**

**Reporting period**

🔗 Reporting period should be in line with your financial reporting period for MERAKI (VAT BE0795493139).

📅 to

Deviate from standard 12-month reporting period

Next →

## AI generates answers

The AI prefills a large part of the report based on documents you upload (e.g., annual report, energy/utility info, HR policies).

Good examples to upload:

- annual report / management report
- aggregate energy consumption
- HR policies
- supplier / code-of-conduct documents

No documents? No problem. It can still help: Kube ESG can automatically use your financial reports from the National Bank and trusted online sources (such as your company website). In many cases, the AI can fill in 60%+, even with limited documentation.



You only have 1 AI run included in your plan. Make sure to have uploaded all relevant documents before you run the AI. If you don't have all documents yet, you can always close and come back later to add the remaining ones and run the AI.

## Step 4: Review, adjust, and complete answers

After the AI prefill:

- review each answer,
- correct anything outdated or inaccurate,
- complete missing or incomplete answers that couldn't be derived from documents or online sources.

You can keep editing and improving your report until it is validated/submitted.

### Efficiency tools

You'll find a set of tools on the right-hand side of the screen:

1. **Insights:** what's missing to make an answer complete (refresh after edits).
2. **Sources:** which sources the AI used and why it answered the way it did.
3. **AI assistant:** ask questions using your uploaded documents and the web; get help editing, formatting, translating, etc.
4. **Information:** extra guidance for certain questions.
5. **Regulatory text:** relevant excerpts from the official framework (e.g., VSME).
6. **Comments:** add notes, mention colleagues, and request review.
7. **Version history:** see who changed what, and when.

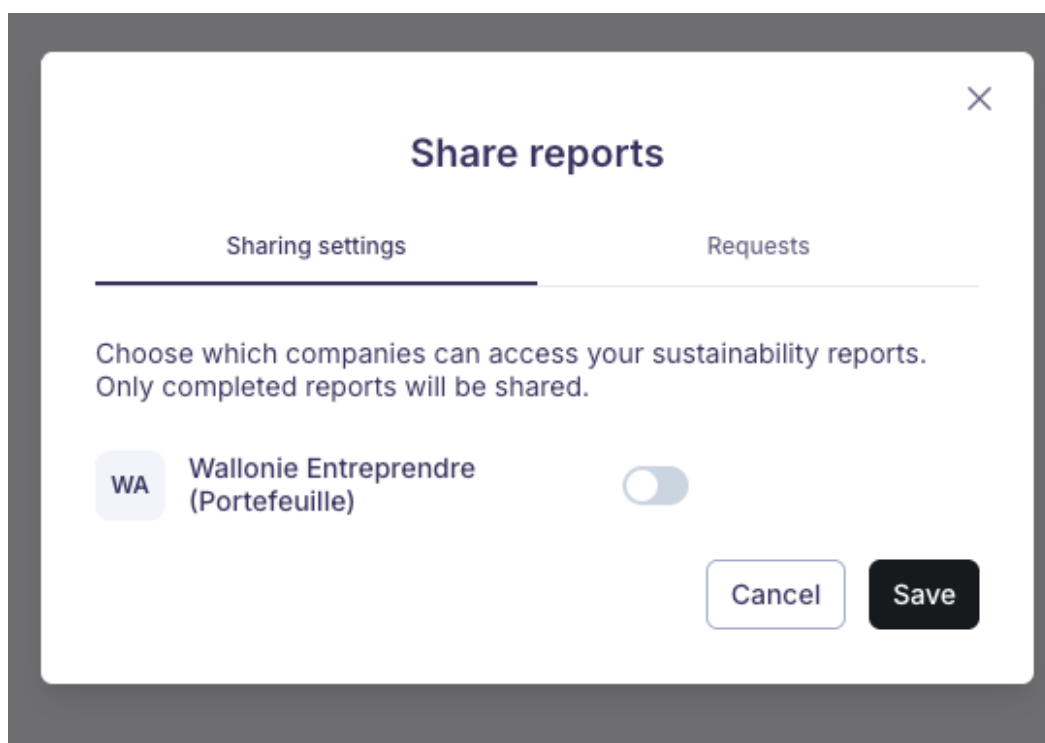
## Step 5: Complete and share the report

When the report is ready, you can complete and share it. To complete, click on 'Complete' in the bottom left corner inside the report. You will be prompted to complete missing required fields (if any), to bulk-validate all the answers and then to submit.

After completion, you still need to state explicitly who can access your data:

- select recipient(s) from a predefined list of **investors**,
- confirm consent.

Once consent is given, the selected investor(s) can access your ESG data **until you revoke access**.



## Support

If you get stuck, here are a few ways to get help:

- **In-product guidance:** use **Regulatory text** and **Information** on the right-hand side of the screen.
- **Chat support:** use the chat bubble in the platform.