karomia

FOR PORTFOLIO COMPANIES

Report your sustainability data in Kube ESG.

A short walkthrough of what to expect when an investor invites you to complete a VSME-aligned ESG report in Kube ESG — from invite email to submission, in five steps.

AUDIENCE	FRAMEWORK	TOOL
Portfolio companies invited to report	VSME or VSME+Invest Europe	Kube ESG

INTRODUCTION

An investor has asked you to report ESG data.

Your investor has invited your company to report ESG data using a specific framework (e.g. VSME). You'll complete the requested report in **Kube ESG**, an AI-powered reporting tool, 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 Kube ESG account and invite colleagues to help.
- **Complete the report** with AI-assisted prefill — based on documents you upload and trusted public sources.
- Have your **legal representative** validate and submit the report.
- Choose which **banks and investors** can access your ESG data — and revoke that access at any time.

CONTENTS

STEP 01 OF 05

Receive the invite email.

You'll receive an automated email triggered by your investor's request. It includes a **personalised link to Kube ESG** so you can create an account (if needed) and start the requested report.

CAN'T FIND THE EMAIL?

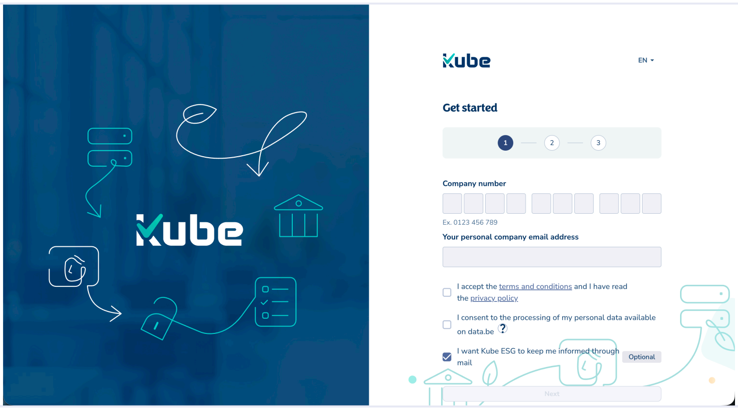
Check your spam folder, then ask your investor to **resend** from their request page. The link in the email is unique to your company and the specific request.

STEP 02 OF 05

Sign up on Kube ESG & invite colleagues.

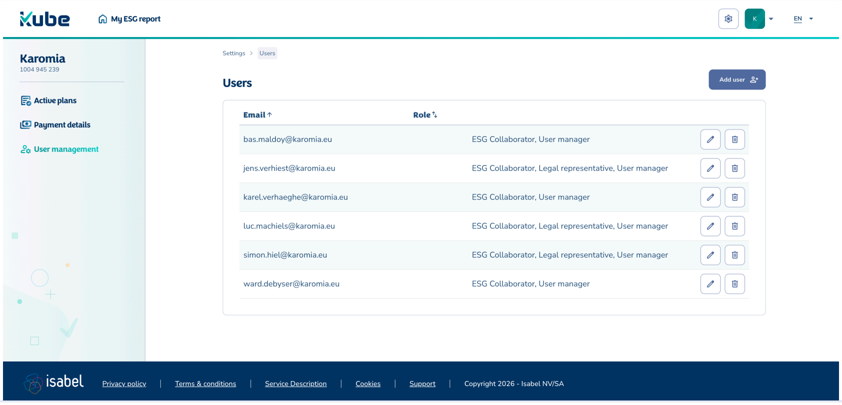
Open the link in the email and create your company space. Kube ESG uses **itsme** to register you as a user for your company.

After logging in for the first time, you'll be prompted to **provide your company size** and **choose the right plan**. Everyone starts on the free **Essential** plan (one document upload, lighter feature set). **SMEs can claim the Smart plan free for the first year** — multiple uploads, plus a richer set of AI and collaboration features.



Signing up on Kube ESG

Once your company space is set up, invite your internal helpers. Bring in colleagues who can help complete the ESG assessment — for example HR, Finance, Operations, and Health & Safety. This splits the work while **final sign-off stays with the legal representative**.

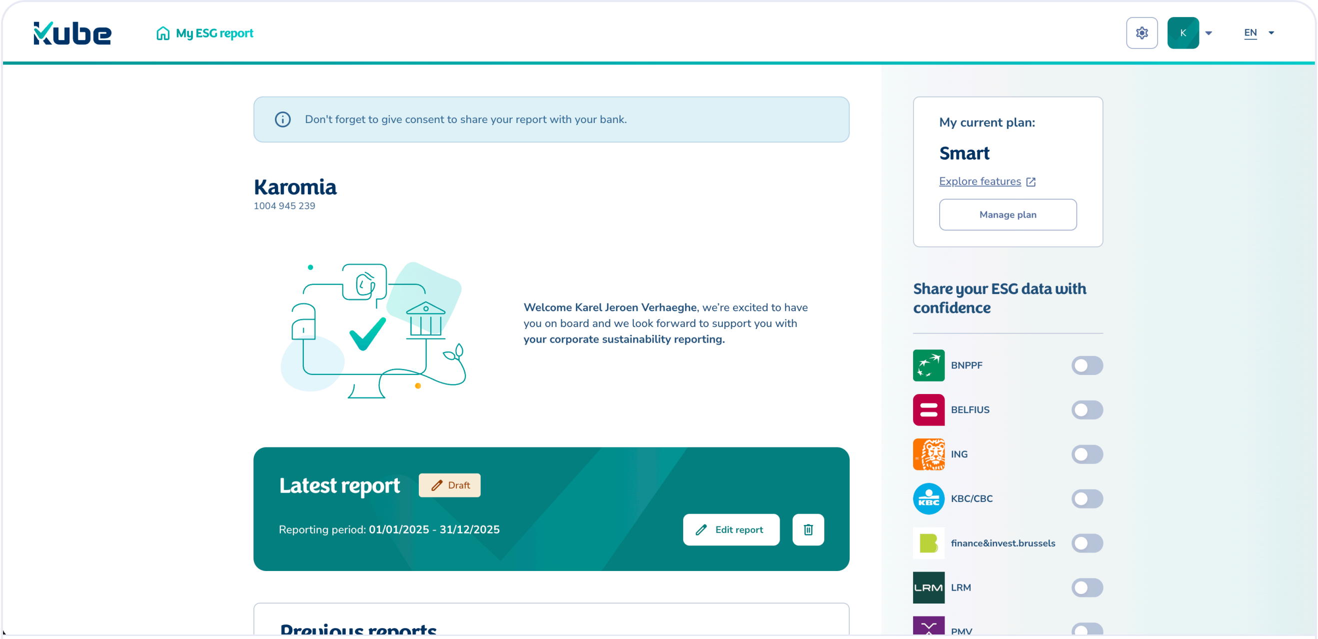


Inviting colleagues to your Kube ESG company space

STEP 03 OF 05

Start a new report.

From your Kube ESG home, 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.



Your Kube ESG home

Kube ESG can prefill a large part of the report based on documents you upload. The more material you provide up front, the more the AI can answer for you — typically **60% or more**, even with limited documentation.

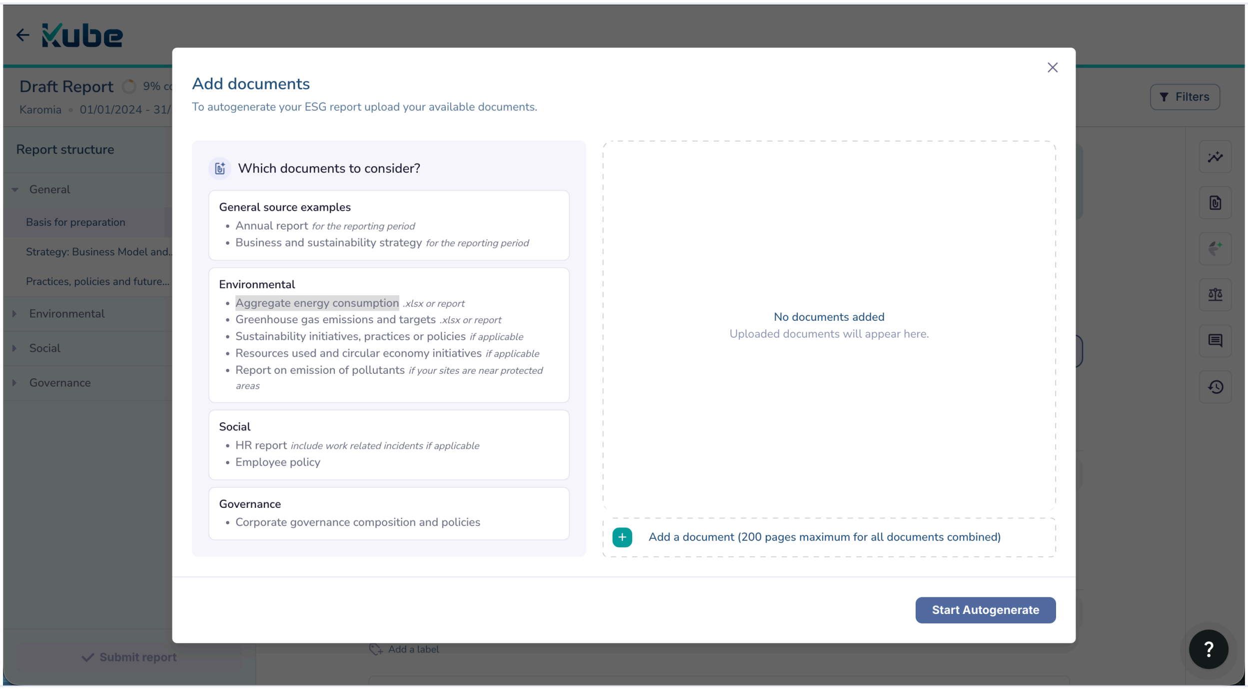
GOOD EXAMPLES TO UPLOAD

- Annual report / management report
- Aggregate energy consumption
- HR policies
- Supplier / code-of-conduct documents

NO DOCUMENTS? NO PROBLEM.

- On the Smart plan, the Kube ESG AI also pulls public data automatically
- Trusted online sources, e.g. your company website
- Financial reports from the National Bank

Once your documents are uploaded, run the AI to generate a first draft of your answers. You'll review and refine in the next step.



Document upload for AI generation

ONE AI RUN INCLUDED IN YOUR PLAN

Make sure to **upload all relevant documents before you run the AI**. If you don't have all documents yet, close the session and come back later to add the remaining ones — then run the AI.

STEP 04 OF 05

Review, adjust and complete the answers.

After the AI prefill, walk through every disclosure: **review each answer, correct anything outdated or inaccurate, and complete missing answers** that couldn't be derived from documents or online sources.

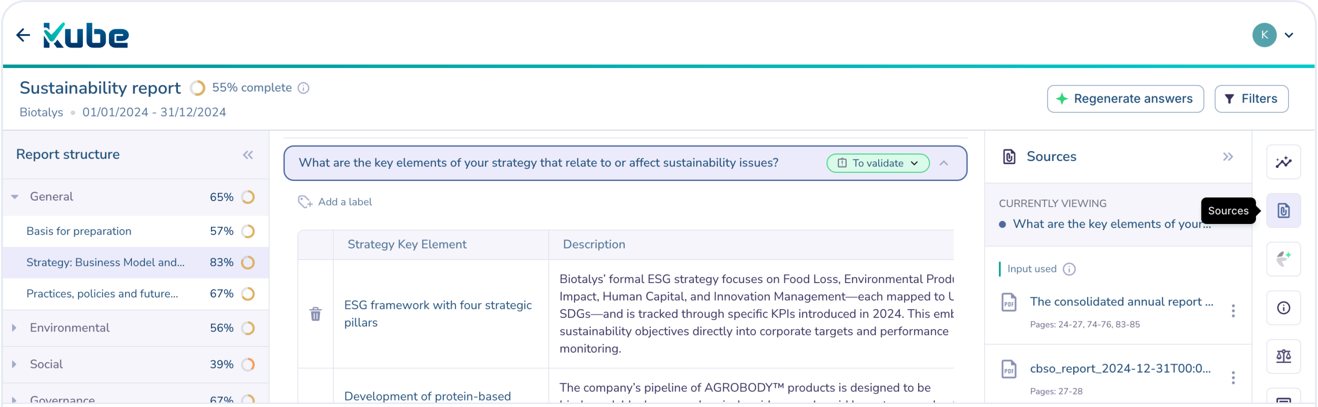


Fig. 6 — The right-hand panel: efficiency tools beside every question

EFFICIENCY TOOLS (RIGHT-HAND SIDE)

1. **Insights (Smart plan only)**
   What's missing to make an answer complete. Refresh after edits.

2. **Sources (Smart plan only)**
   Which sources the AI used and why it answered the way it did.

3. **AI assistant (Smart plan only)**
   Ask questions using your uploads & the web; get help editing, formatting, translating.

4. **Information**
   Extra guidance for certain questions, in plain language.

5. **Regulatory text**
   Relevant excerpts from the official framework — for example VSME.

6. **Comments**
   Add notes, mention colleagues, request review on a specific answer.

7. **Version history (Smart plan only)**
   See who changed what, and when. Useful when several colleagues collaborate on the same disclosures.

For every prefilled answer, run through the same short routine. The right-hand tools give you everything you need to do this without leaving the question.

1

Review the answer

Read what the AI generated. Open **Sources** (Smart plan only) to see which document or web page it pulled from. If the citation looks wrong, that's your first signal to edit.

2

Correct anything outdated or inaccurate

Edit directly in the answer field. Use the **AI assistant** (Smart plan only) if you'd like help rewriting, translating, or shortening.

3

Complete the missing parts

Some answers can't be derived from documents — quantitative figures, internal targets, governance details. Use **Information** and **Regulatory text** to understand exactly what's expected.

4

Refresh Insights

After you edit, click refresh on **Insights** to see whether the answer is now considered complete. Move on when it is.

NEED A SECOND PAIR OF EYES?

Use **Comments** to mention a colleague directly on the question. They'll be notified and can reply or edit without losing your context.

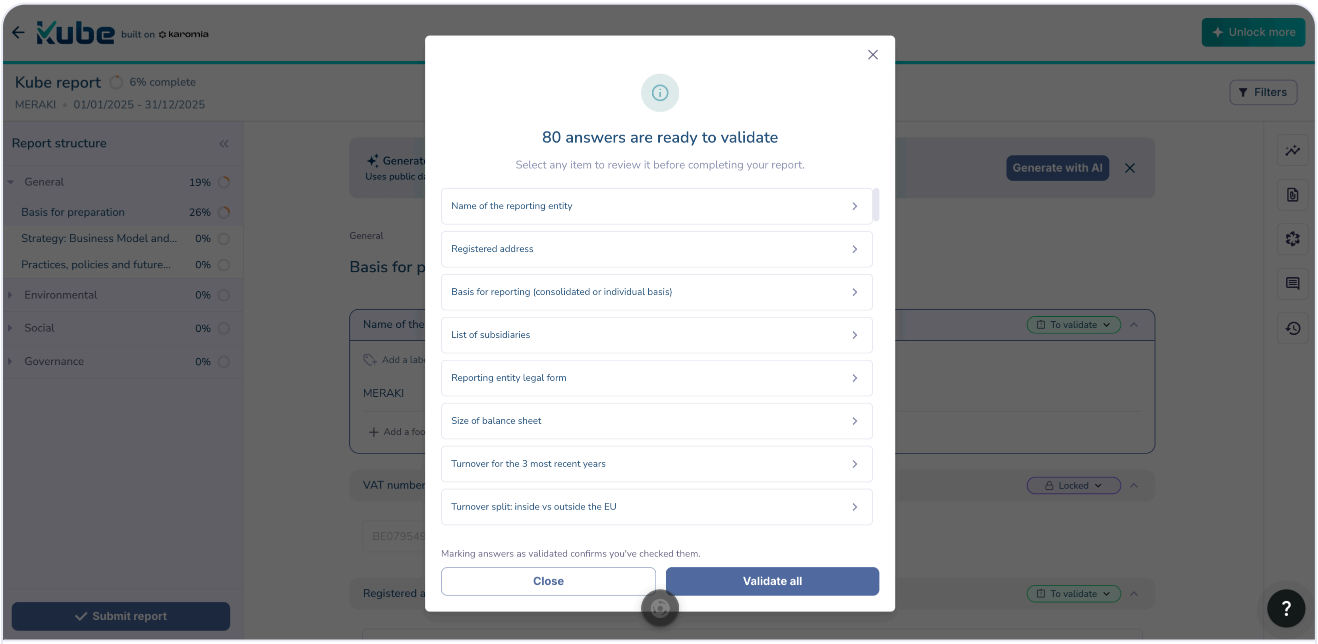
STEP 05 OF 05

Legal representative submits and shares the report.

When the report is ready, your **legal representative** completes the report, validates all answers and submits it. After submission, you decide who can access the ESG data. You can revoke that access at any time.

WHO COUNTS AS A LEGAL REPRESENTATIVE?

A **legal representative** is a person formally authorised to act on behalf of your company — typically registered with the Crossroads Bank for Enterprises (KBO/BCE). When they sign in with **itsme**, Kube ESG **automatically recognises** their role and unlocks the validate & submit action — no extra setup needed.



- Legal rep validates all answers

HELP & SUPPORT

If you get stuck, here's where to go.

A few different ways to get unblocked — most of them sit right inside the platform, next to the question you're working on.

In-product guidance

Use **Regulatory text** and **Information** on the right-hand side of the screen, beside any question.

Onboarding video / product tour

Available at first login, and accessible again later from the support menu — handy for new colleagues you invite mid-flow.

Chat support

Use the **chat bubble** in the bottom-right of the platform to talk to the Kube ESG team directly.