

# Sustainable Aviation Fuel Certificates (SAFc) Procurement Guide



## Introduction

This guide is designed to assist companies in successfully driving their own bilateral agreements when procuring Sustainable Aviation Fuel Certificates (SAFc) to address their Scope 3 aviation emissions. While there are many advantages to partnering with SABA as part of our collective procurement processes, taking an independent approach can increase flexibility, enable more customized bids tailored to a company's specific needs, and allow greater control over the entire process.

Outlined below are actionable steps and SABA tools available to help your organization invest in the highest-integrity SAF.

## Procurement Steps

### 1 DEFINE SAFc EMISSION ABATEMENT NEEDS

#### Details:

- Understand your company's aviation emissions and related climate goals.
- Quantify your organization's Scope 3 aviation emissions from 1) business travel and 2) air freight transport.
- Determine what portion of these overall aviation emissions your organization needs to address through the purchase of SAF certificates in the target year(s).

#### Available SABA Resources:

The "Aviation Emissions Accounting" portion of [Accounting for and Reporting SAFc](#) outlines a step-by-step approach to quantifying corporate aviation-related emissions.

## 2 DETERMINE ADDITIONAL PURCHASING CRITERIA

### Details:

- Consider additional factors such as budget and preferred delivery timeline to ensure purchased SAFc attributes can be claimed toward your climate goals within the target timeframe.
- Determine the information needed from SAFc providers to assess the best SAFc options, based both on high environmental integrity as well as commercial terms.
- Important data include (but are not limited to) the following:
- **Production terms:**
  - Fuel producer name and fuel production facility
  - Feedstock
  - Fuel conversion process
  - Certified Well-to-Wake (WtW) carbon intensity (calculated via a SCS-certified LCA report)
  - Sustainability certification
  - Country of production
  - Country of uplift
- **Commercial terms:**
  - Pricing (\$/mtCO<sub>2e</sub>) and conversion factors used to arrive at \$/mtCO<sub>2e</sub>
  - Incentives claimed and/or regulatory mandates fulfilled
  - Quantity of SAF included
  - Contract length
  - Delivery schedule
  - Registry used for delivery

### Available SABA Resources:

The [SABA Sustainability Framework](#) outlines key criteria and provisions to assess the environmental integrity of SAF. It helps stakeholders determine if a certain fuel meets requirements for SABA Eligible or SABA Advanced.

## 3 SELECT PARTNERS (THROUGH COMPANY'S NETWORK OR RFP)

### Details:

- Scan your company's existing network and/or issue a request for proposals (RfP) to identify SAFc providers. Providers may include fuel suppliers or airline partners selling Scope 3 SAFc – an RfP can target one or both groups to maximize options.
- In selecting the winning SAFc provider, the decision should fulfill your organization's non-negotiable criteria. Consider which of the criteria above are the primary factors guiding your decision.
- Follow-up discussions with providers may be needed to fully assess the environmental attributes of their SAFc offerings. This step also presents an opportunity to negotiate, exploring whether providers can adjust operational preferences or commercial terms to better align with your company's objectives.

### Available SABA Resources:

The SABA SAFc Connect Database\* (targeted for release in spring 2025) lists currently available SABA Eligible and Advanced SAFc.

## 4 FINALIZE CONTRACT AGREEMENT

### Details:

- Finalize contract terms with the SAFc provider, ensuring all production and commercial details are clearly defined. This contract should outline key elements such as pricing, volume commitments, delivery timelines, sustainability certifications, and emissions reduction claims (reference data list above).
- Ensuring these elements are well-documented will help establish a transparent and effective agreement between your company and the SAFc provider.

### Available SABA Resources:

A standard SABA template contract\* is available upon request. Please contact [info@flysaba.org](mailto:info@flysaba.org) if interested.

## 5 BOOK AND CLAIM SAFc IN A REGISTRY

### Details:

Utilize a reputable registry to book and claim environmental attributes associated with the SAF purchase.

### Available SABA Resources:

- [SAFc Registry](#)
- The SAFc Registry Comparison Briefer\* outlines the functionality of various registry options to help companies identify the best fit. For this resource, contact [info@flysaba.org](mailto:info@flysaba.org).

## 6 ACCOUNT FOR AND REPORT SAFc EMISSIONS ABATEMENT

### Details:

- Incorporate SAFc purchases into your sustainability report, clearly identifying the areas within your value chain where SAFc contributes to decarbonization (e.g., business travel or other Scope 3 emissions).
- Provide data-driven insights on emission reductions, aligning with industry standards and reporting frameworks to enhance transparency and accountability.

### Available SABA Resources:

The “SAFc Reporting” section of [Accounting for and Reporting SAFc](#) provides detailed guidance on calculating and reporting GHG emissions.

*\*Indicates resource reserved for SABA members.*

## About SABA

The Sustainable Aviation Buyers Alliance (SABA) is accelerating the path to net-zero aviation by driving investment in and adoption of high-integrity sustainable aviation fuel (SAF), as well as supporting companies, airlines and freight customers in achieving their climate goals.

SABA members enjoy access to a dedicated procurement team, exclusive SAF certificate (SAFc) buyer tools (e.g., SAFc Provider Database, SAFc Registry Comparison Briefer), and expert guidance on how to navigate the evolving landscape of SAF supply, sustainability certification schemes, accounting and target setting frameworks, and SAF certificate registries. They also collaborate with likeminded buyers through collective procurement efforts that send a larger demand signal to help SAF producers scale more rapidly.

Outside of its core work with member companies, SABA aims to promote the widespread uptake of SAF through public education resources such as this [Procurement Guide](#). **Some of the supplemental resources referenced in** this guide are exclusive to SABA members and indicated with an asterisk (\*).

To explore joining SABA, visit [flysaba.org](https://flysaba.org).