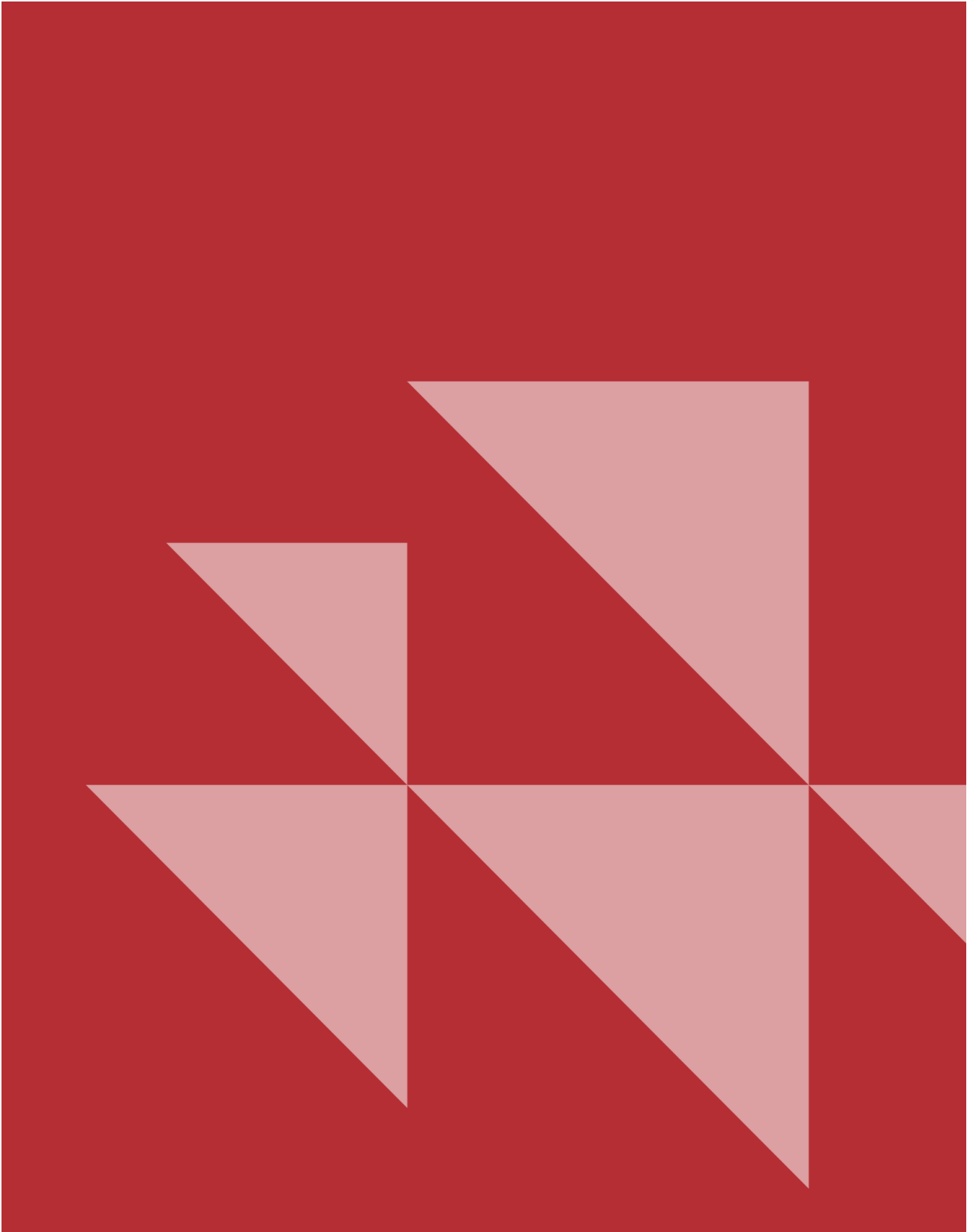

Using CDP's Disclosure Platform

For disclosure on climate change, forests, water security and supply chain



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Version Nr.	Revision Date	Released	Revision Summary
1.0	March 2016	March 2016	This guidance to the activation process and Online Response System (ORS) has been prepared to allow organizations to understand the processes and functions involved in the 2016 disclosure period.
1.1	April 2016	April 2016	<p>Contents page expanded, and header changes made (minor wording changes some sections of 'Key features of the ORS' combined)</p> <p>Wording changes to 'Your dashboard' page (meaning remains the same)</p> <p>Additional information about public and non-public responses in the 'Submitting your response' section.</p> <p>'Program specific differences' section added.</p> <p>Additional information in the 'Getting help' section.</p>
2.0	February 2017	February 2017	<p>Wording changes to refer to 'CDP's disclosure platform' to encompass the whole CDP system, rather than just 'the ORS'.</p> <p>Other minor wording updates for 2017 as more organizations will now be registered on the new website.</p> <p>Additional information about 'My Files', the admin fee and the new guidance tool.</p>
2.1	March 2017	March 2017	Additional detail about how to access the new guidance tool and translated documents.
2.2	June 2017	June 2017	Additional information about invalid characters in attachments file names.
3.0	June 2018	June 2018	Updated for the new corporate dashboard and new ORS. The process to submit to investors and customers has also been updated.

Guide to using the disclosure platform

Introduction

Organizations are asked to respond to the information requests using CDP's disclosure platform. This is the only way to provide the requested data to CDP and the requesting stakeholders.

The disclosure platform consists of the Dashboard and the Online Response System (ORS).

The Dashboard is a portal that includes pages such as the corporate dashboard (also known as the 'Response dashboard' and used to respond), [Supply Chain Member](#) and [Reporter Services](#) dashboards and your user account page. The ORS is where you complete the questionnaire(s). This document explains the functions of the whole platform.

If you are unable to respond via the disclosure platform, please email respond@cdp.net.

Please note that the disclosure platform works best with Google Chrome. You can use other browsers, however there may be some loss of functionality.

If you are experiencing difficulties using the platform, before contacting CDP we advise signing out of the ORS and the dashboard, deleting your cookies and browser history, and re-trying.

If you are still experiencing difficulties, please contact your account manager or local CDP office with details of the actions you are making and screenshots of any error messages.

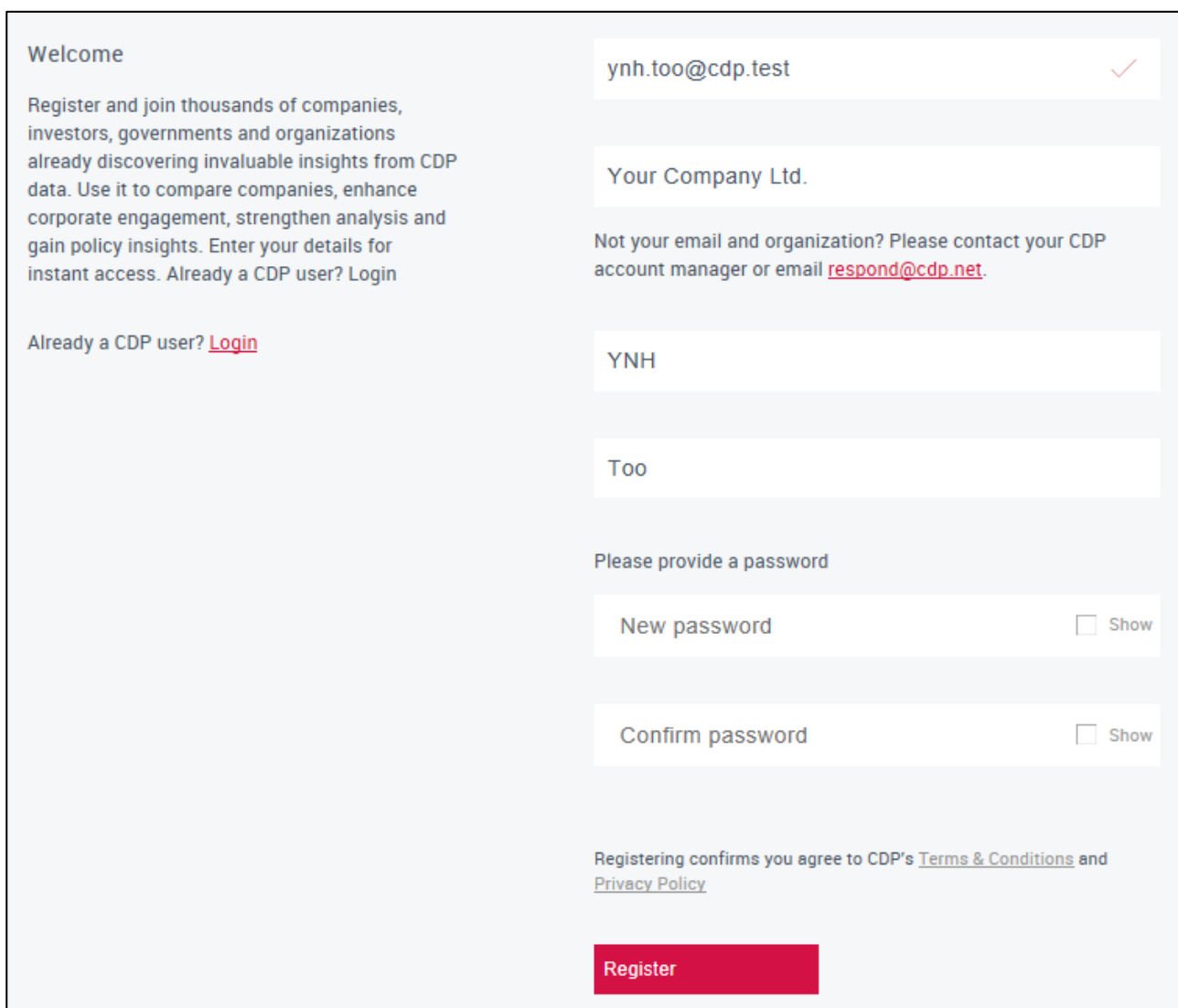
The basics

Register, confirm, and sign in

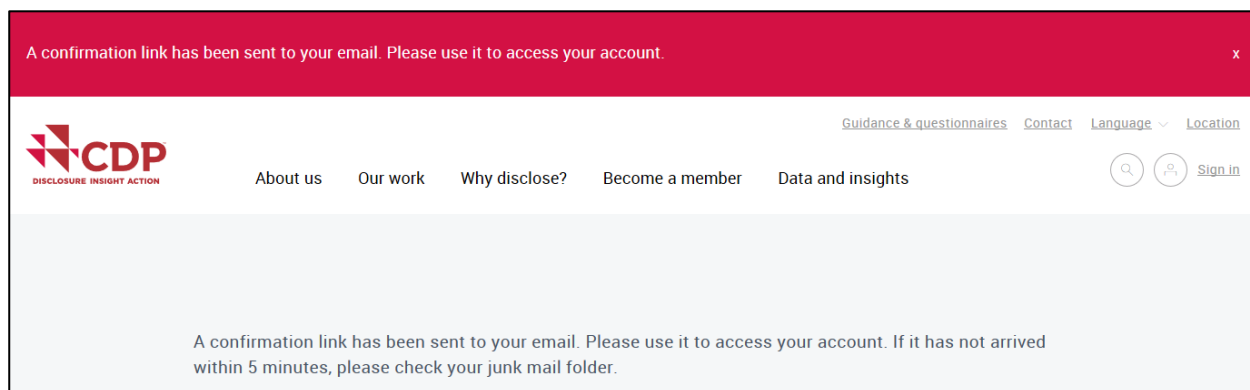
At the start of each disclosure year CDP sends an invitation email to nominated contacts in requested, and [self-selected](#), organizations with relevant information and an activation link.

- ▼ If this is the first time you have used CDP, either because it is the first time your organization is participating, or the first time you are responsible for supplying information on behalf of your organization, the **activation link will take you to the [registration page](#)** (where you create your password).
- ▼ If you responded to a CDP program in a previous year, or you have [registered via the website](#) independently, you will be in our database and the **activation link will take you to the [sign-in page](#)** (where you can sign in using your existing password).

If you are using the activation link to register for the first time, create a password and click 'Register' (your email address, organization, and name will be prepopulated):

A screenshot of the CDP registration form. The form is divided into two main sections: a left sidebar with a 'Welcome' message and a right main area with input fields. The left sidebar contains a 'Welcome' heading, a paragraph about the benefits of CDP, and a link to 'Login' for existing users. The right main area contains several input fields: an email field with 'ynh.too@cdp.test' and a checkmark, an organization field with 'Your Company Ltd.', a name field with 'YNH', a last name field with 'Too', a password field with 'New password' and a 'Show' toggle, and a confirm password field with 'Confirm password' and a 'Show' toggle. Below these fields is a link to 'Terms & Conditions and Privacy Policy' and a red 'Register' button at the bottom.


Next, you must complete your registration using the confirmation link emailed to the address that was prepopulated. Please remember to check your junk mail.




If you have not received the confirmation after 30 minutes, please use the [Resend registration or confirmation link](#), also found on the sign-in page.

After successful confirmation you will see a red notification banner, and the sign in page.



Once you have registered and confirmed, access your corporate dashboard using the  [Sign in](#) icon on any page of the CDP website. You cannot use your confirmation link to sign in again.

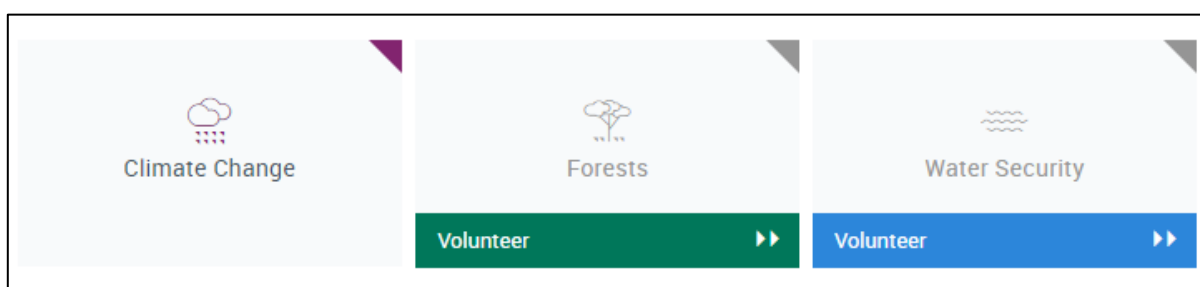
 Please contact respond@cdp.net if you have any problems registering, if you have not received the invitation email, or would like your organisation to respond.

Your dashboard

If you are a nominated contact for the current disclosure year, on signing in you will see your corporate (a.k.a. response) dashboard.


The main page, illustrated on the next page, contains various features such as:

- 1 Need help icon (a) and bar (b):** guide you to the contact details of your account manager, or the CDP office that you should contact if you have any queries.
- 2 Initials icon and dashboard menu:** allows you to navigate between the pages of your dashboard, e.g. the guidance tool/documents, or **sign out**;
- 3 Jump to... menu:** use this to navigate to different blocks on the page.
- 4 CDP program tiles:** indicate the programs that your organization is requested to complete:
 - ▼ If you are requested the tile is clear and the arrow is coloured.
 - ▼ If you are not officially requested, they say 'Volunteer' and you can opt in.



i Click 'Volunteer' to open an email you can send to request participation in that program.

- 5 Users block:** indicates your permissions concerning the current questionnaires. See the '[User types](#)' section for more on user permissions.
- 6 Program blocks:** confirm your participation, access the ORS (after confirming participation), and see which stakeholders have invited you to complete the program.
- 7 Previous scores and responses:** a list of all questionnaires that your organization has been requested to participate in, past (2010 onwards only) and present. You can click on the response name to view any questionnaires that were submitted. If you would like participation information for your organization previous to 2010 please contact your account manager.
- 8 Announcements block:** important news and updates related to CDP and CDP initiatives.
- 9 My Files:** allows you to access any score feedback information available for your organization. Additional files may be added in the future.
- 10 Search for Corporate Responses:** search participation history for your, or any other, organization.



[Guidance & questionnaires](#)
[Contact](#)
[Language](#)
[Location](#)
[Hello YNH](#)

[About us](#)
[Our work](#)
[Why disclose?](#)
[Become a member](#)
[Data and insights](#)

1a

Need help?

4

Climate Change

Forests

Water Security

5

Users

6

2018 Climate Change

2018 Forests

2018 Water Security

7

Previous scores and responses

8

Announcements

9

My Files

2

Account

Response dashboard

Guidance documents

Sign out

3

Jump to...

Users

Questionnaires

Previous scores and responses

Access my data

10

Search for Corporate Responses


Search for a city or company name

Search

1b

Need help?

Please contact your CDP account manager.



Europe

CDP Respond

respond@cdp.net

Guidance tool

To access the corporate guidance tool, which contains all of CDP's corporate guidance documents, recorded webinars, and translations, you will first need to [sign in](#) to the CDP website. Then, go to your initials icon menu, and click 'Guidance documents':

The screenshot shows the CDP website's 'Guidance documents' page. At the top, there is a navigation bar with the CDP logo and links for 'About us', 'Our work', 'Why disclose?', 'Become a member', and 'Data and insights'. On the right, there is a 'Hello Guidance' dropdown menu with a search icon and 'GT' button. Below the navigation bar, the page title is 'Home > Guidance documents'. The main content area has a heading 'Guidance documents' and a subheading 'To search for guidance in languages other than English, please use the language drop-down at the top right of your screen, and the category 'Translations'. For guidance in Russian and Korean, use the category 'Translations' whilst the page is set to the language English.' Below this, there are three search filters: 'Program' (dropdown), 'Category' (dropdown), and 'Keyword' (text input). A red 'Search' button is located below the filters. Below the search filters, there is a table of guidance documents. The table has three columns: 'Title', 'Programs', and 'Categories'. The first row shows 'CDP technical note - Carbon pricing' under 'Title', 'Climate Change 2018, Supply Chain 2018' under 'Programs', and 'Technical Information' under 'Categories'. The second row shows 'CDP technical note - Scenario analysis' under 'Title', 'Climate Change 2018, Supply Chain 2018, Water 2018, Forests 2018' under 'Programs', and 'Technical Information' under 'Categories'. The interface is annotated with numbered boxes: 1 points to the 'Program' dropdown, 2 points to the 'Category' dropdown, 3 points to the 'Keyword' text input, and 4 points to the 'Search' button.

The guidance tool enables you to search for guidance by:

- 1 **Program:** here you can filter CDP's guidance by the program to which you are responding to and by year;
- 2 **Category:** here you can specify the type of guidance you are looking for (e.g. 'Questionnaires', 'Scoring documents', 'Technical information', 'Recorded webinars', etc.);
- 3 **Keyword:** if you already know what you are looking for, you can also search by keyword here; and
- 4 **List:** scroll through an alphabetical list of guidance documents before or after refining your search.

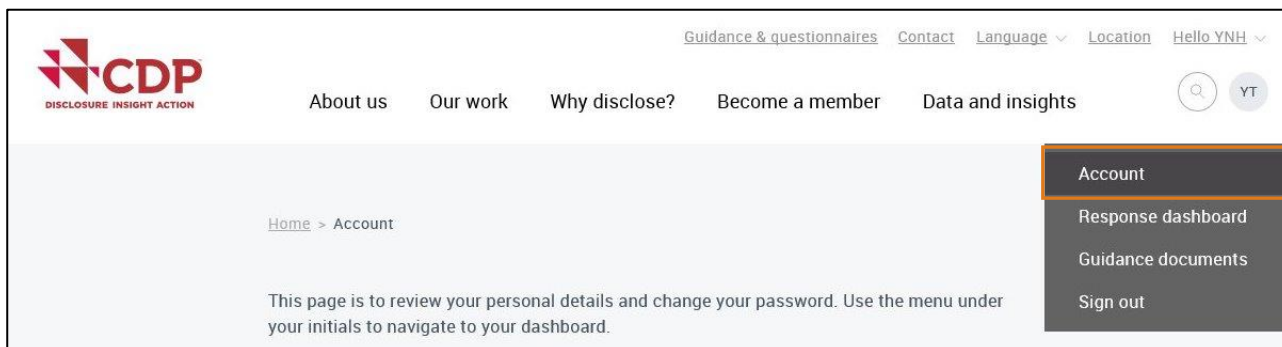
To access translated documents, please see the instructions on the guidance tool page.

You can also access a selection of CDP's guidance and resources via the [public guidance page](#).

Changing your password

To change your password, navigate to your Account page from the drop-down menu shown when you click on either:

- ▼ Hello [your name]; or
- ▼ Your initials icon (both of which are in the top right corner of the page).



On your Account page, you can change your password in the bottom half of the 'Details' block:

A screenshot of the 'Details' block on the Account page. The block has a dark header with an upward arrow and the word 'Details'. Below this, there are three rows of user information: 'Name' (YNH Too), 'Email' (ynh.too@cdp.test), and 'Organization' (Your Company Ltd.). Below these is a section for password management, outlined with an orange border. It contains three rows: 'Current password' (Current password) with a 'Show' checkbox, 'New password' (New password) with a 'Show' checkbox, and 'Password Confirmation' (Confirm password) with a 'Show' checkbox. At the bottom of this section is a red button labeled 'Update password' with a right-pointing arrow.

You will then receive a confirmation banner and are redirected to the CDP's main website page:

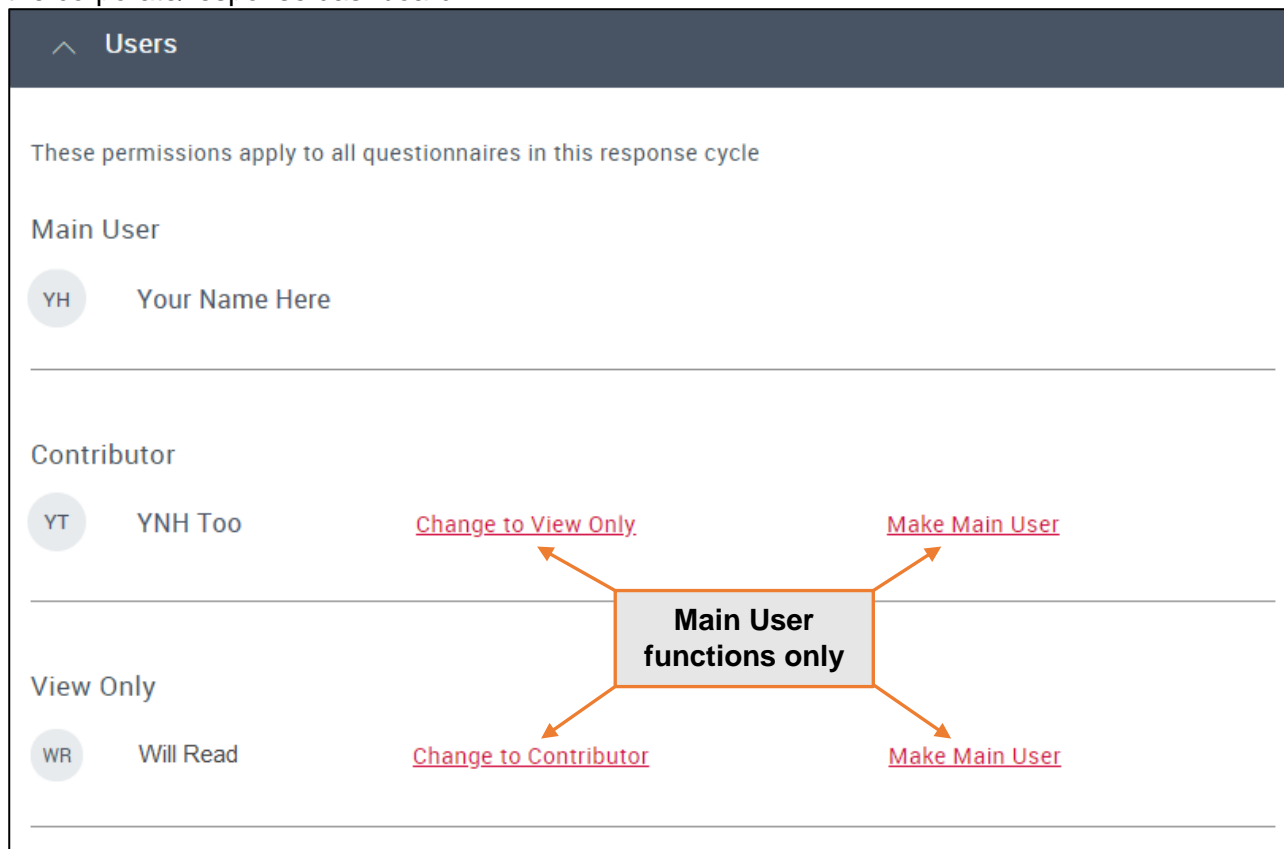


To return to your preferred page, e.g. corporate/response dashboard page (where you can access the questionnaire(s)), simply select 'Response dashboard' in the drop-down menu.

User types


There are three user types that an invited contact may be, each with different permissions. There is also an additional user permission that a non-invited contact can be granted. These user types are for the current year only, therefore the listed contacts will not automatically become those user types the following year(s).

You can check which contacts at your organization have which user types via the 'User' block on the corporate/response dashboard:



These are the permissions associated with each user type:

- ▼ **Main User:** the **first contact to start a questionnaire** in the current year. There is only one Main User per organization and year. In the ORS they can, enter and save data, generate and share a view only link, and they are the **only contact that can submit** the questionnaires. This user should **not** be a consultant.
The Main User can also change the roles of other users (as per the links shown in the illustration above). The 'Make Main User' link will only be active if that contact has registered.
- ▼ **Contributor(s):** any contact that can start, or has started, a questionnaire after the Main User. In the ORS they can, enter and save data, generate and share a view only link, but cannot submit. There can be many Contributors and this type of user can be a consultant.
- ▼ **View only user(s):** a contact that is a contact for the current year but has been assigned view only access to the ORS (this will apply to all questionnaires for the current year). They cannot enter data, save, share, or submit. They may have been set to View only by CDP, or by the Main User. There can be many View only users.
- ▼ **Read-only link recipient(s):** a read-only link can be sent to any contact (even non-invited contacts) by the Main User or a Contributor. It is generated using the 'Share' button in the ORS and has an expiry date (View only users can sign in and view the ORS for the entire disclosure period).

 Contacts can only be added or removed through CDP; please send requests to your account manager or respond@cdp.net.

Your request(s) – getting started

Organizations need to activate their questionnaire(s) each year and for each requested program. You can do this once you have received your invitation email.


What are you requested to do?

As explained in the '[Your dashboard](#)' section, you can see which programs you are invited to participate in via the program tiles. You will also only see program blocks for the questionnaires you are requested to complete.

Who has requested your participation?

In the program block you can see who has invited you to complete that program.

2018 Forests



Are you intending to complete this questionnaire? Tell us now!

Confirm Participation >>

Check organization details

Due ASAP

Submission to CDP's signatory investors ([panel of 650](#))

Due August 15 2018

Submission to your customers ([1 request/s](#))

Due August 29 2018

☰

☰

☰

You may have been invited by:

- ▶ [CDP's signatory investors](#): organizations are requested on behalf of all of CDP's signatory investors (this includes [Self-selected companies](#)); and/or
- ▶ [CDP's Supply Chain Members](#): organizations are requested by their specific customer(s)


i To see your requesting customer(s), click the 'request/s' link for more information (including an email address you can use to contact your customer).

When is the deadline?

You may have two different submission deadlines depending on whether you have been asked by [CDP's signatory investors](#) and/or [CDP's Supply Chain Members](#).

The deadlines are shown in the relevant program block.

2018 Forests



Are you intending to complete this questionnaire? Tell us now!

Confirm Participation >>

Check organization details

Due ASAP

Submission to CDP's signatory investors ([panel of 650](#))

Due August 15 2018

Submission to your customers ([1 request/s](#))

Due August 29 2018

☰

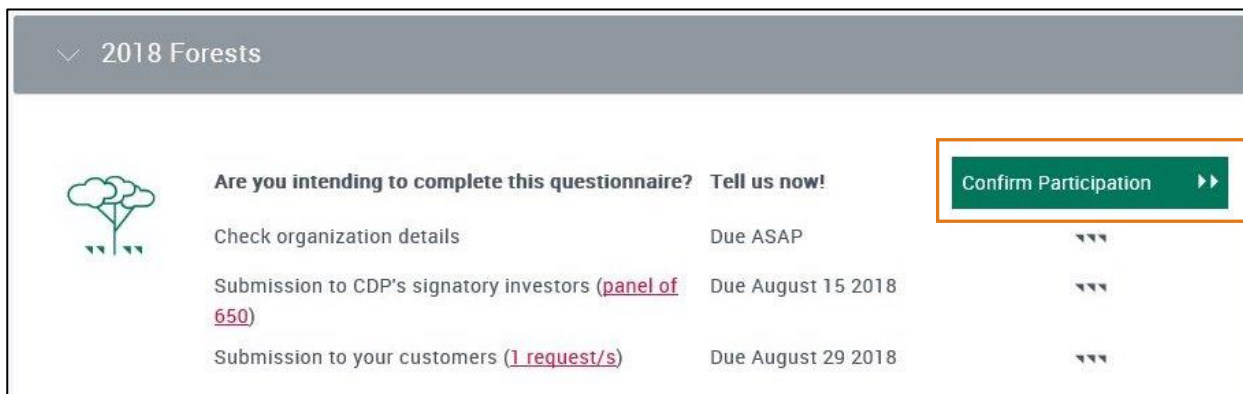
☰

☰

i If you have arranged an extension with CDP this will not be displayed here.

Confirm your participation

1. Click 'Confirm Participation' in the relevant program block.



2018 Forests

Are you intending to complete this questionnaire? Tell us now!

Check organization details Due ASAP

Submission to CDP's signatory investors (panel of 650) Due August 15 2018

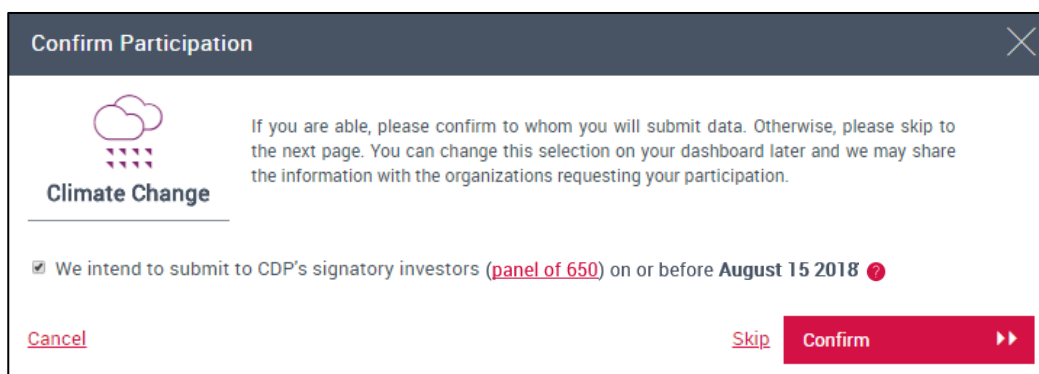
Submission to your customers (1 request/s) Due August 29 2018

Confirm Participation

2. Choose to whom you will submit data and click 'Confirm' or click 'Skip' to choose this later.

⚠ By clicking 'Skip' you are still confirming participation. If you do not wish to confirm participation at this time, please click 'Cancel'.

- You will see this pop-up if you are responding to the climate change or water security questionnaire, or the forests questionnaire at the request of investors only (depending on who is requesting your participation you will see one or two 'We intend to submit to...' tick boxes):



Confirm Participation

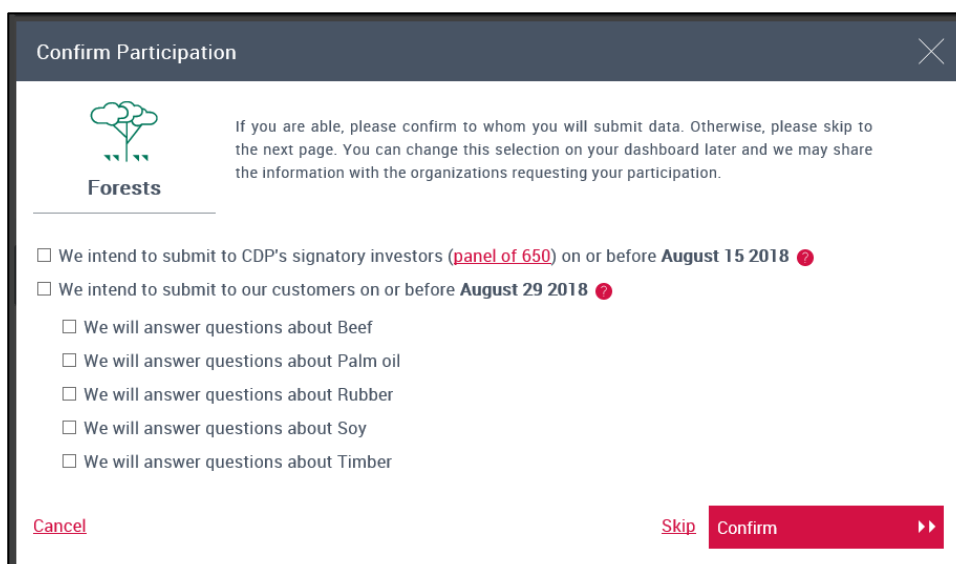
Climate Change

If you are able, please confirm to whom you will submit data. Otherwise, please skip to the next page. You can change this selection on your dashboard later and we may share the information with the organizations requesting your participation.

☒ We intend to submit to CDP's signatory investors (panel of 650) on or before August 15 2018

Cancel Skip Confirm

- You will see this pop-up if you are responding to CDP's forests questionnaire for customers only (with extra selection boxes regarding which commodities you will answer questions about):



Confirm Participation

Forests

If you are able, please confirm to whom you will submit data. Otherwise, please skip to the next page. You can change this selection on your dashboard later and we may share the information with the organizations requesting your participation.

☐ We intend to submit to CDP's signatory investors (panel of 650) on or before August 15 2018

☐ We intend to submit to our customers on or before August 29 2018

☐ We will answer questions about Beef

☐ We will answer questions about Palm oil

☐ We will answer questions about Rubber


☐ We will answer questions about Soy

☐ We will answer questions about Timber

Cancel Skip Confirm

3. If you are the first person to confirm participation for your organization in the current year you will now see this screen (otherwise skip to step 4). It explains that you will be the 'Main User' for ALL responses in the current year, and what permissions that gives you:

Climate Change 2018



You will be the Main User for all of your organization's responses.

	Main User	Contributor
Pays admin fee	✓	
Starts responses	✓	
Answers questions	✓	✓
Manages and submits responses	✓	

You can change the Main User later on


[Another person from my organization will be the Main User](#)

OK

i If you click 'Another person from my organization will be the Main User' you will be redirected back to the corporate/response dashboard. The person that wishes to be the Main User can continue the process instead. Your 'Users' block will show you as a 'Contributor'. If you *do* wish to be the Main User, click 'Continue' in the program block to carry on from step 3.

Other users confirming their participation after you will be 'Contributors'. Please see the ['Users'](#) section for more on different types of users.

4. The next page is your 'Check organization details' page. Ensure the information is correct, and edit or add any missing information you wish to provide and click 'Next':



Check organization details

Before getting started on the questionnaire, please check the information that we have about your organization. Please note that changes you make here will update the general information that CDP holds about you and your organization, not just for this questionnaire.

Country of your Operational Headquarters: Andorra

[Change](#)

Your Website Address (optional)

Twitter name (optional)


Headquarters

1 Alpine Way
Andorra

[Edit](#)

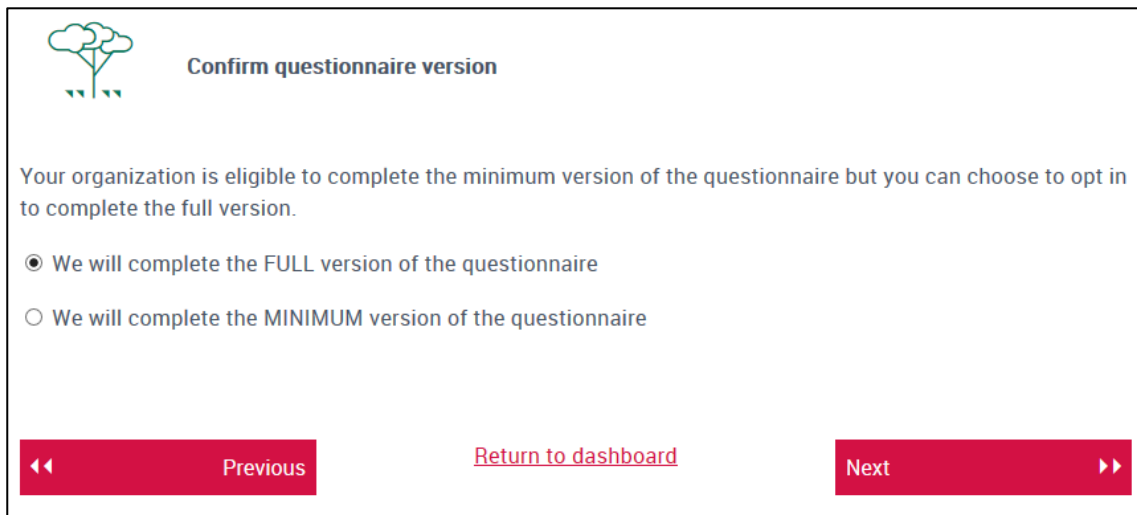
[Return to dashboard](#)

Next

 If you use the 'Return to dashboard' link, the program block will show that you have confirmed participation and will have a 'Continue' button for you to complete this later.

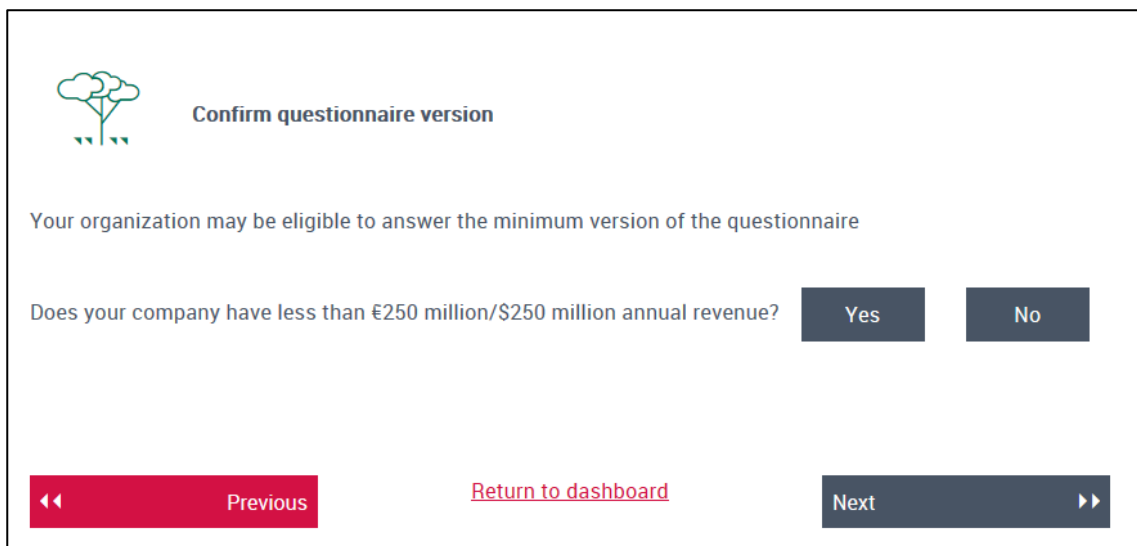
5. The next step is about the minimum and full versions of the questionnaires. If your organization is not eligible, you will not see either of these pages (skip to step 6).

- ▼ If your organization is eligible for the minimum version of the questionnaire, and you have been requested to respond by investors only, or investors *and* customers, you will see this page. You can choose minimum or full and click 'Next'.




The screenshot shows a page titled "Confirm questionnaire version" with a tree icon. The text states: "Your organization is eligible to complete the minimum version of the questionnaire but you can choose to opt in to complete the full version." There are two radio button options: "We will complete the FULL version of the questionnaire" (selected) and "We will complete the MINIMUM version of the questionnaire". At the bottom, there are three buttons: "Previous" (with a left arrow), "Return to dashboard" (a text link), and "Next" (with a right arrow).

- ▼ If you have been requested to respond by customers only you will see this page:



The screenshot shows a page titled "Confirm questionnaire version" with a tree icon. The text states: "Your organization may be eligible to answer the minimum version of the questionnaire". Below this is a question: "Does your company have less than €250 million/\$250 million annual revenue?". There are two buttons: "Yes" and "No". At the bottom, there are three buttons: "Previous" (with a left arrow), "Return to dashboard" (a text link), and "Next" (with a right arrow).

If you click 'Yes' you will be given the option to choose between the Full or Minimum version of the questionnaire. If you click 'No' you will see a message informing you that you will be completing the Full version.

 If you use the 'Return to dashboard' link at this stage, the program block will show that you have confirmed participation and will have a 'Continue' button at the previous stage for you to continue later.

6. The final page is about your sector. Please click the [Full list of sector classifications](#) for more information about the sectors, or if you still have a query contact your account manager (found via the 'Need help' bar on the corporate/response dashboard).

You will be presented with one of the following versions of this page depending on your organizations status. Once you have read the page, and completed any necessary parts, click 'Start Questionnaire'.

- ▼ If we already have a sector for your organization, you will see your allocated sector on this page. The 'Why have I been allocated this sector?' link can be clicked to reveal a table with more detail:

You will receive a score based on your response to the general questions

General

Not all responses will be scored in 2018. The minimum version of the questionnaire does not contain sector-specific questions.

[Why have I been allocated this sector?](#) Drop-down link

❓ [Full list of sector classifications](#)

◀ Previous [Return to dashboard](#) Start Questionnaire ▶

You will receive a score based on your response to the general questions

General

Not all responses will be scored in 2018. The minimum version of the questionnaire does not contain sector-specific questions.


[Why have I been allocated this sector?](#)

Industry	Activity Group	Activity	Questionnaire Sector
Services	Media, professional & information services	Professional & information services	General

❓ [Full list of sector classifications](#)

◀ Previous [Return to dashboard](#) Start Questionnaire ▶

- ▼ If you are in a sector that requires you to complete an additional sector module (as well as the general questions) you will see this indicated on this page. For example, here is a company that is in the Energy sector, specifically coal:



You will receive a score based on your response to the general questions and sector-specific questions from this questionnaire sector:

Coal

Note that certain organizations will not be scored for the 2018 response cycle.

[Why have I been allocated this sector?](#)

Industry	Activity Group	Activity	Questionnaire Sector
Fossil fuels	Coal Mining	Coal Extraction	Coal

❓ [Full list of sector classifications](#)

◀ Previous [Return to dashboard](#) Start Questionnaire ▶

- ▼ If we do not have a sector for your organization, you will be able to select your sector/primary activity on this page (you can only select one sector). Once you have completed the columns the 'Start Questionnaire' button will turn red and you can move forward.

Please select your organization's Industry, Activity Group, and Primary Activity below.

Please note that changes you make here will update the general information that CDP holds about you and your organization, not just this questionnaire.

Industry	Activity Group	Activity
Biotech, Health Care & Pharma	Accessories	Clothing Design
Food, beverage & agriculture	Clothing & Textile Manufacturing	
Apparel	Clothing Design	
Fossil fuels		
Hospitality		
Infrastructure		
Manufacturing		
Materials		
Mineral extraction		
Power generation		
Retail		
Services		
Transportation services		

You will need to answer questions on the following sector(s): General [Full list of sector classifications](#)


[Previous](#)
[Return to dashboard](#)
[Start Questionnaire](#)

- Clicking 'Start Questionnaire' opens your questionnaire in the Online Response System (ORS) in a new tab or window.
- Back on your dashboard your program block will now look like a version of this:

2018 Forests


Click arrow for more info

Click 'Continue' to access the ORS

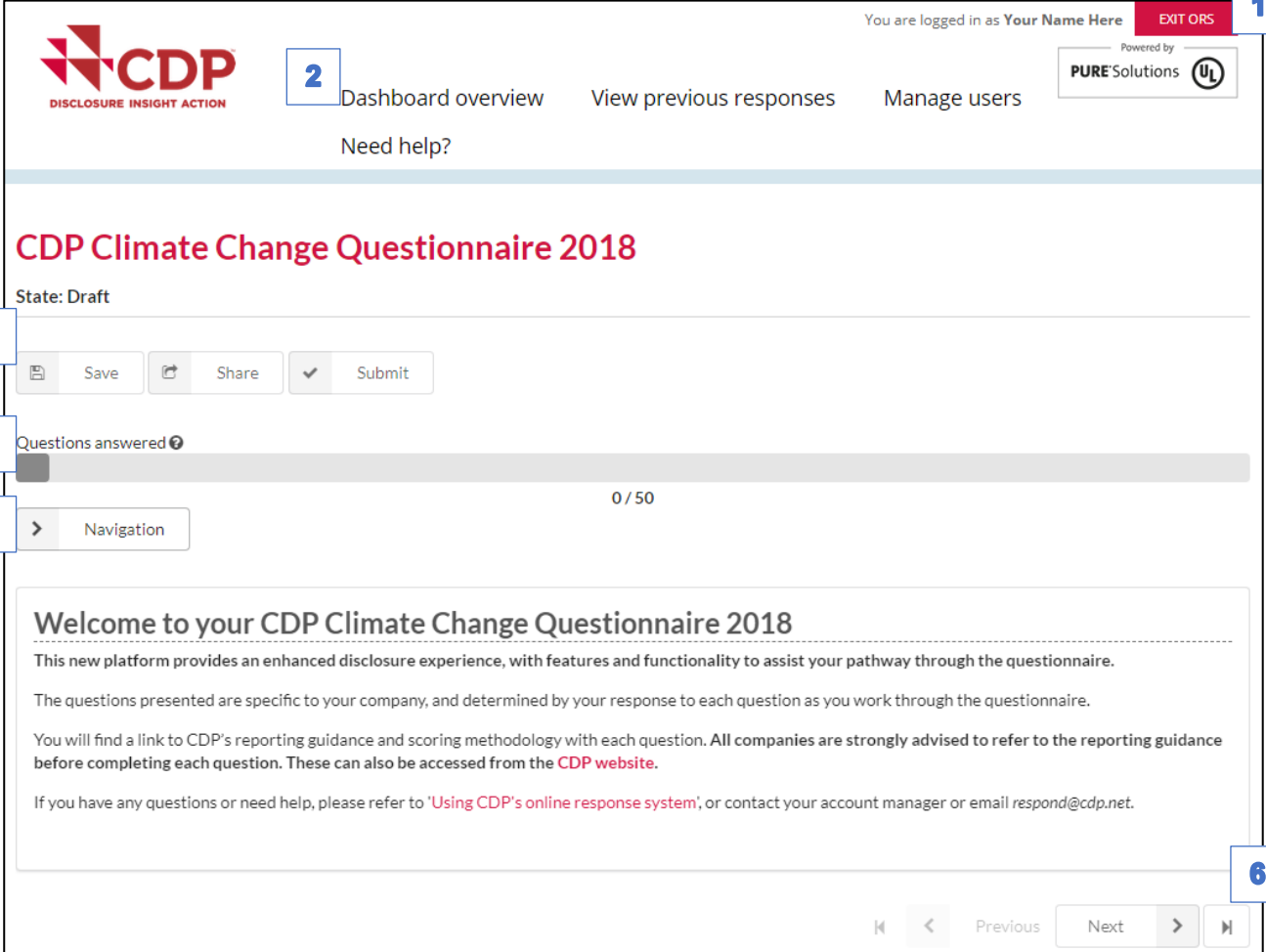
	Participation Confirmed	Completed May 29 2018	✓
	Details checked	Completed May 22 2018	✓
	Submission to CDP's signatory investors (panel of 650)	Due August 15 2018	Continue
	Submission to your customers (1 request/s)	Due August 29 2018	
			✗

Your ORS

Clicking 'Continue' on the program block will take you to the ORS. The ORS opens in a new tab or window, therefore please ensure that **pop-up blockers** are switched off.


 The ORS is most compatible with Google Chrome. It does work with other internet browsers, but functionality will be restricted.

The first page you see is the 'Welcome' page for that questionnaire:



The screenshot displays the 'Welcome' page for the CDP Climate Change Questionnaire 2018. The page is titled 'CDP Climate Change Questionnaire 2018' and shows the state as 'Draft'. It includes a progress bar indicating '0 / 50' questions answered. The page features a navigation menu and a 'Welcome' message. Numbered callouts 1 through 6 highlight specific features: 1. Exit ORS button, 2. Dashboard overview link, 3. Save, Share, and Submit buttons, 4. Questions answered progress bar, 5. Navigation menu, and 6. Previous, Next, and skip buttons.

You can see the following main features here that you will also see throughout the ORS:


- 1 Exit ORS:** where you sign out of the ORS. You can then close that tab or window. Please note, you may still be signed in to the dashboard.
- 2 Dashboard links:** link back to the relevant parts of your dashboard, where you can perform the action required.
- 3 Save, Share & Submit:** depending on your user type you may see all, some, or none of these permissions. See the '[User types](#)' section for more on user permissions. Using 'Save' displays a warning for parts of questionnaire not yet completed, or that have an error.
- 4 Questions answered progress bar:** indicates questions you have saved an answer for so that you can track your progress. Please note, depending on your answers, the total number of questions may fluctuate.
- 5 Navigation menu:** Click the arrow and use this menu to jump between modules and questions.
- 6 Previous, Next, and skip buttons:**  for moving between neighbouring pages or skipping to the start or end of the questionnaire. **You should use these rather than your browser buttons.** Please also make sure your **page is saved before moving on.**

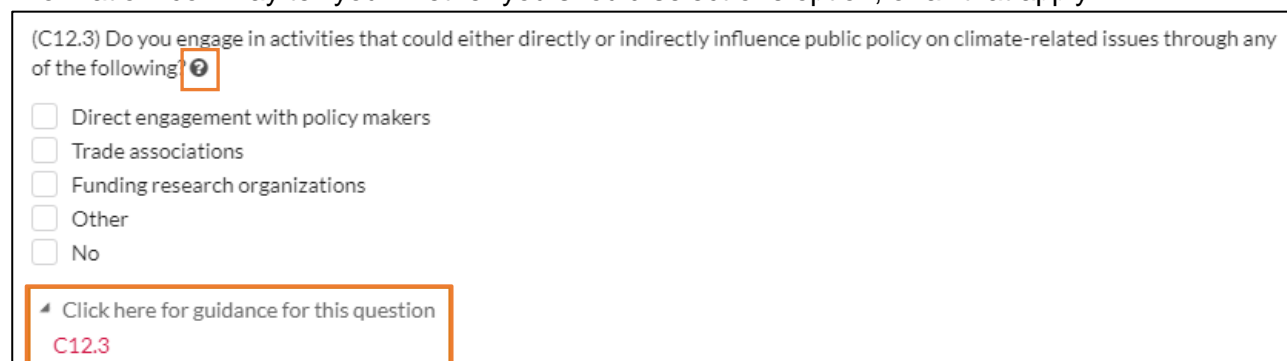
Accessing guidance


Reporting guidance

Throughout each program questionnaire, you can access that program's reporting guidance via 'Click here for guidance for this question'. When you click the option, choose the question number you are interested in and a new tab or window will open with the relevant guidance.

Information icon

You can also click the information icon  for more direction on some questions. For example, the information icon may tell you whether you should select one option, or all that apply.




(C12.3) Do you engage in activities that could either directly or indirectly influence public policy on climate-related issues through any of the following? 

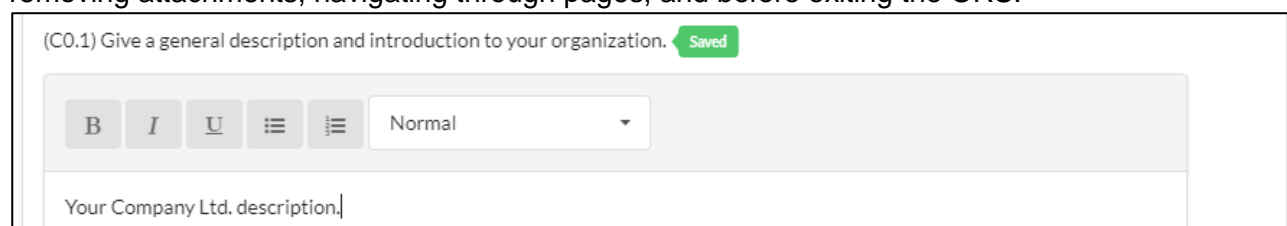
- ☐ Direct engagement with policy makers
- ☐ Trade associations
- ☐ Funding research organizations
- ☐ Other
- ☐ No


Click here for guidance for this question
C12.3



Autosave

There is an autosave function in the ORS in addition to the 'Save' button. The  icon will appear next to questions where you entered data as you move through a page.

Please do continue to use the 'Save' button when entering large amounts of data, adding or removing attachments, navigating through pages, and before exiting the ORS.



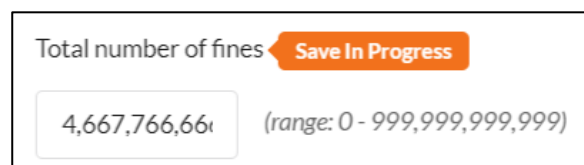
(C0.1) Give a general description and introduction to your organization. 


B **I** **U**   Normal

Your Company Ltd. description,

In addition to the green 'Saved' icon, you may see an orange 'Save in Progress' icon .

Please wait for that icon to change to the saved icon before continuing. If it does not change, there may be an issue with your internet connection, and the data you have recently entered will not be saved. Please [sign out of the ORS](#) and sign back in to continue with your response.



Total number of fines 

4,667,766,666 (range: 0 - 999,999,999,999)

Copy from last year

The disclosure platform has undergone a comprehensive re-build for the 2018 disclosure cycle. We have prioritised building features which are necessary to start disclosure and submit responses, and other features will be released during the disclosure cycle.

The complexity of ensuring that data from last year is correctly copied into this year's questionnaires, where both the questionnaires and the systems are different means that we have been unable to include the ability to copy from last year.

This will be available for the 2019 cycle, so data you enter in 2018 will be able to be brought forward into your 2019 response. While we recognize that this will be a useful function for disclosers, its absence does not prevent successful disclosure. We apologize for any inconvenience.

Export/import and formatted responses

The disclosure platform has undergone a comprehensive re-build for the 2018 disclosure cycle. We have prioritised building features which are necessary to start disclosure and submit responses, and other features will be released during the disclosure cycle.

We have not yet completed some important features, including the export/import and formatted responses functions. We are prioritizing the completion of these features.

While we recognize that these are useful functions for disclosers, they do not prevent successful disclosure. We apologize for any inconvenience.

Introduction module(s)

The first module of any questionnaire is the introduction.

The introduction should be completed and saved before you complete the rest of the modules. This is particularly important for [‘leading’ questions](#) in the introduction.

In the introductions of the questionnaires there is a lower and an upper limit for the reporting year questions (C0.2, W0.2, F0.2). The lower limit is: January 1, 2009. The upper limit is: cannot be on or after December 1, 2018 (this is not a hard limit). You will receive a warning message but will still be able to submit. There are also limits for the length of reporting year.

Leading questions

These are questions that will impact which questions or options will show later on in the questionnaire.

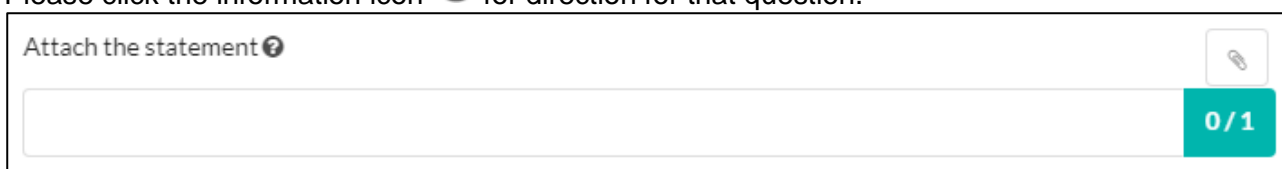
Please be aware of leading questions and check the corresponding [reporting guidance](#) for the pathways illustrating ‘leading’ questions and what impact they have on the rest of the questionnaire.


Question field features

Attachments

Some questions allow, or specifically request, attachments to be added to that question directly.

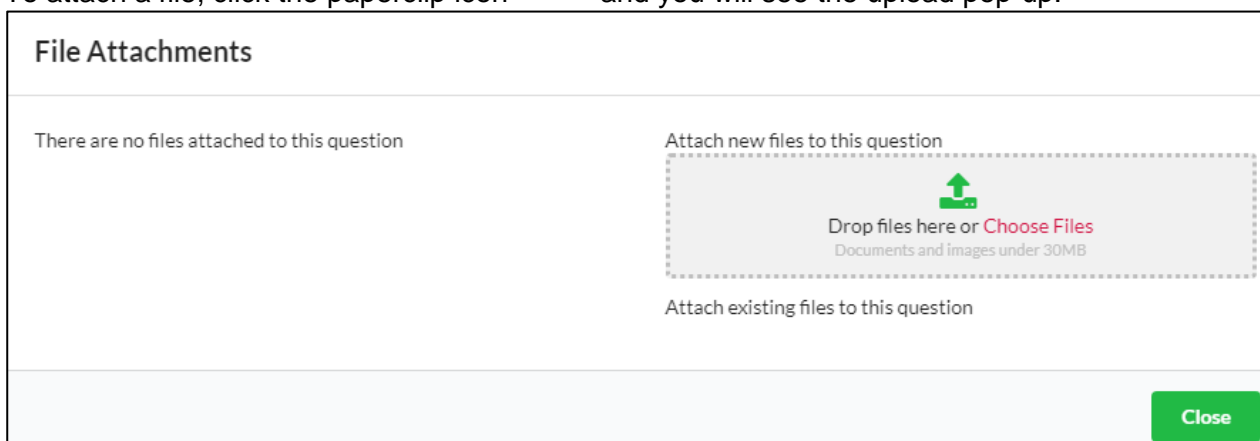
Please click the information icon  for direction for that question.



Attach the statement 

0 / 1


To attach a file, click the paperclip icon  and you will see the upload pop-up:



File Attachments

There are no files attached to this question

Attach new files to this question

 Drop files here or **Choose Files**
Documents and images under 30MB

Attach existing files to this question

Close

Add your file via the right of the pop-up, and when it has uploaded the left will change from 'there are no files attached to this question' to 'Files attached to this question' and you will see the file listed. You can add more than one file at a time.

File Attachments

Files attached to this question

File 1.docx

File 2.xlsx

Use to remove the file


Attach new files to this question

Drop files here or Choose Files

Documents and Images under 30MB

Attach existing files to this question

Close

Click 'Close'. The paperclip icon will now be blue . You cannot see directly from the ORS which files are attached. Click the paperclip icon to see your files, or to remove files.

⚠ There is a **file size limit of 30MB**. Please also ensure that the file name does not contain invalid characters (e.g. + % \$ &), or the file will not attach.

Please always use the 'Save' button for the page after attaching or removing documents to ensure you do not lose any data, and so you can access the contents of your attached file via the ORS.

Character limits

Some questions ask for responses to be completed in text fields. There are character limits set for these fields which varies between questions.

The character limits that apply to each question are displayed on the text field with a counter for your convenience.

⚠ Organizations are advised to enter their response to text fields into the ORS **before gaining management/legal approval** as character counts made within the ORS may differ slightly from those in Microsoft Word (due to formatting).

C0.1

(C0.1) Give a general description and introduction to your organization.

B I U [List Icons] Normal

Your Company Ltd. description.

30 / 5000

Comment fields

There is a comment field on some questions, accessed by clicking on a speech bubble icon. This is for specific purposes only, as set out in the guidance for each question.

The first screenshot shows a 'Relevant standard' dropdown menu with a speech bubble icon. An arrow points to the icon with the label 'Click icon'.

The second screenshot shows a text area for 'Add comment ...' with a character count '0 / 1000'. An arrow points to the text area with the label 'Add comment and click OK'. Below the text area are 'OK' and 'Cancel' buttons.

The third screenshot shows the 'Relevant standard' dropdown menu with a blue speech bubble icon containing an ellipsis. An arrow points to the icon with the label 'Icon displays as blue and with ellipsis...'.

Drop down options

For some questions, your answer is restricted to one option from a drop-down menu. Clicking on the arrow to the right of the field will reveal the full list of options. For a description of the meaning of each option in the list please consult the reporting guidance.

Organizations should select the option that best describes their situation. Please select from the categories provided whenever possible, and only select 'Other, please specify' when none of the listed options is appropriate. This greatly assists data analysis.

If organizations choose the option to select 'Other', a text box also appears. You must enter an answer in the text box for 'Other', for your answer to be valid.

The screenshot shows a 'Relevant standard' dropdown menu with 'Other, please specify' selected. Below the dropdown is a 'Clear selection' button and a text box for 'Please specify...'. An arrow points to the text box with the label 'Enter your answer here'. A character count '0 / 40' is visible on the right.

Numeric and percentage fields

In numeric fields, only digits (and decimal points if applicable) are accepted. Commas will be added automatically. There are rules on the maximum number of digits and decimal places in these fields, which vary between questions. These are clearly listed in the reporting guidance.


For percentage fields, there is no need to enter the percent symbol '%', as this is indicated in the question for you.

The first example is a numeric field for 'Gross global Scope 1 emissions (metric tons CO2e)' with the value '1,234.56' and a range '(range: 0 - 999,999,999,999)'. The second example is a percentage field for 'Proportion of reported emissions verified (%)' with the value '1,234.56' and a range '(range: 0 - 100)'.

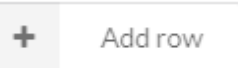
Tables


Table columns can have any of the characteristics of other question types. Character limits and number ranges will be displayed. This includes [‘leading’ questions](#) within columns and rows.

Some table questions have a fixed number of rows, and for others you can add additional rows. The ‘Add row’ function will be displayed where you can add extra rows.

(C4.2) Provide details of other key climate-related targets not already reported in question C4.1/a/b. 

▶ [Click here for guidance for this question](#)

 Add row

 Adding more than 50 rows decreases usability.

Please note that tables can be displayed in one of two formats:

- ▶ Grid format (the standard table view); or
- ▶ Vertical format. In vertical format tables, rows are separated by a line:

RE100 

Clear selection


 Delete

Target

Each ‘row’ has a delete button at the top of its section

‘Row’ separator


Framework alignment

The Framework Alignment icon  indicates if the question has a connection to any other frameworks external to CDP. For example, with the TCFD, SDGs, or the DJSI.

Further information

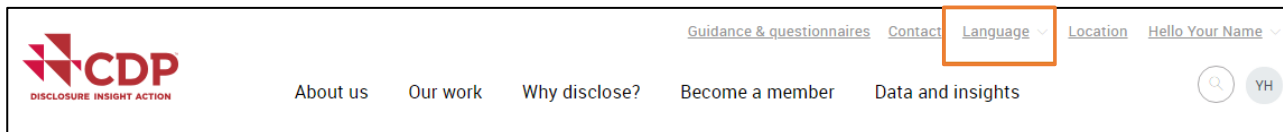
At the end of the questionnaire, in the Signoff section, there is an opportunity to provide any additional information or context that you feel is relevant to your organization’s response. This field is optional and not scored (this includes any attachments added to the ‘FI’ field).

C-FI


(C-FI) Use this field to provide any additional information or context that you feel is relevant to your organization's response. Please note that this field is optional and is not scored. 

Changing languages

If you wish to change the language that you see in your dashboard and the ORS you can do this from your dashboard using the 'Language' drop-down. You may need to sign out of the ORS, and enter it again from the dashboard, for the change to occur.



You can continue to answer your questionnaire(s) in English even if you are viewing the questionnaire in another language.

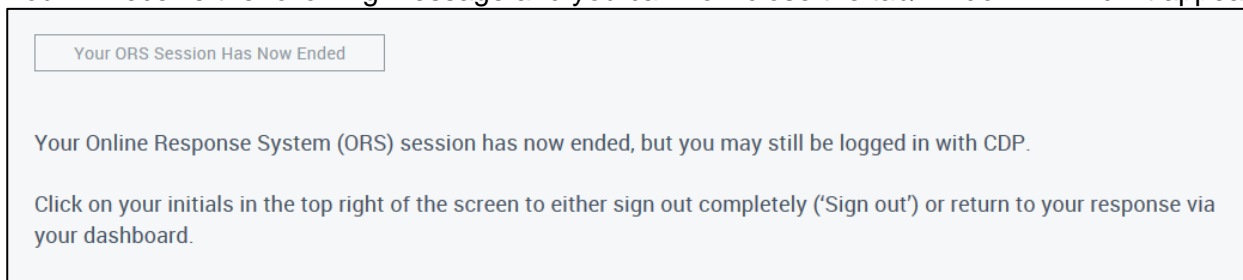
 **If your response is in any language other than English, it may not be scored.** Please check with your account manager, or local CDP office.

Signing out

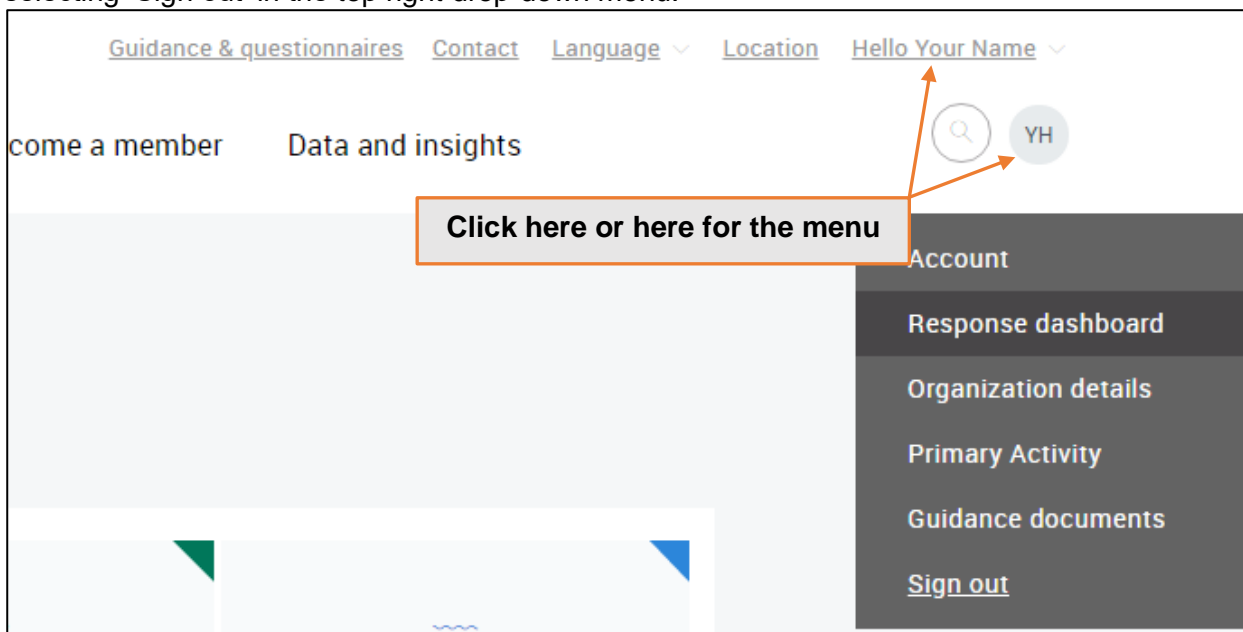
To sign out of the ORS, save your current page and click 'EXIT ORS' in the top right corner.



You will receive the following message and you can now close the tab/window in which it appears.



However, you may still be signed in to the dashboard. You can sign out of your dashboard by returning to the tab/window you may still have open, or by going to <http://www.cdp.net/>, and selecting 'Sign out' in the top right drop-down menu.



To return to the ORS to continue working on your questionnaire(s), please sign in to your dashboard at https://www.cdp.net/en/users/sign_in and click 'Continue' in the relevant program block.

Submitting your response(s)

If you have been requested to respond to multiple programs, the associated questionnaires must be submitted separately.

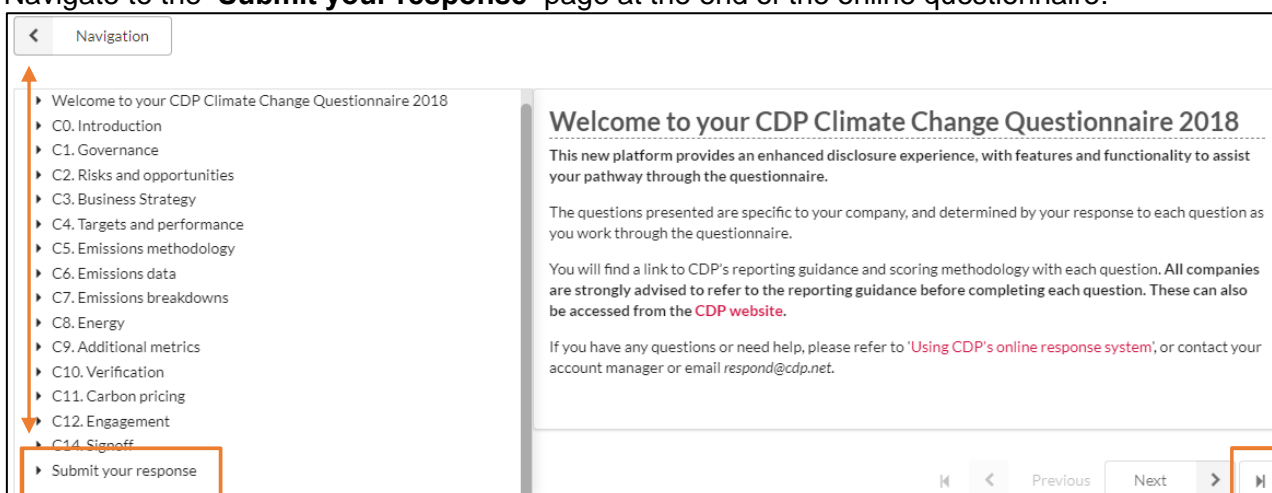
Prior to submitting a questionnaire, you are strongly encouraged to review the content paying particular attention to:

- ▶ **Spelling, grammar**, and ensuring your **emissions figures** (if applicable) are correct;
- ▶ Your answers adhere to the relevant reporting guidance document;
- ▶ Answers to questions are **not** provided in the 'Further Information' field, or as attachments, unless specifically requested;
- ▶ Web links and cross references are **not** used to answer questions; and
- ▶ The value 'Other' is selected in the drop-down list **only if no other option fits** your required value.

i Only the Main User can see the submit button and is therefore the only user that can submit the response. If you need to [change the Main User](#), the current Main User can do this via their corporate dashboard, otherwise please contact respond@cdp.net.


Making your submission choices

1. Navigate to the '**Submit your response**' page at the end of the online questionnaire:



The screenshot shows the navigation menu on the left with 'Submit your response' highlighted. The main content area displays a welcome message and instructions for using the questionnaire.

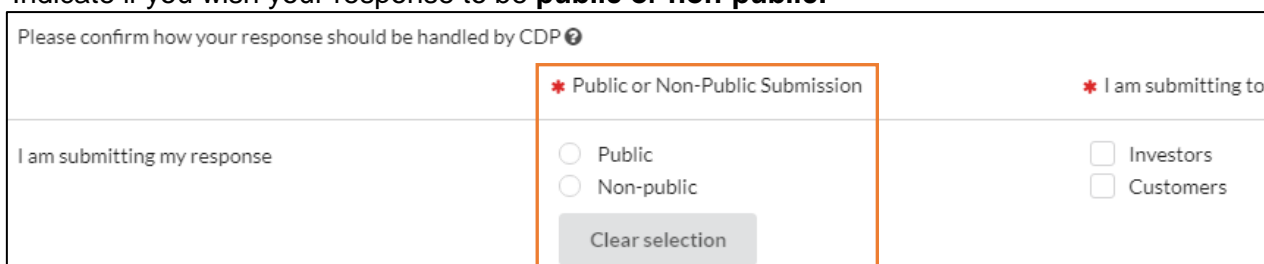
2. Select the **language** you are submitting your response in:



The screenshot shows a language selection dropdown menu with 'English' selected. A 'Clear selection' button is located below the dropdown.

! If your response is in any language other than English, it may not be scored. Please check with your account manager, or local CDP office.

3. Indicate if you wish your response to be **public or non-public**:



The screenshot shows a form with two main sections: 'Public or Non-Public Submission' and 'I am submitting my response'. The first section has radio buttons for 'Public' and 'Non-public', and a 'Clear selection' button. The second section has a 'Clear selection' button and a 'Submit' button.

For more information about the differences between a public and a non-public response, please see the Terms & Conditions that apply to the response you are submitting. You may also wish to view the Privacy Policy:

I am submitting my response

☐ Public
☐ Non-public

☐ Investors
☐ Customers

Clear selection

Please see CDP's [Privacy Policy](#)

Please read CDP's [Terms for responding to Investors \(2018 Forests\)](#) and [Terms for responding to Supply Chain Members \(2018 Forests\)](#)

4. Confirm which stakeholders (CDP investors and/or your customer(s)) you are submitting to:

Please confirm how your response should be handled by CDP

☒ Public or Non-Public Submission

☒ I am submitting to

I am submitting my response

☐ Public
☐ Non-public

☐ Investors
☐ Customers

- ▼ If you are requested by CDP investors *and* your customer(s), and tick only one of these boxes you are required to answer an additional question about why you are declining to respond to that stakeholder:

Please confirm how your response should be handled by CDP

☒ Public or Non-Public Submission
☒ I am submitting to

I am submitting my response

☐ Public
☐ Non-public

☒ Investors
☐ Customers

Clear selection

Note: If you want to submit your data to customers, you must tick the 'Customers' checkbox. You may submit the information in the Supply Chain module at a later date

☒ Please state the main reason why you are declining to respond to your Customers

☐ Request not received directly from Customers
☐ Company policy not to respond to Customers
☐ Prefer to work directly with customer, not through a third party

At this point, if you are submitting your response to your customer(s) you will also be asked if you wish to submit your supply chain module questions now or later:

Please confirm how your response should be handled by CDP

☒ Public or Non-Public Submission
☒ I am submitting to

I am submitting my response

☒ Public
☐ Non-public

☒ Investors
☒ Customers

Clear selection

☒ Are you ready to submit the additional Supply Chain Questions?

☐ Yes, submit Supply Chain Questions now
☒ No, Submit Supply Chain Questions Later

5. The **final steps** are to confirm that you have read the **Terms & Conditions** and click '**Submit**'. If you accept the Terms & Conditions, tick the box, then scroll to the top of the page to submit.

☒ Please confirm below

☒ I have read and accept the applicable Terms

Save

Share

☒ Submit

Submission confirmation

Clicking 'Submit' will take you to the 'Thank you for your submission...' page.

It provides useful information including that:

- You, the Main User, will receive an email confirming the submission.
 - If @cdp.net is not set as a safe domain for the Main User's inbox, the email may be lost.
- Your response is submitted and is no longer editable, and that any amendments required should be sent to CDP using the [appropriate form](#) (available on the submission confirmation page).
 - This may incur a small fee. Please [click here](#) to view CDP's Amendments Policy (also available on the submission confirmation page).

CDP Forests Questionnaire 2018

Thank you for your submission to the CDP Forests questionnaire 2018.

We appreciate the time and effort you have invested to submit your data to your stakeholders through CDP.

You will receive an email confirming your submission within 24-48 hours. If you do not, please contact us at respond@cdp.net.

CDP data and scores will be released later in the year. Please contact your account manager if you have questions about eligibility for scoring.

We would love to hear from you

CDP is keen to hear from corporations on using the online reporting system and the questionnaires, to improve our services. Please send any feedback to us [here](#).

Amending your response

If you need to change any part of your response, please download, complete and email the appropriate form [available here](#). This may incur a small fee – please [click here](#) to view CDP's Amendments Policy.

Back on your corporate/response dashboard the program block for your submitted response will look like a version of this (depending on your options and choices):

The screenshot shows the '2018 Forests' dashboard. It includes a status section with 'Participation Confirmed', 'Details checked', and 'Submission to CDP's signatory investors (panel of 650)' all marked as 'Completed'. A 'Successfully submitted' box highlights the completion status. Below this, a 'Continue' button is visible. A message states 'You have been requested by 1 customer to respond to this questionnaire.' A 'Can submit supply chain module later' box points to the 'Continue' button. The 'SCM Logo' and 'Email' links are also present. A 'New submission details section' box points to the 'Latest Submission Details' table. A 'View your submitted response' box points to the 'View Submission' link in the table.

Date	Submitted To	Submitted by	Public/Non-public
June 1 2018	Investors	Your Name Here	Public

[View Submission](#)

Submission of your supply chain module

If you are requested by CDP investors *and* your customer(s) and you have already submitted the core program questions to both, you will still have to submit the supply chain module questions to your customer(s).

When you are ready, navigate to the 'Submit your response' page and complete the submission process by selecting '**Yes, submit Supply Chain Questions now**' (all of your previous selections will remain the same, including the Terms & Conditions), then click '**Submit pending Authorities**':

State: Authorities pending

Save Share **Submit pending Authorities**

Questions answered 2 / 35

Navigation

Submit your response

Before clicking 'Submit pending authorities', please make sure you have:

- Checked your Supply chain module answers
- Selected 'Yes, Submit Supply Chain Questions now'
- Saved your response

* In which language are you submitting your response?

English

Please confirm how your response should be handled by CDP

* Public or Non-Public Submission

I am submitting my response

☐ Public ☐ Non-public

* I am submitting to

☒ Investors ☒ Customers


* Are you ready to submit the additional Supply Chain Questions?

☒ Yes, submit Supply Chain Questions now ☐ No, Submit Supply Chain Questions Later

You will receive a similar 'Thank you for your submission...' page to before.

Back on your corporate/response dashboard the program block for your submitted response will look like a version of this:

2018 Forests



Participation Confirmed	Completed May 29 2018	✓
Details checked	Completed May 22 2018	✓
Submission to CDP's signatory investors (panel of 650)	Completed June 1 2018	✓
Submission to your customers (1 request/s)	Completed June 1 2018	✓

You have been requested by 1 customer to respond to this questionnaire.

SCM Logo

Email ?

Everything successfully submitted

Latest Submission Details

Date	Submitted To	Submitted by	Public/Non-public	
June 1 2018	Investors, Customers	Your Name Here	Public	View Submission

The disclosure administrative fee

There is an administrative fee of US\$975 (excl. any applicable taxes) for organizations responding to one or more of our investor requests on climate change, forests, or water security. The fee applies to organizations listed, incorporated or headquartered in Argentina, Australia, Austria, Bahamas, Belgium, Bermuda, Brazil, Canada, Cayman Islands, Channel Islands, Chile, Colombia, Denmark, Finland, France, Germany, Hong Kong, Iceland, India, Indonesia, Ireland, Italy, Japan, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Norway, Peru, Philippines, Portugal, Singapore, South Africa, South Korea, Spain, Sweden, Switzerland, Taiwan, Thailand, Turkey, the UK or the USA. We will introduce the administrative fee in additional countries in the future as reporting becomes standard business practice in them.

Your organization will be exempt from the fee if (1) it falls within one of CDP's investor samples and it has not submitted a response to CDP in the last three years, or (2) it is responding only to our supply chain request. A [full list of organizations in our investor samples](#) is available on our website. All Self-selected Companies (i.e. those that have not been requested to respond to an investor request but have chosen to do so independently, irrespective of any supply chain requests) from the countries listed above are required to pay the administrative fee whether or not they have responded previously.

You can check if the fee applies to your organization when you [log in to the CDP dashboard](#) to disclose. If it does apply you will automatically be prompted to pay the fee by credit card or to request an invoice when submitting your response(s) through our online disclosure platform.

CDP is a not-for-profit organization and to deliver our services at the necessary global scale we now require a small contribution towards our costs from both organizations and investors participating in our system.

If you represent an organization that is required to pay the administrative fee and would like to know more about the payment process, please see our document [The administrative fee and the ORS](#).

Further help

For more information on responding through CDP please see the search guidance tool in the program blocks of your dashboard and the [corporate guidance page](#) of our website.

If you have any problems in accessing or using the ORS, you can check our [FAQs](#), or email respond@cdp.net with full details (and screenshots) of your issue.

Information on [CDP's Reporter Services program](#) can be obtained by contacting the team at reporter.services@cdp.net. This program provides one-to-one support from a dedicated CDP account manager to help you improve your CDP reporting and environmental practises via data and insights.

CDP also has a number of [accredited solutions providers](#) who can assist you in your response. We work with leading service and software providers that can support organizations in the collection, measurement, assurance, reporting and management of their climate and sustainability data. They can also support organizations in developing and implementing an appropriate climate change strategy to reduce their environmental impact and exposure.

All CDP operational partners have been selected based on partner, tool and service criteria. A full list of our accredited service providers is available [here](#).