



サプライチェーン質問書
オンライン回答システム(ORS)使用方法

2018年6月

CDPジャパン事務局

はじめに

始める前に:

- ▼ 推奨: Google Chrome
- ▼ ポップアップブロックを解除
- ▼ @cdp.netからのメール受信許可設定

エラーの場合は:

- ▼ ORS,ダッシュボードからサインアウト
 - ▼ クッキー、ブラウザ履歴を削除して再確認
- 問題の詳細及びエラーメッセージのスクリーンショットを添えて連絡

アクセス方法:

- ▼ CDPからのメールを確認(5月下旬送信済み)
- ▼ CDPのウェブサイトへログインの上、質問書を有効化してください
- ▼ メールが届いていない場合は、
respond@cdp.net (英語,ロンドン本部) /
japan@cdp.net(日本語,ジャパン事務局)
迄お問い合わせください

アカウントの作成 例: 気候変動質問書への回答要請メール

We are writing to let you know that you are being requested to respond to [CDP's Climate Change Questionnaire](#) on behalf of your customers who participate in the CDP Supply Chain program.

①

[COMPANY A / SUPPLIER A](#) is being asked to provide information by [CUSTOMER 1, CUSTOMER 2, CUSTOMER 3](#)

②

Please [Click here](#) to sign in and then confirm that your response may be shared with these companies.

Important Information:

- ▼ Please remember that the deadline to provide your response to investors remains the same but you have until **August 16th** to submit to CDP Supply Chain.
- ▼ We have created a [step-by-step guide](#) to the process for companies that have been asked to respond through both programs, which you may find helpful in navigating the system.
- ▼ CDP will never reveal which customers have identified you as a supplier and you will only need to complete one response each year, even if you receive multiple requests.
- ▼ Your company may have received a request from more than one customer and notification has been sent to a full list of contacts provided by our members.
- ▼ If you have a technical question regarding your response that is not answered by the guidance, please email respond@cdp.net.

Your participation is greatly appreciated.

Best regards,

CDP

respond@cdp.net

www.cdp.net | [@CDP](#) | [CDP LinkedIn](#)

アカウントの作成(新規ユーザー)

1. パスワードを設定

2. Registerボタンをクリック

3. 確認メール受信

4. リンクをクリック

5. 登録完了

Welcome Company X!

Already a CDP user? [Login](#)

Need help?

primarycontact@noemail.com

Company X

Not your email and company? Please contact your account manager to complete your personalised registration.

Company X

Primary contact

1 Please provide a password

New password Show

Confirm password Show

Registering confirms you agree to CDP's [Terms & Conditions](#) and [Privacy Policy](#)

2 Register



お困り
ですか？

案内または確認メールを受け取りましたか？

電子メール アドレスを提出してください。その後、登録または確認リンクをお送りします。

この機能を使用する前に、[@cdp.netからの電子メールを許可してください。](#)。再送信したリンクがスパム フィルターでブロックされる可能性があるため、ご注意ください。[ここをクリックして、](#)これを行う方法を確認してください。

メールアドレスを入力

電子メールを再送信

アカウント作成



- ▼ CDPウェブサイトのもどこからでもアイコンを使って企業ダッシュボードにアクセス可能
- ▼ 確認リンクを使って再度サインインすることは出来ません

パスワードの変更

The screenshot shows the CDP website's account page. The header includes the CDP logo, navigation links (About us, Our work, Why disclose?, Become a member, Data and insights), and utility links (Guidance & questionnaires, Contact, Language, Location). A user profile dropdown menu is open, showing options: Account, Response dashboard, Guidance documents, and Sign out. The main content area contains a breadcrumb trail (Home > Account) and a message: "This page is to review your personal details and change your password. Use the menu under your initials to navigate to your dashboard." Red annotations include a circled '1' pointing to the 'Hello YNH' dropdown, a circled '2' pointing to the user initials 'YT', and an orange box highlighting the 'Account' menu item.

Guidance & questionnaires Contact Language Location Hello YNH

About us Our work Why disclose? Become a member Data and insights

Account

Response dashboard

Guidance documents

Sign out

Home > Account

This page is to review your personal details and change your password. Use the menu under your initials to navigate to your dashboard.

パスワードの変更

^ Details

Name	YNH Too	
Email	ynh.too@cdp.test	
Organization	Your Company Ltd.	
Current password	Current password	<input type="checkbox"/> Show
New password	New password	<input type="checkbox"/> Show
Password Confirmation	Confirm password	<input type="checkbox"/> Show

Update password →

パスワードを忘れた場合

https://www.cdp.net/ja/users/sign_in

japan@cdp.net

●●●●●●●●

表示

[パスワードをお忘れですか？](#)

[登録または確認のリンクを再送信します](#)

サインイン →

CDPユーザーではありませんか？ [登録](#)

ダッシュボード

<https://www.cdp.net/en>

画面右上のsign inよりログイン

About us Our work Why disclose? Become a member Data and insig

Guidance & questionnaires Contact Language

①


1. 言語の選択

English
Español
Français
日本語
Português
中文

Home > Corporate Dashboard

②

2. CDPプログラム


Climate Change

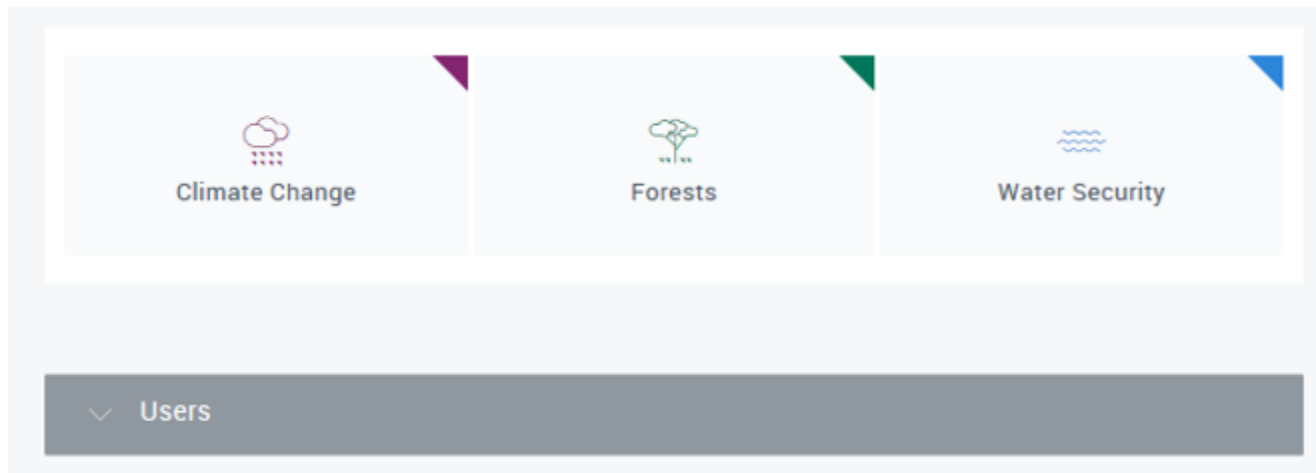

Forests


Water Security

2017年からの変更点

サプライチェーンの質問書へは
気候変動・フォレスト・ウォーターの
各質問書よりアクセス可能です

ユーザータイプ



ユーザータイプ

The screenshot shows a 'Users' management page with three user entries: 'Main User', 'Contributor', and 'View Only'. Each entry has a role label and a name. A central diagram shows a box labeled 'メインユーザーのみの機能' (Main User Only Functions) with four arrows pointing to links: 'Change to View Only', 'Make Main User', 'Change to Contributor', and 'Make Main User'. A red 'Add New User' button is at the bottom left.

Users

These permissions apply to all questionnaires in this response cycle

Main User
YH Your Name Here

Contributor
YT YNH Too

View Only
WR Will Read

Add New User

Change to View Only

Make Main User

メインユーザーのみの機能

Change to Contributor

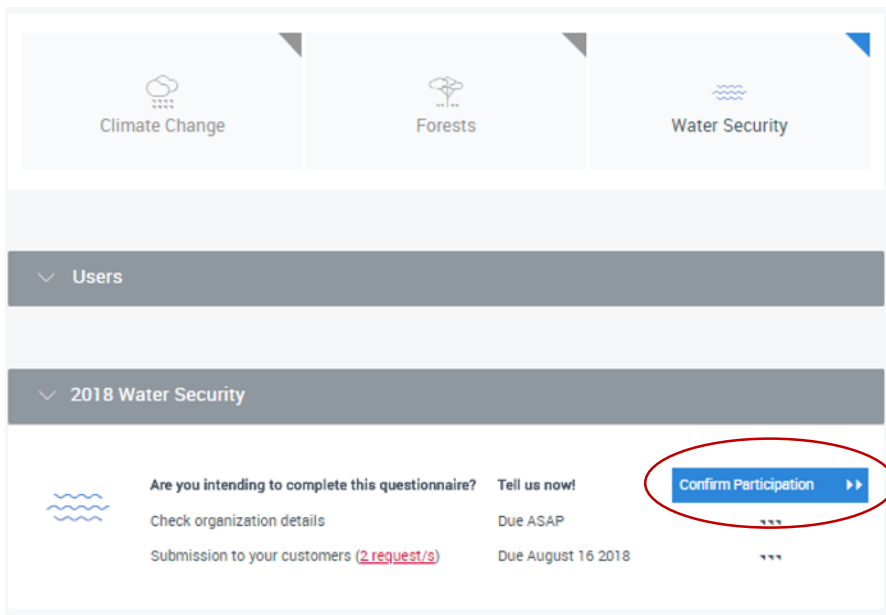
Make Main User

メインユーザー

- ▼ データ入力、保存、閲覧のみ可能なリンクの作成と共有
- ▼ 質問書を提出
- ▼ 他のユーザーの役割を変更

ユーザーの追加：メインユーザーから
削除：CDPを通じてのみ可能
<https://cdp-jp.net/1529458868>

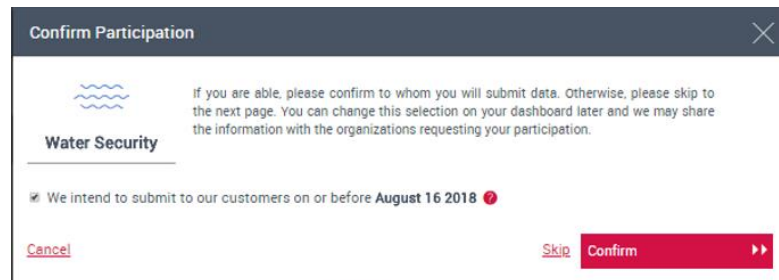
回答の開始 質問書の有効化



The screenshot shows the CDP dashboard with three main sections: Climate Change, Forests, and Water Security. Below these are sections for 'Users' and '2018 Water Security'. In the '2018 Water Security' section, there is a table with the following content:

Are you intending to complete this questionnaire?	Tell us now!	Confirm Participation >>
Check organization details	Due ASAP	***
Submission to your customers (2 request/s)	Due August 16 2018	***

Confirm Participation /
質問書への回答を希望
をクリックしてください



The dialog box titled 'Confirm Participation' for 'Water Security' contains the following text:

Water Security


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 our customers on or before August 16 2018

Buttons: [Cancel](#), [Skip](#), [Confirm >>](#)

メインユーザー

2018 Water Security

 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

詳細確認

[Home](#) > [Corporate Dashboard](#)

 **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: Mozambique [Change](#)


Your Website Address (optional)

Twitter name (optional)

[Return to dashboard](#) [Next](#) >>

質問書バージョンの確認

Home > Corporate Dashboard


 Confirm questionnaire version

Your organization may be eligible to answer the minimum version of the questionnaire

① Does your company have less than €250 million/\$250 million annual revenue?

[Return to dashboard](#)

質問書バージョンの確認

 Confirm questionnaire version

Your organization may be eligible to answer the minimum version of the questionnaire

Does your company have less than €250 million/\$250 million annual revenue? Yes No

② We will complete the FULL version of the questionnaire
 We will complete the MINIMUM version of the questionnaire

[Return to dashboard](#)

質問書バージョンの確認



Confirm questionnaire version

Your organization may be eligible to answer the minimum version of the questionnaire

Does your company have less than €250 million/\$250 million annual revenue?

Yes

No

You need to fill out the FULL version of the questionnaire



Previous

[Return to dashboard](#)

Next



サプライチェーン追加質問

Would you like to see the additional supply chain questions? These apply if you are responding to a request from a customer.

No

Yes

Next

セクター分類の選択

Industry	Activity Group	Activity
Biotech, Health Care & Pharma	Metal smelting, refining & forming	Alumina refining
Food, beverage & agriculture	Other materials	Aluminium refining
Apparel	Wood & rubber products	Copper refining
Fossil fuels	Cement & concrete	Iron & steel mills
Hospitality		Metal processing
Infrastructure		Other non-ferrous refining
Manufacturing		
Materials		
Mineral extraction		

ダッシュボード

Climate Change
Forests
Water Security

Volunteer

Users

2018 Water Security

Participation Confirmed	Completed	
Details checked	Completed May 24 2018	② ✓
	Completed May 22 2018	✓
Submission to your customers (2 request/s)	Due August 16 2018	① Continue

You have been requested by 2 customers to respond to this questionnaire.

accenture
High performance. Delivered.

Other

Email

① 回答要請企業

-企業数

-企業リスト

-メール問い合わせ窓口

② 質問書回答開始

ORS

The screenshot shows the user interface of the CDP Climate Change Questionnaire 2018. At the top right, there is a red button labeled 'EXIT ORS' with a blue callout box containing the number '1'. Below this, the user is logged in as 'Your Name Here'. The top left features the CDP logo and a blue callout box with the number '2' pointing to the navigation menu which includes 'Dashboard overview', 'View previous responses', and 'Manage users'. Below the navigation menu is a 'Need help?' link. The main heading is 'CDP Climate Change Questionnaire 2018' in red. Below the heading, the state is 'Draft'. A blue callout box with the number '3' points to a row of buttons: 'Save', 'Share', and 'Submit'. Below the buttons is a progress bar labeled 'Questions answered' with a blue callout box '4' and a '0 / 50' indicator. A blue callout box with the number '5' points to a 'Navigation' button. The main content area contains a welcome message: 'Welcome to your CDP Climate Change Questionnaire 2018'. Below this, there are three paragraphs of text explaining the platform's features and providing guidance. A blue callout box with the number '6' points to the bottom navigation bar which includes 'Previous', 'Next', and other navigation icons.

1. Exit ORS
2. ダッシュボードリンク
3. 保存、Share, Submit
4. 回答された質問の数
5. ナビゲーションメニュー
6. 前、次、スキップボタン

オートセーブ

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

B

I

U

☰

☰

Normal

Your Company Ltd. description|

Total number of fines **Save In Progress**

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

ORS > イン트로ダクションページ

C0.2

(C0.2) State the start and end date of the year for which you are reporting data.

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

Start date	End date
<input type="text" value="05/01/2017"/>	<input type="text" value="05/01/2018"/>

Indicate if you are providing emissions data for past reporting years

Yes

No

Clear selection

報告年の入力 ※1年間で入力

気候変動 : CC0.2

ウォーターセキュリティ : W0.2

フォレスト : F0.2

< Navigation

- ▶ Welcome to your CDP Climate Change Questionnaire 2018
- ▶ C0. Introduction
- ▶ C1. Governance
- ▶ C2. Risks and opportunities
- ▶ C3. Business Strategy
- ▶ C4. Targets and performance
- ▶ C5. Emissions methodology
- ▶ C6. Emissions data
- ▶ C7. Emissions breakdowns
- ▶ C8. Energy
- ▶ C9. Additional metrics
- ▶ C10. Verification
- ▶ C11. Carbon pricing
- ▶ C12. Engagement
- ▶ C14. Signoff
- ▶ Submit your response

Welcome to your CDP Climate Change Questionnaire 2018

This new platform provides an enhanced disclosure experience, with features and functionality to assist your pathway through the questionnaire.

The questions presented are specific to your company, and determined by your response to each question as you work through the questionnaire.

You will find a link to CDP's reporting guidance and scoring methodology with each question. **All companies are strongly advised to refer to the reporting guidance before completing each question. These can also be accessed from the [CDP website](#).**

If you have any questions or need help, please refer to 'Using CDP's online response system', or contact your account manager or email respond@cdp.net.

⏪ < Previous Next > ⏩

ORS > 回答の提出 2

メインユーザーのみ表示

Save Share **Submit**

Questions answered ?

25 / 72

> Navigation

Submit your response

* In which language are you submitting your response?

Japanese

Clear selection

Please confirm how your response should be handled by CDP ?

② * Public or Non-Public Submission

③ * I am submitting to

I am submitting my response

Public
 Non-public

Investors
 Customers

Clear selection

- ① 回答言語の選択
- ② 回答の公開可否の選択
- ③ 公開先を選択

①

Please confirm how your response should be handled by CDP ⓘ

* Public or Non-Public Submission

* I am submitting to

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

I am submitting my response

Public

Non-public

Clear selection

Investors

Customers

Yes, submit Supply Chain Questions now

No, Submit Supply Chain Questions Later

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

Please read CDP's [Terms for responding to Supply Chain Members \(2018 Water Security\)](#)

* Please confirm below

I have read and accept the applicable Terms

サポート

Email support:

respond@cdp.net (英語、ロンドン本部)

japan@cdp.net (日本語、日本事務局)

ジャパン事務局 FAQ

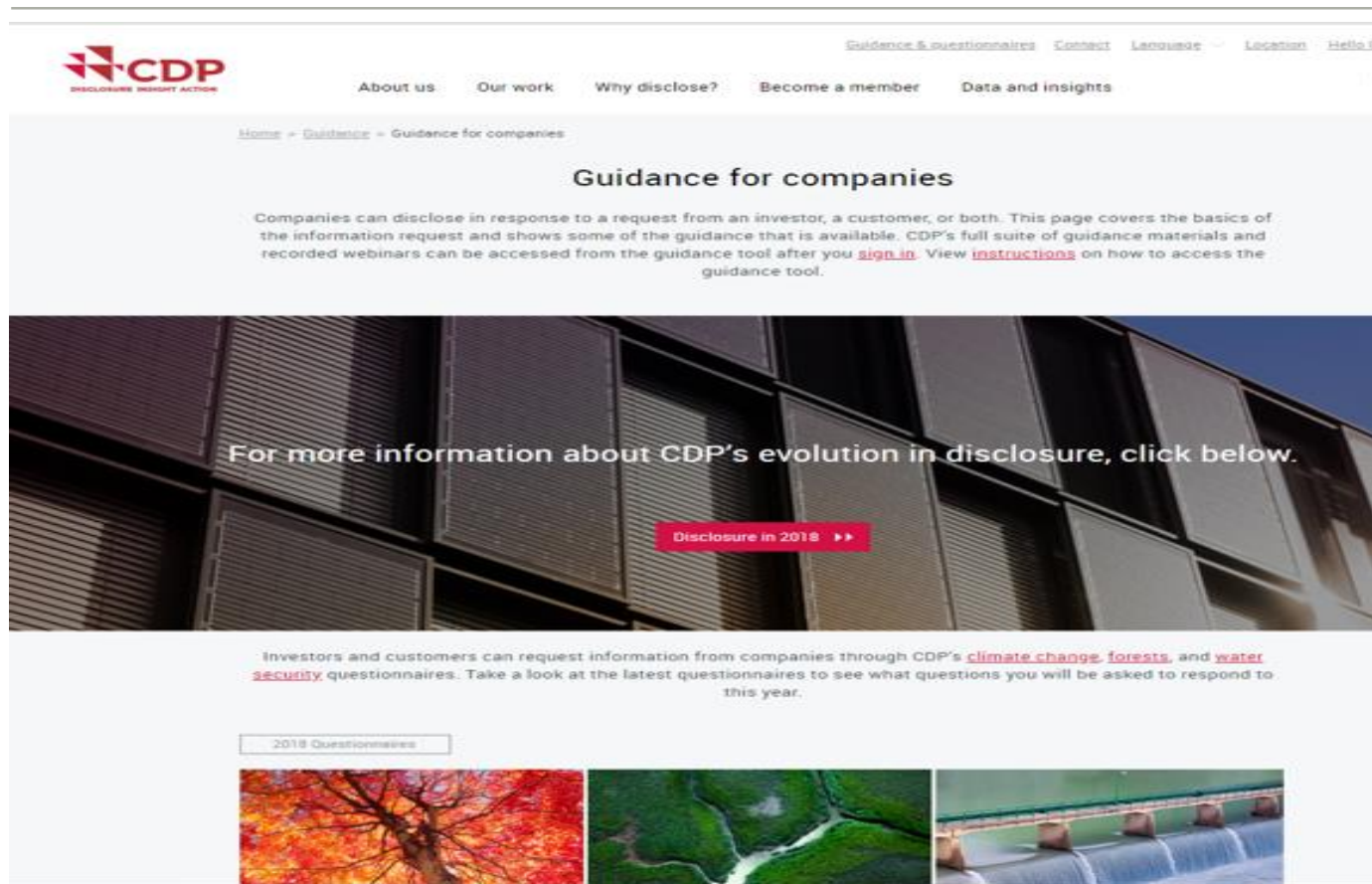
<https://cdp-jp.net/1516767582/FAQ>

ORSユーザーマニュアル 英語版 (2018年度CDP投資家要請質問書)

<https://cdp-jp.net/1516767582/webinars2018>

ガイダンス

<https://www.cdp.net/en/guidance/guidance-for-companies>



The screenshot shows the CDP website's 'Guidance for companies' page. At the top left is the CDP logo with the tagline 'DISCLOSURE INSIGHT ACTION'. The top navigation bar includes links for 'Guidance & questionnaires', 'Contact', 'Language', 'Location', and 'Hello G'. Below this is a secondary navigation bar with 'About us', 'Our work', 'Why disclose?', 'Become a member', and 'Data and insights'. The main content area features a breadcrumb trail 'Home > Guidance > Guidance for companies' and a heading 'Guidance for companies'. A paragraph explains that companies can disclose in response to a request from an investor, a customer, or both, and provides links for 'sign in' and 'instructions'. Below this is a large image of a modern building facade with a call to action: 'For more information about CDP's evolution in disclosure, click below.' and a red button labeled 'Disclosure in 2018 >>'. Further down, a text block mentions CDP's 'climate change, forests, and water security' questionnaires. At the bottom, there is a '2018 Questionnaires' section with three small images: autumn trees, a green landscape with a stream, and a dam.

CDP
DISCLOSURE INSIGHT ACTION

Guidance & questionnaires Contact Language Location Hello G

About us Our work Why disclose? Become a member Data and insights

Home > Guidance > Guidance for companies

Guidance for companies




Companies can disclose in response to a request from an investor, a customer, or both. This page covers the basics of the information request and shows some of the guidance that is available. CDP's full suite of guidance materials and recorded webinars can be accessed from the guidance tool after you [sign in](#). View [instructions](#) on how to access the guidance tool.

For more information about CDP's evolution in disclosure, click below.

Disclosure in 2018 >>

Investors and customers can request information from companies through CDP's [climate change](#), [forests](#), and [water security](#) questionnaires. Take a look at the latest questionnaires to see what questions you will be asked to respond to this year.

2018 Questionnaires



ありがとうございました

問い合わせ先
CDPジャパン事務局
japan@cdp.net