
Using CDP's Disclosure Platform

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



Contents

Introduction	4
The basics.....	5
Register, confirm, and sign in.....	5
Your dashboard	7
Guidance tool.....	9
Changing your password	10
User types	11
Your request(s) – getting started	12
What are you requested to do?	12
Who has requested your participation?	12
When is the deadline?	12
Confirm your participation	13
Your ORS.....	18
Exit ORS.....	18
Save, Share & Submit.....	18
Questions answered progress bar	18
Navigation menu.....	18
Previous, Next, and skip buttons.....	18
Accessing guidance	19
Autosave.....	19
Copy from last year	19
Export to Excel.....	20
Imports.....	20
Formatted responses	20
Introduction module(s)	21
Leading questions.....	21
Question field features	21
Framework alignment	24
Further information.....	24
Changing languages	25
Signing out	25
To return to the ORS.....	25
Submitting your response(s).....	26
Making your submission choices.....	26
Submission confirmation	28
Accessing your submitted response.....	28
Submission of your supply chain module	29
The disclosure administrative fee	30
Further help.....	30

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	Contents page expanded, and header changes made (minor wording changes some sections of 'Key features of the ORS' combined) Wording changes to 'Your dashboard' page (meaning remains the same) Additional information about public and non-public responses in the 'Submitting your response' section. 'Program specific differences' section added. Additional information in the 'Getting help' section.
2.0	February 2017	February 2017	Wording changes to refer to 'CDP's disclosure platform' to encompass the whole CDP system, rather than just 'the ORS'. Other minor wording updates for 2017 as more organizations will now be registered on the new website. Additional information about 'My Files', the admin fee and the new guidance tool.
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.
3.1	2 July 2018	2 July 2018	Added new information about the export to Excel feature of the ORS.
3.2	6 July 2018	10 July 2018	Added 'Organization details' and 'Primary sector' dashboard page information, Add New User and Remove user details, sign in tips, new information about accessing your submitted response, and extra route to change your password.
3.3	17 July 2018	17 July 2018	Information on the newly released 'Formatted response' function (for submitted responses).
3.4	1 Aug 2018		Information about import functionality.

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.

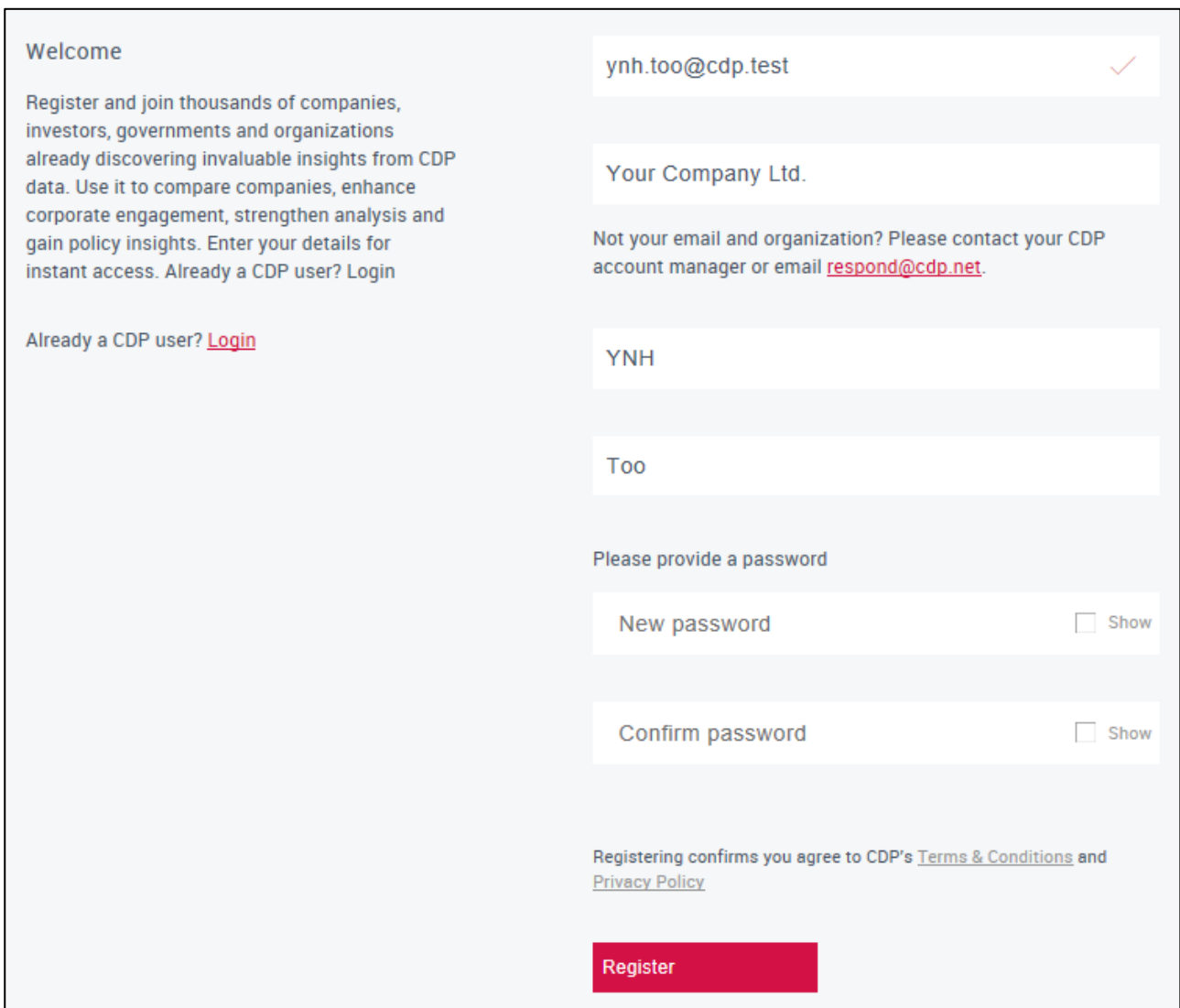
The basics

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).

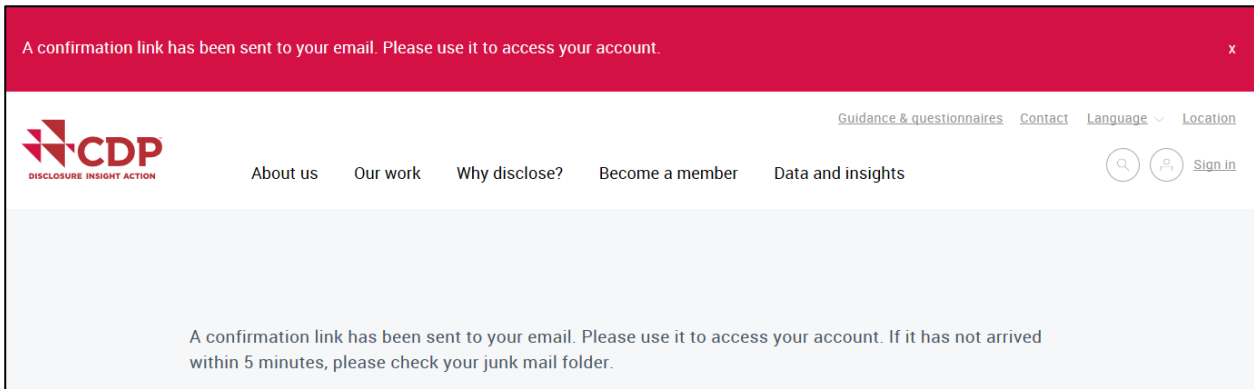
If you are using the activation link to register for the first time, create a password and click 'Register' (your email address, organization, and name will be prepopulated):



The screenshot shows a registration form with the following elements:

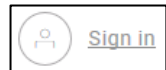
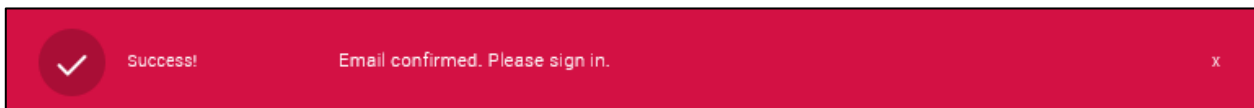
- Welcome** header.
- Introductory text: "Register and join thousands of companies, investors, governments and organizations already discovering invaluable insights from CDP data. Use it to compare companies, enhance corporate engagement, strengthen analysis and gain policy insights. Enter your details for instant access. Already a CDP user? [Login](#)"
- Input fields for:
 - Email: ynh.too@cdp.test (with a checkmark icon)
 - Company Name: Your Company Ltd.
 - Organization Name: YNH
 - First Name: Too
 - New password (with a "Show" toggle)
 - Confirm password (with a "Show" toggle)
- Text: "Not your email and organization? Please contact your CDP account manager or email respond@cdp.net."
- Text: "Registering confirms you agree to CDP's [Terms & Conditions](#) and [Privacy Policy](#)"
- A red **Register** button.

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 icon on any page of the CDP website. You cannot use your confirmation link to sign in again.

i 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. Please note that you should not copy and paste your email or password into the fields as spaces that may be copied in will mean your details are not recognised.

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**.

[Main Users](#) also see two extra options in the menu:

▼ Organization details: check details for your organization such as website and address.

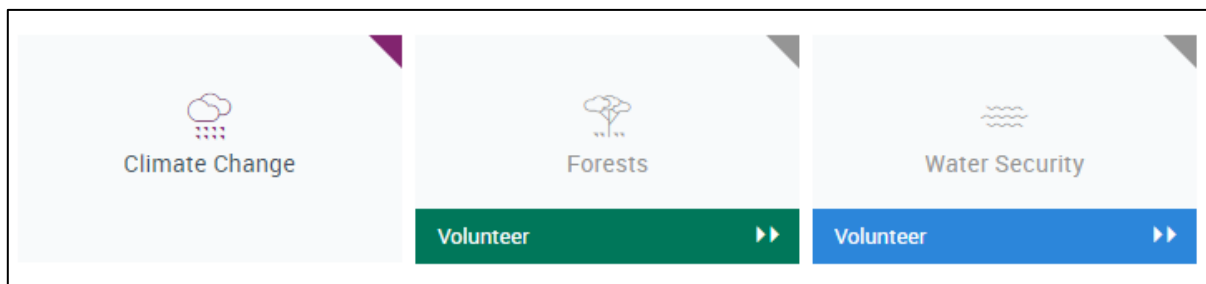
▼ Primary Activity: view the sector that your organization is classed under.

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.

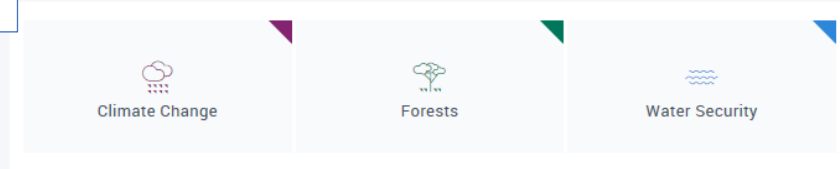
10 Search for Corporate Responses: search participation history for your, or any other, organization.

1a



[Home](#) > Corporate Dashboard

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

- Account
- Response dashboard
- Guidance documents
- Sign out

2

Jump to...

- Users
- Questionnaires
- Previous scores and responses
- Access my data

3

10 Search for Corporate Responses

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'. A search icon and 'GT' are highlighted with a red box. Below the navigation bar, there is a breadcrumb trail 'Home > Guidance documents'. The main content area features a search form with the following elements:

- 1** A 'Program' dropdown menu with 'Climate Change 2018' selected.
- 2** A 'Category' dropdown menu with 'Technical Information' selected.
- 3** A 'Keyword' text input field.
- A red 'Search' button with a right-pointing arrow.

Below the search form is a table of search results:

Title	Programs	Categories
CDP technical note - Carbon pricing	Climate Change 2018, Supply Chain 2018	Technical Information
CDP technical note - Scenario analysis	Climate Change 2018, Supply Chain 2018, Water 2018, Forests 2018	Technical Information

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.

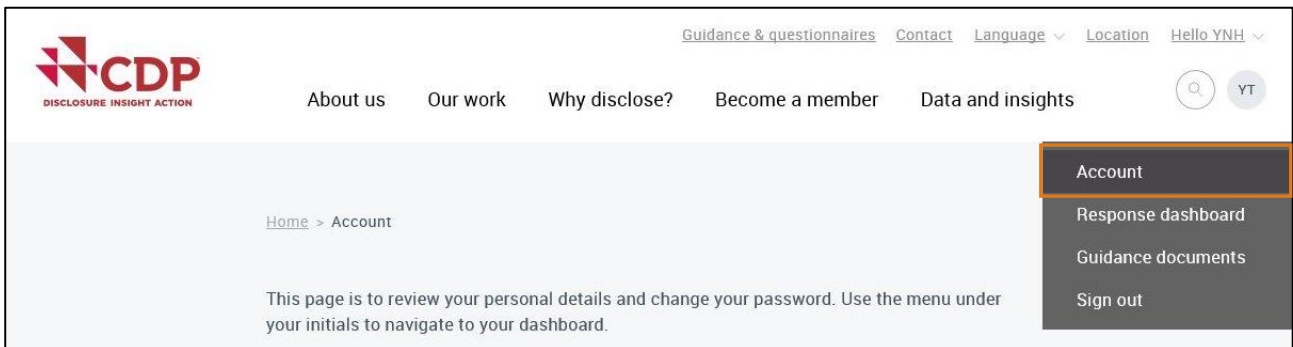
To access translated documents, please see the instructions on the guidance tool page.

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:

The screenshot shows the 'Details' section of the account page. It has a dark blue header with a chevron icon and the text 'Details'. Below this are three rows of user information: 'Name' (YNH Too), 'Email' (ynh.too@cdp.test), and 'Organization' (Your Company Ltd.). The bottom half of the block is enclosed in an orange border and contains three password fields: 'Current password', 'New password', and 'Password Confirmation'. Each field has a 'Show' button with a checkbox icon. 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.

 There is also a ['Forgotten your password?'](#) link on the [sign in page](#).

User types

A contact may be one of three user types, each with different permissions. There is also an additional user type that a non-listed contact can be granted. User types are for the current year only, therefore the listed contacts will not automatically be 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:


The screenshot shows the 'Users' dashboard with a dark header. Below the header, it states 'These permissions apply to all questionnaires in this response cycle'. The dashboard is divided into three sections: 'Main User', 'Contributor', and 'View Only'. Each section has a user profile card with a circular avatar and a name. The 'Main User' section shows a user 'Your Name Here' with a 'YH' avatar. The 'Contributor' section shows a user 'YNH Too' with a 'YT' avatar. The 'View Only' section shows a user 'Will Read' with a 'WR' avatar. Below the 'View Only' section is a red button labeled 'Add New User'. Two grey boxes with orange borders are overlaid on the dashboard. The first box, labeled 'Listed contacts', has arrows pointing to the 'Main User' and 'Contributor' sections. The second box, labeled 'Main User functions only', has arrows pointing to the 'Add New User' button and three red links: 'Change to Contributor', 'Make Main User', and 'Remove User'. The 'Contributor' and 'View Only' sections also have their own red links: 'Change to View Only', 'Make Main User', and 'Remove User' for the Contributor; and 'Change to Contributor', 'Make Main User', and 'Remove User' for the View Only user.

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 'read 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 add or remove contacts (for the current year) via their 'Users' block. They can also change the roles of other users (as per the links shown in the illustration above). Please note that the 'Make Main User' link will only be active if that contact has registered, and that added contacts should be from your own organization.

- ▼ **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

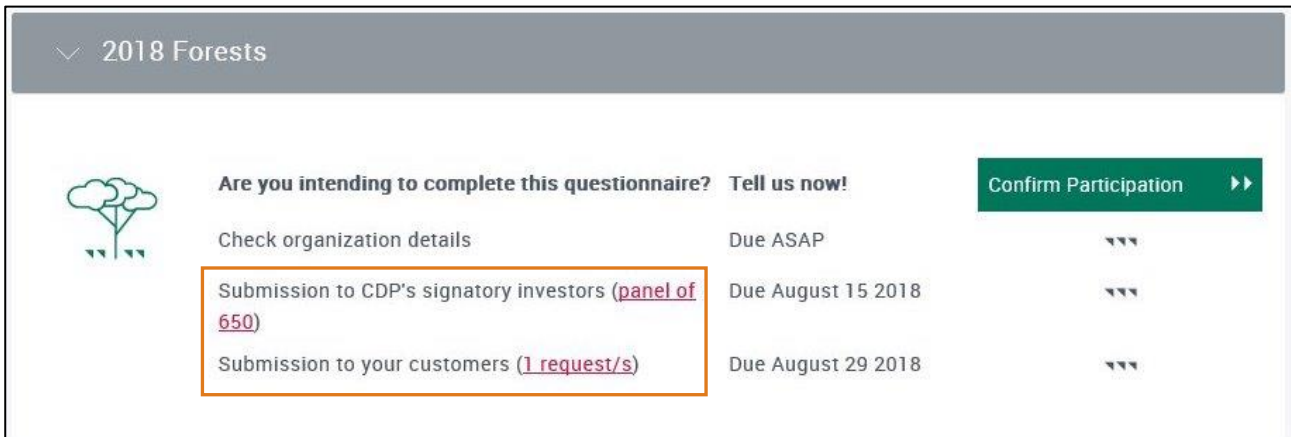
Organizations need to activate their questionnaire(s) each year and for each requested program. You can do this once you have received your invitation email.

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.



The screenshot shows a program block for '2018 Forests'. It includes a tree icon, a 'Tell us now!' button, and a 'Confirm Participation' button. Below these are three rows of questionnaire details:

Questionnaire	Due Date	Action
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:

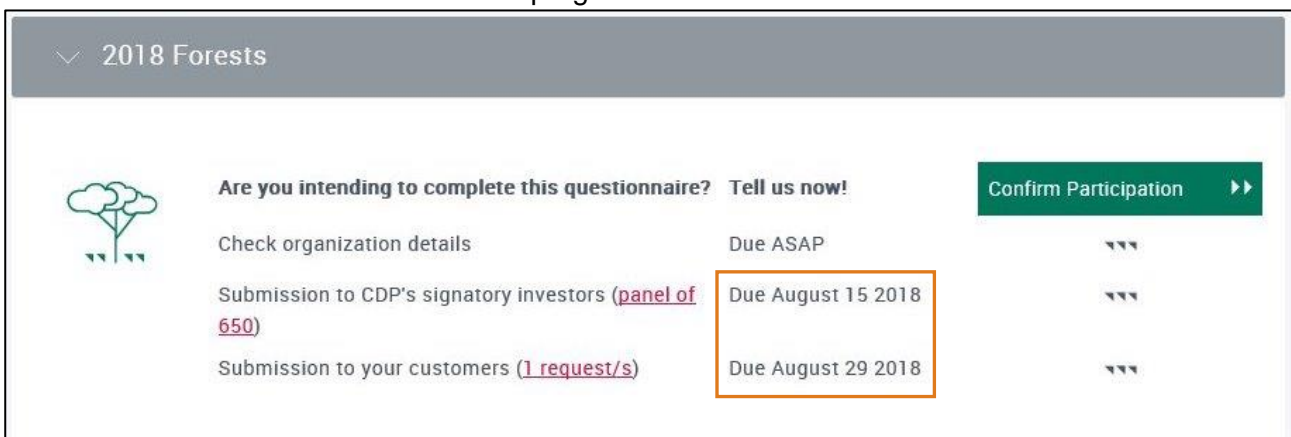
- ▶ [CDP's signatory investors](#): organizations are requested on behalf of all of CDP's signatory investors (this includes [Self-selected companies](#)); and/or
- ▶ [CDP's Supply Chain Members](#): organizations are requested by their specific customer(s)

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.

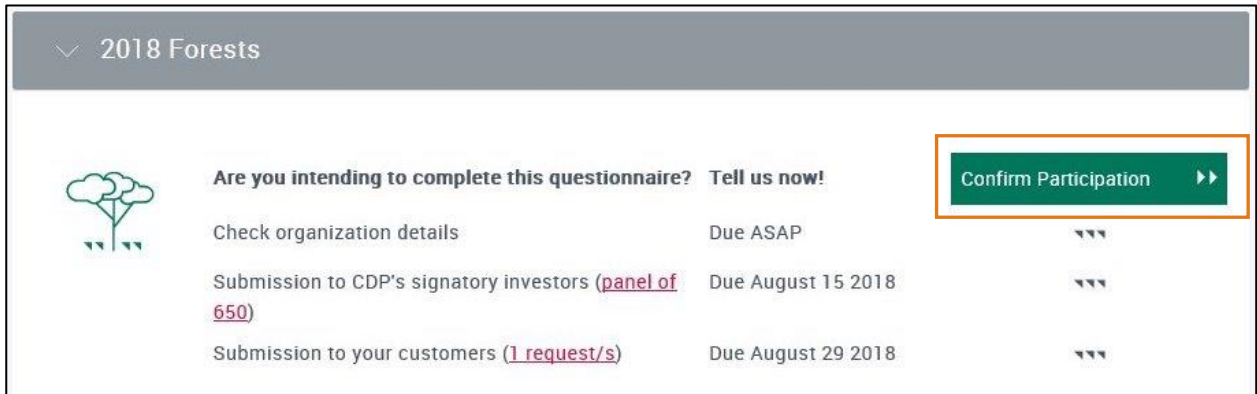


This screenshot is identical to the one above, but with the 'Due August 15 2018' and 'Due August 29 2018' dates highlighted in orange boxes.

i If you have arranged an extension with CDP this will be displayed here.

Confirm your participation

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



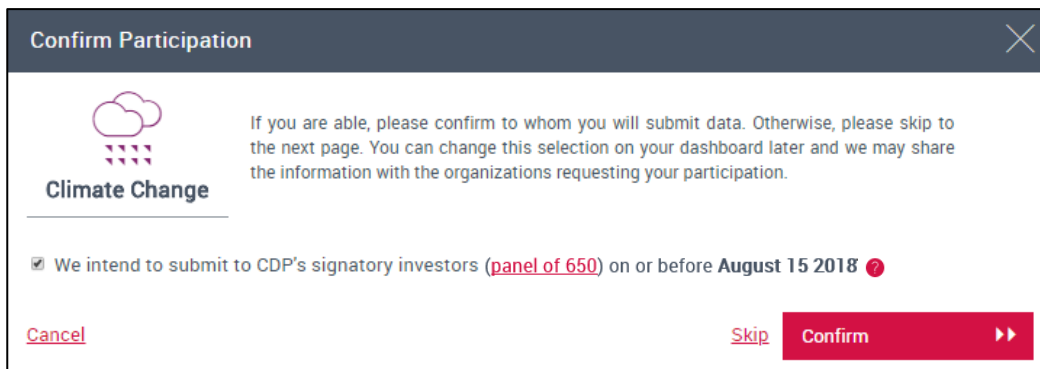
The screenshot shows a user interface for the '2018 Forests' program. At the top, there is a header '2018 Forests' with a dropdown arrow. Below the header, there is a tree icon and the text 'Are you intending to complete this questionnaire? Tell us now!'. To the right of this text is a green button labeled 'Confirm Participation' with a right-pointing arrow, which is highlighted with an orange border. Below this, there are three rows of information:

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	☐☐☐

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

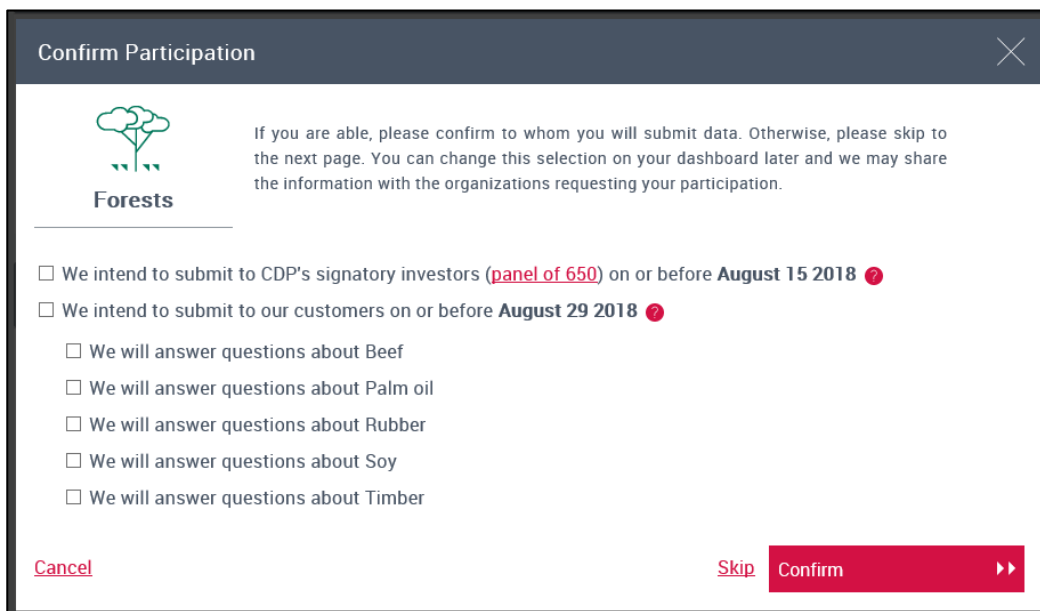
⚠ By clicking 'Skip' you are still confirming participation. If you do not wish to confirm participation, please click 'Cancel'. Once you have confirmed participation here it cannot be changed. This does not change your final submission options.

- 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):



The screenshot shows a 'Confirm Participation' pop-up window for 'Climate Change'. It features a cloud and rain icon. The text reads: '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.' Below this, there is a checked checkbox: 'We intend to submit to CDP's signatory investors ([panel of 650](#)) on or before **August 15 2018** ?'. At the bottom, there are three buttons: 'Cancel', 'Skip', and 'Confirm' with a right-pointing arrow.


- 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):



The screenshot shows a 'Confirm Participation' pop-up window for 'Forests'. It features a tree icon. The text reads: '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.' Below this, there are two unchecked checkboxes: 'We intend to submit to CDP's signatory investors ([panel of 650](#)) on or before **August 15 2018** ?' and 'We intend to submit to our customers on or before **August 29 2018** ?'. Under the second checkbox, there are four more unchecked checkboxes: 'We will answer questions about Beef', 'We will answer questions about Palm oil', 'We will answer questions about Rubber', and 'We will answer questions about Soy'. At the bottom, there are three buttons: 'Cancel', 'Skip', and 'Confirm' with a right-pointing arrow.

- 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.

- 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](#)

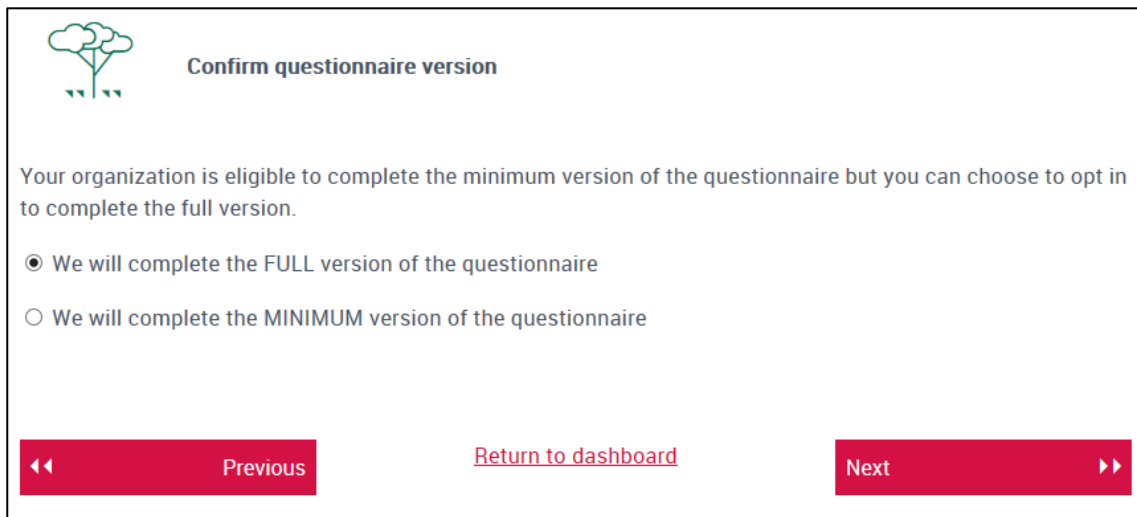
Next

▶▶

 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.

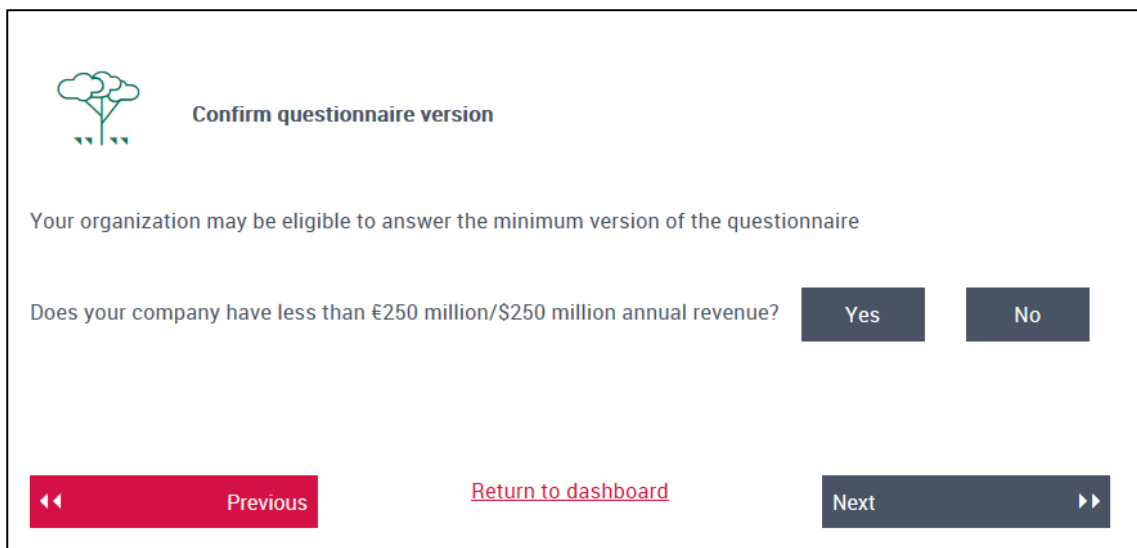
5. The next step is about the minimum and full versions of the questionnaires. If your organization is not eligible, you will not see either of these pages (skip to step 6).

- ▼ 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?" with 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



Participation Confirmed

Details checked

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

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

Click 'Continue' to access the ORS

Completed May 29 2018

Completed May 22 2018

Due August 15 2018

Due August 29 2018

✓


✓

Continue ▶▶

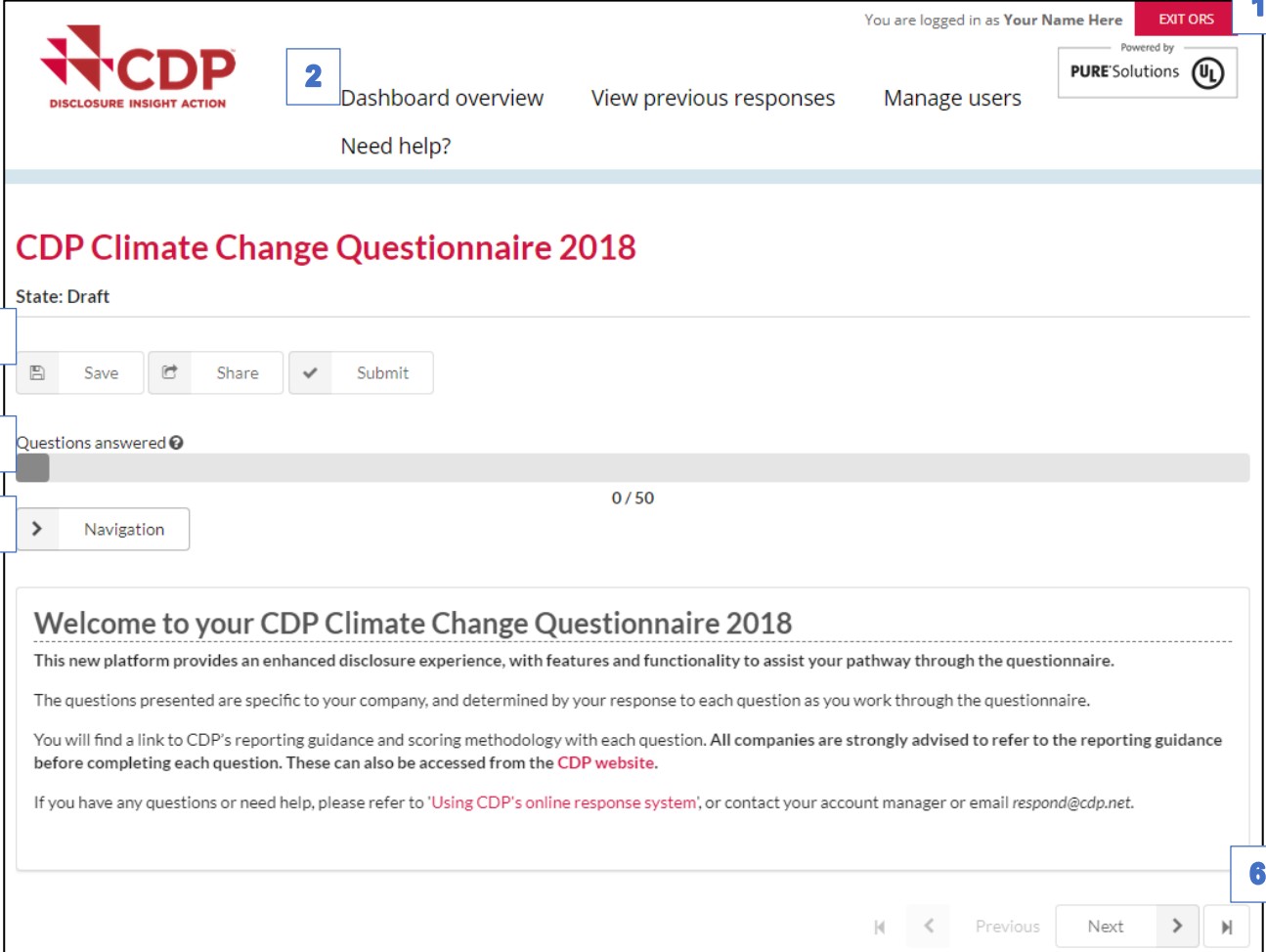
✗

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 shows the 'Welcome' page for the CDP Climate Change Questionnaire 2018. The page is titled 'CDP Climate Change Questionnaire 2018' and is in a 'Draft' state. The header includes the CDP logo, user login information ('You are logged in as Your Name Here'), and an 'EXIT ORS' button. Navigation links for 'Dashboard overview', 'View previous responses', and 'Manage users' are present. A 'Need help?' link is also visible. The main content area features a 'Welcome to your CDP Climate Change Questionnaire 2018' message, followed by instructions and a link to the CDP website. A progress bar indicates 'Questions answered' (0/50). A navigation menu is located below the progress bar. At the bottom, there are '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.**

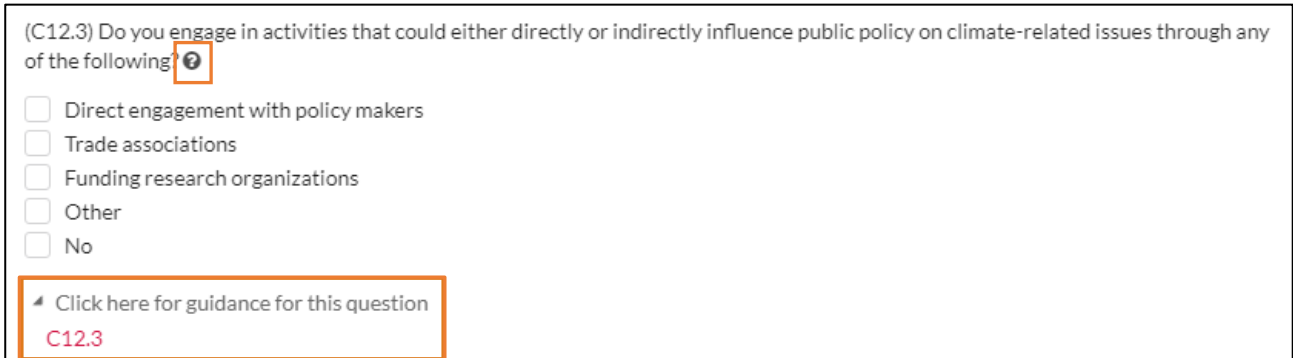
Accessing guidance


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? 

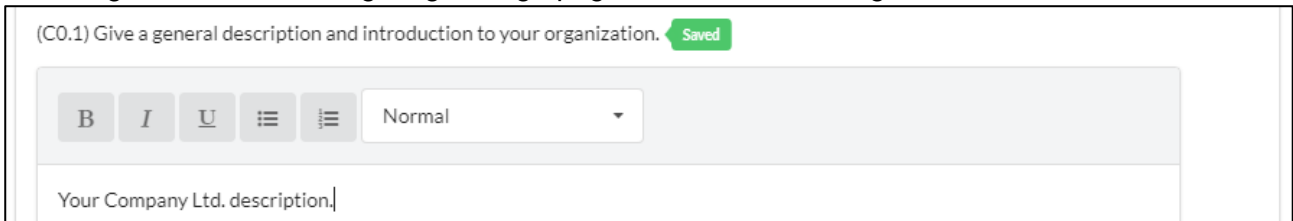
- Direct engagement with policy makers
- Trade associations
- Funding research organizations
- Other
- No


[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.



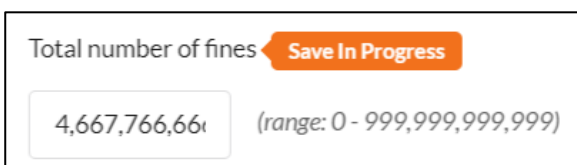
(C0.1) Give a general description and introduction to your organization. 


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 

4,667,766,66€ (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 to Excel

We have released new functionality to allow users to download their response from the ORS to a specially formatted Excel. Please note that this is a pilot version of the Excel export and there will be improvements made to this in the following weeks. Please read the accompanying [Export to Excel guidance](#) for instructions on how to use this feature for reviewing and working offline.

Imports

The ability to import data into the ORS will not be available for the 2018 reporting cycle. The CDP reporting guidance refers to this ability, but we ask that you disregard these instructions. We apologize for the inconvenience caused.

Formatted responses

You can view your **submitted** response in a web page viewable format (known as a 'formatted response') on your dashboard.

Navigate to the 'Previous Scores and Responses' block and click on the questionnaire within the 'Response' column. The response will open in a new window.

Response	Year	Response type	Status	Score
Forests 2018	2018	Non-public	Submitted	Not Scored
Climate Change 2018	2018	Non-public	Submitted	Not scored

You will be able to see your whole response, including the submission page, and the Supply Chain module (if relevant).

- ▶ The submission page will always be hidden to any users not within your organization.
- ▶ The Supply Chain module will be viewable to your requesting customers (Supply Chain Members) only. For more information on the difference between public and non-public responses please see the Terms & Conditions on your submission page.

The response will include all questions which were shown to you in the ORS even if no information was entered. Additionally, if a row or column was not shown to you in a table, e.g. a row for a particular sector that does not apply *to your organization* or because a previous selection determined that the column was hidden, it will appear *in the formatted response* as <Field hidden>.

Single select questions (i.e. it is not a multiple-choice question, so you can only make one selection) will show as 'Please select' if no answer was selected in the ORS.

Start date	End date	Indicate if you are providing emissions data for past reporting years
Row 1	<input type="text" value="DD/MM/YYYY"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear selection"/>

The menu on the left-hand side is expandable, click on the arrows to view questions within that module and navigate around your response.

C0. Introduction
C1. Governance
C2. Risks and opportunities
C3. Business Strategy
C4. Targets and performance

Techteam34 - 2018 Climate Change

C0. Introduction

We have not yet completed some features in the new systems, including the export to Word function. This will not be available for the 2018 cycle.

If you would like a Word version for reviewing or sign off purposes, we advise that you work in the [drafting document](#) (a Word export of the 2018 questionnaires) until you are ready to input information into the ORS and submit your response.

You can export CDP questionnaires in the ORS into a specially formatted Excel, which can be used for reviewing and editing purposes, though please note any information will also need to be inputted directly into the ORS. Please view the guide for the [Export to Excel](#) function.

To create a copy of your **submitted** response in Word format, select all text in the formatted response, copy, and paste into a Word document. The response will be best viewed if you change the page layout in Word to landscape.

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 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

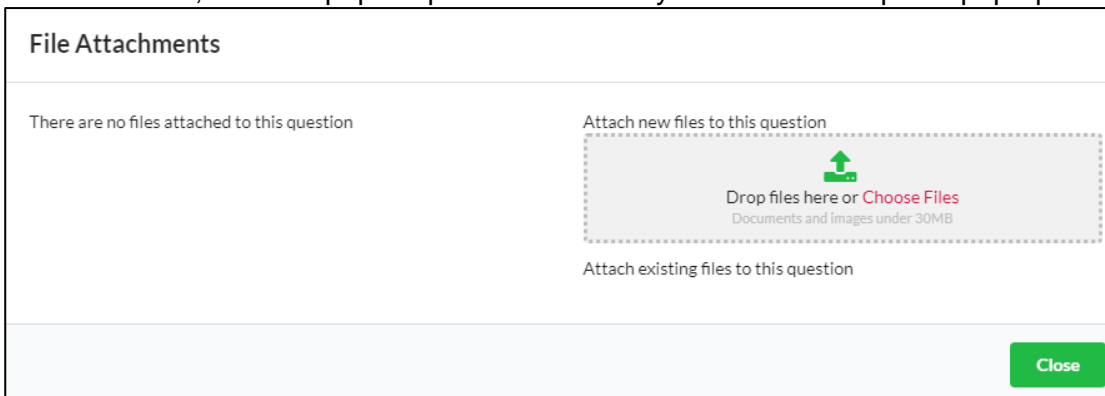
Some questions allow, or specifically request, attachments to be added to that question directly.

Please click the information icon  for direction for that question. The turquoise ‘0/1’ counter is to indicate the number of [characters](#) added to the field, not to indicate how many files are attached.



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

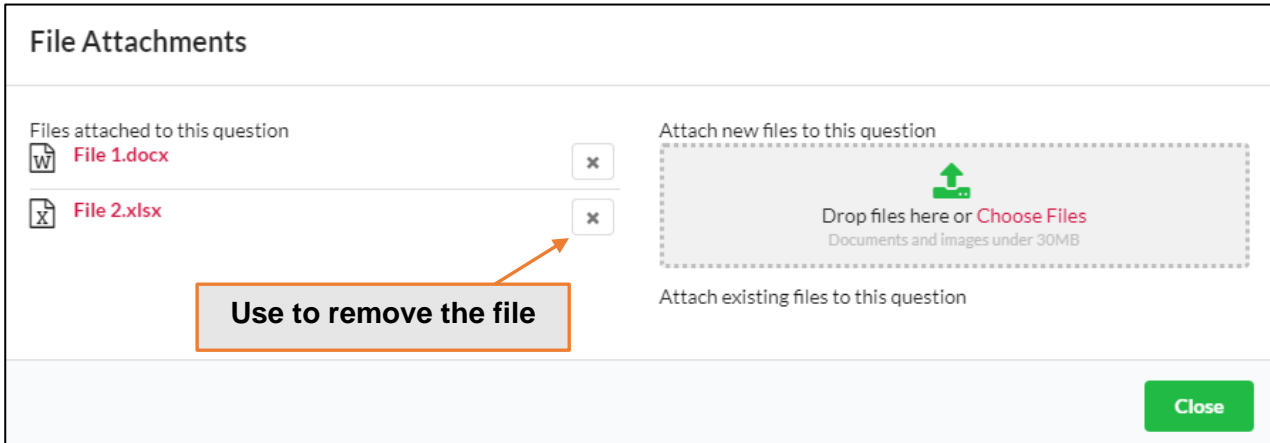
Attach new files to this question

 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.



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.

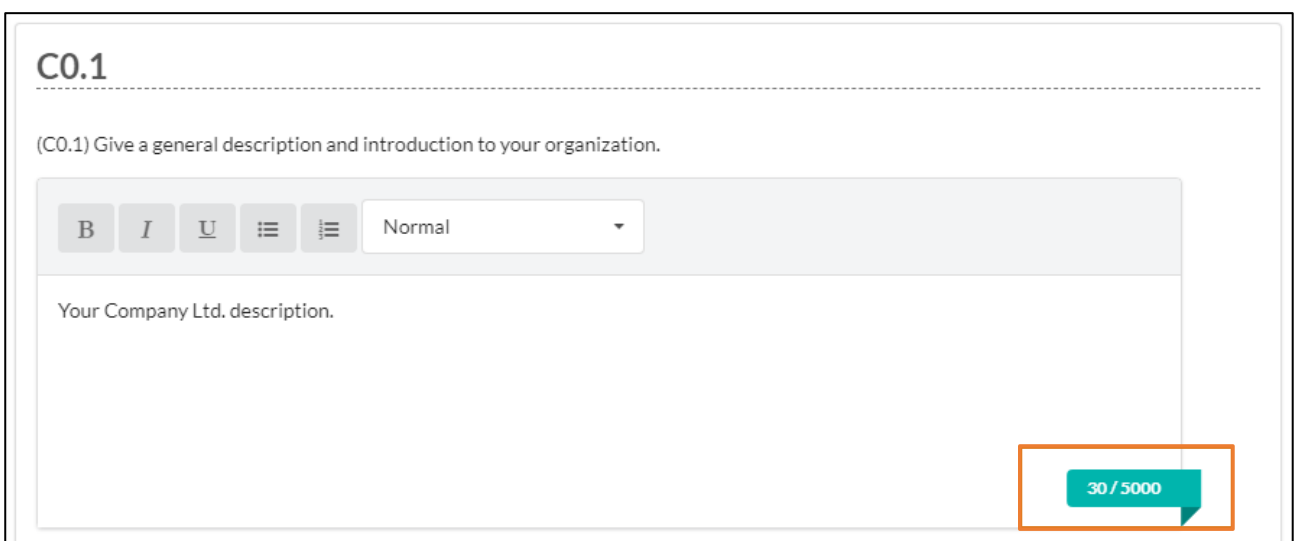
Please always use the 'Save' button for the page after attaching or removing documents to ensure you do not lose any data, and so you can access the contents of your attached file via the ORS.

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.

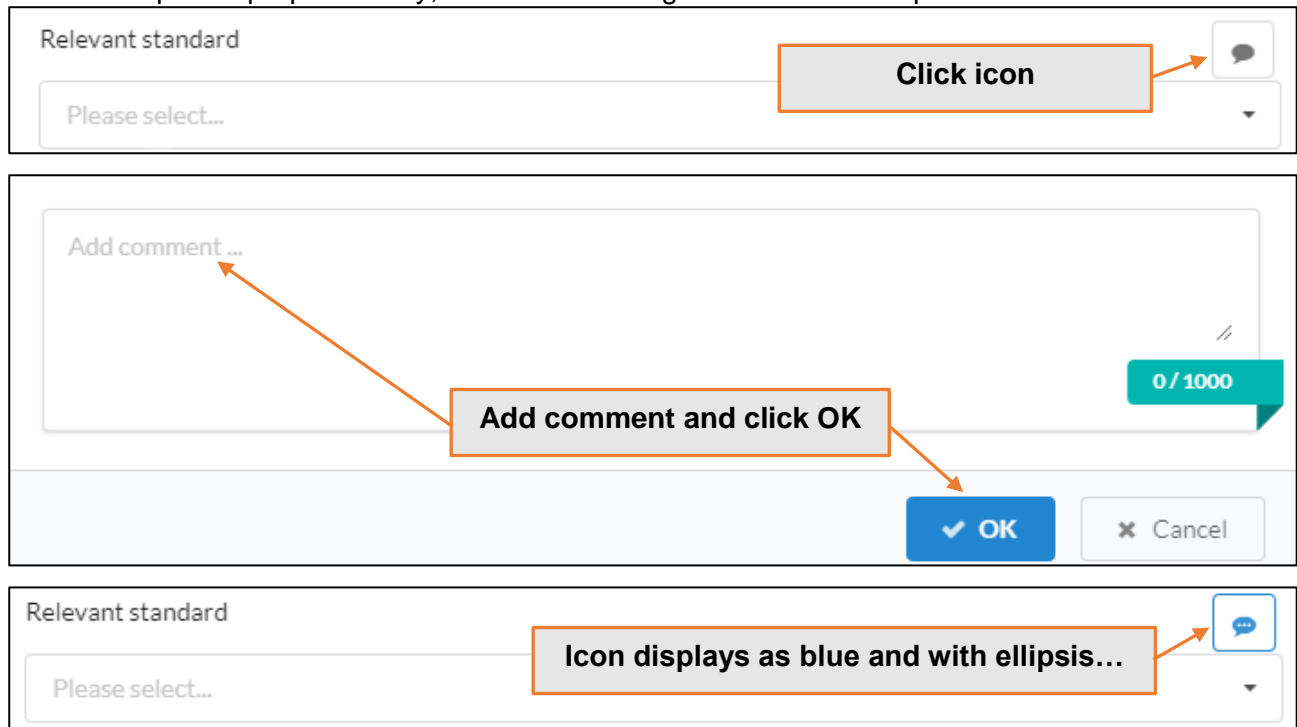
The character limits that apply to each question are displayed on the text field with a counter for your convenience.

 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).



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.

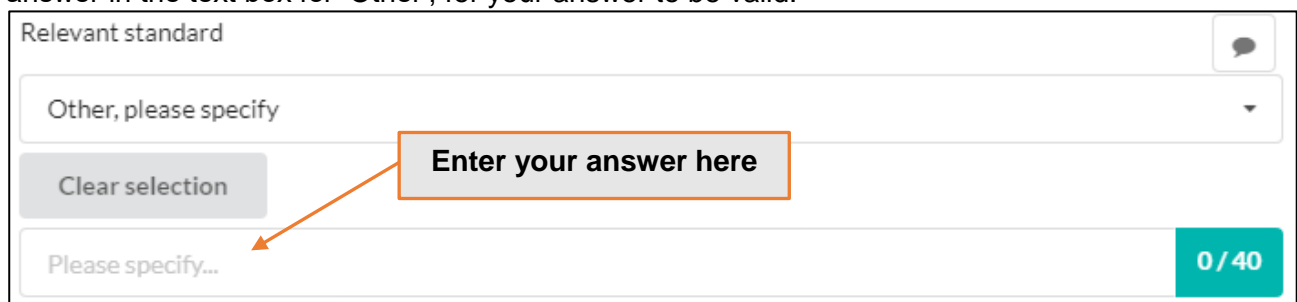


Drop-down options

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.



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.



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** - a standard table view

(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	Indicate if you are providing emissions data for past reporting years
Row 1	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="radio"/> Yes <input type="radio"/> No

▼ **Vertical format** - In vertical format tables, rows are separated by a line


RE100

Target

‘Row’ separator

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


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

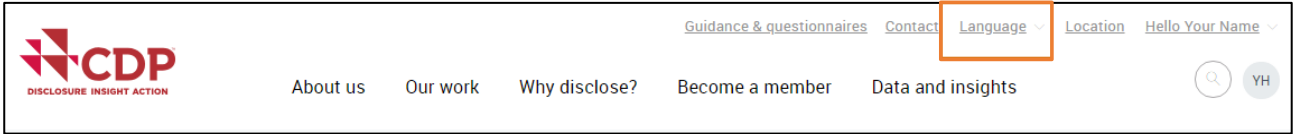
At the end of the questionnaire, in the Signoff section, there is an opportunity to provide any additional information or context that you feel is relevant to your organization’s response. This field is optional and not scored (this includes any attachments added to the ‘FI’ field).

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.

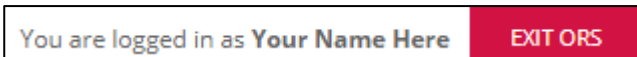


You can continue to answer your questionnaire(s) in English even if you are viewing the questionnaire in another language.

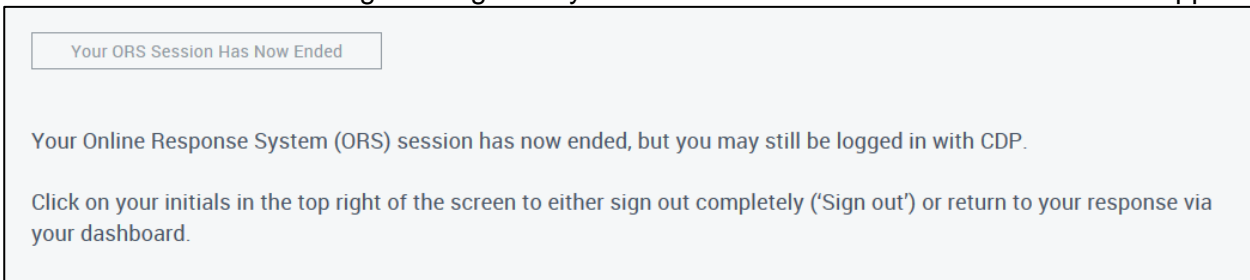
⚠ If your response is in any language other than English, it may not be scored. Please check with your account manager, or local CDP office.

Signing out

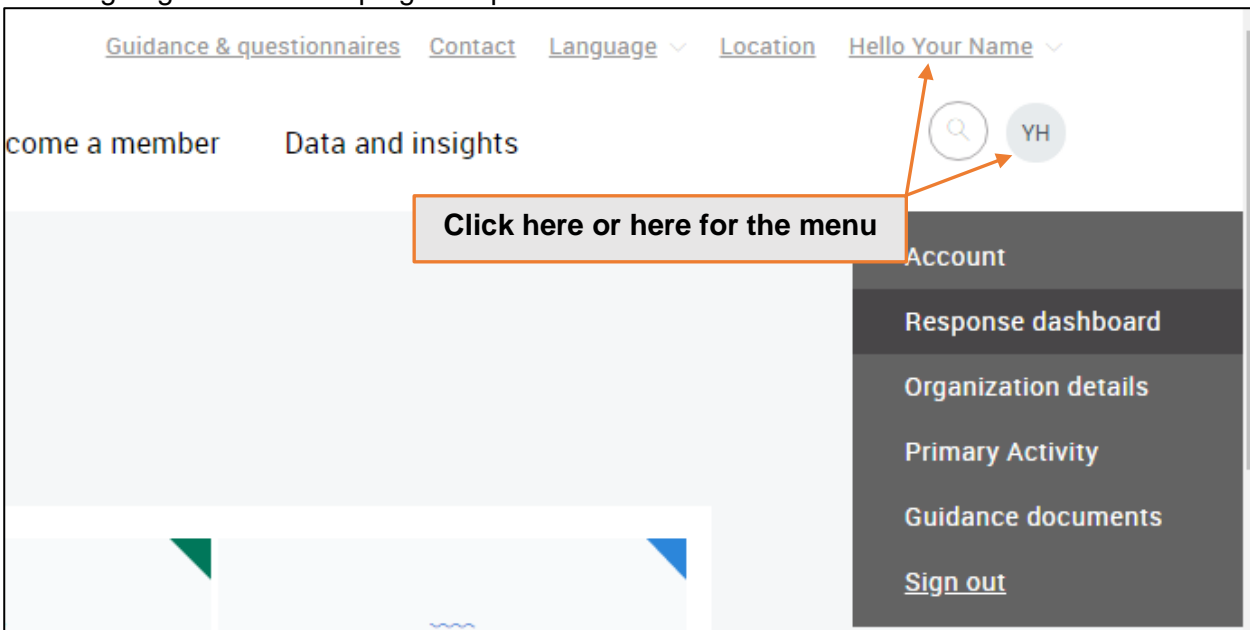
To sign out of the ORS, save your current page and click 'EXIT ORS' in the top right corner.



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 (climate change, forests, water security), the associated questionnaires must be submitted separately.

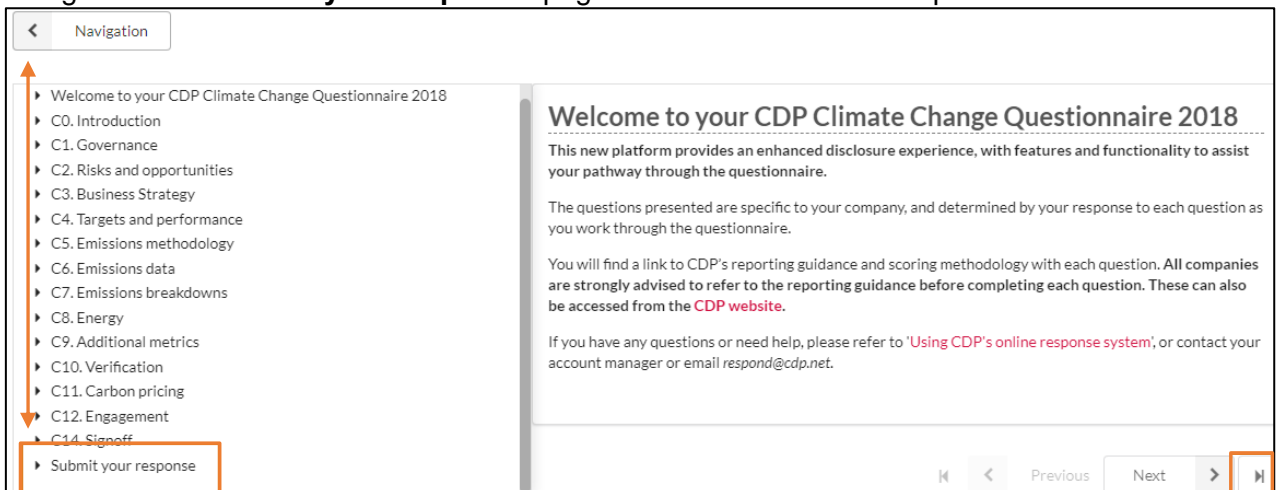
Prior to submitting a questionnaire, you are strongly encouraged to review the content paying particular attention to:

- ❗ **Spelling, grammar, and figures** (if applicable, e.g. emissions figures) 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 'Welcome to your CDP Climate Change Questionnaire 2018' and provides instructions on how to use the platform. Navigation buttons for 'Previous' and 'Next' are visible at the bottom right.

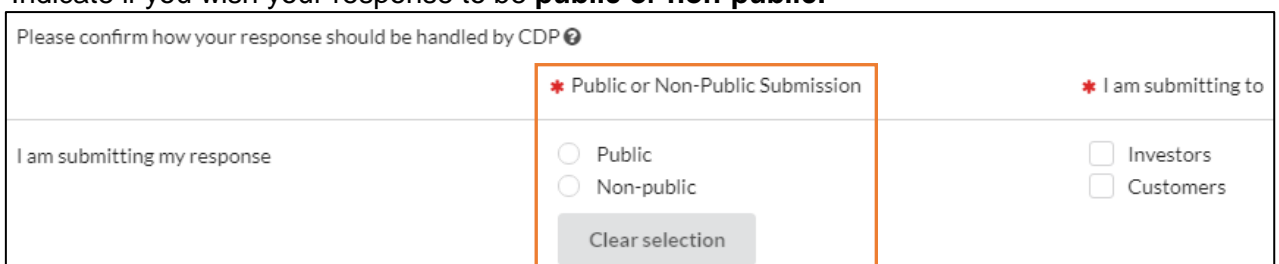
2. Select the **language** you are submitting your response in:



The screenshot shows a dropdown menu for language selection 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. The first section, 'Public or Non-Public Submission', is highlighted with an orange box and contains radio buttons for 'Public' and 'Non-public'. The second section, 'I am submitting to', contains radio buttons for 'Investors' and 'Customers'. A 'Clear selection' button is located below the first section.

For more information on 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 one of your stakeholders:

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

i If you have only been requested by your customers, you will not see the 'Are you ready to submit...' options as you will submit all modules together.

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.

Accessing your submitted response

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). Any or your current users can view your submitted response in the new 'Latest Submission Details' section:

2018 Forests



Participation Confirmed Completed May 29 2018

Details checked **Successfully submitted**


Submission to CDP's signatory investors ([panel of 650](#)) Completed June 1 2018

Submission to your customers ([1 request/s](#)) Due August 29 2018 Continue

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

SCM Logo

Can submit supply chain module later

 [Email](#)

New submission details section

Latest Submission Details

View your submitted response

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 to

I am submitting my response Public Non-public 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 [sign 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](#).