

2018年CDPオンライン 回答システム(ORS)使用方法

2018年6月

はじめに

始める前に

- ▼ 推奨ブラウザ : 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

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
- ▼ メールが届いていない場合の問い合わせ先
respond@cdp.net 英語, ロンドン本部
japan@cdp.net 日本語, ジャパン事務局

エラーの場合

- ▼ 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
- ▼ 上記をお試しの上、解決できない場合の問い合わせ先
宛先 : japan@cdp.net
記載事項 : ①サインイン登録メールアドレス
②企業名（できれば、英語の正式名称）
③エラー該当の画面キャプチャー
④エラー詳細内容

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

The screenshot shows the CDP registration interface. On the left, a vertical red arrow points downwards through the five steps listed on the left. On the right, the registration form is displayed. A red circle with the number '1' points to the password fields. A red circle with the number '2' points to the 'Register' button at the bottom of the form.

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

Please provide a password

New password [Show](#)

Confirm password [Show](#)

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

Register

再登録または確認リンク

<https://www.cdp.net/ja/users/invitations/new>



[ガイドンス&質問書](#) [お問い合わせ](#)

[CDPについて](#)

[CDPの活動](#)

[情報開示の意義](#)

[メンバーシップ](#)

[データとインサイト](#)

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？

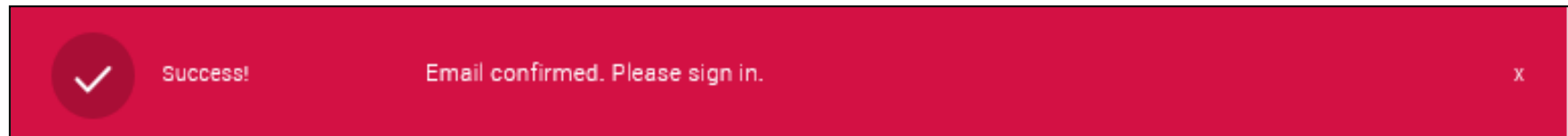
電子メール アドレスを提出してください。その後、登録または確認リンクをお送りします。

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ウェブサイトからサインインアイコンより、企業ダッシュボードにアクセス可能
- ▼ 確認リンクを再度利用して、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 management interface. At the top right, a red box labeled ① highlights the 'Hello YNH' user profile. Below it, another red box labeled ② highlights the user's initials 'YT' in a circular icon. A dark grey dropdown menu is open, listing 'Account', 'Response dashboard', 'Guidance documents', and 'Sign out'. The 'Account' option is highlighted with an orange border. The main content area has a light blue background and contains the text: '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.'

CDP
DISCLOSURE INSIGHT ACTION

Guidance & questionnaires Contact Language Location Hello YNH

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

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.

Account
Response dashboard
Guidance documents
Sign out

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 |
| <div>Update password →</div> | | |

パスワードを忘れた場合

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



The screenshot shows the CDP login interface. At the top, there is a text input field containing the email address "japan|@cdp.net". Below this is a password input field represented by a series of dots, with a "表示" (Show) toggle button to its right. A red rectangular box highlights the text "パスワードをお忘れですか？" (Forgot your password?). To the right of this box is a link that reads "登録または確認のリンクを再送信します" (Resend the registration or confirmation link). Below these elements is a red button with the text "サインイン" (Sign In) and a right-pointing arrow. At the bottom of the form area, there is a text prompt "CDPユーザーではありませんか？" (Are you not a CDP user?) followed by a red link labeled "登録" (Register).

企業ダッシュボードページ

<https://www.cdp.net/en> 画面右上のsign inよりログイン

①

1. 言語の選択

[Guidance & questionnaires](#) [Contact](#) [Language](#)


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

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 1

[CDPについて](#)[CDPの活動](#)[情報開示の意義](#)[メンバーシップ](#)[データとインサイト](#)[詳細表示](#)

お困りですか?


気候変動


フォレスト


ウォーター

▼ ユーザー

▼ 2018 Climate Change



質問書への回答を希望
詳細確認済み
CDP署名投資家への提出

完了日 2018年5月 9日
%完了 2018年5月 9日
期日 2018年6月15日

次へ

ユーザータイプ 2

ユーザーの削除はCDPの下記申請フォームからお手続きください。

<https://cdp-jp.net/1529458868>

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

Change to View Only

Make Main User

Change to Contributor

Make Main User

メインユーザーのみの機能

メインユーザー

- ▼ データ入力、保存、閲覧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

コントリビューター

- ▼ データ入力、保存、閲覧可能なリンクの作成と共有


ビューオンリー

- ▼ ORS閲覧可能



メインユーザー 1

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

▶▶

メインユーザー 2

新規ユーザーを追加



CDPについて

CDPの活動

情報開示の意義

メンバーシップ

データとインサイト

詳細
表示

お困り
ですか?

気候変動

フォレスト

ウォーター

ユーザー

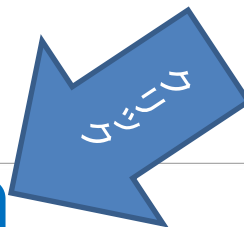
これらの許可は、この回答サイクルのすべての質問書に適用されます

Main User

Tt

Techteam91 test

新規ユーザーを追加



※新規ユーザ登録はメインユーザー様のみ
変更可能です。
メインユーザーでない場合、
「新規ユーザー追加」ボタンは表示されません。

「新規ユーザーを追加」
ボタンをクリック

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, there are expandable 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! |
|---|--------------------|
| Check organization details | Due ASAP |
| Submission to your customers (2 request/s) | Due August 16 2018 |

The 'Confirm Participation' button is circled in red in the original image.

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

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

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.


Water Security

☒ We intend to submit to our customers on or before **August 16 2018**

[Cancel](#) [Skip](#) [Confirm](#)

組織の詳細確認

[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?

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?

You need to fill out the FULL version of the questionnaire

[Return to dashboard](#)

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
Volunteer

Forests
Volunteer

Water Security

Users

2018 Water Security

Participation Confirmed Completed May 24 2018 ✓

Details checked Completed May 22 2018 ✓

Submission to your customers (2 request/s) Due August 16 2018 **Continue**

① You have been requested by 2 customers to respond to this questionnaire.

| Customer |
|---|
| accenture High performance. Delivered. |
| Other |

Email ?

① サプライチェーン質問書回答要請企業

- 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> 質問書へのWelcomeページ

The screenshot shows the 'Welcome to your CDP Climate Change Questionnaire 2018' page. It includes a top navigation bar with the CDP logo, a user login status, and links for 'Dashboard overview', 'View previous responses', and 'Manage users'. Below this is a section for 'CDP Climate Change Questionnaire 2018' with a 'State: Draft' indicator. A toolbar contains 'Save', 'Share', and 'Submit' buttons. A progress bar shows 'Questions answered 0 / 50'. A 'Navigation' button is located below the progress bar. The main content area contains a welcome message and instructions. At the bottom, there are navigation buttons for 'Previous', 'Next', and a 'Skip' button.

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

ORS> 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 | Indicate if you are providing emissions data for past reporting years |
|-------|---|---|--|
| Row 1 | <input type="text" value="05/01/2017"/> | <input type="text" value="05/01/2018"/> | <div><input type="radio"/> Yes <input type="radio"/> No</div> <div>Clear selection</div> |

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

ORS > 回答の提出 1

メインユーザーのみ表示

< 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.

Navigation buttons: Previous, Next, and a double arrow button.

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

ORS > 回答の提出 3

メインユーザーのみ表示

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 | <input checked="" type="radio"/> Public <input type="radio"/> Non-public <button>Clear selection</button> | <input checked="" type="checkbox"/> Investors <input checked="" type="checkbox"/> Customers | <input type="radio"/> Yes, submit Supply Chain Questions now <input checked="" type="radio"/> No, Submit Supply Chain Questions Later |

ORS > 回答の提出 4

メインユーザーのみ表示

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

問い合わせ窓口

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ユーザーガイド 英語・日本語版

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

CDP Worldwide-Japan

ウェビナー・資料案内・FAQ

2018年度CDP投資家要請質問書

【CDP回答企業の皆様】CDPコーポレートダッシュボード画面、ORSページ等に発生していたシステム障害は解消しました。現在はORSページにアクセスできる状況です。サインイン等できない場合は、FAQページをご覧ください。 2018.06.20.23:00現在



今後のスケジュール・連絡事項 日本語資料については下記をご確認ください。

今年度は予定していたスケジュールが急遽後ろ倒しとなり、ご迷惑をおかけして申し訳ございません。皆様からのご回答をお待ちしております。

今後のスケジュール・連絡事項 **NEW!**

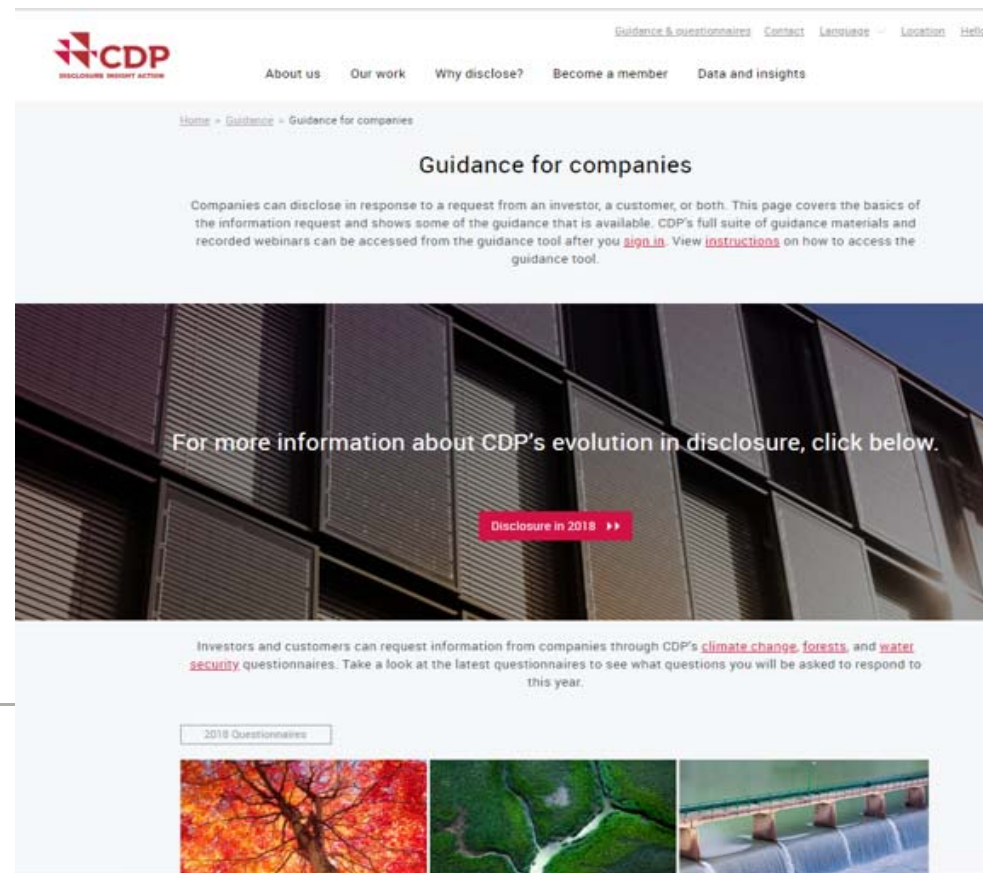
便利な資料リンク集

よくお問い合わせ頂く内容が含まれる便利な資料集を作成しました。是非ご利用ください。

- ① 気候変動質問書の回答方法について・・・ [2018年評価方法](#)
- ② 新ORSの操作方法について・・・ [ユーザーガイド\(英語\)](#) / [6/21更新しました!ユーザーガイド\(日本語\)](#) / [6/21更新しました!P.12新ORS操作方法\(日本語\)](#)

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 is the CDP logo with the tagline 'DISCLOSURE INSIGHT ACTION'. A navigation bar includes links for 'About us', 'Our work', 'Why disclose?', 'Become a member', and 'Data and insights'. The main heading is 'Guidance for companies', followed by a paragraph explaining that companies can disclose in response to requests from investors, customers, or both, and that the page covers the basics of the information request process. Below this is a large image of a modern building facade with the text 'For more information about CDP's evolution in disclosure, click below.' and a red button labeled 'Disclosure in 2018 >>'. Further down, a section titled '2018 Questionnaires' features three small images: a tree with autumn foliage, a green landscape with a river, and a dam with water flowing over it.

www.cdp.net | @CDP



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

