

# A guide to activating and submitting the CDP supply chain questionnaire

## For Small and Medium Sized Enterprise (SMEs)

Version Nr.	Revision Date	Released	Revision Summary
0.1	April 2016	April 2016	This guidance to the activation process and Online Response System (ORS) has been prepared to allow SME companies to be able to activate and submit the shorter version of the Climate Change in Supply Chain questionnaire.
0.2	April 2017	April 2017	Pop-up window updated to show Euros and Dollars. Updates to links to the CDP website.

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# How to respond to CDP supply chain as an SME

## Can I answer the SME questionnaire?

A shorter version of the CDP supply chain questionnaire is available for Small and Medium Sized Enterprise (SMEs) who have been requested to provide climate change information by their customer(s). Currently, there is no SME version of the water or forests questionnaires. To qualify for the shorter climate change questionnaire, your organization must meet **both** of the following criteria:

- ▼ Fewer than 250 employees; and
- ▼ An annual turnover of less than 50 million Euros/ 50 million US Dollars.

The SME version is not available to companies doing CDP climate change (investor) questionnaire.

## How do I access the SME questionnaire?

To access the SME supply chain questionnaire, a user first needs to be registered with CDP.

CDP will send an invitation email, to nominated contacts at your organization, with information and a registration link. This link will allow you to create a password, if you have not already got one, or to sign in to your 'Dashboard'. Once signed in you can activate your CDP supply chain SME questionnaire.

Please contact [respond@cdp.net](mailto:respond@cdp.net) if you have any issues registering, or have not received your invitation email.

Here is an example of the invitation email:

This notification was sent to: Your Name Here (ynh@cdp.test),

Dear Your Name Here,

We are writing to let you know that your customers are asking you to submit sustainability data for your company through the [CDP Supply Chain](#) online response system (ORS).

Your Company Ltd. is being asked to provide information by: SC Test Member 1, SC Test Member 2, SC Test Member 3

**To get started, please read these instructions carefully and completely**

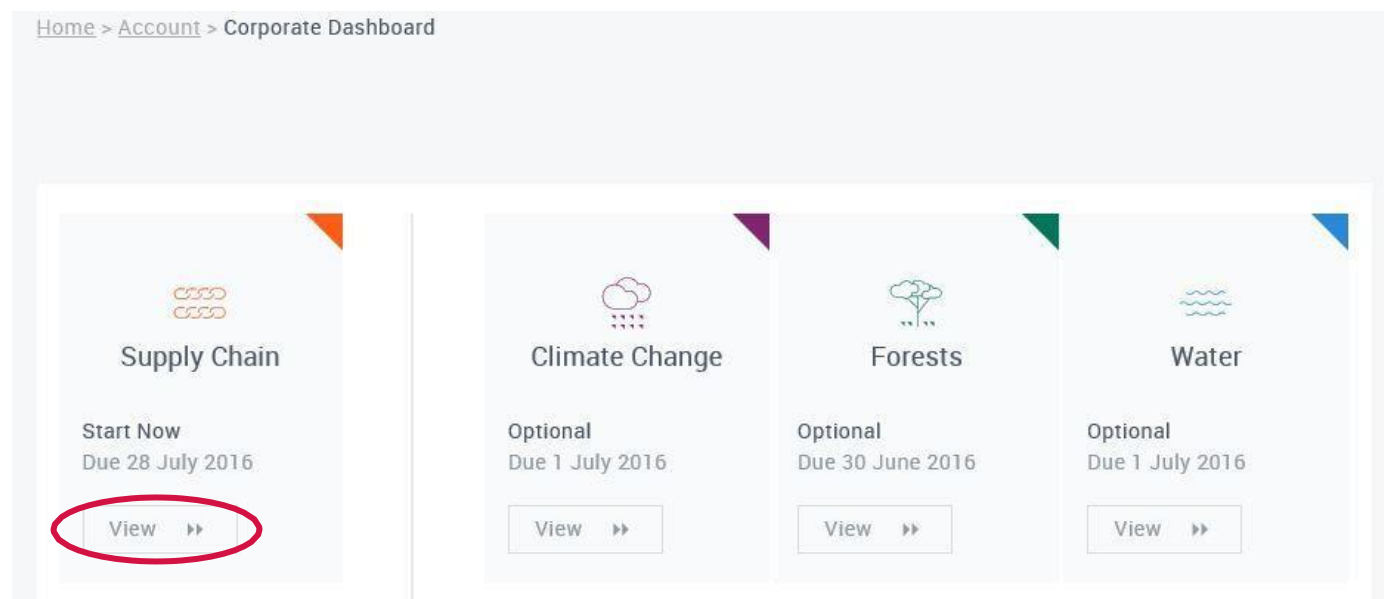
The first person to activate your response will be the main user. This is the person that has control and can submit your response when it is finished.

- ▼ [Click here](#) to create your own password and sign in.
  - If you are unfamiliar with the CDP ORS, please consult this [step-by-step guide](#).
- ▼ If you are not responsible for sustainability reporting at your company, please forward this email to the appropriate person who should register using the link below.
- ▼ If this email was forwarded to you by a colleague, please [Click here](#) to register. You will then be sent your own activation link.

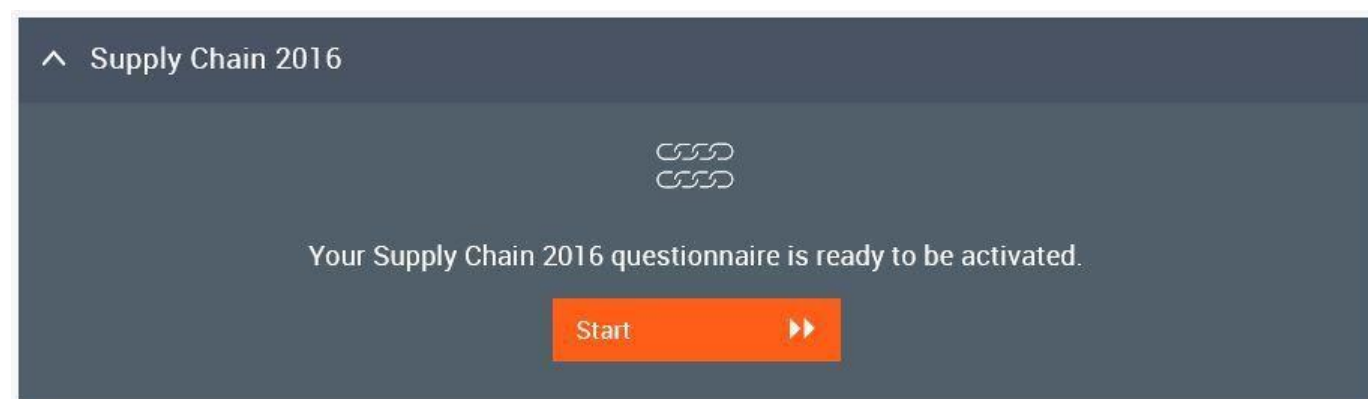
Using the 'click here' link in the email will direct you to the 'registration' page, or sign in page, of the [CDP website](https://www.cdp.net). Please use our [disclosure platform guide](#) to assist you through the registration process.

## How do I activate the SME questionnaire?

1. Once you have completed your registration and signed in at [www.cdp.net/en/users/sign\\_in](https://www.cdp.net/en/users/sign_in), your dashboard will be displayed with the program tiles below. Click on the 'View' button in the Supply Chain tile.



2. The supply chain block will be presented. Click on the '**Start**' button and, if your company has not also been asked to participate by investors, a pop-up window will appear.



- In the pop-up window, complete your industry sector and country information. If you meet **both** of the SME criteria and wish to do the shorter questionnaire for SMEs, please click both 'Yes' boxes in this window. Choosing 'Yes' will give you the option to select the SME version in the introduction of your questionnaire. Click 'Proceed'.

Edit Response

You must meet both conditions to be eligible to use the SME version of the questionnaire.

Does your company have fewer than 250 staff?

Does your company have less than €50 million/  
\$50 million annual turnover

Industry sector ([List of sectors](#))

Please select

Close Proceed

- On the ORS homepage, click 'Answer Questionnaire'.



Your company name

#### ENTERING YOUR RESPONSE

Programme	% Complete
CDP Supply Chain	%

Answer Questionnaire

#### SUBMITTING YOUR COMPLETED RESPONSE

Terms & Conditions	Public	Submit
N/A	N/A	N/A

Your previous response  
Your previous response

- The questionnaire will open on the Introduction page. Click the tick box, or use 'Show questions', and the introduction questions will appear.  
*N.B. the rest of the questionnaire will not appear until you have completed and saved the introduction page.*



CDP Supply Chain

Information Request

INTRODUCTION

Introduction

The Supply Chain request now contains two elements, Climate Change and Water. You may be asked to complete one or both by y been requested to respond.

Please use the tick boxes provided for each element to be presented with introduction questions. You must complete these and the When you have reached your final page of questions, you will no longer see a "Next" button at the end of the page.

Climate  
change

Please tick the box below to complete the introduction questions for Climate Change

☐

- Further down the page, at question CC0.5, select 'Yes' to complete the shorter SME questionnaire.

*N.B. CC0.5 will not appear if you did not meet both criteria in the pop-up window, and therefore did not select 'Yes'.*

0.4

Currency selection

Please select the currency in which you would like to submit your response. All financial information contained in the response should be in this currency.

USD(\$)

0.5

Please select if you wish to complete a shorter information request.

Please select...  
Please select...  
Yes  
No

Further  
Information

box and attachments field to provide information beyond that requested by the question.

7. After you save the introduction, the climate change and/or water modules will appear.

Because you have selected the shorter SME questionnaire, some questions (such as 1 and 4 in the example below) are excluded from the climate change questions. This is normal because the SME questionnaire is a selected subset of the main questionnaire, rather than a different set of questions.



Supply Chain

Information Request

INTRODUCTION	CLIMATE CHANGE
<b>Introduction</b> The Supply Chain requ... Please use the tick box... When you have reache... If you wish to submit at... If you do not wish to su... Climate change	<b>MANAGEMENT</b> <input type="checkbox"/> CC2. Strategy [SME] <input type="checkbox"/> CC3. Targets and Initiatives [SME] <b>RISKS&amp;OPPS</b> <input type="checkbox"/> CC5. Climate Change Risks [SME] <input type="checkbox"/> CC6. Climate Change Opportunities [SME] <b>EMISSIONS</b> <input type="checkbox"/> CC7. Emissions Methodology [SME] <input type="checkbox"/> CC8. Emissions Data [SME] (1 Jan 2015 - 31 Dec 2015) <input type="checkbox"/> CC12. Emissions Performance [SME] <input type="checkbox"/> CC14. Scope 3 Emissions [SME] <b>SIGN OFF</b> <input type="checkbox"/> CC15. Sign off [SME] <b>CLIMATE CHANGE SUPPLY CHAIN MODULE</b> <input type="checkbox"/> SM0. Supply Chain Module - Introduction <input type="checkbox"/> SM1. Supply Chain - Allocation A <input type="checkbox"/> SM1. Supply Chain - Allocation B <input type="checkbox"/> SM2. Supply Chain - Collaboration <input type="checkbox"/> SM3. Supply Chain - Product Introduction <input type="checkbox"/> SM3. Supply Chain - Product Lifecycle Stages <input type="checkbox"/> SM3. Supply Chain - Product Emissions Reductions <input type="checkbox"/> SM4. Action Exchange

... may be asked to complete one or both by your customer. Please see below for the ...

... tions. You must complete these and then click 'Save' in order to access the ques ...

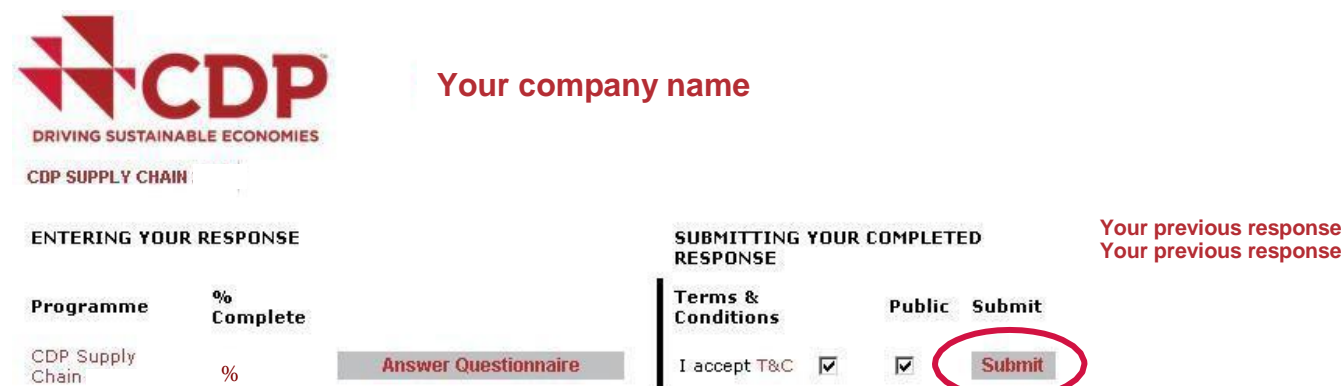
... at the end of the page.

... n questions for Climate Change



## How do I submit the SME questionnaire?

1. When you have completed the questions, and are ready to submit, go back to the ORS homepage. Accept the terms and conditions by ticking the first box, and decide whether the response is public or non-public in the second box. Click the 'Submit' button to continue.



The screenshot shows the CDP Supply Chain submission interface. On the left, under 'ENTERING YOUR RESPONSE', there is a table with columns 'Programme' and '% Complete'. The 'CDP Supply Chain' programme is listed with a percentage completion field. A red button labeled 'Answer Questionnaire' is next to it. On the right, under 'SUBMITTING YOUR COMPLETED RESPONSE', there are checkboxes for 'Terms & Conditions' (labeled 'I accept T&C') and 'Public'. A red button labeled 'Submit' is circled in red. Above this button, the text 'Your previous response' and 'Your previous response' is visible.

2. A 'Confirm your response' page will appear. After thoroughly reading the page, if you would like to return to your questionnaire to perform checks click 'Cancel'. To proceed with the submission, click 'Confirm'.

## Submission: Confirm Your Response

Are you sure that your response for the Investor CDP Year program is complete and ready for analysis?

You can check your incomplete pages [here](#)

Before you submit, please make sure that you have successfully attached documents in the tables provided in the following questions, where applicable:

- CC4.1: communications document/s attached in column 3
- CC8.6a: Scope 1 verification/assurance statement/s attached in column 2
- CC8.6b: evidence of CEMS attached in column 4
- CC8.7a: Scope 2 verification/assurance statement/s attached in column 2
- CC14.2a: Scope 3 verification/assurance statement/s attached in column 2

If the attachment link is not visible in the table then the document is not attached and you need to upload it again.

In addition, please double-check the following:

- That you have not mistakenly left questions or columns blank
- Spelling and grammar
- Reported emissions figures have been inputted with no errors and using the correct unit of measurement (metric tonnes of CO<sub>2</sub>e)

You can avoid mistakes in your response by using our **Response Check** service. Response Check picks up problems with the information you are presenting to your stakeholders. Arrange your check with our accredited consultancy partners by pressing Cancel below and emailing [responsecheck@cdp.net](mailto:responsecheck@cdp.net).

Pressing Confirm will make your response 'read-only' so any amendments can only be made by CDP staff. An administration fee may be charged for amending your response after submission. Please click [here](#) for details on the fees and process.

To **Submit** your response, please press Confirm ...

To return to your response please press Cancel ...

**Confirm**

Cancel

3. A 'Submission confirmation' page will appear to confirm your response is now submitted.



SUPPLY CHAIN

Your company name

Thank you for submitting your response.

We really appreciate the time and effort you have invested to submit your data to your stakeholders through CDP. Evidence and insight is vital to driving real change. Thousands of companies experience benefits from responding to CDP each year. Please tell us your story or provide feedback on the questionnaire [here](#).

You will soon receive an email with your response attached. If you do not, please contact us at [respond@cdp.net](mailto:respond@cdp.net).

Once you receive the email please carefully review your response to ensure it is an accurate representation of the data you submitted. Please make sure that all attachments are visible in the correct location as they will not be scored if they are attached to the wrong question. Specifically this means that you should check that documents have been successfully attached in the tables provided in the following questions, where applicable:

- **CC4.1:** communications document/s attached in column 3
- **CC8.6a:** Scope 1 verification/assurance statement/s attached in column 2
- **CC8.6b:** evidence of CEMS attached in column 4
- **CC8.7a:** Scope 2 verification/assurance statement/s attached in column 2
- **CC14.2a:** Scope 3 verification/assurance statement/s attached in column 2

This is not applicable if you have chosen to complete the questionnaire for Small & Medium sized Enterprises (SMEs).

A summary follows:

Programme: **Supply Chain**  
Public: **YES**

We work with many companies to help them make strategic use and discover financial benefits of the data provided to CDP. Contact us at [reporterservices@cdp.net](mailto:reporterservices@cdp.net) to find out more.

[ORS Home](#)

4. Now you have submitted successfully, you will see that there is a date in the 'Submitting your completed response' column, and you will also receive a confirmation email a Word version of your response attached. If you experience any problems, please email us at [respond@cdp.net](mailto:respond@cdp.net).



CDP SUPPLY CHAIN

Your company name

ENTERING YOUR RESPONSE

Programme	% Complete
CDP Supply Chain	%

[View Questionnaire](#)

SUBMITTING YOUR COMPLETED RESPONSE

Submitted Date

dd/mm/yy

Your previous response  
Your previous response