CDP回答の進め方

アカウント作成・回答ダッシュボード・ 回答開始・ORS・回答提出・参考資料

2021年6月10日 CDP Worldwide Japan







1. アカウント作成 2. 回答ダッシュボード概要 3. 回答開始 4. ORS操作方法 5. 回答提出【メインユーザーのみ】 6. 参考資料



CDPから受信したメールからある登録リンクを利用してサインイン



Subject: CDP 2021 | オンライン回答システム(ORS)のご案内 TEST ACCOUNT ltd.様への環境情報開示要請 Test Contact様、 平素よりCDPの活動にご高配を賜り、誠にありがとうございます。 以下に記載するステークホルダーの要請により、2021年CDP質問書を通じた御社TEST ACCOUNT ltd.の環境情報開示をお願い申し上げます。 ご回答は、CDPのオンライン回答システム(ORS)よりご提出ください。 回答要請質問書 サインインをクリックして御社のダッシュボードにアクセスの上、質問書への回答をご入力ください。尚、今後回答期限までの期間中、定期的に御社の進捗状況をご案内致します。 CDP2021質問書回答要請の概要 御社に対してステークホルダーより回答要請のあった質問書は以下の通りです。 質問書 投資家要請質問書 サプライチェーン質問書 (顧客企業からの回答要請) 気候変動 590以上の投資 Keurig Dr Pepper, 家(総運用資産 PepsiCo, Inc. フォレスト 額110 兆米ド NHS England and IL) NHS Improvement 水セキュリティ x × ジェン閲覧可能です。顧客企業からの回答要請については、今後変更の可能性があり、変更があった場合には、5月中旬頃に別途ご案内いたします。 凹合安宙人ノークルルク 見は、 し レ ア ハーク ル の ク ツ フ ユ ハー CDPを通じた開示~2021開示サイクル~ 質問書への回答は、CDPのORSを通じて2021年7月28日までに提出する必要があります。 回答を「非公開」とすることも可能です。開示オプションの詳細(初回回答企業様への案内含む)、スコアリングの要件、スケジュール、その他最新情報は How to disclose(英語)、Frequently Asked Questions(英語)のウェブサイトページをご確認ください。 ユーザー登録・回答ダッシュボード・ORS使用方法については、開示サポート(日本語)、 Using CDP's Disclosure Platform (英語)のウェブサイトページをご覧ください。 尚、投資家及び顧客企業(サプライチェーンメンバー)に対する規約はCDP website(英語)をご確認下さい。 詳細は下記詳細のご案内・便利なリンク集及び御社のダッシュボードをご確認ください。

アカウント作成

CDPアカウント新規作成







登録確認リンクが届かない場合





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https://japan.cdp.net/にアクセスし、右上の「サインイン」をクリック

DISCLOSURE INSIGHT ACTION CDPジャパンホーム プログラム イベント 情報開示 開示サポー	<u>CDPグローバルマージ お問い合わせ</u> ート パートナー
私たちは、人々と地球のための長 済の繁栄を実現すべく努めていま 開示を通じて、投資家、企業、自 自身の環境影響を認識し、真に持 経済を実現すべく行動を起こすよ います。	期的な経 す。情報 治体が、 法売可能な、 た続可能な、 Sucesi Enal confirmed. Please sign in. メ Intermed. Please sign in. メ Intermed. Please sign in. (Mathin: Contact: Rurestoonalities: Contact: Language: Location Intermed. Please sign in. (Mathin: Contact: Rurestoonalities: Contact: Language: Location Intermed. Please sign in. Intermed. Please sign in. (Mathin: Contact: Rurestoonalities: Contact: Language: Location Intermed. Please sign in. Intermed. P
CDPについて CDPについて CDPは、英国の慈善団体が管理する非政府組織(NGO)であり、投資家、企業、国 するためのグローバリレな情報開示システムを運営しています。2000年の発足以来、 ジメント(働きかけ)の改善に努めてきました。日本では、2005年より活動してい	Need nelp? Sign in 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. You can use the data for corporate engagement and integrate it in analytical and investment models and products.

Need help?

回答ダッシュボード概要



回答ダッシュボード

企業ダッシュボード



	CDP	About us Our work Why disclose? Become a member Data and insights More O CT	
		Online Response System now open for 2021	
Need		CDP's ORS is now open for 2021 corporate disclosure. You can now activate your questionnaire(s) using the "Get Started" button in the relevant theme block on your dashboard. Companies will be receiving emails over the next few devoids with further datable.	Jump to
		the next lew days with further details.	Payments
		All other dashboard features are also now online, including:	Questionnaires
		• the administrative fee payment function (if applicable)	Scores and Responses
		 the user block function to manage permissions for contacts associated with your organization 	Announcements
		Please note that the deadline for companies to submit their questionnaires in order to be eligible for scoring	Access my data
			Search
		To discuss disclosure options for your company, please get in touch with your local CDP contact.	
		Useful resources:	
		 Our <u>Frequently Asked Questions</u> for companies The <u>Using CDP's Disclosure Platform</u> guide, which outlines details of new features including the new Customer request view 	
		Key information for 2021 disclosure cycle	
		We are pleased to confirm the following key dates for the 2021 disclosure cycle. Please also view <u>our website</u> for further details.	
		 January 2021: 2021 questionnaires and reporting guidance available on our <u>guidance page</u> from week commencing January 11th, 2021 [English versions only, translated versions to follow] April 2021: Online Response System (ORS) will open in the week commencing April 12th, 2021. July 2021: Companies must submit their responses to investors and/or customers using the ORS by July 28th, 2021 to be eligible for scoring. 	
		Climate Change Forests Water Security	
		www.cdp.n	et @CDP

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回答ダッシュボード テーマ別回答要請質問書の情報





回答ダッシュボード

質問書ブロック



\bigcirc	質問書へ回答されますか?	Tell us now!	始める 🍡
	組織の詳細を確認する	期限 可能な限り早く	***
	顧客への提出 (<u>1 要請</u>)	期限 2021年7月28日	***
本質問書	へご回答いたたくよう、1社の顧	各より安請されています。	More information
本質問書 ?	へご回答いたたくよう、1社の顧	各より安請されています。	More information
本質問書 ?	へご回答いたたくよう、1社の顧	各より安請されています。	More information

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回答ダッシュボード

ユーザー権限の閲覧

∧ Users 4	
	1
These permissions apply to all questionnaires in this response cycle. For more information on User roles, <u>please see</u> <u>the User section of the FAQs.</u>	
Main User	
UN User Name メインユーザー	
Contributor	
YH Your Name Here 編集	
View Only	
WR Will Read 閲覧専用	
	WWI



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回答ダッシュボード ユーザーの追加・削除・権限変更









回答を開始する 質問書のアクティベート

回答開始 STEP 1:参加確認







STEP 1:参加確認 - 回答提出ステークホルダー確認







STEP 2:メインユーザー登録



Climate Change 2021 You will be the Main User for your organization's response. For more information about the main user role and implications, please review the relevant section in the FAQ. 1111 Main User Contributor View Only Access dashboard and view 1 1 \checkmark responses Update organization details \checkmark Start responses \checkmark Answer questions 1 1 Submit final response/accept \checkmark Terms Control user roles \checkmark メインユーザー権限は毎年リセットされるため、 Key contact for CDP - will \checkmark receive reminder and 登録手続きが必要 notification emails Pay disclosure administrative \checkmark fee if applicable √を入れる I confirm that I am authorized to be the Main user for my organization I will not be the Main User OK >> www.cdp.net | @CDP

メインユーザーに ならない場合



STEP 3:組織情報の確認



About us Our work Why disclose? Become a member Data and insights More	My account
Check organization details	Response dashboard
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 details
organization.	Primary Activity
Country of your Operational Headquarters: United Kingdom Change Your Website Address (optional) Twitter name (optional)	Guidance tool
	Sign out
Headquarters 123 Street ABC Way City AB1 2CD United Kingdom Edit	
Return to dashboard	



STEP 4:質問書バージョン選択



投資家からの回答要請もある場合:STEP6へ(この画面は非表示)



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STEP 5:プライマリーアクティビティ選択①

投資家からの回答要請もある場合:STEP6へ(この画面は非表示)

About us Our work Wh	y disclose? Become a member	Data and insights	(С) ЧН	
<u>Home</u> > <u>Corporate Dashboard</u>		顧客のみの	の回答要請(SC Only)企業に表示される画面
Select Primary Action Please select your organization's Inco Please note that changes you make organization.	vity dustry, Activity Group, and Primary Activi here will update the general information	ity below. I that CDP holds about you and your		
CDP-ACS Industry	CDP-ACS Activity Group	CDP-ACS Activity		
Biotech, Health Care & Pharma	2	3		
Food, beverage & agriculture				
Apparel				





STEP5:プライマリーアクティビティ選択②



顧客のみ回答要請(SC Only)企業に表示される画面



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【参考】セクター別質問に関わる主要な活動の選択



	CDP-ACS Industry (CDP-ACS産業)	CDP-ACS Activity Group (CDP-ACS活動グループ)	CDP-ACS Activity (CDP-ACS活動)	該当セクター別質問
部品や内装品ではなく、 完成品製造	Manufacturing	Transportation equipment	Aerospace/Alternative vehicles /Automobiles/Heavy vehicles	Transport OEM
エンジン部品製造	Manufacturing	Powered machinery	Engines & motors	Transport OEM- EPM
金属部品製造	Manufacturing	Metal products manufacturing	Fabricated metal components	General
プラスチック製造	Manufacturing	Plastic product manufacturing	Plastic products	General
電子部品製造	Manufacturing	Electrical & electronic equipment	Electronic components	General
その他車両装備品製造	Manufacturing	Powered machinery	Other vehicle equipment & systems	General
シートや内装品製造	Manufacturing	Light manufacturing	2021 NEW !! Automotive interior	General



STEP 6: プライマリーセクター別質問書の確認 プライマリーアクティビティーの選択変更(該当する場合のみ)







STEP 7:参加確認・質問書バージョン変更(該当する場合のみ)



	Change 2021						
6	Participation Confirmed	Completed March 11 2021	0				
;;;;	Submission to CDP's investor signatories (2021	Enter Questionnaire				
	<u>590+)</u> .						
	Submission to your customers (<u>1 request/s</u>	Due July 28 2021					
You have	been requested by 1 customer to re	spond to this questionnaire					
Completed March	n 11 2021						
We intend to sub	mit to CDP's investor signatories (panel of 590)	<u>1</u> .	Yes				
Change Answe	rs		105			_	
Questionnaire	Version						
We will comple	te the FULL version of the questionnaire.						
O We will comple included in the min Please see our <u>Sco</u>	te the MINIMUM version of the questionnaire. Impor imum version. Responses to the minimum version w <u>ring Introduction</u> for more information on scoring eli	tant note: No sector-specific questions a ill only be scored in certain circumstanc igibility.	are ces. 該当	する場合のみ表	示		
Save						n not l	
					vv vv vv.C	h'ner l	WCDP

オンライン回答システム (ORS)操作方法



ORSへアクセスできない&画面にエラーメッセージ表示の場合

- 1. ORS・ダッシュボードページからサインアウト
- 2. ブラウザを再読み込みしてから、もう一度サインイン
- ブラウザ上でクッキーや履歴のクリア・PC再起動すると問題が解決する場合があります。
- 解決されないようでしたら、エラーの詳細&エラー画面のキャプチャーを添えて CDP事務局 japan@cdp.net までお問い合わせください。

THE ORS



完全版・簡易版質問書へのメッセージ案内 - ウェルカムページ

Dashboard overview View previous responses Manage users Need I	(help?	PURE Solutions
DP Climate Change Questionnaire 2021		
te: Draft	Welcome to your CDP Climate Change Questionnaire 2021	
3 Cause 54 Charge of Columnit D Immunet Excent a 18 South Inc.		
Texas Texas A secure Texas and the second and texas and	ロス 人上 ーーーー It looks like something went wrong with the setup of your questionnaire. Please contact CDP.	
		M Company Shart M
✓ regrigation		
Welcome to your CDP Climate Change Questionnaire 2021		
You are completing the full version of the questionnaire. If you are eligible to complete the minimum version and would like to complete the minimum version instead, please return to y	your dashboard and select minimum version, then click the continue button to re-launch the questionnaire in the ORS. Answers already completed will be saved.	
You are completing the full version of the questionnaire.	V	完全
If you are eligible to complete the minimum version and woul	Id like to complete the minimum version instead, please return to your dashboard and select minim	num version, then click the
continue button to re-launch the questionnaire in the ORS. A	Answers already completed will be saved.	
		節易
You are completing the minimum version of the questionnair	re The minimum version of the questionnaire does not contain sector-specific questions.	
You are completing the minimum version of the questionnair	re the minimum version of the questionnaire does not contain sector-specific questions.	actionnaire in the OPS Answers
You are completing the minimum version of the questionnair If you would like to complete the full version instead, please r already completed will be saved.	re The minimum version of the questionnaire does not contain sector-specific questions. return to your dashboard and select full version, then click the continue button to re-launch the que	estionnaire in the ORS. Answers





質問書への記入を始める - イントロダクションページ

Navigation X	You are logged in as Your Name Here	
Sections All unanswered	Nonses Manage users Need help?	
Welcome to your CDP Climate Change Questionnaire 2020		
C0. Introduction		
C1. Governance		
C2. Risks and opportunities		
 C3. Business Strategy 		
C4. Targets and performant		
C5. Emissions methodology		
Co. Emissions data	N°CDP	You are logged in as User Name Powerd by Public Solutions
CR. Energy	Dashboard overview View previous responses Manage users Need help?	Par sectors (
 C9. Additional metrics 	CDP Climate Change Questionnaire 2021	
C10. Verification	State Draft	
C11. Carbon pricing		
 C12. Engagement 	Bi Save @f Share ✓ Submit ③ Import Export * III Auditiog	
 C15. Signoff 	Questions answered	
SC. Supply chain module	20/75	H < Previous > Next H
Submit your response		
	C0. Introduction	
	This module requests information about your organization's disclosure to CDP and will help data users to interpret your responses in the context of your business operations, timeframe and reporting boundary. The information provided here should apply consistently to your responses throughout the questionnaire and be complete and accurate as it may determine response options presented in subsequent modules. For this reason, you should respond to every question in this module and save your response before accessing the rest of the questionnaire.	
	C0.1	
	(C0.1) Give a general description and introduction to your organization.	
	B I U = Normal •	8 1
	Your Conserv Ltd deportprion.	
		32/5000
	C02・W/02・F02は回答必須設問	

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THE ORS – 回答の入力 SC.サプライチェーン(SC)モジュール – SC1.1排出量の割り当て … **くてしア**

DISCLOSURE INSIGHT ACTION



回答の提出 【メインユーザーのみ】





※顧客のみ回答要請(SC Only)企業: 回答事務費用の支払い→**不要**



Submit your response		メインユーザー画面
 Before you submit, please check the pre-submission ch Your choice of public or non-public submission impacts publication of scores. 	ecklist in Using CDP's Disclosure Platform – Compani how CDP can handle your response and where it will ※ 回答の日英併記は不可	es guide . be shared. Please refer to the Terms for responding for full details. The Terms for responding also include informatio
* In which language are you submitting your response?	スコアリング対象外となる	\checkmark
Please confirm how your response should be handled by CDP Your choice of public and non-public submissions impacts how CDP can ha	ndle your response and where it will be shared. Please refer to the	Terms for full details. The Terms also include information on publication of scores
	2 * I am submitting to	3 * Public or Non-Public Submission
I am submitting my response	Customers	Public Non-public Clear selection

顧客のみ回答要請(SC Only)企業に表示される画面

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 $(\mathbf{1})$





回答提出方法 - 投資家&顧客要請企業の場合 投資家からの回答要請もある場合

Submit your response



- Before you submit, please check the pre-submission checklist in Using CDP's Disclosure Platform Companies guide.
- Your choice of public or non-public submission impacts how CDP can handle your response and where it will be shared. Please refer to the Terms for responding for full details. The Terms for responding also include informatic publication of scores.



投資家&顧客からの回答要請企業に表示される画面



回答提出方法 - 諸条件の確認



メインユーザー画面	
Please see CDP's Privacy Policy	
Please read CDP's Terms for responding to Investors (2021 Climate Change) and Terms for responding to Supply Chain Members (2021 Climate Change)	
Please confirm below	
I have read and accept the applicable Terms	





回答提出方法 - メインユーザーのみ提出可能



responding also include information on publication of scores.



(



SC追加設問の後日回答(分割回答) 投資家からの回答要請もある場合

 SC. Supply chain module The SC module is for companies responding to the CDP climate chang with both suppliers and the member companies that are their custome Organizations benefit from disclosing by increasing transparency and particularly interested in elsewhere in the climate change questionna Emissions located in the supply chain are around four times as high as Please note that your response to the SC module is not scored. 	If you are ready to submit the additional Supply Chain module, before clicking 'Submit Supply Chain module', please make sure you have: • Checked your Supply Chain module answers • Selected 'Yes, I will submit the Supply Chain questions now' • Saved your response				
SC0.0					
(SC0.0) If you would like to do so, please provide a separate introduction to this mo	* In which language are you submitting your response?				
B I 型 ≔ ⊨ Normal -	English				
CDP Climate Change Question	Please confirm how your response should be handled by CDP Your choice of public and non-public submissions impacts how CDP can hand * I am submitting * Public or Non-Public to Submission 2 I am submitting my Public nnaire 2021	 and where it will be shared. Please refer to the Terms for full details. The Terms also include information on publication of the Are you ready to submit the additional Supply Chain questions? Yes, I will submit the Supply Chain questions now ubmit them by the deadline shown on my dashboard. I understand the shown on my dashboard. 	If scores stand that if I do not return to submit my additional Supply Chain		
State: Authorities pending		questions by the deadline, they will not be submitted to customers.			
3					
Save C Share Submit Supply Chain mod	ule 🖹 Import 🛛 Export 👻 🔝 Audit log	Save Share Questions answered 2021 NEW !! Navigation N ext Vou selected 'Submit'. If you are sure, please confirm your selection.			
33	インユーザー画面	You may not be able to undo this action. Cancel Confirm where it will be shared. Please refer to the Terms for responding for full details. The Terms for respective to be lacked information as an utilization of access	www.cdp.net @CDP		





	Dashboard overview	View previous responses	Manage users	Need help?			
CDP Climate Change Questionnaire 2021							
Thank you for your submission.							
We appreciate the time and effort you have invested to submit your data to your stakeholders through the CDP Climate Change 2021 Questionnaire.							
You will receive an email confirming your submission within 24-48 hours. If you do not, please contact your local CDP contact or email respond@cdp.net.							
We would love to hear from you							
CDP is keen to hear from corporations on their experience of using our disclosure platform, and the questionnaires. You can provide feedback via this short form, or via your local CDP contact.							
Amending your response							
Your response will now be "view-only". If you need to amend your submitted response, you will need to complete an amendment form. Please click here to view CDP's Amendments Policy and download the form .							











▼ 2021年回答期限:<u>7月28日</u>までにORSを通じて提出が必要です。

■ 回答の差戻修正:<u>7月14日</u>までにCDP事務局への連絡が必要です。

回答修正:<u>10月4日</u>までにrespond@cdp.netへの依頼が必要です。

※修正内容によっては対応不可の場合があります。

▼ 詳細: <u>FAQs</u>をご確認ください。

CDPが提供している主な資料(リンク集)



▼日本語版よくあるご質問(FAQ)

- ▼回答ダッシュボード使用方法(アカウントの作成など)・オンライン回答システム使用方法
- ▼各質問書・サプライチェーンモジュールに関するウェビナー(動画・資料)

▼<u>スコアリングイントロダクション</u>

- ▼気候変動・水セキュリティ・フォレスト質問書
- ■各質問書に関するガイダンス資料・スコアリング基準
- ▼<u>サプライヤーエンゲージメント評価の日本語説明資料</u>
- ▼ 各質問書の前年からの変更点
- ▼公開されている他社回答へのアクセス
- ▼日本語版気候変動・水セキュリティ・フォレスト報告書
- ▼CDPジャパンが開催するセミナー情報(過去の録画・資料含む)



CDPジャパン事務局 Address:東京都千代田区大手町2-2-1新大手町ビル3階



Tel: +81 (0)3 6225 2232



https://japan.cdp.net/(日本語サイト)



Contact email address:
japan@cdp.net一般的なお問い合わせsupplychain.japan@cdp.netCDPサプライチェーンプログラムについて

ユーザーガイド資料(英語) Using CDP's Disclosure Platform - Companies

