

How to Submit your CDP Questionnaire in 2024

Global webinar - 24 September 2024

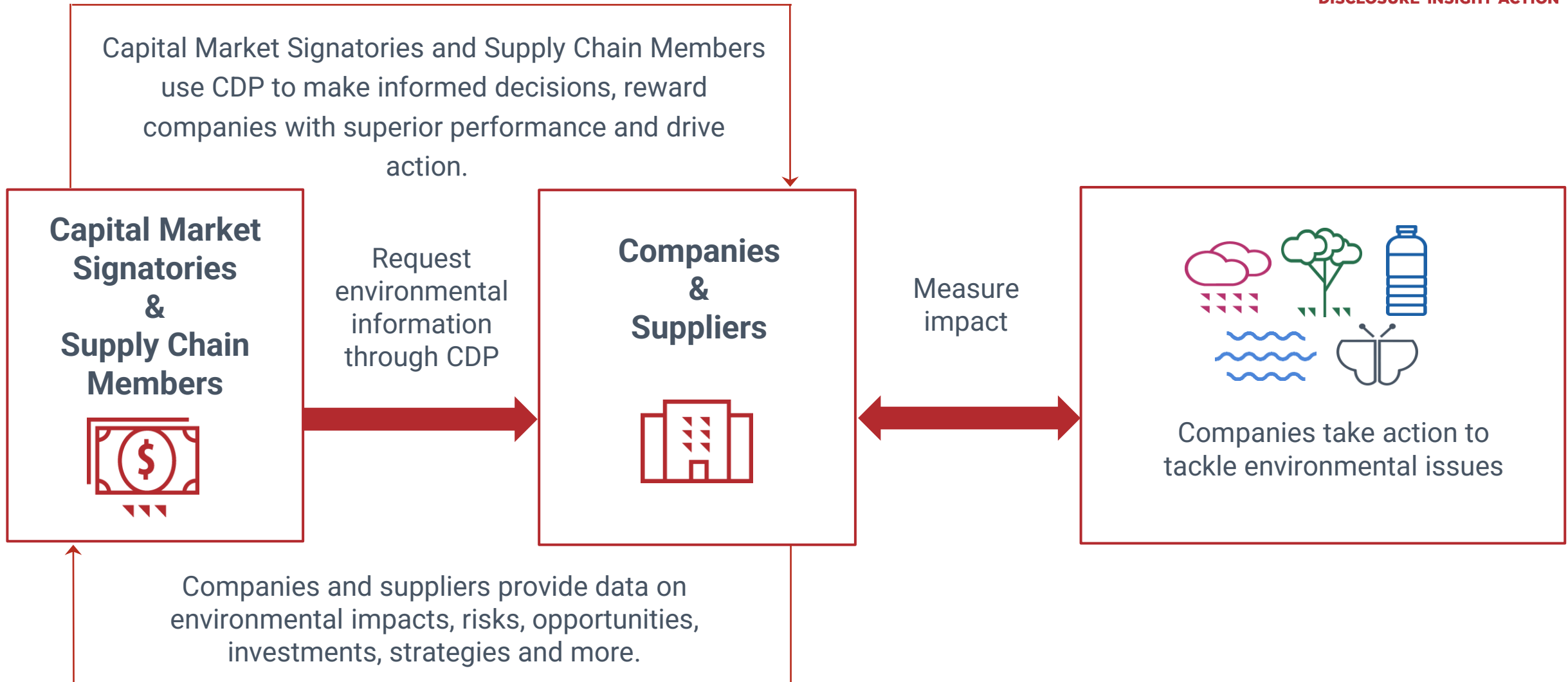
Webinar overview

- ▼ Introduction to CDP - Write Once, Read Many
- ▼ Getting Started – Key Reminders
- ▼ Pre-Submission Checklist
- ▼ Submission Process – Portal Walkthrough
- ▼ Post-Submission – Scoring & Amendments
- ▼ Resources
- ▼ FAQ



Write once, read many – unlock environmental action

How we work



About us

CDP is a global non-profit that runs the world's environmental disclosure system for companies, cities, states and regions.



**What you can measure,
you can manage.**



700+

financial institutions with US\$142 trillion in assets



330+

purchasing organizations with an annual spend of US\$6.4 trillion



23,000+

disclosing companies



1,100+

disclosing cities, states & regions

Disclosure is a business necessity



Access to capital

Quantifying risk and opportunity

740+ investors asked CDP to engage companies in their portfolios to disclose in 2023.



Business competitiveness and access to buyers

Procurement and building business

In 2022, CDP Supply Chain members drove **70 million tonnes** of emissions reduction initiatives.



Compliance

Mandatory or voluntary

CDP's disclosure platform improves consistency of information for investors.



CDP data powers global financial market platforms



Global financial market platforms

Through partnerships with the ISSB, EFRAG and the TNFD, CDP empowers companies to disclose aligned data



Compliance

CDP data is the basis for equity products offered by the world's major financial institutions and index providers



Equity products



Access to capital



CDP data goes directly from our portal to 700+ investors with \$142 trillion in assets

Procurement



Over 330 multinationals with \$6.4 trillion in buying power use CDP supplier data for procurement decisions. Citibank uses that data for preferable financing for Vodafone suppliers

Global policy



NZDPU

CDP data powers the NZDPU and UNFCCC Global Climate Action Portal, enabling review of progress toward Paris Agreement and policy development

Six working days to scoring deadline:



Prepare

Disclose

Access insights

Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb

APR 30
2024 CDP corporate
questionnaire
published

JUN 4
The **questionnaire**
opens for disclosers
to respond

OCT 2
Scoring submission
deadline for
corporates

OCT 16
Submission deadline
for corporates

Getting started

Questionnaire Set-Up

- ▼ Sign in to the Portal
- ▼ Confirm Submission Lead
- ▼ Choose fee (if applicable)
- ▼ Confirm participation
- ▼ Set up your questionnaire
- ▼ Begin responding



Submission Lead

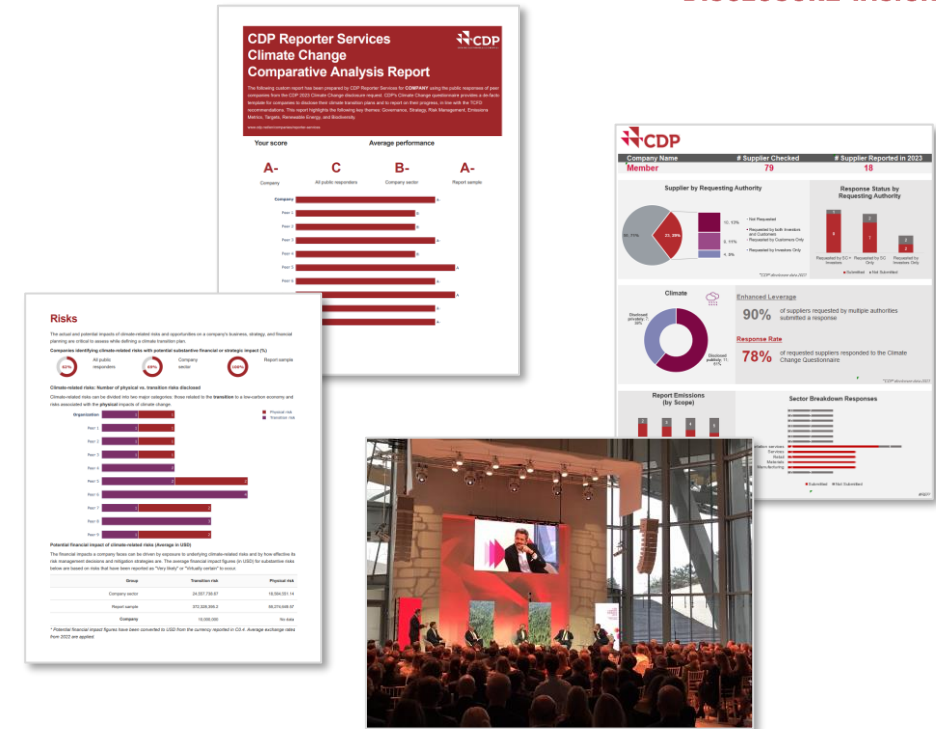
- ▼ Submission Lead is the new “Main User”
- ▼ The Submission Lead must choose this role for themselves
- ▼ You can see the Submission Lead under 'Invite team members'
- ▼ Only the Submission Lead can:
 - ▼ Complete the questionnaire set-up
 - ▼ Submit the questionnaire
 - ▼ Pay the Administrative Fee



Administrative Fee options



	Enhanced Fee	Foundation Fee
Report through CDP, receive score , use CDP reporting frameworks and guidance	✓	✓
Detailed CDP Benchmarking Report	✓	X
Screening of top 50 suppliers to understand environmental action in your supply chain	✓	X
Access to 100 company responses of your choice	✓	X
Free entry/priority registration to CDP event	✓	X
CDP Supporter badge , quote from CDP Director	✓	X
A tailored introduction to a CDP Accredited Solutions Providers	✓	X



...and more!

Learn how to select your fee in [this Knowledge Base article](#).

If you've already paid the Foundation Fee, it's not too late. Contact your account manager to make the switch.

Visit [our FAQ page](#) for pricing and more information.

Pre-Submission Checklist


Pre-submission checklist: Administrative



- ☐ **Submission Lead:** Only the Submission Lead can submit your response.
- ☐ **Raise Admin Fee invoice:** All Disclosers requested by Capital Markets Signatories are subject to the Administrative Fee.
- ☐ **Requests:** Ensure you have merged and/or accepted all the requests addressed to your organization or subsidiaries.

View requests



 You have 2 new requests
2 organizations are requesting
you to disclose through CDP.

Requests

Every year, organizations request disclosing organizations to report and share climate-related information through CDP. By confirming your participation, you agree to our [terms of disclosure](#).

You may have a request from CDP's 700+ Capital Market Signatories.

Total number of requests: 2

REQUESTED 2

Requester	Requester type	Issue	Request date
CDP Capital Markets	CDP Capital Markets	Climate change	May 24, 2024
MEMBER	Supply Chain	Climate change	May 24, 2024

Rows per page: 25 ▾ 1–2 of 2 < >

[Contact CDP](#) if you need help understanding any of these requests.

View requests >

View and merge subsidiary requests



Discloser

Demo Disclosing Org...

Invite team members

Home

Questionnaire

Requests 3

Requests

Every year, organizations request disclosing organizations to report and share climate-related information through CDP. By confirming your participation, you agree to our [terms of disclosure](#).

You may have a request from CDP's 700+ Capital Market Signatories.

REQUESTED 3

OPTIONAL 1

Requested organization

Request status

Subsidiary Organization

Requested

Rows per page: 25 1-1 of 1

Contact CDP if you need help understanding any of these requests.

Step 2

Step 1

Requests

Every year, organizations request disclosing organizations to report and share climate-related information through CDP. By confirming your participation, you agree to our [terms of disclosure](#).

You may have a request from CDP's 700+ Capital Market Signatories.

REQUESTED 3

OPTIONAL 1

Requested organization

Request status

Subsidiary Organization

Requested

Contact CDP if you need help understanding any of these requests.

Subsidiary Organization

Issue	Number of requests
Climate	3
Requester type	Invited by investors
Supply Chain, CDP Capital Markets	Yes

Merge requests?

By merging Subsidiary Organization's requests with yours, you're agreeing to respond on their behalf. You'll see all the requests Subsidiary Organization has received in your Request list. Subsidiary Organization will see that you've done this.

Merge requests

Step 3

Pre-submission checklist: Administrative



- ☐ **Submission Lead:** Only the Submission Lead can submit your response.
- ☐ **Raise Admin Fee invoice:** All companies requested by Capital Markets Signatories are subject to the Administrative Fee.
- ☐ **Requests:** Ensure you have merged and/or accepted all the requests addressed to your organization or subsidiaries.
- ☐ **Mandatory data points:** Make sure mandatory data points have been answered.

Mandatory datapoints



▼ For full corporate questionnaire:

- ▼ **1.1** In which language are you submitting your response?
- ▼ **1.4** State the end date of the year for which you are reporting data. For emissions data, indicate whether you will be providing emissions data for past reporting years.
- ▼ **1.10 (FS-Only)** Which activities does your organization undertake, and which industry sectors does your organization lend to, invest in, and/or insure?

▼ For SME questionnaire:

- ▼ **14.1** In which language are you submitting your response?
- ▼ **14.4** State the end date of the year for which you are reporting data.

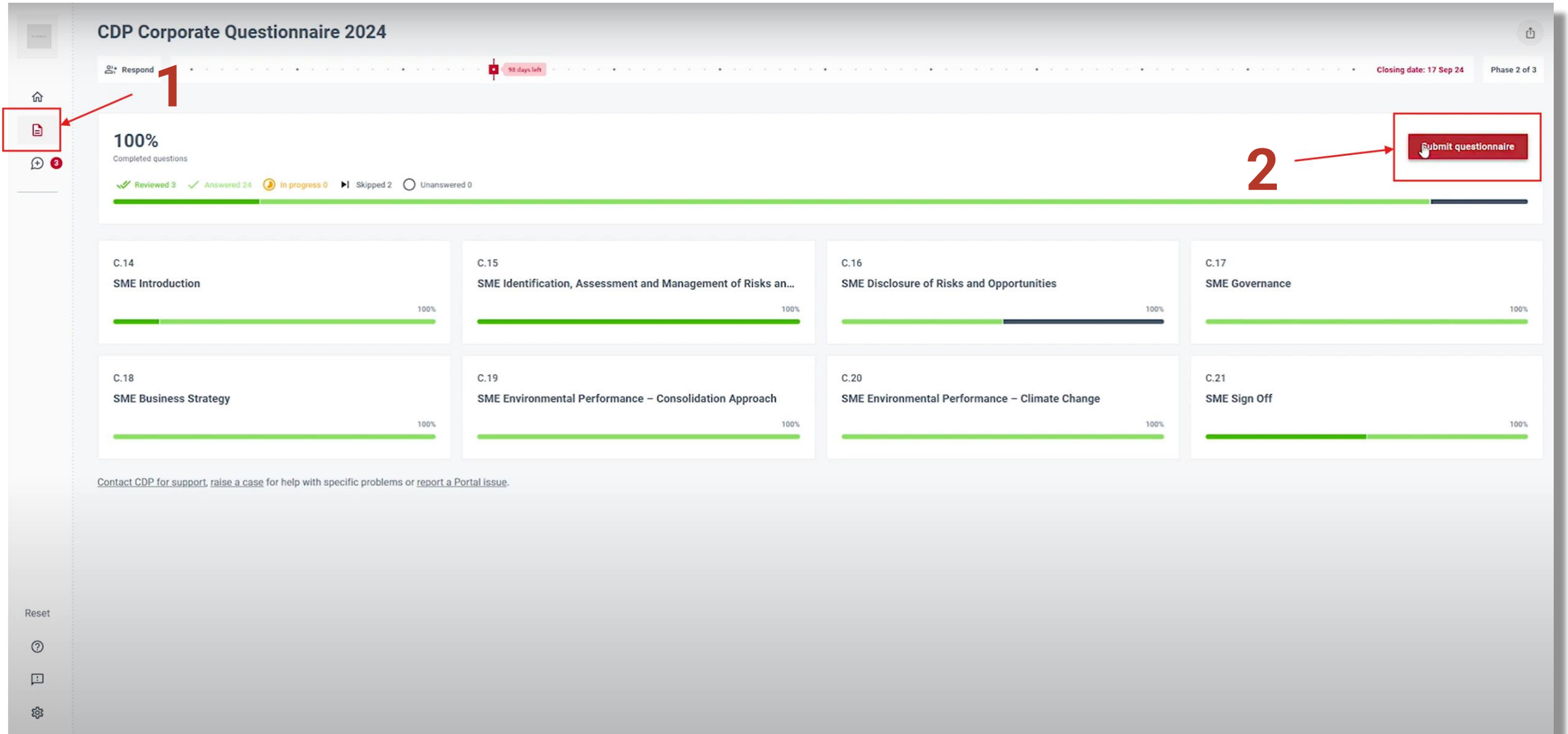
Pre-submission checklist: Questionnaire content



- ☐ **Final response check:** Review progress tracker.
- ☐ **Confirm customer emissions allocation (if applicable):** To allocate emissions to all customers you choose to, confirm requests list matches customers listed in question 7.26.
- ☐ **Attachments:** Confirm that your attachments are complete.
- ☐ **Excel import:** Double check the questions you used the Excel import function to confirm accuracy.

Submission Process

Start – Navigate to your questionnaire & click 'Submit questionnaire'



The screenshot displays the CDP Corporate Questionnaire 2024 interface. A red arrow labeled '1' points to the 'Respond' button in the top navigation bar. Another red arrow labeled '2' points to the 'Submit questionnaire' button in the top right corner. The main content area shows a progress bar at 100% and a list of questionnaire sections, each with a progress indicator.

CDP Corporate Questionnaire 2024

Respond 1 98 days left Closing date: 17 Sep 24 Phase 2 of 3

100%
Completed questions

Reviewed 3 Answered 24 In progress 0 Skipped 2 Unanswered 0

2 Submit questionnaire

Section ID	Section Name	Progress
C.14	SME Introduction	100%
C.15	SME Identification, Assessment and Management of Risks an...	100%
C.16	SME Disclosure of Risks and Opportunities	100%
C.17	SME Governance	100%
C.18	SME Business Strategy	100%
C.19	SME Environmental Performance – Consolidation Approach	100%
C.20	SME Environmental Performance – Climate Change	100%
C.21	SME Sign Off	100%

Contact CDP for support, [raise a case](#) for help with specific problems or [report a Portal issue](#).

Reset

Step 1 – Review your questionnaire response



Home

Documents

Help

3

Review submission

2024 questionnaire

1 Review questionnaire

2 Review requests

3 Review submission type

4 Submit

5 Done

100%

Questionnaire completed

Section overview

Make sure all of your sections are 100% complete. Submitting an incomplete questionnaire may decrease your final score.

C.14

SME Introduction

100%

Reviewed 1 ✓ Answered 6 ✓ In progress 0 ⚠ Skipped 0

Unanswered 0

C.15

SME Identification, Assessment and Management of Risks an...

100%

Reviewed 1 ✓ Answered 0 ✓ In progress 0 ⚠ Skipped 0

Unanswered 0

C.16

SME Disclosure of Risks and Opportunities

100%

Reviewed 0 ✓ Answered 2 ✓ In progress 0 ⚠ Skipped 2

Unanswered 0

C.17

SME Governance

100%

Reviewed 0 ✓ Answered 2 ✓ In progress 0 ⚠ Skipped 0

Unanswered 0

C.18

SME Business Strategy

100%

Reviewed 0 ✓ Answered 5 ✓ In progress 0 ⚠ Skipped 0

Unanswered 0

C.19

SME Environmental Performance – Consolidation Approach

100%

Reviewed 0 ✓ Answered 1 ✓ In progress 0 ⚠ Skipped 0

Unanswered 0

C.20

SME Environmental Performance – Climate Change

100%

Reviewed 0 ✓ Answered 7 ✓ In progress 0 ⚠ Skipped 0

Unanswered 0

C.21

SME Sign Off

100%

Reviewed 1 ✓ Answered 1 ✓ In progress 0 ⚠ Skipped 0

Unanswered 0

Reset

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Settings

Return to questionnaire overview

CDP

Step 1 – Review your questionnaire response



Review submission

2024 questionnaire

1 Review questionnaire

2 Review requests

3 Review submission type

4 Submit

5 Done

100%
Questionnaire completed

Section overview

Make sure all of your sections are 100% complete. Submitting an incomplete questionnaire may decrease your final score.

C.14
SME Introduction

Reviewed 1
Answered 8
In progress 0
Skipped 0
Unanswered 0

C.15
SME Identification, Assessment and Management of Risks an...

Reviewed 0
Answered 0
In progress 0
Skipped 0
Unanswered 0

C.16
SME Disclosure of Risks and Opportunities

Reviewed 0
Answered 2
In progress 0
Skipped 0
Unanswered 0

C.17
SME Governance

Reviewed 0
Answered 2
In progress 0
Skipped 0
Unanswered 0

C.18
SME Business Strategy

Reviewed 0
Answered 5
In progress 0
Skipped 0
Unanswered 0

C.21
SME Sign Off

Reviewed 1
Answered 1
In progress 0
Skipped 0
Unanswered 0

Your questionnaire is not completed.

One or more sections have incomplete or skipped questions.

1 sections impacted

C.16 | SME Disclosure of Risks and Opportunities

50% Skipped

ⓘ Skipping sections or leaving incomplete responses will negatively impact your scoring. We recommend doing a final check to make sure you haven't missed anything.

Cancel

Submit anyway

Reset

Return to questionnaire overview

CDP

Step 2 – Review Requests



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Review submission

2024 questionnaire

1

Review questionnaire

2

Review requests

3

Review submission type

4

Submit

5

Done

100%

Questionnaire completed

Review your requests

The following organizations or entities have requested you to submit your environmental data through CDP. The data you submit will be shared with them.

Requester 1

in about 5 hours

CDP Capital Markets

in about 5 hours

Requester 3

in about 5 hours

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Continue

Step 3 – Review submission type: Response publicity



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Review submission

2024 questionnaire

1 Review questionnaire

2 Review requests

3 Review submission type

4 Submit

5 Done

100%

Questionnaire completed

Do you want your questionnaire response to be public or non-public?

Half of companies and over 90% of cities, states and regions choose to disclose publicly and we strongly encourage you to do so.

☒ I want my questionnaire response to be public.

☐ I want my questionnaire response to be non-public.

About public and non-public responses

- Public responses are published on the CDP website after the submission deadline. Read our [terms of disclosure](#) to understand how data is shared.

- Public Disclosers are eligible for the CDP Discloser badge, published in October.

- Non-public Disclosers are not eligible for A or A- scores (companies) or A scores (cities, states and regions) and will not get the full benefits of disclosure.

- Your choice does not impact whether your score is public or non-public. Read more about scoring: <https://www.cdp.net/en/scores/cdp-scores-explained>

Your responsibility to comply with public initiatives

Submitting your response publicly is a requirement of several initiatives, including Race to Zero, Race to Resilience, and Global Covenant of Mayors. If your organization is part of an initiative that requires public disclosure, submitting non-publicly means you are not compliant with your membership or campaign requirements. It is your responsibility to check if the initiatives your organization is part of require public disclosure.

Back

CDP

Response publicity status

A selection made at submission



PUBLIC RESPONSE*

- ▼ Response available for all requesting authorities (Capital Market Signatories, customers, etc)
- ▼ Response **available to public**
- ▼ Response shared with CDP data users (MSCI, Bloomberg, and more)

NON-PUBLIC RESPONSE

- ▼ Response available for all requesting authorities (Capital Market Signatories, customers, etc)
- ▼ Response **not available to public**
- ▼ Response is **used as aggregated data only** in CDP reports and studies

* Having a public response is a requirement to be scored at Leadership level

Step 4 – Submit your response



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Review submission

2024 questionnaire

1 Review questionnaire

2 Review requests

3 Review submission type

4 Submit

5 Done

100%
Questionnaire completed

Complete your submission

Review your submission below.

Questionnaire progress

100%

Submission date

11 Jun 2024

Submission shared with

3

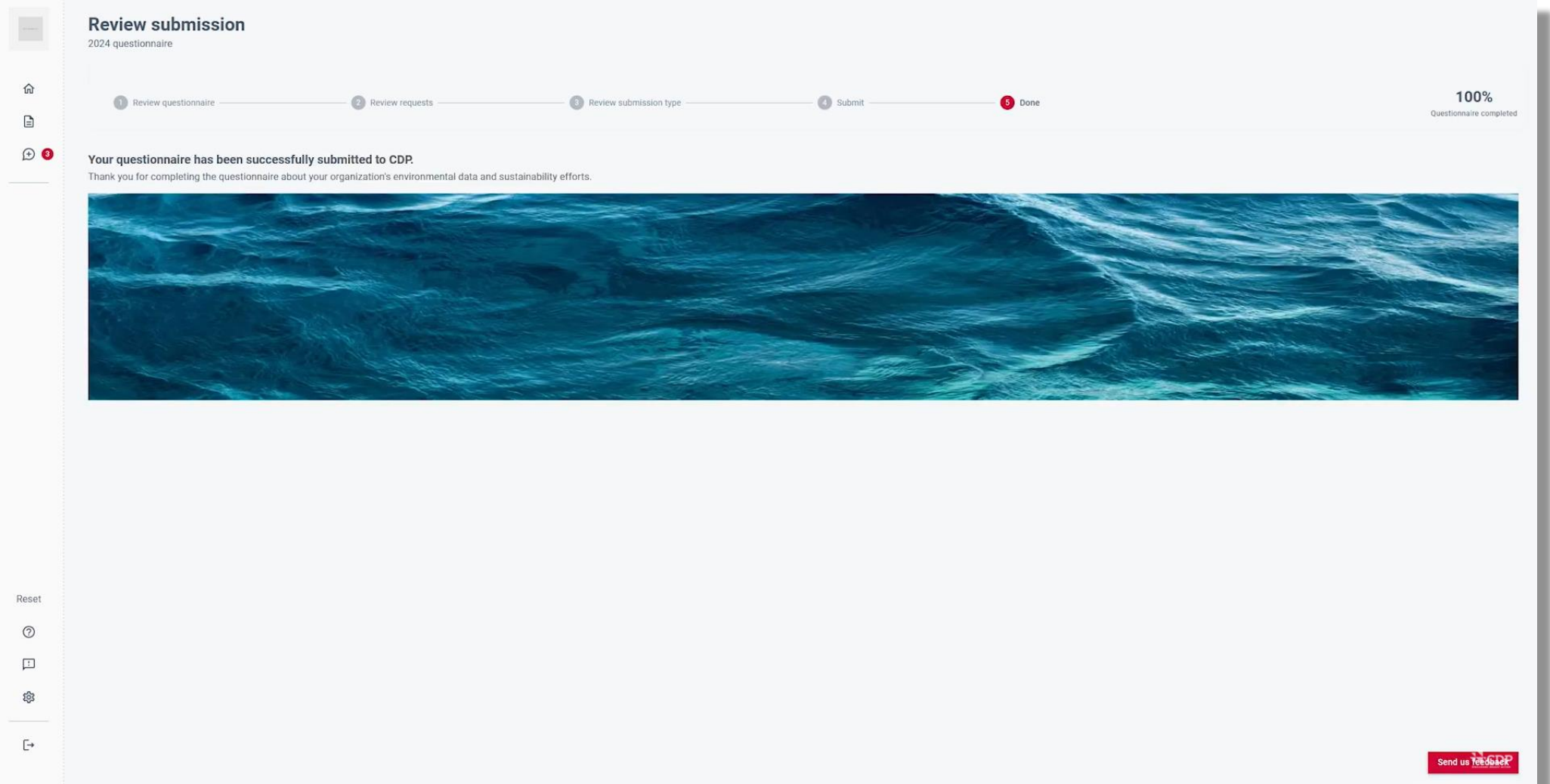
Submission type

Public

Submit questionnaire



Step 5 – Check your inbox for confirmation email



Your Questionnaire page after submission



CDP Corporate Questionnaire 2024

Respond

11 days left

Closing date: 01 Oct 24

Phase 2 of 3

Welcome to the 2024 questionnaire

New: copy forward makes it faster and easier to respond. If you disclosed through CDP previously, we have pre-populated some answers from your organization's previous submission in this year's questionnaire. If you're a new Discloser, you'll benefit from this feature in next year's cycle.

Submitted on

100% complete

Need to make a change?

- You can still make changes to your questionnaire
- You can edit your answers until the Portal closes on 10/16/2024.
- Any edits submitted after 10/02/2024 will not be scored.

Edit submission

Post-Submission – Scores and Amendments

About CDP scores



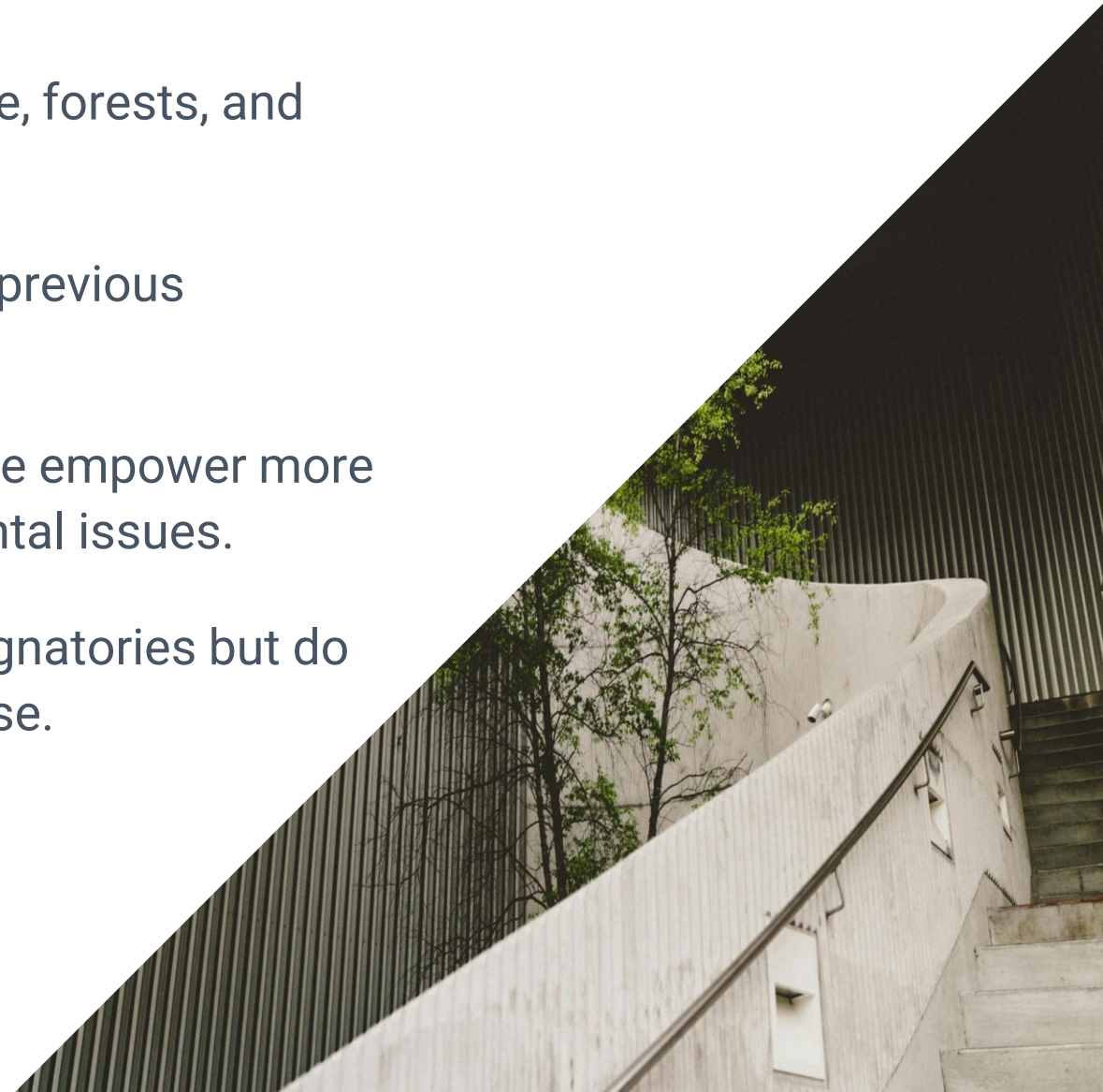
- ▼ A CDP score provides a snapshot of a company's disclosure and environmental performance.
- ▼ Scores indicate the level of action reported by the company to assess and manage its environmental impacts during the reporting year.



Corporate Scores in 2024

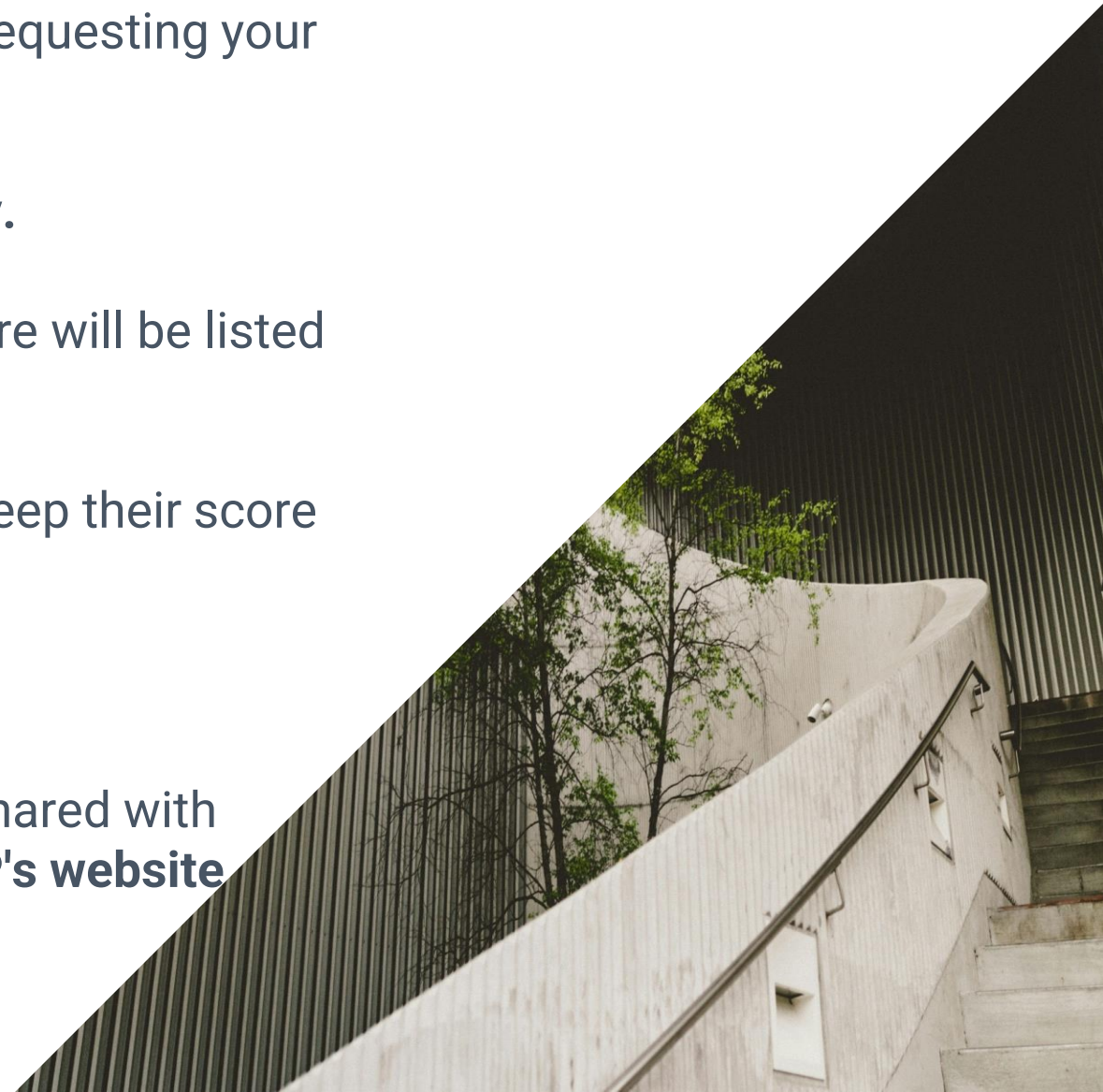


- ▼ You will continue to receive separate climate change, forests, and water security scores in 2024.
- ▼ You will receive a single score for forests replacing previous commodity scores.
- ▼ **Plastics and biodiversity will remain unscored** as we empower more companies to begin disclosing on these environmental issues.
- ▼ Companies that are requested to disclose by CM Signatories but do not disclose will receive an “F” for “Failure to Disclose.”



Public and Non-public scores

- ▼ Score publicity is based on which stakeholders are requesting your organization to disclose.
- ▼ **Score publicity is independent of response publicity.**
- ▼ If requested by **Capital Market Signatories**, your score will be listed **publicly** on CDP's website.
 - ▼ Upon request, first-time responders can opt to keep their score private.
 - ▼ FS-Water and FS-Forests scores will be private.
- ▼ If requested by **Customers only**, your score will be shared with requesting customers only and **not available on CDP's website**



Amending your response

- ▼ Amendments of responses will be free and self-service in the Portal via the “edit” function.
- ▼ This function will be available in a few weeks, post scoring deadline. Only information submitted before October 2nd will be factored into scoring.
- ▼ Disclosers can make edits to their submitted response until **December 2nd**.
- ▼ Amendments must be submitted by the Submission Lead, but Contributors can change a submitted response into amendment status



Next steps

- ▼ Submit by scoring deadline of **October 2nd (11:59pm local time)**.
- ▼ Enhanced admin fee benefits are delivered starting in the Fall
- ▼ Promote your disclosure with Disclosure Comms Toolkit



Key Resources

- ▼ [CDP 2024 Disclosure](#)
- ▼ [FAQs for Companies](#)
- ▼ [Knowledge Base & Discloser Portal Videos](#)
- ▼ [Guidance for companies](#) (corporate and SMEs)
 - ▼ 2024 Questionnaire and guidance
 - ▼ Mapping IFRS S2 to CDP's 2024 Questionnaire
 - ▼ CDP Question-level Changes & Map 2024
 - ▼ Scoring Materials
 - ▼ Version Control Tables



FAQ

FAQ - Quick Reminders



▼ What does a public vs. non-public response mean?

- ▼ Non-public responses are only shared with CDP's Capital Market Signatories and the customers that requested you to disclose. Public responses are also shared with further CDP data users, will be available publicly, and disseminated to the ESG ecosystem.

▼ Who is subject to the administrative (admin) fee?

- ▼ Any Discloser requested to disclose by Capital Market Signatories is subject to the admin fee. If you are only requested to disclose by customers, you are not subject to the admin fee.

▼ What happens if I submit post October 2?

- ▼ If you disclose between October 2nd and October 16th, your data will be shared with your requestors (Capital Market Signatories and/or customers), but you will not receive a score. **Oct 16th is the last day to submit.** Should you face significant struggles to meet the Oct 2nd deadline due to technical challenges, please reach out to your CDP point of contact.

FAQ - Portal Questions



▼ What should I do if I'm still facing a technical issue with a particular question?

- ▼ There are a small number of question-level issues within the questionnaire that unfortunately won't now be fixed within the 2024 cycle. We are committed to ensuring that these don't prevent you from providing comprehensive responses and have therefore identified an alternative route to including this information so that you can confidently complete and submit your disclosure.
 - ▼ Make a note of the question(s) you have been unable to answer and the additional information you had planned to provide.
 - ▼ Go to **question 13.2** within the corporate questionnaire (the question reads 'Use this field to provide any additional information or context that you feel is relevant to your organization's response.')
 - ▼ Indicate the question you wish to add to by stating '[Supplementary information to question x.x]' and then include the information you were unable to input into the original response. You can repeat this for as many questions as needed.
- ▼ The information will be available and visible as part of your full response. They will not be attributed back to the corresponding question in datasets or be used to inform your 2024 score.



FAQ - Portal Questions



▼ What information will be submitted?

- ▼ Only the data that is displayed in the portal will be submitted to stakeholders and taken into account for scoring

▼ What should I do if the progress tracker is indicating that I don't have a question complete?

- ▼ The progress tracker does not need to be complete to submit your response. It is a tool to support your disclosure.

FAQ - Portal Questions



▼ Why may requests sent to my subsidiaries be merged into my own?

- ▼ Best practice in reporting is for parent companies to report on behalf of their subsidiary in line with the GHG Protocol. CDP has taken the decision to proactively merge the majority of requests addressed to subsidiaries with their parent's requests. This will only apply if the subsidiary has been inactive and is only requested by customers.
- ▼ This is in line with how CDP managed parent/subsidiary requests in previous disclosure cycles. This approach greatly increases the use value of your disclosed data and ensures you can fulfil all your customer requests with one submission.

FAQ – Post submission



- ▼ **I want to share my response on my own company website. How can I do that?**
 - ▼ Please feel free to export a Word version of your questionnaire. We are currently exploring further formatting options.
- ▼ **When will scores be released?**
 - ▼ The timeline for the release of scores is currently being finalized. We will share an update with all stakeholders once this has been confirmed.
- ▼ **When will data be shared?**
 - ▼ Data will be shared with requesting stakeholders and data users later this year. We will provide additional information on this timeline in due course.



Thank you
