How to Submit through CDP

September 26, 2024

DISCLOSURE INSIGHT ACTION

Speakers

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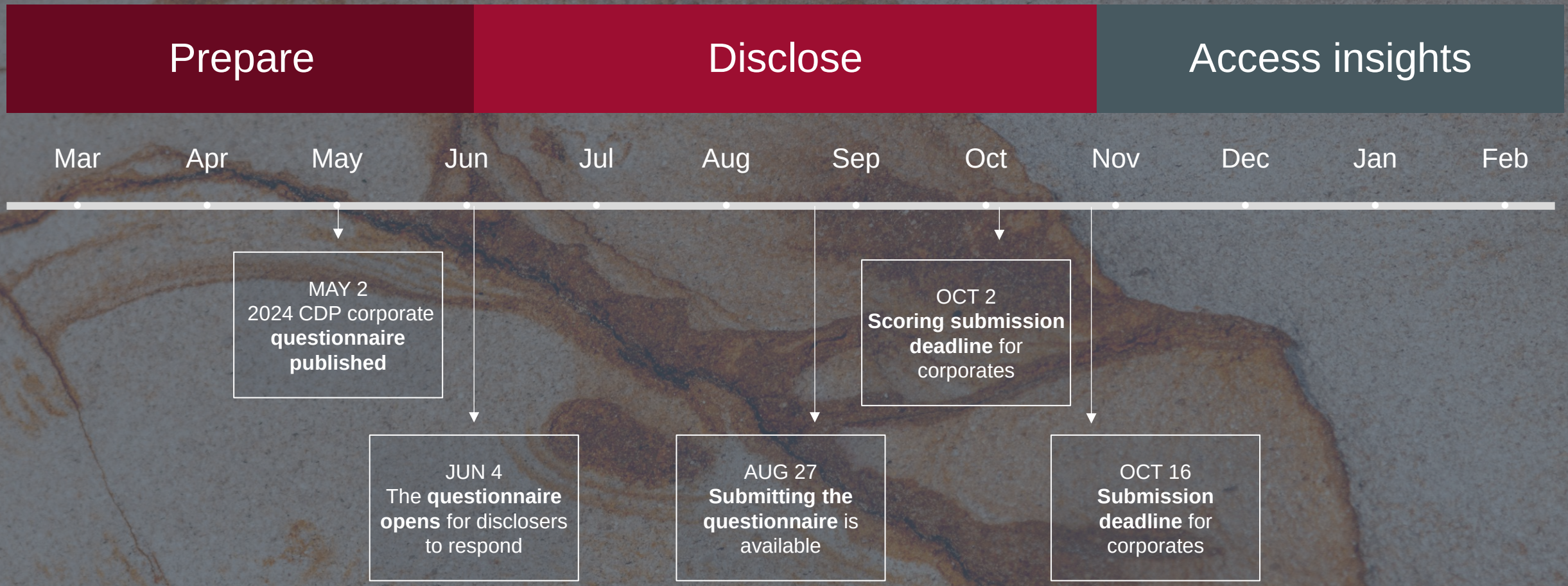
Senior Account Manager

Supply Chain, CDP

Contents

- **CDP Overview**
- Target Questions for Suppliers
- CDP Disclosure 2024
- Best Practice Reporting and Support
- Questions

2024 Disclosure Timeline



About CDP

CDP is an environmental non-profit running the **global disclosure system** that enables companies, cities, states and regions to measure and manage their environmental impacts.

Data drives our mission. Through our work, we have built the world's most comprehensive collection of self-reported environmental data.

CDP **data facilitates environmental action** globally with granular insights, year-on-year tracking, and trusted benchmarks.

Over **330+ major buyers**, with a combined purchasing power of over US$6.4 trillion, are asking their suppliers to disclose through the **CDP Supply Chain program**.

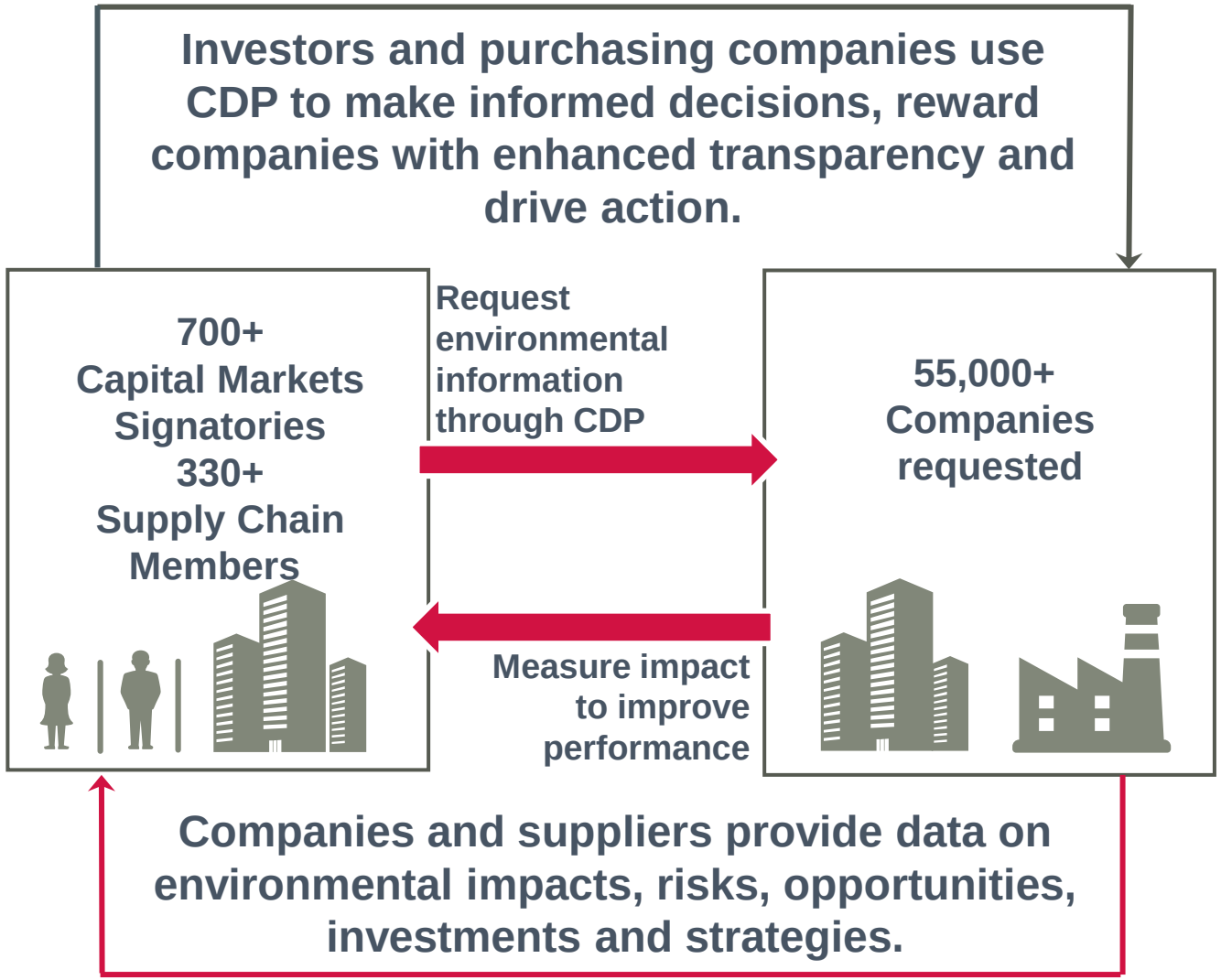
Over **700+ investors**, with assets of US$142+ trillion, are requesting companies to disclose through CDP.

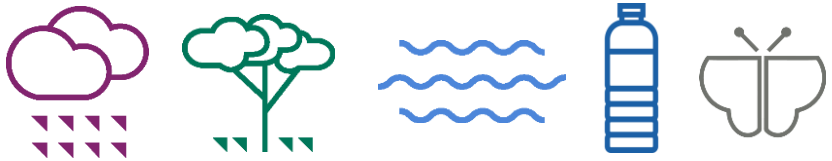
We host **global events** and **webinars** with thought leaders in the field.

We are founding partners of the **Science Based Targets Initiative**.

Through our **offices and partners in 50 countries** we have driven unprecedented levels of environmental disclosure.

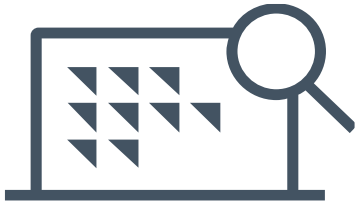
How CDP Works





Companies take action to tackle climate change, prevent the destruction of forests, safeguard water resources, reduce plastic pollution and protect biodiversity.

A single corporate questionnaire

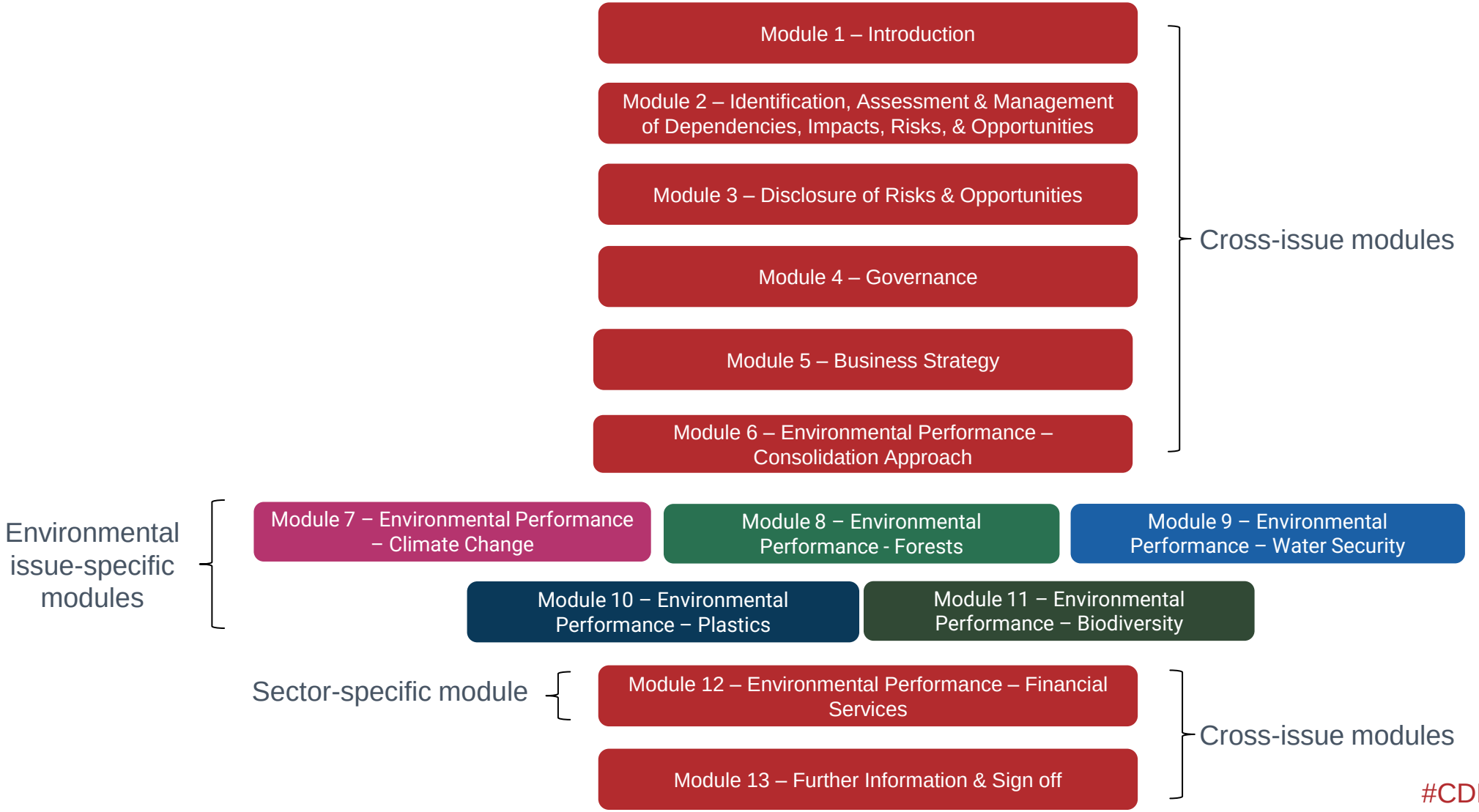


- This will also ensure that global capital markets, procurement teams and the data ecosystem that relies on CDP have the most robust, decision-useful environmental data.

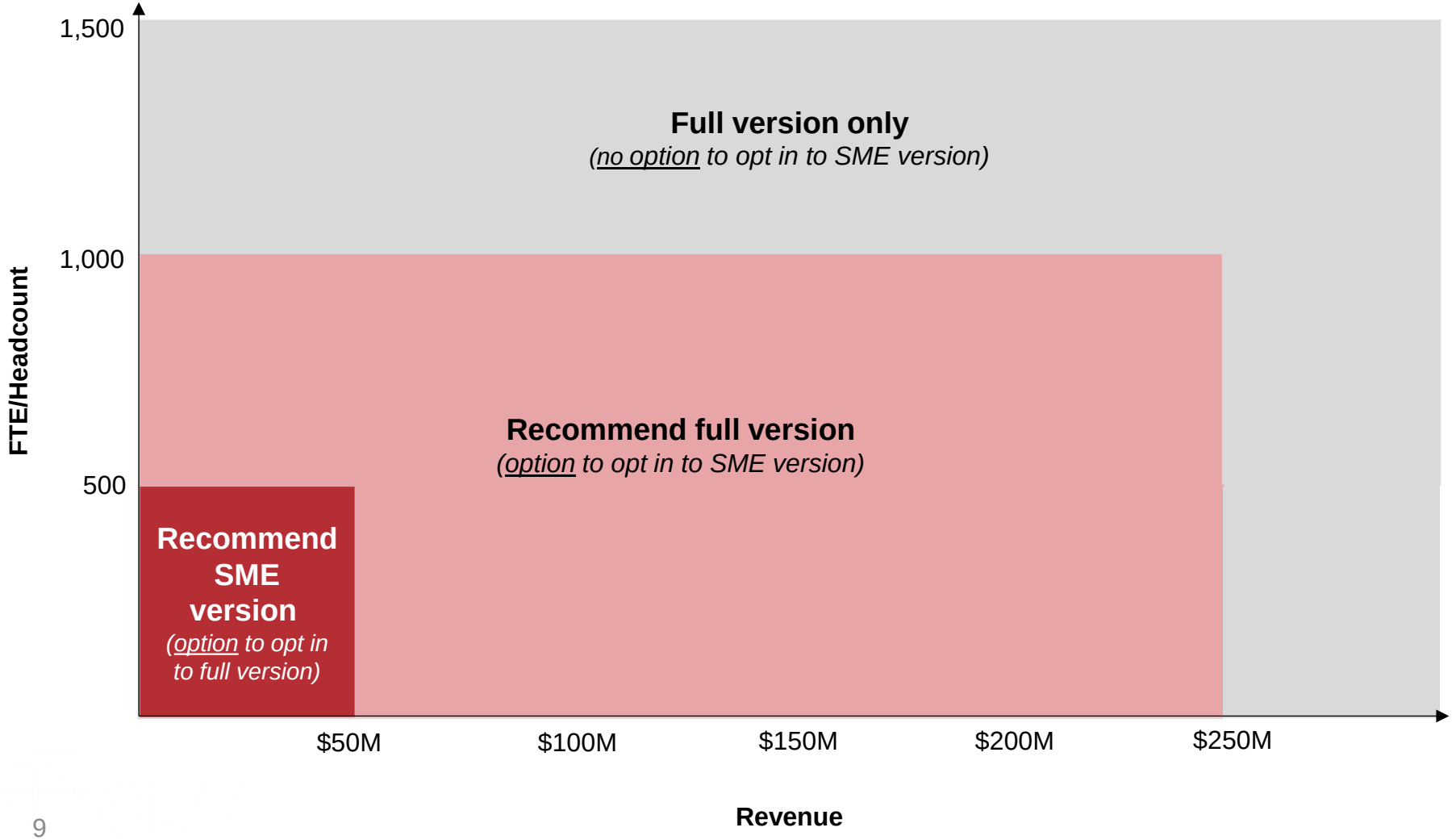
- By streamlining reporting, **we'll ask the right questions, to the right organizations**, in the right way without duplication.

Questionnaire layout & structure

‘Full’ Corporate questionnaire



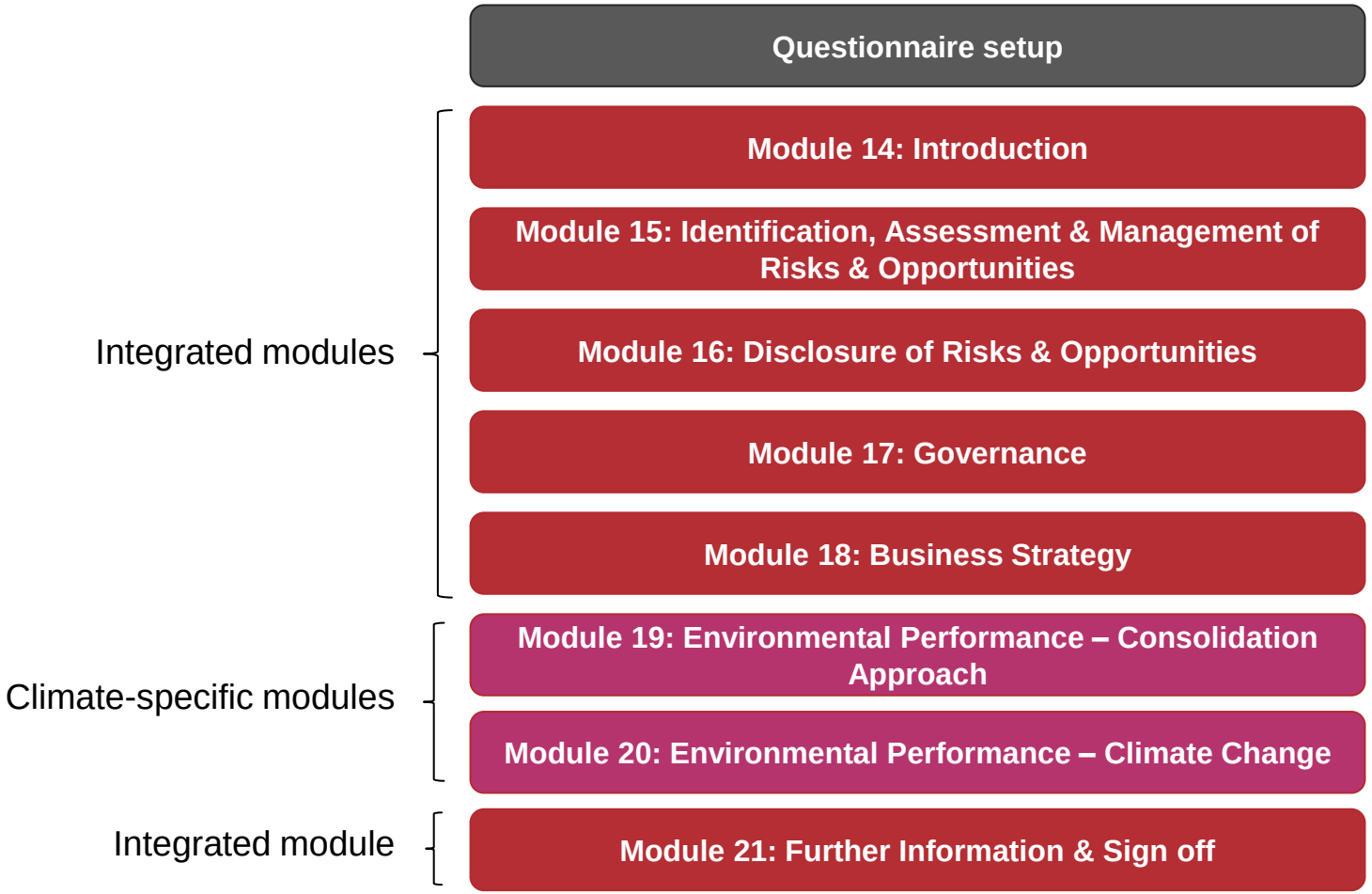
SME disclosure



- **SME questionnaire (recommended):** IF headcount <500 and revenue <US$50 million
- **Full questionnaire (recommended):** IF headcount <500 AND revenue $50-250 million, OR IF headcount 500-1,000 AND revenue < US$250 million
- **Full questionnaire required:** IF headcount > 1,000 OR revenue > US$250 million

2024 Questionnaire layout and structure

SME corporate questionnaire



Environmental theme assignment

	Disclosers
Climate change	All corporate disclosers
Plastics and biodiversity	All corporate disclosers (except SMEs or public authorities) = responding to Full
Forests	Corporate disclosers if at least one of the following is met: 1. CDP's forests' industry impact classification; **a.** Sample setting process for investor-requested companies **b.** Applied in questionnaire setup for non-investor-requested companies 2. Requested to forests by a requesting authority (eg by a supply chain member, etc); 3. Self-assessment: org has identified DIRO (Dependencies, Impacts, Risks, and Opportunities) relating to forests; 4. Opt-in to forests.
Water Security	Corporate disclosers if at least one of the following is met: 1. CDP's water industry impact classification; **a.** Sample setting process for investor-requested companies **b.** Applied in questionnaire setup for non-investor-requested companies 2. Requested to water by a requesting authority (eg by a supply chain member, etc); 3. Self-assessment: org has identified DIRO (Dependencies, Impacts, Risks, and Opportunities) relating to water; 4. Opt-in to water.

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Module 7: Climate Change

Target Questions:
Greenhouse Gas Emissions Data

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11 Environmental Performance: Biodiversity
12 Environmental Performance: Financial Services
13 Further information & Sign off

Scope 1 – Greenhouse gases that your company emits

7.6 (Full), 20.4 (SME)

Company Facilities

Company Vehicles

Scope 2 – Greenhouse gases that others emit due to your energy use

7.7 (Full), 20.5 (SME)

Purchased electricity, steam, heating & cooling, for own use

Scope 3 – Everything else

7.8 (Full), 20.7 (SME)

Supplier emissions

Product use

Employee commuting

Target Questions:
Greenhouse Gas Emissions Data

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Reporting emissions is a pre-requisite to understanding and reducing negative environmental impacts. **Verification and assurance is best practice** in environmental reporting as it ensures the quality of data and processes disclosed.

- **Target Question: Emissions Methodology**
  - **7.5:** Provide your base year and base year emissions (scopes 1 and 2)
  - **7.2:** Select the name of the standard, protocol, or methodology you have used to collect activity data and calculate emissions.
- **Target Question: Emissions Intensity**
  - **7.45:** Provide any additional intensity metrics that are appropriate to your business operations
- **Target Question: Subsidiary-level emissions (if applicable)**
  - **7.23.1:** Break down gross Scope 1 and Scope 2 emissions by subsidiary
- **Target Question: Emissions Verification**
  - **7.9:** Indicate the verification/assurance status that applies to your reported emissions

Target Questions:
Targets and Performance

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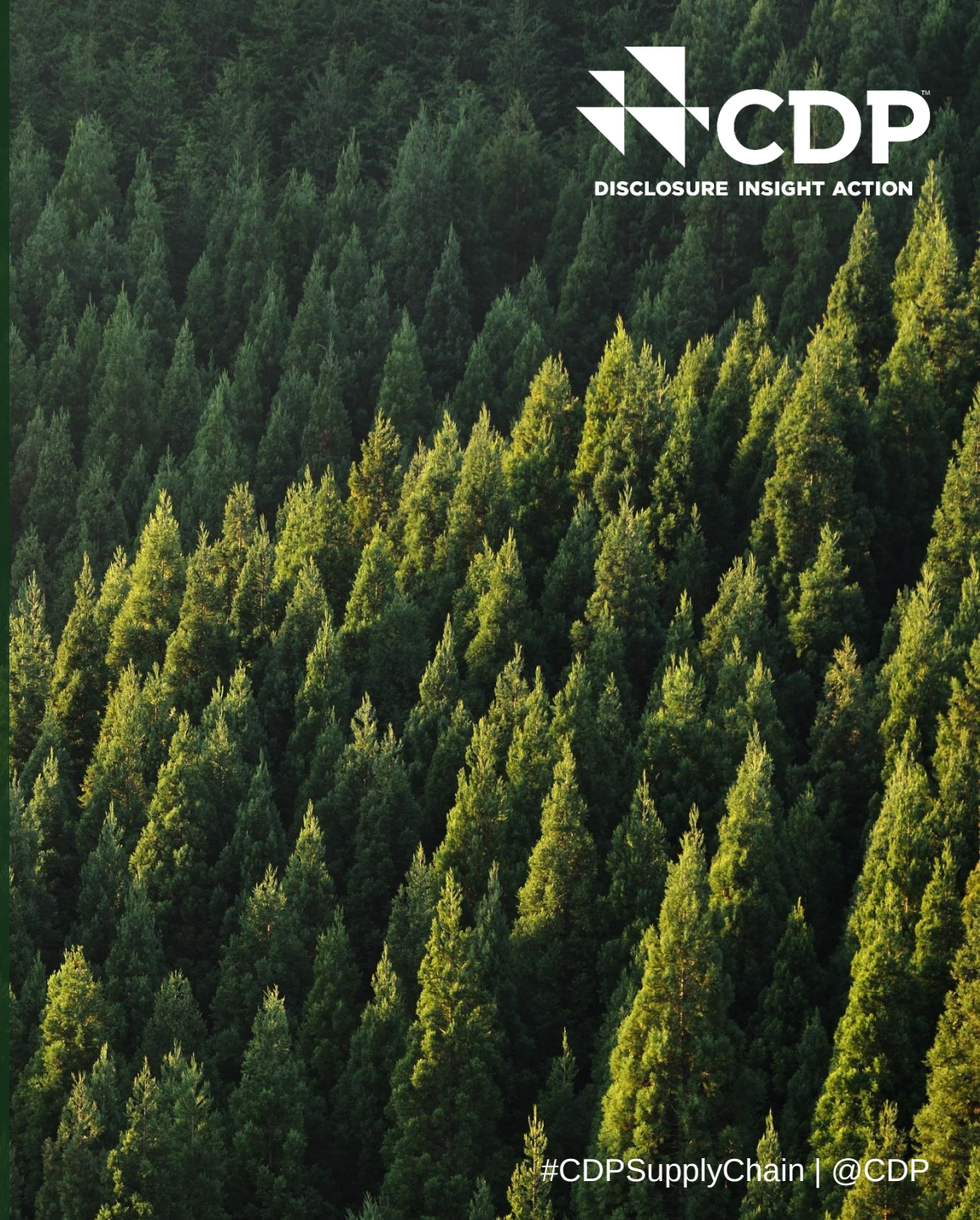
Target setting provides direction and structure to environmental strategy. Providing information on quantitative targets and qualitative goals, and progress made against these targets, can demonstrate your organization's commitment to improving climate-related issues management at a corporate level. It also **helps the SC member understand your ambition levels for reducing your greenhouse gas emissions in the future**.

- **Target Questions: 7.53.1, 7.53.2, 7.53.3**
  - Details on GHG emissions targets (absolute and/or intensity)
- **Target Questions: 7.54**
  - Details on any other climate-related targets
- **Target Questions: 7.55.1, 7.55.2, 7.55.3, 7.55.4**
  - Details on GHG emissions reduction initiatives, including the nature of the initiatives and resulting emissions and cost savings

Module 8: Forests



1) Forests Reporting and Mapping

Understanding the current state of deforestation risk commodity exposure for your organization.

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Details	Question	Description	Important Notes
Disclosure on Forest Risk Commodities	**1.22**	Provide details on the commodities that you produce and/or source	• Forest risk commodities that can be disclosed on through CDP's questionnaire are as follows: (scored) Timber, Palm Oil, Cattle products, Soy, and (non-scored) Rubber, Cocoa, and Coffee.
Production and/or Consumption Data by Forest Risk Commodity	**1.22** **8.9**	Provide details of your organization's assessment of the deforestation-free (DF) or deforestation- and conversion-free (DCF) status of its disclosed commodities.	• Please complete all sections of each question • Please be sure to break down totals by national and subnational jurisdiction in 8.9
Value Chain mapping	**1.24** **1.24.2** **8.5**	Report details around value chain mapping for each of your disclosed commodities	• Please list and/or attach your production and primary processing sites in 8.5

2) Forests Strategy

Understanding your organizations strategy to managing deforestation in your operations and supply chain.

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Details	Question	Description	Important Notes
Public Forest Commitments and Policies	**4.6** **4.6.1 (Full);** **17.2** **17.2.1 (SME)**	Report whether your organization has environmental policy that addresses environmental issues	• Specify “Forests” in 4.6.1 • Public commitments can either be relevant to your own direct operations, or your supply chain
Traceability and Certification	**8.9.1** **8.9.2** **8.12**	Report details on the level of traceability, as well as any third-party certification schemes utilized for your disclosed commodities	• Please provide details on the certification scheme as well as the volume of production or consumption certified in 8.9.1
Landscape and Jurisdictional approaches	**8.15** **8.15.2**	Report whether you engage in landscape (including jurisdictional) initiatives to progress shared sustainable land use goals	• Please provide details on the country/area and name of the jurisdiction or landscape in 8.15.2

Module 9: Water Security

1) Water Reporting

Understanding the current state of water helps build a picture of your company's dependence on sufficient amounts of water.

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Details	Question	Description	Important Notes
Water Accounting	**9.2** **9.2.2** **9.2.4** **9.2.7** **9.2.8**	Withdrawals from stressed basins Water recycled and reused Water intensity & value chain engagement	• Please complete all sections of each question • Volume in Megaliters (ML) • Consumption = Withdrawal - Discharge
Facility-level Water Accounting	**9.3.1** **9.3.2**	Facility-level accounting and change Externally verified accounting	• For facilities exposed to substantive risk (answered in 3.2)

2) Water Risk Management

Water-related risks to operations, reputation, and growth potential need to be actively managed through management procedures.

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Details	Question	Description	Important Notes
Water-Related Risk Assessment	**2.2.1** **2.2.2 (Full);** **15.1 (SME)**	Organizational water risk assessment	• See CDP guidance for drop down options (assessment methods) and sample answers
Assessed Risks	**2.4** **3.1** **3.2** **9.3**	Water risks causing strategic or financial impact Corporate, facility, river-basin levels	• Define substantive risk (2.4) before completing the other parts
Impact on your customer	**9.4** **9.4.1**	Facility-level risk for purchasing customers	

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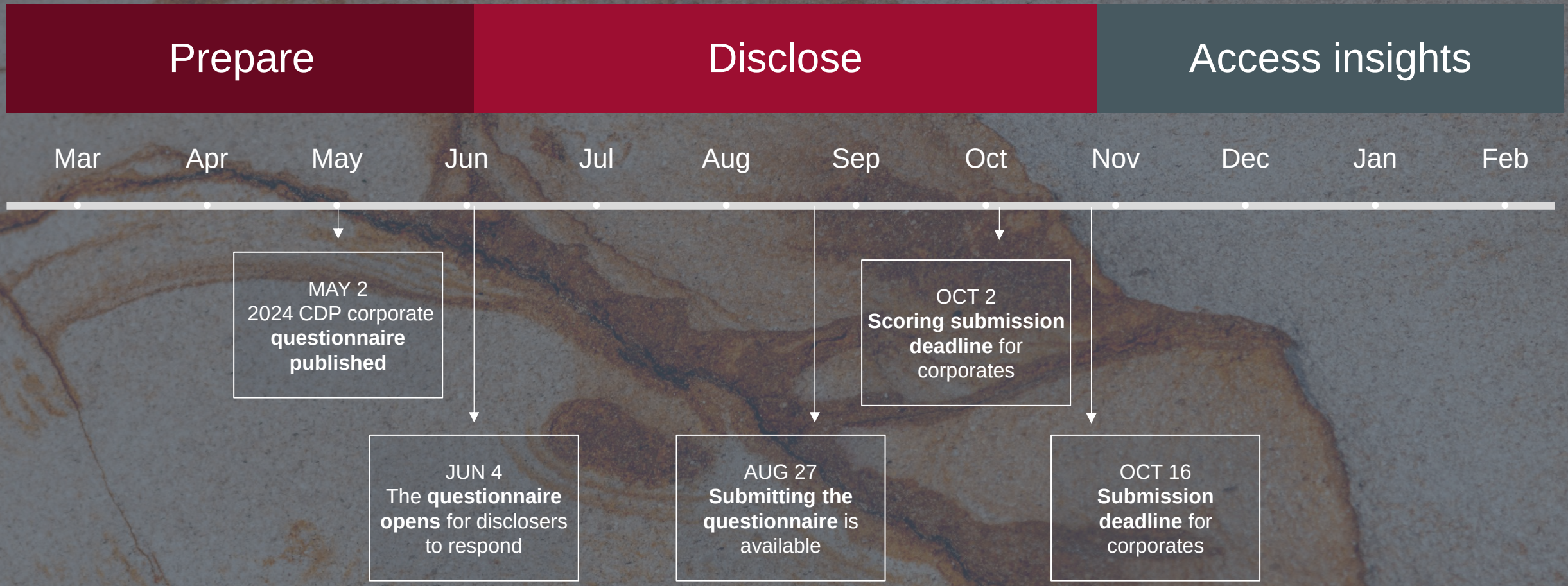
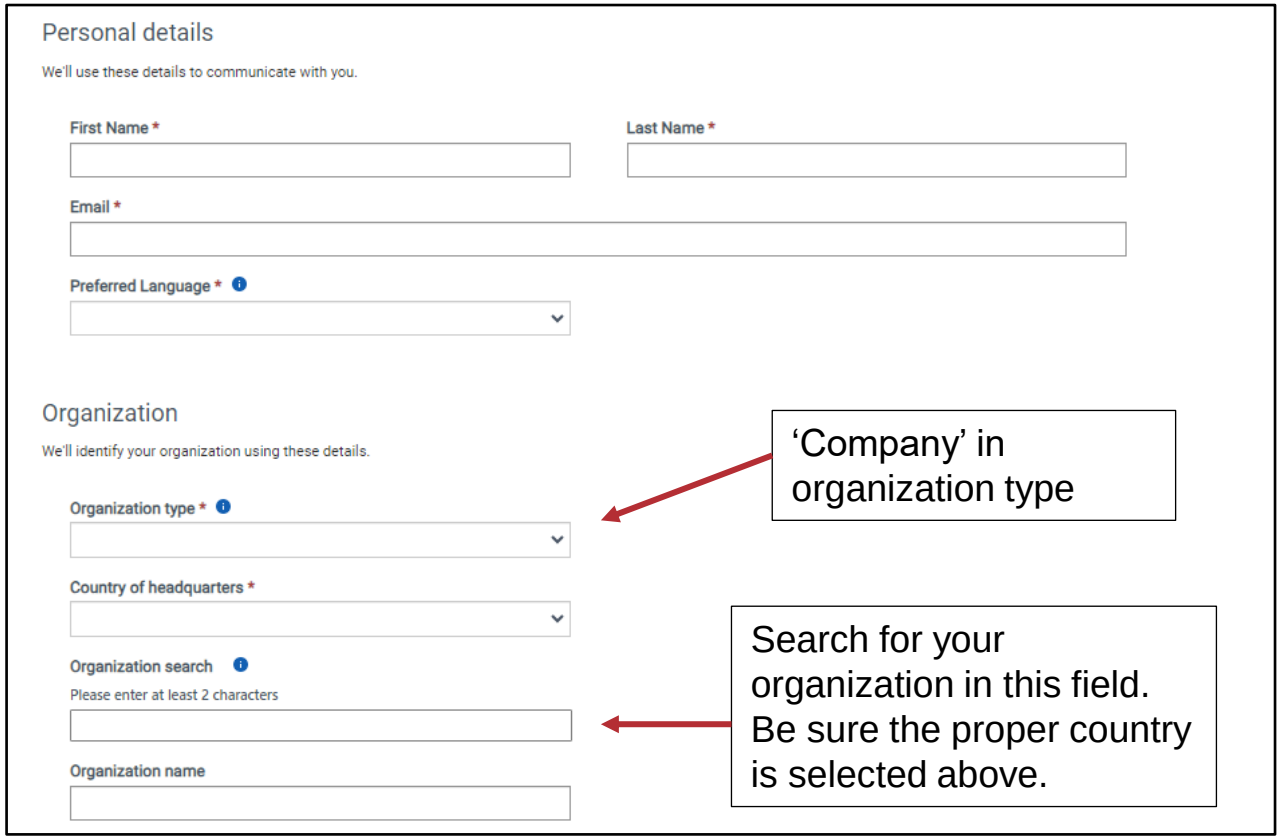


Register a Contact with CDP: Register to Disclose form

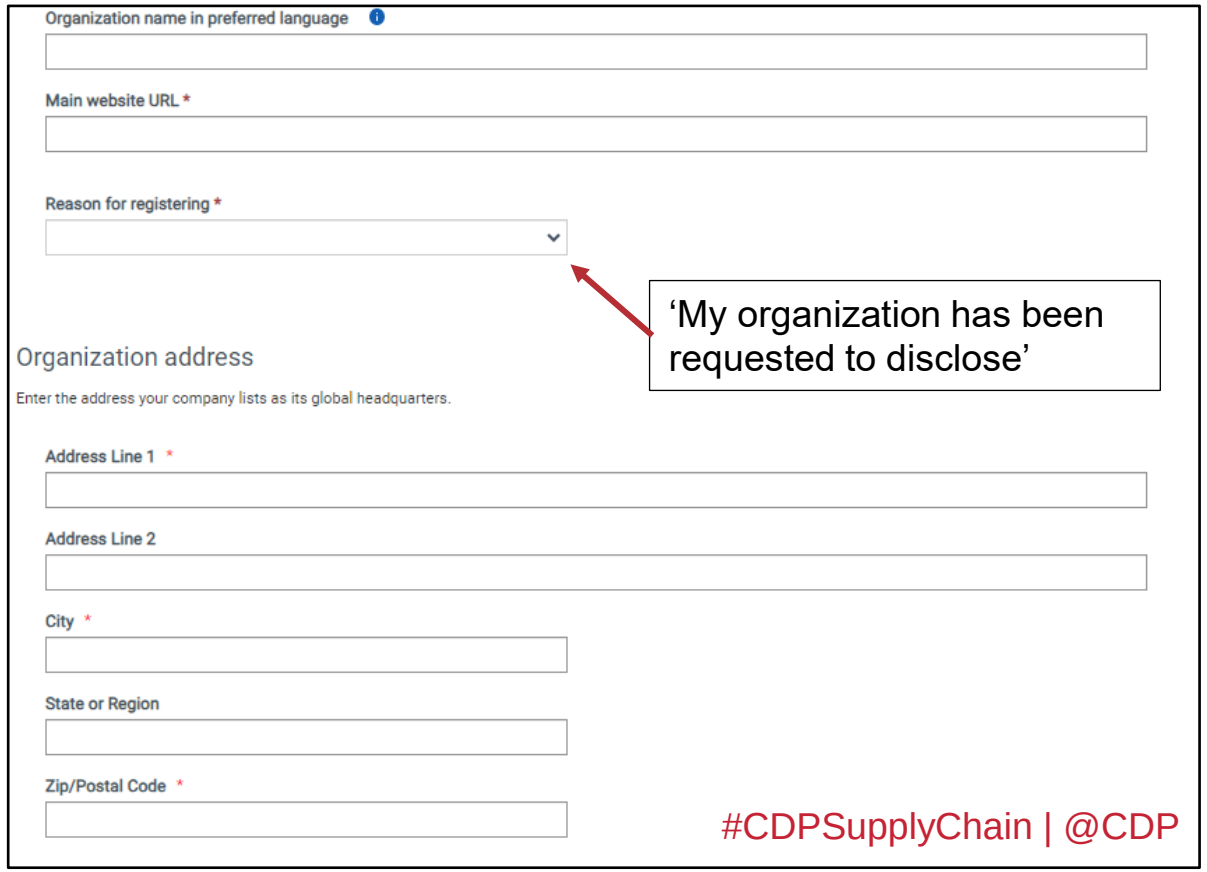


‘Company’ in organization type

Search for your organization in this field. Be sure the proper country is selected above.

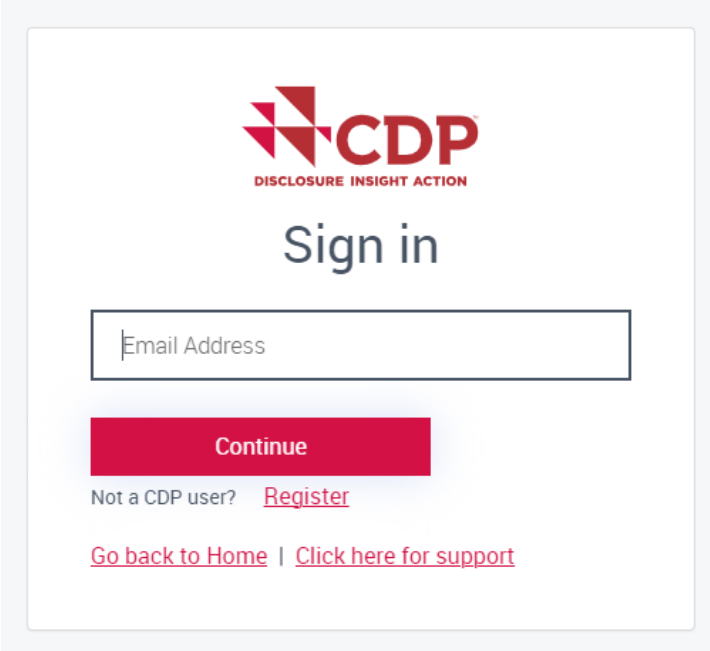
If your organization is not found in the “Organization search”, add it manually here using the legal organization name ("Example Corporation" or "Example, Inc." rather than "Example")

Register to Disclose form link



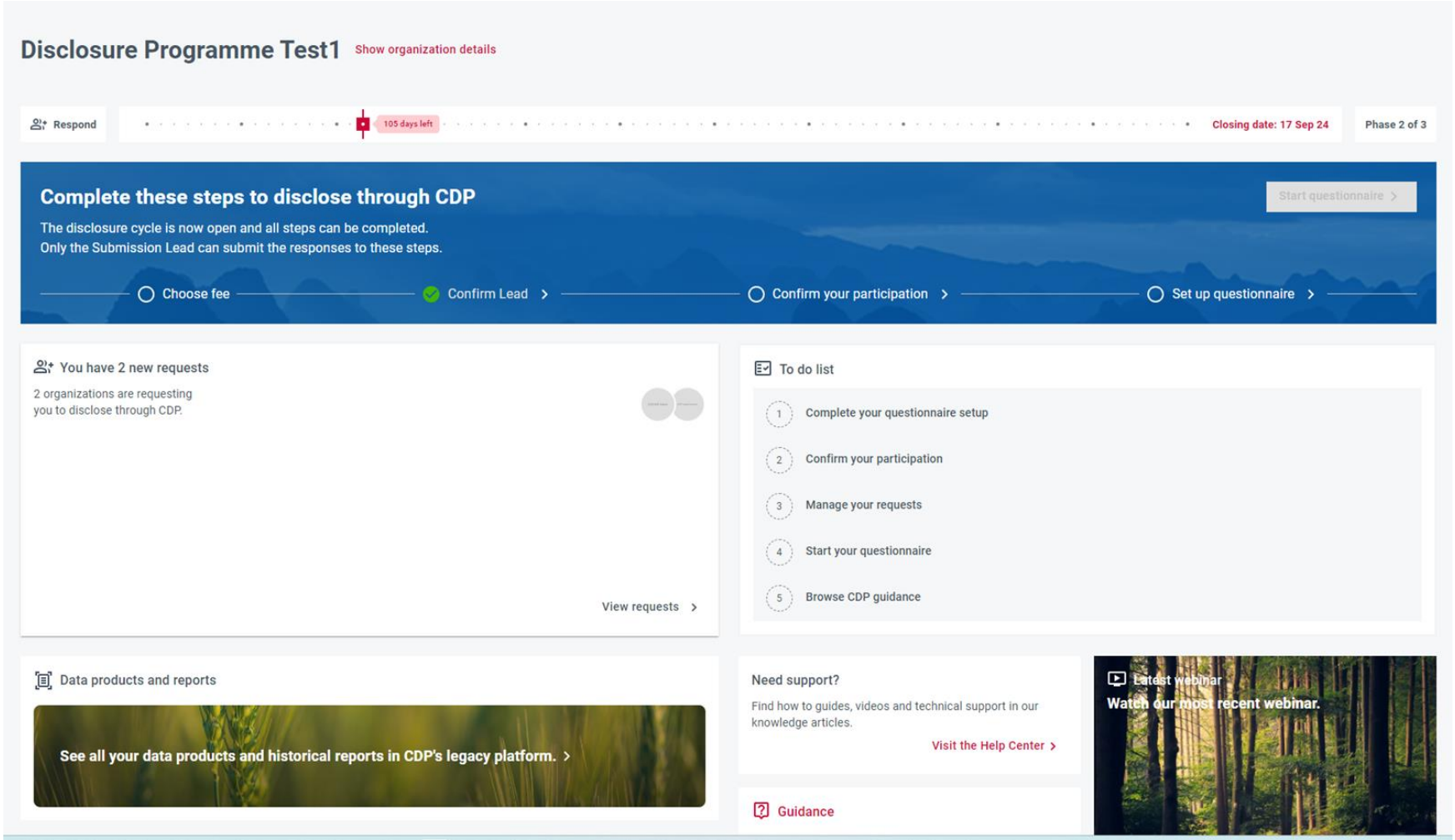
‘My organization has been requested to disclose’

New CDP Portal – Sign in & Homepage



CDP Portal login link

https://myportal.cdp.net/



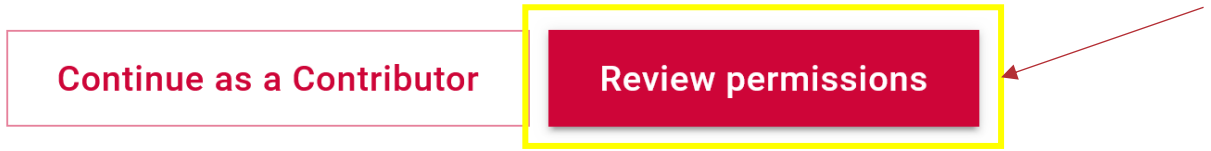
Confirm Submission Lead

Invite team members & set permissions

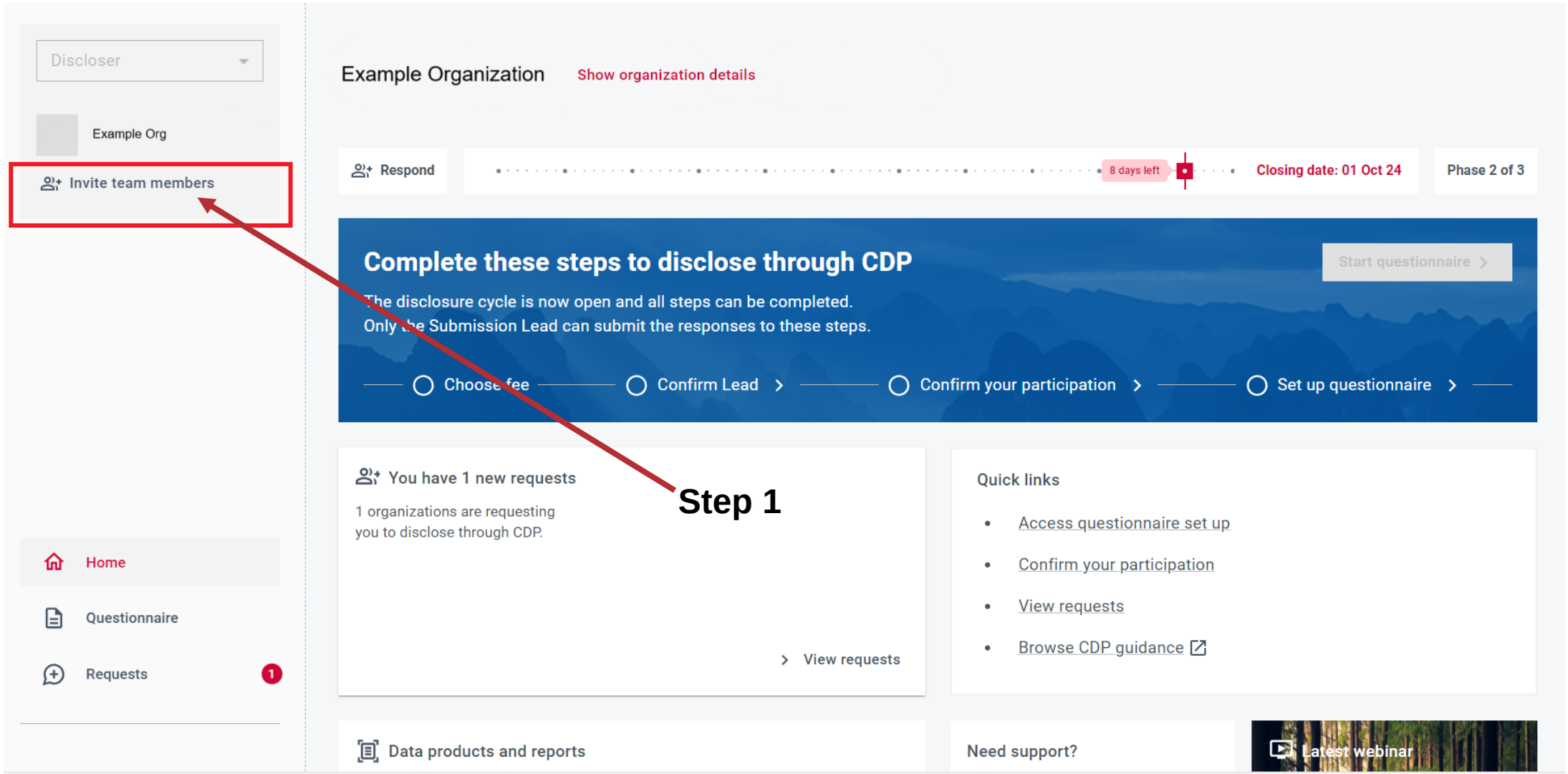
The Submission Lead is responsible for submitting the questionnaire on behalf of your organization. Every organization needs a Submission Lead in order to submit the questionnaire.

You've joined the Portal as a Contributor; you may choose to take the Submission Lead role now or at any other time in the Team members page.

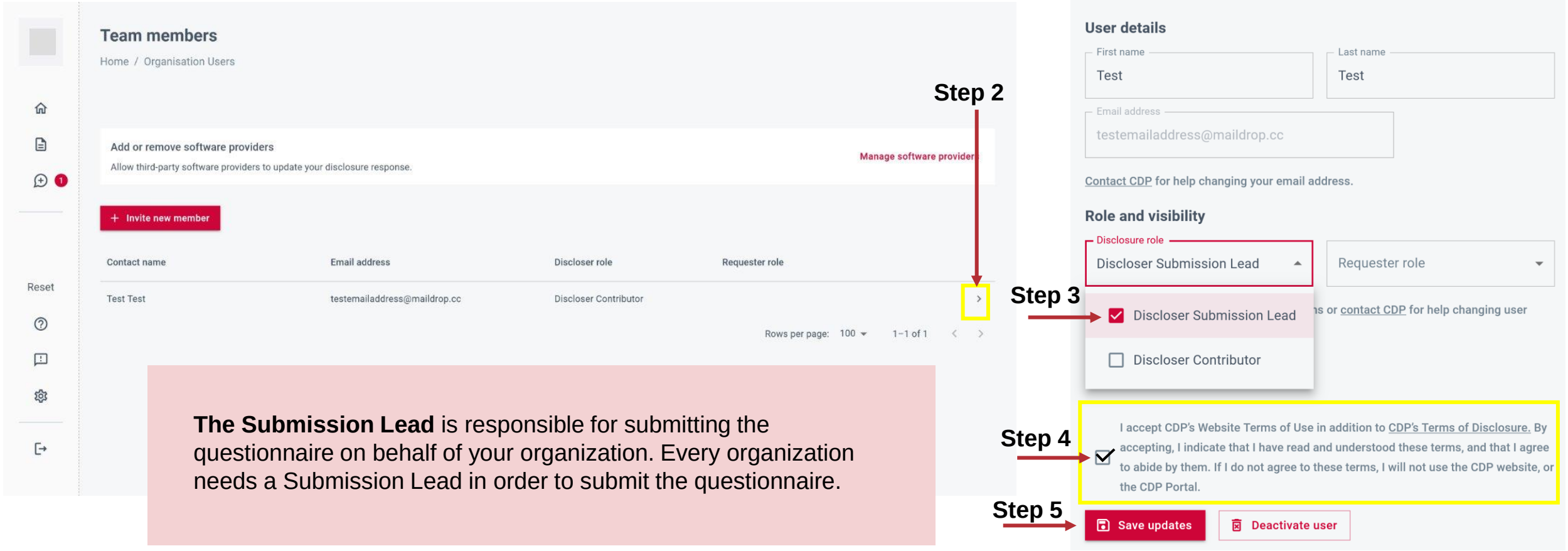
The Submission Lead must accept CDP's Website Terms of Use in addition to CDP's Terms of Disclosure. The Submission Lead must indicate that they have read and understood these terms, and that they agree to abide by them. If they do not agree to these terms, they must not use our website, or the CDP Portal.



Confirm Submission Lead



Confirm Submission Lead



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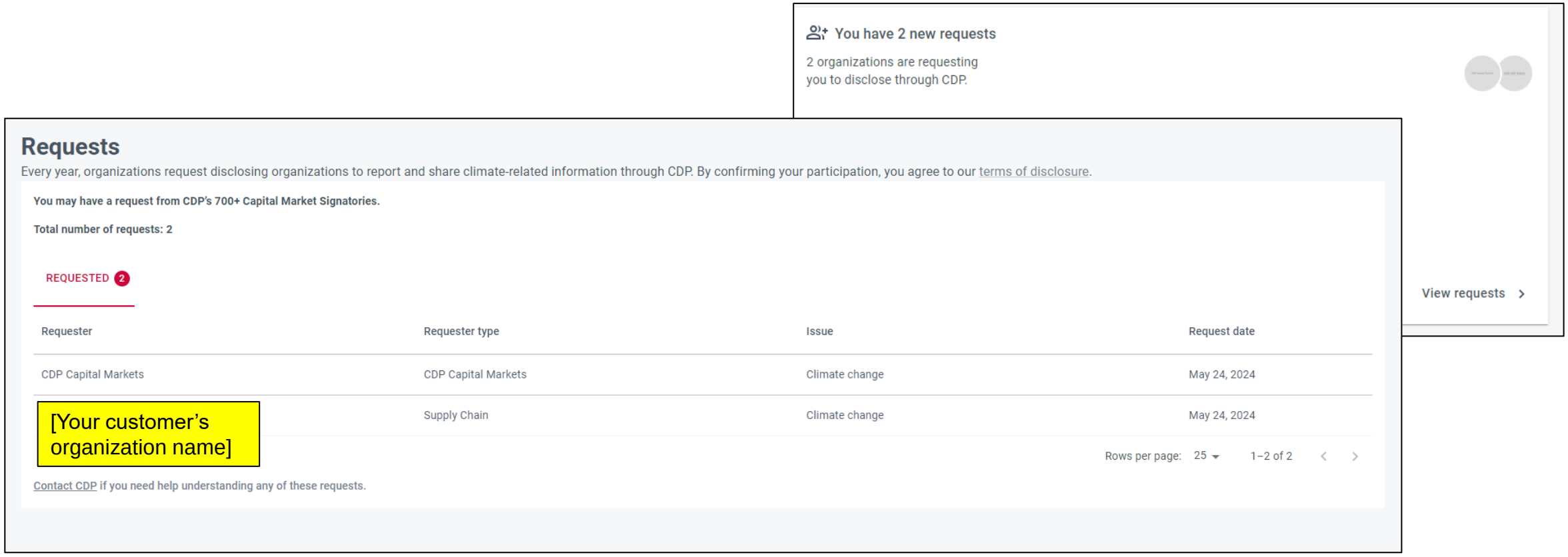
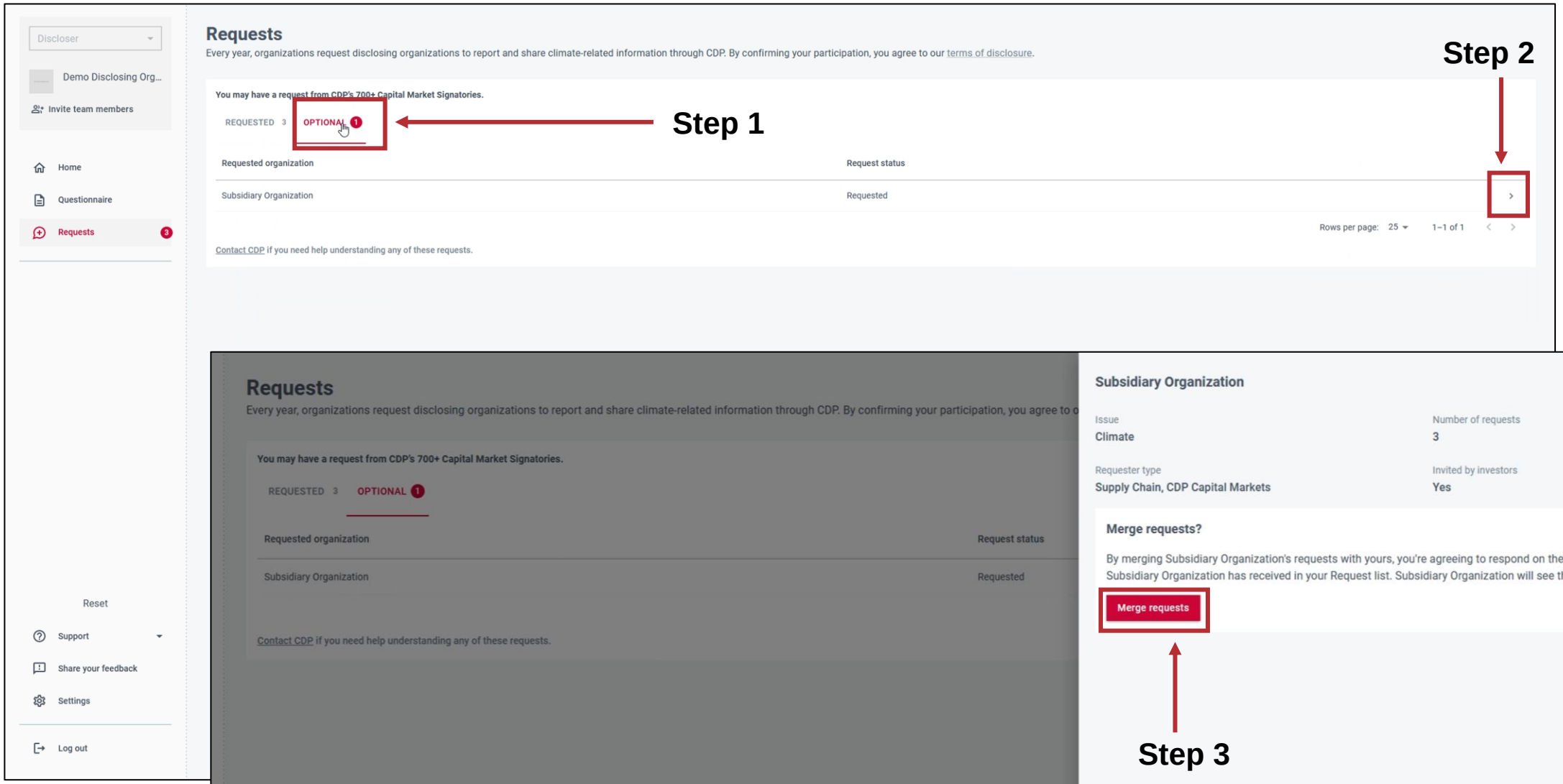
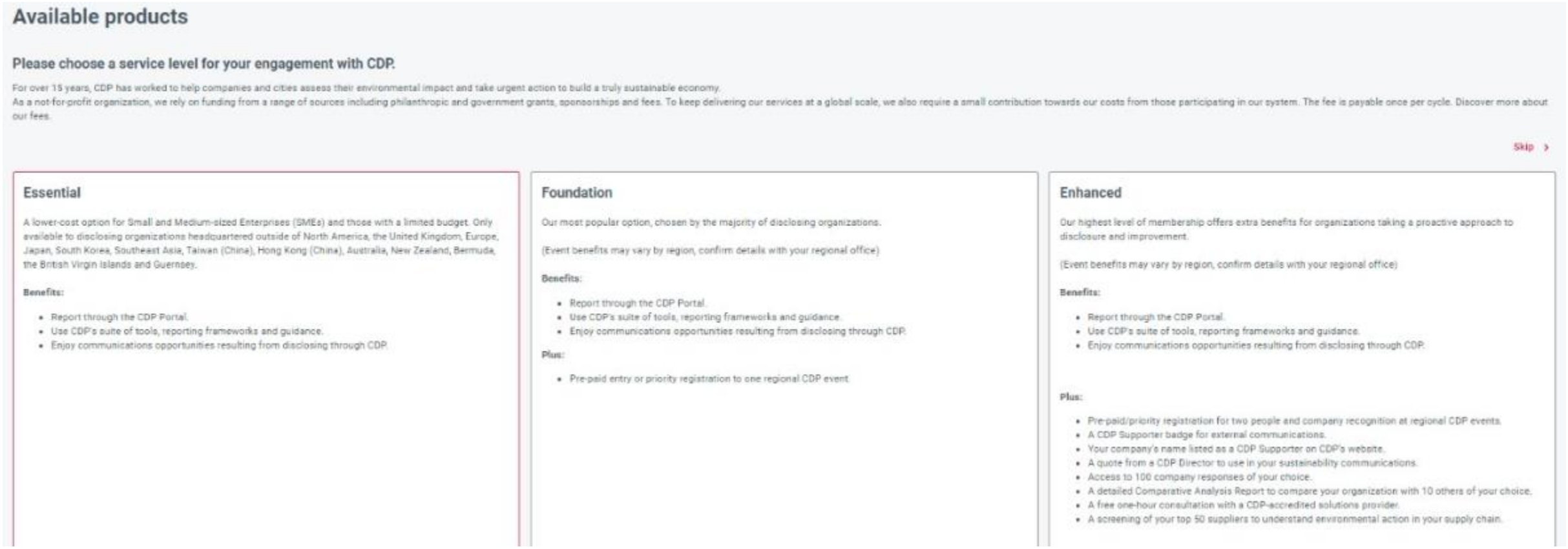
View requests



View and merge subsidiary requests



Choose disclosure fee – if Capital Markets requested



Available products

Please choose a service level for your engagement with CDP.

For over 15 years, CDP has worked to help companies and cities assess their environmental impact and take urgent action to build a truly sustainable economy.
As a not-for-profit organization, we rely on funding from a range of sources including philanthropic and government grants, sponsorships and fees. To keep delivering our services at a global scale, we also require a small contribution towards our costs from those participating in our system. The fee is payable once per cycle. Discover more about our fees.

Skip ›

Essential

A lower-cost option for Small and Medium-sized Enterprises (SMEs) and those with a limited budget. Only available to disclosing organizations headquartered outside of North America, the United Kingdom, Europe, Japan, South Korea, Southeast Asia, Taiwan (China), Hong Kong (China), Australia, New Zealand, Bermuda, the British Virgin Islands and Guernsey.

Benefits:

- Report through the CDP Portal.
- Use CDP's suite of tools, reporting frameworks and guidance.
- Enjoy communications opportunities resulting from disclosing through CDP.

Foundation

Our most popular option, chosen by the majority of disclosing organizations.

(Event benefits may vary by region, confirm details with your regional office)

Benefits:

- Report through the CDP Portal.
- Use CDP's suite of tools, reporting frameworks and guidance.
- Enjoy communications opportunities resulting from disclosing through CDP.

Plus:

- Pre-paid entry or priority registration to one regional CDP event.

Enhanced

Our highest level of membership offers extra benefits for organizations taking a proactive approach to disclosure and improvement.

(Event benefits may vary by region, confirm details with your regional office)

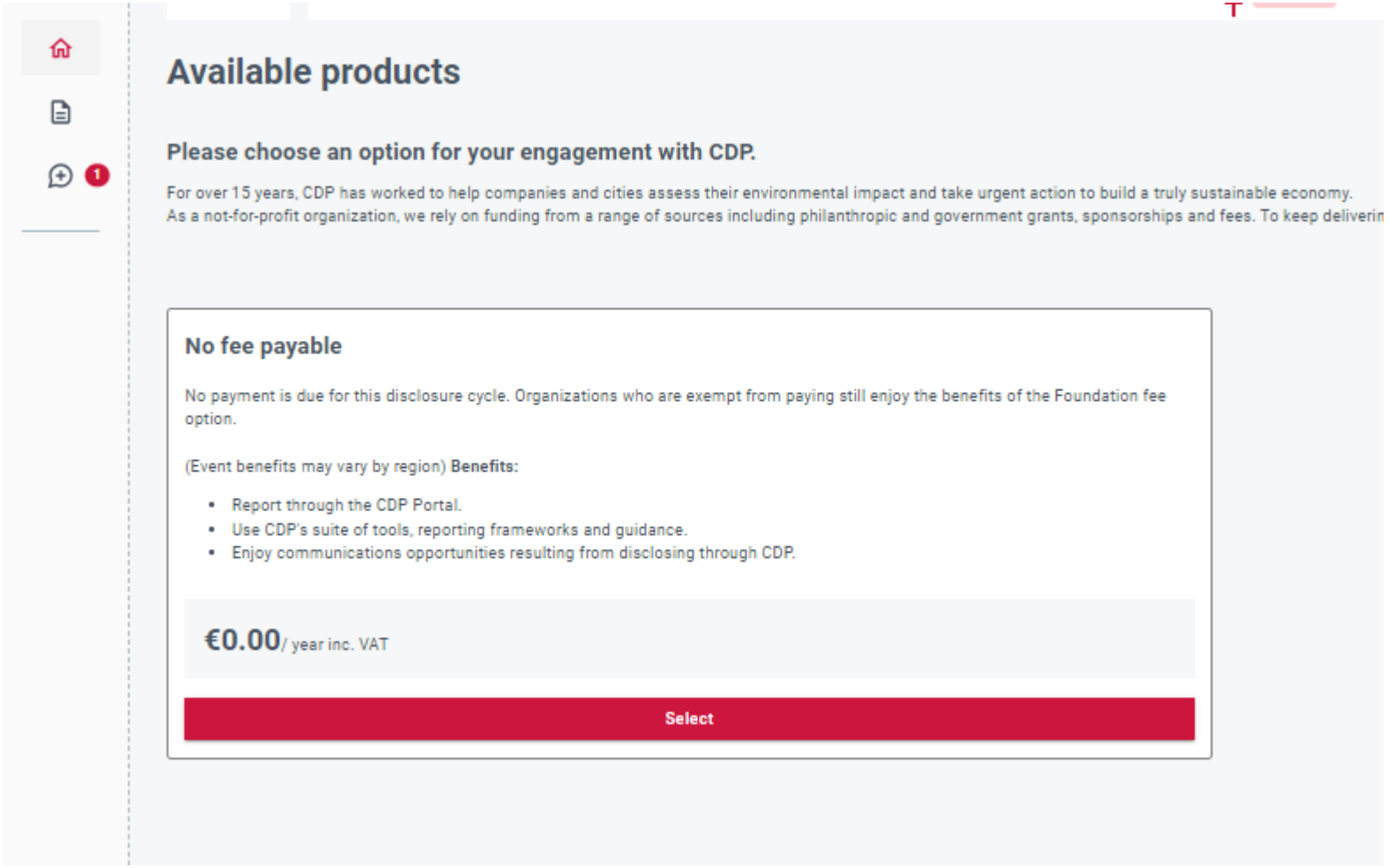
Benefits:

- Report through the CDP Portal.
- Use CDP's suite of tools, reporting frameworks and guidance.
- Enjoy communications opportunities resulting from disclosing through CDP.

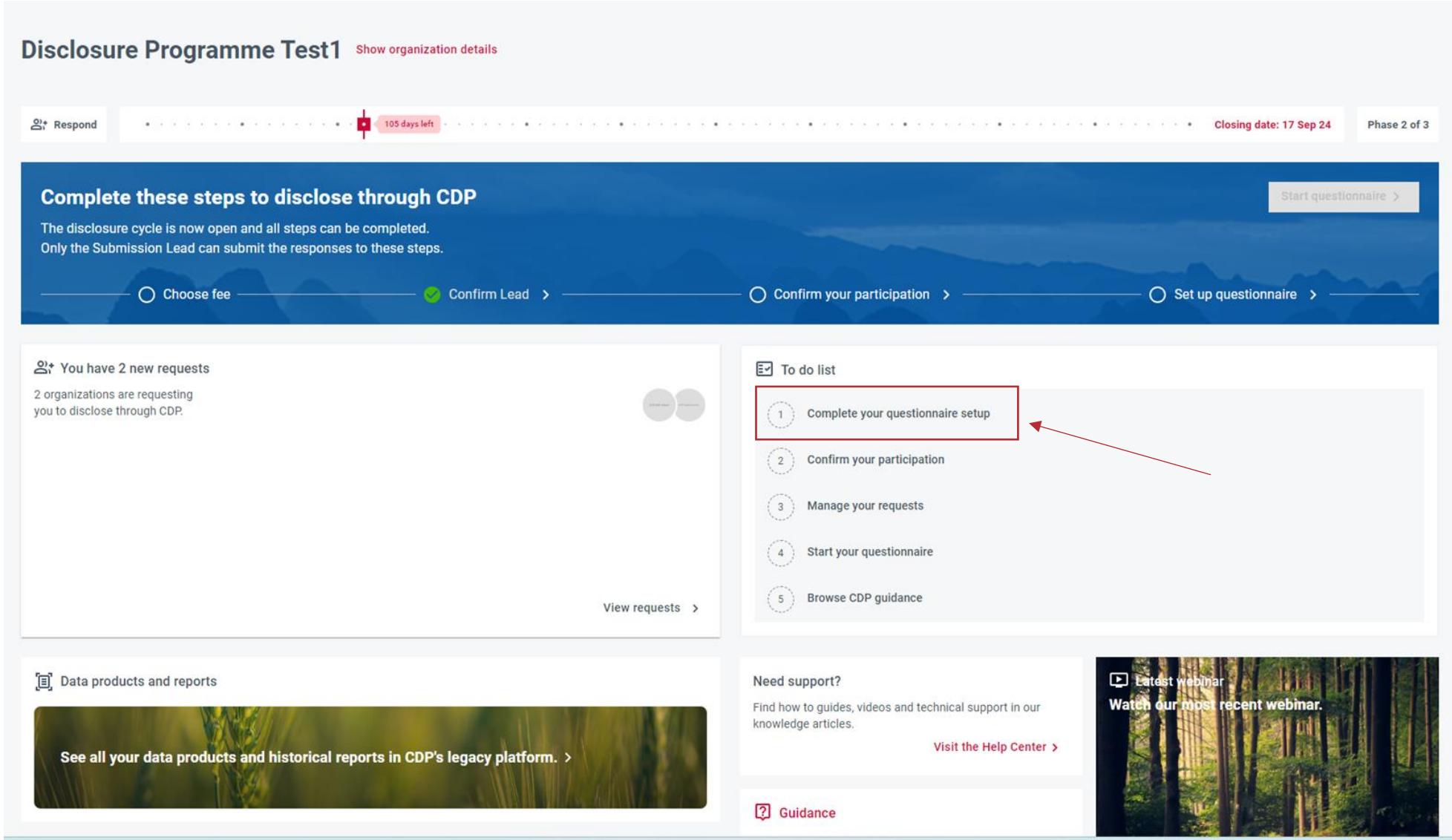
Plus:

- Pre-paid/priority registration for two people and company recognition at regional CDP events.
- A CDP Supporter badge for external communications.
- Your company's name listed as a CDP Supporter on CDP's website.
- A quote from a CDP Director to use in your sustainability communications.
- Access to 100 company responses of your choice.
- A detailed Comparative Analysis Report to compare your organization with 10 others of your choice.
- A free one-hour consultation with a CDP-accredited solutions provider.
- A screening of your top 50 suppliers to understand environmental action in your supply chain.

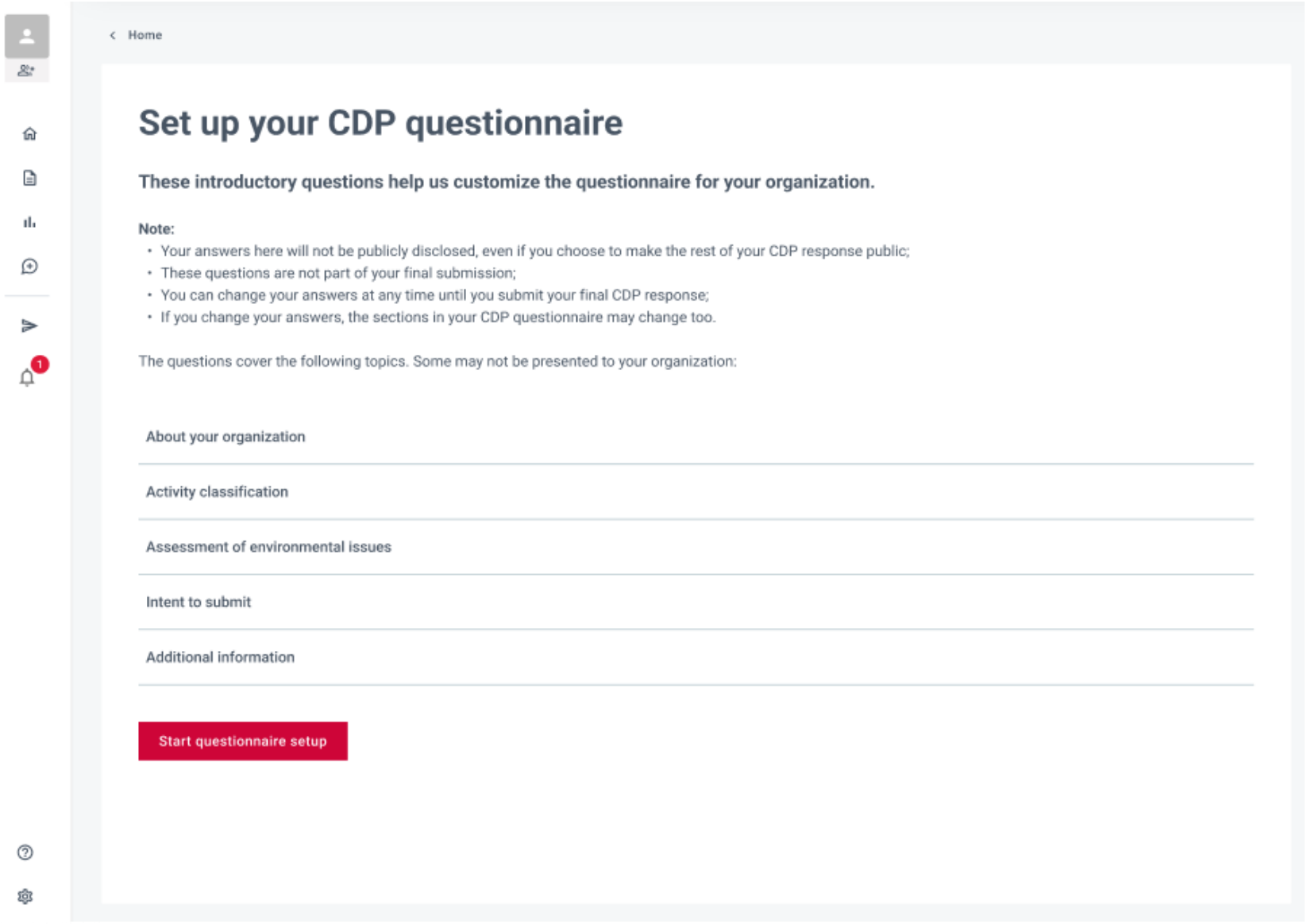
Choose disclosure fee – if only customer requested



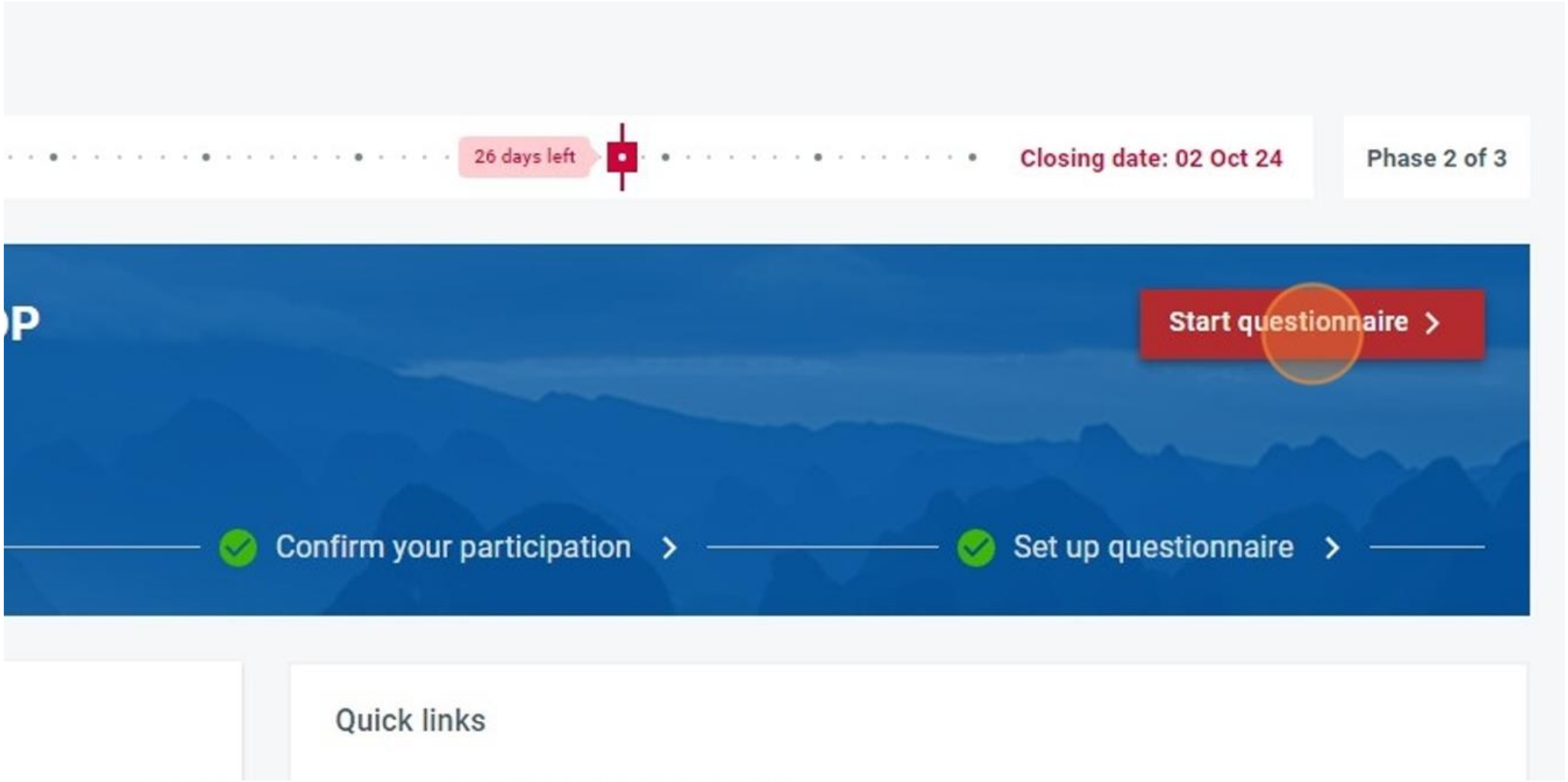
New CDP Portal – Questionnaire Setup



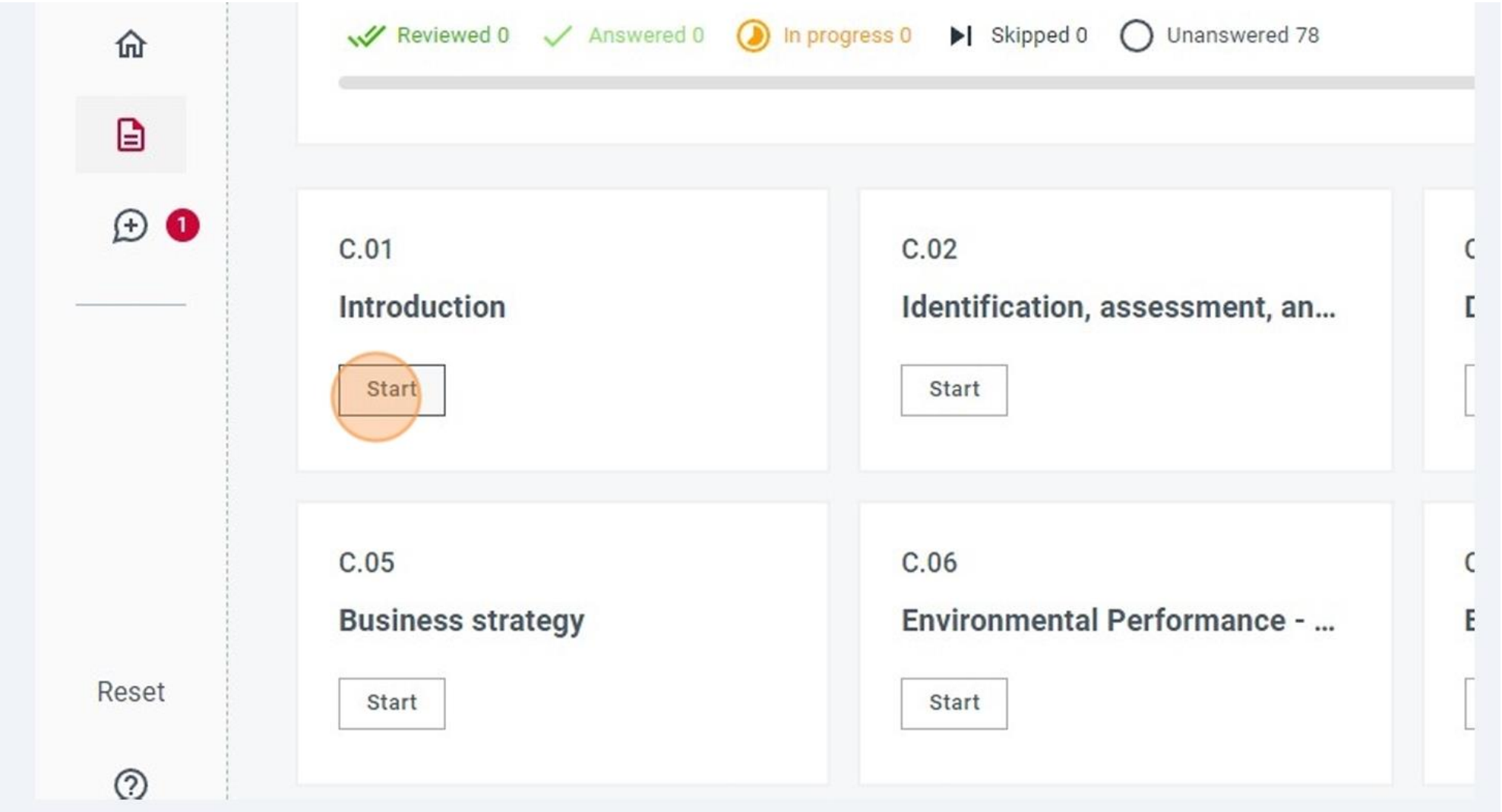
Complete Questionnaire Setup



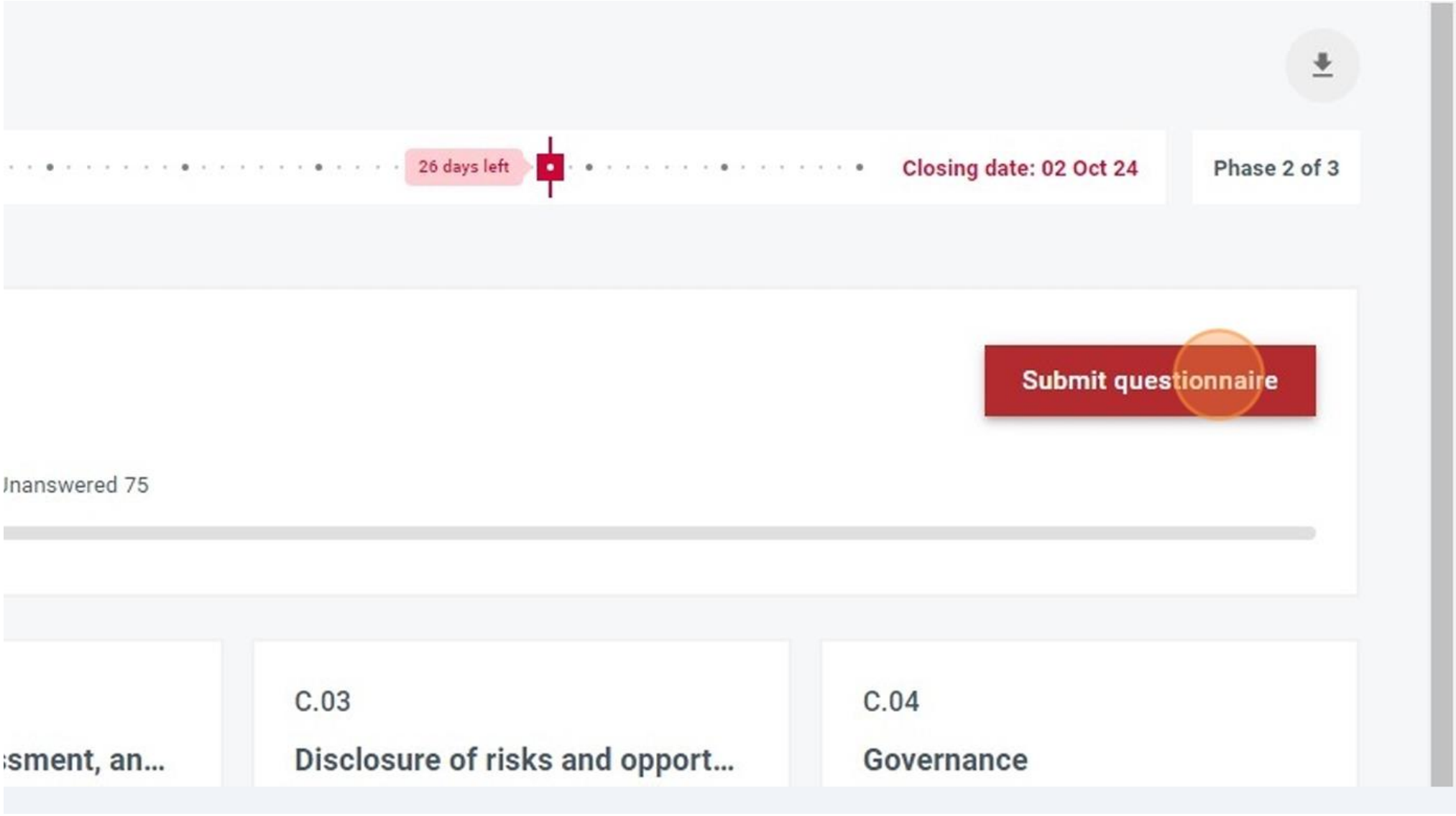
Activate Questionnaire



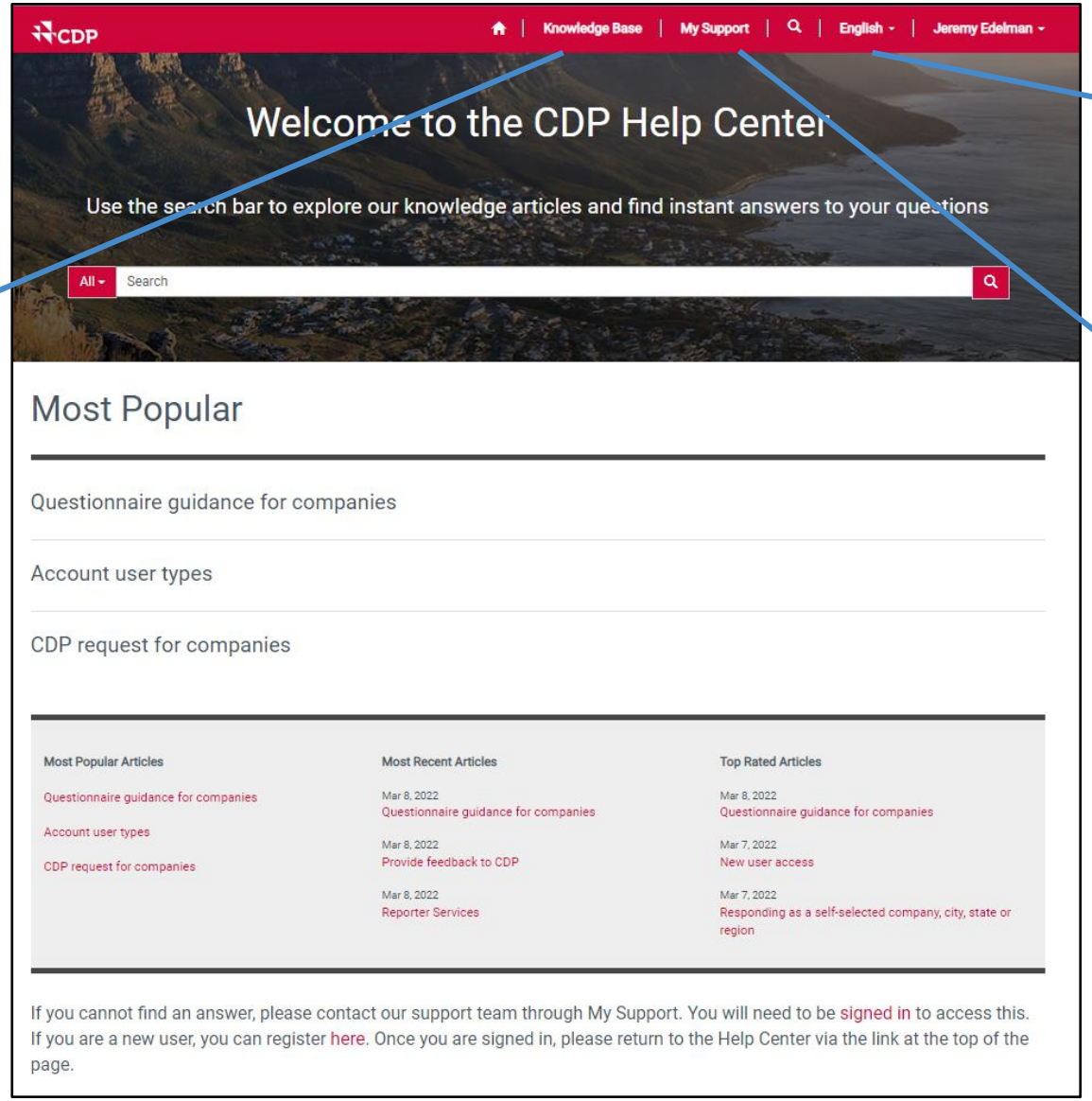
Answer Questionnaire



Submit Questionnaire



Using CDP's Help Center



Knowledge Base: Repository of self-help articles for immediate support

Support in multiple languages: English, Portuguese, Japanese, Chinese (Simplified), Spanish

"My Support" - once logged in, you can raise a ticket for CDP (will link to your account)

Popular articles

https://help.cdp.net/

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Tips for Best Practice Reporting

- **Avoid blank cells, errors, and inconsistencies**
- **Go through the questionnaire with the scoring methodology and reporting guidance** to ensure you meet all possible criteria for each question
- For qualitative responses, **provide clear explanations, rationales, company specific responses**
- **Review peer companies' CDP responses** (publicly disclosing companies)
- **Identify and designate teammates** for stakeholder outreach and questionnaire response

Example of company specific response:

C2.3a - Provide details of risks identified with the potential to have a substantive financial or strategic impact on your business.

- A 'unique' company specific description in column 'Company specific description' – 1 point

Poor response – 0 points	Average response – 0 points	Good response – 1 point
Rising mean temperatures have the potential to negatively affect our operations.	Due to a rise in mean temperatures, there is a risk that the energy consumption needed for air conditioning and refrigeration will increase, leading to an increase in costs. There is a particular risk of energy consumption increasing at our shops, offices, and distribution centers.	60% of our plants are located in central America, an area that has been identified as likely being subject to large increases in mean temperatures. Such increases in temperature may lead to an increase in the energy consumption required for air conditioning and refrigeration to remain effective. This will lead to increased operational costs across our business.

Guidance and Support

Visit our online disclosure guidance page:

Disclosure 2024 materials

Corporates

CDP full corporate questionnaire and reporting guidance

View the full corporate questionnaire and reporting guidance for 2024.

CDP full corporate questionnaire – Overview

Learn more about the structure of the full corporate questionnaire, the environmental issues covered, the sectoral approach, and more.

Mapping IFRS-S2 to CDP questionnaire

A summary of connections between the 2024 CDP full questionnaire and the IFRS S2 standard.

Jump to...

- Respond to investors and customers
- Disclosure 2024 materials
- - Corporates
- - Small and Medium-sized Enterprises (SMEs)
- Key CDP technical materials
- Scoring materials
- Previous cycle materials (2023)
- Further resources
- Give feedback

Hub for all available guidance documents.

Resources

- **Resources for Disclosure in 2024:**
  - 2024 Disclosure Cycle Dates and Key Changes
  - CDP Guidance and scoring methodology for companies
  - CDP Help Center: Access Knowledge Base and File Support Tickets
  - CDP Supply Chain Report: Scoping out: Tracking nature across the supply chain
  - CDP Carbon Accounting Webinars
    - Scope 1 Emissions Training
    - Scope 2 Emissions Training
    - **2024 Standard Supplier Support webinar recordings** will be available in this link.

- **Other GHG Emissions Accounting Resources and Science-Based Targets:**
  - EPA GHG Emissions Calculator
  - GHG Protocol Corporate Standard
  - GHG Protocol Calculation Tools
  - CDP Technical Note on Science-Based Targets
  - FAQs- The Science Based Targets Initiative

SCORING DEADLINE

Questions?

Frequently Asked Questions

Cost and Confidentiality

- **Do I need to pay to respond to the CDP questionnaire?**
  - In 2024, suppliers do not need to pay a fee to respond to a request(s) from **ONLY** Customer(s).

- **I'm concerned about data protection and confidentiality**
  - Data and information reported in *Supply Chain questions* are assigned specifically to the requesting company. No other company has access to that information.
  - Supplier scores are never publicly shared regardless of public/non-public submissions if only responding to customer request(s).
  - CDP North America is GDPR and CCPA compliant.
  - Our *terms & conditions* for the questionnaires can be found at CDP.net/guidance

Frequently Asked Questions

DUNS numbers

Do I need a DUNS number to disclose to CDP?

- Yes, all companies in the CDP database will be identified by a DUNS number. A DUNS number, or Data Universal Numbering System number, is a unique nine-digit identifier assigned to businesses by Dun & Bradstreet, a global data provider. Introducing a unique identifier to our CDP database facilitates efficient, scalable data management. The Dun & Bradstreet database contains over 500 million companies.

How can I find my DUNS number?

- If you do not know your DUNS number, you can get one by registering with Dun & Bradstreet. You can also access your DUNS number through the organization details page of the CDP website.

Is there a fee to get a DUNS?

- There is no cost to request and receive a DUNS number. However, you can pay a small fee to speed up the process and receive your number more quickly. If you have purchased an expedited DUNS service, you can get your number within eight business days.

Where can I find guidance on DUNS?

- Find more information about DUNS numbers here.

Frequently Asked Questions

Questionnaire

- **What if I'm a small business and cannot complete the full questionnaire?**
  - All companies with a revenue of less than $50 million and less than 500 employees will be directed to answer the SME questionnaire . If you are a company with an annual revenue of less than $250 million and less than 1000 employees, you can opt to complete the SME questionnaire.
- **What if I'm based in a non-English speaking country? Can CDP still support me?**
  - CDP has global staff willing to help suppliers understand the CDP information request. To request local support or learn about workshops and webinars in a particular country, you should use the online multilingual Help Center.
  - CDP also produces multiple guidance documents to support suppliers completing the questionnaire.
- **Where can I find questionnaire guidance?**
  - All questionnaires and guidance materials are freely available at https://www.cdp.net/en/guidance/guidance-for-companies

Thank you!