First Time Responders
The basics
respond@cdp.net
How does responding work?

- Companies may be asked to do any of our programs by **Investors** and **Supply Chain members**

- You only need to respond once to each program
Example request

INVESTORS request you to do...

- CLIMATE CHANGE
  15 questions on climate change

- WATER
  9 questions on water

Two of your CUSTOMERS request you to do...

- SUPPLY CHAIN
  15 questions on climate change
  + 3 questions on your relationship with the requesting customer

- WATER
  9 questions on water
Example request

You respond:

- 15 questions on climate change
- 9 questions on water

15 climate change questions copied automatically + 9 water questions copied automatically + 3 Supply Chain module questions

Submit

INVESTORS + CUSTOMER 1 + CUSTOMER 2
Key facts

- Responses to the information requests should be entered into CDP’s Online Response System (ORS)

- Questions follow a path. Your answers will trigger relevant follow-on questions

- Multiple users can access the system to input responses, but only one will be able to submit

- Response can be saved at any time and re-accessed later, printed from the ORS or exported to MS Word

- Responses can be public or non-public

- CDP runs an annual consultation process on all its questions during the first three weeks of September
Response deadlines are:

- Climate change (Investor requests): 29 May 2014
- Water and Forests (Investor requests): 30 June 2014
- Climate change and water (Supply Chain requests): 31 July 2014

Climate change and forests responses may be scored, consult your local CDP office for more information.
Process

1. Companies may be asked to respond on climate change, water and/or forests. In February you received an e-mail with a link to create your account, activate your access to the Online Response System (ORS) and confirm you will be responding to the request.

2. If you do not have a CDP user account, you can create one with the activation link provided in the email. You can also contact respond@cdp.net for an activation email.
3. On the ‘My CDP’ page click on “Respond”

4. To become the “Registered User” click the “OK” button
5. You will see a message that your questionnaire is being prepared. Please wait up to ten (10) minutes and then refresh your web browser.

6. Once you have refreshed your page you will see a ‘Respond Now’ button. To proceed click “Respond Now”.

7. If you want to add other users you can click the “Add Users” button.
1. This is the ORS home page. You can save information at any time and re-access at any time. Here you can see your progress in answering the questionnaire and after finalizing your response, read T&C and choose whether you want to submit your response publicly or privately. To start responding click “Answer Questionnaire”

2. You will be directed to the Introduction page. The information here will be used throughout your response

3. Once you have saved information here you will be able to fill out the rest of the questionnaire
Data use

**Non Public Responses**
- Signatory Investors
  - Aggregate Data only
- Requesting Supply Chain Member

**Public Responses**
- Signatory Investors
  - CDP Website
- CDP Analytics
- CDP Reports

- Bloomberg
- Google Finance
- Deutsche Börse
- Thomson Reuters
- Sustainability Indices

- Other Investors
- Disclosing Companies
- Your Customers
- General Public
- Other Publications

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Benefits of responding

1. Engage with multiple stakeholders
2. Manage through measurement
   • Understand your business better
   • Benchmark performance
   • Identify inefficiencies
   • Take advantage of opportunities for cost savings
   • Realize opportunities for competitive advantage

“These [climate change] initiatives are intended to develop a competitive advantage by better incorporating environmental considerations into AXA’s products, tap into new markets as well as reduce operational risks and enhance AXA’s image and reputation.”

AXA Group