

First Time Responders

The basics

respond@cdp.net

How does responding work?

▼ CLIMATE CHANGE

▼ SUPPLY CHAIN

▼ WATER

▼ FORESTS

▼ 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:

CLIMATE CHANGE

15 questions on climate change

ORS
copy

WATER

9 questions on water

ORS
copy

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

Submit

Submit

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

Deadlines

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.

Click the links below to:

- **Confirm you will respond and activate your ORS account and [click here](#)**
- Download [Guide to using ORS](#)
- Download [questionnaire in PDF](#)

CDP
DRIVING SUSTAINABLE ECONOMIES

Home What We Do Members & Signatories Reporting to CDP Reports & Data Our Net

Your account needs to be activated

Please provide a password, accompanied by a security question and answer. Password requirements: minimum 7 characters and to include at least 1 symbol (e.g. !, *).

After completing registration you will be directed to sign-in to your account.

User name:

Password:

Confirm password:

Security question:

Security answer:

Process

3. On the 'My CDP' page click on "Respond"

English Portuguese Español 日本語 中文
Welcome test1443@cdptest.test

Home What We Do Members & Signatories Reporting to CDP Reports & Data Our Network News & Events My CDP

My CDP

Welcome to My CDP! Manage your account here.

CDP 2012 data is now available – view emissions and climate change strategy data from the world's major companies

Reports analyzing the CDP data are available free of charge. For more information about analytical tools and other fee based services please email reporterservices@cdproject.net.

- My CDP
- News and Overview
- Profile
- View and Edit your profile
- Respond
- Respond to questionnaires

4. To become the "Registered User" click the "OK" button

Home What We Do Members & Signatories Reporting to CDP Reports & Data

Respond to CDP

Your organization has been invited to respond to the questionnaire(s) listed below. Before proceeding, please check that all details below and in your [profile](#) are correct.

Climate Change (Investor CDP) >>	Response due May 2013
---	-----------------------

A registered user has not been selected. To activate your response and become the registered user, for this questionnaire, please click OK. You will be able to edit and submit the response.

Users who may activate this response: Test Elina

OK

Process

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.

Respond to CDP

Your organization has been invited to respond to the questionnaire(s) listed below.
Before proceeding, please check that all details below and in your profile are correct.

We are now preparing your questionnaire. Please wait 5 to 10 minutes then refresh this page to continue.

Respond to CDP

Your organization has been invited to respond to the questionnaire(s) listed below.
Before proceeding, please check that all details below and in your **profile** are correct.

Click 'Respond Now' to open the online response system in a new tab or window with all your activated questionnaires. Make sure that your browser allows popups from the site.



Respond Now

[Climate Change \(Investor CDP\)](#)

>>

Response in progress, Response due 30 May 2013

Registered user (able to edit and submit): Test Elina



Add Users

Other users (Edit Only):

Process

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

Programme	% Complete
Investor CDP 2014	6%

INTRODUCTION

Introduction

When you have reached your final page of questions, you will no longer see a 'Next' button at the end of the page.
If you wish to submit at this point, press the 'Home' tab at the top right of the screen.
If you do not wish to submit at this point, press 'Save' and log-out.
If you responded to CDP last year, questions on this page are eligible for pre-population; if you responded to CDP last year click 'copy from last year' before entering any data onto this page.
Until this page is saved at least once, the remaining questions and sector modules will not appear in the screen.

0.1 Introduction

Please give a general description and introduction to your organization

Guidance and Information

Question Completion Instructions

Guidance

If 'Click for help about adding basic HTML formatting' appears beneath the text box, you are accessing the ORS using a browser other than Internet Explorer. To use the rich text facility provided for this question you must log out of the ORS and log back in using Internet Explorer. Alternatively you can remain logged in and complete your response without using rich text.

Data use

NON PUBLIC RESPONSES

SIGNATORY INVESTORS

REQUESTING SUPPLY CHAIN MEMBER

Aggregate Data only

CDP WEBSITE

PUBLIC RESPONSES

SIGNATORY INVESTORS

REQUESTING SUPPLY CHAIN MEMBER

CDP ANALYTICS

CDP REPORTS

BLOOMBERG

GOOGLE FINANCE

DEUTSCHE BÖRSE

THOMSON REUTERS

SUSTAINABILITY INDICES

OTHER INVESTORS

DISCLOSING COMPANIES

YOUR CUSTOMERS

GENERAL PUBLIC

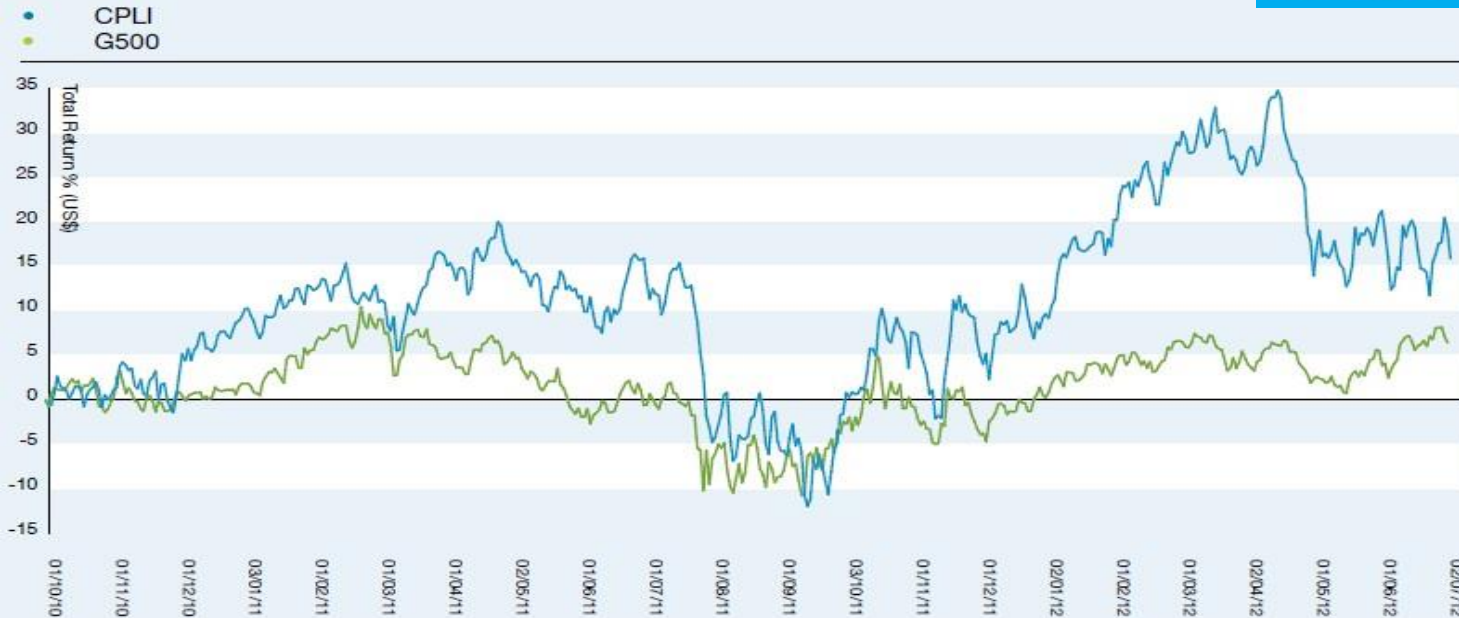
OTHER PUBLICATIONS

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





Disclosure Support Team
respond@cdp.net