

# SME Questionnaire

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Supply Chain Standard Supplier Support Webinar

June 2025

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# Speaker



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**Account Manager**  
**Sustainable Supply Chains, CDP**



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# Who's SME Questionnaire for ?

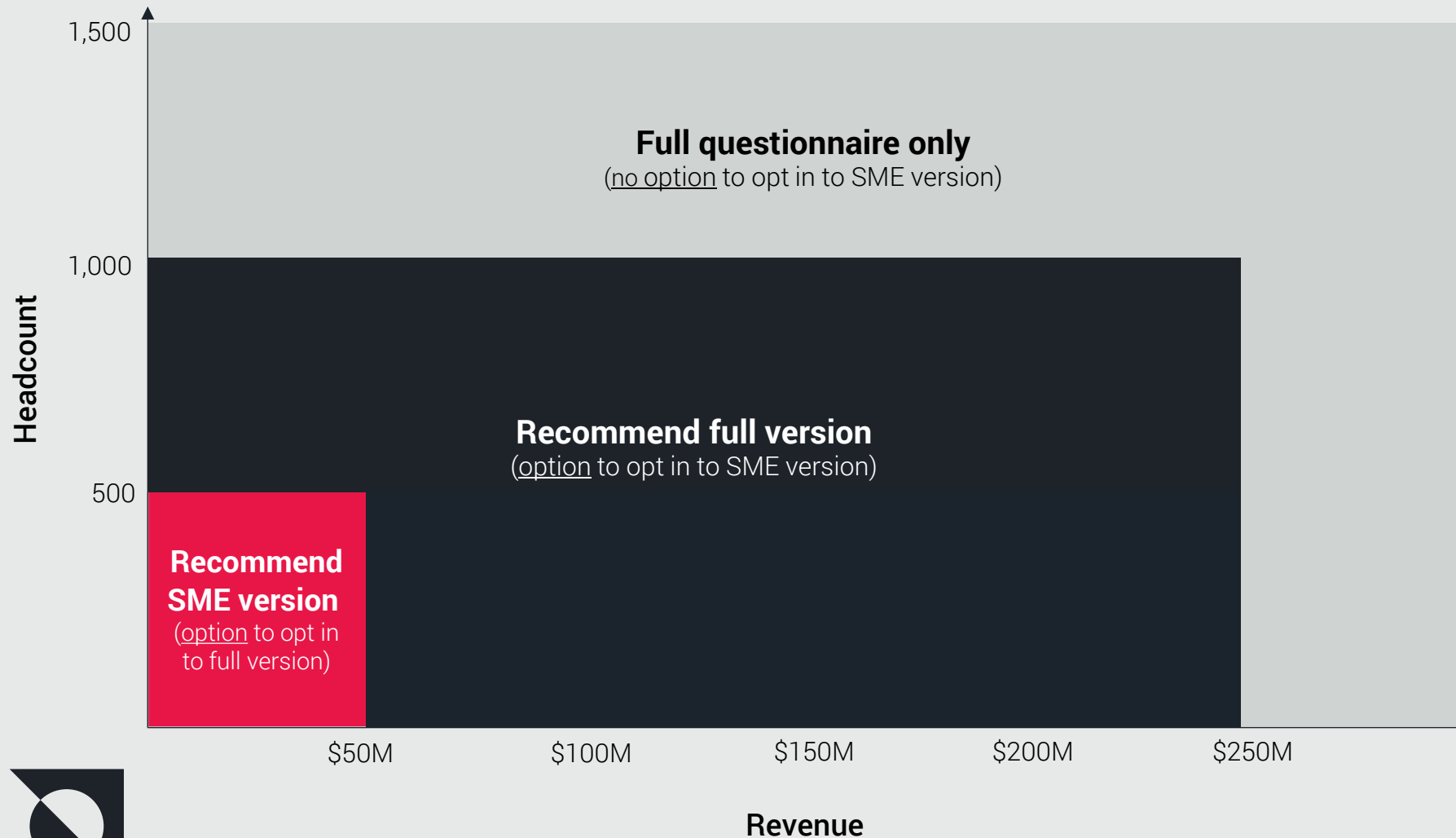


# No One Size Fits All

- CDP recognizes that **Small and Medium Enterprises (SMEs)** may have different **reporting capabilities & requirements** compared to larger organizations.
- **CDP SME Questionnaire** is dedicated to small- and medium-enterprises (SMEs). This will make it easier to understand where SMEs should focus their attention, **build capacity and act**.
- **CDP SME Questionnaire** is tailored to the needs of SMEs and contains fewer questions, simplified format and enhanced guidance, which makes CDP's climate-focused SME questionnaire well-matched to the resources of SMEs.



# SME Criteria and Options for Disclosure



## Questionnaire Eligibility:

- SME recommended (option to opt to full): IF headcount <500 AND revenue <US\$50 million
- Full recommended (option to opt to SME): IF headcount <500 AND revenue 50M> US\$250 million, OR IF headcount 500-1,000 AND revenue < US\$250 million
- Full (no option to opt to SME): IF headcount >1,000 OR revenue >US\$250 million





# Scope of SME Questionnaire

- Headcount, revenue, and Activity Classification System (ACS) data.
- Tailored integrated datapoints, including risk and opportunities, governance, and strategy.
- Tailored environmental performance climate change module.
- Integrated Forests and Water security datapoints to kickstart disclosure journey for these themes.
- Supply chain requested content, spread throughout the questionnaire.



# Questionnaire Differences Full vs SME





# Corporate Questionnaire: Full & SME

Module 1 – Introduction

Module 2 – Identification, Assessment & Management of Dependencies, Impacts, Risks, & Opportunities

Module 3 – Disclosure of Risks & Opportunities

Module 4 – Governance

Module 5 – Business Strategy

Module 6 – Environmental Performance – Consolidation Approach

Module 7 – Environmental Performance – Climate Change

Module 8 – Environmental Performance - Forests

Module 9 – Environmental Performance – Water Security

Module 11 – Environmental Performance – Biodiversity

Module 10 – Environmental Performance – Plastics

Module 12 – Environmental Performance – Financial Services

Module 13 – Further Information & Sign off

Integrated modules

Across Climate Change, Water Security and Forests  
**Only Climate Change is scored.**

Climate-specific modules

Integrated module

## SME Questionnaire Modules

Module 14: Introduction

Module 15: Identification, Assessment & Management of Risks & Opportunities

Module 16: Disclosure of Risks & Opportunities

Module 17: Governance

Module 18: Business Strategy

Module 19: Environmental Performance – Consolidation Approach

Module 20: Environmental Performance – Climate Change

Module 21: Further Information & Sign off



# Comparable Insights Across Full & SME versions

Questions (datapoints) commonly prioritised by Members for 1<sup>st</sup> time disclosers

	Full corporate questionnaire	SME questionnaire
Scope 1, 2 & 3 emission	7.6 , 7.7, 7.8	20.4, 20.5, 20.7
Verification	7.9, 7.9.1, 7.9.2	20.8
Emission allocation	7.26, 7.45	20.12
Target	7.53, 7.53.1/7.53.2	20.16, 20.16.1or 20.16.2
Emission reduction activities	7.55.2	20.17
Energy consumption	7.30, 7.30.1	20.15.2

**Example of how a question is redesigned to better suit SMEs :**

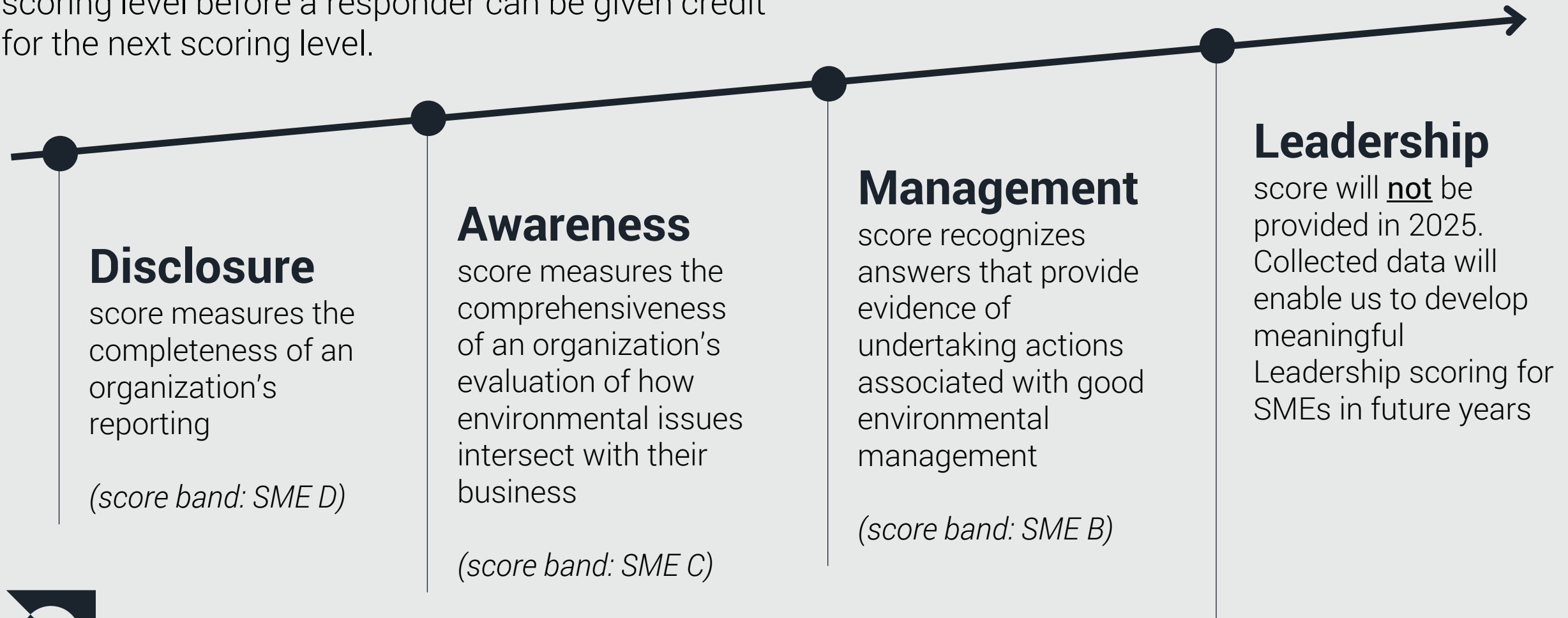
- **Full version (4.1)** - Does your organization have a board of directors or an equivalent governing body ?
- **SME version (17.1)** - Is there responsibility for environmental issues within your organization?





# Progressing Towards Environmental Stewardship

Minimum score requirements must be met at one scoring level before a responder can be given credit for the next scoring level.



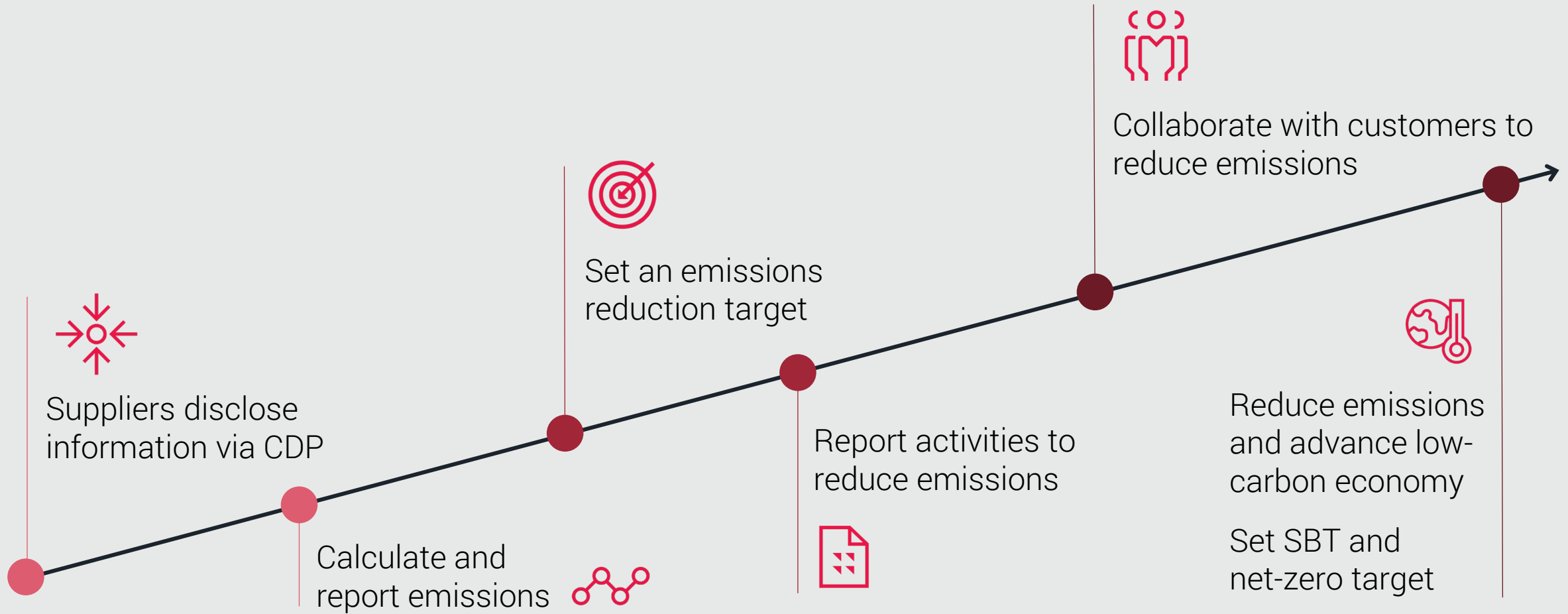
For more details: [CDP SME Scoring Introduction 2025](#)

# Questionnaire Overview





# Example Roadmap for Disclosing Suppliers



Phase 1: Establish foundation

Phase 2: Build capacity

Phase 3: Improve performance

# What kind of information is required?

The 5W1H in reporting for your company





# Collecting & Reporting Essential Data





# Introductory Module

Reporting Period and General  
Information



# Start & End Date of Accounting

○ Unanswered 14.4



**State the end date of the year for which you are reporting data.**

This question allows for the establishment of context to enable consistent year-to-year comparisons and assessments of an organization's environmental progress. It enhances transparency and accountability and aids data users in interpreting your responses in relation to the reported timeframe.



What **period** should I be accounting for?

The best practice for carbon accounting typically **follows** that of **the financial year, e.g. FY2024**

**Rationale:** There are certain metrics such as intensity – that **requires input of financial data of the same period** to determine your emissions efficiency – e.g. emissions intensity.

This also follows best practice according to ISSB standards and the GHG protocol.





# Module Preparation

- Introduction module lays the foundation of the questionnaire
  - What is reported should be applied across the entire response, including currency, reporting period and boundary.
- Scoring language: English, Chinese, Japanese, Portuguese and Spanish
- Reporting year typically align with financial year
- Collaboration among sustainability team, procurement team and finance team is necessary to complete the questionnaire effectively.

## **Document you may need:**

- ☐ Financial Statement
- ☐ Brief introduction of your organization



# The WHY

Environmental Risks and  
Opportunities





# Why Risks and Opportunities?



## Risks

SMEs are especially vulnerable to risks, which includes **environmental risks** borne from environmental issues.

Having robust risk assessment and management builds **business resilience**. It is increasingly important to banks and lenders.



## Opportunities

SMEs are small and flexible, capable to **innovate towards providing environmental solutions**.

Having robust opportunities identification and management will allow you **to have a competitive edge and capitalise on opportunities**.





# Risks and Opportunities - Processes

2025 SME MODULES
M14 Introduction
<b>M15 Identification, assessment and management of risks and opportunities</b>
M16 Disclosure of risks and opportunities
M17 Governance
M18 Business strategy
M19-20 Environmental performance
M21 Further information & sign off

## Module 15: Identification, assessment and management of risks and opportunities

Process for identifying, assessing, and managing risks and opportunities

C F W

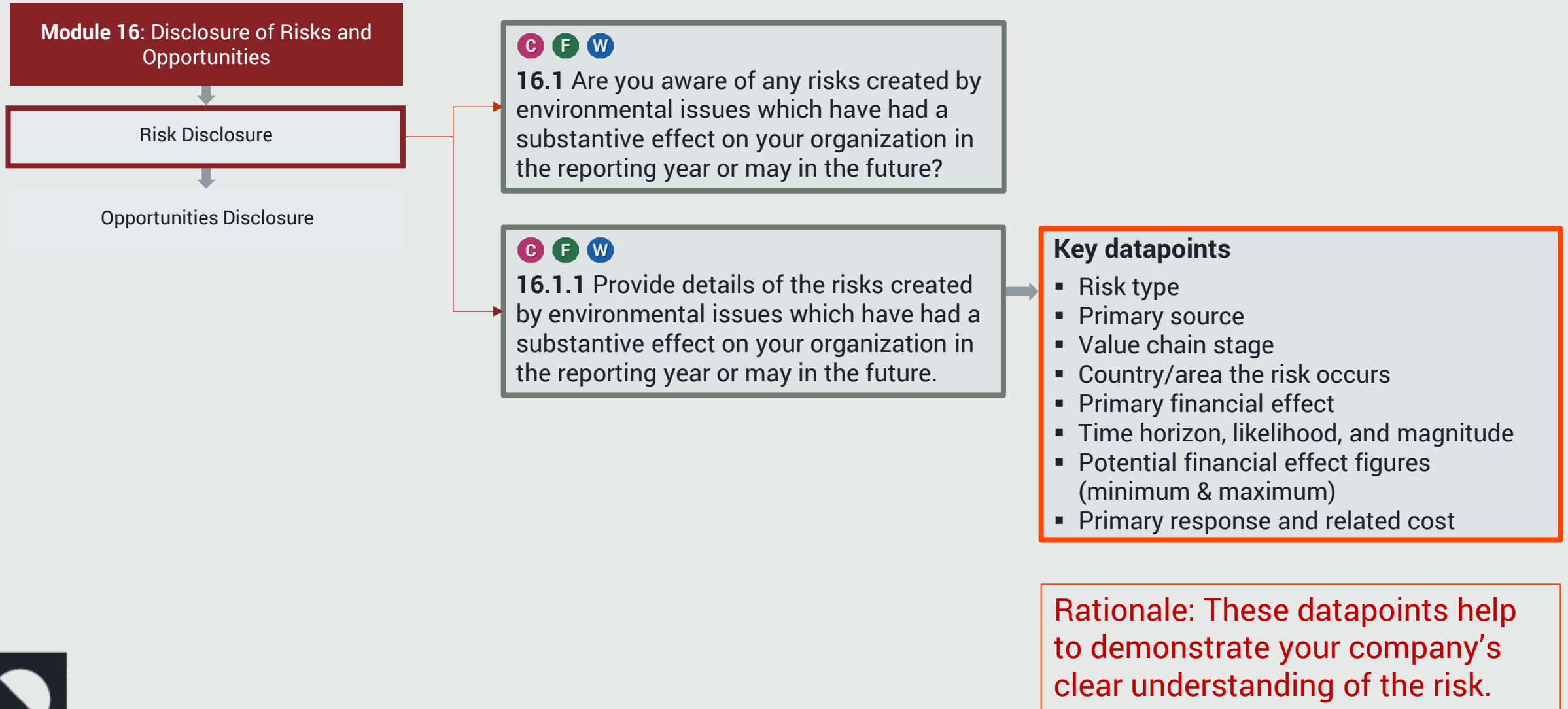
**15.1** Does your organization have a process for identifying, assessing, and managing environmental risks and opportunities?

### Key datapoints

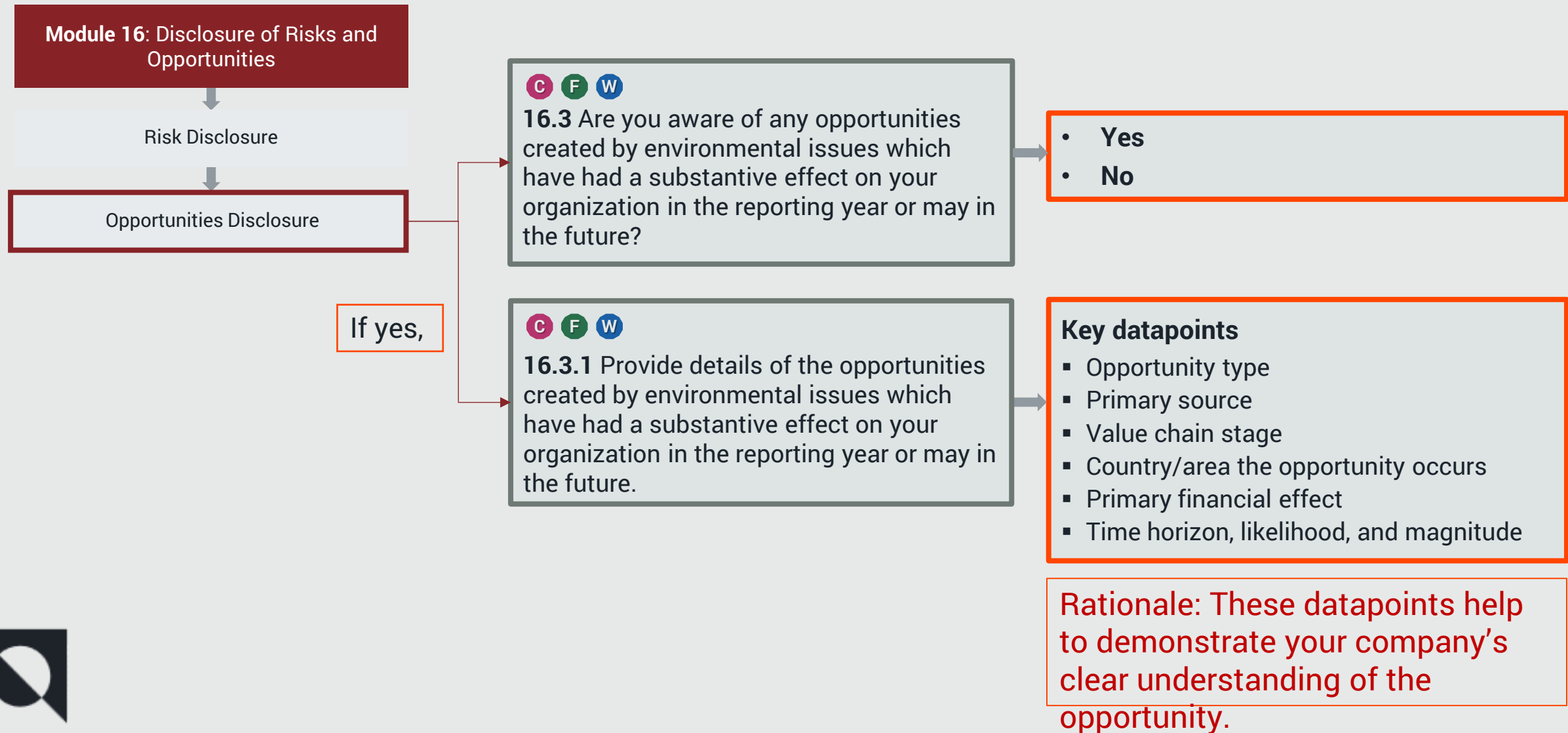
- Frequency of assessment
- Please explain the process



# Risk Disclosure



# Opportunities Disclosure





# Module Preparation

- Consult your risk manager regarding the definition and the process of identifying, assessing and managing risk and opportunity
- Even without a comprehensive risk assessment, provide details on:
  - Value chain covered
  - Risk/ opportunity type
  - Time horizon
  - Likelihood and magnitude of impact
  - Risk response
- After providing the essential information, next step is to quantify the risk impact.
  - Details are not necessary, a rough estimate would be enough

## **Document you may need:**

- ☐ Risk register
- ☐ Organization risk management policy
- ☐ Information on emerging regulation
- ☐ Understanding on latest industry trend
- ☐ Marketing research
- ☐ Peers benchmarking analysis



# The WHO

## Governance Structures on Environmental Issues



# Governance

## What is climate governance in my company?

- Governance refers to **internal oversight and decision making on climate-related issues**.
- The questions in this section help to **capture governance structure and mechanisms in place**
- Data on governance is important as it provides an **indication of the importance of climate** to the organization.



### Rationale:

This section is for data users to **understand your high-level approach** to climate issues at board and management level.





# Environmental Policy

## What is the purpose of an environmental policy?

### Environmental policies

- **Foundational** governance tools to drive action
- Ensures **accountability**
- **Indication** of organization's environmental responsibility

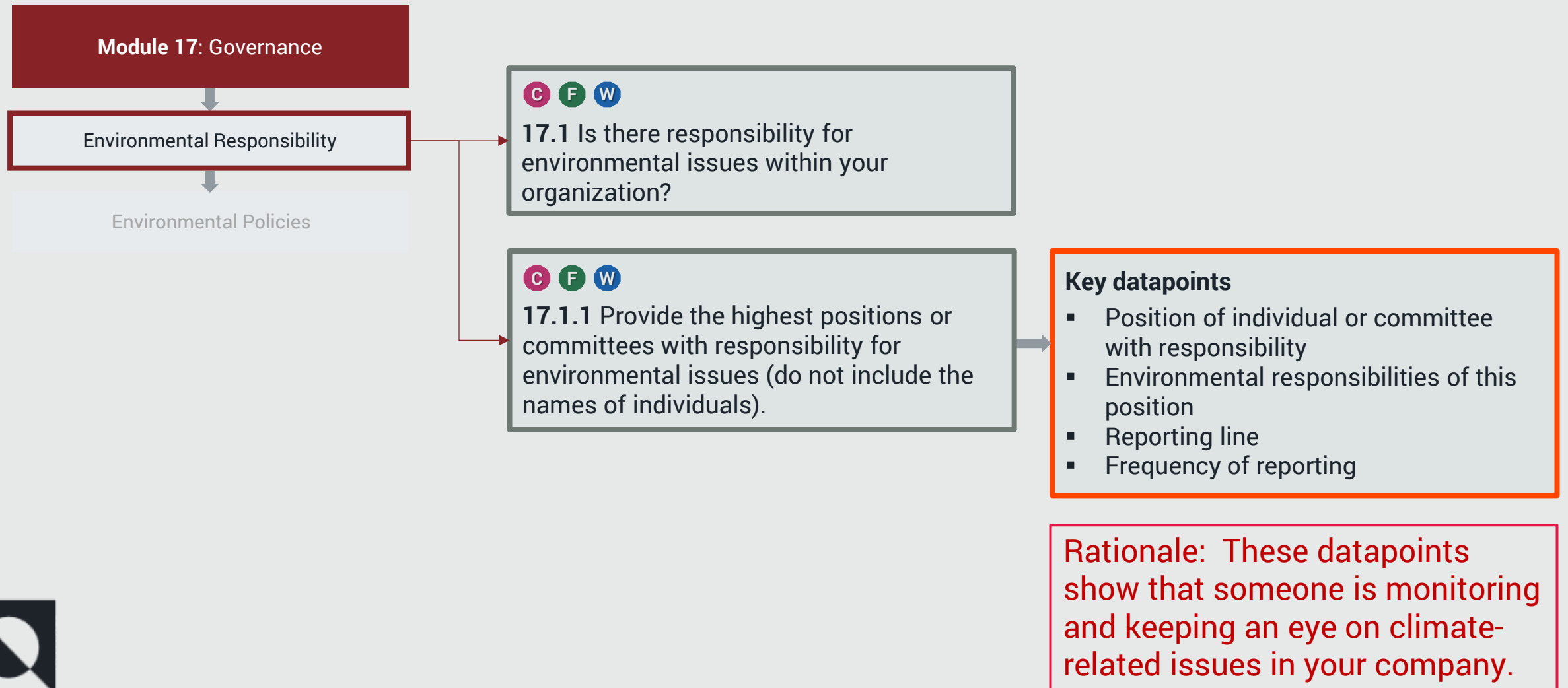


### Rationale:

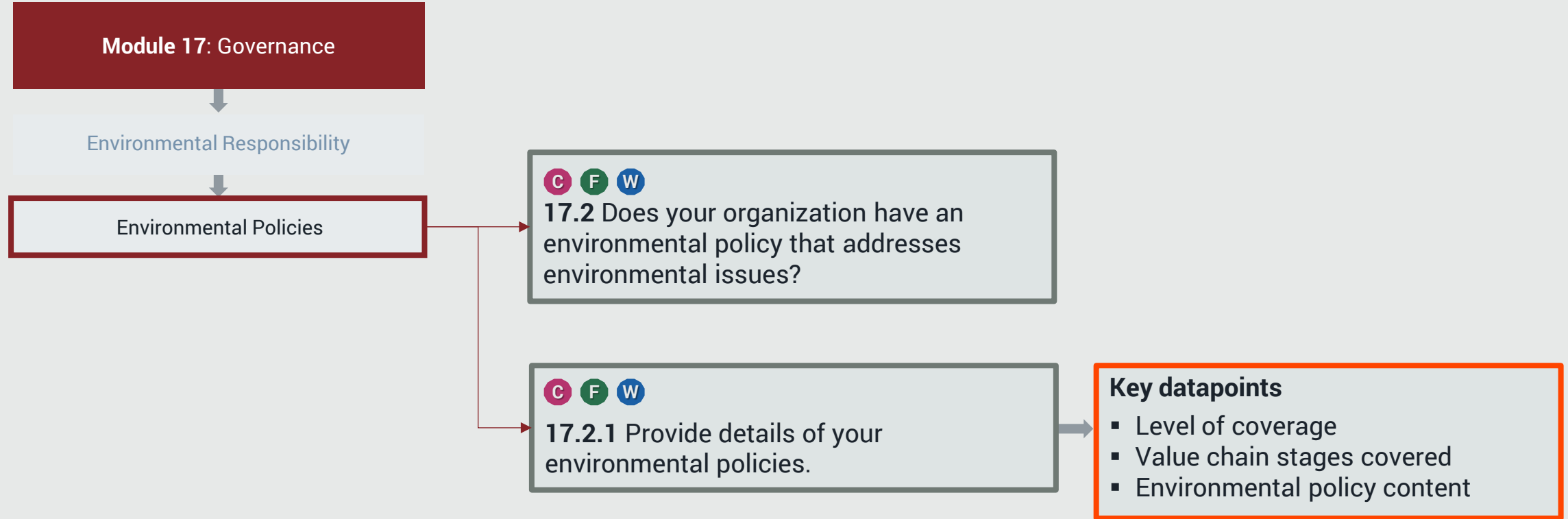
Environmental policies are a way for organisations to **showcase acknowledgement of risks and opportunities with environmental issues**, and the **company's intentions and directions** for action. It should be **publicly available**.



# Environmental Responsibility



# Environmental Policies



# Module Preparation

- Specify the most senior member in your organization who is responsible for overseeing environmental issues.
  - Sometimes it could be a working committee, doesn't necessarily have to be a single person
  - Indicate the reporting line and frequency
- Environmental policy is a statement that expresses and communicates the goals and plans related to an organization's environmental performance
  - It doesn't have to be complicated, but it should include your organization's environmental commitment and be reviewed by senior management.

## **Document you may need:**

- ☐ Organization chart
- ☐ Organization environmental policies





# The HOW

Transition plans, Financial  
Planning to show your actions





# Climate Change Strategy

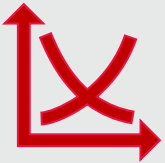


## Climate Transition Plans

A climate transition plan is a sum of all your company's efforts to align your business model to a 1.5 -2.0 degree world.

It should include **the all actions the company will take**; to serve as a **mechanism for accountability and transparency**.

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## Financial planning

For companies that have identified risks and opportunities with climate change, this knowledge **might influence your future financial planning**.



# Value Chain Engagement



## Value Chain Engagement and Action

Engaging with value chain stakeholders can be especially valuable **for sharing learnings, building expertise, enhancing risk management**, and taking action to address environmental impacts.

Examples include: education within your company; environmentally responsible sourcing with suppliers; educating customers of sustainable practices and products, etc.

Rationale: Value Chain engagement data is crucial for users to **understand how your company is dealing with Scope 3 emissions**, and an opportunity to collaborate with your value chain on climate change.



### What is my value chain?

Your value chain **is the entire chain of business**, from resource extraction to the end of consumption. Current **actions typically involve Tier 1 relationships**(direct contacts) but ambitions are moving beyond that.





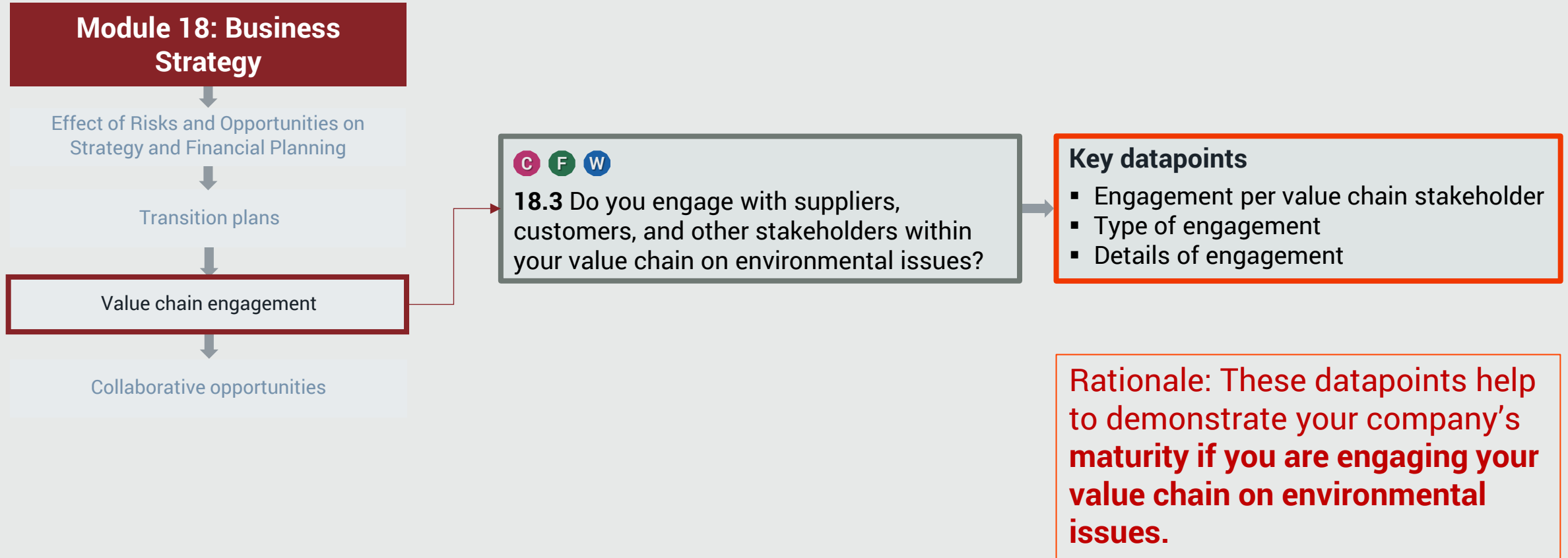
# Strategy & Financial planning



# Climate Transition Plans

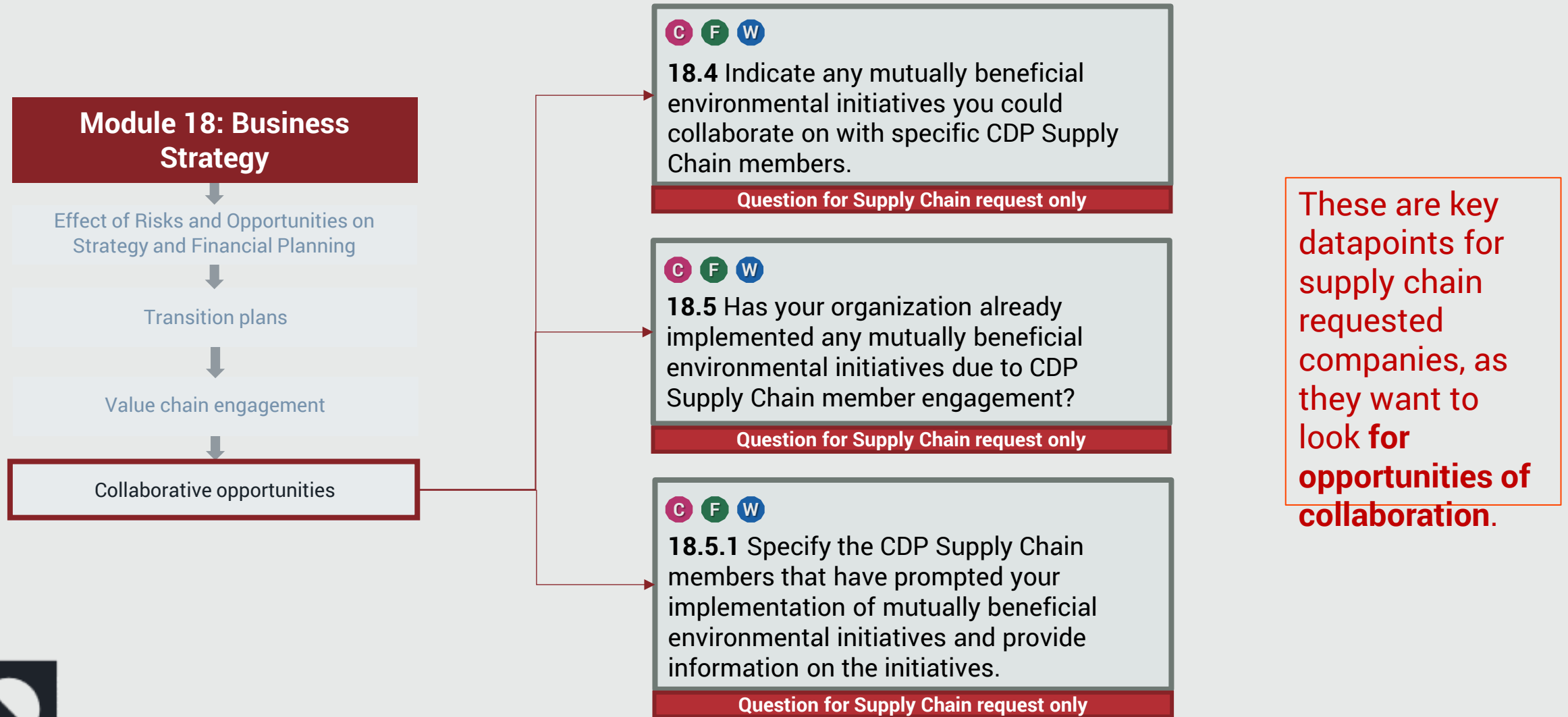


# Value Chain Engagement





# Collaborative Opportunities



\*If you have received a supply chain request from your customers through CDP

# Module Preparation

- Emerging risk, such as new regulation could impact both organizational strategy and financial planning, so do environmental opportunities.
  - Consult management and indicate whether your strategy/ financial planning have been influenced by environmental issues
- A climate transition plan is a tool that helps organizations align their climate goals. This is accomplished by establishing specific strategies and clear accountability mechanisms to track progress. Indicate,
  - Temperature alignment
  - Whether it is publicly available
  - Feedback mechanism
- Collaborate with procurement team on value chain engagement

## **Document you may need:**

- ☐ Risk register
- ☐ Latest information on environmental related regulations and standards
- ☐ Climate transition plan



# The WHAT

Metrics And Targets  
Performance indicators for  
Climate Change





# Emissions data – Foundation of reporting



## Carbon emissions

Measuring and reporting this data is **the key measure of your company's climate impact** – direct or indirect

This is calculated **using data from company consumption data**, such as e.g. company vehicles, manufacturing processes, etc.

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**Rationale:** Carbon Emissions is the key metric of a company's impact, the foundation and basis of climate reporting. Should be accounted by business units (if > 1).



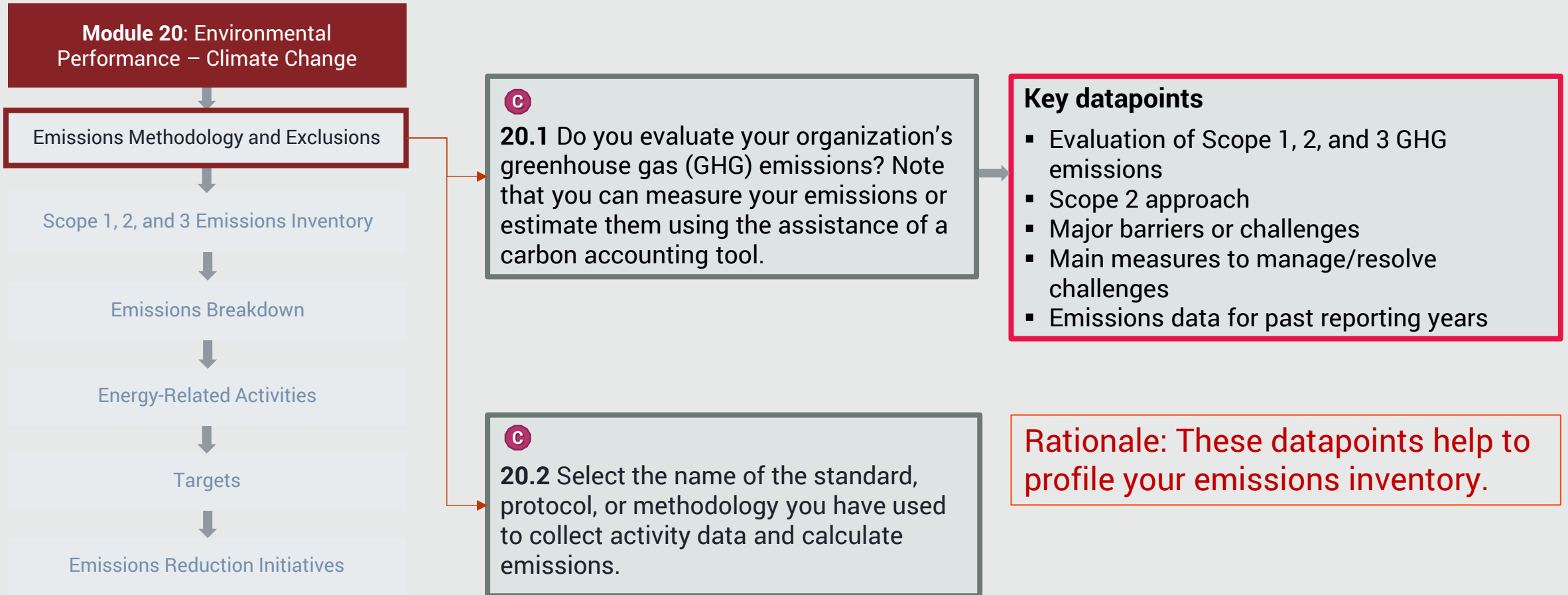
# Module Preparation

- Consolidation approach identifies which entities are included within the calculation of your environmental performance data and determines which information is relevant to carbon emission disclosure
- Consult legal or accounting advisor when determining your consolidation approach
- For leasing arrangements, please see the [GHG Protocol Appendix: Categorizing GHG Emissions from Leased Assets](#) and the lease accounting standard from your relevant generally accepted accounting principles (GAAP) to determine the appropriate scope for those emissions.

Approach	Definition	GHG Accounting
Equity share	Percent ownership	% owned
Financial control	Directs financial policies to gain economic benefits	If yes: 100% If no: 0% If joint: % owned
Operational control (Most SME select this option)	Authority to introduce and implement operating policies	If yes: 100% If no 0%

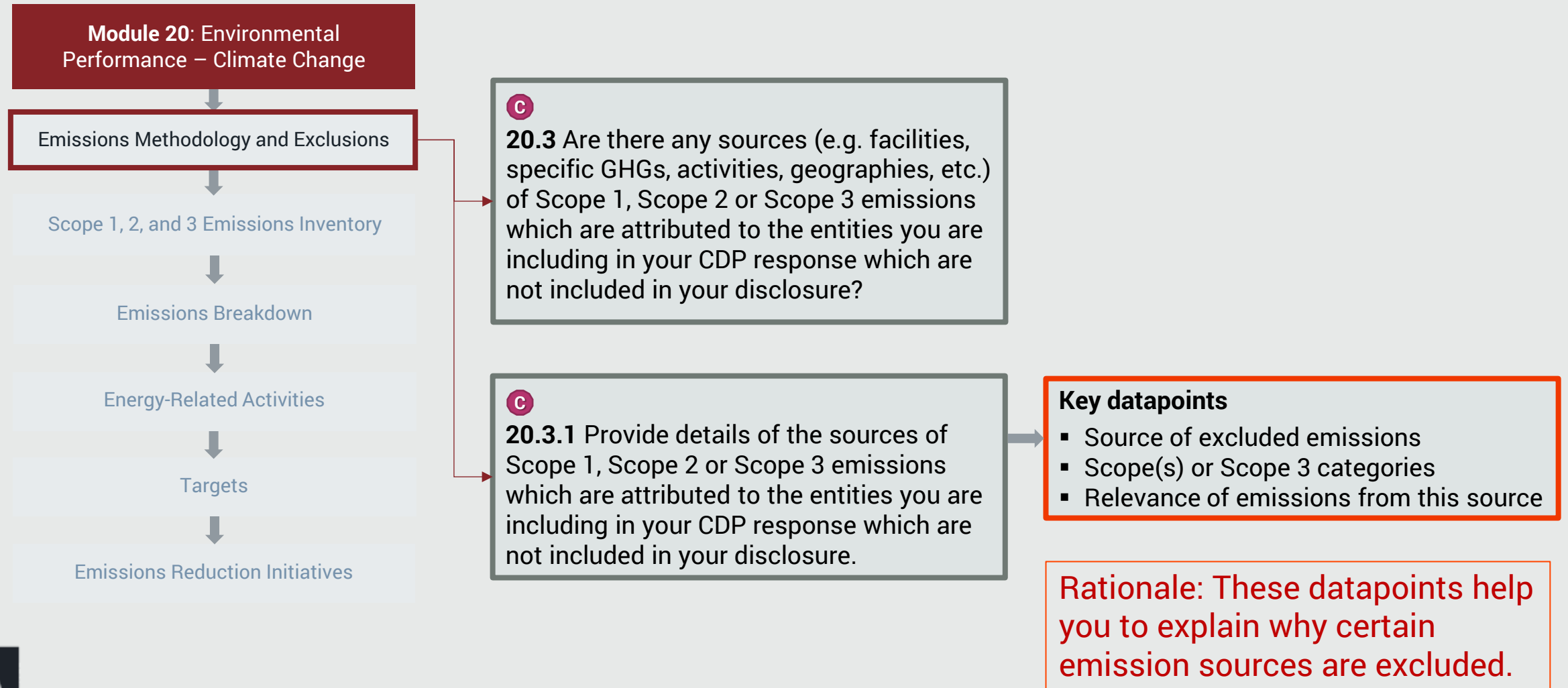


# Emissions Inventory & Methodology





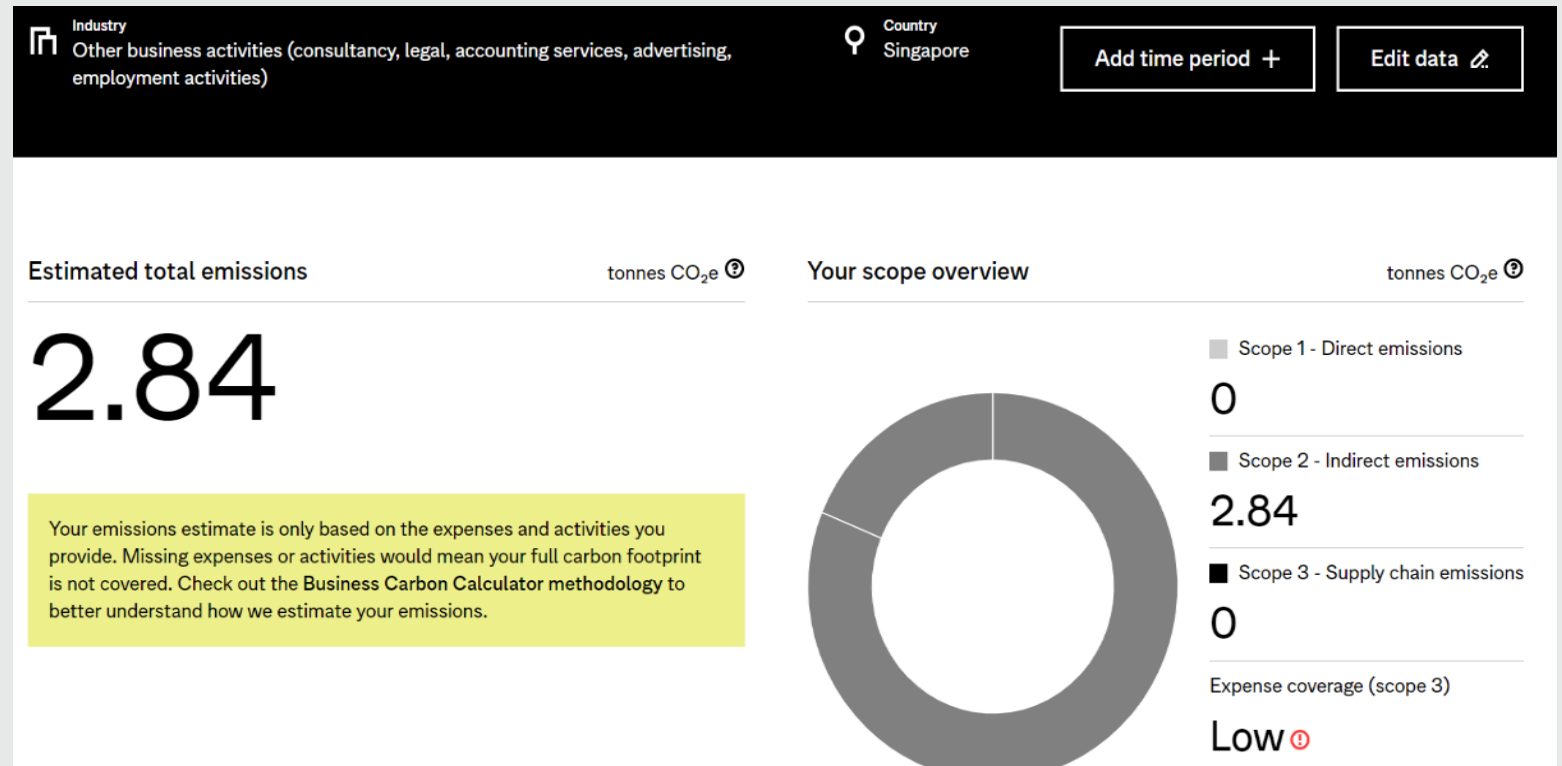
# Emissions Methodology & Exclusions



# Business Carbon Calculator on SME Climate Hub

[Click here](#) to check out the  
**calculator**

- Free to use
- Easy to navigate with step-by-step data input
- Able to calculate Scope 1, 2 and 3
- Every calculator **should specify its calculation methodology**



# Module Preparation

- To start evaluating your emission, you may explore the [SME Climate Hub for tools and resources](#). Many resources are available there, including a Business Carbon Calculator (only support scope 1, scope 2 & upstream scope 3 emissions)
  - Methodology used could be found in the calculator

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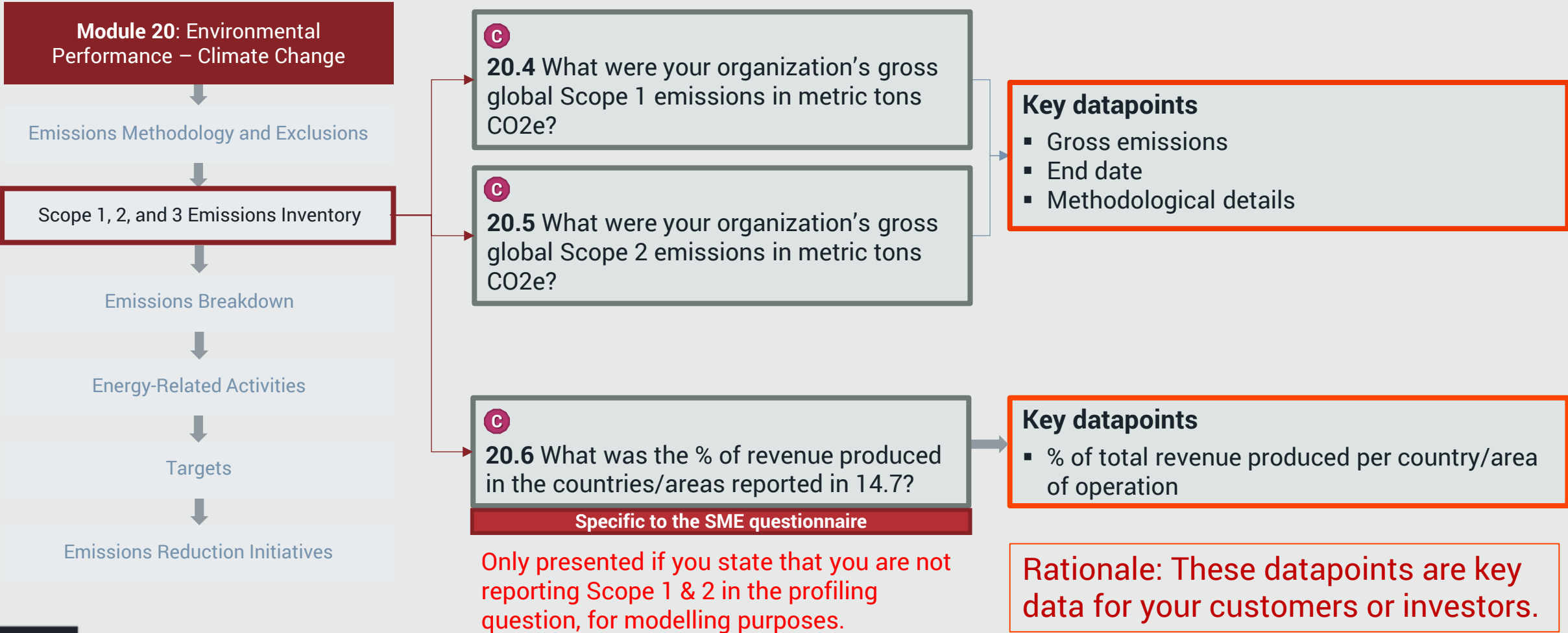
[Normative.io](#)

- Scope 2 reporting approach
  - **Location-based** method considers the average emission factors for the electricity grids that provide electricity to the reporting organization (using mostly grid-average emission factor data).
  - **Market-based** method shows emissions that the company is responsible for through its purchasing decisions. It considers contractual arrangements under which the reporting organization procures power from specific suppliers or sources, such as renewable energy.
  - Option [“We are reporting a Scope 2 figure but do not know which approach was used”](#) is available

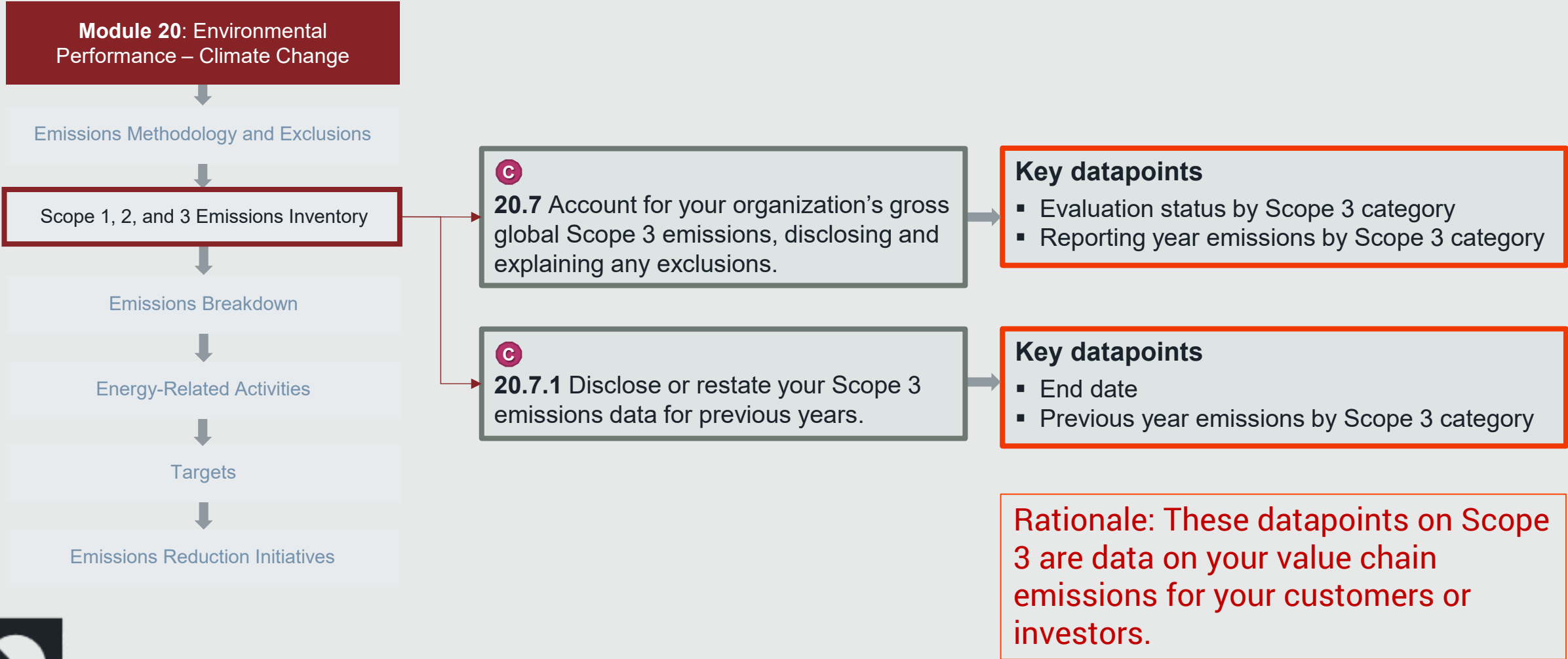




# Emissions Inventory



# Emissions Inventory



# Module Preparation

- For first-timer, you may use Business Carbon Calculator as a starting point.
  - Emission factors are extracted from government databases, academic studies, company reports, and regulatory disclosures
  - But user has no visibility on the actual number used
- To create an accurate emission inventory, it's important to create your own one
  - Step 1: Set organization boundaries
  - Step 2: Identify emission sources
  - Step 3: Collect activity data
  - Step 4: Collect emission factor
  - Step 5: Calculate emission

## Document you may need:

- ☐ Activity data, for example:
  - ☐ Electricity bills
  - ☐ Company vehicle fuel consumption record
  - ☐ Employee travel record
- ☐ Emission factor

GHG Protocol

<https://ghgprotocol.org/calculation-tools>

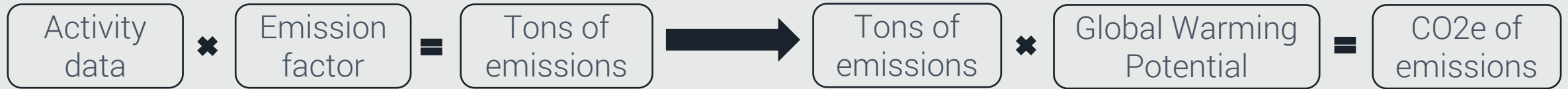
IPCC Emission Factor Database (EFDB)

<https://www.ipcc-nggip.iges.or.jp/EFDB/main.php>





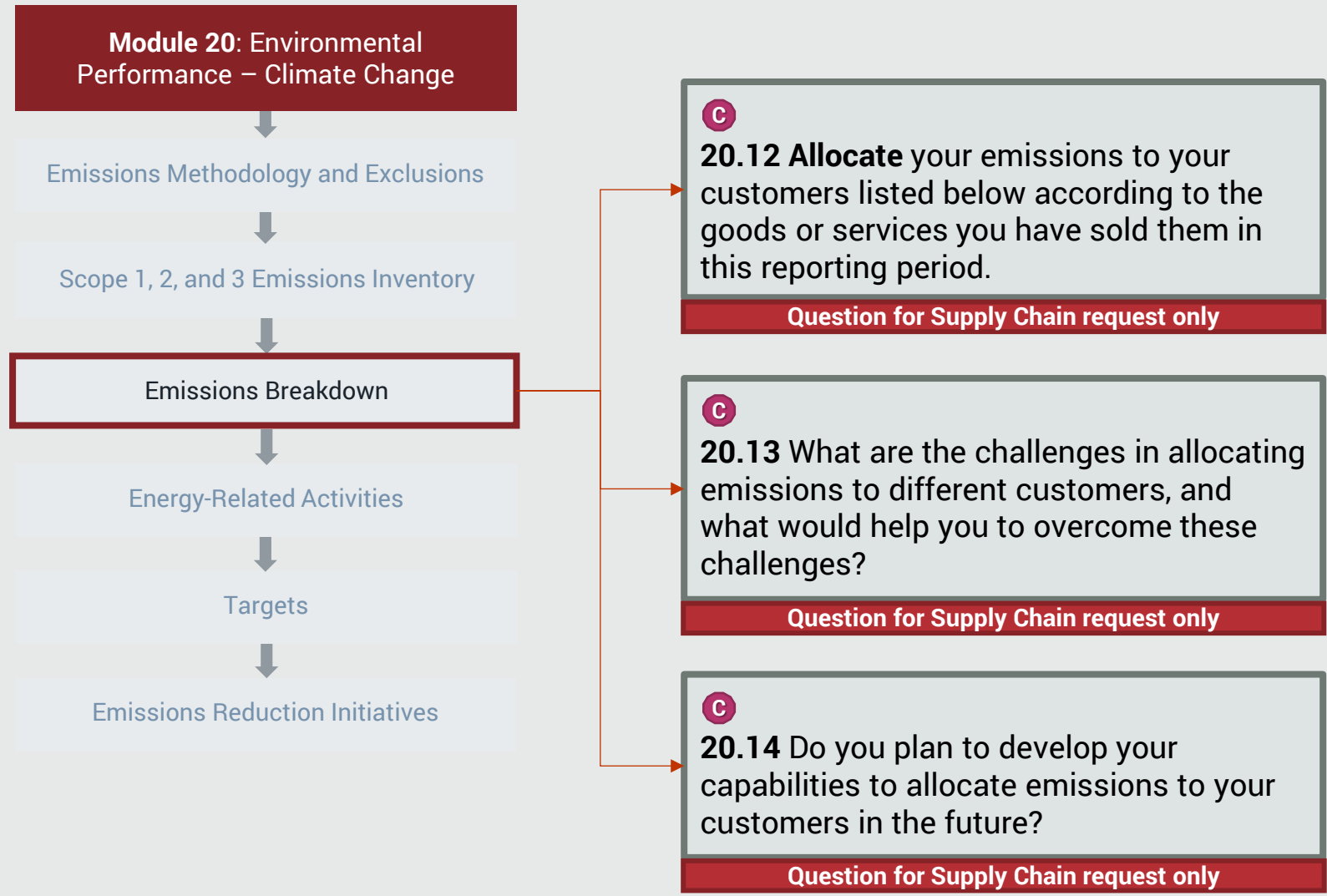
# Module Preparation



- Global Warming Potential
  - The relative warming impacts of a particular greenhouse gas
  - Used to calculate carbon dioxide equivalent (CO2e)
  - IPCC Fifth Assessment Report, 2014 - [https://www.ghgprotocol.org/sites/default/files/ghgp/Global-Warming-Potential-Values%20%28Feb%2016%202016%29\\_1.pdf](https://www.ghgprotocol.org/sites/default/files/ghgp/Global-Warming-Potential-Values%20%28Feb%2016%202016%29_1.pdf)
  - IPCC Sixth Assessment Report Global Warming Potentials (small update) - <https://erce.energy/erceipccsixthassessment/>



# Emissions Breakdown

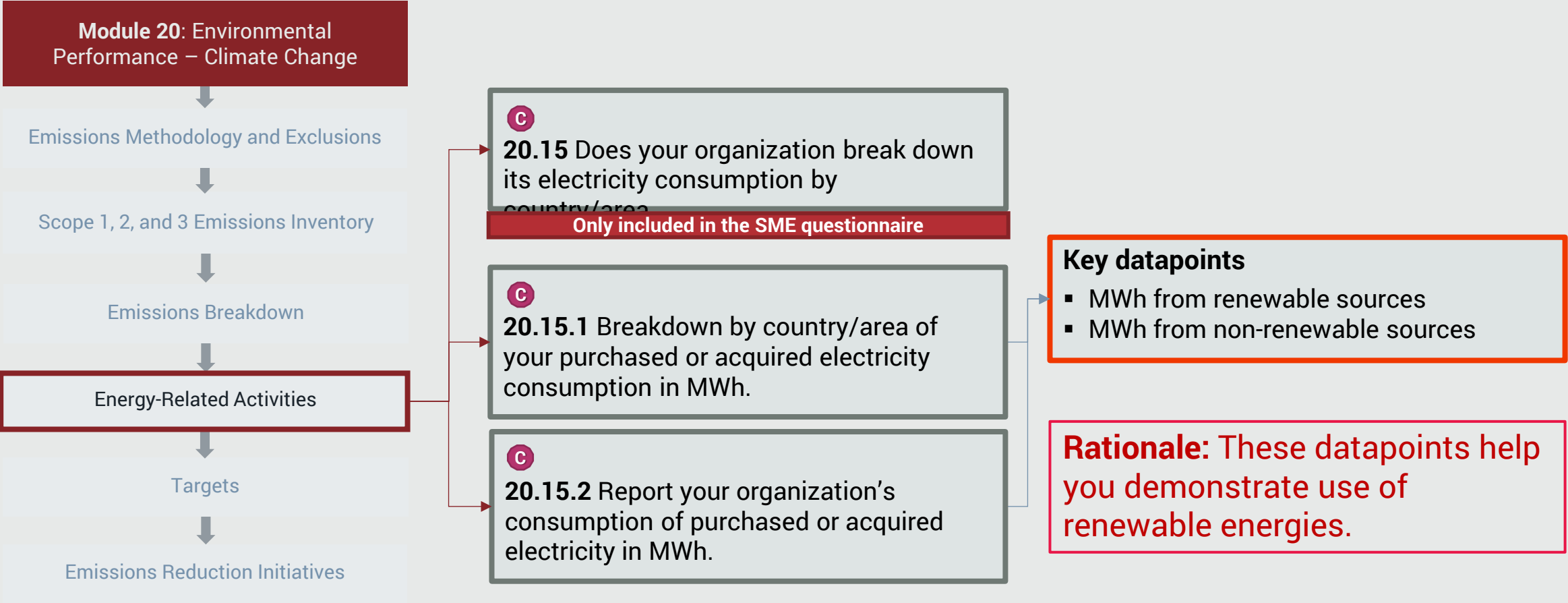


Rationale: For Supply Chain requested companies, these are key datapoints that they will need from you.



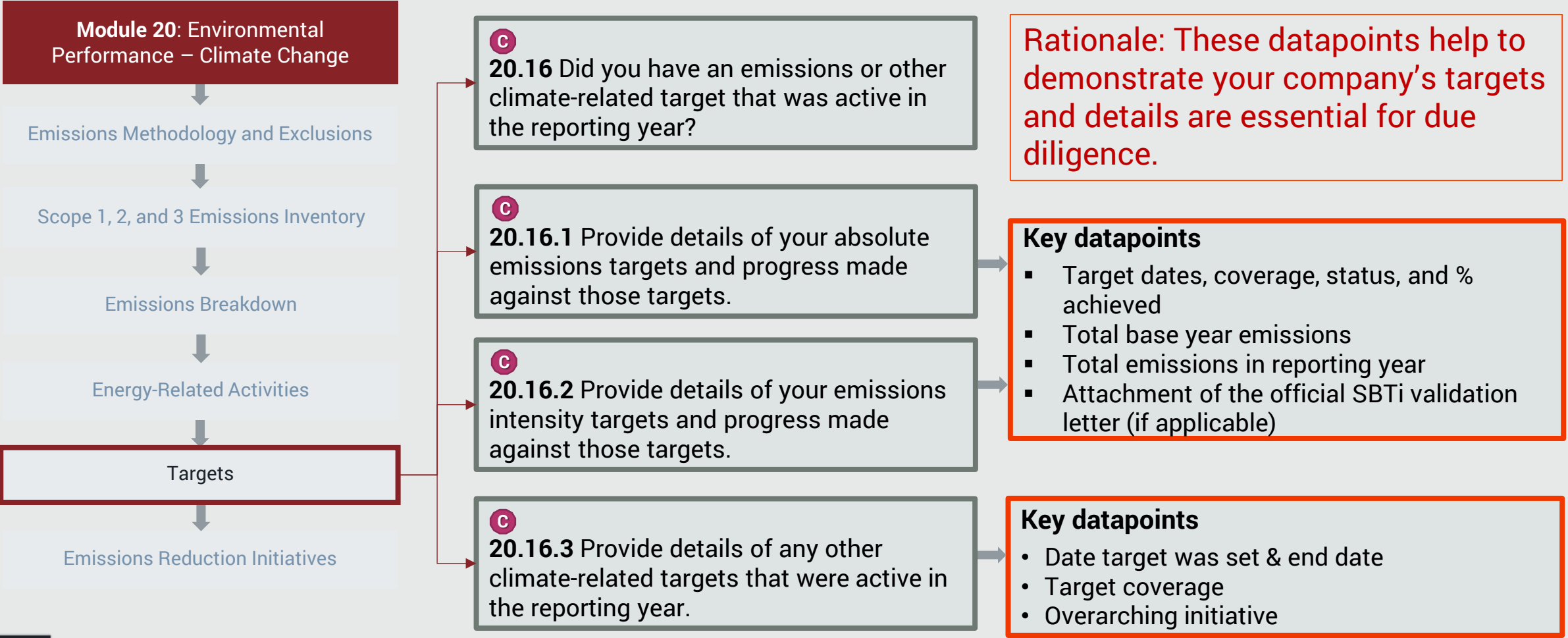
\*If you have received a supply chain request from your customers through CDP

# Energy-related Activities





# Climate-related targets



# Module Preparation

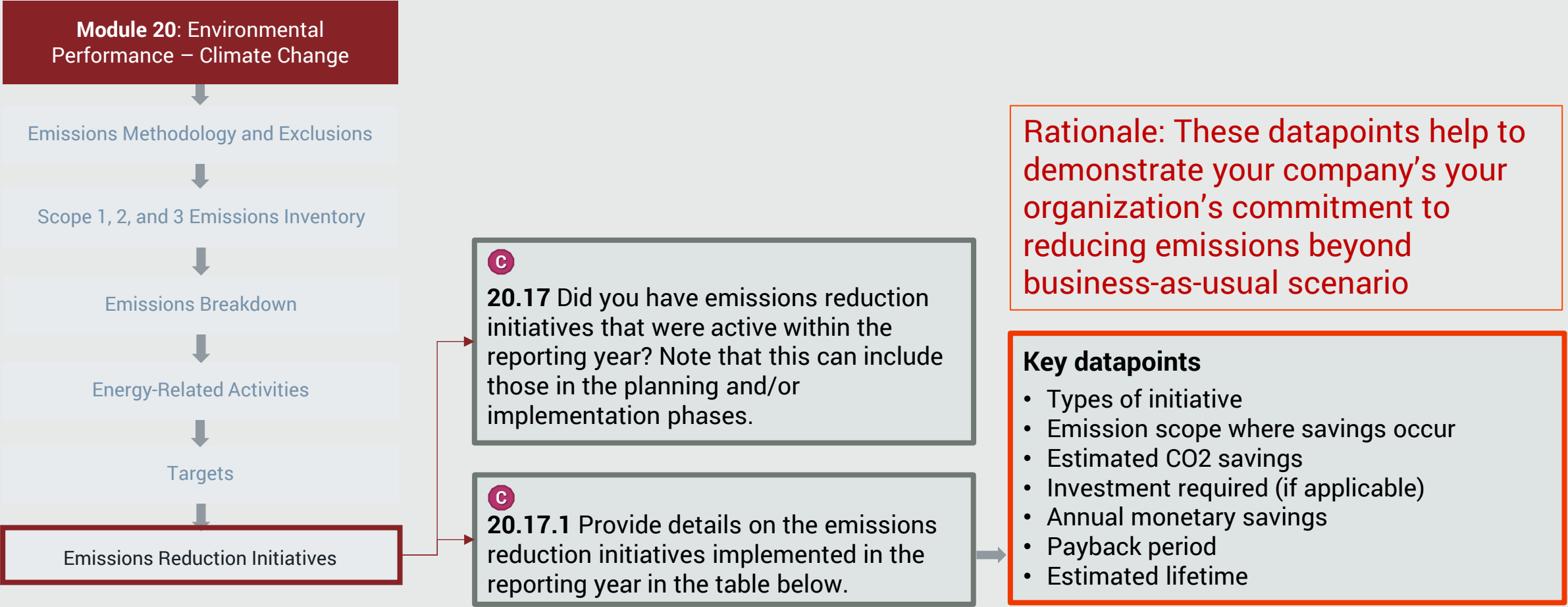
- Targets that are based on a future “business as usual” year are not equivalent to emissions reduction targets
  - It must achieve emissions reductions through comparison to a set base year in the past
- It can be either an absolute target or an intensity target. A target should include:
  - Base year, start year, target year
  - Scopes covered by target
  - Base year emission covered by target
  - Targeted reduction from base year
  - Current progress

## **Document you may need:**

- ☐ Base year emission inventory
- ☐ Emission projection
- ☐ Emission reduction plan
- ☐ Revenue data (Intensity target)



# Emission Reduction Initiatives





# Questions Prioritized for All Disclosers

Action Item	Question (Full)	Question (SME)	Why do we want you to answer this question?
1. Report your Scope 1, 2 & 3 emissions, preferably <b>verified</b>	7.6, 7.7, 7.8 – S1-3 7.9 – Verification	20.4, 20.5, 20.7 – S1-3 20.8 - Verification	Reporting emissions is best practice and a pre-requisite to understanding and reducing negative environmental impacts. Verification ensures data quality.
2. Report on the trajectory of your Scope 1 and 2 emissions	7.10	20.9	Reporting the trajectory of your emissions is a supportive indicator for assessing your progress and benchmarking performance overtime.
3. Report your emissions intensity or allocate your emissions to your <b>Customer</b>	7.45, 7.26	20.12	By reporting your emissions intensity per unit of revenue or by allocating emissions relevant to your business with us, we can model our supply chain (scope 3) emissions.
4. Share product- or activity-level data with your <b>Customer</b>	7.73		Providing this granularity of data enables is to more accurately model our emissions and supports more complex analysis of where emissions impacts are originating from.
5. Share how your organization is engaging your value chain stakeholders, including suppliers	5.11, 5.11.2, 5.11.5	18.3	Understanding your engagement supports us in assessing your risk management practices and strategy in addressing your own scope 3 emissions.



# Questions Prioritized for All Disclosers

Action Item	Question (Full)	Question (SME)	Why do we want you to answer this question?
6. Set an emission reduction target	7.53.1, 7.53.2	20.16	Setting a structured target demonstrates your commitment and level of ambition to reduce emissions. For additional resources on target setting, please refer to the <b><u>Science Based Targets Initiative</u></b> .
7. Share any other climate-related targets you've set	7.54	20.16.3	Sharing details on other climate-related targets, beyond emissions, indicates the comprehensiveness of your environmental management.
8. Report emission reduction activities	7.55.2	20.17	We are particularly interested in reducing emissions in our supply chain. Answering this question shows us the actions you are taking to reduce your emissions to meet your target, and any cost-saving benefits from these efficiencies.
9. Report on renewable energy use	7.30, 7.30.1	20.15.2	Reporting on your renewable energy use helps us to track reductions in our suppliers' emissions.
10. Suggest ways in which we can collaborate	5.12	18.4	You can suggest ways we can work together to reduce either our and/or your emissions. This collaboration could result in mutually beneficial changes.



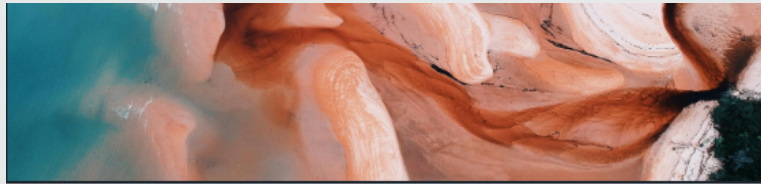
# Getting Started

## Key Resources




# If you are already registered with CDP:

Route 1: Email to login to [myportal.cdp.net](https://myportal.cdp.net)



[View in browser](#)



Turn transparency into action and start your disclosure journey today.

[Go to Portal](#)

**Why should my organization disclose?**

By disclosing through CDP, organizations gain a comprehensive understanding of their environmental dependencies, risks, impacts and opportunities. Leading organizations use transparency to drive action: securing capital, reducing risks and boosting efficiency. Learn more about the [benefits of disclosure](#).


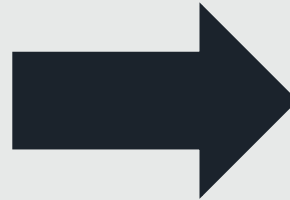
**What are the next steps?**

- Log into the [CDP Portal](#) and navigate to the “Requests” section to find out who has requested you to disclose.
- Visit our [FAQ page](#) to get answers to commonly asked questions.
- Learn more about the [onboarding process](#).

Received this email in error? [Contact CDP for support](#).

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## Sign in

[Continue](#)

Not a CDP user? [Register](#)

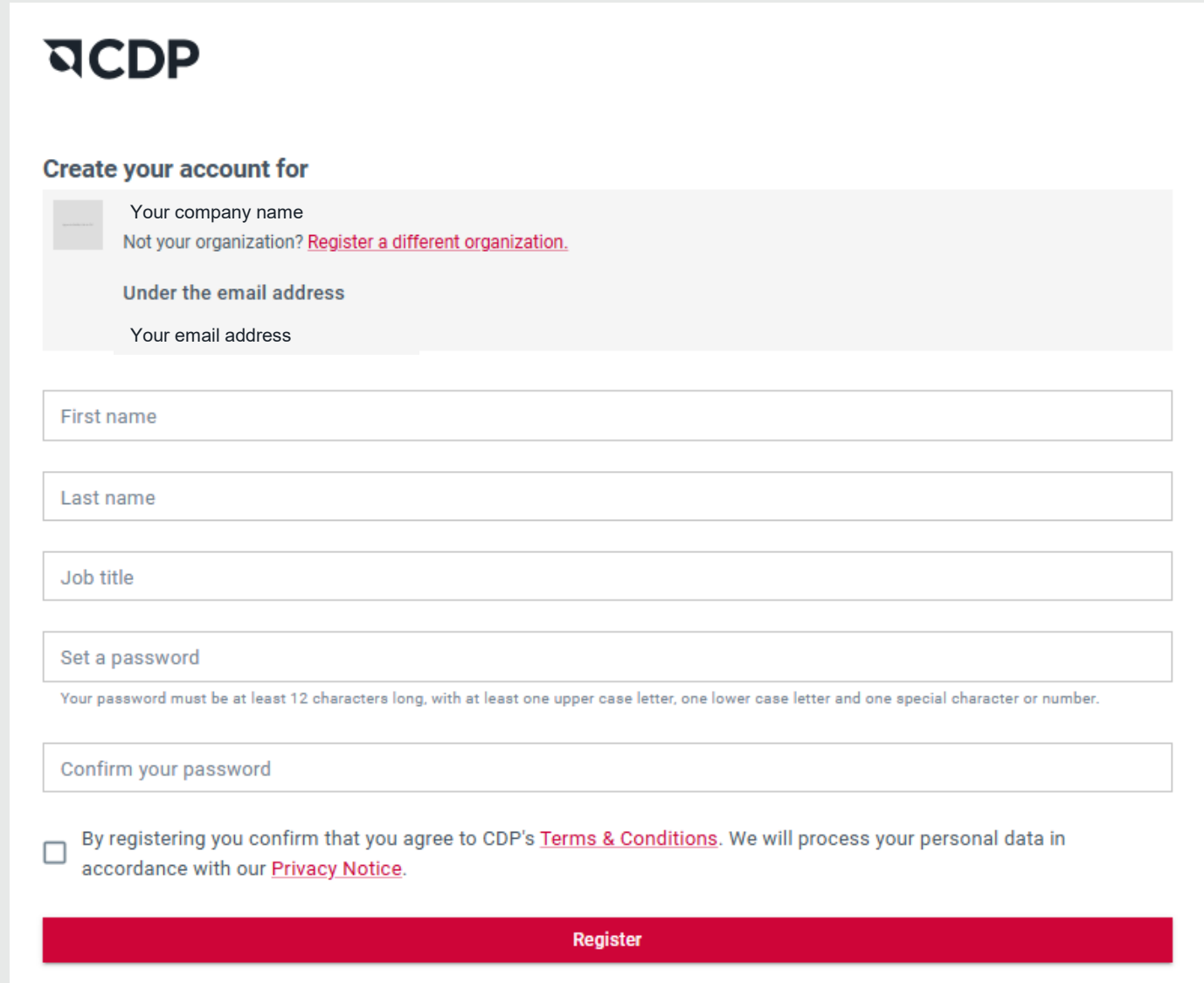
[Go back to Home](#) | [Click here for support](#)



# To Register a contact with CDP:

## Route 2: Activation Link

- You may receive a registration link from CDP or your customer to setup your username and password.
- Please ensure the **company name** and your **email address** are both correct.
- Once you submit your registration, you may login to [MyPortal.cdp.net](https://MyPortal.cdp.net) with your username (email) and password.



The image shows a registration form for CDP. At the top is the CDP logo. Below it is the heading "Create your account for". The form is divided into two main sections. The first section is for company information, with a label "Your company name" and a link "Not your organization? Register a different organization." The second section is for email information, with a label "Under the email address" and a label "Your email address". Below these are five input fields: "First name", "Last name", "Job title", "Set a password", and "Confirm your password". The "Set a password" field has a note below it: "Your password must be at least 12 characters long, with at least one upper case letter, one lower case letter and one special character or number." At the bottom of the form is a checkbox and a line of text: "By registering you confirm that you agree to CDP's Terms & Conditions. We will process your personal data in accordance with our Privacy Notice." A red "Register" button is at the very bottom.

**CDP**

Create your account for

Your company name  
Not your organization? [Register a different organization.](#)

Under the email address  
Your email address

First name

Last name

Job title

Set a password  
Your password must be at least 12 characters long, with at least one upper case letter, one lower case letter and one special character or number.

Confirm your password

☐ By registering you confirm that you agree to CDP's [Terms & Conditions](#). We will process your personal data in accordance with our [Privacy Notice](#).

Register

# Register a Contact with CDP:

## Route 3: Register to Disclose form

### Register to disclose


Thank you for taking the first steps to start your disclosure through CDP.

You should complete this form if your organization is disclosing through CDP for the **first-time** and require access to the CDP Portal to start your disclosure.

If you have colleagues with access to the CDP Portal, we encourage you to contact them instead, to assist with adding you to your organization's CDP Portal account directly.

Please complete this form in English as best as you can to ensure you are accurately matched to your organization.

Please select your purpose for this registration:



**My customer(s) and/or CDP Capital Market signatories have requested my organization to disclose through CDP**

**My organization has not been formally requested to disclose by anyone but would like to disclose through CDP independently**

**I am part of a City, State or Region that would like to disclose through CDP**

*Find out more about [CDP Disclosure Requests](#)*

[Register to Disclose Instructions](#)

# Register a Contact with CDP:

## Route 3: Register to Disclose form



**CDP** | Knowledge Base | English

My customer(s) and/or CDP Capital Market signatories have requested my organization to disclose through CDP.

Who has requested you to disclose? \*

You may select more than one option if applicable:

[Clear All](#)

**Personal details**

We'll use these details to communicate with you.

First Name \*

Last Name \*

Email \*

Your customer's name  
\*\*Please use the exact organization name they provided in their invitation or our [website](#) to ensure an accurate match

**Organization Details**

We'll identify your organization using these details.

**Organization search \***

Please search by entering your organization's full name or 9 digit DUNS number

**Organization name**

**Address Line 1**

**Address Line 2**

**City**

**Zip/Postal Code**

**Country of business address \***

Select

**Website address \***

**Confirming and protecting your data**

☐ I confirm that all the information I entered above is correct and accurate.

☐ I consent to CDP processing my personal data in line with its [Privacy Notice](#).

[CONFIRM SUBMISSION](#)

Use the exact Org Name that your customer provides in your invitation

Ensure that the address is correct for your organization

[Link: Register to Disclose form](#)

# Register a Contact with CDP:

## Route 3: Register to Disclose form



CDP

Knowledge Base | Search | English

### Organizational details

We'll identify you by your organization's details

Organization

Please search by organization number

My customer(s) and/or CDP Capital Market signatories have requested my organization to disclose through CDP.

Who has requested you to disclose? \*

You may select more than one option if applicable:

Clear All

### Personal details

We'll use these details to communicate with you.

First Name \*

Last Name \*

Email \*

City

Zip/Postal Code

Country of Residence

Select

Website address \*

Confirming and protecting your data

☐ I confirm that all the information I entered above is correct and accurate.

☐ I consent to CDP processing my personal data in line with its [Privacy Notice](#).

CONFIRM SUBMISSION

- If there doesn't appear to be a clear match to your customer's organization, please reach out to them to clarify the exact Org Name + DUNS number to use
  - Once submitted, CDP will process this *over a few business days*.
  - After it was successfully processed, you will receive an email from [mail@cdp.net](mailto:mail@cdp.net) with an activation link to set up your Portal login.
- ★ Please ensure you check your junk mail and that [mail@cdp.net](mailto:mail@cdp.net) is whitelisted by your organization's IT department.



# CDP Portal – Sign in & Homepage

<https://myportal.cdp.net/>

The screenshot displays the CDP Portal homepage. At the top, there's a header with 'Test Discloser' and a link to 'Show organization details'. Below this is a navigation bar with 'Respond' and a progress indicator. The main content area features a large blue banner titled 'Access your questionnaire' with the instruction: 'Start here and complete these steps to get access to your questionnaire. Only the submission lead can submit the responses to these steps.' Two steps are listed: 1. Confirm Submission Lead and 2. Set up questionnaire. Below the banner, there are three sections: 'You have 1 new requests' (with a link to 'View requests'), 'Admin fee' (with a warning 'You must select a fee' and a link to 'View fee options'), and 'Data products and reports' (with a link to 'See all your data products and disclosure data in CDP's legacy platform.'). A sidebar on the right contains 'Need support?' and 'Guides'. A red box highlights the two steps in the 'Access your questionnaire' section, and a text box explains that these two steps must be completed to start the questionnaire.

Test Discloser [Show organization details](#)

Respond [Questionnaire opens: 06/18/2025](#) Phase 2 of 3

### Access your questionnaire

Start here and complete these steps to get access to your questionnaire. Only the submission lead can submit the responses to these steps.

- 1 Confirm Submission Lead >
- 2 Set up questionnaire >

[You have 1 new requests](#)  
1 organizations are requesting you to disclose through CDP. [View requests](#)

[Data products and reports](#)  
See all your data products and disclosure data in CDP's legacy platform. >

[Admin fee](#)  
All eligible organizations pay an admin fee to disclose through CDP. As a not-for-profit organization, we rely on funding from a range of sources. This fee helps us cover our costs so we can keep delivering our services at a global scale.  
[You must select a fee](#) [View fee options](#)

[Need support?](#)  
Find how to

[Guides](#)  
CDP's global cycle.

### Access your questionnaire

Start here and complete these steps to get access to your questionnaire. Only the submission lead can submit the responses to these steps.

- 1 Confirm Submission Lead >
- 2 Set up questionnaire >


These two steps must be completed to start your questionnaire

# 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.

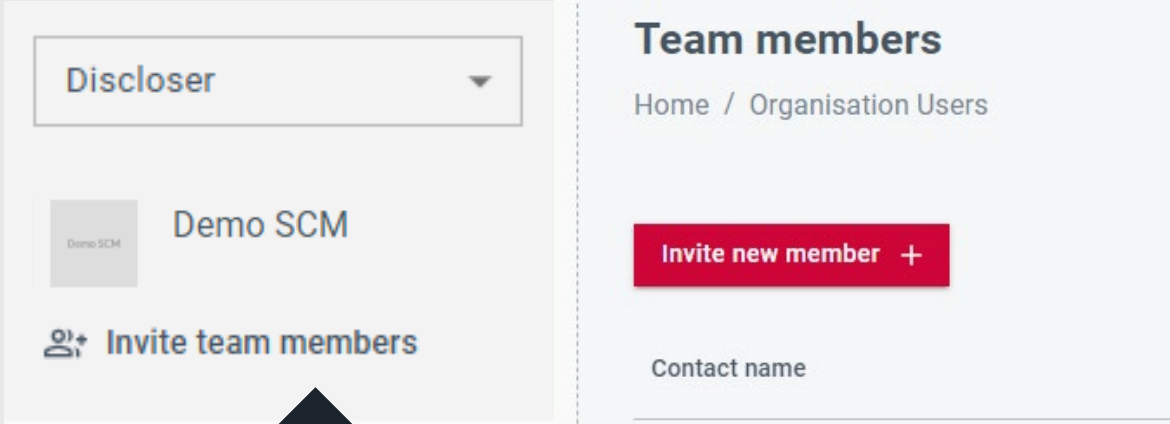
Continue as a Contributor

Review permissions



# Contact Changes and Updates

If you already have access to your organization's CDP questionnaire and have a log-in username and password, you can access the Portal and choose to "Invite new member"



Discloser

Demo SCM

Invite team members

**Team members**

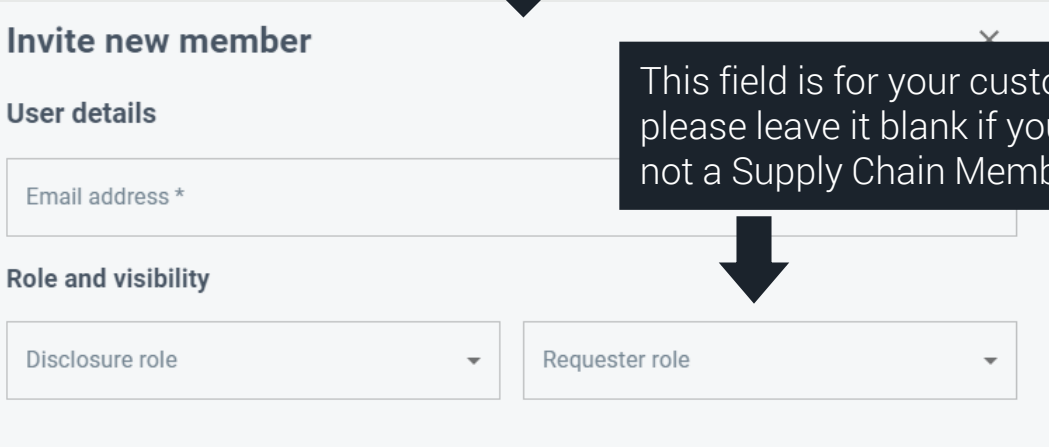
Home / Organisation Users

Invite new member +

Contact name

On the homepage you can click here to add new team members

Please select your "Disclosure role" as "Submission Lead" or "Contributor." Disclosure Submission Lead will be responsible for setting up the questionnaire, submission, and if applicable, payment procedures. Contributors may support and edit questionnaire content.



**Invite new member**

**User details**

Email address \*

**Role and visibility**

Disclosure role

Requester role

This field is for your customer, please leave it blank if you are not a Supply Chain Member.



# Confirm Submission Lead

Home / Organisation Users

Team members

Add or remove software providers

Allow third-party software providers to update your disclosure response.

Manage software providers

+ Invite new member

Contact name	Email address	Discloser role	Requester role
Test Test	testemailaddress@maildrop.cc	Discloser Contributor	

Rows per page: 100 1-1 of 1

Step 1

Step 2

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

Test Test

User details

First name

Test

Last name

Test

Email address

testemailaddress@maildrop.cc

Contact CDP for help changing your email address.

Role and visibility

Discloser role

Discloser Submission Lead

Requester role

☒ Discloser Submission Lead

☐ Discloser Contributor

I accept CDP's Website Terms of Use in addition to CDP's Terms of Disclosure. By accepting, I indicate that I have read and understood these terms, and that I agree to abide by them. If I do not agree to these terms, I will not use the CDP website, or the CDP Portal.

☒

Save updates

Deactivate user

Step 3

Step 4



# View your Requests

The **Requests** page of the CDP Portal enables you to access the list of organizations that are requesting your CDP Disclosure along with the environmental issues(s) they are requesting and the date they submitted their request. You can also see if your organization received a Capital Markets request.

Home

Questionnaire

**Requests**

On the left tab, click here to view your requests

### 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: 3

REQUESTED 3

Requester	Requester type	Issue	Request date
CDP Capital Markets	CDP Capital Markets	Climate change, Water	Jun 27, 2024
Customer 1	Supply Chain	Climate change	Jul 1, 2024
Customer 2	Supply Chain	Climate change	Jun 30, 2024

Rows per page: 25 1-3 of 3

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



# View and Merge Subsidiary Requests

Discloser

Demo Disclosing Org...

Invite team members

Home

Questionnaire

Requests

Reset

Support

Share your feedback

Settings

Log out

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

SUBSIDIARIES 3

Requested organization

Request status

Subsidiary Organization

Requested

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

Rows per page: 25

1-1 of 1

<

>

Subsidiary Organization

Issue

Climate

Requester type

Supply Chain, CDP Capital Markets

Number of requests

3

Invited by investors

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 1

Step 2

Step 3

# Choose Disclosure Admin Fee

- Before submitting your response to CDP, you will need to complete the procedure to pay the admin fee.
- There is a button for the fee in the homepage.
- If you receive a request from CDP Capital Market, you will be subject to admin fee (Foundation and Enhanced) Only supply chain member request, you choose "No fee payable" option.
- Only the "Submission Lead" can select the Fee. Please confirm Submission Lead first, then select fee.



Disclosure admin Fee FAQ  
<https://www.cdp.net/en/faqs>  
<https://help.cdp.net/en-us/knowledgebase/article/KA-01037>

**Access your questionnaire** Opens June 2025

Some steps will become available in June 2025.  
For now, you can review what's next and get ready.

- 1 Confirm Submission Lead >
- 2 Set up questionnaire >

You have 1 new requests  
1 organizations are requesting you to disclose through CDP.

> View requests

**Admin fee**  
All eligible organizations pay an admin fee to disclose through CDP. As a not-for-profit organization, we rely on funding from a range of sources. This fee helps us cover our costs so we can keep delivering our services at a global scale.

You must select a fee [View fee options](#)

**Choose admin fee**

Please choose an option 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.

**Foundation**

A basic option for organizations taking their first steps in sustainability.

(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.

**¥310,000** per year excluding VAT

Select

**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.

OR

**Choose admin fee**

Please choose an option 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.

**No fee payable**

No payment is due for this disclosure cycle. Organizations who are exempt from paying still enjoy the benefits of the Foundation fee option.

(Event benefits may vary by region) **Benefits:**

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

**\$0.00** per year excluding VAT

Select

# Questionnaire Setup

< Home

## Set up your CDP questionnaire

These introductory questions help us customize the questionnaire for your organization.

**Note:**

- Your answers here will not be publicly disclosed, even if you choose to make the rest of your CDP response public;
- These questions are not part of your final submission;
- You can change your answers at any time until you submit your final CDP response;
- If you change your answers, the sections in your CDP questionnaire may change too.

The questions cover the following topics. Some may not be presented to your organization:

About your organization

Activity classification

Assessment of environmental issues

Intent to submit

Additional information

[Start questionnaire setup](#)

Show organization details

Respond

Questionnaire opens: 06/18/2025 Phase 2 of 3

Questionnaire Progress 70% Answered Questions 154 Reviewed Questions 21 Skipped Questions 11 Sections Completed 7/22 Unanswered Questions 43

In Progress Questions 37

Continue Questionnaire >

Questionnaire setup complete

Edit questionnaire setup

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

Admin fee  
As a not-for-profit organization, we rely on funding from a range of sources. Your admin fee helps us cover our costs so we can keep delivering our services at a global scale.

Data products and reports  
See all your data products and disclosure data in CDP's platform.

After submitting the questionnaire setup, you can return to the "Home" page and click **"Edit questionnaire setup"** to make changes at any point prior to submission.  
**Note: edits may change your questionnaire based on your new answers.**

If you accept a new requesting customer, you'll be prompted to reset your questionnaire to include them in your Supply Chain questions.  
**Please re-run the setup and keep your previous selections.**

**Link: [CDP-Corporate-Questionnaire-Setup-Preview 2025.pdf](#)**





# Questionnaire set-up questions

The “Questionnaire set-up” allows CDP to customize the questionnaire relevant to the reporting organizations, based on their selections.

Questionnaire set-up is made up of five different sections, including theme relevance and any sector allocation. Note that not all sections may be presented to your organization.

Section	Prompts / Questions
General information	Annual revenue (in US\$) for reporting year Staff headcount Full or SME questionnaire
Activity classification	Review or complete CDP-ACS information
Intent to submit	Request to disclose on climate change Request to disclose on additional environmental issues Intent to submit

**\* Please ensure this section is completed accurately so your organization is requested to disclose on the most relevant information**



# Questionnaire set-up questions

## General information

This first set of questions in the 'Questionnaire setup', based on an organization's annual revenue and staff headcount, determines whether an organization is eligible to complete the full version or the SME version of the questionnaire.

Section	Prompts / Questions
General information	Annual revenue (in US\$) for reporting year Staff headcount Full or SME questionnaire
Activity classification	Review or complete CDP-ACS information
Intent to submit	Request to disclose on climate change Request to disclose on additional environmental issues Intent to submit



# Questionnaire set-up questions

## General information: Annual Revenue

### About your organization

## What was your organization's annual revenue for the reporting year in USD?

If you are unable to provide an exact revenue figure, round to the nearest value possible.


### Your answer to this question is private

The total revenue figure provided below will not be shared with organizations who have requested you to disclose through CDP. It will be used for CDP data products in an anonymized format. Your organization's revenue informs the questionnaire that you receive. Revenue, along with total employees, determines whether you are eligible for the SME Questionnaire. It is also one factor in determining whether you will be asked to disclose on water and/or forests questions.

### About your reporting year

The reporting year refers to the most recent 12-month period for which data is reported throughout your CDP disclosure.

- The start date of the reporting year is calculated to be 365 days before the end date provided;
- Apply this reporting year to all your responses throughout the questionnaire;
- We recommend using the year for which your organization has complete data;
- Your reporting year should fall within the last five years, but CDP recommends providing data from the past two years;
- We recommend aligning sustainability-related financial disclosures with the reporting year of corresponding financial statements.

End date of reporting year	Annual revenue (USD)
<input type="text" value="17/06/2025"/> 	<input type="text" value="5000"/>
Between 11/19/2021 and 11/19/2025	

[Previous](#)[Next](#)

# Questionnaire set-up questions

General information: Total number of employees

About your organization

## What was the total number of employees in your organization?

During the reporting year, how many people were employed on a full-time, part-time, or other basis by your organization? This is often referred to as 'headcount'. This figure should not include volunteers (i.e. individuals who received no compensation for the work they did).

For example, an organization with 200 full time employees, 100 part time employees and 10 volunteers has a total of 300 employees.

Total employees

100

Previous

Next





# Questionnaire set-up questions

General information: Questionnaire Selection, SME or Full

About your organization

## Your organization's questionnaire

CDP acknowledges that Small and Medium-sized Enterprises (SMEs) may have different reporting capabilities and requirements compared to larger companies. For this reason, CDP has two corporate questionnaires:

- The **full corporate questionnaire** is suitable for large companies and organizations, and includes sector-specific data points.
- The **SME corporate questionnaire** is tailored to the needs of SMEs and contains fewer, simplified data points. Only organizations which meet CDP's [SME eligibility thresholds](#) may complete the SME questionnaire.

Based on your responses to the previous questions, you are eligible, and recommended, to complete the SME questionnaire.

- ☒ We intend to complete the SME questionnaire, as recommended.
- ☐ We intend to complete the full corporate questionnaire.

Previous

Next



# Questionnaire set-up questions

## Activity classification

Indicate the percentage of your revenue derived per business activity (according to the CDP Activity Classification System).

- This determines that your organization is presented with the most appropriate sector- specific questions. Note that your CDP score is based on your primary questionnaire sector only
- This information is also used to determine forests and water requests according to CDP's Industry Impact Classification.

Section	Prompts / Questions
General information	Annual revenue (in US\$) for reporting year Staff headcount Full or SME questionnaire
Activity classification	Review or complete CDP-ACS information
Intent to submit	Request to disclose on climate change Request to disclose on additional environmental issues Intent to submit

Link: [The full list of classifications for CDP's Activity Classification System](#)



# Questionnaire set-up questions

## Intent to submit (on forests/water security)

For SME Questionnaire, there is no specific module for Water and Forest. However, There are 2 questions for Water in 16.2 and 21.3. If you would like to report these Water information, please select “YES”.

Note that companies can still opt-in to respond to forests or water on a voluntary basis. If you choose to decline in this case this will not impact your score.

Section	Prompts / Questions
General information	Annual revenue (in US\$) for reporting year Staff headcount Full or SME questionnaire
Activity classification	Review or complete CDP-ACS information
Intent to submit	Request to disclose on climate change Request to disclose on additional environmental issues Intent to submit



# You can now begin the CDP Questionnaire!

## CDP Corporate Questionnaire 2025



Prepare

Questionnaire opens: 06/18/2025

Phase 1 of 3

⚠ Submit your edited response by the scoring deadline to receive a score.

- Any edits submitted after the scoring deadline will not be scored.
- You can continue to make edits until the questionnaire closes.

0%

Completed questions

Submit Questionnaire

✓ Reviewed 0 ✓ Answered 0 🕒 In progress 0 ▶ Skipped 0 ○ Unanswered 27

C.14

SME Introduction

Start

C.15

SME Identification, Assessment and Management of Ris...

Start

C.16

SME Disclosure of Risks and Opportunities

Start

C.17

SME Governance

Start

C.18

SME Business Strategy

Start

C.19

SME Environmental Performance – Consolidation Appro...

Start

C.20

SME Environmental Performance – Climate Change

Start

C.21

SME Sign Off

Start





# Key Resources

- ① Access the new CDP Portal as a Discloser  
(<https://help.cdp.net/en-us/knowledgebase/article/KA-01015>)
- ② How to manage team members as a Discloser  
(<https://help.cdp.net/en-US/knowledgebase/article/KA-01018>)
- ③ CDP Portal Onboarding steps for Companies  
(<https://help.cdp.net/en-us/knowledgebase/article/KA-01027>)
- ④ Navigating CDP's Portal and questionnaire as a Discloser  
(<https://help.cdp.net/en-US/knowledgebase/article/KA-01019>)



# Available Resources for SMEs

Resources	Link to Resource
CDP Disclosure Portal	<a href="https://myportal.cdp.net">myportal.cdp.net</a>
Questionnaire Previews, CDP Scoring Methodology for SMEs	<a href="#">Guidance for companies - CDP</a>
Disclosure Workshops	<a href="#">CDP workshops and webinars - CDP</a>
GHGs emissions calculations	SME Climate Hub Calculator: <a href="https://smeclimatehub.org/start-measuring/">https://smeclimatehub.org/start-measuring/</a>  <a href="#">Accounting Methodologies: Greenhouse Gas Protocol</a>
SME Climate Hub Academy	<a href="https://academy.smeclimatehub.org/home">https://academy.smeclimatehub.org/home</a>
CDP Help Center for Platform Issues	<a href="#">Home - CDP Help Center</a>



A photograph of three people in an office environment. On the left, a person with dark hair is seen in profile, looking towards the center. In the middle, a young man with curly blonde hair is looking down at a desk. On the right, a woman with dark hair is also looking down, holding a pen and writing on a notepad. The background shows office equipment like a computer monitor and a desk lamp. A large, dark blue semi-circular graphic is overlaid on the bottom half of the image, containing the text and logo.

Any Questions?





A satellite map of a coastal region, likely the Mediterranean, showing land in shades of brown and tan and water in deep blue. A prominent diagonal white line runs from the top-left corner towards the bottom-right, bisecting the image.

# Thank you!

Any questions please visit [cdp.net](https://cdp.net)

