

Introduction to CDP and Onboarding for Suppliers

CDP Supply Chain

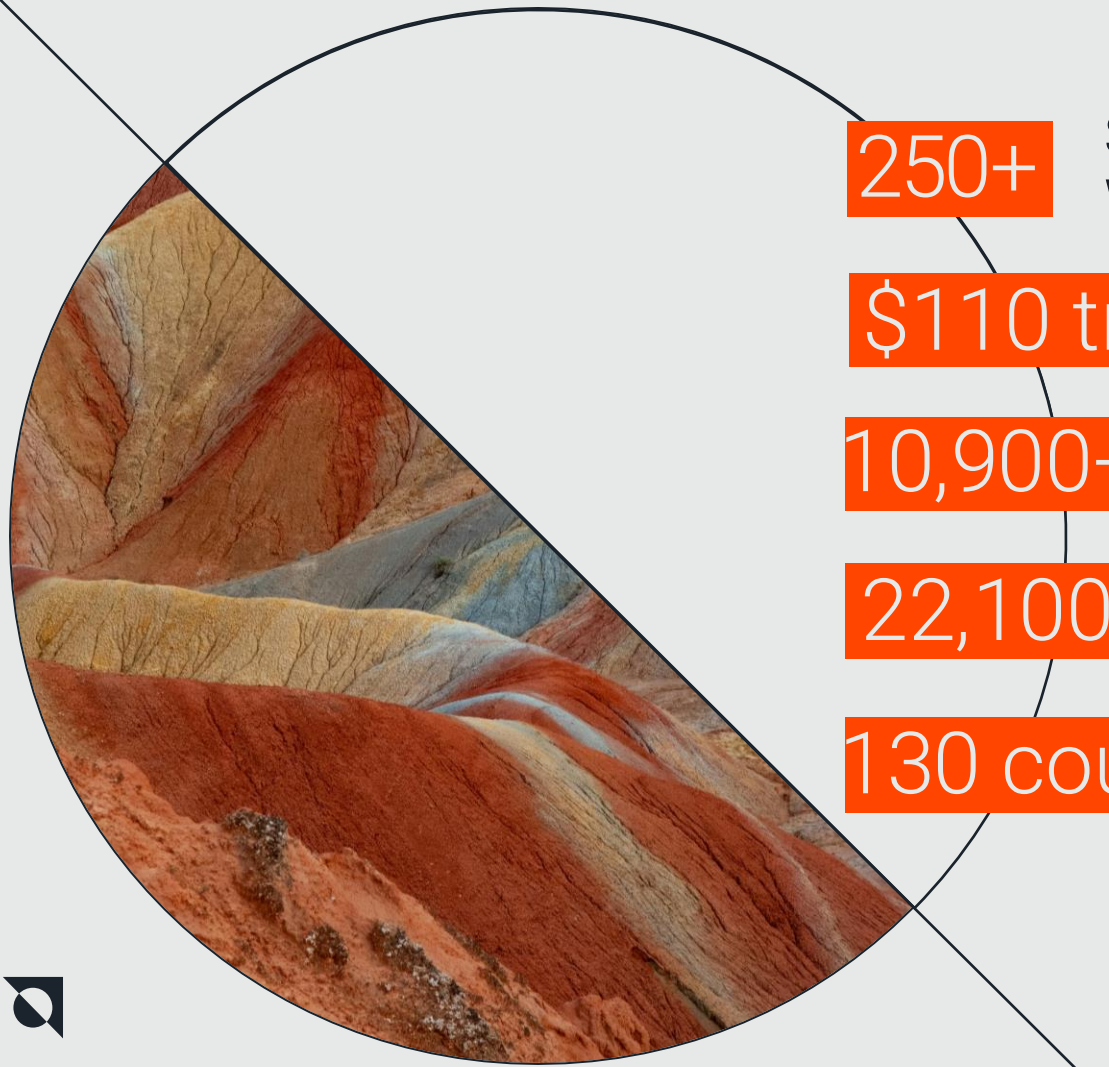


About CDP

Understanding the CDP questionnaire and timeline



CDP runs the world's largest environmental disclosure platform and supplier network



250+

Supply Chain Members - including Microsoft, Walmart, Unilever, L'Oréal and more

\$110 trillion

in assets held by 540+ financial institutions

10,900+

SME disclosers

22,100+

disclosing companies worth more than half of global market capitalization

130 countries

Corporate disclosers were based in approx. 130 countries in 2024

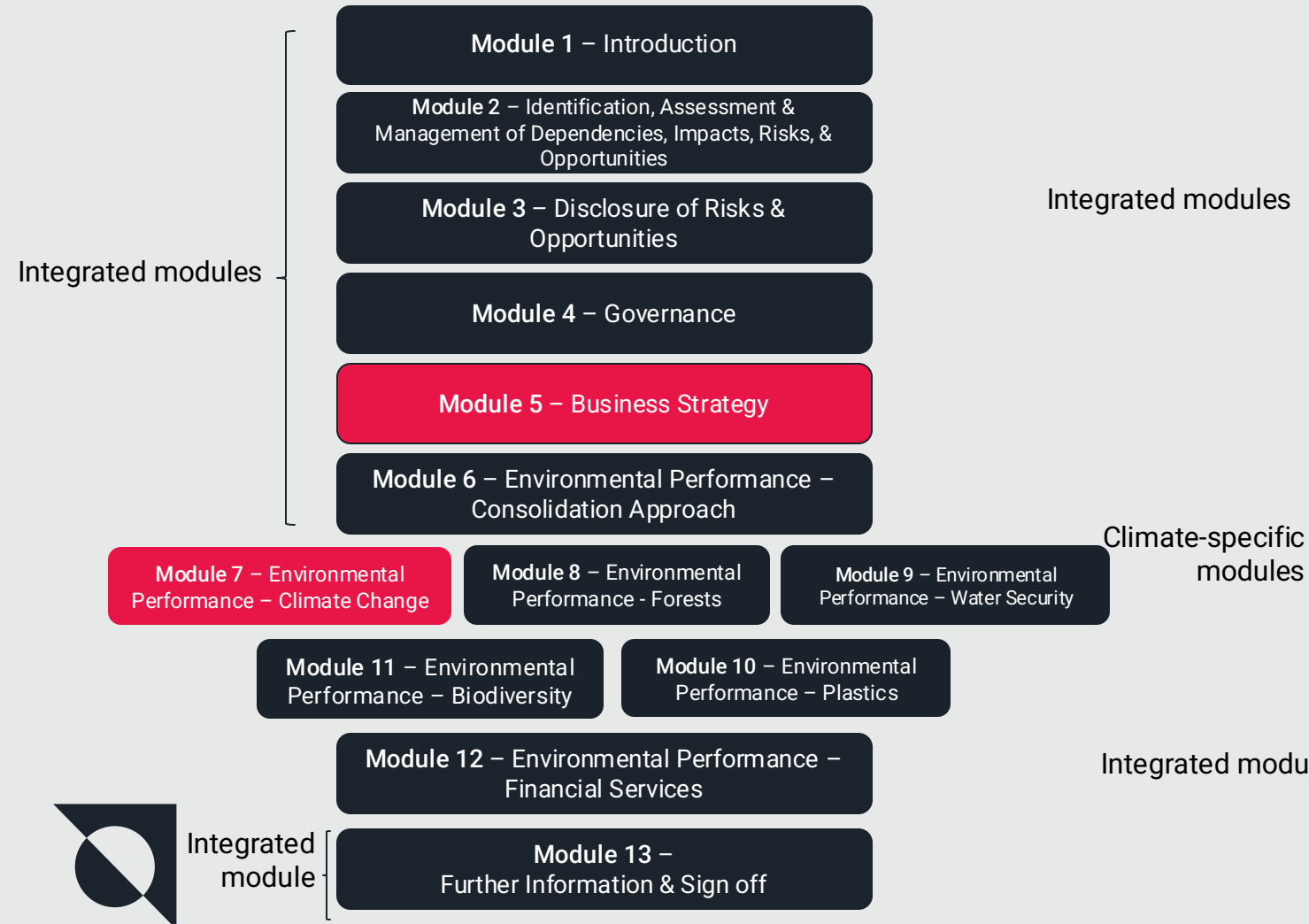


Disclosure timeline 2026



Corporate Questionnaire: Full & SME

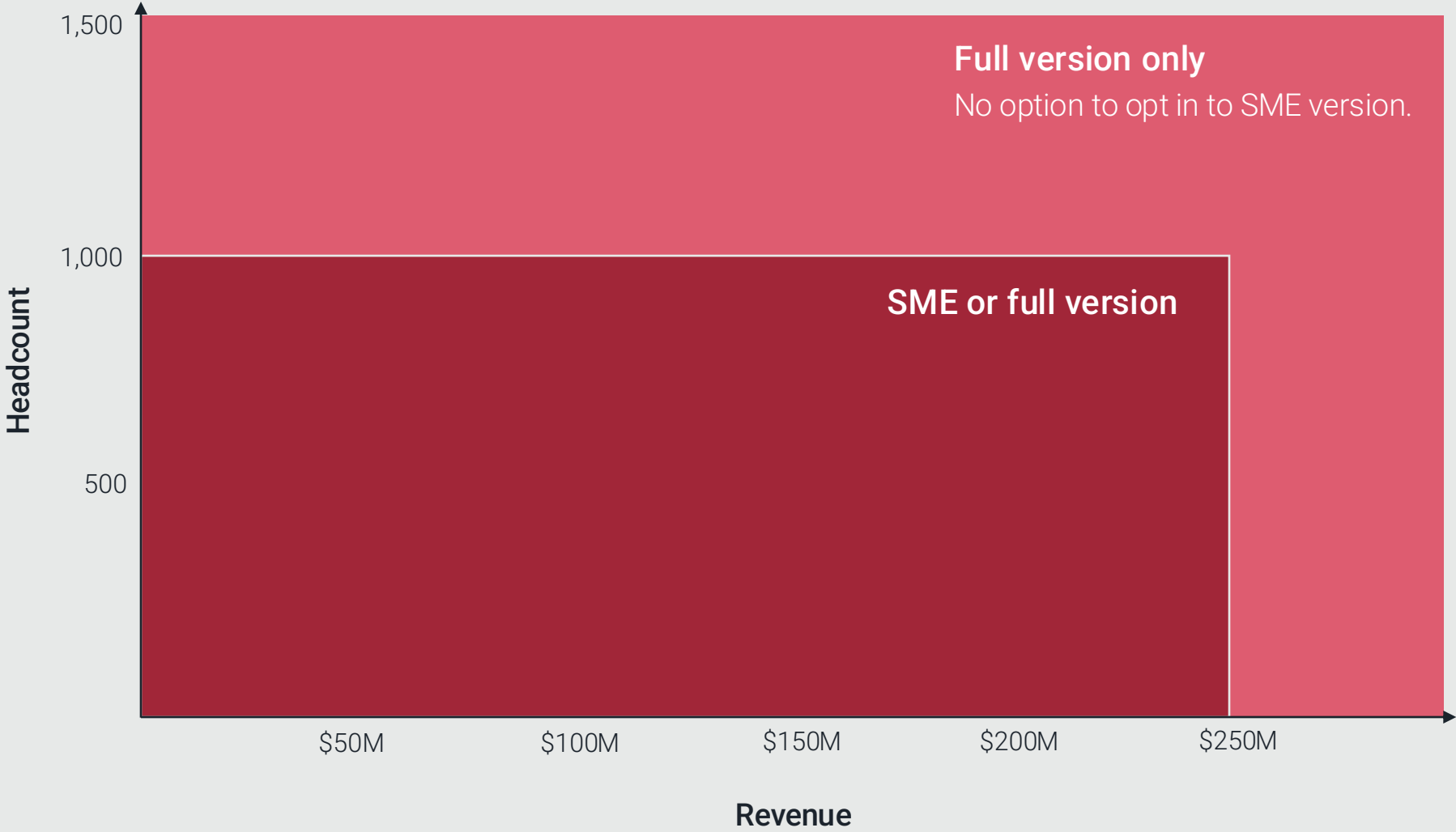
The CDP Full Questionnaire provides a Comprehensive and detailed **environmental** assessment



The CDP SME Questionnaire provides a A focused **environmental** assessment tailored to SMEs



2026 SME criteria and options for disclosure



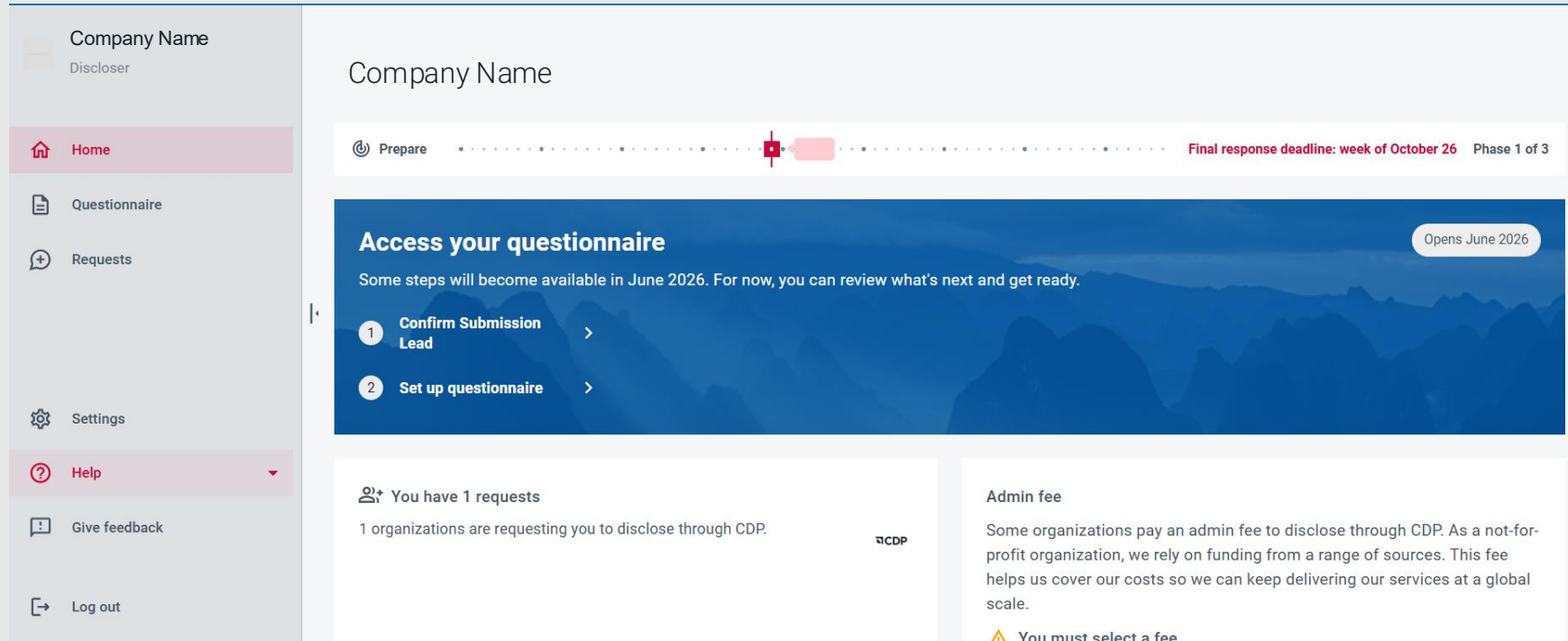
During the Disclosure cycle

Accessing CDP & getting support

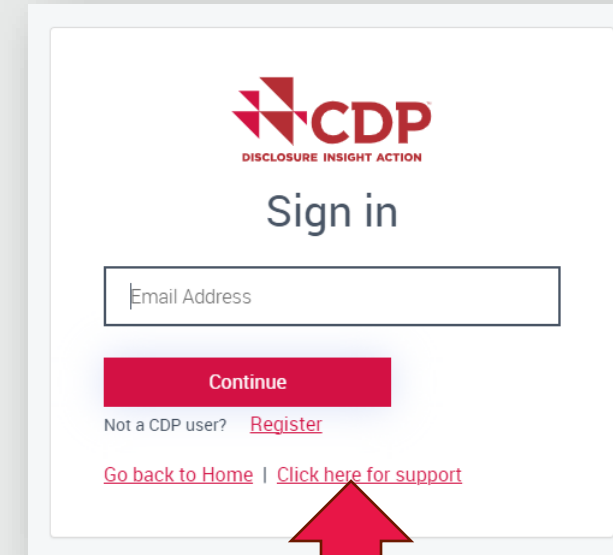


The CDP Portal : Steps to access your questionnaire

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



The screenshot shows the CDP Portal dashboard. On the left is a sidebar with navigation links: Home (selected), Questionnaire, Requests, Settings, Help, Give feedback, and Log out. The main content area has a header with 'Company Name' and a progress bar showing 'Prepare' as the first step. Below the header, there's a section titled 'Access your questionnaire' with a sub-header 'Some steps will become available in June 2026. For now, you can review what's next and get ready.' and a button 'Opens June 2026'. The main content area also features a list of steps: 1. Confirm Submission Lead and 2. Set up questionnaire. At the bottom, there's a section 'You have 1 requests' and an 'Admin fee' section explaining that some organizations pay an admin fee to disclose through CDP.



The screenshot shows the CDP Sign in page. It features the CDP logo (Disclosure Insight Action) and a 'Sign in' heading. Below the heading is a text input field for 'Email Address'. A red 'Continue' button is positioned below the input field. Underneath the button, there's a link 'Not a CDP user? Register'. At the bottom, there are two links: 'Go back to Home' and 'Click here for support'. A large red arrow points from the 'Click here for support' link down to the text box below.

If you get stuck in this sign in page on a loop it means they are not registered-please ask your customer for a registration link.

1. Confirm Submission Lead

One user must make themselves the **Discloser Submission Lead**.

2. Set up questionnaire

Go through questionnaire set up to determine which questionnaire you will answer



Confirm Submission Lead



Home / Organisation Users

Add or remove software providers

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

Manage software provider

+ 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

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

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



Contact Changes and Updates

An existing contact with access to the Portal can add team members.

Demo SCM
Supply Chain

Home

Manage organizations

Engage organizations

Settings

Help

Give feedback

Log out

Settings

Team membersOrganization settings

Type to search...

Contact name	Email address	Discloser role	Requester role	Status ↓	
Example contact	example@company.com	Discloser Contributor		Invited	>
Example contact	example@company.com	Discloser Submission Lead	Requester Contributor	Active	>
Example contact	example@company.com	Discloser Contributor	Requester Admin	Active	>
Example contact	example@company.com	Discloser Contributor		Active	>

Rows per page: 1001-4 of 4

+ Add team member

You must assign the contact a role. Discloser Submission Leads are responsible submitting the questionnaire. There can only be one lead role. Discloser contributors may edit the questionnaire.

In Settings, you can click here to add new team members

Add team member

User details

Email address *

Role

Disclosure role

☐ Discloser Contributor



Set up questionnaire

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

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

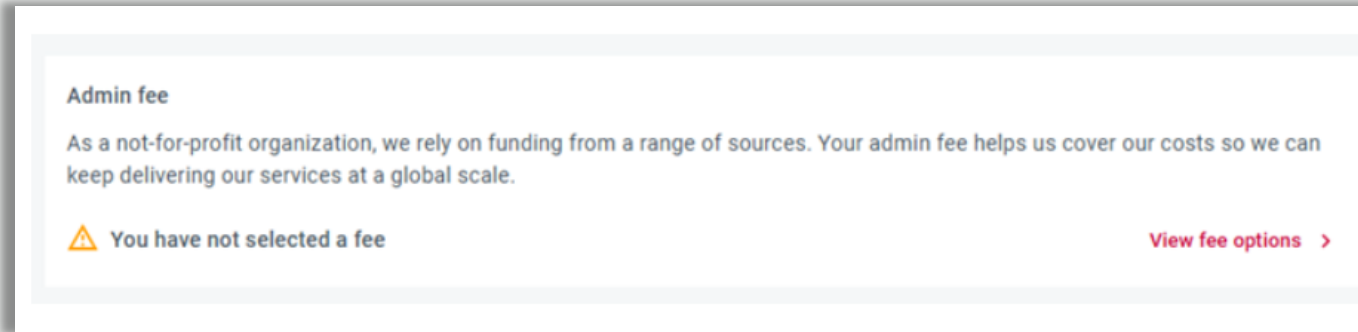
Questionnaire set-up is made up of five different sections, including theme relevance and any sector allocation. Note that not all sections may be presented to an organization.

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
Assessment of environmental issues	Assessment and identification of forests- and/or water-related dependencies, impacts, risks, and/or opportunities
Intent to submit	Request to disclose on climate change Request to disclose on additional environmental issues Intent to submit
Additional information (if relevant)	Commodities disclosure (F only) Operation of mines and mining projects during the reporting period



Selecting a fee type

To submit the questionnaire a fee type **must be selected** via the admin fee tile on the homepage



- You will then be taken to the 'Choose admin fee' page, where you will see our available products and be able to select a fee option for your organization.
- For companies eligible for a fee, there will be two or three fee options to choose from- Essential, Foundation or Enhanced
- Some Discloser types are exempt from the admin fee, such as Supply Chain only Disclosers. If this applies to your organization, you will see only one product, called '**No fee payable**'. You will select this fee to apply the exemption to your organization.

Please note You will have to raise an invoice for 0 but no fee will be payable



Frequently asked questions



Do I need to pay to respond to the CDP questionnaire?

There is no fee to respond to a request from a Customer(s). If the supplier has a CDP Capital Markets (Investor Signatory) request in addition to the Customer request, an administration fee will apply.

Please see [FAQs: General disclosure information](#)

What is a Capital Markets request?

- In 2026, over 540 financial institutions—including investors, banks, and insurers—partner with CDP to request environmental data from companies
- These [signatories](#) use CDP data on climate, forests, and water to inform investment decisions, reduce risks, and identify opportunities.
- Companies requested by Capital Markets Signatories must pay an admin fee before submitting their CDP response. The fee varies by region and tier (Essential, Foundation, Enhanced)
- You must respond to all requests together—partial submissions to different requesters are not allowed

[Link: CM Request Guidance](#)



Once the steps are completed you can begin the CDP Questionnaire

CDP Corporate Questionnaire 2026

Respond

105 days left

Closing date: 17 Sep 24

Phase 2 of 3

Welcome to the 2026 questionnaire

Previous Disclosers: To make completing your questionnaire easier, we have pre-populated some answers from your organization's previous submission. If you're a new Discloser, you'll benefit from this feature next year.

1%

Completed questions

Reviewed 0

Answered 1

In progress 1

Skipped 0

Unanswered 103

Submit questionnaire

C.01
Introduction

Start

C.02
Identification, assessment, and managem...

Start

C.03
Disclosure of dependencies, risks, and op...

Start

C.04
Governance

Start

C.05
Business strategy

Start

C.06
Environmental Performance - Consolidati...

Start

C.07
Environmental performance - Climate Cha...

3%

C.08
Environmental performance - Forests

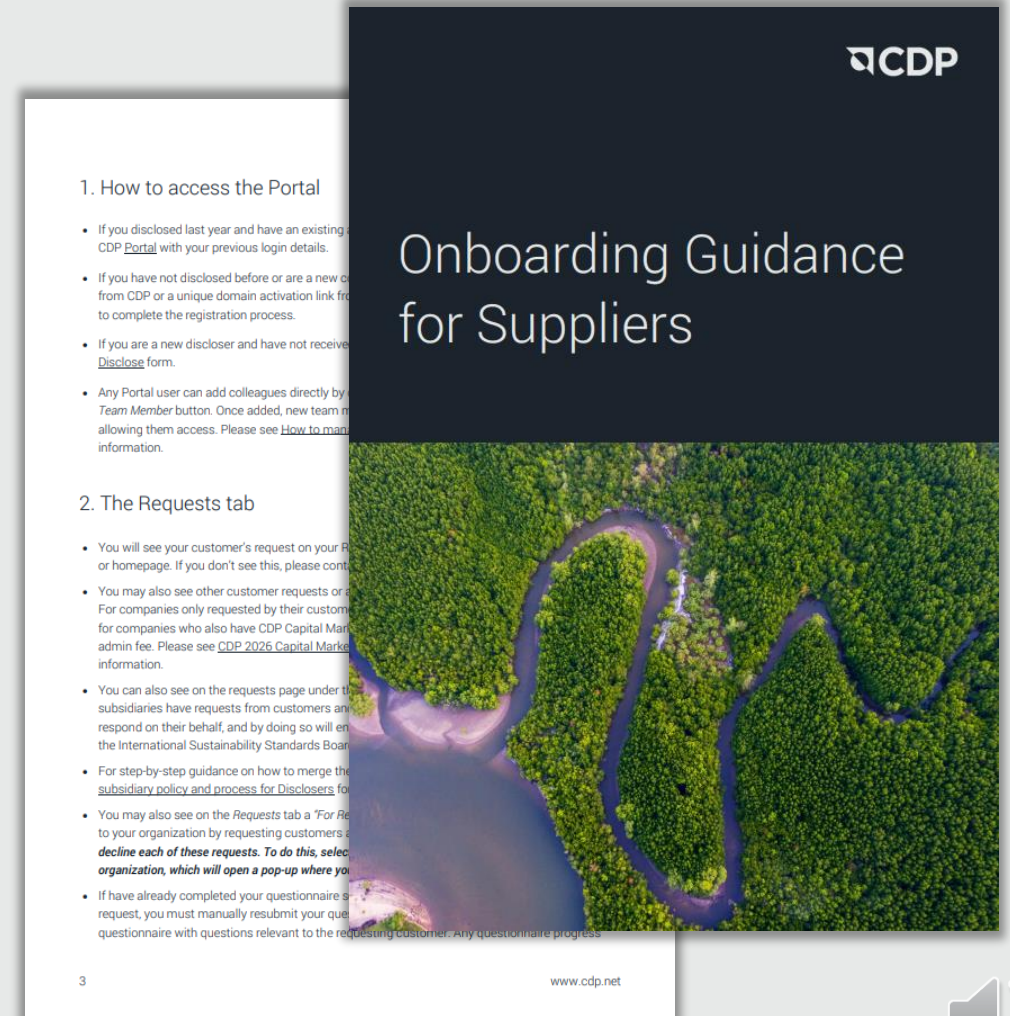
Start



Onboarding guidance for suppliers

CDP has prepared a brief document, *Onboarding Guidance for Suppliers*, which explains how suppliers can access the Portal, understand the request, and get started with CDP disclosure.

Link: Onboarding Guidance



Supplier Support- CDP Help Center



Knowledge Base | My Support | English -

Welcome to the CDP Help Center

Use the search bar to explore our knowledge articles and find instant answers to your questions

All - Search

Most Popular

Access the new CDP Portal as a Discloser

Updated: CDP Portal Onboarding steps for Companies

How to manage team members as a Requester

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Introduction to the Disclosure API

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Disclosure API: Response - Update a Discloser's response

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Oct 25, 2024
Updated: How to edit your response as a Discloser

Jun 28, 2024
Cities, States and Regions: Frameworks, Projects and Initiatives Mapping

If you cannot find an answer, please contact our support team through My Support. You will need to be [signed in](#) to access this. If you are a new user, you can register [here](#). Once you are signed in, please return to the Help Center via the link at the top of the page.

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

Access the Help Center here

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

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

Popular articles



Resources

- [CDP Question Bank](#)
- [CDP Disclosure Cycle 2026](#)
- [CDP- Why Disclose?](#)
- [CDP Insights- Reports, briefings, case studies](#)
- [CDP Help Center](#)

