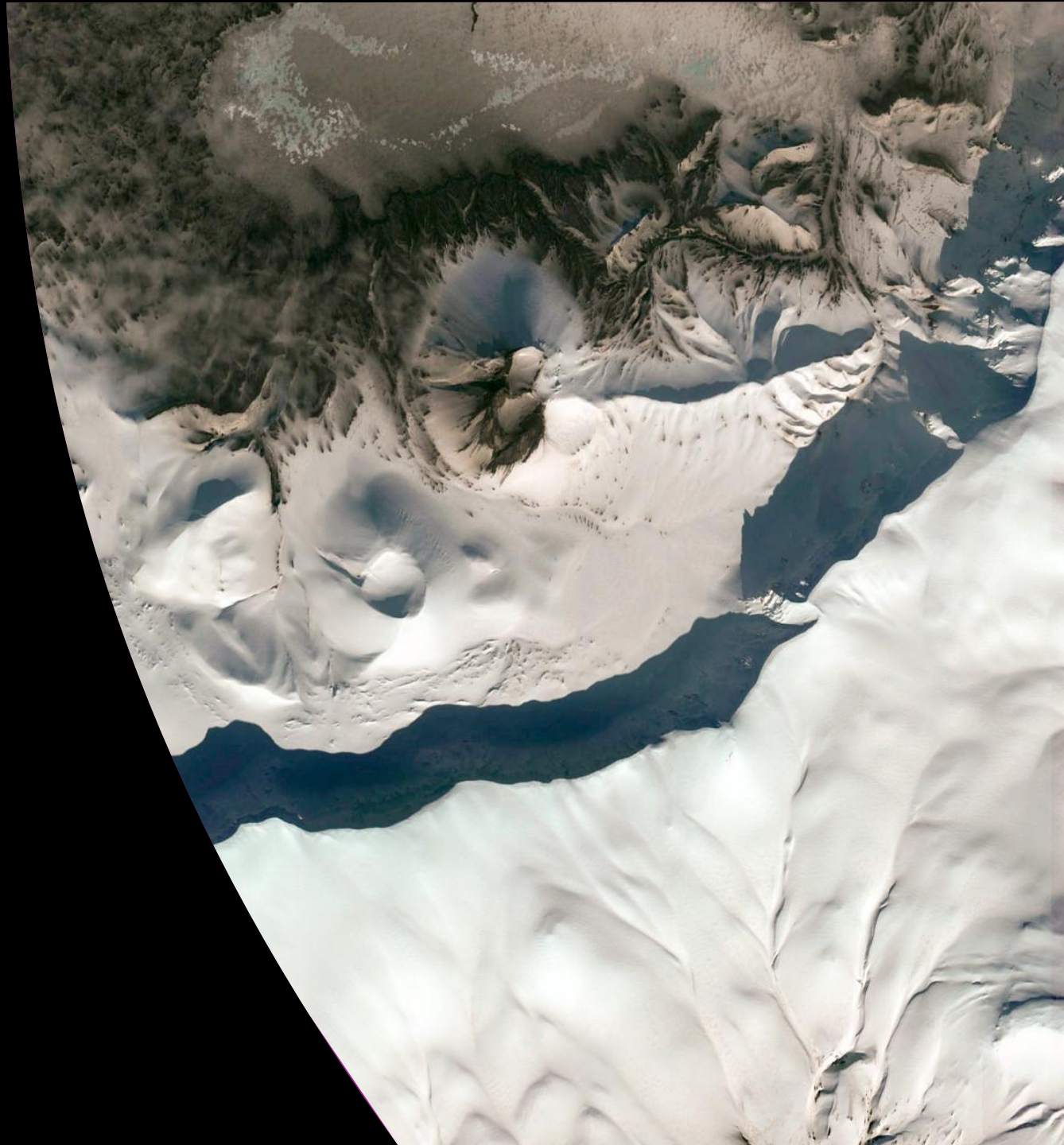


Top Tips on Submitting Your Questionnaire

21st of August 2025



Your CDP Hosts



Kyle Vincent

Engagement Manager, UK & EMEA



Louis Brickman

Engagement Manager, DACH



Agenda

Introduction to CDP – Write Once, Read Many

Getting started – Key reminders

Pre-submission checklist & tips

Submission process – Portal walkthrough

Post-submission – Scoring & amendments

Resources

FAQs



Write once, read many –
unlock environmental action



How we work

Investors and purchasing companies use CDP to make informed decisions, reward companies with superior performance and drive action.



Companies and suppliers provide data on environmental impacts, risks, opportunities, investments, strategies and more.

About CDP

CDP is a global non-profit that runs the world's environmental disclosure system for companies, cities, states and regions.



640+

Investors with US\$120 trillion of assets



270+

purchasing organizations with an annual spend of US\$6.4 trillion



24,800+

disclosing companies worth two thirds of global market capitalization



1,100+

disclosing cities, states & regions



Disclosure is a business necessity



Access to capital

Quantifying risk and opportunity

640+ investors are asking CDP to engage companies in their portfolios to disclose in 2025.



Business competitiveness and access to buyers

Procurement and building business

In 2022, CDP Supply Chain members drove **70 million tonnes** of emissions reduction initiatives.



Compliance

Mandatory or voluntary

CDP's disclosure platform improves consistency of information for investors.



CDP's write once, use many approach

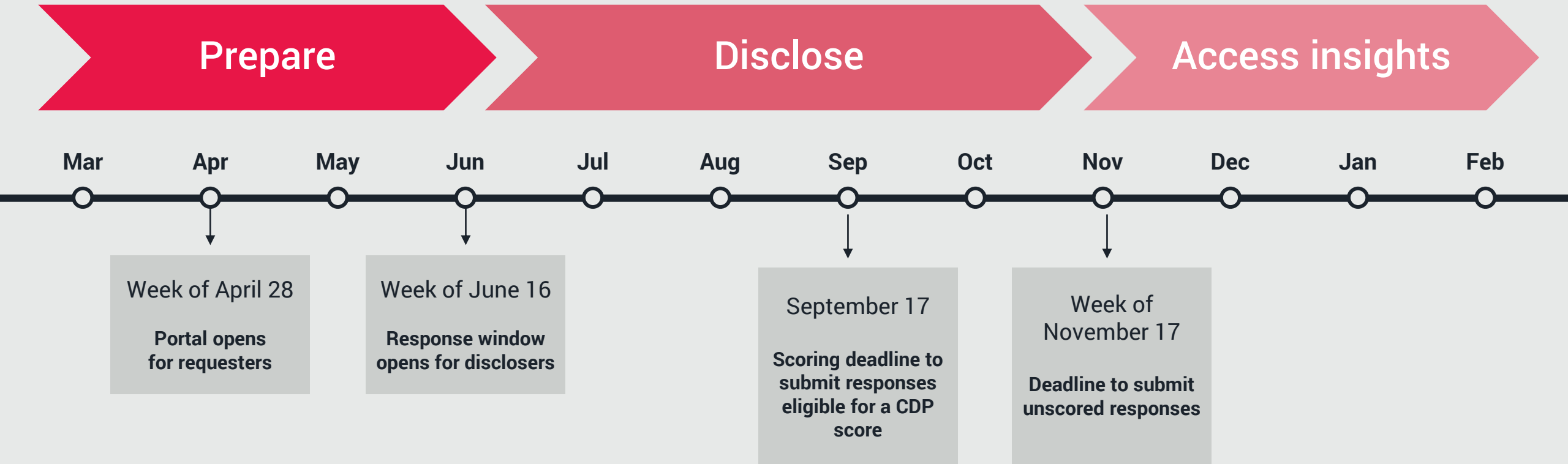


24,800 companies worth 66% of global market capitalization

By aligning its platform, CDP enables organizations to disclose against market and regulatory requirements while ensuring global capital markets and procurement teams have **the most robust, decision-useful environmental data.**



2025 disclosure timeline



Getting started



Questionnaire set-up

1. Sign in to the CDP Portal
2. Confirm Submission Lead
3. Choose fee (if applicable)
4. Confirm participation
5. Set up your questionnaire
6. Begin responding



Read more in our Knowledge Base:
[CDP Portal onboarding steps for disclosing companies](#)



Submission Lead

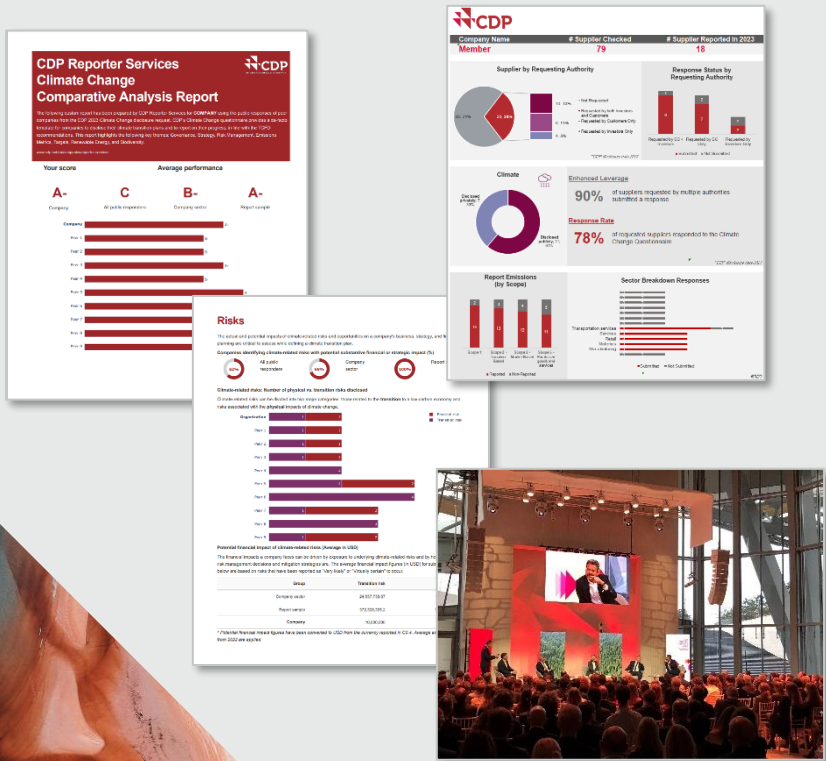
- Submission Lead is the new “Main User”
- The Submission Lead must choose this role for themselves
- You can see the Submission Lead under 'Invite team members'
- Only the Submission Lead can:
 - Complete the questionnaire set-up
 - Submit the questionnaire
 - Pay the Administrative Fee



Read more in our Knowledge Base:
[How to manage team members as a Discloser](#)



Make the most out of your CDP disclosure & support our mission along the way



Report through CDP, receive score, use CDP reporting frameworks and guidance

Detailed CDP Comparative Analysis Report

Screening of top 50 suppliers to understand environmental action in your supply chain

Access to 100 company responses

Free entry/priority registration to and recognition at regional CDP events

CDP Supporter badge, quote from CDP Director

1-Hour Consultation with CDP Accredited Solutions Providers

...and more!

Enhanced Fee

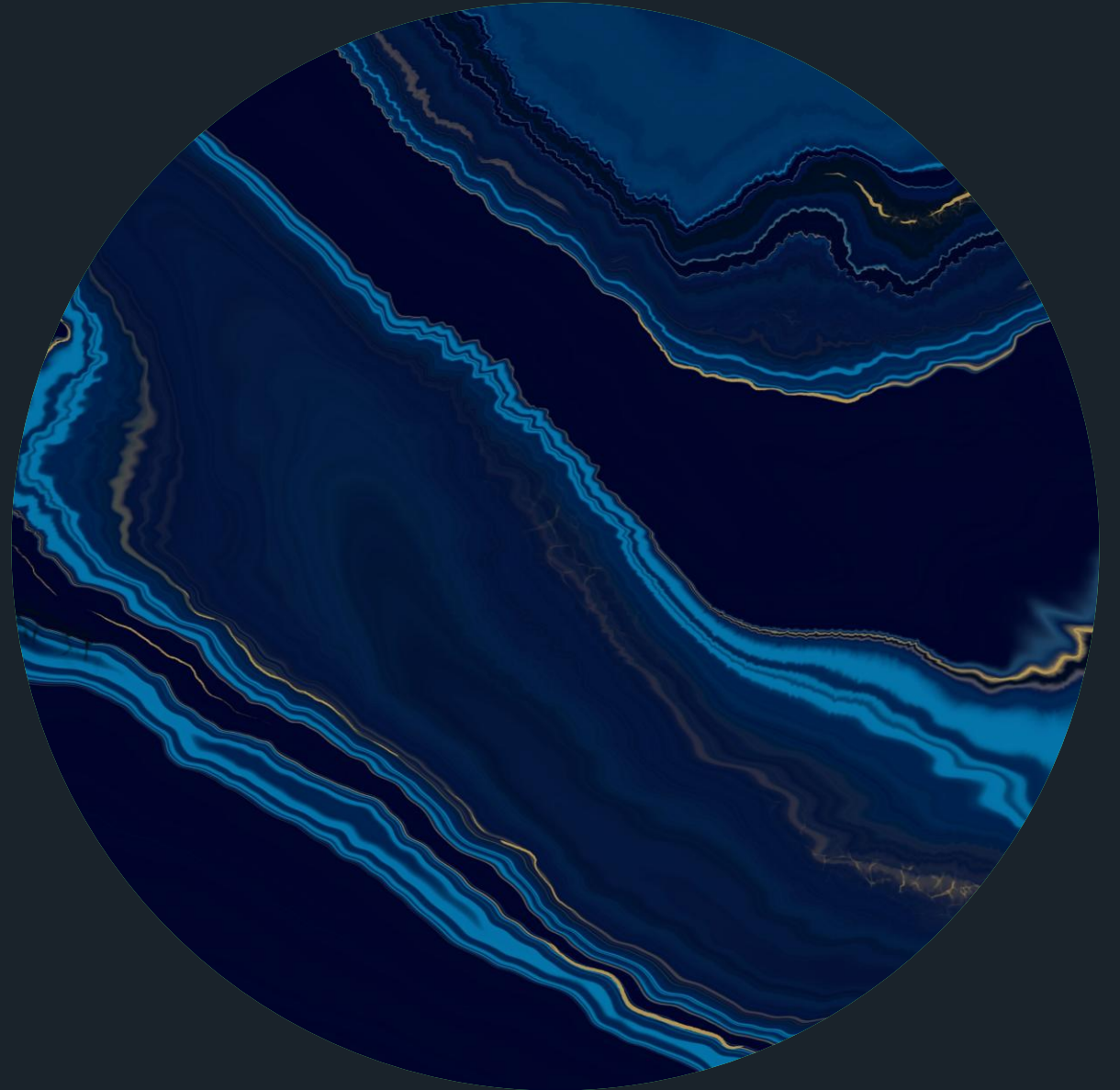
Foundation Fee



€6.850 | £5,700

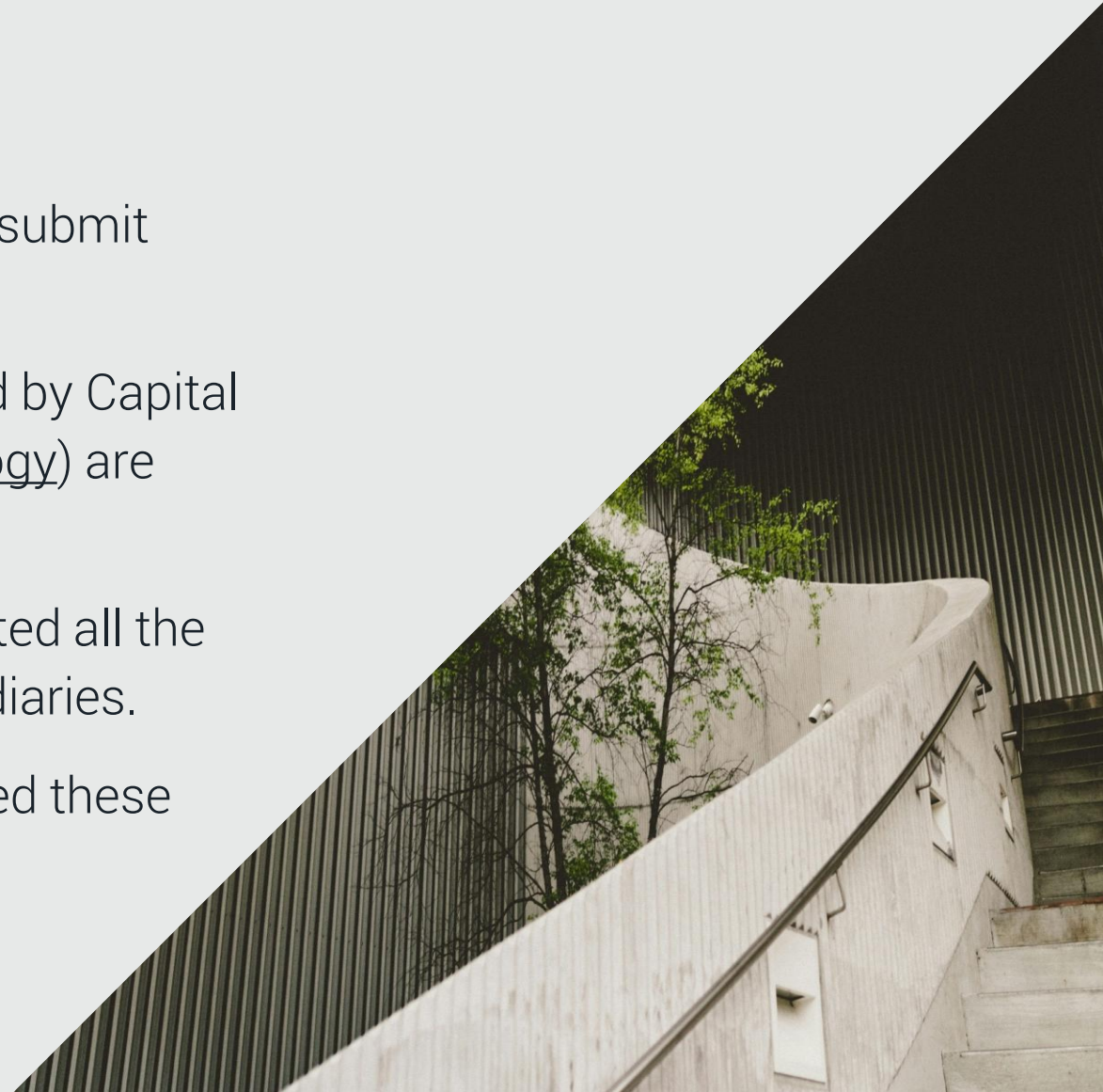
€2.825 | £2,325

Pre-submission checklist



Pre-submission checklist: Administrative

- **Submission Lead:** Only the Submission Lead can submit your response.
- **Raise Admin Fee invoice:** All Disclosers requested by Capital Markets Signatories (see [2025 Sample Methodology](#)) are subject to the Administrative Fee.
- **Requests:** Ensure you have merged and/or accepted all the requests addressed to your organization or subsidiaries.
- **Mandatory datapoints:** Ensure you have completed these key questions



View requests

 You have 2 new requests

2 organizations are requesting
you to disclose through CDP.



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 640+ Capital Market Signatories.

Total number of requests: 2

REQUESTED 2

Requester	Requester type	Issue	Request date
CDP Capital Markets	CDP Capital Markets	Climate change	May 24, 2024
CDP AST Admin	Supply Chain	Climate change	May 24, 2024

Rows per page: 25 ▾ 1-2 of 2 < >

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

View requests >



Read more in our Knowledge Base:
[How to manage your requests and re-submit your
questionnaire setup as a disclosing company](#)

View and merge subsidiary requests

Requests

Every year, organizations request disclosing organizations to report and share environmental information through CDP. View your requests on this page, and merge any requests received by your subsidiaries within your reporting boundaries through the "Subsidiaries" tab if applicable.

Note that any new requests received on or after 18th June will be listed in the "For review" tab, where they can be either accepted or declined.

If you accept or merge any new requests, you'll need to resubmit your questionnaire setup. This will not impact your draft questionnaire response.

By confirming your participation, you agree to our [terms of disclosure](#).

You may have a request from CDP's 640+ Capital Markets Signatories.

REQUESTED 9 FOR REVIEW 1 **SUBSIDIARIES 6**

Requested organization	Request status
Subsidiary Organization	Requested
Subsidiary Organization 2	
Subsidiary Organization 3	

Step 1

Subsidiary Organization

Issue: Climate

Number of requests: 3

Requester type: Supply Chain, CDP Capital Markets

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 2



Review any late requests

Discloser

Demo Disclosing Org...

Invite team members

Home

Questionnaire

Requests10

Requests

Every year, organizations request disclosing organizations to report and share environmental information through CDP. View your requests on this page, and merge any requests received by your subsidiaries within your reporting boundaries through the "Subsidiaries" tab if applicable.

Note that any new requests received on or after 18th June will be listed in the "For review" tab, where they can be either accepted or declined.

If you accept or merge any new requests, you'll need to resubmit your questionnaire setup. This will not impact your draft questionnaire response.

By confirming your participation, you agree to our [terms of disclosure](#).

You may have a request from CDP's 640+ Capital Markets Signatories.

REQUESTED9

FOR REVIEW1

SUBSIDIARIES6

Requested organization	Requester	Issue	Request date	Request status
Your Organization	Requesting Organization		Jul 31, 2025	Pending

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

Requests

Every year, organizations request disclosing organizations to report and share environmental information through CDP. View your requests on this page, and merge any requests received by your subsidiaries within your reporting boundaries through the "Subsidiaries" tab if applicable.

Note that any new requests received on or after 18th June will be listed in the "For review" tab, where they can be either accepted or declined.

If you accept or merge any new requests, you'll need to resubmit your questionnaire setup. This will not impact your draft questionnaire response.

By confirming your participation, you agree to our [terms of disclosure](#).

You may have a request from CDP's 640+ Capital Markets Signatories.

REQUESTED9

FOR REVIEW1

SUBSIDIARIES6

Requested organization	Requester	Issue	Request date	Request status
Your Organization	Requesting Organization		Jul 31, 2025	Pending

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

Review request from Requesting Organization

Issue

Request date

Requester type

Do you want to share data with this organization?

If you accept this request, you'll need to resubmit your questionnaire setup. Requesting Organization understands that this is a late request and that you might not be able to respond.

Decline

Accept



Resubmit the questionnaire setup

- After accepting or merging new requests, your questionnaire set-up will change back to “Edit” mode, and it must be re-submitted by the **Submission Lead** in order to access the questionnaire. Otherwise, you will see this message when accessing the questionnaire.
- When you re-submit your pre-questionnaire set up, **no data will be lost**.
- You will, however, see changes in questions (customer names showing up in drop-down menus).
- Your questionnaire setup **will retain your original inputs**, so this is a quick process of clicking through each window.



Set up your questionnaire

Your questionnaire is tailored to your organization. To get started, complete the questionnaire setup and confirm a few details about your organization.

[Set up questionnaire >](#)



Read more in our Knowledge Base:
[How to manage your requests and re-submit your questionnaire setup as a disclosing company](#)

Resubmit the questionnaire setup

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.

✓ Confirm Submission Lead

② Set up questionnaire >

Opens the 'Questionnaire setup' page:

1. **About your organization:** Revenue & Number of employees for SME eligibility
2. **Activity Classification:** CDP-ACS selection and revenue derived from each activity
3. **Assessment of environmental issues:** Has the organization identified impacts on F/WS?
4. **Intent to Submit**
5. **Additional Information:** Forests commodities and mining operations

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



Mandatory datapoints

For full corporate questionnaire

- 1.1 - In which language are you submitting your response?
- 1.2 - Select the currency used for all financial information disclosed throughout your response.
- 1.4 - State the end date of the year for which you are reporting data. For emissions data, indicate whether you will be providing emissions data for past reporting years.
- 1.10 (FS-Only) - Which activities does your organization undertake, and which industry sectors does your organization lend to, invest in, and/or insure?

For SME questionnaire

- 14.1 - In which language are you submitting your response?
- 14.2 - Select the currency used for all financial information disclosed throughout your response.
- 14.4 - State the end date of the year for which you are reporting data.



Pre-submission checklist: Questionnaire content

- **Final response check:** Review progress tracker.
- **Confirm customer emissions allocation** (if applicable): To allocate emissions to all customers you choose to, confirm requests list matches customers listed in question 7.26.
- **Attachments:** Confirm that your attachments are complete.
- **Verification statements:** For questions 7.9.1-7.9.3, ensure you are providing page number references not only for your assurance statement, but also for the explicit mention of Scope 1-3 emissions which were subject to the assurance/verification.
If you have an ESRS-aligned report, please follow the instructions on page 17 of our [2025 Updates document](#).
- **Excel import:** Double check the questions you used the [Excel import function](#) to confirm accuracy.
- **Numbers and dates:** Confirm numbers/dates are correct, and that typos are avoided, especially in Modules 7-9. CDP's scoring team cannot consider any corrections after the scoring deadline.



General tips

- **Reporting year alignment:** Ensure that disclosed information pertains to the reporting year unless the question or column specifies a different timeframe.
- **Do not leave cells blank:** Non-disclosed information cannot be evaluated and will result in a scoring penalization.
- **Assessment and calculation of figures:** Initial estimates may not be perfect. Start with approximations, clearly explaining the assumptions behind them. Input "0" only when the actual value is zero, not as a placeholder for uncalculated figures.
- **Ensure consistency:** Consistency should be maintained not only within individual question-level responses but also throughout the entire questionnaire. This is evaluated both at the question level and through criteria that promote consistency across questions.



Essential Criteria in 2025



By combining the application of **essential criteria** (EC) with a requirement for organizations to achieve a minimum score at each level, CDP recognizes organizations that provide key data points vital for understanding how they assess and respond to environmental challenges.

- Consistent reporting baseline
- Ensure critical gaps in disclosure are addressed



Essential Criteria application across scoring levels

Climate

- *EC applied at Awareness, Management, Leadership & A-list levels*
- *Areas of focus include Governance, Processes and Ambition*



Forests & Water

- *EC applied at Leadership & A-list levels*



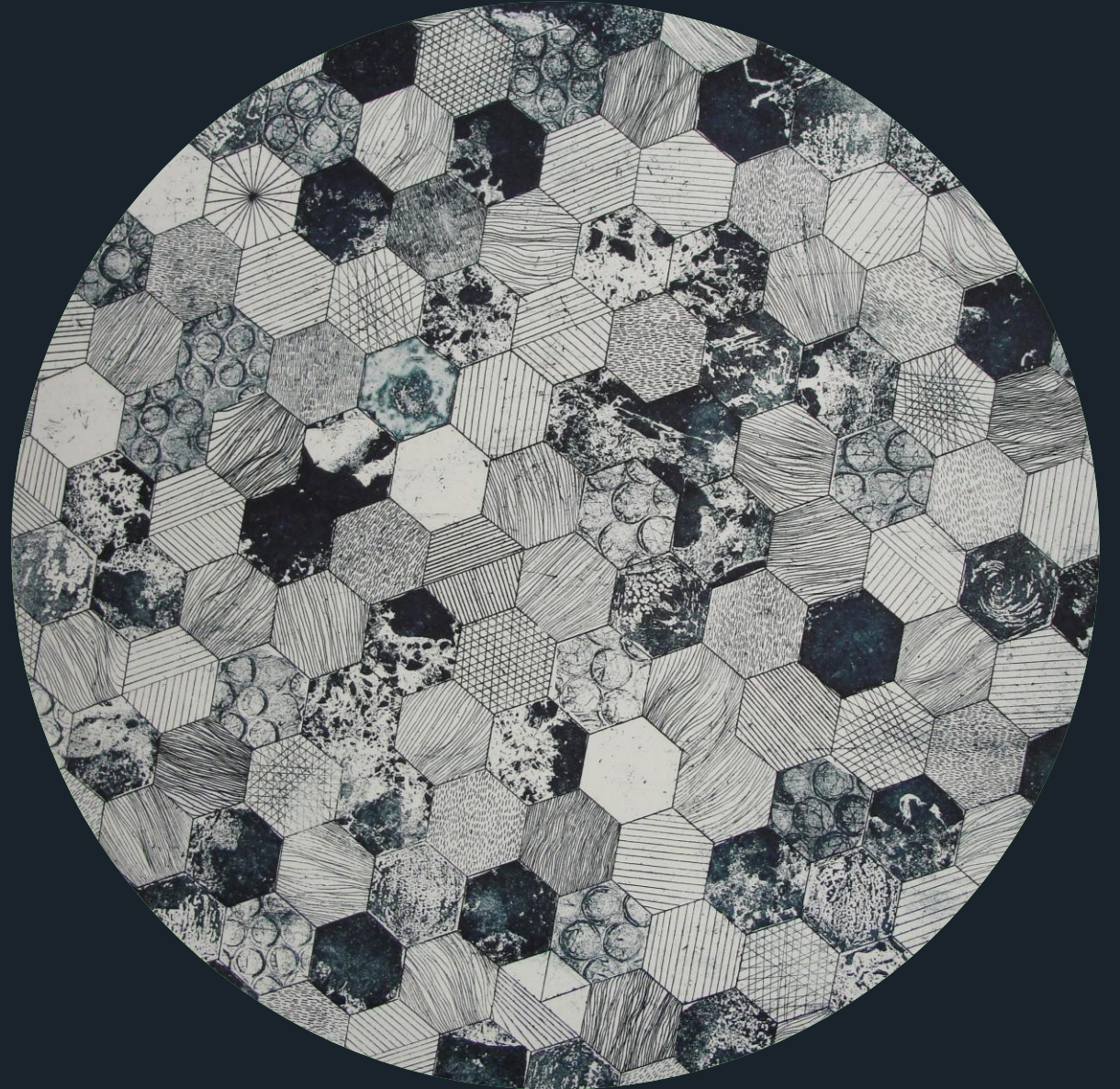
Essential criteria are only applied to organizations responding to the full corporate questionnaire (not SME).



Learn more in our webinar:

"Introduction to CDP's Scoring Methodology & Understanding the Essential Criteria"

Submission process





Step 1 – Review your questionnaire response

12

Review submission

2025 Questionnaire

1 Review questionnaire

2 Review requests

3 Review submission type

4 Submit

5 Done

95%
Questionnaire completed

Section overview

Make sure all of your sections are 100% complete. Submitting an incomplete questionnaire may decrease your final score.

C.01
Introduction
100%

Reviewed 0

Answered 14

In progress 0

Skipped 0

Unanswered 0

C.02
Identification, assessment, and man...
100%

Reviewed 0

Answered 9

In progress 0

Skipped 0

Unanswered 0

C.03
Disclosure of risks and opportunities
85%

Reviewed 0

Answered 11

In progress 2

Skipped 0

Unanswered 0

C.04
Governance
88%

Reviewed 0

Answered 14

In progress 2

Skipped 0

Unanswered 0

C.05
Business strategy
100%

Reviewed 0

Answered 20

C.06
Environmental Performance - Cons...
100%

Reviewed 0

Answered 1

C.07
Environmental performance - Climat...
100%

Reviewed 0

Answered 57

C.08
Environmental performance - Forests
81%

Reviewed 0

Answered 22

[Return to Questionnaire Overview](#)

Continue

Step 1 – Review your questionnaire response

2025 Questionnaire

1

Review questionnaire

2

Review requests

3

Review submission type

4

Submit

5

Done

Section overview

Make sure all of y

C.01

Introduction

Reviewed 1

Skipped 0

C.05

Business str

Reviewed 1

Skipped 0

C.10

Environmental performance - Plastics

C.11

Environmental performance - Biodiversity

C.13

Further information & sign off

Your questionnaire is not completed.

One or more sections have incomplete or skipped questions.

5 sections impacted

C.01 | Introduction

8% Missing

C.05 | Business strategy

16% Missing

C.07 | Environmental performance - Climate Change

2% Skipped

7% Missing

C.11 | Environmental performance - Biodiversity

25% Missing

C.13 | Further information & sign off

20% Skipped

20% Missing

Having missing or skipped questions does not prevent you from submitting your questionnaire but may negatively impact your score (except for optional and comment fields). We recommend doing a final check of your response before submitting

Cancel

Submit anyway



Step 2 – Review Requests

Review submission

2025 Questionnaire

1 Review questionnaire

2 Review requests

3 Review submission type

4 Submit

5 Done

95%
Questionnaire completed

Review your requests

The following [organization or entities](#) have requested you to submit your environmental data through CDP. The data you submit will be shared with them.

Requesting Customer

2 months ago

RE100

2 months ago

Requesting Customer 2

2 months ago

Requesting Customer 3

2 months ago

CDP Capital Markets

2 months ago

Requesting Customer 4

2 months ago

Back

Continue



Step 3 – Review submission type: Response publicity

Review submission

2025 Questionnaire

1 Review questionnaire — 2 Review requests — 3 Review submission type — 4 Submit — 5 Done

95%
Questionnaire completed

Do you want your questionnaire response to be public or non-public?

Half of companies and over 90% of cities, states and regions choose to disclose publicly and we strongly encourage you to do so.

- ☒ I want my questionnaire response to be public.
- ☐ I want my questionnaire response to be non-public.

About public and non-public responses

- Public responses are published on the CDP website after the submission deadline. Read our [terms of disclosure](#) to understand how data is shared.
- Public Disclosers are eligible for the CDP Discloser badge, published in October.
- Non-public Disclosers are not eligible for A or A- scores (companies) or A scores (cities, states and regions) and will not get the full benefits of disclosure.
- Your choice does not impact whether your score is public or non-public. Read more about scoring: <https://www.cdp.net/en/scores/cdp-scores-explained>
- If you choose to make your questionnaire response public, this can't be reversed. You will not be able to change your response from public to non-public.

Your responsibility to comply with public initiatives

Submitting your response publicly is a requirement of several initiatives, including Race to Zero, Race to Resilience, and Global Covenant of Mayors. If your organization is part of an initiative that requires public disclosure, submitting non-publicly means you are not compliant with your membership or campaign requirements. It is your responsibility to check if the initiatives your organization is part of require public disclosure.

Back

Continue



Response publicity status

Selection is made during submission process

PUBLIC RESPONSE

- Response available for all requesting authorities (Capital Market Signatories, customers, etc)
- Response **available to public**
- Response shared with CDP data users (MSCI, Bloomberg, and more)

NON-PUBLIC RESPONSE*

- Response available for all requesting authorities (Capital Market Signatories, customers, etc)
- Response **not available to public**
- Response is **used as aggregated data only** in CDP reports and studies



*Having a public response is a requirement to be scored at Leadership level (A/A-)

Step 4 – Submit your response

Review submission

2025 Questionnaire

1 Review questionnaire

2 Review requests

3 Review submission type

4 **Submit**

5 Done

95%

Questionnaire completed

Complete your submission

Review your submission below.

Questionnaire Progress

95%

Submission Date

21 Aug 2025

Submission Type

Public

Back

Submit Questionnaire

Step 5 – You will receive a confirmation email within a week

Review submission

2025 Questionnaire

1 Review questionnaire

2 Review requests

3 Review submission type


4 Submit

5 Done

95%
Questionnaire completed

Your questionnaire has been successfully submitted to CDP.

Thank you for completing the questionnaire about your organization's environmental data and sustainability efforts.





Scoring deadline: September 17

Your 2025 Questionnaire is pre-filled with some answers from your organization's previous submission. If you're a new Discloser, you'll benefit from this feature in next year's cycle.

Submitted on 8/21/2025

 95% complete

- You can still make edits to your response.
- Submit your edits before the scoring deadline (September 17) to have them reflected in your score.
- Edits submitted after the scoring deadline will be included in CDP's data. The final deadline for submissions is the week of November 17.

[Edit submission](#)

Post-Submission Scores and Amendments



About CDP scores

A CDP score provides a snapshot of a company's disclosure and environmental performance.

Scores indicate the level of action reported by the company to assess and manage its environmental impacts during the reporting year.

- Don't forget about Essential Criteria!



Corporate scores in 2025



CDP will continue to **score companies individually** for climate change, forests, and water security in 2025.



Plastics and biodiversity will remain unscored as we empower more companies to begin disclosing on these environmental issues.



Public and Non-public scores

- Score publicity is based on which stakeholders are requesting your organization to disclose.
- Score publicity is independent of response publicity.
- If requested by **Capital Market Signatories**, your score will be listed publicly on CDP's website.
 - Upon request, first-time responders can opt to keep their score **private**.
 - **Water** and **Forests** scores for financial services will be publicly shared for the first time in 2025.
- If requested by Customers only, your score will be shared with requesting customers only and not available on CDP's website.



Amending your response

- Amendments of responses will be free and self-service in the Portal via the “edit” function.
- Only information submitted before 17th of September 23:59 International Date Line West will be factored into scoring.
- Disclosers can then make edits to their submitted response until w/c November 17th – these will not be scored
- Amendments must be submitted by the Submission Lead, but Contributors can change a submitted response into amendment status.



Next steps

- Complete your disclosure!
- Submit by scoring deadline of **September 17th** (11:59pm local time).
- Promote your disclosure with Disclosure Comms Toolkit
- Enhanced admin fee benefits are delivered starting in late 2025



Key resources

- [CDP Disclosure Cycle 2025](#)
- [How to Disclose](#)
- [FAQs](#)
- [Knowledge Base & Discloser Portal Videos](#)
- [Guidance for companies \(corporate and SMEs\)](#)
 - [CDP Full Corporate Scoring Introduction 2025](#)
 - [CDP Climate Change Scoring Essential Criteria 2025](#)
- [Corporate Disclosure Key Changes for 2025](#)
- [CDP Full Corporate Scoring Changes 2025](#)
- [Mapping IFRS S2 to CDP's 2024 Questionnaire](#)
- [EMEA 2025 Disclosure Webinars](#)

Disclosers can view our questionnaire & reporting guidance and scoring methodologies [in the Portal](#).



CDP Knowledge Base

Knowledge Base

The Knowledge Base contains articles to help you use our platform and respond to CDP. They are created by our support team who have answered questions for our users. 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.

Articles for Requesters



Articles for Disclosers

Managing your Discloser account

Navigating the CDP Portal and questionnaires

Reporting guidance for disclosing companies

How to submit your questionnaire response



Views: 18040

This article is for all Disclosers and outlines the steps needed to submit your final response via the CDP Portal.

Important: you can explore, complete and review the questionnaire from disclosure launch. However, **you will only be able to submit your response from the week commencing July 14.** You will not be able to submit your questionnaire until that date.

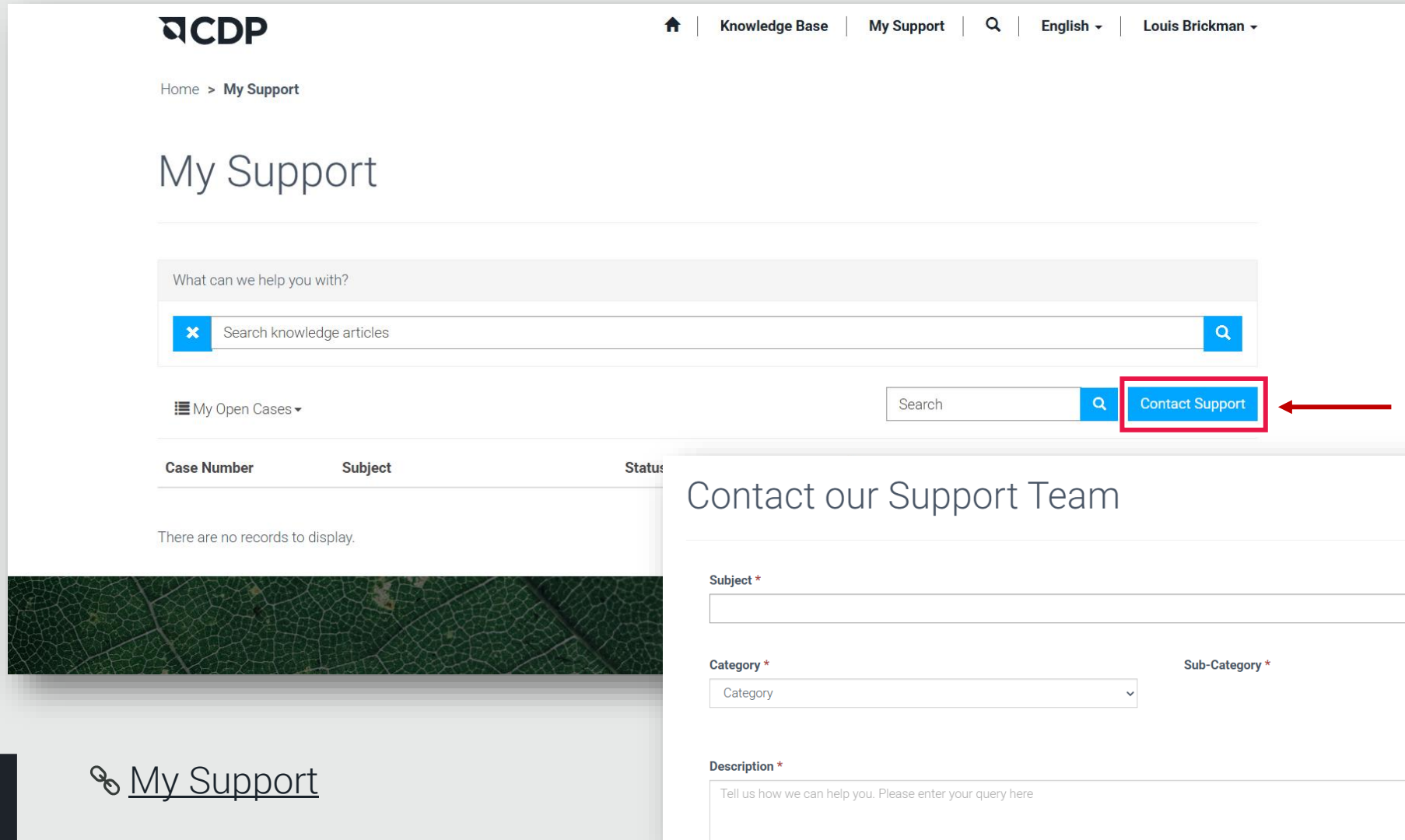
Contents

- Introduction
- Submission Lead & admin fee pre-requisite steps
- How to submit your response (Submission Lead only)
- Sign in and navigate to your questionnaire



[Home - CDP Help Center](#)

“My Support” for unanswered questions



The screenshot shows the CDP 'My Support' interface. At the top, the CDP logo is on the left, and navigation links for Home, Knowledge Base, My Support, a search icon, English, and a user profile (Louis Brickman) are on the right. Below the navigation, a breadcrumb trail shows 'Home > My Support'. The main heading is 'My Support'. A search bar with the placeholder 'What can we help you with?' contains the text 'Search knowledge articles'. Below this, there's a section for 'My Open Cases' with a table header showing 'Case Number', 'Subject', and 'Status'. The table is empty, with a message 'There are no records to display.' A red box highlights the 'Contact Support' button, which is next to a search bar. A red arrow points to this button. In the bottom left corner, there is a logo consisting of a black square with a white circle and a diagonal line, followed by the text 'My Support'.

CDP

Home > My Support

My Support

What can we help you with?

Search knowledge articles

My Open Cases

Case Number Subject Status

There are no records to display.

Search Contact Support

Contact our Support Team

Subject *

Category * Sub-Category *

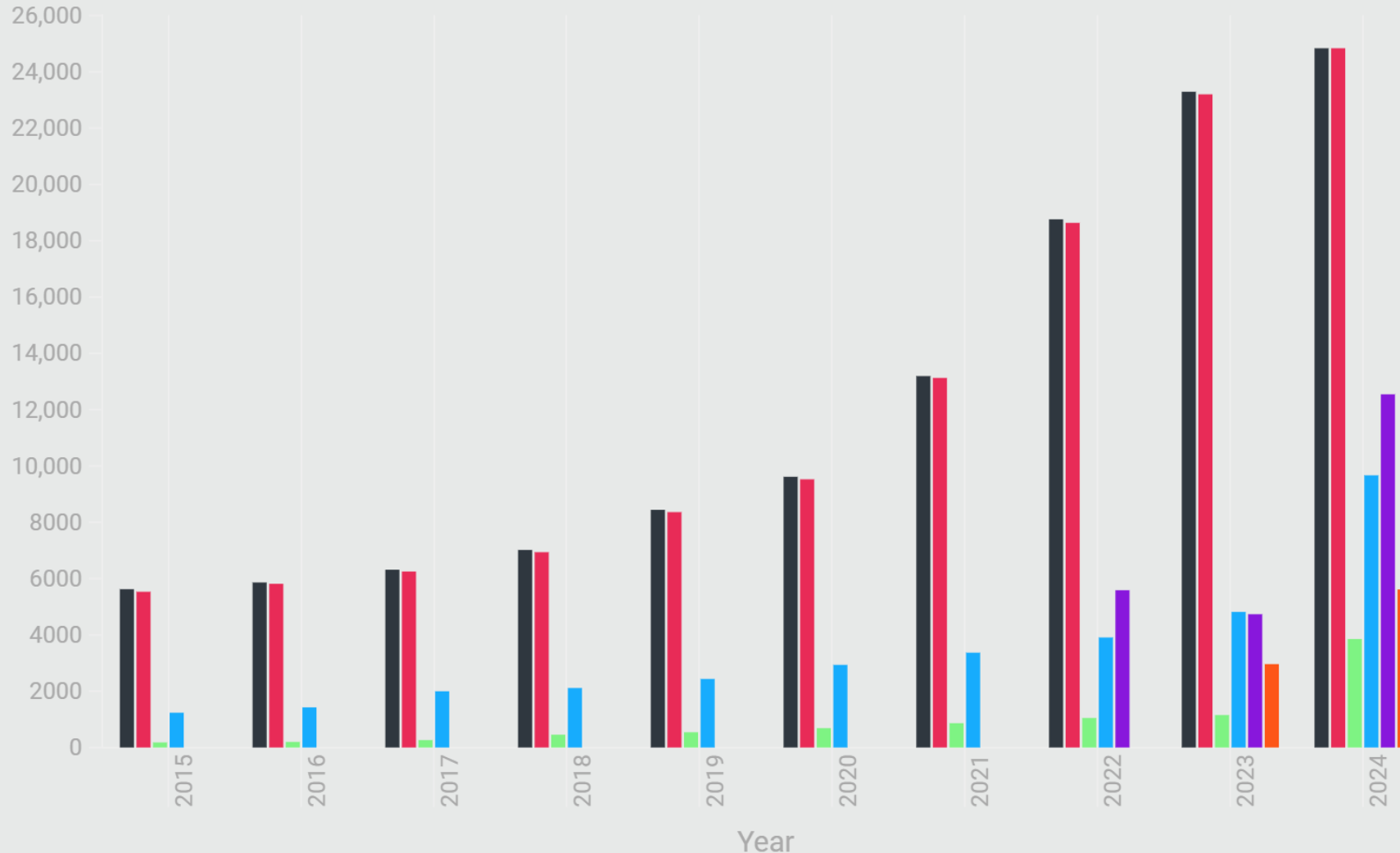
Description *

Tell us how we can help you. Please enter your query here

Towards Earth-positive impact



■ Total disclosing companies ■ Climate change ■ Forests ■ Water security ■ Biodiversity ■ Plastics

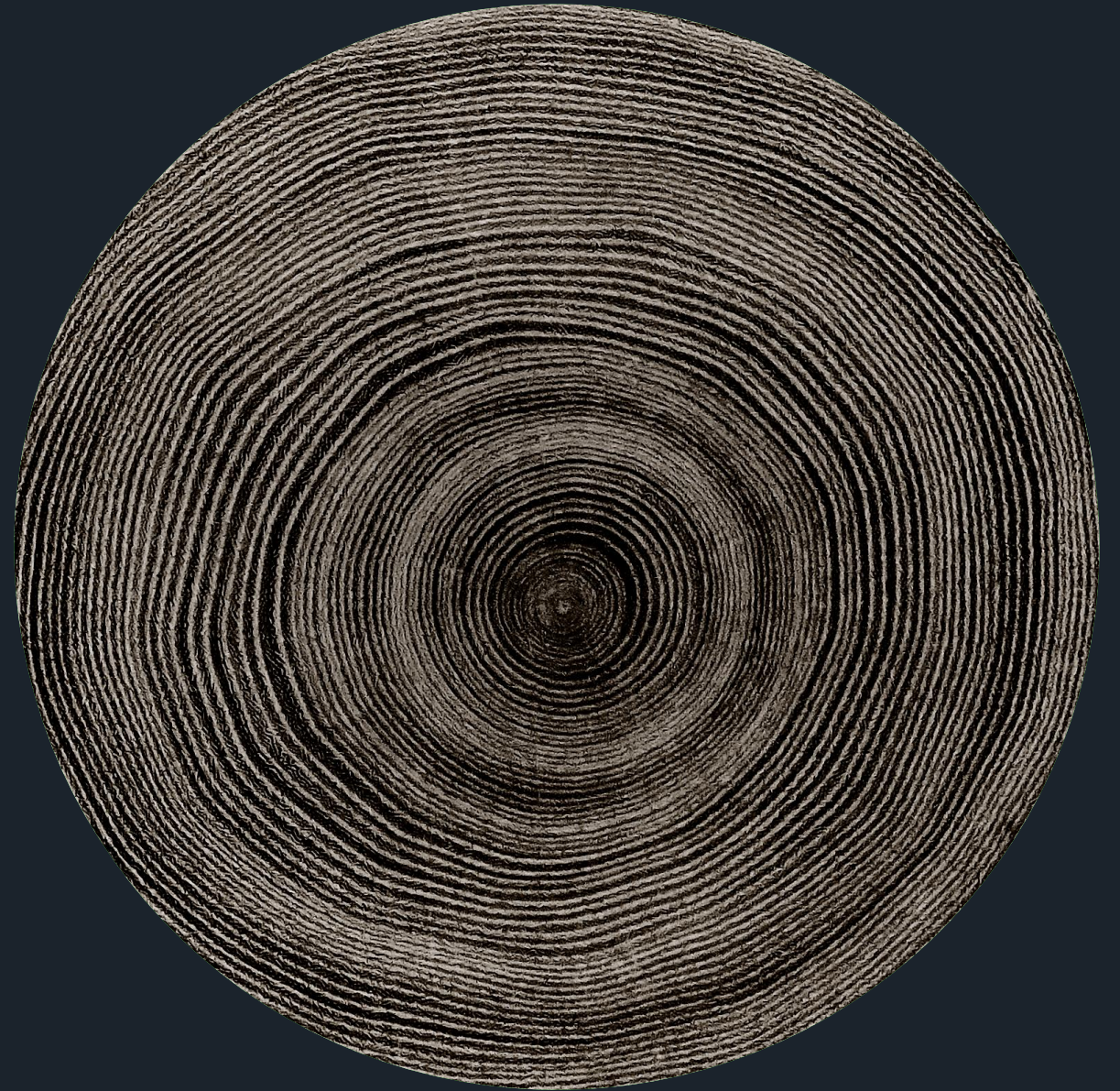


24,800+ companies worth two-thirds of global market cap disclosed in 2024

Companies materialized **US\$4.4 trillion** in environmental opportunities in 2024

46% of companies in Europe are on track with their emissions targets

FAQs



FAQ - Quick Reminders

What does a public vs. non-public response mean?

- Non-public responses are only shared with CDP's Capital Market Signatories and the customers that requested you to disclose. Public responses are also shared with further CDP data users, will be available publicly, and disseminated to the ESG ecosystem.

Who is subject to the administrative (admin) fee?

- Any Discloser requested to disclose by Capital Market Signatories (see [2025 Sample Methodology](#)) is subject to the admin fee. If you are only requested to disclose by customers, you are not subject to the admin fee.

What happens if I submit after the 17th of September?

- If you disclose between the 17th of September and the week of 17th of November, your data will be shared with your requestors (Capital Market Signatories and/or customers), but you will not receive a score. The week of November 17th will be the last deadline to submit (exact date TBC). Should you face significant struggles to meet the 17th of September deadline due to technical challenges, please reach out to your CDP point of contact.



FAQ - Portal Questions

What information will be submitted?

- Only the data that is displayed in the portal will be submitted to stakeholders and taken into account for scoring.

What should I do if the progress tracker is indicating that I don't have a question complete?

- The progress tracker does not need to be complete to submit your response. It is a tool to support your disclosure. That being said, we encourage you to disclose as much information as possible.



FAQ - Portal Questions

Why may requests sent to my subsidiaries be merged into my own?

- Best practice in reporting is for parent companies to report on behalf of their subsidiary in line with the GHG Protocol. CDP has taken the decision to proactively merge the majority of requests addressed to subsidiaries with their parent's requests. This will only apply if the subsidiary has been inactive and is only requested by customers.
- This is in line with how CDP managed parent/subsidiary requests in previous disclosure cycles. This approach greatly increases the use value of your disclosed data and ensures you can fulfil all your customer requests with one submission.



FAQ – Post submission

I want to share my response on my own company website. How can I do that?

- Please feel free to export a Word version of your questionnaire. We are currently exploring further formatting options.

When will scores be released?

- The timeline for the release of scores is currently being finalized. We will share an update with all stakeholders once this has been confirmed.

When will data be shared?

- Data will be shared with requesting stakeholders and data users later this year. We will provide additional information on this timeline in due course.



THANK YOU!



CDP Europe

Address: c/o WeWork, Potsdamer Platz - Kemperplatz 1
10785 Berlin



Contact us at the [CDP Help Center](#)
or reach out to your CDP point of contact



CDP Europe acknowledges the EU's financial support.

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