

This document displays locations where GSA's name will be displayed within the proposed electronic information collection system operated by CDP. In each location indicated, GSA' name will include the OMB assigned ICR number.

Display of CDP Supply Chain Members for Requested Suppliers

Companies can view the full list of customers which have requested that they disclose through CDP in the disclosure invitation email they receive at the beginning of the disclosure cycle, on their CDP Response dashboard, and within the Supply Chain module of each CDP questionnaire.

Email

The invitation email contains a list of requesting customers ([CDP Supply Chain](#) members) for each thematic questionnaire. In the example below they are named SC Test Member 1, etc.

Subject Line: CDP 2021 | Online Response System Now Open: Request for Your Company Ltd. to disclose environmental information

Dear Your Name Here,

Your Company Ltd. is being requested to disclose environmental information through the CDP questionnaire(s) in 2021 by the stakeholders listed below.

CDP's Online Response System (ORS) is now open. Please [sign in](#) to your organization's dashboard to confirm your participation to your stakeholders and start inputting data into the questionnaire(s).

Please note that we will provide you with periodic reminders until the deadline has passed.

Summary of 2021 requests

You are being requested to respond by the following stakeholders:

Questionnaire	Requested by Investors		Requested by Customers	
Climate Change	YES	590+ investors representing US\$110 trillion in assets	YES	SC Test Member 1...
Forests	n/a		n/a	
Water Security	n/a		n/a	

A full list of all your requesting stakeholders is available to view on your dashboard. Customer requests may change and CDP will notify you of these separately from mid-May.

Disclosing through CDP in 2021

Questionnaire responses must be submitted via CDP's ORS by **July 28, 2021** to be eligible for scoring.

To find out about disclosure options, including those for first-time responders, eligibility for scoring, timelines and updates, please review our [How to disclose](#) and [Frequently Asked Questions](#) pages. For detailed guidance on using the ORS, and how to get started, please see [Using CDP's Disclosure Platform](#).

Please also refer to CDP's Terms for responding to Investors and/or Supply Chain Members, available on the [CDP website](#).

More information on disclosing through CDP can also be found below in the Further information and Useful links sections of this email, and on your dashboard.

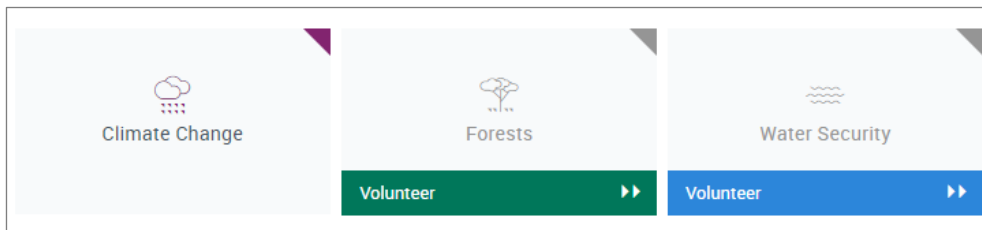
CDP looks forward to working with you and supporting your disclosure and sustainability efforts this year.

See Appendix for the full email text, including the Further Information and Useful links sections.

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Dashboard

On the Response dashboard, companies can see which questionnaire(s) they are requested to respond to via the thematic tiles.



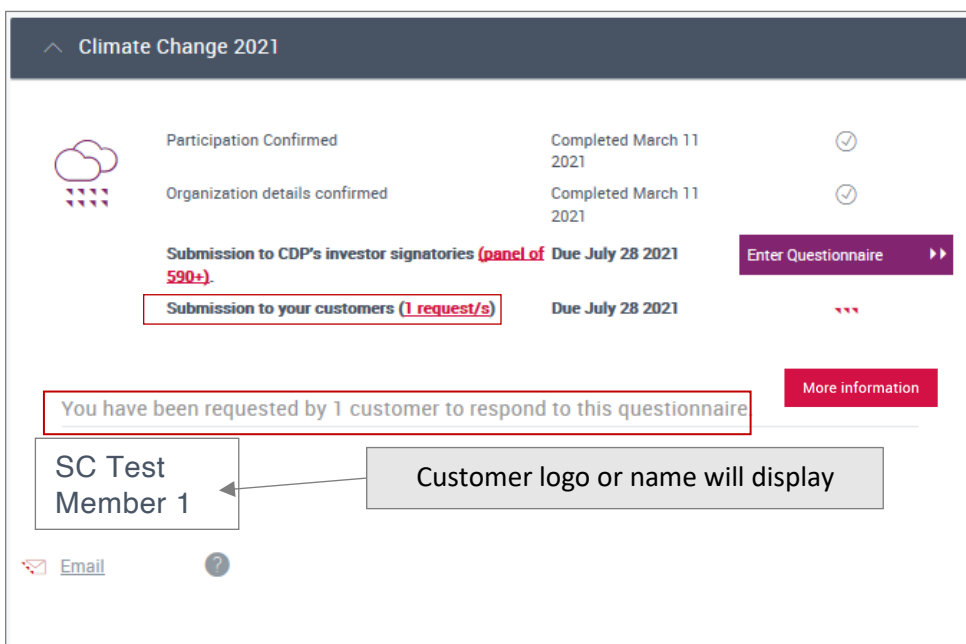
Clicking on each thematic tile leads to the associated theme block. Companies only see theme blocks for the questionnaires they are requested to complete.

Under each theme block, companies can see the number of requesting customers ([CDP supply chain members](#)) and a list of which customers sent them a request.

Users can switch between two different view options to view the list of requesting customers:

Default view

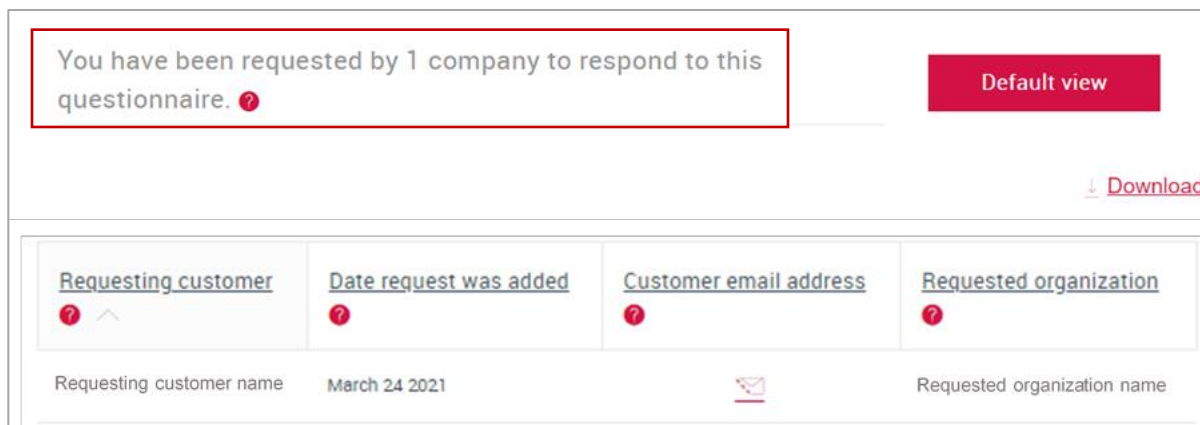
Default view shows the logo of each requesting customer and a link for emailing that customer. Hovering over the logo displays the full name of the requesting customer. When no logo is available, the full name of the requesting customer is displayed.



More information – List view

List view can be accessed by clicking on the “More information” button in default view.

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The list view will show four columns:

- ▼ the names of the requesting customers
- ▼ the date each request was added
- ▼ the customers' email addresses
- ▼ the name of the requested organization (this may be a subsidiary company).

Users can sort the list view by any of the four columns by clicking on the column header. They can also download a copy of the list view to a CSV file by clicking the download button.

Online Response System (ORS) - Questionnaires

Each questionnaire (Climate Change, Water Security, and Forests) contains a Supply Chain module in which requested suppliers can disclose information pertaining to their business relationship with the requesting customer (CDP Supply Chain member) and which will only be visible by this customer.

The following questions contain a drop-down menu listing all requesting customers:

Climate Change questionnaire	Water Security questionnaire	Forests questionnaire
SC1.1; SC2.1; SC2.2a; SC4.2e	SW1.1a; SW2.1; SW2.1a	SF1.1a; SF1.1b; SF2.1; SF2.2a

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Example: SC1.1 (Emissions allocation):

SC1.1

(SC1.1) Allocate your emissions to your customers listed below according to the goods or services you have sold them in this reporting period.

Note that CDP's disclosure platform supports a file import for this question.
▶ Click here for guidance for this question

Requesting member

Please select...

Drop-down list of requesting customers

Scope of emissions

Scope 1
 Scope 2
 Scope 3

Allocation level

Company wide
 Business unit (subsidiary company)
 Facility
 Commodity

Emissions in metric tonnes of CO₂e

(range: 0 - 999,999,999,999)

Uncertainty (±%)

(range: 0 - 999,999)

Appendix

Full Invitation Email Text:

Subject Line: CDP 2021 | Online Response System Now Open: Request for Your Company Ltd. to disclose environmental information

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CDP looks forward to working with you and supporting your disclosure and sustainability efforts this year.

Kind regards,

Signature

Further information

Resources for preparing your response

View the climate change, forests, and water security questionnaires on the [CDP guidance page](#). Comprehensive reporting guidance and scoring methodologies are also available, and we recommend referencing these as you complete the questionnaire(s).

Further guidance materials are also available via the **guidance tool**, which you can access by signing into your account and navigating to the grey initials icon in the top right of your screen.

Scoring

For an overview of CDP scoring, including scoring eligibility information, please refer to the [Scoring Introduction](#).

Completing a customer request?

If you would like to contact your customers directly regarding your request, supply chain member contact details can be found on your dashboard. Need support? Whether you have a technical query regarding your response, or you would like to add a colleague in your place, contact your local CDP contact or respond@cdp.net.

How to manage users for your questionnaire