

## CDP's 2015 Supply Chain Climate Change Information Request

More multinationals and their suppliers than ever before now use CDP to achieve sustainable supply chain management. Through CDP's supply chain program companies and their suppliers are managing the significant risk that climate change poses to the globalized supply chain model.

The following set of questions form CDP's 2015 supply chain climate change information request. Companies are asked to answer these questions in the Online Response System (ORS) provided by CDP through its website. As such, this document is a representation of the request and whilst the questions will remain the same, the format may differ online particularly where drop down options and tables have been included for ease of response. Guidance is available on the CDP website from December 2014 which details all of the options available and provides screen shots of the ORS to aid companies in completing the request.

We request a reply to the following questions by 31 July 2015.

Please respond to the information request using our Online Response System (ORS). In early April 2015, instructions on how to access the ORS will be sent to you by e-mail. If you are unable to respond via the ORS, please e-mail [respond@cdp.net](mailto:respond@cdp.net).

We encourage organizations to consult the CDP 2015 reporting guidance, (see [www.cdp.net/guidance](http://www.cdp.net/guidance)), and to use the guidance within the ORS. Please answer the questions as comprehensively as possible. Where you do not have all of the information requested, please respond with what you have as this is more valuable to your customers than no response at all.

We encourage organizations to assess the relevance of questions in accordance with the principles of "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)" developed by the World Resources Institute and the World Business Council for Sustainable Development ([www.ghgprotocol.org](http://www.ghgprotocol.org)). According to these principles, which are also set out in the CDP guidance, information is relevant if it contains the detail that users, both internal and external to the company, need for their decision-making.

Where questions have been amended from 2014 to 2015 this is indicated next to the relevant questions.

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## Introduction

### **CC0. Introduction**

#### CC0.1: Introduction

Please give a general description and introduction to your organization

#### CC0.2: Reporting Year

Please state the start and end date of the year for which you are reporting data

#### CC0.3: Country list configuration

Please select the countries for which you will be supplying data

#### CC0.4: Currency selection

Please select the currency in which you would like to submit your response

#### CC0.5 Shorter request

Please select if you wish to complete a shorter information request

## Management

### CC1. Governance

#### Group and Individual Responsibility

CC1.1 Where is the highest level of direct responsibility for climate change within your organization?

*If "Board or individual/sub-set of the Board or other committee appointed by the Board"; "Senior Manager/Officer"; or, "Other Manager/Officer":*

CC1.1a Please identify the position of the individual or name of the committee with this responsibility

#### Individual Performance

CC1.2 Do you provide incentives for the management of climate change issues, including the attainment of targets?

*If yes: CC1.2a Please provide further details on the incentives provided for the management of climate change issues (CDP 2014 CC1.2a, amended)*

Who is entitled to benefit from these incentives?	The type of incentives	Incentivized performance indicator	Comment

### CC2. Strategy

#### Risk Management Approach

CC2.1 Please select the option that best describes your risk management procedures with regard to climate change risks and opportunities

*If "Integrated into multi-disciplinary company-wide risk management processes" or "A specific climate change risk management process" is selected, answer questions CC2.1a - 2.1c:*

CC2.1a Please provide further details on your risk management procedures with regard to climate change risks and opportunities

Frequency of monitoring	To whom are results reported?	Geographical areas considered	How far into the future are risks considered?	Comment

CC2.1b Please describe how your risk and opportunity identification processes are applied at both company and asset level

CC2.1c How do you prioritize the risks and opportunities identified?

*If "There are no documented processes for assessing and managing risks and opportunities from climate change" is selected:*

CC2.1d Please explain why you do not have a process in place for assessing and managing risks and opportunities from climate change, and whether you plan to introduce such a process in the future

Main reason for not having a process	Do you plan to introduce a process?	Comment

## Management

### Business Strategy

CC2.2 Is climate change integrated into your business strategy?

*If yes:* CC2.2a Please describe the process of how climate change is integrated into your business strategy and any outcomes of this process

*If no:* CC2.2b Please explain why climate change is not integrated into your business strategy

CC2.2c Does your company use an internal price of carbon? **(New for CDP 2015)**

*If yes:* CC2.2d Please provide details and examples of how your company uses an internal price of carbon **(New for CDP 2015)**

### Engagement with Policy Makers

CC2.3 Do you engage in activities that could either directly or indirectly influence public policy on climate change through any of the following? (tick all that apply)

- ☐ Direct engagement with policy makers
 ☐ Trade associations
 ☐ Funding research organizations
 ☐ Other
 ☐ No

*If "Direct engagement with policy makers" is ticked:*

CC2.3a On what issues have you been engaging directly with policy makers?

Focus of legislation	Corporate position	Details of engagement	Proposed legislative solution

*If "Trade associations" is ticked:*

CC2.3b Are you on the Board of any trade associations or provide funding beyond membership?

*If yes:* CC2.3c Please enter the details of those trade associations that are likely to take a position on climate change legislation

Trade association	Is your position on climate change consistent with theirs?	Please explain the trade association's position	How have you, or are you attempting to, influence the position

*If "Funding research organizations" is ticked:*

CC2.3d Do you publicly disclose a list of all the research organizations that you fund?

CC2.3e Do you fund any research organizations to produce or disseminate public work on climate change?

*If yes:* CC2.3f Please describe the work and how it aligns with your own strategy on climate change

## Management

If "Other" is ticked:

CC2.3g Please provide details of the other engagement activities that you undertake

If "Direct engagement", "Trade associations", "Funding research organizations" or "Other" is ticked:

CC2.3h What processes do you have in place to ensure that all of your direct and indirect activities that influence policy are consistent with your overall climate change strategy?

If "No" is ticked:

CC2.3i Please explain why you do not engage with policy makers

CC2.4 Would your organization's board of directors support an international agreement between governments on climate change, which seeks to limit global temperature rise to under two degree Celsius from pre-industrial levels in line with IPCC scenarios such as RCP2.6? **(CDP 2015 only)**

If "Yes", "No" or "No opinion" is selected:

CC2.4a Please describe your board's position on what an effective agreement would mean for your organization and activities that you are undertaking to help deliver this agreement at the 2015 United Nations Climate Change Conference in Paris (COP 21) **(CDP 2015 only)**

### CC3. Targets and Initiatives

#### Targets

CC3.1 Did you have an emissions reduction target that was active (ongoing or reached completion) in the reporting year?

If you have an absolute target:

CC3.1a Please provide details of your absolute target

If you have an intensity target:

CC3.1b Please provide details of your intensity target

CC3.1c Please also indicate what change in absolute emissions this intensity target reflects

The following details are requested for targets (in Questions CC3.1a and CC3.1b), to be inputted in tables in the ORS:

- Scope
- % of emissions in scope
- % reduction from base year
- Metric denominator (intensity targets only)
- Base year
- Base year emissions
- Target year
- Comment

Direction of change anticipated in absolute Scope 1+2 emissions at target completion?	% change anticipated in absolute Scope 1+2 emissions	Direction of change anticipated in absolute Scope 3 emissions at target completion?	% change anticipated in absolute Scope 3 emissions	Comment

## Management

*For both types of target, also:*

CC3.1d For all of your targets, please provide details on the progress made in the reporting year

% complete (time)	% complete (emissions)	Comment

*If you do not have a target:*

CC3.1e Please explain: (i) why you do not have a target; and (ii) forecast how your emissions will change over the next five years

### Emissions Reduction Initiatives

CC3.2 Does the use of your goods and/or services directly enable GHG emissions to be avoided by a third party?

*If yes:* CC3.2a Please provide details of how the use of your goods and/or services directly enable GHG emissions to be avoided by a third party

CC3.3 Did you have emissions reduction initiatives that were active within the reporting year (this can include those in the planning and/or implementation phases)

*If yes, complete questions CC3.3a, CC3.3b and CC3.3c:*

CC3.3a Please identify the total number of projects at each stage of development, and for those in the implementation stages, the estimated CO<sub>2</sub>e savings

Stage of development	Number of projects	Total estimated annual CO <sub>2</sub> e savings in metric tonnes CO <sub>2</sub> e (only for rows marked *)
Under investigation		
To be implemented*		
Implementation commenced*		
Implemented*		
Not to be implemented		

CC3.3b For those initiatives implemented in the reporting year, please provide details in the table below **(CDP 2014 CC3.3b, amended)**

Activity type	Description of activity	Estimated annual CO <sub>2</sub> e savings (metric tonnes CO <sub>2</sub> e)	Scope	Voluntary/Mandatory	Annual monetary savings (unit currency – as specified in CC0.4)	Investment required (unit currency – as specified in CC0.4)	Payback period	Estimated lifetime of the initiative	Comment

## Management

CC3.3c What methods do you use to drive investment in emissions reduction activities?

Method	Comment

*If no:* CC3.3d If you do not have any emissions reduction initiatives, please explain why not

### CC4. Communications

CC4.1 Have you published information about your organization's response to climate change and GHG emissions performance for this reporting year in places other than in your CDP response? If so, please attach the publication(s) **(CDP 2014 CC4.1, amended)**

Publication	Status	Page/Section reference	Attach the document

## Risks & Opportunities

### CC5. Climate Change Risks

CC5.1 Have you identified any inherent climate change risks that have the potential to generate a substantive change in your business operations, revenue or expenditure? (Tick all that apply) **(CDP 2014 CC5.1, amended)**

Please identify the relevant categories:

- ☐ Risks driven by changes in regulation
- ☐ Risks driven by changes in physical climate parameters
- ☐ Risks driven by changes in other climate-related developments

### CC6. Climate Change Opportunities

CC6.1 Have you identified any inherent climate change opportunities that have the potential to generate a substantive change in your business operations, revenue or expenditure? (Tick all that apply) **(CDP 2014 CC6.1, amended)**

Please identify the relevant categories:

- ☐ Opportunities driven by changes in regulation
- ☐ Opportunities driven by changes in physical climate parameters
- ☐ Opportunities driven by changes in other climate-related developments

*For all of the inherent risks and/or opportunities identified, please provide the following details in the table provided in the ORS:*

- Risk/Opportunity driver
- Description
- Potential impact
- Timeframe
- Direct/Indirect
- Likelihood
- Magnitude of impact
- Estimated financial implications of the risk/opportunity before taking action
- Methods you are using to manage this risk/opportunity
- Costs associated with these actions

*Where inherent risks and/or opportunities have not been identified for any of the categories:*

Please explain why you do not consider your organization to be exposed to these risks/opportunities that have the potential to generate a substantive change in your business operations, revenue or expenditure



# Emissions

## CC7. Emissions Methodology

### Base year

CC7.1 Please provide your base year and base year emissions (Scopes 1 and 2) **(CDP 2014 CC7.1, amended)**

Use the table in the ORS to provide the following details for Scopes 1 and 2:

- Base year
- Scope 1 base year emissions (metric tonnes CO<sub>2</sub>e)
- Scope 2 base year emissions (metric tonnes CO<sub>2</sub>e)

*CDP requests companies to provide responses to questions CC8, CC9 and CC10 for the three years prior to the current reporting year if you have not done so before or if this is the first time you have answered a CDP information request*

### Methodology

CC7.2 Please give the name of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions

*If you have selected "Other":*

CC7.2a If you have selected "Other" in CC7.2 please provide details of the standard, protocol or methodology you have used to collect activity data and calculate Scope 1 and Scope 2 emissions

CC7.3 Please give the source for the global warming potentials you have used

Gas	Reference

CC7.4 Please give the emissions factors you have applied and their origin; alternatively, please attach an Excel spreadsheet with this data at the bottom of this page

Fuel/Material/Energy	Emission Factor	Unit	Reference

## CC8. Emissions Data

### Boundary

CC8.1 Please select the boundary you are using for your Scope 1 and 2 greenhouse gas inventory

Select from

- Financial control
- Operational control
- Equity share
- Other

*Companies using the CDSB Framework should identify this at CC4.1, select financial control as their boundary at CC8.1, report their Scope 1 and 2 emissions accordingly, and then provide their CDSB Framework breakdown under legal structure at CC9.2e and CC10.2d.*

### Scope 1 and 2 Emissions Data

CC8.2 Please provide your gross global Scope 1 emissions figures in metric tonnes CO<sub>2</sub>e

CC8.3 Please provide your gross global Scope 2 emissions figures in metric tonnes CO<sub>2</sub>e

## Emissions

**CC8.4** Are there any sources (e.g. facilities, specific GHGs, activities, geographies, etc.) of Scope 1 and Scope 2 emissions that are within your selected reporting boundary which are not included in your disclosure?

*If yes: CC8.4a* Please provide details of the sources of Scope 1 and Scope 2 emissions that are within your selected reporting boundary which are not included in your disclosure

Source	Relevance of Scope 1 emissions from this source	Relevance of Scope 2 emissions from this source	Explain why the source is excluded

### Data Accuracy

**CC8.5** Please estimate the level of uncertainty of the total gross global Scope 1 and 2 emissions figures that you have supplied and specify the sources of uncertainty in your data gathering, handling and calculations (**CDP 2014 CC8.5, amended**)

Scope	Uncertainty range	Main sources of uncertainty	Please expand on the uncertainty in your data
1			
2			

### External Verification or Assurance

**CC8.6** Please indicate the verification/assurance status that applies to your reported Scope 1 emissions

*If Scope 1 emissions have been subject to third party verification or assurance (complete or underway):*

**CC8.6a** Please provide further details of the verification/assurance undertaken for your Scope 1 emissions, and attach the relevant statements

Type of verification or assurance	Attach the statement	Page/Section reference	Relevant standard	Proportion of reported Scope 1 emissions verified (%)

*If "No third party verification or assurance – regulatory CEMS required" is selected:*

**CC8.6b** Please provide further details of the regulatory regime to which you are complying that specifies the use of Continuous Emissions Monitoring Systems (CEMS)

Regulation	% of emissions covered by the system	Compliance period	Evidence of submission

**CC8.7** Please indicate the verification/assurance status that applies to your reported Scope 2 emissions

*If Scope 2 emissions have been subject to third party verification or assurance (complete or underway):*

## Emissions

**CC8.7a** Please provide further details of the verification/assurance undertaken for your Scope 2 emissions, and attach the relevant statements

Type of verification or assurance	Attach the statement	Page/Section reference	Relevant standard	Proportion of reported Scope 2 emissions verified (%)

**CC8.8** Please identify if any data points have been verified as part of the third party verification work undertaken, other than the verification of emissions figures reported in CC8.6, CC8.7 and CC14.2 (**CDP 2014 CC8.8, amended**)

Additional data points verified	Comment

### Carbon Dioxide Emissions from Biologically Sequestered Carbon

**CC8.9** Are carbon dioxide emissions from biologically sequestered carbon relevant to your organization?

*If yes:* **8.9a** Please provide the emissions from biologically sequestered carbon relevant to your organization in metric tonnes CO<sub>2</sub>

### **CC9. Scope 1 Emissions Breakdown**

**CC9.1** Do you have Scope 1 emissions sources in more than one country?

*If yes:* **CC9.1a** Please break down your total gross global Scope 1 emissions by country/ region

***Electric utilities** should report emissions by country/region using the tables in EU2*

***Oil and gas** sector companies are requested to provide breakdowns of emissions by value chain segment and activity in the OG module*

***ICT companies** can use the sector module to respond to CC9.2d*

***FBT companies** can use the sector module to provide a breakdown of their emissions by activity*

Country/Region	Scope 1 metric tonnes CO <sub>2</sub> e

**CC9.2** Please indicate which other Scope 1 emissions breakdowns you are able to provide (tick all that apply)

- ☐ By business division (CC9.2a)
 ☐ By facility (CC9.2b)
 ☐ By legal structure (CC9.2e)
 ☐ By GHG type (CC9.2c)
 ☐ By activity (CC9.2d)

*Where a breakdown option has been ticked, a table appears to allow you to enter the relevant emissions data*

## Emissions

### CC10. Scope 2 Emissions Breakdown

CC10.1 Do you have Scope 2 emissions sources in more than one country?

If yes: CC10.1a Please break down your total gross global Scope 2 emissions and energy consumption by country/region

**Oil and gas** sector companies are requested to provide the breakdown of emissions by value chain segment as shown in OG2

**ICT companies** can use the sector module to respond to CC10.2c

Country/Region	Scope 2 metric tonnes CO <sub>2</sub> e	Purchased and consumed electricity, heat, steam or cooling (MWh)	Purchased and consumed low carbon electricity, heat, steam or cooling accounted for in CC8.3 (MWh)

CC10.2 Please indicate which other Scope 2 emissions breakdowns you are able to provide (tick all that apply)

☐ By business division (CC10.2a)

☐ By facility (CC10.2b)

☐ By activity (CC10.2c)

☐ By legal structure (CC10.2d)

Where a breakdown option has been ticked, a table appears to allow you to enter the relevant emissions data

### CC11. Energy

CC11.1 What percentage of your total operational spend in the reporting year was on energy?

CC11.2 Please state how much fuel, electricity, heat, steam, and cooling in MWh your organization has purchased and consumed during the reporting year

Energy type	MWh
Fuel	
Electricity	
Heat	
Steam	
Cooling	

CC11.3 Please complete the table by breaking down the total "Fuel" figure entered above by fuel type

Fuels	MWh

CC11.4 Please provide details of the electricity, heat, steam or cooling amounts that were accounted at a low carbon emission factor in the Scope 2 figure reported in CC8.3

Basis for applying a low carbon emission factor	MWh associated with low carbon electricity, heat, steam or cooling	Comment

# Emissions

## CC12. Emissions Performance

### Emissions History

CC12.1 How do your gross global emissions (Scope 1 and 2 combined) for the reporting year compare to the previous year?

*If emissions have increased, decreased or remained the same overall:*

CC12.1a Please identify the reasons for any change in your gross global emissions (Scope 1 and 2 combined) and for each of them specify how your emissions compare to the previous year

Reason	Emissions value (percentage)	Direction of change	Comment
Emissions reduction activities			
Divestment			
Acquisitions			
Mergers			
Change in output			
Change in methodology			
Change in boundary			
Change in physical operating conditions			
Unidentified			
Other			

### Emissions Intensity

CC12.2 Please describe your gross global combined Scope 1 and 2 emissions for the reporting year in metric tonnes CO<sub>2</sub>e per unit currency total revenue

Intensity figure	Metric numerator	Metric denominator	% change from previous year	Direction of change from previous year	Reason for change
	metric tonnes CO <sub>2</sub> e	unit total revenue			

CC12.3 Please describe your gross global combined Scope 1 and 2 emissions for the reporting year in metric tonnes CO<sub>2</sub>e per full time equivalent (FTE) employee

Intensity figure	Metric numerator	Metric denominator	% change from previous year	Direction of change from previous year	Reason for change
	metric tonnes CO <sub>2</sub> e	FTE employee			

CC12.4 Please provide an additional intensity (normalized) metric that is appropriate to your business operations

Intensity figure	Metric numerator	Metric denominator	% change from previous year	Direction of change from previous year	Reason for change
	metric tonnes CO <sub>2</sub> e				

**ICT companies** can use the sector module to respond to this question

## Emissions

### CC13. Emissions Trading

CC13.1 Do you participate in any emissions trading schemes?

*If yes: CC13.1a Please complete the following table for each of the emission trading schemes in which you participate*

Scheme name	Period for which data is supplied	Allowances allocated	Allowances purchased	Verified emissions in metric tonnes CO <sub>2</sub> e	Details of ownership

*And if "Yes" or "No, but we anticipate doing so within the next 2 years":*

CC13.1b What is your strategy for complying with the schemes in which you participate or anticipate participating?

CC13.2 Has your organization originated any project-based carbon credits or purchased any within the reporting period?

*If yes: CC13.2a Please provide details on the project-based carbon credits originated or purchased by your organization in the reporting period*

Credit origination or credit purchase	Project type	Project identification	Verified to which standard	Number of credits (metric tonnes CO <sub>2</sub> e)	Number of credits (metric tonnes CO <sub>2</sub> e): Risk adjusted volume	Credits cancelled	Purpose, e.g. compliance

## Emissions

### CC14. Scope 3 Emissions

CC14.1 Please account for your organization's Scope 3 emissions, disclosing and explaining any exclusions

**Auto-manufacturers** should refer to the sector module before completing question CC14.1

Sources of Scope 3 emissions	Evaluation status	metric tonnes CO <sub>2</sub> e	Emissions calculation methodology	Percentage of emissions calculated using data obtained from suppliers or value chain partners	Explanation
Purchased goods and services					
Capital goods					
Fuel-and-energy-related activities (not included in Scope 1 or 2)					
Upstream transportation and distribution					
Waste generated in operations					
Business travel					
Employee commuting					
Upstream leased assets					
Investments					
Downstream transportation and distribution					
Processing of sold products					
Use of sold products					
End of life treatment of sold products					
Downstream leased assets					
Franchises					
Other (upstream)					
Other (downstream)					

CC14.2 Please indicate the verification/assurance status that applies to your reported Scope 3 emissions

*If Scope 3 emissions have been subject to third party verification or assurance (complete or underway):*

CC14.2a Please provide further details of the verification/assurance undertaken, and attach the relevant statements

Type of verification or assurance	Attach the statement	Page/Section reference	Relevant standard	Proportion of reported Scope 3 emissions verified (%)

## Emissions

CC14.3 Are you able to compare your Scope 3 emissions for the reporting year with those for the previous year for any sources?

*If yes: CC14.3a Please identify the reasons for any change in your Scope 3 emissions and for each of them specify how your emissions compare to the previous year*

Sources of Scope 3 emissions	Reason for change	Emissions value (percentage)	Direction of change	Comment

CC14.4 Do you engage with any of the elements of your value chain on GHG emissions and climate change strategies? (Tick all that apply)

- ☐ Yes, our suppliers
 ☐ Yes, our customers  
☐ Yes, other partners in the value chain
 ☐ No, we do not engage

*If "Yes, our suppliers", "Yes, our customers" or "Yes, other partners in the value chain" is ticked:*

CC14.4a Please give details of methods of engagement, your strategy for prioritizing engagements and measures of success

*And if "Yes, our suppliers" is ticked, complete questions CC14.4b and CC14.4c*

CC14.4b To give a sense of scale of this engagement, please give the number of suppliers with whom you are engaging and the proportion of your total spend that they represent

Number of suppliers	% of total spend	Comment

CC14.4c If you have data on your suppliers' GHG emissions and climate change strategies, please explain how you make use of that data

How you make use of the data	Please give details

*If "No, we do not engage" is ticked:*

CC14.4d Please explain why you do not engage with any elements of your value chain on GHG emissions and climate change strategies, and any plans you have to develop an engagement strategy in the future

## Sign Off

CC15.1 Please provide the following information for the person that has signed off (approved) your CDP climate change response

Name	Job title	Corresponding job category



## Supply Chain Module

### SM0. Introduction

SM0.0 If you would like to do so, please take this opportunity to provide a separate introduction to this module

SM0.1 Please could you indicate your company's annual revenue for the stated reporting period?  
**(New question for CDP 2015)**

Annual revenue	Currency

SM0.2 Do you have an ISIN for your company that you would be willing to share with CDP? **(New question for CDP 2015)**

*If yes:* SM0.2a Please use the table below to share your ISIN

ISIN country code (2 letters)	ISIN numeric identifier and single check digit (10 numbers overall)

## Supply Chain Module

### SM1. Allocating Your Emissions To Your Customers

SM1.1 Please allocate your emissions to your customers listed below according to the goods or services you have sold them in this reporting period (CDP 2014 SM1.1, amended)

*Please note that this table (for SM1.1) is designed so that only the customer that you select in column 1 ("Please select the requesting member(s)") will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.*

Please select the requesting member(s)	Scope of emissions	Emissions in metric tonnes of CO <sub>2</sub> e	Uncertainty (± %)	Major sources of emissions	Verified <sup>a</sup>	Allocation Method	Please explain how you have identified the GHG source, including major limitations to this process and assumptions made
Name of requesting member							

<sup>a</sup> Has the allocation of emissions to your customers been externally verified?

SM1.2 Where published information has been used in completing SM1.1 please provide a reference(s)

## Supply Chain Module

SM1.3 What are the challenges in allocating emissions to different customers and what would help you to overcome these challenges?

Allocation challenges	Please explain what would help you overcome these challenges

SM1.4 Do you plan to develop your capabilities to allocate emissions to your customers in the future?

If yes: SM1.4a Please describe how you plan to develop your capabilities

If no: SM1.4b Please explain why you do not plan to develop capabilities to allocate emissions to your customers

### SM2. Collaborative Opportunities

SM2.1 Please use the table below to communicate any proposals you would like to make to specific CDP supply chain members for the collaborative development of GHG emission reducing projects or products

**Please note that this table (for SM2.1) is designed so that only the customer that you select in column 1 ("Please select requesting member") will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.**

Please select requesting member	Emissions reduction project or product consists of	Estimated timeframe for carbon reductions to be realized	Details of proposal
Name of requesting member			

SM2.2 Have requests or initiatives by CDP supply chain members prompted your organization to take organizational-level emissions reduction initiatives?

If yes: SM2.2a Please select the requesting member(s) that have driven organizational-level emissions reduction initiatives? (CDP 2014 SM2.2a, amended)

**Please note that this table (for SM2.2a) is designed so that only the customers that you select in column 1 ("Please select the requesting member(s) that have driven a reduction") will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.**

Please select the requesting member(s) that have driven a reduction	Initiative ID	Describe the reduction initiative	Give reduction for the reporting year in metric tonnes of CO <sub>2</sub> e	Did you identify this opportunity as part of the CDP Supply Chain Action Exchange?	Would you be happy for CDP supply chain members to highlight this work in their external communication?
Name of requesting member					

## Supply Chain Module

### SM3. Product (Goods and Services) Level Data

SM3.1 Are you providing product level data for your organization's goods or services, if so, what functionality will you be using?

*Organizations are able to add data via the ORS or using a combination of an Excel template and the ORS*

*For all organizations providing product-level data:*

SM3.1a Please give the overall percentage of total emissions, for all scopes, that are covered by these products

*If "Excel + ORS" is selected in SM 3.1:*

SM3.2 Please describe the goods/services for which you want to provide data using the following template and attach it to the response

The template includes questions SM3.2a-c (see below). Questions SM3.2d-e will be presented via the ORS.

*If "ORS" is selected in SM 3.1:*

SM3.2a Please complete the following table for the goods/services for which you want to provide data

Name of good/service	Description of good/service	Type of product	SKU (Stock Keeping Unit)	Total emissions in kg CO <sub>2</sub> e per unit	± % Change from previous figure supplied	Date of previous figure supplied	Explanation of change	Methods used to estimate lifecycle emissions

SM3.2b Please complete the following table with data for lifecycle stages of your goods and/or services

Name of good/service	Please select the scope	Please select the lifecycle stage	Emissions (kg CO <sub>2</sub> e) per unit at the lifecycle stage	Is this stage under your ownership or control?	Type of data used	Data quality	If you are verifying/assuring this product emission data, please tell us how

## Supply Chain Module

SM3.2c Please detail emission reduction initiatives completed or planned for this product

Name of good/ service	Initiative ID	Description of initiative	Completed or planned	Emission reductions in kg CO <sub>2</sub> e per unit

SM3.2d Have any of the initiatives described in SM 3.2c been driven by requesting members?

If yes: SM3.2e Please explain which initiatives have been driven by requesting members

**Please note that this table (for SM3.2e) is designed so that only the customer that you select in column 1 ("Requesting member(s)") will be able to see the data relevant to them. If you enter an answer without selecting a requesting member, your answer will not be viewable at all.**

Requesting member(s)	Name of good/service	Initiative ID
Name of requesting member		

## Important Information

CDP has been requesting information relating to carbon and climate change on behalf of our supply chain members since 2008. To find out more about CDP and the previous responses from thousands of other supplier companies, please refer to our website at [www.cdp.net](http://www.cdp.net).

### **Why is this request from a group of customers rather than from an individual customer?**

1. To facilitate ease of reporting for companies by providing one standardized request that requires one response to be delivered to numerous customers.
2. To receive data in a common format from a number of key suppliers.

### **What are the financial implications of responding?**

CDP has charitable status and seeks to use its limited funds effectively. As such, responses must be prepared and submitted at the expense of responding companies. CDP also reserves the right, where it deems it appropriate in view of its charitable aims and objectives, to charge for access to or use of data and/or reports it publishes or commissions.

### **What is the basis of participation and what will happen to the data received?**

Companies responding to CDP's 2015 supply chain information request make no claim of ownership in the data they submit and agree that CDP has an irrevocable license to use and copy the responses and their contents without restriction and to authorize others to do the same. Companies responding to CDP's 2015 supply chain information request agree that CDP is free to make use of the data including as described below and with respect to public responses otherwise without restriction whatsoever in furtherance of its charitable mission. Companies also agree that CDP will own the databases in which that data is stored, as well as the contents of those databases.

When responding to CDP, you will be given a choice as to whether your response is made public or non-public. We strongly encourage companies to make their responses public which means that the response will be made publicly available from the CDP website as outlined below. Non-public responses will not be made publicly available and will only be used as outlined below.

### **For public responses**

Companies agree that a public response to CDP's 2015 supply chain information request will be used by CDP in furtherance of its charitable mission and that the response may be:

1. Made available as soon as it is received by CDP to its supply chain members, partners, appointed report writers, selected rating agencies and any other parties that CDP deem appropriate,
2. Made publicly available at [www.cdp.net](http://www.cdp.net) and stored and preserved on CDP's servers indefinitely thereafter,
3. Distributed through selected partners,
4. Compiled in CDP databases and made available in original, modified or adapted form (for a fee or otherwise) for use by commercial and non-commercial organizations,
5. Amalgamated with information about the responding company from other public sources including rating agencies and financial information distributors,
6. Used as a best practice example in CDP literature and research,
7. Used individually or as part of aggregate results in CDP's reports and in any other research conducted or commissioned by CDP,
8. Used in any other way that accords with CDP's charitable mission.

Please note that in questions SM1.1, SM2.1, SM2.2a, SM3.2e, SW1.1, SW2.1, and SW2.2a in the ORS, companies are asked to select the supply chain member to whom they are providing information. Only the supply chain member selected in at the start of a row will be able to see the data in that row, even if the company has made its overall response public. However, data or attachments added to the Further Information fields at the foot of the web-pages on which these questions appear will be publicly accessible. In general, Further Information data and all attachments

## Important Information

are publically accessible if a response is made public. This includes the Excel template that companies can use to report product-level data and attach at SM3.2.

### For non-public responses

Companies agree that a non-public response to CDP's 2015 supply chain information request may be:

1. Made available as soon as it is received by CDP to its requesting supply chain members, partners and appointed report writers but not to any other parties, and
2. Used in production of aggregate or anonymous statistics in any CDP reporting.

### For all responses

CDP will at no point divulge the relationship between requesting members and supplier companies.

### Scoring of response

Report writers may benchmark all supplier responses and this information will be shared with responding companies and requesting members only. Responses will be assessed for the comprehensiveness of the companies' disclosure and on performance factors. Companies agree that their response will not be eligible for benchmarking by report-writers unless it is submitted in the format prescribed by CDP.

### What if a company wishes to change or update a response?

Submissions and revisions must be made by companies by 31 July 2015 to be scored and included in CDP's annual reports where applicable. After this date, responses can only be amended by CDP staff and this may incur an administration fee. CDP cannot guarantee that changes made after 31 July 2015 will be reflected in the reports produced.

### How can a company confirm its participation?

On receipt of the emailed request, please register via the URL provided. If you have not received the request via e-mail please e-mail [respond@cdp.net](mailto:respond@cdp.net) to confirm your participation in CDP 2015.

### What is the legal status of CDP?

CDP Worldwide (CDP) is a UK Registered Charity no. 1122330 and a company limited by guarantee registered in England no. 05013650. In the US, Carbon Disclosure Project (North America) Inc has United States IRS 501(c)(3) charitable status.

CDP is an independent not-for-profit organization holding the largest collection globally of self reported climate change, water and forest-risk data.

Thousands of organizations from across the world's major economies measure and disclose their environmental information through CDP. CDP puts this information at the heart of financial and policy decision-making and its goal is to collect and distribute high quality information that motivates investors, corporations and governments to take action to prevent dangerous climate change and protect our natural resources.

### Global Reporting Initiative

The CDP secretariat works with the Global Reporting Initiative (GRI) to ensure that this request and the GRI indicators are closely aligned and complementary.

## Important Information

### **CDP Questionnaire Copyright and Licensed Use:**

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