

CDP網站介紹與 線上回覆系統(ORS)使用指南

2023 台灣說明會

詹于瑤，高級專員



內容

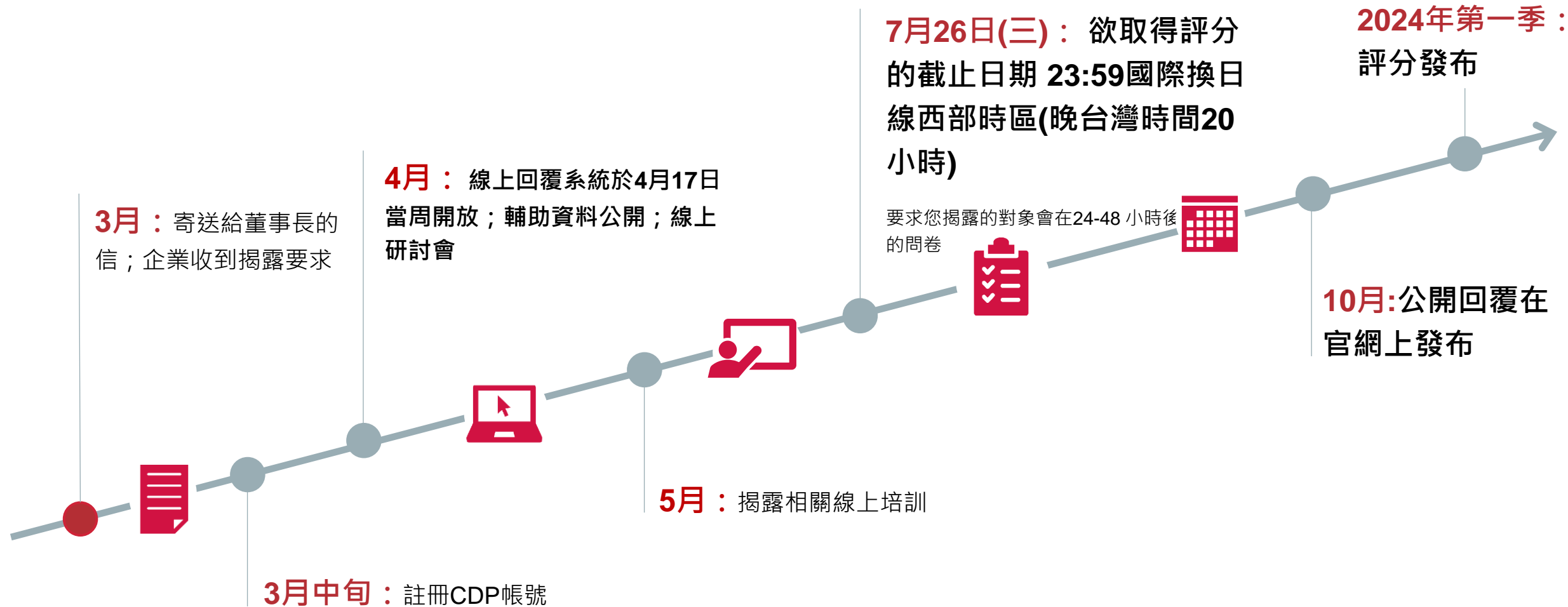
- ▼ 填報前須知 (時間表、填報準備、指南文件)
- ▼ 如何使用揭露系統？
 - 回覆儀表盤 Response Dashboard
 - 線上回覆系統操作Online Response System (ORS)
- ▼ 提交問卷
- ▼ 下一步與相關資源

第一步：填報前須知



2023 問卷回覆時間表

從下載到提交問卷的流程



填報準備工作



開始填報前

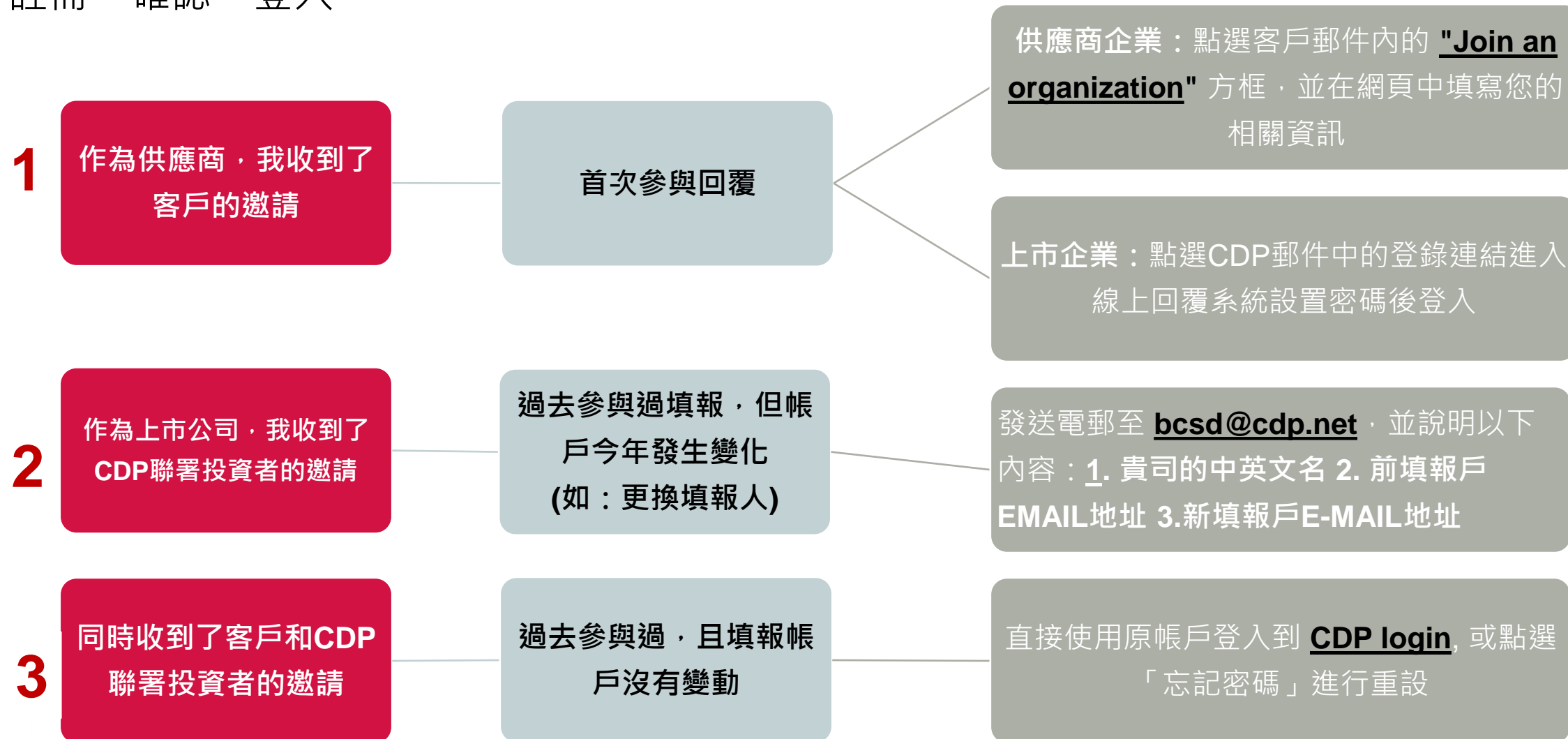
- ▼ 確定**主要聯絡人(Primary Disclosure Contact)**聯繫方式以及**主要用戶(Main User = 主要填報人)**
- ▼ 索取**指南文件**，並記錄下**CDP培訓與揭露時間表**
- ▼ **清除彈出窗口阻止程序**，確保ORS可以順利使用
- ▼ 確保您的電郵能收到來自**@cdp.net**的通知郵件
- ▼ **孰悉線上回覆系統**，在線上開始回覆草稿/準備線下版問卷，導出線下工作資源/資料
- ▼ 前往常問問題**FAQ**

如何進入系統？

- ▼ 點選填報邀請函中的啟動連結
- ▼ 填寫CDP幫助中心(**Home - CDP Help Center**)的Join an Organization表單，由CDP工作人員引導您進入組織儀表盤
- ▼ 如果您是首次在CDP填報，且沒有收到邀請函或登入連結，請發郵件至 bcsd@cdp.net 說明您的問題，並留下公司名稱與聯絡方式

如何參與CDP回覆？

註冊、確認、登入



CDP發放線上回覆系統開放通知信

CDP將於4月17日當周通知企業線上回覆問卷系統已開放



Subject Line	CDP 2022 線上回覆系統 (ORS) 正式開啟：要求[company name]揭露環境資訊
Text	<p>致[full name]，</p> <p>貴公司 [Company name] 被以下一個或多個機構要求在 2022 年透過 CDP 問卷揭露環境資訊：CDP 資本市場簽署方、您的客戶、您的銀行或您已簽署的任何倡議（包括 RE100 和淨零排放資產管理（Net-Zero Asset Managers））。您可以透過登入線上回覆系統（Online Response System，ORS）找到向您的組織提出請求的利害關係人以及其聯繫資訊。</p> <p>下一步：</p> <p>CDP 線上回覆系統 (ORS) 已開啟。請登入貴公司儀表板（dashboard），向利害關係人表示確認參加問卷回覆，並將相關數據填入問卷系統中。</p> <p>使用企業指引文件以及揭露平台使用者指引來熟悉問卷、關於報告的指引以及評分方法學。</p> <p>如果您是第一次揭露，請確保組織內的相關人員瞭解透過 CDP 揭露環境資訊的要求。</p>

啟動連結
請登入CDP網站進入企業的回覆面板

wanyu.sung@cdp.net

..... Show

[Forgotten your password?](#) [Resend registration or confirmation link](#)

Sign in →

Not a CDP user? [Register](#)

Still having issues? [Click here for support](#)

如有困難，可於標黃處進入CDP幫助中心

指南文件在哪裡？



更換語言可選擇簡體中文

Help Center **Guidance & questionnaires** Contact Regional websites **Language** Account menu

About us Our work Why disclose? Become a member Data and insights

Home > [Guidance & questionnaires](#) > Guidance for companies

Guidance for companies

Companies can disclose in response to a request from an investor, a customer, or both. This page covers the basics of the information request and shows some of the guidance that is available. CDP's full suite of guidance materials and recorded webinars can be accessed from the guidance tool after you [sign in](#). View [instructions](#) on how to use CDP's disclosure platform, including the guidance tool.

2022 corporate scores are now available! Companies receiving a score can view their score(s) in the "Scores and Responses" section of the response dashboard.

The 2023 Questionnaires and Reporting Guidance are now available below (English only). You can begin preparing for your 2023 disclosures using this material.

Investors and customers can request information from companies through CDP's climate change, forests, and water security questionnaires. Take a look at the latest questionnaires to see what questions you will be asked to respond to.

Jump to...

- Respond to investors and customers
- Questionnaires
- Reporting guidance
- Questionnaire changes
- Technical materials
- Scoring
- Other key resources

點選 **Guidance & questionnaire** (指南和問卷)

進入頁面後您可以找到問卷、問卷填報指南、技術性指導文件、評分方法學等幫助您填報的材料及資源

指南文件在哪裡？



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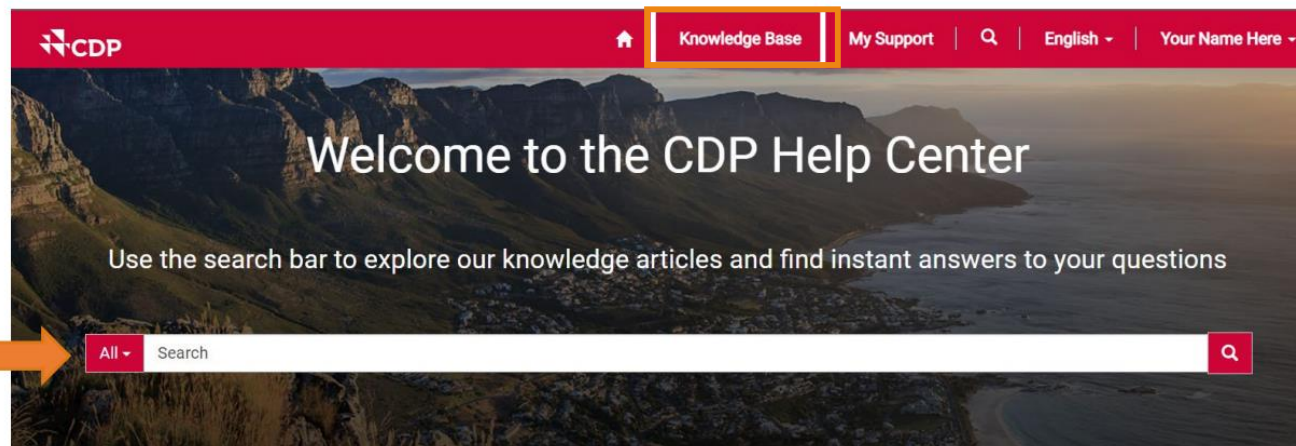
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指南文件在哪裡？

更換語言可選擇簡體中文



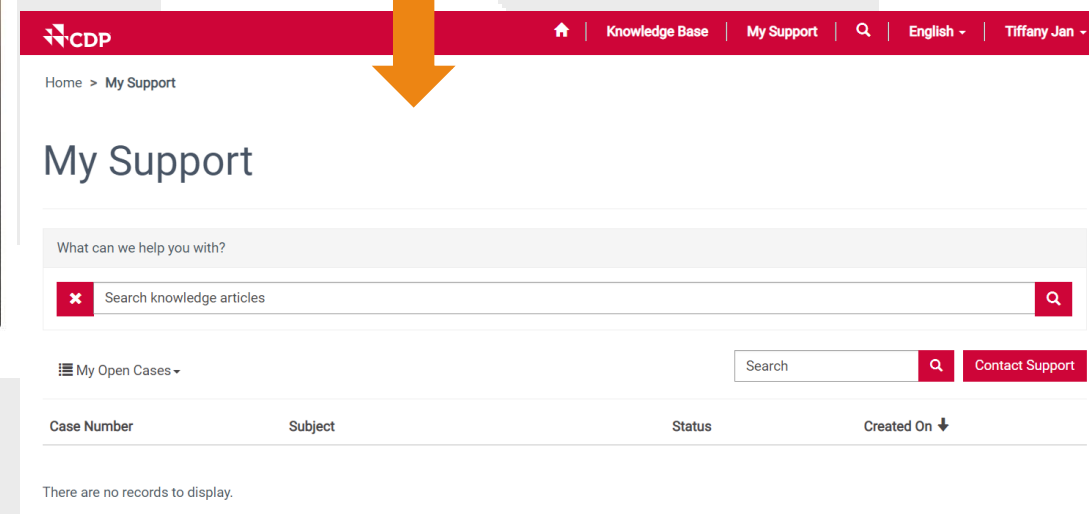
Knowledge Base

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.

Understand CDP disclosure and benefits

- [CDP request for companies](#)
- [Timeline for responding](#)
- [Benefits of disclosure as a company](#)
- [Benefits of disclosure as a city, state or region](#)
- [Responding as a self-selected company, city, state or region](#)
- [CDP request for Cities, States and Regions](#)

登入後點選 Help Center → My Support
向CDP技術團隊提出操作困難



點選 Knowledge Base
(知識庫)

進入頁面後您可以搜尋
與您疑問相關的文章

第二步：回覆儀表板& 線上回覆系統使用

回覆儀表板(Response Dashboard)

歷史評分、回覆紀錄與2023年揭露邀請都可以在儀表板上搜尋



The screenshot shows the CDP Response Dashboard interface. Numbered callouts 1 through 9 point to various features: 1. Help Center, 2. Language & location, 3. Account menu, 4. Jump to... menu, 5. Climate Change, Forests, Water Security, 6. Users, 7. Payments, 8. Climate Change 2022, 9. Scores and Responses. A detailed inset of the account menu shows options like My account, Response dashboard, Organization details, Primary Activity, Guidance tool, and Sign out. A callout points to the 'Organization details' and 'Primary Activity' options, noting they are only for the main user (reporter).

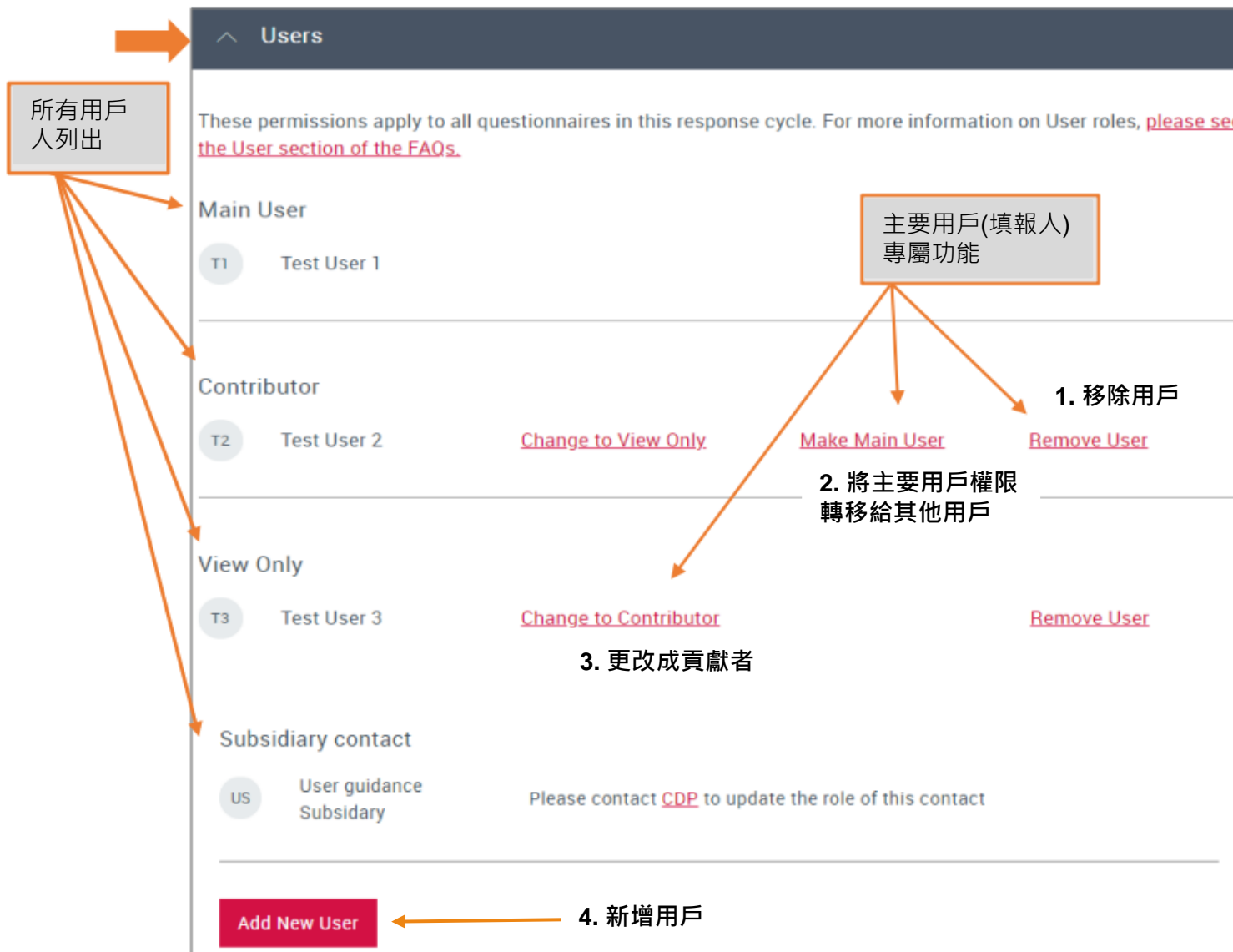
1. 幫助中心
2. 語言與區域
3. 姓名縮寫與帳戶選單
4. 跳至... 選單
5. CDP主題問卷
6. 使用者資訊
7. 付費資訊
8. 問卷主題模組
9. 分數與回覆

Disclosure Platform Guide



使用者區塊解釋

主要用戶增加/改變用戶類別



The screenshot shows a 'Users' management page with the following structure:

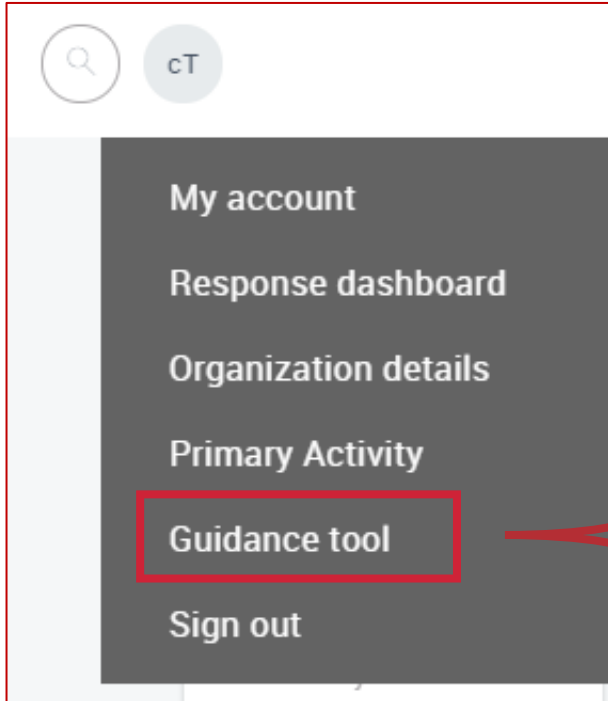
- Users** (Section Header)
- Permissions notice: "These permissions apply to all questionnaires in this response cycle. For more information on User roles, please see the User section of the FAQs."
- Main User** (Section Header)
- Contributor** (Section Header)
- View Only** (Section Header)
- Subsidiary contact** (Section Header)
- Add New User** (Button)

Annotations and actions:

- 所有用戶人列出** (All users listed) - points to the user list.
- 主要用戶(填報人)專屬功能** (Main user (reporter) exclusive functions) - points to the 'Main User' section.
- 1. 移除用戶** (1. Remove user) - points to the 'Remove User' link for Test User 2.
- 2. 將主要用戶權限轉移給其他用戶** (2. Transfer main user permissions to other users) - points to the 'Make Main User' link for Test User 2.
- 3. 更改成貢獻者** (3. Change to contributor) - points to the 'Change to Contributor' link for Test User 3.
- 4. 新增用戶** (4. Add new user) - points to the 'Add New User' button.

在線上回覆系統的問卷模組上方，可查看所有可以參與填報的用戶資訊。

*如果有其他沒有收到原始邀請函的同事想要成為填報用戶，可以由主要用戶點選[4.新增用戶]添加新用戶。



Search icon | cT

- My account
- Response dashboard
- Organization details
- Primary Activity
- Guidance tool**
- Sign out

Guidance tool

To search for guidance in languages other than English, please use the language drop-down at the top right of your screen, and the category 'Translations'. For guidance in Russian and Korean, use the category 'Translations' whilst the page is set to the language English.

Questionnaire 問卷 | **Category** 類別

Keyword 關鍵字

Search →

Title	Programs	Categories
CDP technical note - Accounting of Scope 2 emissions	Climate change 2021	Technical Information
CDP technical note - Carbon pricing	Climate change 2021	Technical Information
CDP technical note - Commit to Action	Climate change 2021	Technical Information
CDP technical note - Conversion of fuel data to MWh	Climate change 2021	Technical Information
CDP technical note - Country and regions	Climate change 2021	Technical Information

哪些客戶或投資人要求貴司揭露？


Climate Change 2022


Are you intending to complete this questionnaire? Tell us now! [Get Started](#)


Check organization details Due ASAP

Submission to Investor signatories, Net Zero Asset Managers Initiative, our bank, our customers, RE100 Due July 27 2022
[\(All requests\)](#)

You have been requested by 5 Authorities to respond to this questionnaire. ? [More information](#)

 Panel of 680+ [Email](#) ?

 [Email](#) ?

 [Email](#) ?

Your customer [Email](#) ?

Your Bank [Email](#) ?

其中可能包括：

- ▼ CDP 投資者
- ▼ RE100
- ▼ 淨零資產管理公司倡議 (NZAM)
- ▼ 您的顧客
- ▼ 銀行
- ▼ ETC.

啟動問卷！

Climate Change 2022

Are you intending to complete this questionnaire? Tell us now! **Get Started**

Check organization details Due ASAP

Submission to Investor signatories, Net Zero Asset Managers Initiative, our bank, our customers, RE100 (All requests) Due July 27 2022

第一步: 點選開始

第三步: 確認您是貴司的主要用戶(代表填報人)

第二步: 確認您填寫是完整版或簡版

Confirm questionnaire version

Your organization may be eligible to answer the minimum version of the questionnaire.

Does your company have less than €250 million/\$250 million annual revenue? **Yes** **No**

Previous [Return to dashboard](#) Next

下列情況可選擇填寫簡版問卷：

- 第一次回覆特定主題問卷的組織；或
- 非首次回覆的組織，但年營收低於2.5億歐元/美元

雖然任何滿足上述條件的組織都可以選擇完成簡版問卷，但僅有向客戶提交的供應商企業可以獲得簡版問卷評分。

Climate Change 2022

You will be the Main User for your organization. For more information about the main user role and implications, please review the relevant section in the [FAQ](#).

	Main User	Contributor	View Only
Access dashboard and view responses	✓	✓	✓
Update organization details	✓		
Start responses	✓		
Answer questions	✓	✓	
Submit final response/accept Terms	✓		
Control user roles	✓		
Key contact for CDP - will receive reminder and notification emails	✓		
Pay disclosure administrative fee if applicable	✓		

I confirm that I am authorized to be the main user for my organization


OK

I will not be the Main User

根據您的收入主要來源確定您的產業別




第四步: 確認產業別

 **Select Primary Activity**

Please select your organization's Industry, Activity Group, and Primary Activity below.

Please note that changes you make here will update the general information that CDP holds about you and your organization.

CDP-ACS Industry	CDP-ACS Activity Group	CDP-ACS Activity
Biotech, Health Care & Pharma	Other services	Commercial services
Food, beverage & agriculture	Specialized professional services	Consumer services
Apparel	Media, telecommunications & data center services	Travel services
Fossil fuels	Industrial support services	
Hospitality	Financial services	
Infrastructure	Web & marketing services	
Manufacturing	Print & publishing services	
Materials	Commercial & consumer services	
Power generation	IT & software development	
Retail		
Services		
Transportation services		
International bodies		

You will need to answer questions on the following sector(s): General  [Full list of CDP-ACS Classifications](#)

[Previous](#) [Return to dashboard](#) [Start Questionnaire](#)

如果跳出該提示，請根據貴司營收主要來源選擇您的產業別活動，您的主要活動將決定載入哪個產業別問卷。

按照提示選擇您的首要產業，然後選擇活動組，最後是產業細項活動。

有關 **CDP-ACS** 的更多資訊，請參閱CDP的[活動分類系統指南](#)

在您確定了您的首要產業之後，請選擇 **開始問卷 (Start Questionnaire)** 啟動問卷和回覆。

線上回覆系統(ORS)



The screenshot shows the CDP Climate Change Questionnaire 2022 interface. At the top right, there is a user login area with 'You are logged in as Your Name Here' and an 'EXIT ORS' button (1). Below this is a navigation bar with 'Dashboard overview', 'View previous responses', 'Manage users', and 'Need help?'. The main heading is 'CDP Climate Change Questionnaire 2022' with a 'State: Draft' indicator (3). A toolbar contains 'Save', 'Share', 'Submit', 'Import Answers', 'Export Response', and 'Audit log' (4). A progress bar shows 'Questions answered 11 / 80' (6). A navigation bar at the bottom of the progress section includes '> Navigation' (7) and '< Previous > Next' (8). The main content area contains a welcome message (9) and instructions for completing the questionnaire, including a link to CDP's reporting guidance and scoring methodology.

1. 退出 ORS
2. 返回到儀表盤的連結
3. 根據於您的用戶權限，這裡會顯示您可以使用的儲存、分享與送出的功能
4. 輸出與導入答覆
5. 查看問卷編輯紀錄
6. 追蹤您問卷填寫進度(藍)
7. 快速跳至特定模組/題目
8. 導航到下一頁或跳轉到下一節
9. 問卷版本(完整/簡版)

Disclosure Platform Guide

2023 | CDP 線上回覆系統使用指南

問卷模組操作

- ▼ 題目模組選單以紅色顯示每個部分中未回答的問題數
- ▼ 可點選向下箭頭張開細分題組的填寫狀態
- ▼ 在這選單內點選題號可帶入您到此問題的填寫處



Navigation

Sections All unanswered

Welcome to your CDP Climate Change Questionnaire 2021

- ▶ C0. Introduction 6
- ▶ C1. Governance 3
- ▶ C2. Risks and opportunities 6
- ▶ C3. Business Strategy 5
- ▶ C4. Targets and performance 4
 - C4.1 1
 - C4.1a 1
 - C4.2 1
 - C4.3 1
 - C4.5 1
- ▶ C5. Emissions methodology 2
- ▶ C6. Emissions data 8
- ▶ C7. Emissions breakdowns 6

儲存與匯出 WORD 或 EXCEL 檔案

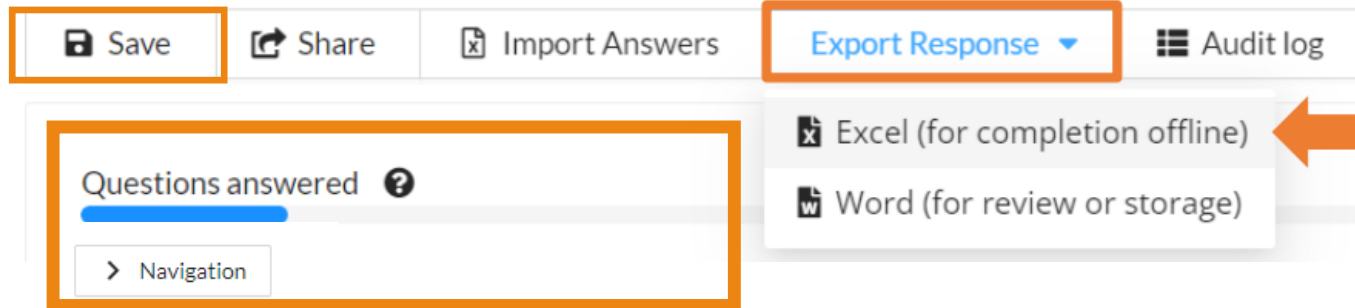
與同事合作，簽核或使用匯出功能在線下作業

儲存進度

建議在輸入大量資訊後使用手動保存，避免由於網路問題所造成的儲存疏忽（線上系統會自動保存回覆內容）

如何匯出檔案

點選Export Response選擇您要匯出的檔案形式



追蹤您的回覆進度並可快速導航到特定問卷模組/題目

- Word 檔案的匯出僅供查看和簽字之用，您將無法將 word 導入回 ORS 系統
- Excel 檔案的匯出使您能夠編輯您的回覆、保存並將其重新導入 ORS系統做整合
- *请注意输出的Excel僅適用貴司，無法跨公司使用

Excel 匯出與導入須知：

- 可選擇匯出一塊問卷模組或整個問卷
- 導入最新匯出的資料將會覆蓋掉系統內的填寫內容
- 匯入前仔細檢查您的填寫/數據



C0.1

(C0.1) Give a general description and introduction to your organization.

Rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Bulleted List, and Numbered List, and a dropdown menu set to Normal.



0/5000

> [Click here for guidance for this question](#)

每一題都會提供連結，查看對應的填報指南

- ▼ 如果您有提交2022, 2021或2020年的問卷，您最近期的答覆會自動被填充到2023年問卷當中適當的題目中
- ▼ 此符號代表CDP已自動將去年回覆內容帶入貴司今年的回覆草稿

提交前的檢查項目(補充項目)

- ❑ 如果您次從Excel導入您的答覆，請核對是否有遺漏的內容。
- ❑ 拼字、語法及數字都正確
- ❑ 您的答覆符合Reporting Guidance 內的相關建議與要求
- ❑ 描述與案例都有符合「公司特定描述」的標準
- ❑ 唯有在下拉選單內沒有正確選擇的情況下才選“其他”

其他重點

- ▼ 提交問卷前，企業得先申請invoice
- ▼ 唯有主要用戶(填報人)可以送出最終問卷版本與申請發票
- ▼ 主要用戶可在提交前選擇公開或不公開揭露內容

第三步：提交問卷



如何送出填寫好的問卷？(僅限主要用戶)

1. Navigate to the '**Submit your response**' page at the end of the online questionnaire:



Navigation

Sections All unanswered

Welcome to your CDP Climate Change Questionnaire 2022

- ▶ C0. Introduction
- ▶ C1. Governance
- ▶ C2. Risks and opportunities
- ▶ C3. Business Strategy
- ▶ C4. Targets and performance
- ▶ C5. Emissions methodology
- ▶ C6. Emissions data
- ▶ C7. Emissions breakdowns
- ▶ C8. Energy
- ▶ C9. Additional metrics
- ▶ C10. Verification
- ▶ C11. Carbon pricing
- ▶ C12. Engagement
- ▶ C15. Biodiversity
- ▶ C16. Signoff
- ▶ SC. Supply chain module
- ▶ **Submit your response**

送出問卷的選項

前往問卷的最後一頁

2. Select the **language** you are submitting your response in:



* In which language are you submitting your response?

English

Clear selection

確認問卷答覆的語言

ORS 問卷提交頁面



Please confirm how your response should be handled by CDP

* I understand that my response will be shared with all requesting stakeholders ?

Please select your submission options

Yes

確認您是揭露給所有向您要求的利害關係人
(從2022年起已無法選擇指定僅向特定要求者揭露)

* Response permission ?

Public

Non-public

Clear selection

選擇公開或不公開提交內容：
兩者差別的解釋，可前往
[FAQs for companies - CDP](#)

CDP Climate Change Questionnaire 2022

Thank you for your submission.

We appreciate the time and effort you have invested to submit your data to your stakeholders through the CDP Climate Change 2022 Questionnaire.

You will receive an email confirming your submission within 24-48 hours. If you do not, please contact your local CDP contact.

We would love to hear from you

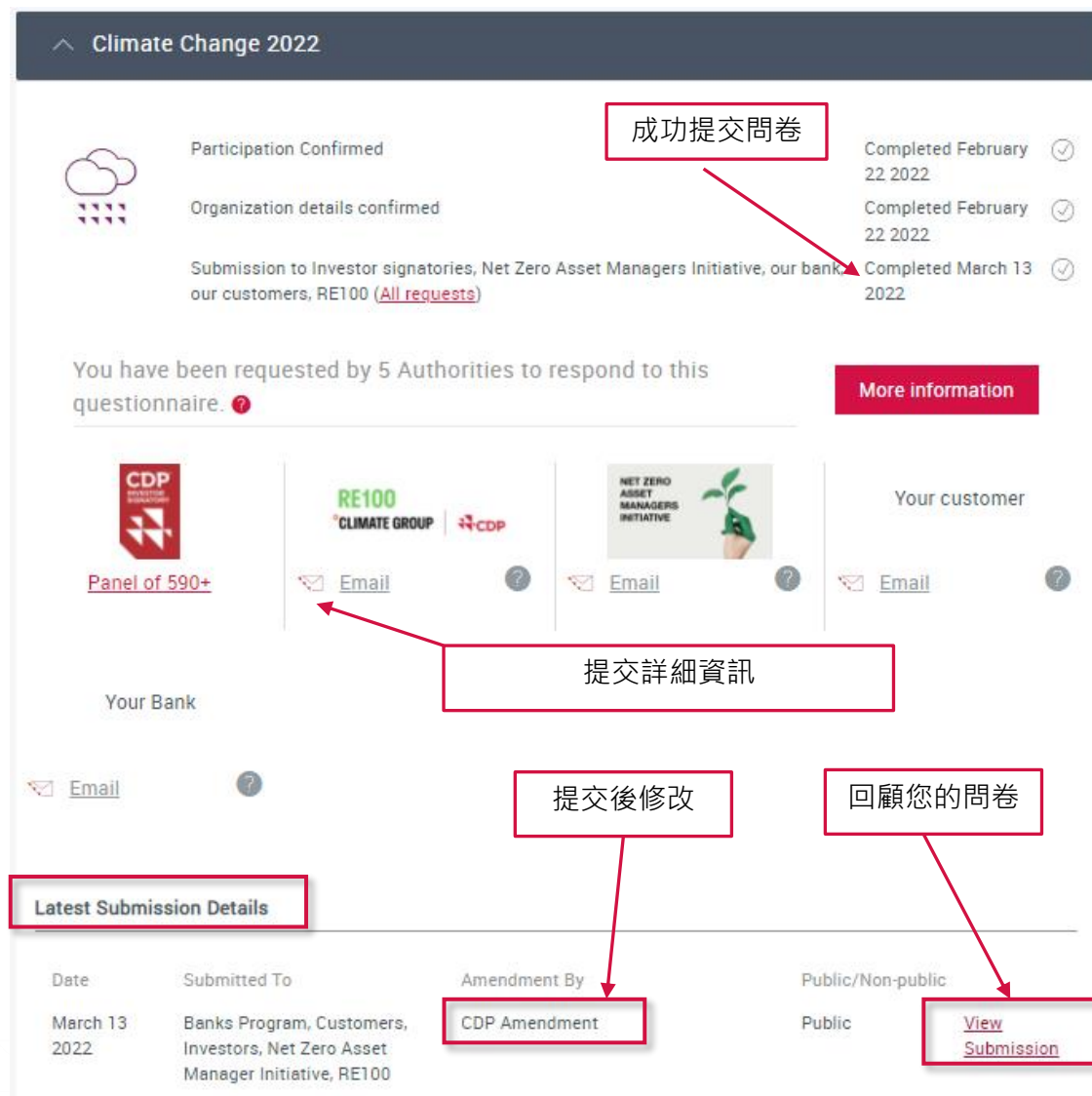
CDP is keen to hear from corporations on their experience of using our disclosure platform, and the questionnaires. You can provide feedback via this [short form](#), or via your local CDP contact.

Amending your response

Your response will now be "view-only". If you need to amend your submitted response, you will need to complete an amendment form. For more information, please view the [FAQs](#) on CDP's website or contact your local CDP contact.

▼ 除了網頁感謝頁面，您也會在24-48小時內收到電郵確認您已經成功提交了問卷回覆

提交後的儀表盤顯示



The screenshot shows a dashboard for 'Climate Change 2022'. It lists three completed items: 'Participation Confirmed' (Completed February 22 2022), 'Organization details confirmed' (Completed February 22 2022), and 'Submission to Investor signatories, Net Zero Asset Managers Initiative, our bank, our customers, RE100 (All requests)' (Completed March 13 2022). A red box labeled '成功提交問卷' points to the third item. Below this, it says 'You have been requested by 5 Authorities to respond to this questionnaire.' with a 'More information' button. There are four 'Email' buttons for different entities: CDP Panel of 590+, RE100 CLIMATE GROUP, NET ZERO ASSET MANAGERS INITIATIVE, and Your customer. A red box labeled '提交詳細資訊' points to the RE100 button. Below that, there are 'Email' buttons for 'Your Bank' and 'Latest Submission Details'. A red box labeled '提交後修改' points to the 'Amendment By' column in the table below, which shows 'CDP Amendment'. Another red box labeled '回顧您的問卷' points to the 'View Submission' link in the table. The table has columns: Date, Submitted To, Amendment By, and Public/Non-public.

Date	Submitted To	Amendment By	Public/Non-public
March 13 2022	Banks Program, Customers, Investors, Net Zero Asset Manager Initiative, RE100	CDP Amendment	Public

- ▶ 回到儀表盤上，您會看到您提交回覆的日期和一個勾號確認已完成
- ▶ 下方提供最新提交的詳細資訊(Latest Submission Details)。如果您已完成對問卷的任何修改，也會更新在此。
- ▶ View Submission 可以回顧您提交的問卷內容
- ▶ 如果您提交後需要做問卷內容的修改，請細看 CDP Amendment Policy

評分與回覆模組

^ Scores and Responses

CDP has assessed the performance of your response against the [the CDP Scoring Methodology](#). Your CDP score(s) can be found below. Clicking on the score icon will direct you to your Score Report. To understand why a response may not be scored, please view our [Introduction to Scoring](#).

可參考2022年的評分介紹

Response	Year	Response type	Status	Score
Climate Change 2022	2022	Public	Submitted	Not Scored
Climate Change 2021	2021	Public	Submitted	Not Scored

評分後您的分數
會顯示在這

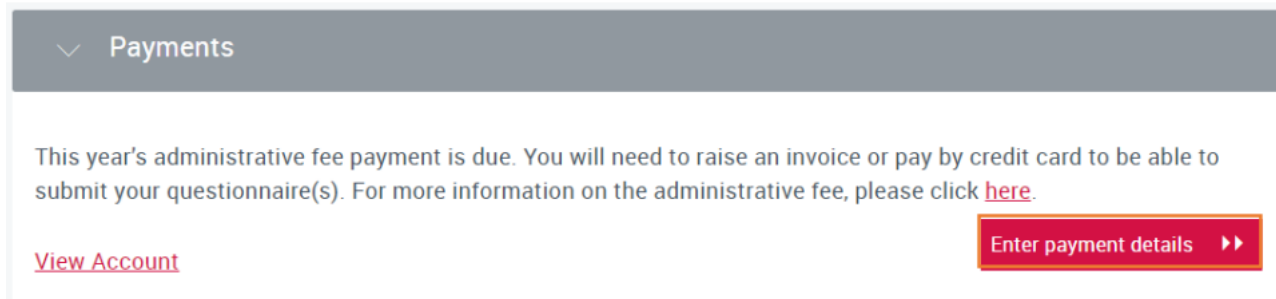
您所提交的問卷
主題與年份

您選擇的揭露方式
(公開/不公開)

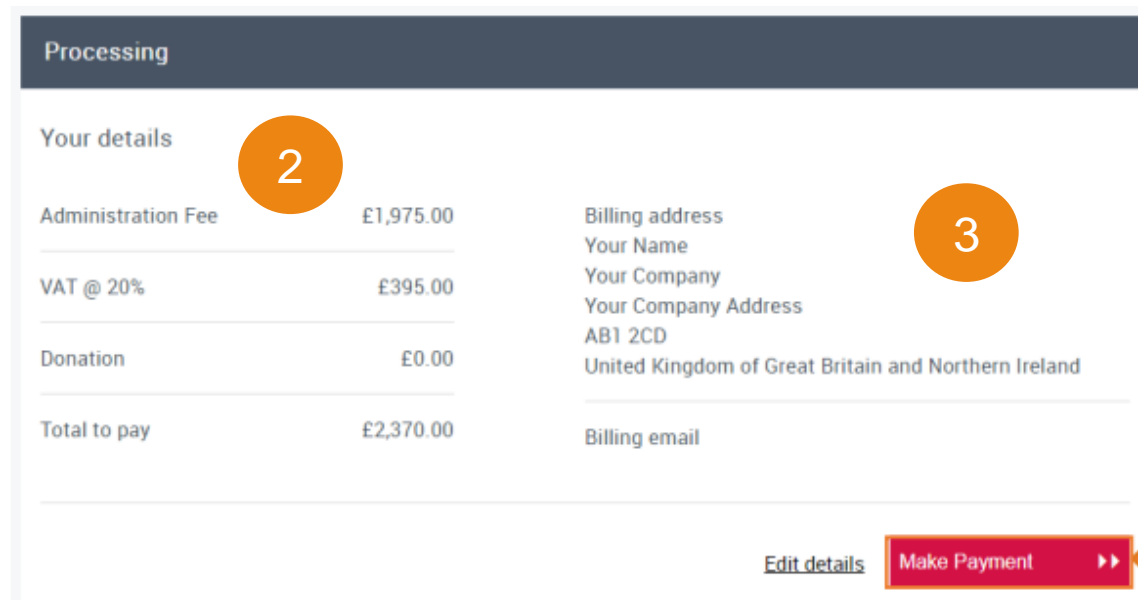
如何建立發票或直接付款揭露費用？

詳細資訊可前往此[連結](#)或相關[FAQ](#)

- 第一步：填寫您的付款資訊
- 第二步：選擇您揭露級別
- 第三步：選擇付款方式
- 第四步：點選Make Payment進行付款



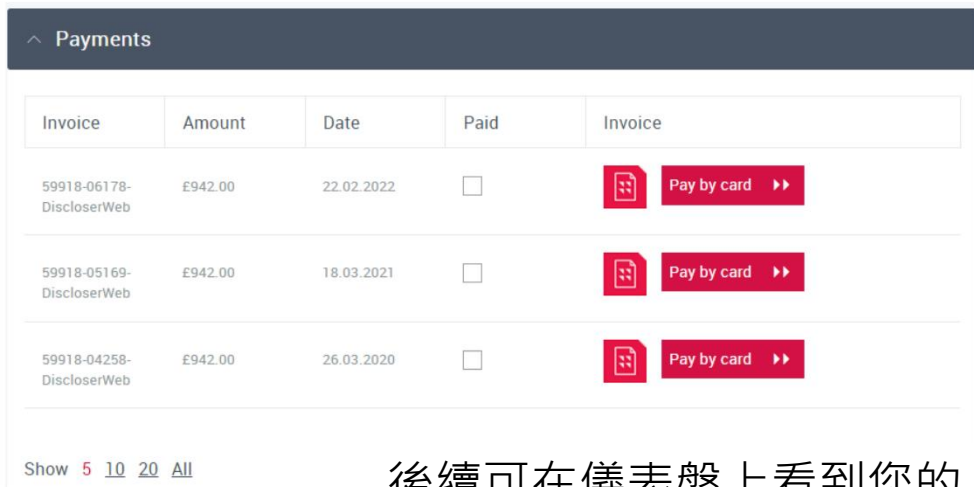
1






2

3

4



Invoice	Amount	Date	Paid	Invoice
59918-06178-DiscloserWeb	£942.00	22.02.2022	<input type="checkbox"/>	
59918-05169-DiscloserWeb	£942.00	18.03.2021	<input type="checkbox"/>	
59918-04258-DiscloserWeb	£942.00	26.03.2020	<input type="checkbox"/>	

Show 5 10 20 All

後續可在儀表盤上看到您的付款紀錄與Invoice

[How to Process the Admin Fee](#)

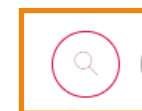
2023 | CDP 線上回覆系統使用指南

公開與非公開揭露以及評分顯示



	Public response	Non-public response
Shared with stakeholders requesting your response	✓	✓
Made available via CDP website <i>Note that data shared via the supply chain module is never shared publicly</i>	✓	
Shared with CDP scoring partners for scoring purposes	✓	✓
Response/information in response published by CDP or third parties in reports	✓	Only in CDP reports if data has been anonymized

- ▼ CDP 網站上是否顯示您的分數取決於有哪些利益相關者要求您組織揭露
- ▼ 如果您是資本市場簽署方要求揭露，分數將會在 CDP 網站上公開列出
 - ▼ 根據要求，首次揭露者可以選擇將他們的分數保密
- ▼ 如果僅有客戶要求，CDP 只會將分數分享給向您提出要求的客戶，並不會在 CDP 網站上公開



Search and view past CDP responses



You can also refine your search

Country/Area ▾	Year ▾	Program ▾	Status ▾
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Search



下一步與相關資源



貴司的下一步



- ▼ 規劃工作時程，在**7月27日11:59pm PT** 前提交您的問卷
- ▼ 確認帳號，啟動揭露，開始填報

- ▼ 與您的**CDP** 窗口聯繫，了解以下具體服務與相關資源：
 - ▼ Science-based targets
 - ▼ Supply Chain Program
 - ▼ Reporter Services Program
 - ▼ Data Tools and Services
 - ▼ Next steps in your environmental journey

資源總覽

2023年揭露資源:

- ▼ [企業指南頁面](#)
- ▼ [常見問題](#)
- ▼ [幫助中心](#)
- ▼ [CDP 線上技術研討會](#)
- ▼ [CDP 教育系統](#)
- ▼ [CDP環境行動指南](#)
- ▼ 瀏覽 [活動頁面](#) 瞭解即將舉辦的線上研討會

揭露系統使用指南:



更多資源:

- ▼ [GHG Protocol Corporate Standard](#)
- ▼ [GHG Protocol Calculation Tools](#)
- ▼ [CDP Technical Note on Science-Based Targets](#)
- ▼ [Water Risk Filter from WWF](#)
- ▼ [CDP水核算技術說明](#)

謝謝

Q&A

@ 如有任何疑問，歡迎聯繫 bcSD@cdp.net