

2026 CDP Disclosure and Supplier Sustainability Request Playbook



Kickoff + GHG Data Collection

Collect data from operations



Calculate emissions baseline

Scope 1, 2, 3 and allocated emissions



Submit SBTi for validation

Initiate the review of your emissions reduction targets with SBTi



Review CDP requirements

Map required disclosures, identify scoring drivers, and assign internal owners



Draft disclosure responses

Prepare emissions-related inputs and draft internal responses



Submit CDP disclosure (scored)

Finalize EcoVadis submission and submit for a score. Include SBTi targets and CDP submittal status.



Submit CDP disclosure (unscored)

Submit by Oct 26 if the scoring deadline is missed or a customer still requires submission.



Submit EcoVadis

Depending on time of year, disclose climate data for transparency and impact. Include SBTi targets



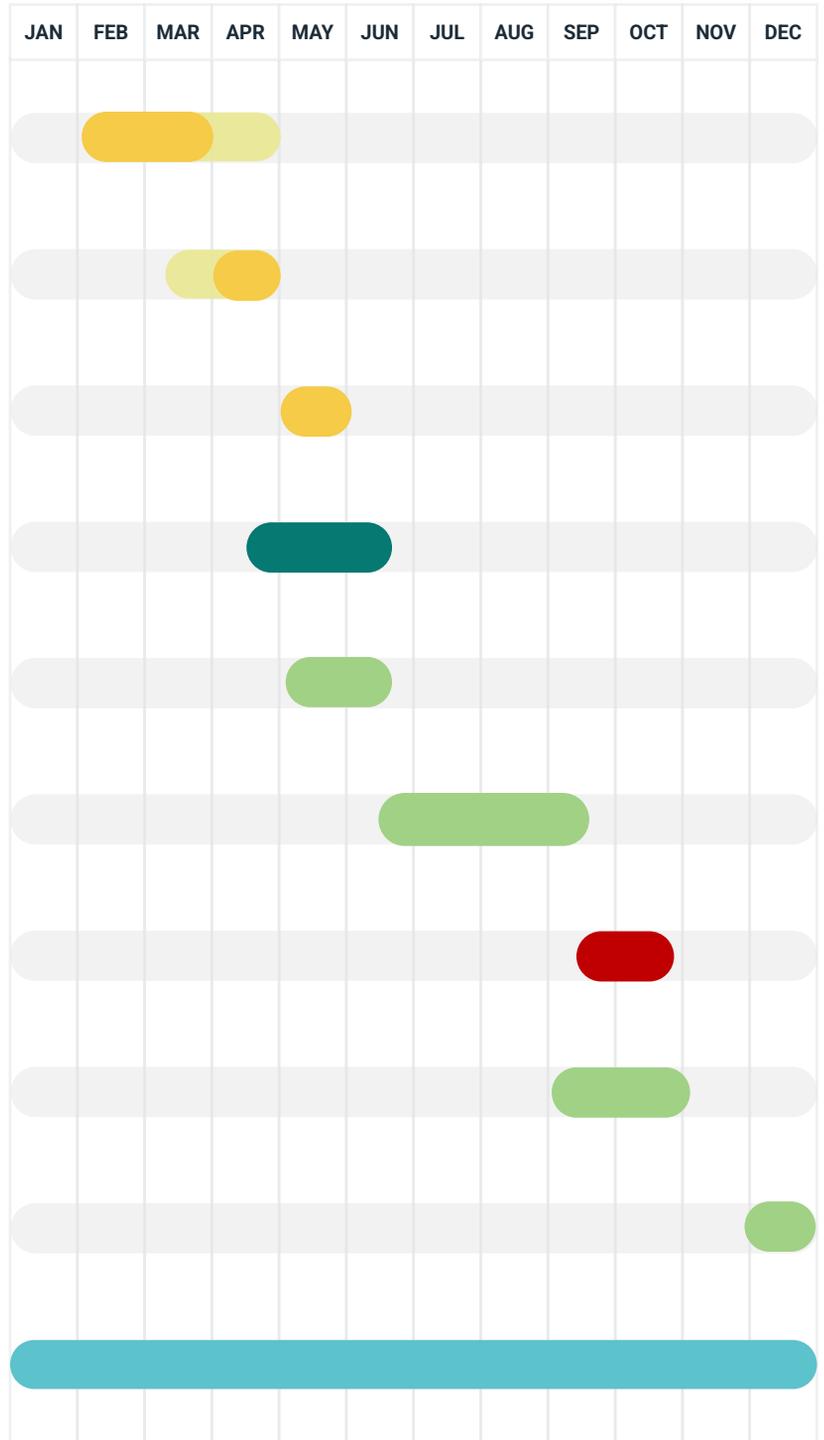
Review CDP score

Identify and implement reduction actions



Repeat annually

Start the process over again in the beginning of the following year to track emissions over time. Note: SBTi is a one-time submittal process.



CDP disclosure deadlines are set by CDP and apply consistently across disclosing companies. This timeline reflects those published deadlines and a recommended planning approach for suppliers. Additional sustainability requests (such as EcoVadis, SBTi, or customer-specific requirements) may introduce separate timelines or expectations, which suppliers should review directly with requesting customers.



FEB 5 – FEB 28

INTERNAL TIMELINE: _____

Kickoff + GHG data collection

What happens in this phase

- Internal kickoff to confirm which disclosures apply (CDP, SBTi, EcoVadis)
- Assign internal owners for data, approvals, and submissions
- Set up accounts for SBTi, CDP, and EcoVadis
- Begin collecting operational data needed for emissions calculations

Key outcome

Data collection underway with clear ownership and expectations



MAR 1 – APR 15

INTERNAL TIMELINE: _____

Calculate emissions baseline

What happens in this phase

- Validate collected data and fill any gaps
- Calculate Scope 1 and Scope 2 emissions
- Identify and calculate relevant Scope 3 emissions
- Prepare an emissions baseline that can be reused across disclosures

Key outcome

Emissions baseline finalized and documented



APR 1 – APR 30

INTERNAL TIMELINE: _____

Register for SBTi (optional)

What happens in this phase

- Submit SBTi registration once the emissions baseline is ready
- SBTi determines whether the organization follows an SME or corporate pathway
- Prepare internally for target setting once registration is approved

Key outcome

SBTi pathway confirmed and target setting queued



APR 20 – JUN 15

INTERNAL TIMELINE: _____

Review CDP questionnaire and scoring methodology

What happens in this phase

- Review the CDP questionnaire and guidance once published
- Review scoring methodology to understand how responses are evaluated
- Map emissions data to CDP questions
- Assign internal owners for non-emissions questions
(governance, strategy, risk, actions)

Key outcome

Clear understanding of what CDP will ask and who owns each section



MAY 1 – JUN 14

INTERNAL TIMELINE: _____

Draft disclosure responses

What happens in this phase

- Prepare emissions-related responses using the calculated baseline
- Draft internal responses for governance, strategy, and risk sections
- Compile supporting documentation where needed
- Align internally so responses are ready before the response window opens

Key outcome

CDP responses drafted and ready to populate once submission opens



JUN 15 – SEP 14

INTERNAL TIMELINE: _____

Submit CDP for a score

What happens in this phase

- First-time disclosers complete the register-to-disclose process
- Finalize and submit CDP responses
- Select scoring tier and pay CDP administrative fee, where applicable

Key outcome

CDP submission completed and eligible for a score



SEP 15 – OCT 26

INTERNAL TIMELINE: _____

Submit CDP unscored, if needed

What happens in this phase

- Submit unscored responses if the scoring deadline was missed
- Meet customer requirements where submission is required but a score is not

Key outcome

CDP submission completed, even if unscored



SEP – OCT

INTERNAL TIMELINE: _____

Submit EcoVadis (optional)

What happens in this phase

- Create EcoVadis profile and receive a customized questionnaire
- Complete and submit EcoVadis within 30 business days
- Request deadline extensions if additional time is needed
- Reuse emissions data and documentation from CDP and SBTi where applicable

Key outcome

EcoVadis submission completed or in review



WEEK OF NOV 30

INTERNAL TIMELINE: _____

Review CDP score and plan improvements

What happens in this phase

- CDP scores are released
- Review results and feedback internally
- Identify priority improvement areas for the next disclosure cycle
- Align learnings with future customer sustainability requests

Key outcome

Clear plan for improving future disclosures

If execution capacity is limited, specialized support is available

For teams managing this work alongside day-to-day operations, GHG emissions calculations and climate data disclosure preparation can become a bottleneck.

RyeStrategy supports suppliers navigating CDP, EcoVadis, and SBTi and can help with:

- Carbon footprint calculations,
- Disclosure preparation
- Decarbonization planning.

Knowledgeable experts manage your sustainability projects end-to-end, ensuring accurate and on-time completion.



[Schedule a Call](#)



“We had a lot of questions and were pleased to find a specialized firm that clearly knew what they were doing. We all felt confident that RyeStrategy was going to be able to help us fulfill Walmart’s requirements.”

–Donna Gilleece-Smith, **VCNY Home**



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