

FAQs

Q1 How do I request access to CPD?

- Step 1 - Download the CPD registration form from the ADB website (www.adb.org/documents/client-portal-disbursements-guide) or get a copy from your local ADB Field Office.
- Step 2 - Fill out the form.
- Step 3 - Submit to ADB Field Office and e-mail a copy to adbcpd@adb.org.

Q2 What support can I expect from ADB?

- Initial training during rollout to DMCs
- Assistance from ADB Field Office
- Phone and online tech support via CPD help desk ([+63 2 632 4422](tel:+6326324422), adbcpd@adb.org)
- Access to CPD learning materials (Quick Reference Guides and training manuals)

Q3 How secure is CPD?

CPD is a secure system. Only users authorized by ADB can gain access. The data and information displayed are based on the user's access rights.

Q4 Can we still submit hard copy WA to ADB?

Yes. Borrowers may continue to prepare and send hard copy WAs.

Q5 What are the system requirements to be able to run CPD?

	Minimum	Recommended
CPU:	Dual Core 2.5 Mhz	Quad Core 3.1 Mhz or faster
RAM:	1 GB	1 GB or higher
Hard Drive Free Space:	500 MB free space	1 GB free space
Internet Speed:	2 mbps per user	5 mbps per user
Browser:	Chrome v32, Firefox v32, IE v11	Chrome v33, Firefox v37.0.2, IE v11



CPD

CLIENT PORTAL FOR DISBURSEMENTS

Three-Touch Workflow (Creator-Verifier-Approver)

<https://cpd.adb.org>

A better channel for submitting Withdrawal Applications (WA) for Sovereign Loans and Grants

For more information, e-mail adbcpd@adb.org or call CPD help desk [+63 2 632 4422](tel:+6326324422)



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Main Features

- Submit WA to ADB online
- Accommodate all disbursement types
- Track WA status
- Access reference documents

Why Use CPD?

- Faster Disbursement Vehicle**
 The time and cost of mailing hard copy WAs to ADB is reduced.
- Easy Tracking**
 Status of WA (preparation, delivery, and processing) can be tracked inside CPD.
- Easy to Use**
 CPD is simple and straightforward.
- Automated Data Validation**
 Reduce errors in WA preparation and speed up the disbursement process.
- Quick Access to Reference Documents**

WA Submission in CPD HOW IT WORKS

CPD allows you to prepare, review, verify, approve, and submit WA to ADB online.



WA Creator

- Prepare WA
- Upload necessary attachments
- Send for verification
- Amend data when returned by WA Verifier or WA Approver

WA Verifier

- Review WA
- Return WA to WA Creator for amendments
- Submit WA to WA Approver

WA Approver

- Review WA
- Approve WA
- Return WA to WA Creator for amendments

ADB

- Review WA
- Process disbursements
- Return WA to WA Creator
- Clarify WA issues with WA Creator and WA Approver