# UK Land Carbon Registry

## User Guide

**November 2020**

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# Introduction

The UK Land Carbon Registry (the “Registry”) system is a secure, robust, transparent and real-time, web-based carbon registry that will support projects and carbon units from Scottish Forestry’s UK Woodland Carbon Code (“WCC”) and IUCN’s UK Peatland Code (“PC”). The Registry offers services across the life cycle of the units issued under WCC and Peatland. From issuance and allocation of a unique identifier, to transfer, assignment and retirement, the registry allows account holders to manage all their credits – verified units and pending issuance units – in one place. For project developers, the entry of credits onto the Registry gives users a unique identifier and converts a verified carbon reduction into a saleable emission unit. The system then enables the transfer of credits between sellers and buyers (traders, retailers, corporates, etc.). Finally, at end point, customers can retire their credits allowing an account holder to illustrate that the necessary credits have been purchased and removed from circulation. At any time, customers can obtain reports, statements, and transactional movements of their accounts.

# About This User Guide

This document provides the necessary user-oriented information for you to use the UK Land Carbon Registry through https://ihsmarkit.com/index.html. It is not an exhaustive guide to the system, nor the data presented on ihsmarkit.com. Other user and technical documentation and information on how to find or obtain this documentation is provided throughout this guide. Online support is available through the IHSMarkit.com Help option and via email to support@ihsmarkit.com.

# 1. Account Opening and Management

## 1.1 For New Account Holders

### Applying for an account

The first step in obtaining access to the Registry is to submit the account application request. The user will need to submit the online account application request using the form available here) wherein the user is required to complete the following information.

Where the account holder is not registered at Companies House or not registered for VAT, then the user should type N/A:

- **Organization Details**
  - Registered Name
  - Trading Name
  - Classification
  - Tax/VAT/Other No
  - Address 1
  - Address 2
  - City
  - Zip/Postcode
  - State/Province
  - Country
  - Website
- **Main Contact** (The main contact is the person with overall responsibility for the account within the company. They can appoint other account managers. This could be the same person as the account manager)
  - Name
  - Email
  - Phone
- **Billing Contact**
  - Name
  - Email
  - Phone
- **Account Manager** (The account manager is the person who will be contacted on a day-to-day basis during the account setup/registry operations and the person for whom a user-ID will be setup within the registry. This could be the same person as the account manager)
  - Name
  - Email
  - Phone
  - Address 1 *(required if Account Manager is external to the main offices)*
  - Address 2
  - City
  - Zip/Postcode
  - State/Province
  - Country

**Identification**

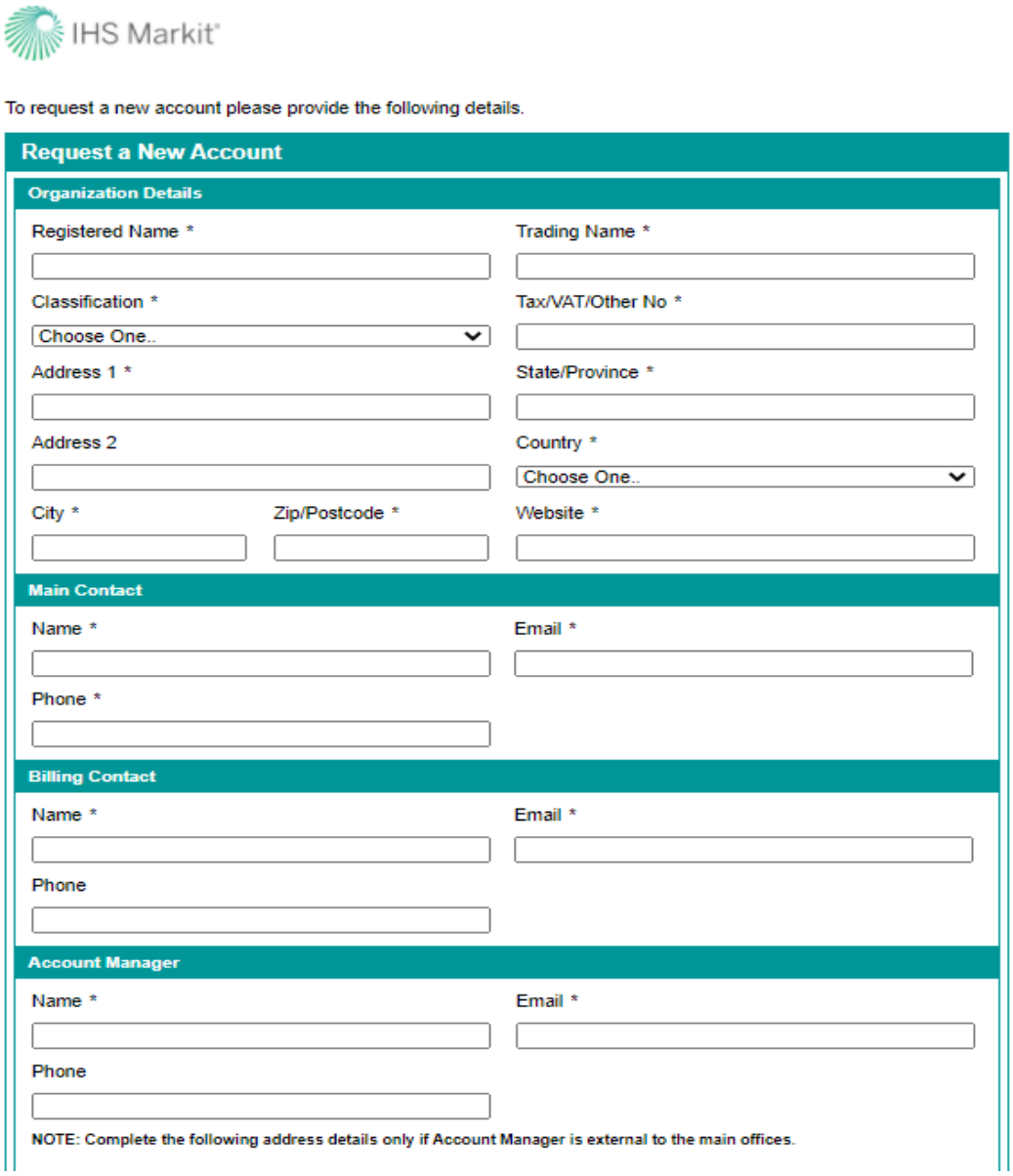
- Company (or Charity) Registration Number (Type N/A) if not registered
- Country of Incorporation
- Type

**Preferences**

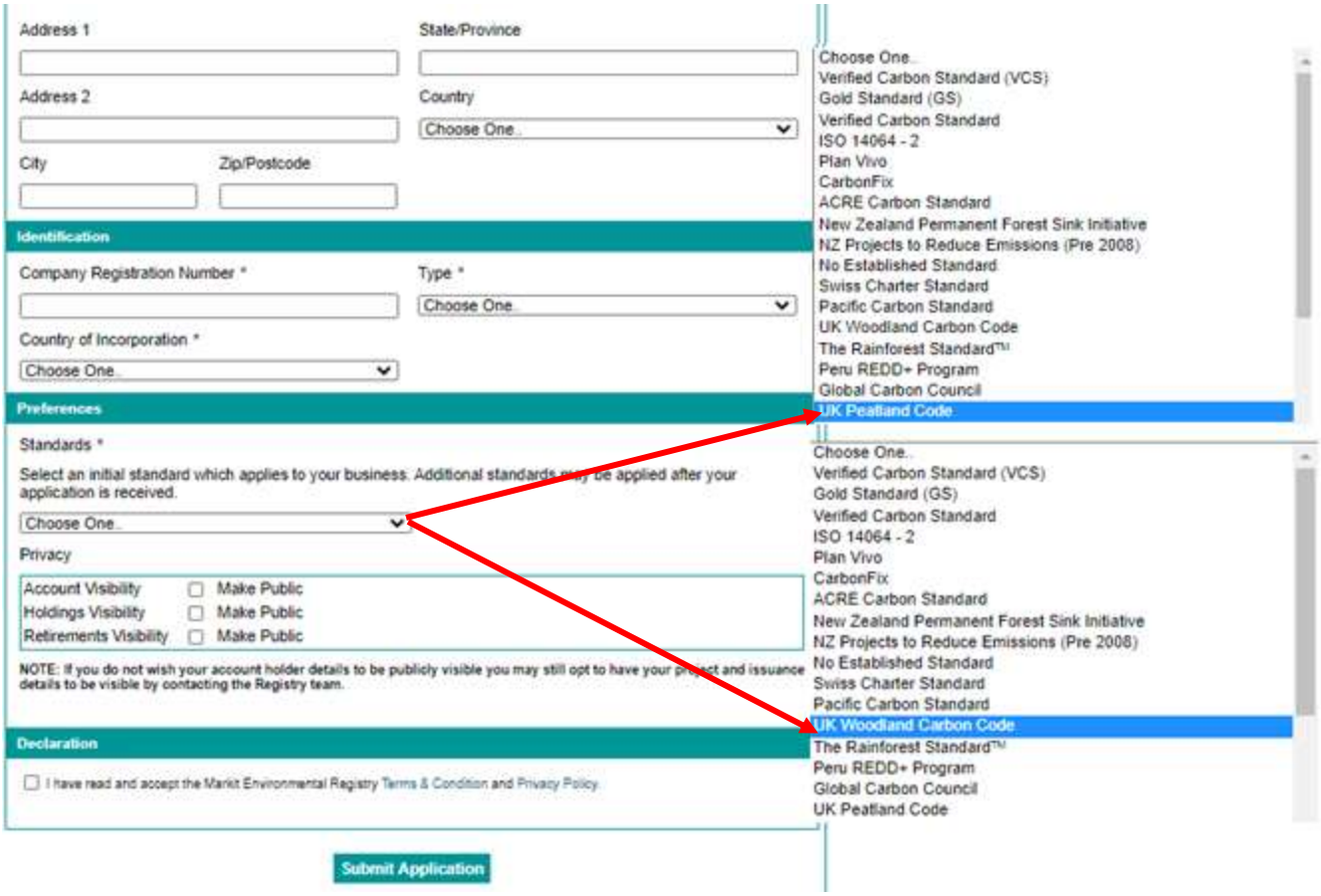
- Standards (Choose UK Woodland Carbon Code or Peatland Code from the dropdown menu)

**Declaration**

- Review and accept Terms and Conditions and Privacy Policy




Note that the applicant will need to choose the relevant standard name (i.e. UK Peatland Code or UK Woodland Carbon Code) as shown in the screenshot below.




## Documents Required for KYC (Know-Your-Customer) Checks

Upon submission of the account application, the user will receive an automated email notification asking for the submission of the following documents:

- A copy of the organizational certificate, such as the Articles of Incorporation or Company Certificate. This certificate must include the organization registration number, registered office address, and a list of the names of all directors.
- If the registry Account Manager is not named as a company officer in the organizational certificate, a company officer of the applicant organization is required to submit a letter (on company letterhead) stating that the person nominated as the registry Account Manager has been duly appointed and is authorized to accept the Registry Terms of Use and any modification on behalf of the applicant organization.

See sample email below -

IHS Markit

IHS Markit Environmental Registry Account Request Notification

Dear Project Developer ,

Thank you for applying for an account on IHS Markit Environmental Registry.

All accounts are subject to approval. As part of our due diligence procedures, all registry account applicants must provide the following documentation:

- A copy of the organizational certificate, such as the Articles of Incorporation or Company Certificate. This certificate must include the organization registration number, registered office address, and a list of the names of all directors.

- If the registry Account Manager is not named as a company officer in the organizational certificate, a company officer of the applicant organization is required to submit a letter (on company letterhead) stating that the person nominated as the registry Account Manager has been duly appointed and is authorized to accept the Registry Terms of Use and any modification on behalf of the applicant organization.

IMPORTANT: Your application is not complete and cannot be processed until this documentation is received.

The following is a copy of the information we have received on your application:

## Application Approval Process

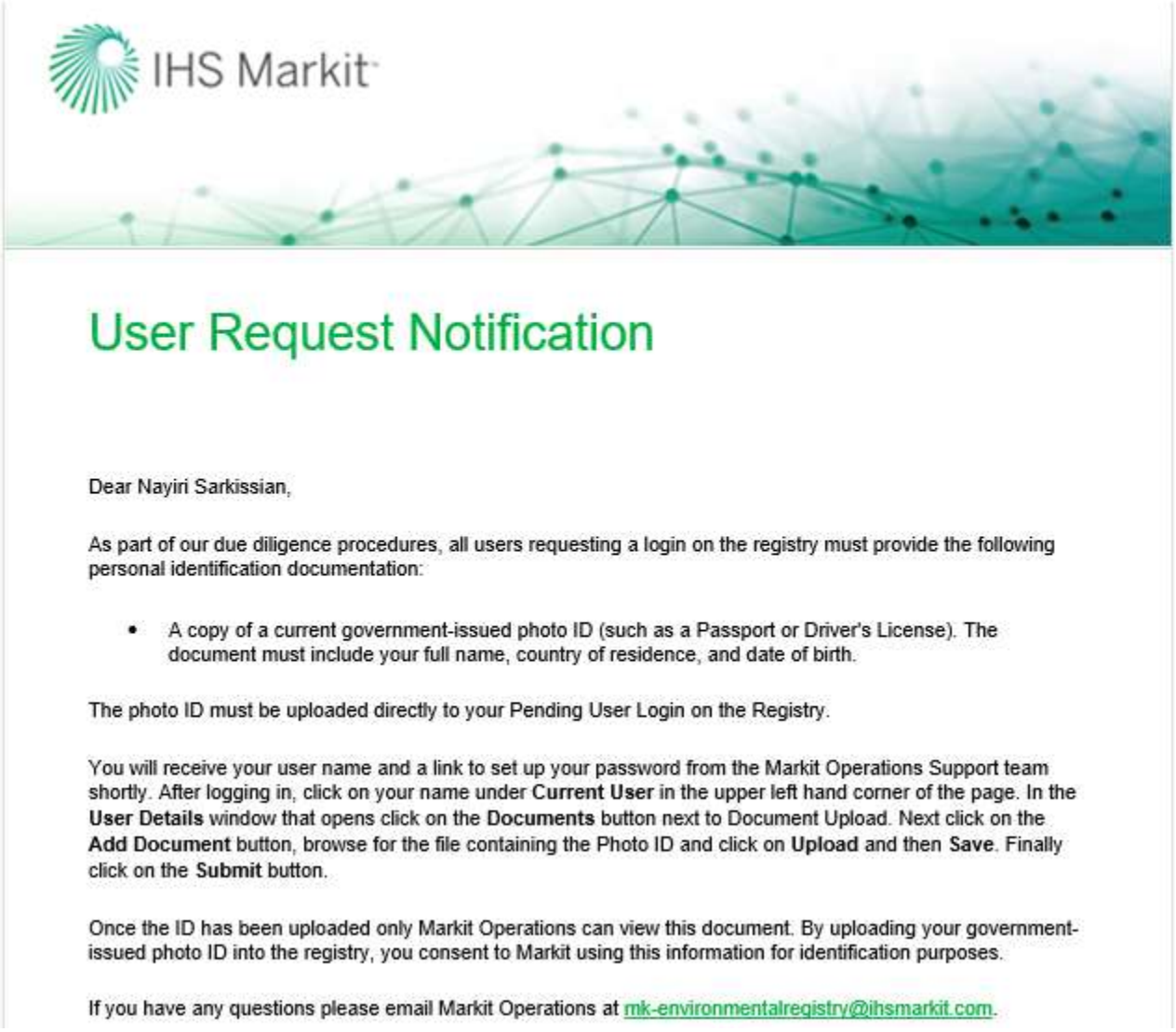
Once your account application is submitted it will be reviewed by the regulators (SF or IUCN) and Markit Operations

## Activating a User on Your Account

Upon Activation of the account, Markit Operations will create a username for the nominated account manager during which the account manager will receive two emails:

- The first email, sent from MK-EnvironmentalRegistry@ihsmarkit.com will have the subject: “Pending User Notification – Request for Identification Documents”. This email will provide instructions for initial login and upload of photo identification

Email Notifcation:



IHS Markit

User Request Notification

Dear Nayiri Sarkissian,

As part of our due diligence procedures, all users requesting a login on the registry must provide the following personal identification documentation:

- A copy of a current government-issued photo ID (such as a Passport or Driver's License). The document must include your full name, country of residence, and date of birth.

The photo ID must be uploaded directly to your Pending User Login on the Registry.

You will receive your user name and a link to set up your password from the Markit Operations Support team shortly. After logging in, click on your name under **Current User** in the upper left hand corner of the page. In the **User Details** window that opens click on the **Documents** button next to Document Upload. Next click on the **Add Document** button, browse for the file containing the Photo ID and click on **Upload** and then **Save**. Finally click on the **Submit** button.

Once the ID has been uploaded only Markit Operations can view this document. By uploading your government-issued photo ID into the registry, you consent to Markit using this information for identification purposes.

If you have any questions please email Markit Operations at mk-environmentalregistry@ihsmarkit.com.

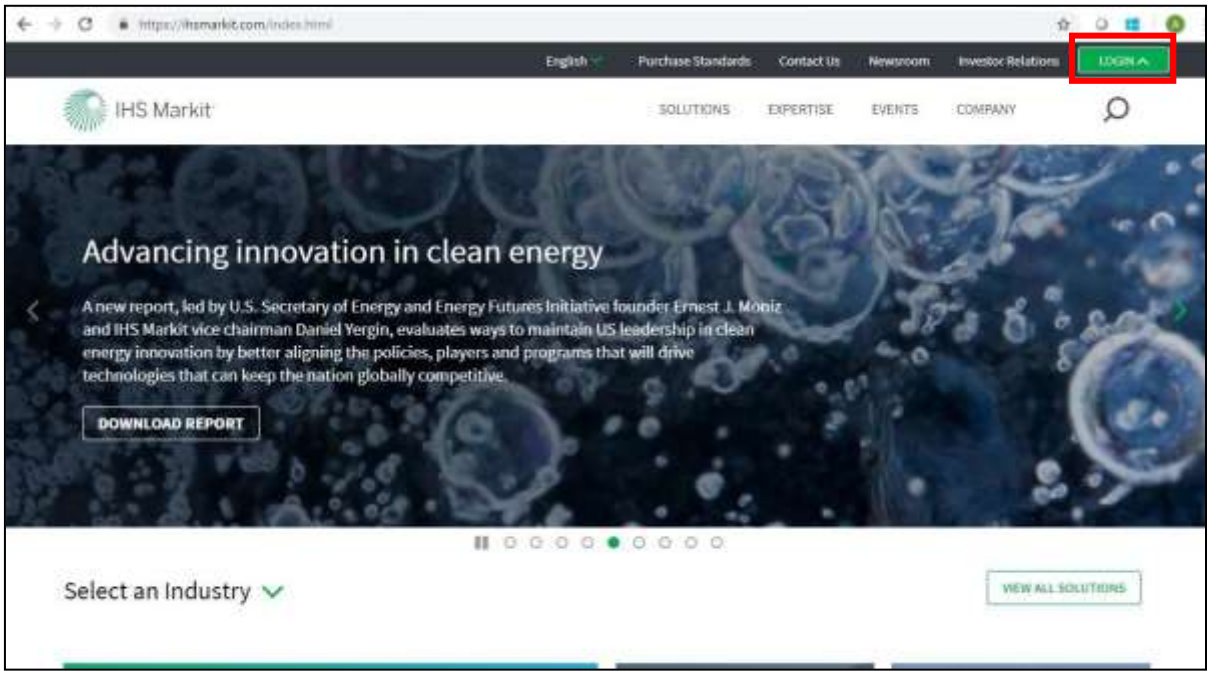
- The second email, sent from support@ihsmarkit.com, will have the subject “Welcome to the IHS Markit Environmental Registry”. This email will identify the user’s username and provide instructions for setting a password.
- Once the account manager submits the photo ID, it will be reviewed by Markit Operations team and upon approval, the manager will have complete access to the Registry account.
- If the ID is not valid or not acceptable, Markit Operations will reject it and the user will need to upload the valid/acceptable ID again in order to gain access to the Registry account.
- As part of IHS Markit’s due diligence procedures, all users of the Registry are required to submit a government-issued photo ID to establish their identity. All users are also subject to IHS Markit Registry Terms & Conditions available here.

## How to Upload and Submit Photo ID

The sections below will provide complete step-by-step instructions on how to log into the Registry and upload and submit the identification document. Please read these carefully before contacting IHS Markit Operations at MK-EnvironmentalRegistry@ihsmarkit.com.

The IHS Markit Environmental Registry is accessible when a user is logged into the IHS Markit website.

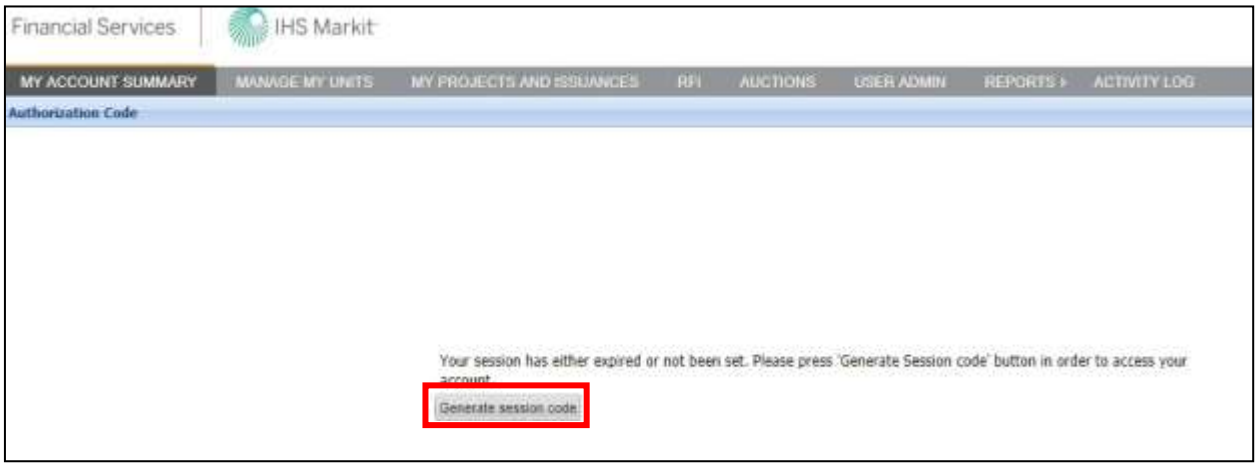
- Enter https://ihsmarkit.com/index.html in your web browser. The company home page will appear.
- Select the green **LOGIN** button in the upper right and corner of the page:




- The first time you login, select the All Customer Logins button and search for the Environmental Registry
- Enter your unique username and password in the designated fields shown below.

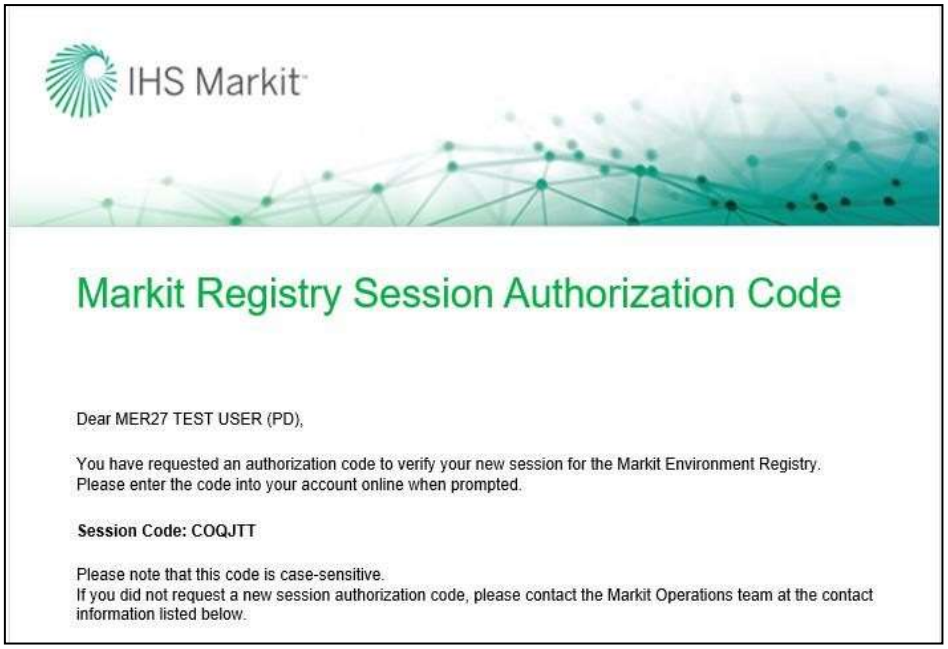
- The first time a user logs into ihsmarkit.com, the default IHS Markit product will need to be identified. This is done on the upper right-hand corner of the page. Hold your cursor over the current product name and a dropdown list will appear. Scroll down the list until the name **Registry** appears and select it. If the name Registry is not in the list, contact support@ihsmarkit.com. Once you have done this, you will always be directed to the Registry login page when you return to IHS Markit login page

- The IHS Markit Environmental Registry has two layers of login security. The first time a user logs into the Registry, the user will be presented with the following page:




- The registry will send a Session Code to the user's email address. Please refer to the following example:

Email Notifcation:



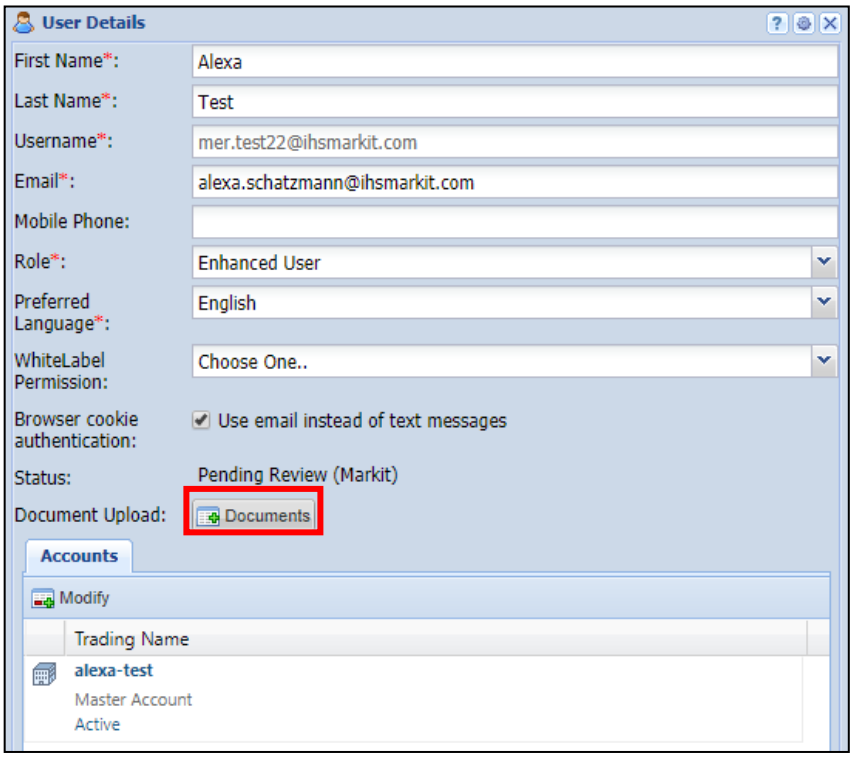

**NOTE:** The user will only need to validate their browser through the session code process when the browser's cookies have been cleared. If the user accesses the Registry from the same location/IP address, the session code will not need to be generated during every sign on.

## Steps to follow to upload Personal Identification Documents

### Step 1 - My Account Summary

Once you have logged into the Registry successfully, the **My Account Summary** page will be displayed.

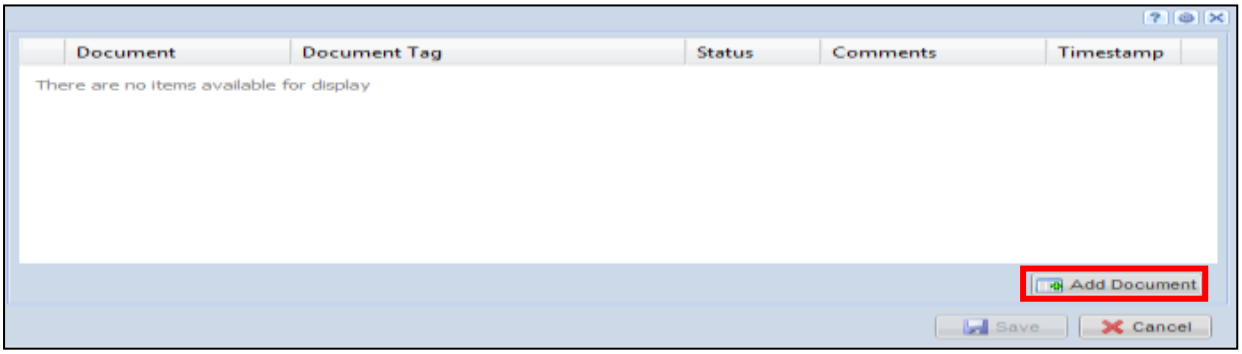
- Click on the Username in the upper left-hand corner of the page and the User Details window will be displayed:

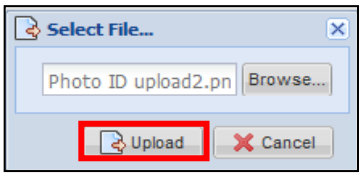


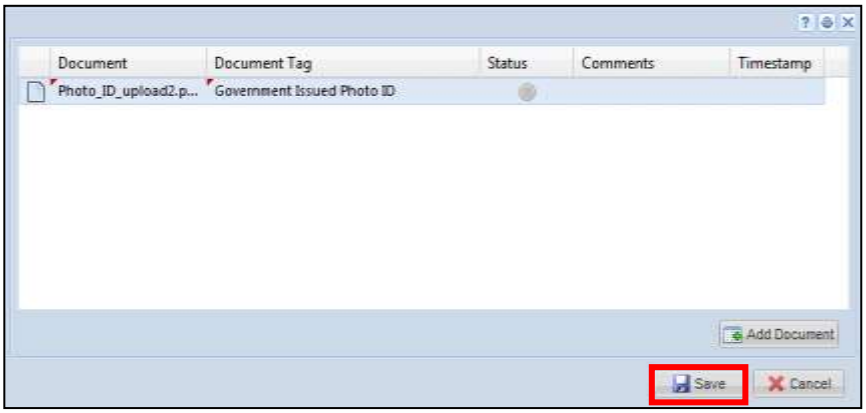

### Step 2 – Upload Documents

- Click on the **Documents** button to upload a photo ID

Click on the **Add Document** button to browse for the file containing your photo ID, then click Upload, and Save.



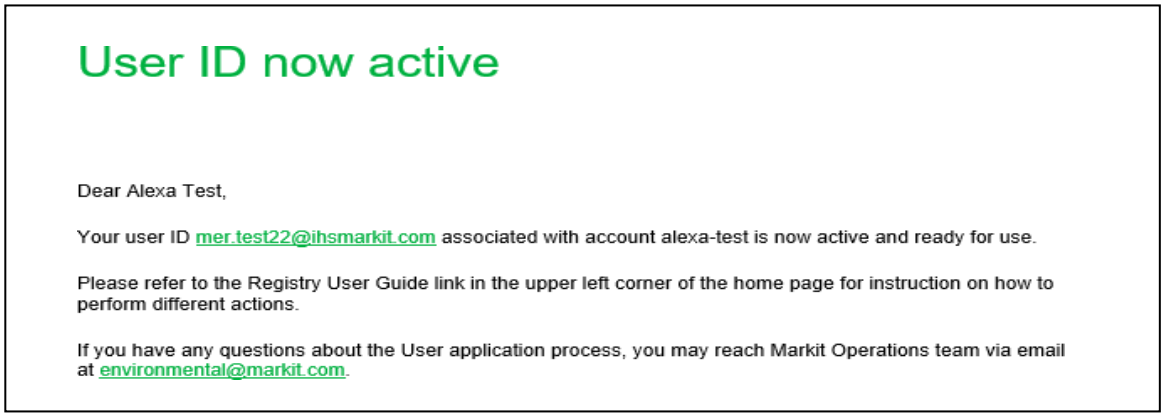




**Step 3 – Submit Documents**

- Finally click the **Submit** button to alert IHS Markit Operations that the ID has been uploaded.

**Step 4- Markit Approval**

- Once IHS Markit Operations has reviewed the ID, they will activate the username.
- The user will receive the following email, and all menus will be available when the user logs into the application again.



User ID now active

Dear Alexa Test,

Your user ID mer.test22@ihsmarkit.com associated with account alexa-test is now active and ready for use.

Please refer to the Registry User Guide link in the upper left corner of the home page for instruction on how to perform different actions.

If you have any questions about the User application process, you may reach Markit Operations team via email at environmental@markit.com.

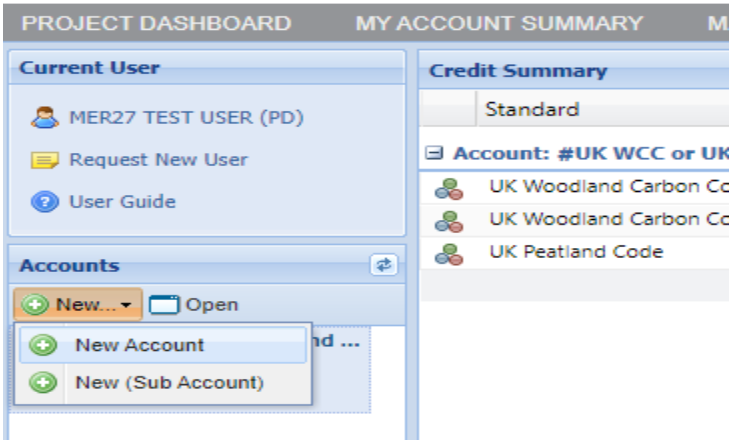
## 1.2 For Existing Account Holders

Below are the steps to create a new account for existing account holders on the Markit Registry. A Forest Agent can create a new account for their organization or for their client, small project developer they are providing consultation to. Also, a Registered Entity/Broker/Retailer (as an agent) can create a sub-account for their individual clients.

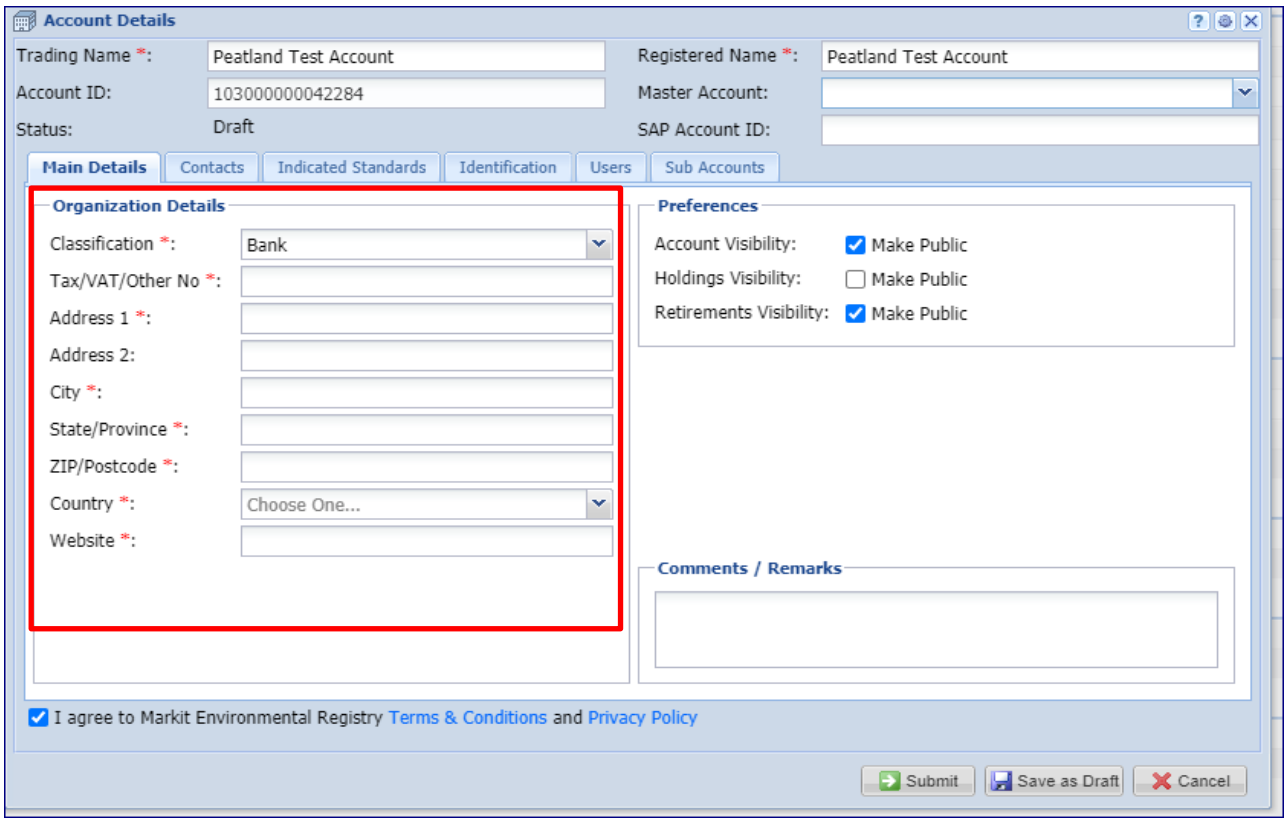
## Creating a new Account

**Step 1**

- Navigate to the My Account Summary tab.
- Click the **New** button under the Accounts heading.



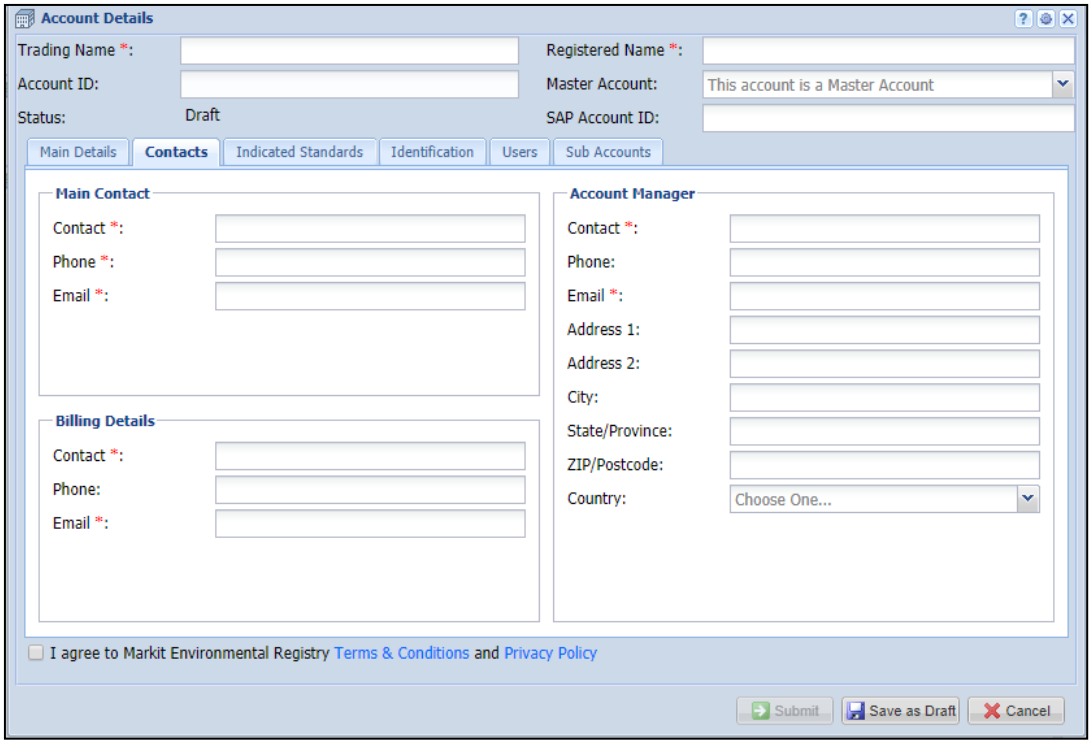

- The **Account Details** window will appear.



| Field | Definition |
|---|---|
| • Classification | • Classification of the organization based on our account types |
| • Tax/VAT No | • Tax or VAT number required for invoicing |
| • Account Visibility | • Check to allow the account name to be publicly visible |
| • Holdings Visibility | • Check to allow the account's active holdings to be publicly visible |
| • Retirements Visibility | • Check to allow the account's retired credits to be publicly visible |
| • Master Account | • Field that is used to connect a sub-account to a master account |
| • Comments/Remarks | • Any comments or remarks for the IHS Markit Operations Team |

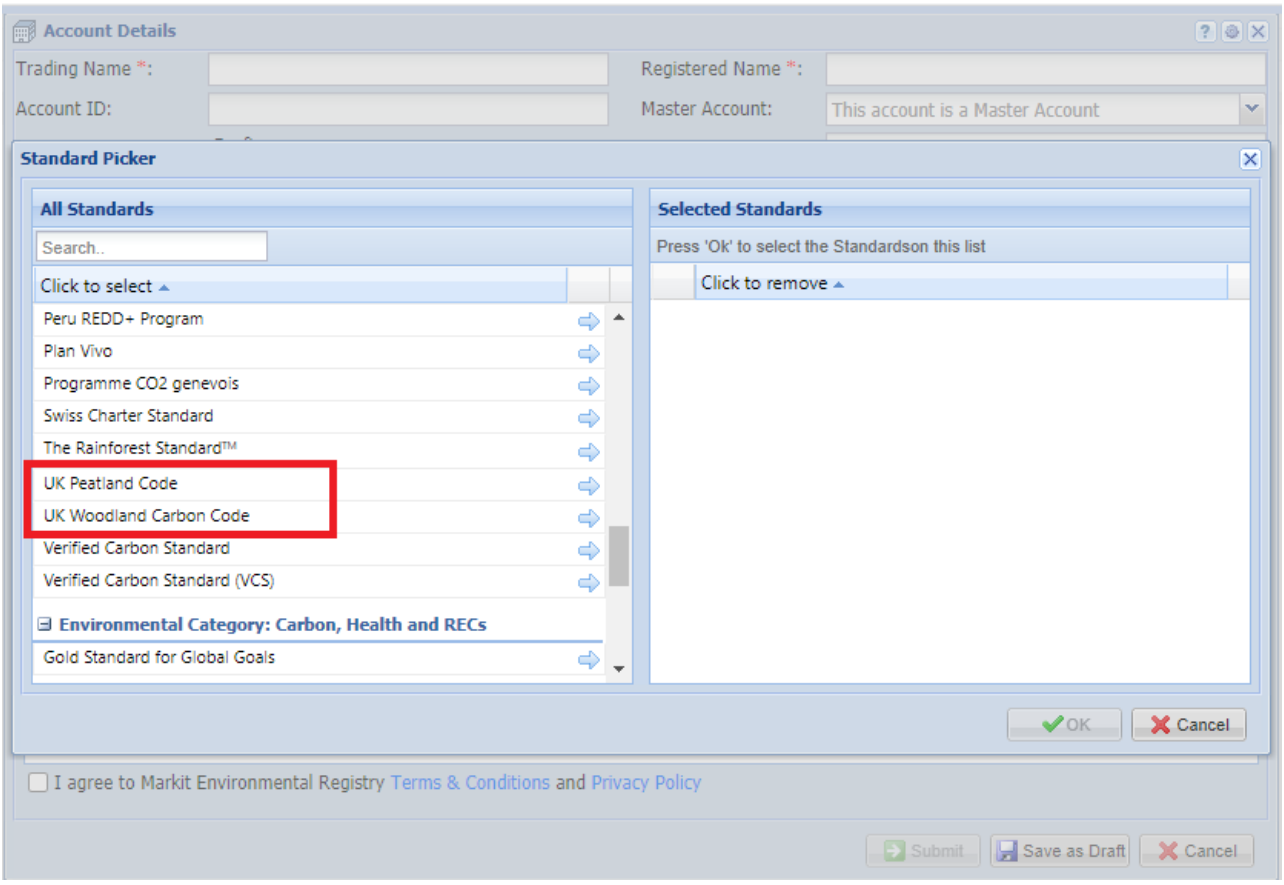
## Step 2

- Navigate to the *Contacts tab* of the **Account Details** window and complete all required fields.




## Step 3

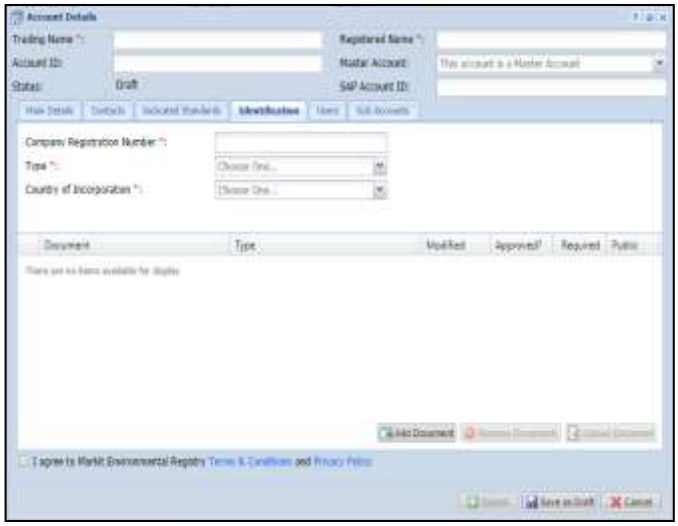
- Navigate to the *Indicated Standards* tab of the **Account Details** window.
    - Only add a standard if the account will be solely used for that standard. Otherwise, the account will be permissioned to use all available standards.
- If assigning a standard to the account, click the **Modify** button to open the **Standard Picker**
    - window.




- Select a standard. The name of the standard will move to the right-hand side of the window. Then click **OK**.

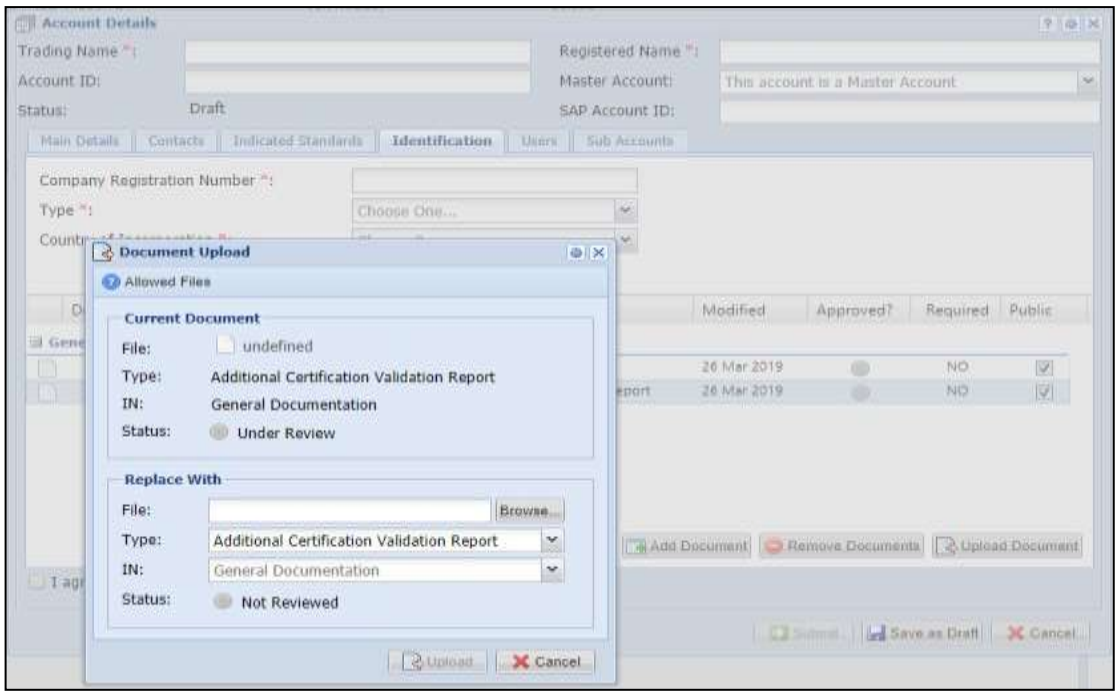
## Step 4

- Navigate to the *Identification tab* of the **Account Details** window.
- Add the company's registration number and upload any identification documents (optional at this stage).



- To upload a document:
    - Click **Add Document**, **Upload Document**, then **Browse**.

- Edit all other fields then click **Upload.**




- When the document has been uploaded, it will appear in blue.

**Step 5**

- Navigate to the *Users tab* of the **Account Details** window.
- To add users to this account, click the

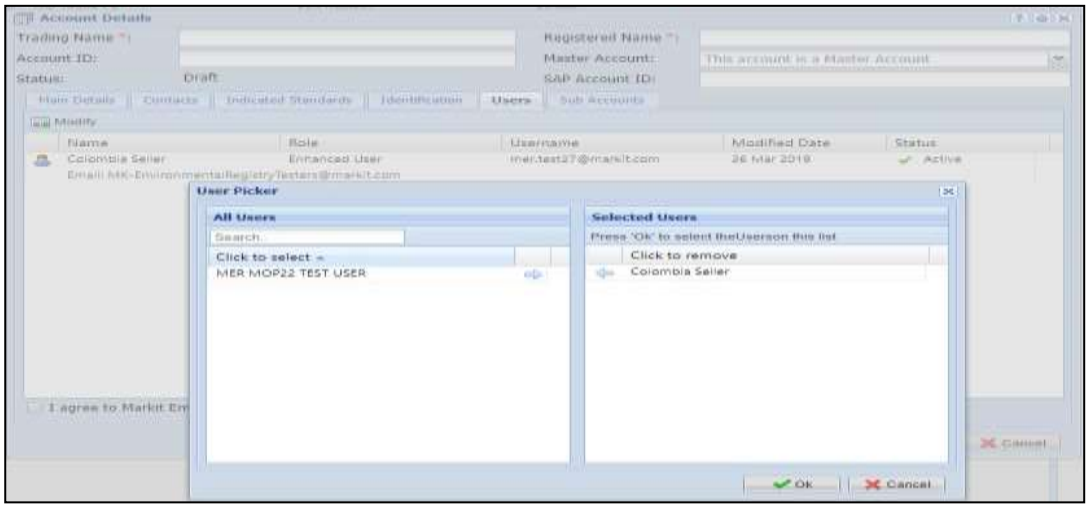
button. Select a user. The user's name will move to the right-hand side of the window. Then click **OK.**

**Step 6**

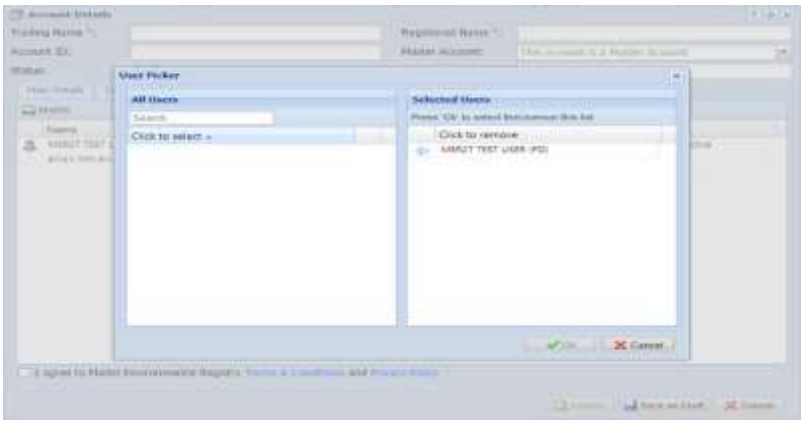
- Navigate to the *Sub Accounts* tab of the **Account Details** window.
- To add sub accounts, click the

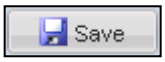
button.

- Select a sub-account. The account name will move to the right-hand side of the window. Then




- Click **OK.**



- Click the 

button to save all changes that have been made to the account.
- Click the

button to submit the account for review by the IHS Markit Operations Team.

- When the account is approved, it will appear in the Accounts tab as “Active”.

## Creating a new Sub-Account

Sub-accounts may be opened in the name of legal entities that are wholly-owned subsidiaries of the Account Holder, or institutional clients on whose behalf the Account Holder has documented contractual authority to act. Prior to any such sub-accounts being opened or the Account Holder commencing any activity on behalf of a third party, the Account Holder must supply all documentation required by Markit and the request must be approved by Markit.

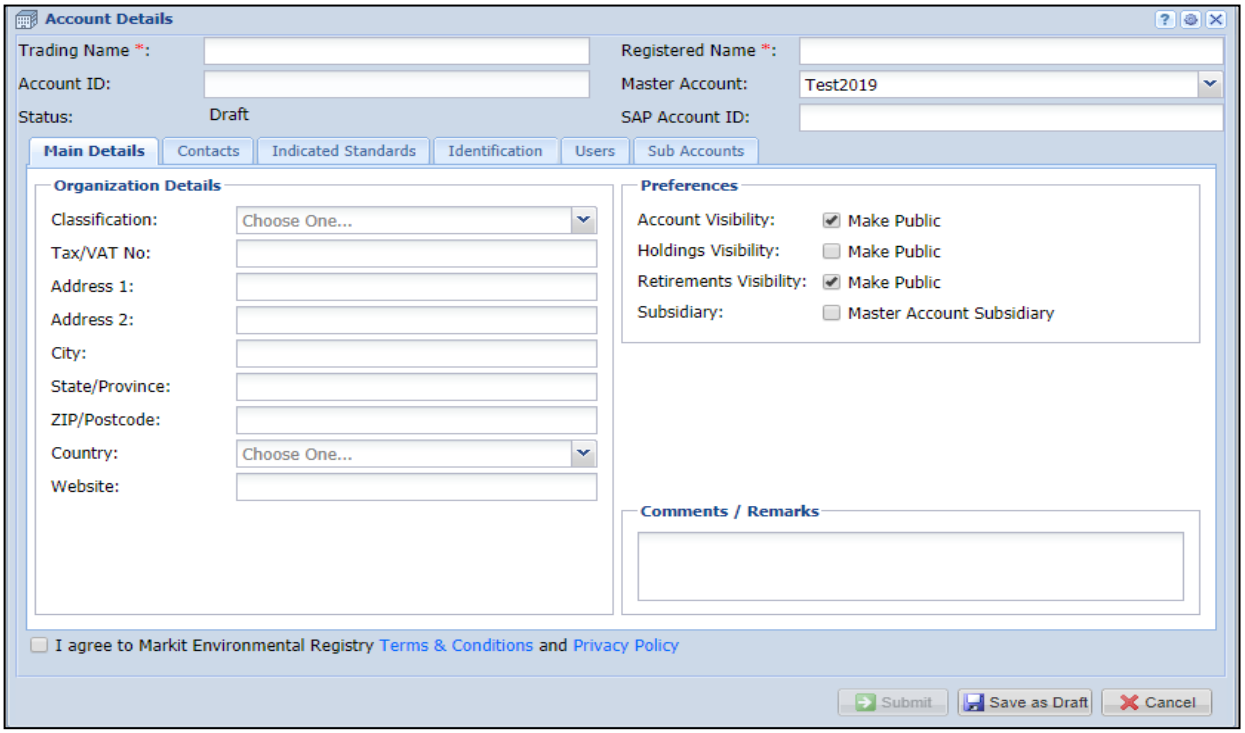
The Project Developer can create sub-account(s) for their buyer(s). The Sub Account feature is not available for Retail Aggregators.

**Step 1**

- Navigate to the My Account Summary tab.

Under the Accounts heading, click on the Master Account to which the sub-account will be connected.

- The **Account Details** window will appear allowing the user to populate all fields with the new

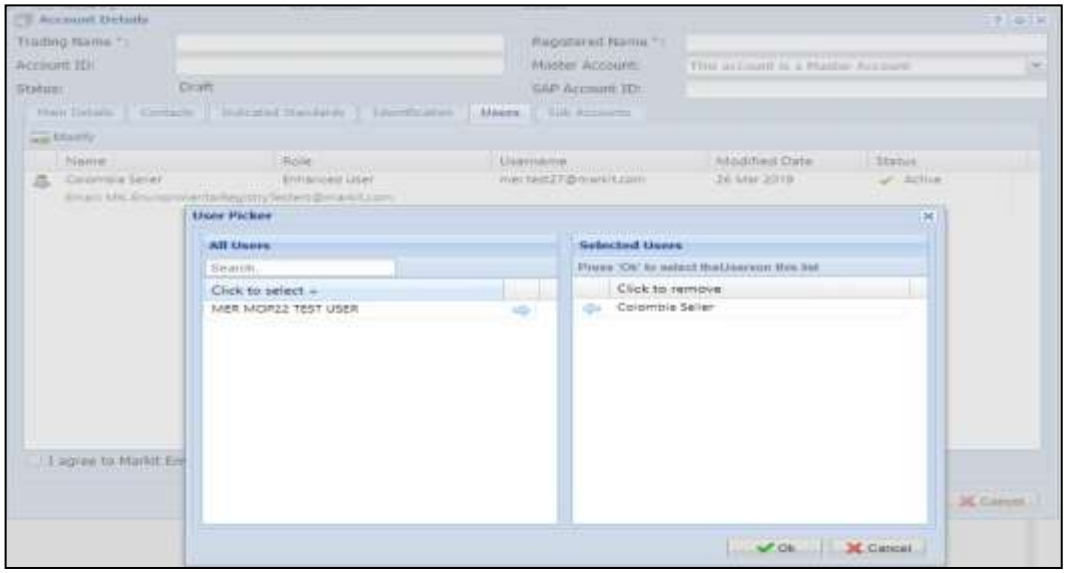


account's information. The Master Account field will be automatically populated.

| Field | Definition |
|---|---|
| Classification | Classification of the organization based on our account types |
| Tax/VAT No | Tax or VAT number required for invoicing |
| Visibility | Check to allow the account name to be publicly visible |
| Holdings | Check to allow the account's active holdings to be publicly visible |
| Retirements | Check to allow the account's retired credits to be publicly visible |
| Master Account | Field that is used to connect a sub-account to a master account |
| Comments/Remarks | Any comments or remarks for the IHS Markit Operations Team |

**Step 2**

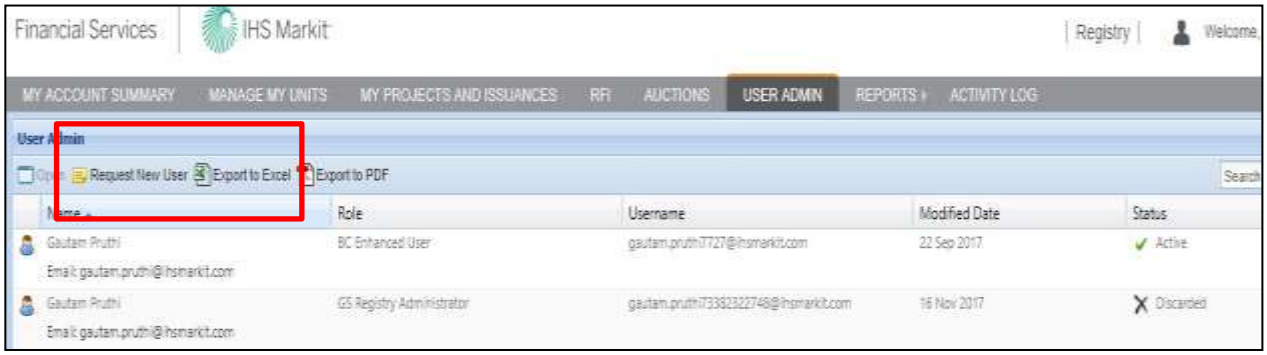
- Navigate to the Users tab of the **Account Details** window.
- To add users to this account, click the Modify button.
- Select a user. The user's name will move to the right-hand side of the window. Then click **OK.**
- Click the Save button to save all changes that have been made to the account.
- Click the Submit button to submit the account for review by the IHS Markit Operations Team.



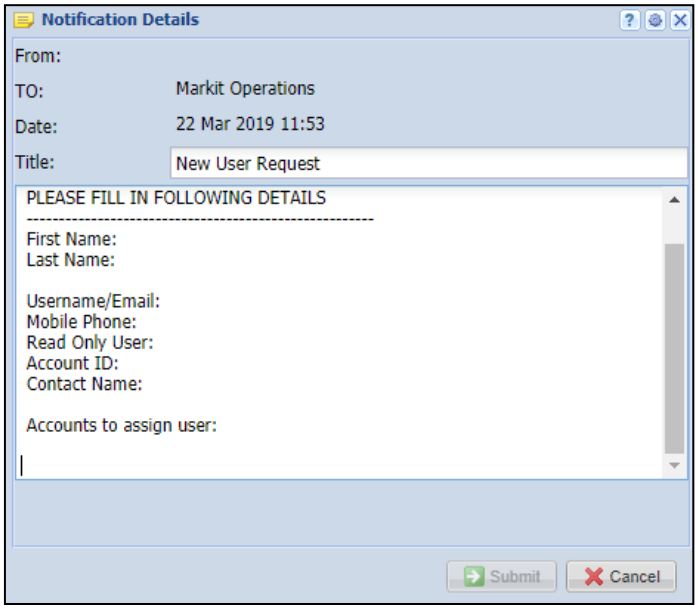
- When the account has been approved, it will appear in the Accounts tab as Active.

## Adding new users to your account

The User Admin page displays all user information for your account(s). From this page, you can view user information and request a new user.




- Click on Request New User button and complete the form as shown below in screenshot
- Click the Submit button to submit the user's information to the IHS Markit Operations Team for review. The new user will be required to upload a copy of their personal ID as detailed in Please refer to section **How to Upload and Submit Photo ID**



# 2. Registry Functions

The UK Land Registry provides account holders a wide variety of functions enabling them to manage their projects and associated credits throughout their lifecycle. This section covers those features in detail.

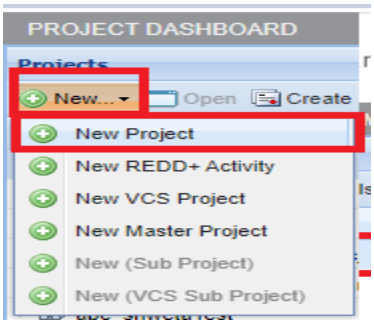
## 2.1 Project Registration

Projects for both WCC and PC can be registered as individual projects or as group projects. This section explains the step by step process for how to register the individual as well as grouped project. The user will need to login to the registry and follow the steps below. Note that fields marked with a red asterisk * are mandatory and have to be completed before you can submit a project.

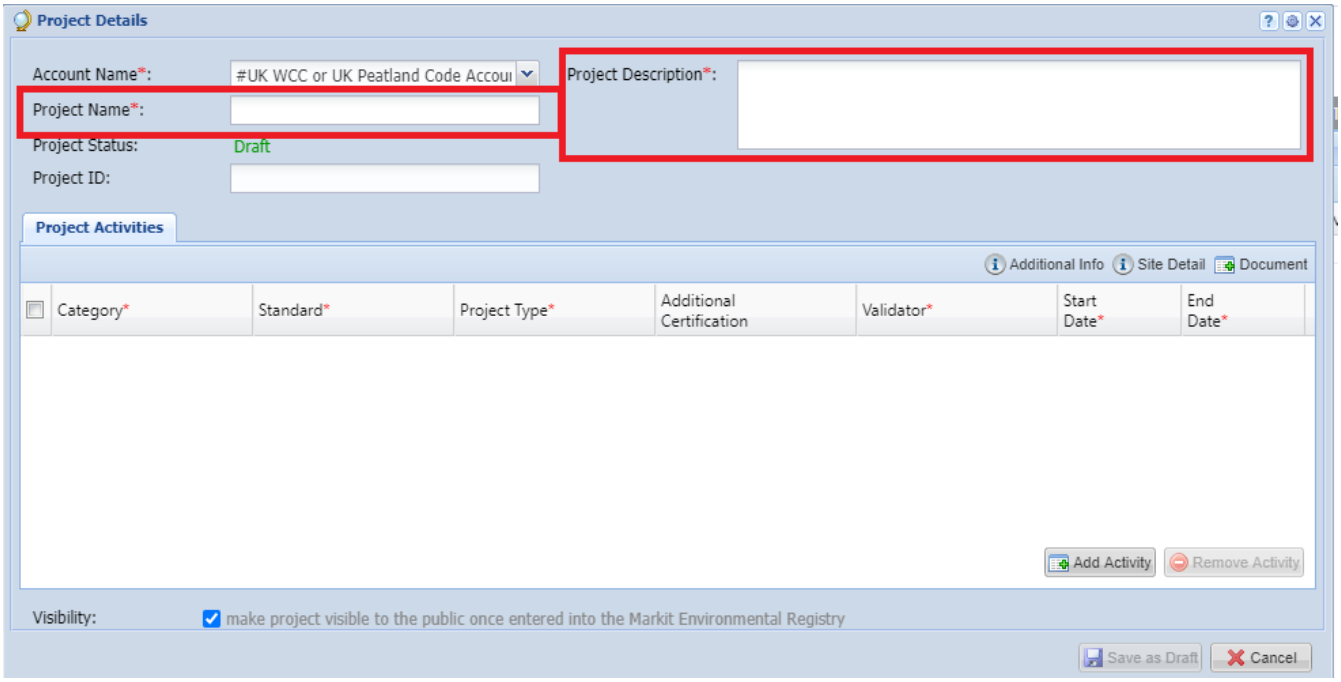
**Individual Project**

- Navigate to My Projects and Issuance tab
- On the new screen that comes up, select the account name found on the left side.

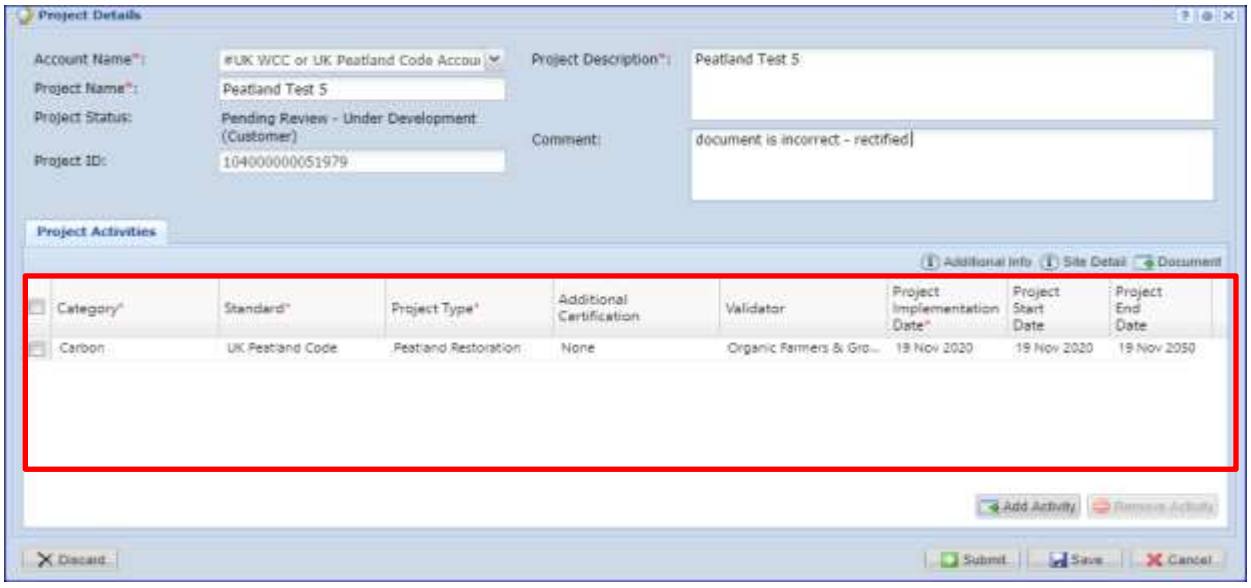
- Click on the New button and choose the option “New Project” from the dropdown menu




- The Project Details form will appear on the screen. Complete the following fields:
- Project Name
- Project Description



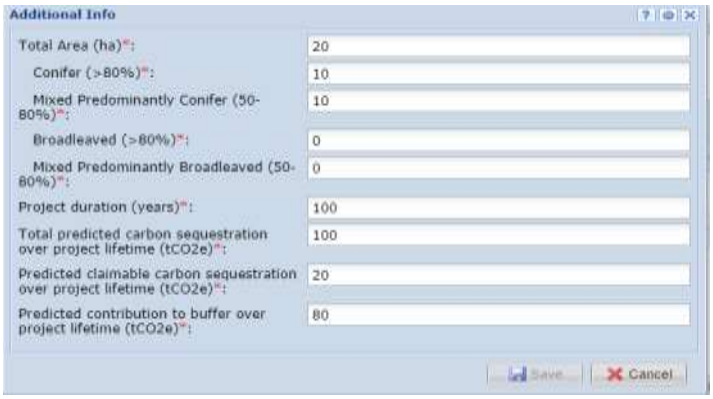

- Click on Add Activity button and then complete the following:
  - Category (choose Carbon)
  - Standard (choose UK Woodland Carbon Code or UK Peatland Code)
  - Project Type (choose the relevant option from the dropdown)
  - Additional Certification (None – Not using at present)
  - Validator (None)
  - Project Implementation Date
  - Project Start Date
  - Project End Date



Click on Additional Info button and complete the following fields:

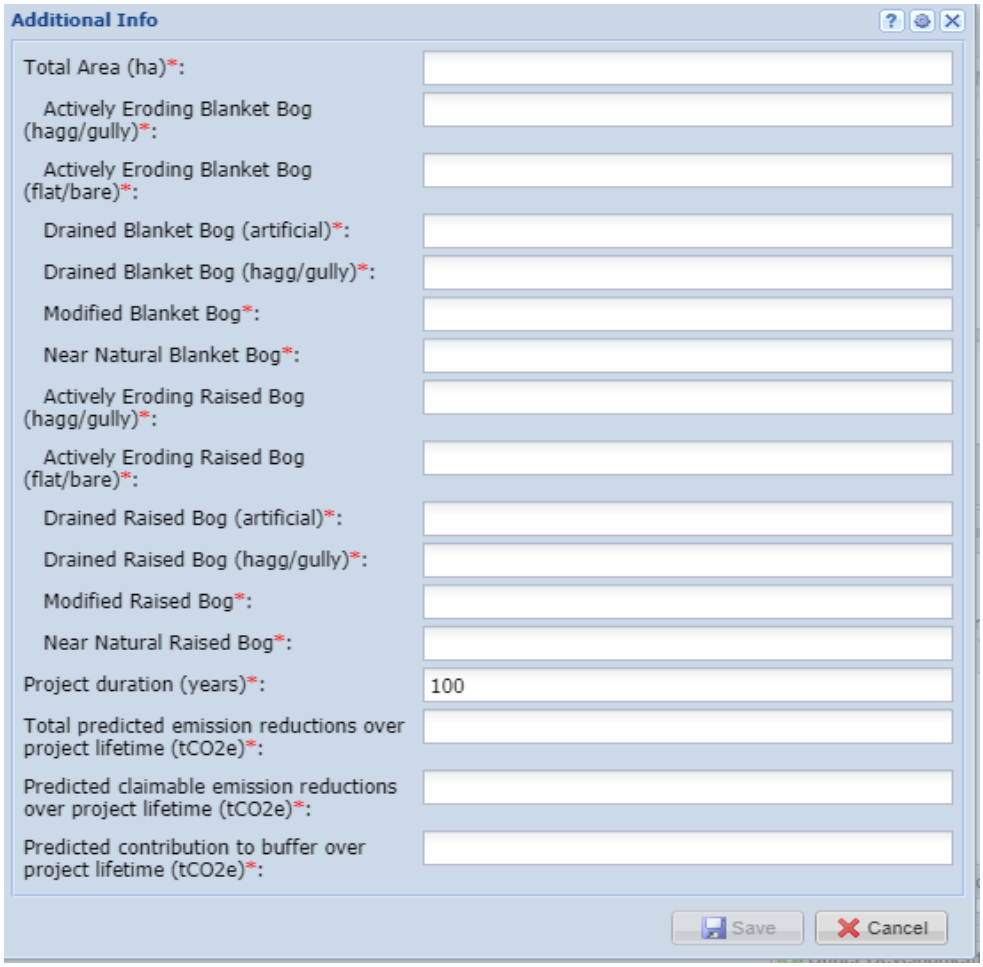
**For WCC**

- Total Area (ha)
  - Conifer (>80%)
  - Mixed Predominantly Conifer (50-80%)
  - Broadleaved (>80%)
  - Mixed Predominantly Broadleaved (50-80%)
- Project duration (years)
- Total predicted carbon sequestration over project lifetime (tCO2e)
- Predicted claimable carbon sequestration over project lifetime (tCO2e)
- Predicted contribution to buffer over project lifetime (tCO2e)



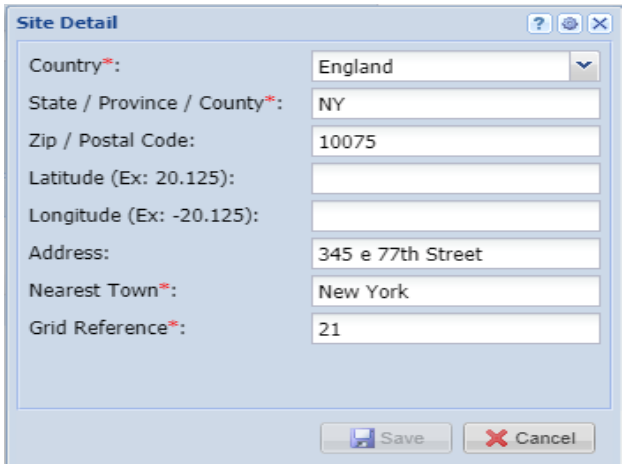

**For Peatland**

- Total Area (ha)
  - Actively Eroding Blanket Bog (hagg/gully)
  - Actively Eroding Blanket Bog (flat/bare)
  - Drained Blanket Bog (artificial)
  - Drained Blanket Bog (hagg/gully)
  - Modified Blanket Bog
  - Near Natural Blanket Bog
  - Actively Eroding Raised Bog (hagg/gully)
  - Actively Eroding Raised Bog (flat/bare)
  - Drained Raised Bog (artificial)
  - Drained Raised Bog (hagg/gully)
  - Modified Raised Bog
  - Near Natural Raised Bog
- Project duration (years)
- Total predicted emission reductions over project lifetime (tCO2e)
- Predicted claimable emission reductions over project lifetime (tCO2e)
- Predicted contribution to buffer over project lifetime (tCO2e)

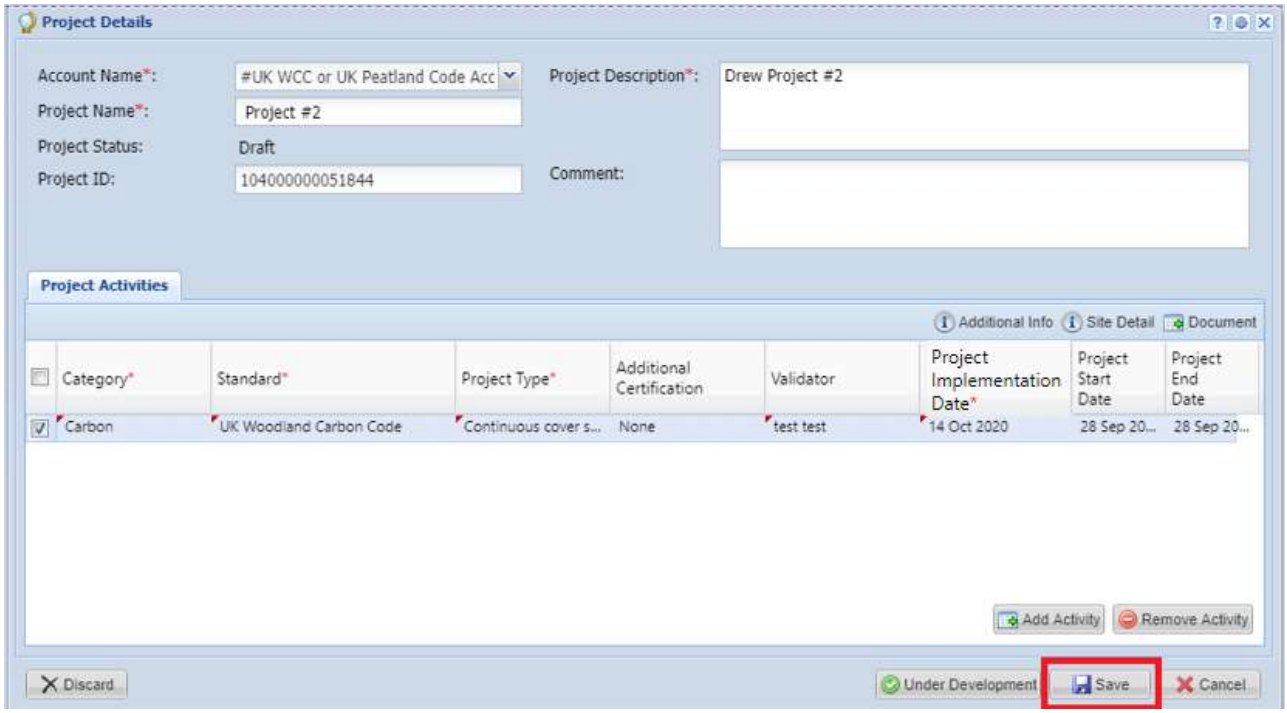



Click on Site Details button and input the following fields as shown in the picture below:

- Country (England, Scotland, Wales, Northern Ireland)
- State/Province/County
- Zip/Postal Code
- Latitude (not mandatory)
- Longitude (not mandatory)
- Address (not mandatory)
- Nearest Town
- Grid Reference

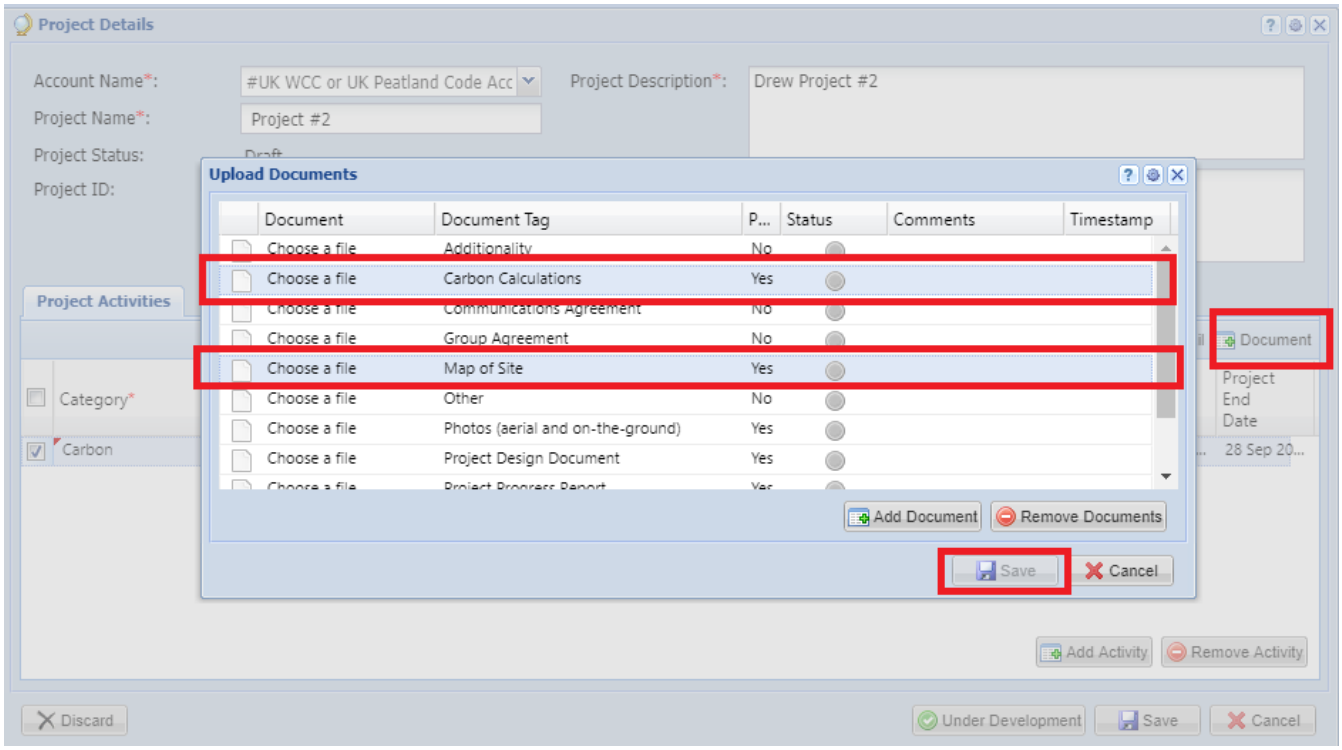


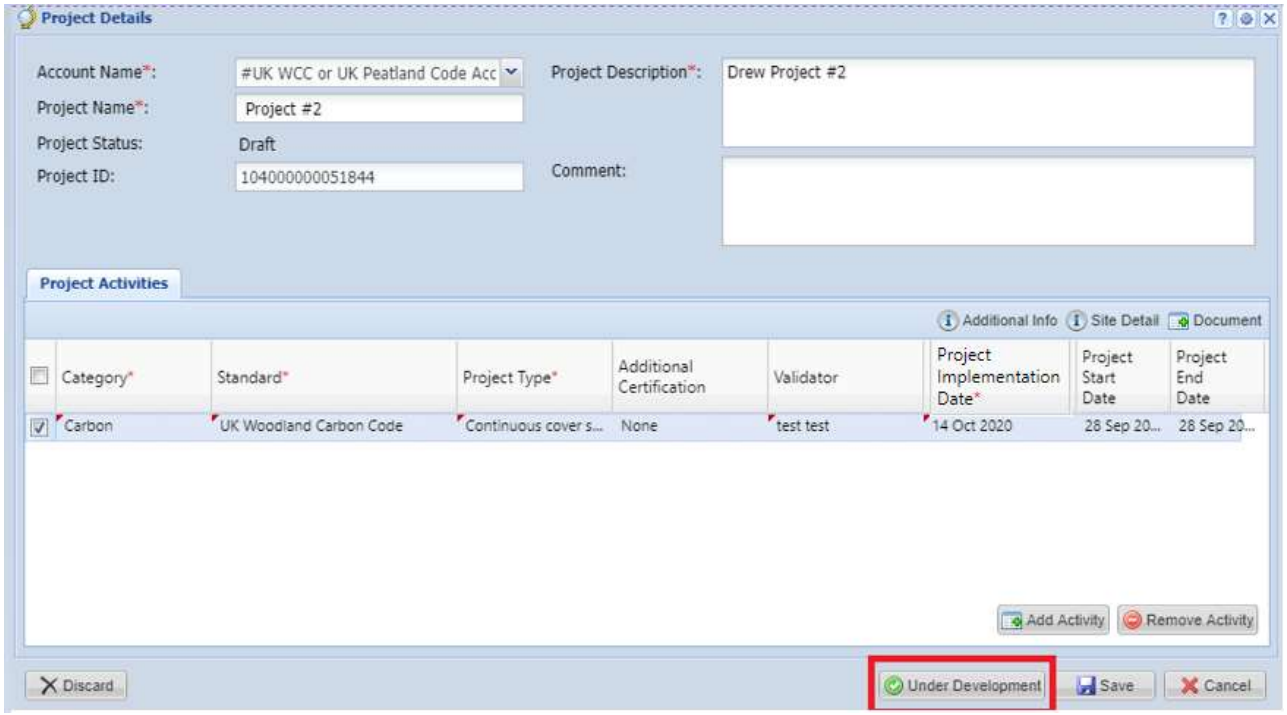
- Click on Save button



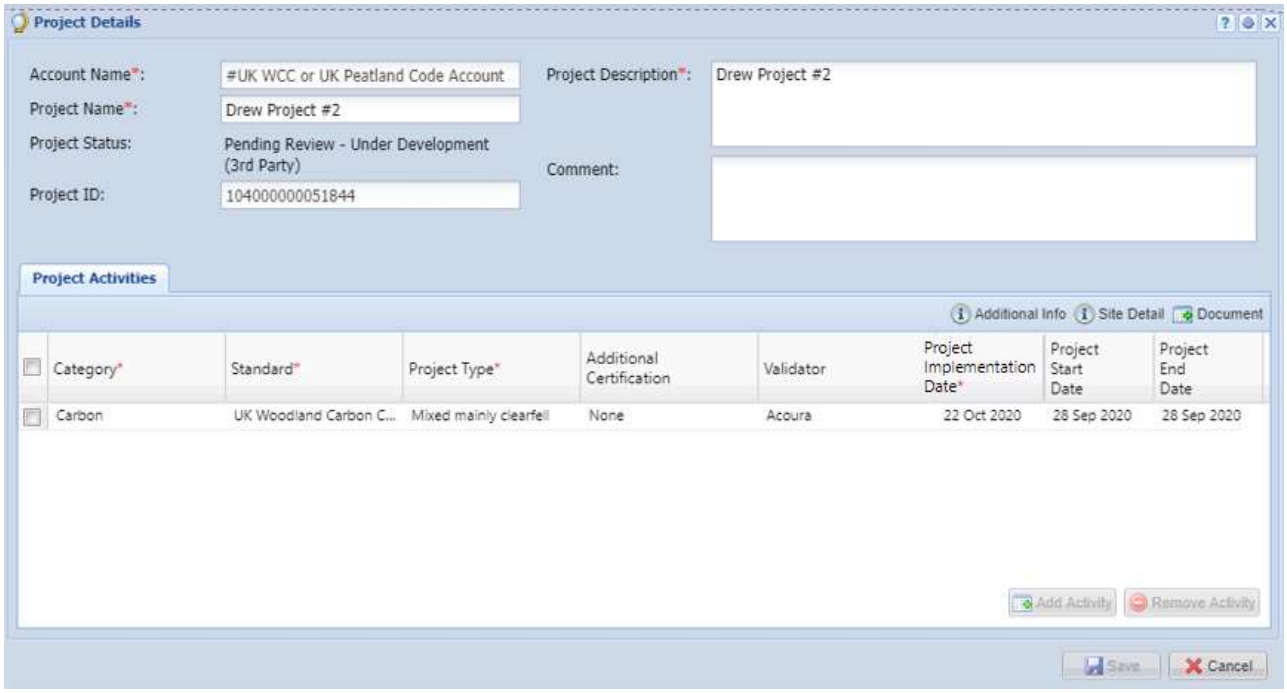

## Upload Documents

- Click on Documents button and upload the following documents:
  - Map of Site (user can add comments in the Comments column)
  - Carbon Calculations (user can add comments in the Comments column)
- Click on Save button in the 'Upload Documents' screen, then on save again in the 'Project Details' screen. Your project is now in a draft status and you can come back to it at a later date if you need to revise or amend details.
- When you are happy with all the details and documents entered, click 'Under Development' and your project is sent for review by the regulator and Markit operations.




**Upon submission, the status of the project changes to Pending Review - Under Development (3rd Party)**

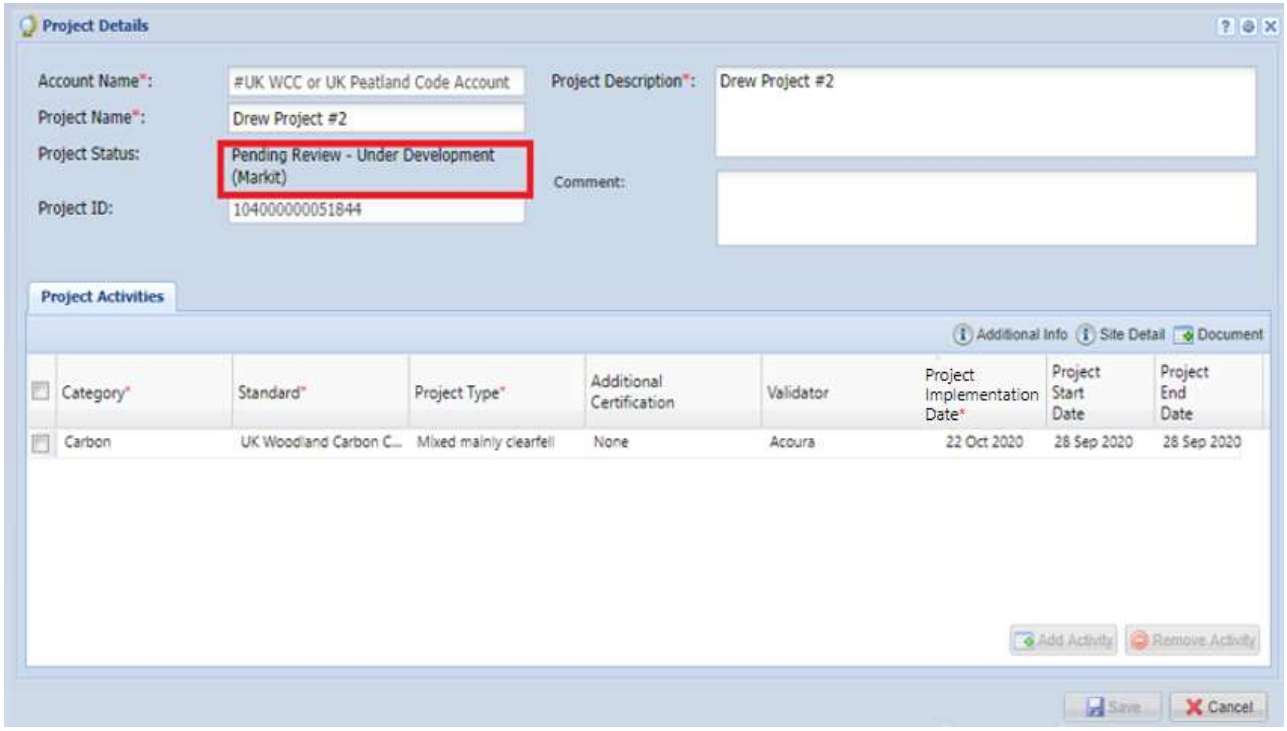



An automated email will be sent to the user confirming that the project has been submitted for review as Under Development as shown below.

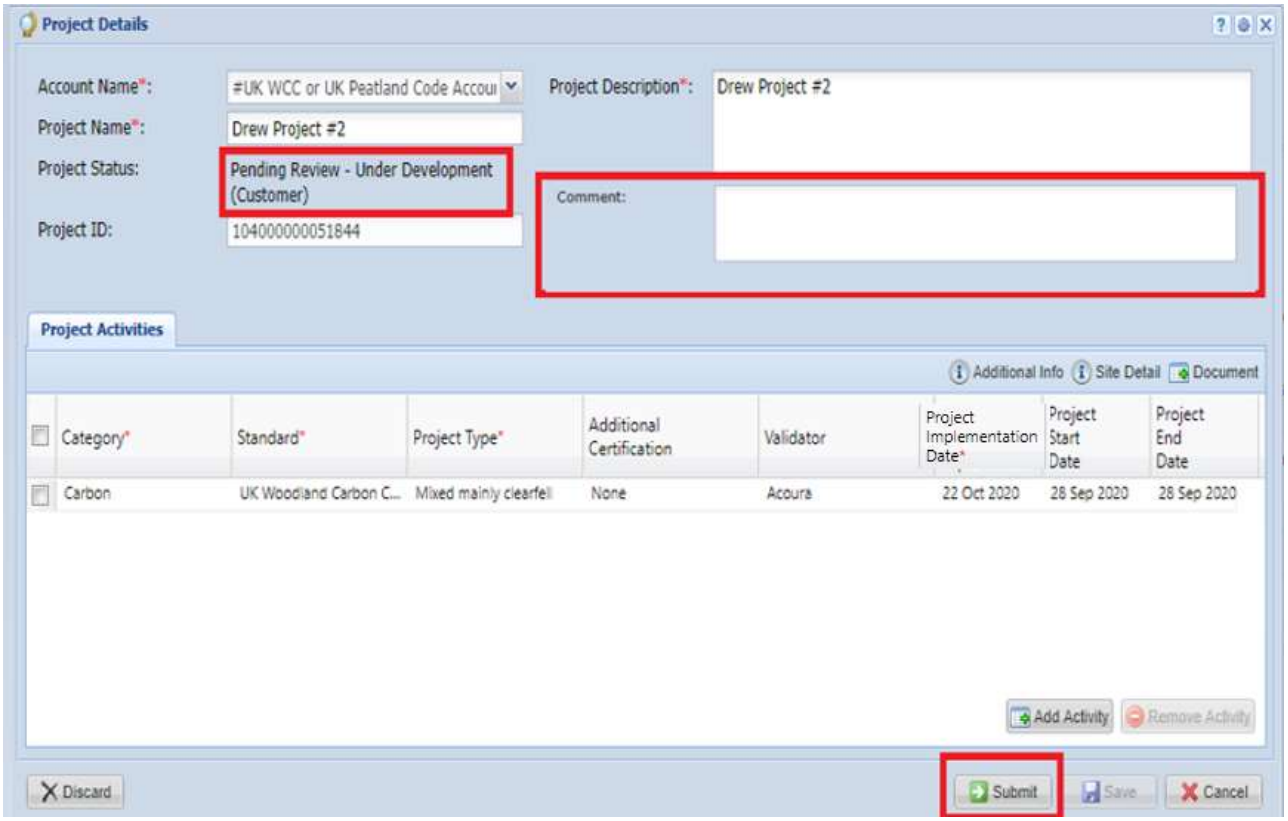
Email Notifcation:

The project is now being reviewed by the Regulator. Upon review, the Regulator will take either of the following actions:

- Approve – Upon Approval, the status of the project is changed from “Pending Review – Under Development (3rd Party)” to “Pending Review – Under Development (Markit)”

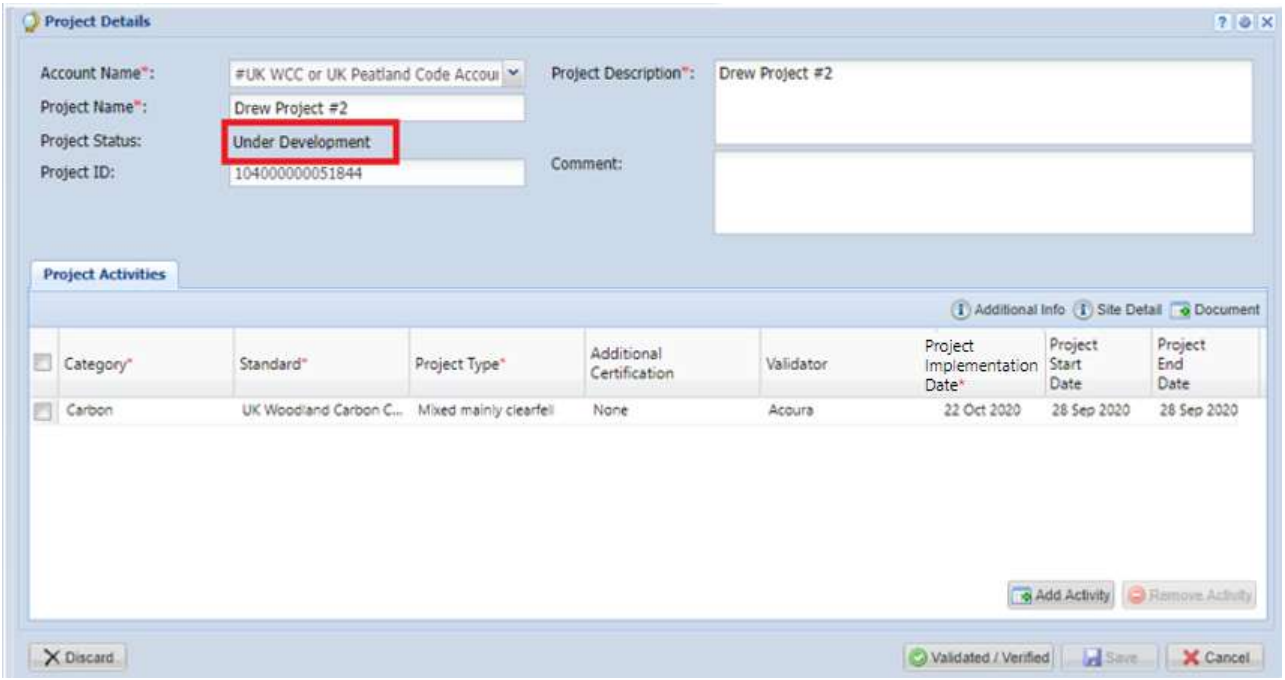



- Reject – If rejected, the regulator will mention the reason of rejection in the comments box of the Project Details form, or by separate email if necessary.
  - At this time, the status of the project is changed from “Pending Review – Under Development (3rd Party)” to “Pending Review – Under Development (Customer)” as shown below.
  - An automated email will be sent to the user informing about the rejection with the comments.
  - The user will need to make the required changes (e.g. upload the revised carbon calculation document by clicking on the Document button, and remove any older versions) and Submit the project again
  - Upon submission, the status of the project changes back to “Pending Review – Under Development (3rd Party)”.

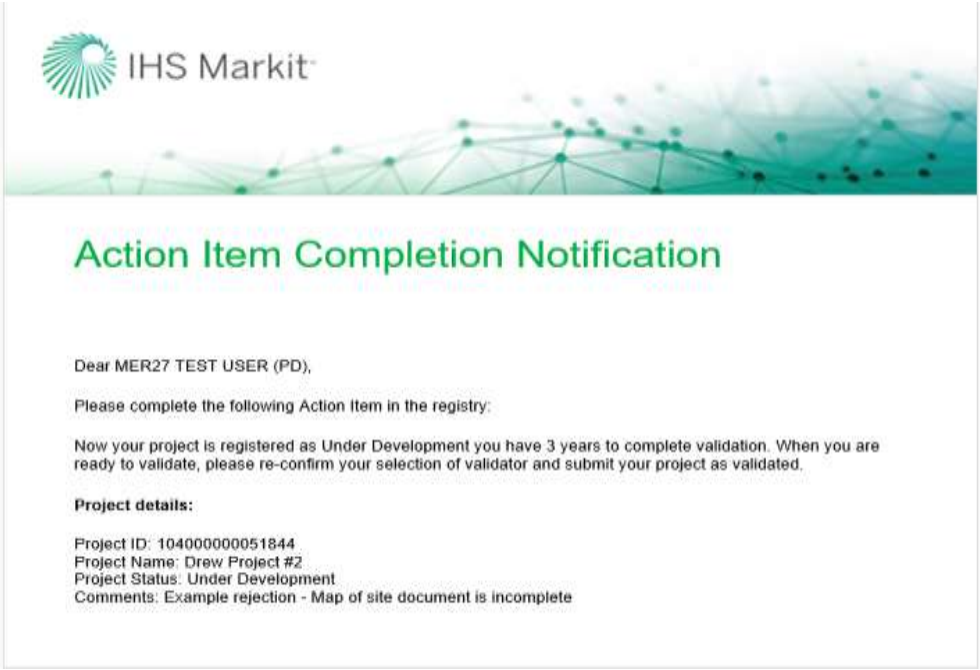



Once the project is **approved** by the Regulator, it is then routed to Markit for review. Once Markit Approves the project, the status of the project is changed from “Pending Review – Under Development (Markit)” to “Under Development”.

- The user will receive an automated email notification confirming that the project is registered as Under Development and informing them about the timeline for the completion of validation of the project.




Email Notifcation:




Email Notifcation:

# Action Item Completion Notification

Dear MER27 TEST USER (PD),

Please complete the following Action Item in the registry:

Now your project is registered as Under Development you have 3 years to complete validation. When you are ready to validate, please re-confirm your selection of validator and submit your project as validated.

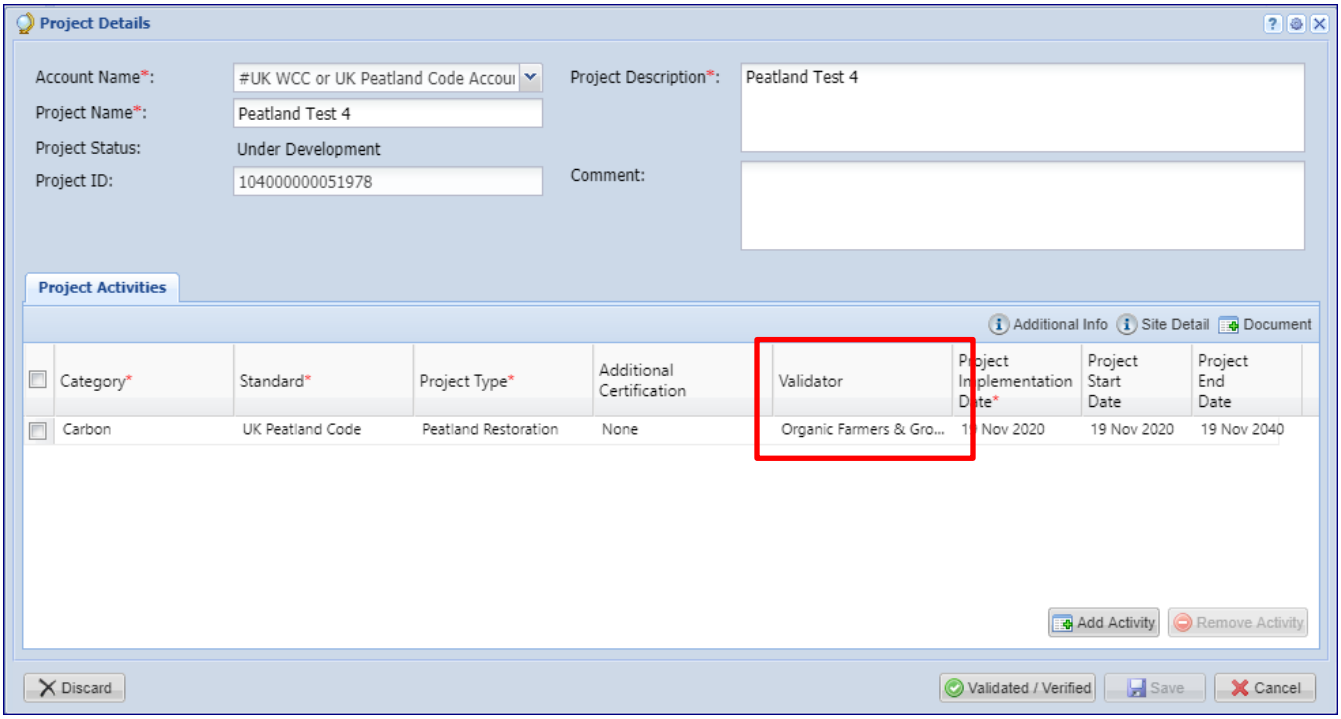
**Project details:**

Project ID: 104000000051844
Project Name: Drew Project#2
Project Status: Under Development

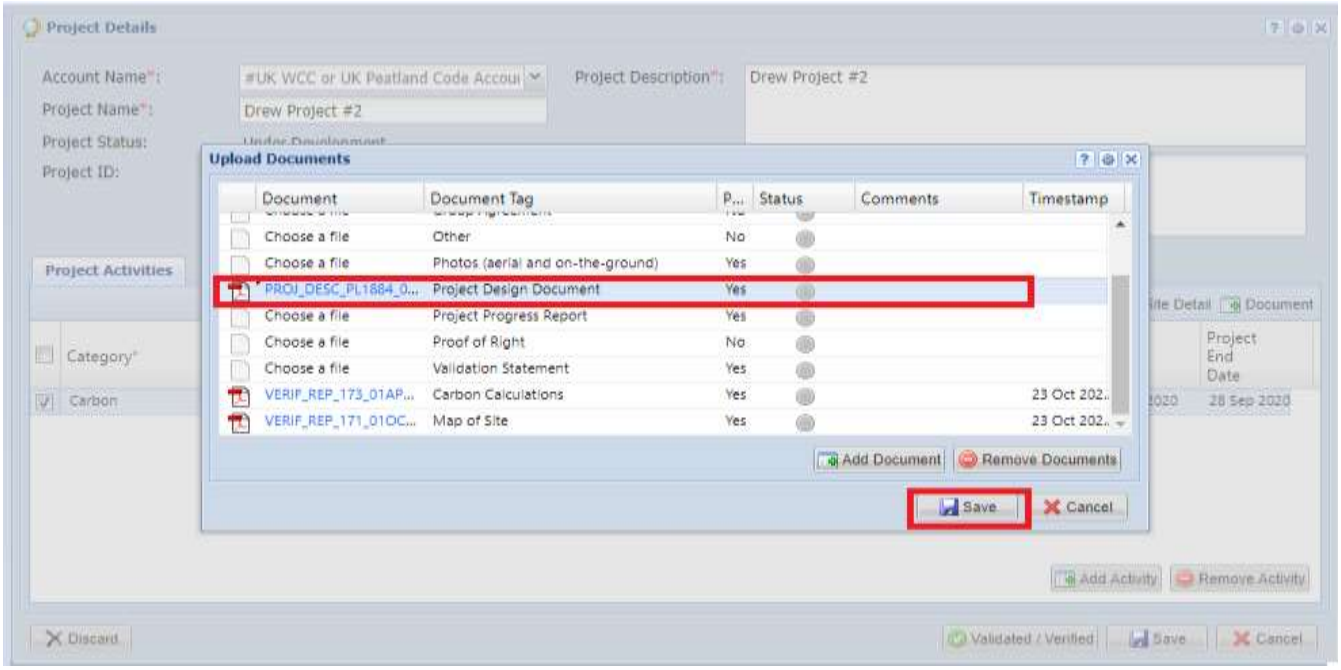
## 2.2 Project Validation

The user has three years from the date the project is registered as Under Development to complete the validation of the project. The next step in the process is to submit the project for Validation. As soon as the project is approved for Under Development by the Markit operations team, the user will be assigned a “To Do” that requires user to take the next action (i.e. Select Validator). The user will need to navigate to the **Project Dashboard** tab after login. The Project Dashboard tab is very informative wherein the user can check the “Current To Do Item”, “Approaching Milestone” and “Approaching Milestone Date” as shown below.

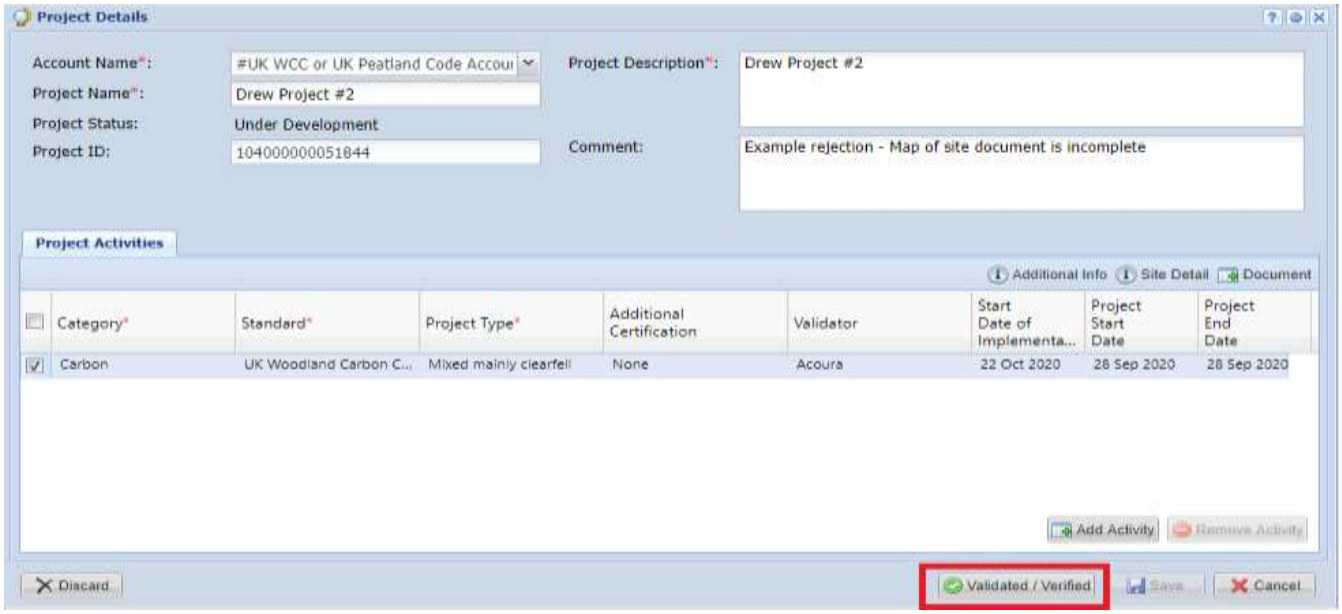
Clicking on Edit button will open the Project Details form. The project developer now can select the correct Validator from the dropdown.



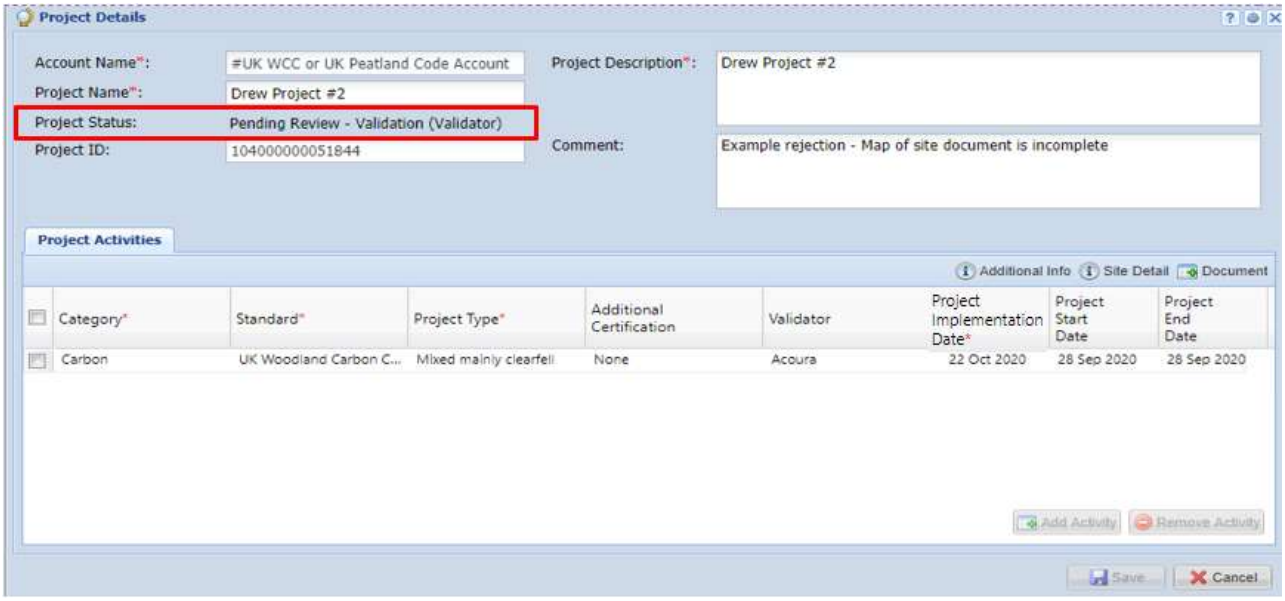

Click on the Document button to remove any draft documents and upload any necessary documents (for example a Communications Agreement or Proof of Right to the carbon units).




Click on Save button and then Validated/Verified




Upon submission, the status of the project changes from Under Development to Pending Review – Validation (Validator)




An automated email will be sent to the user confirming that the project has been submitted for Under Validation as shown below.

Email Notifcation:

IHS Markit

Action Item Completion Notification

Dear MER27 TEST USER (PD),

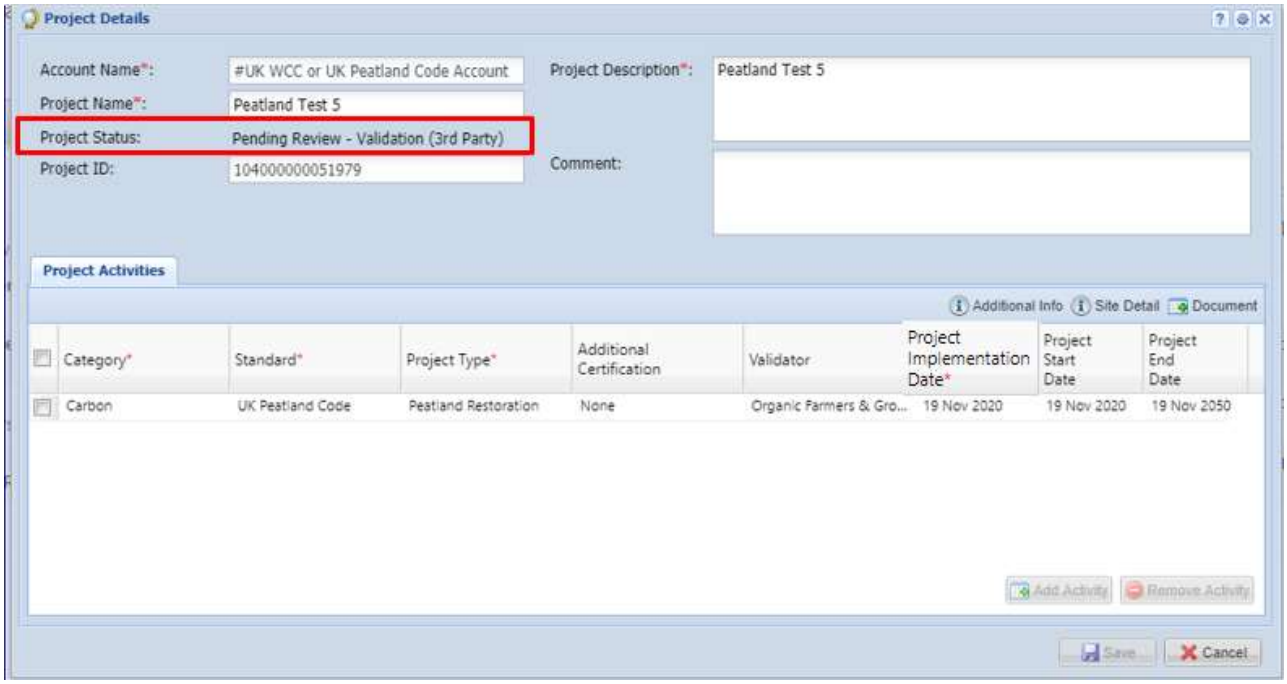
Please note that the following project was submitted for 'Validation' in IHS Markit Registry.

**Project details:**

Project ID: 104000000051844
Project Name: Drew Project #2
Project Status: Pending Review - Validation (Validator)
Comments: Example rejection - Map of site document is incomplete

The project is now being reviewed by the Validator. Upon review, the Validator will add your final validation documents (Map of site, Carbon Calculations, Project Design Document) as well as your Validation Statement. The validator will then take either of the following actions –

- Approve – Upon Approval, the status of the project is changed from Pending Review – Validation (Validator) to Pending Review – Validation (3rd Party)



Email Notifcation:

IHS Markit

Action Item Completion Notification

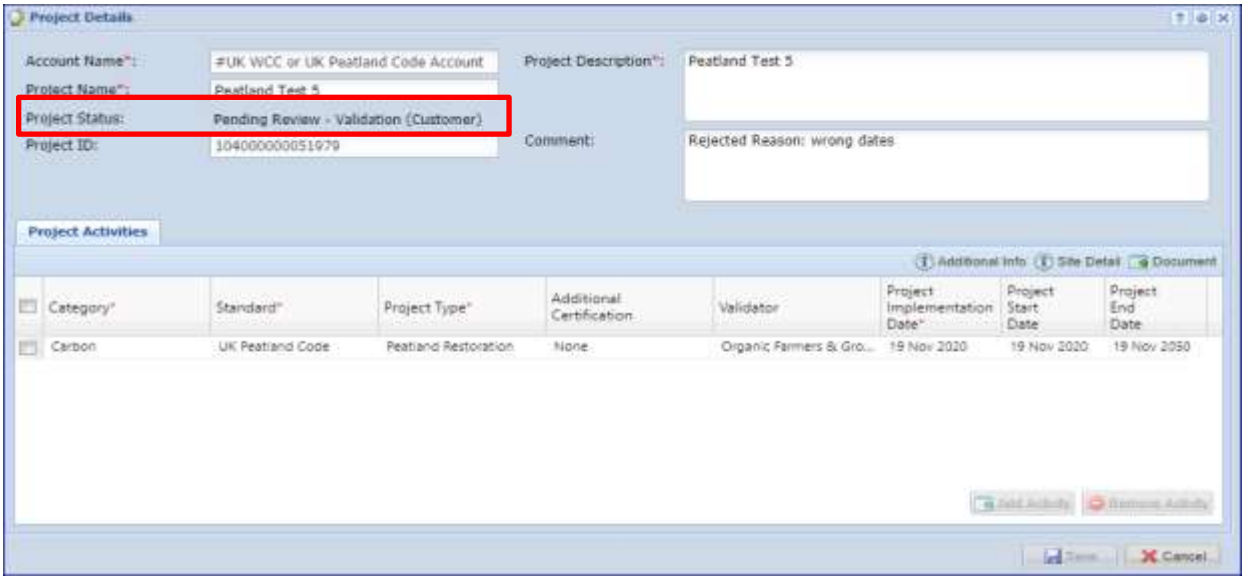
Dear MER27 TEST USER (PD),

Project Peatland Test 5

**Project details:**

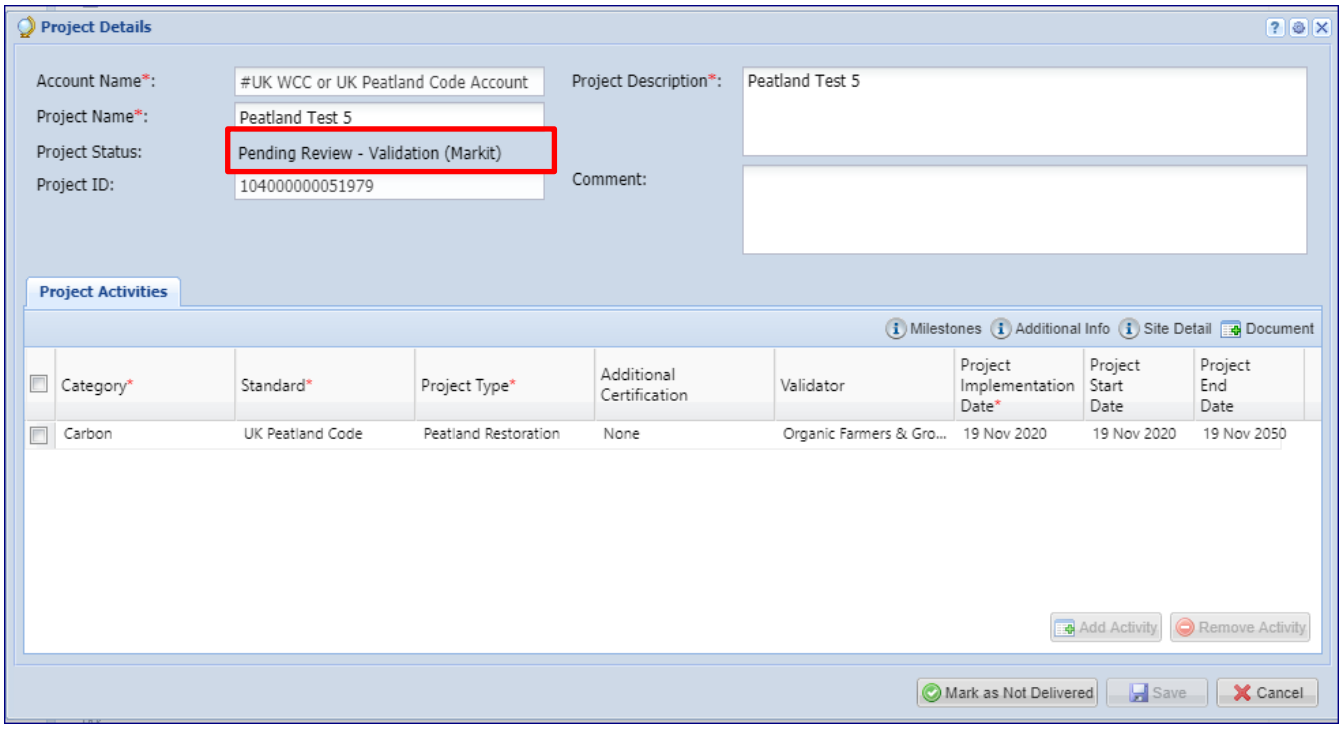
Project ID: 104000000051979
Project Name: Peatland Test 5
Project Status: Pending Review - Validation (3rd Party)

- Reject – if rejected, the validator will mention the reason of rejection in the comments box of the Project Details form.
  - At this time, the status of the project is changed from Pending Review – Validation (Validator) to Pending Review – Validation (customer) as shown below.
  - An automated email will be sent to the user informing about the rejection with the comments.
  - The user will need to check the project details and Submit the project again.
  - Upon submission, the status of the project changes back to Pending Review – Validation (Validator).



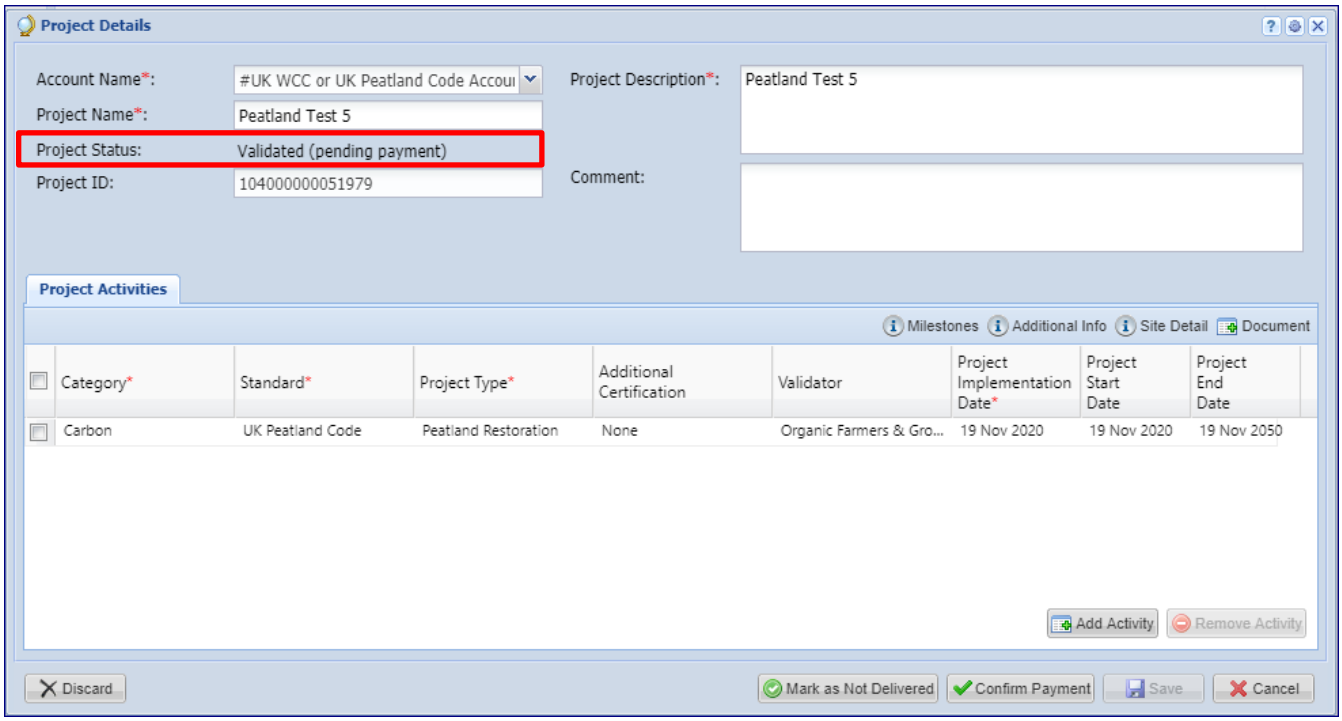

Email Notification:

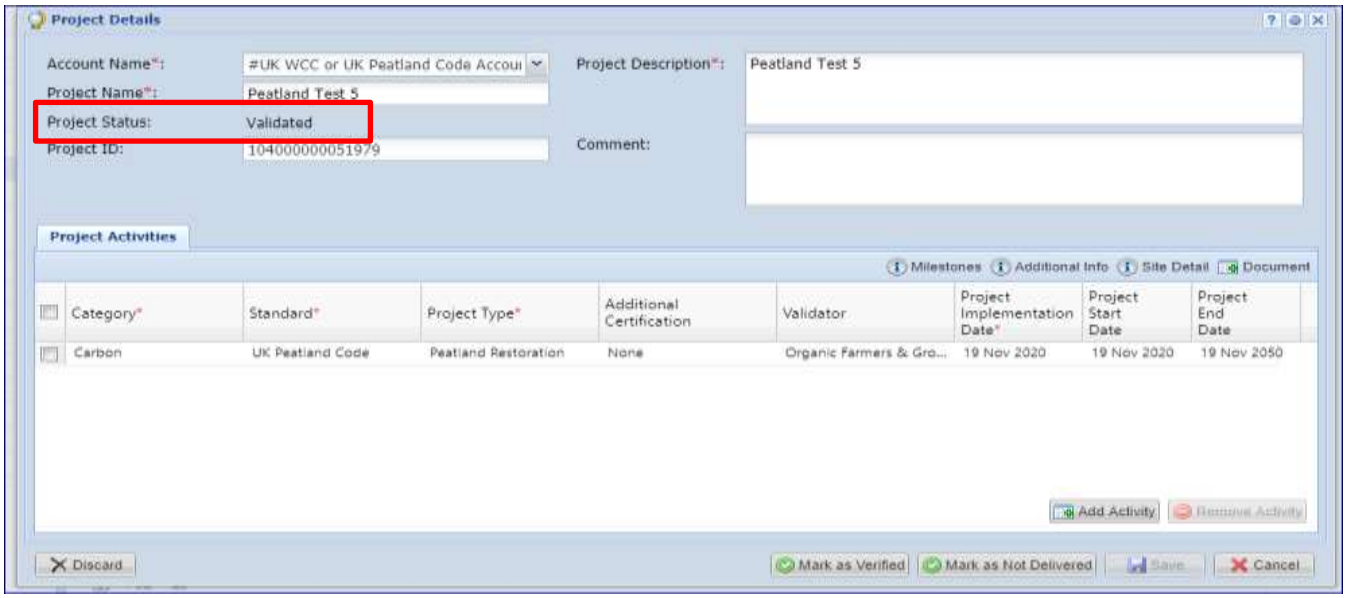
Once the project is approved by the Validator, it is then routed to the Regulator and then Markit Operations for review.



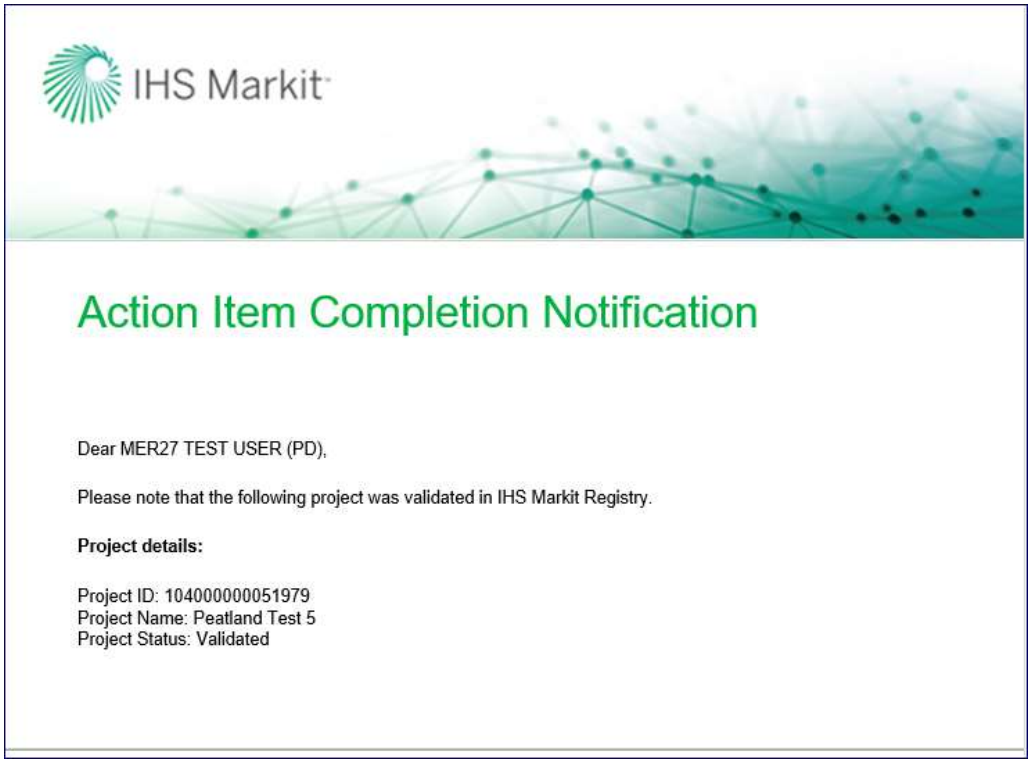

After the project is approved by the Regulator, it is then reviewed by Markit Operations who will take either of the following actions –

- Approve - Upon Approval, the status of the project is changed from Pending Review – Validation (Markit) to Validated (Pending Payment).
    - Markit Operations will send the invoice for PIU issuance to the project developer within 1 business day.
    - Upon payment, Markit operations will approve the project and the status of the project changes to Validated.






Email Notifcation:



## 2.3 Restoration Validation – (PC Projects Only)

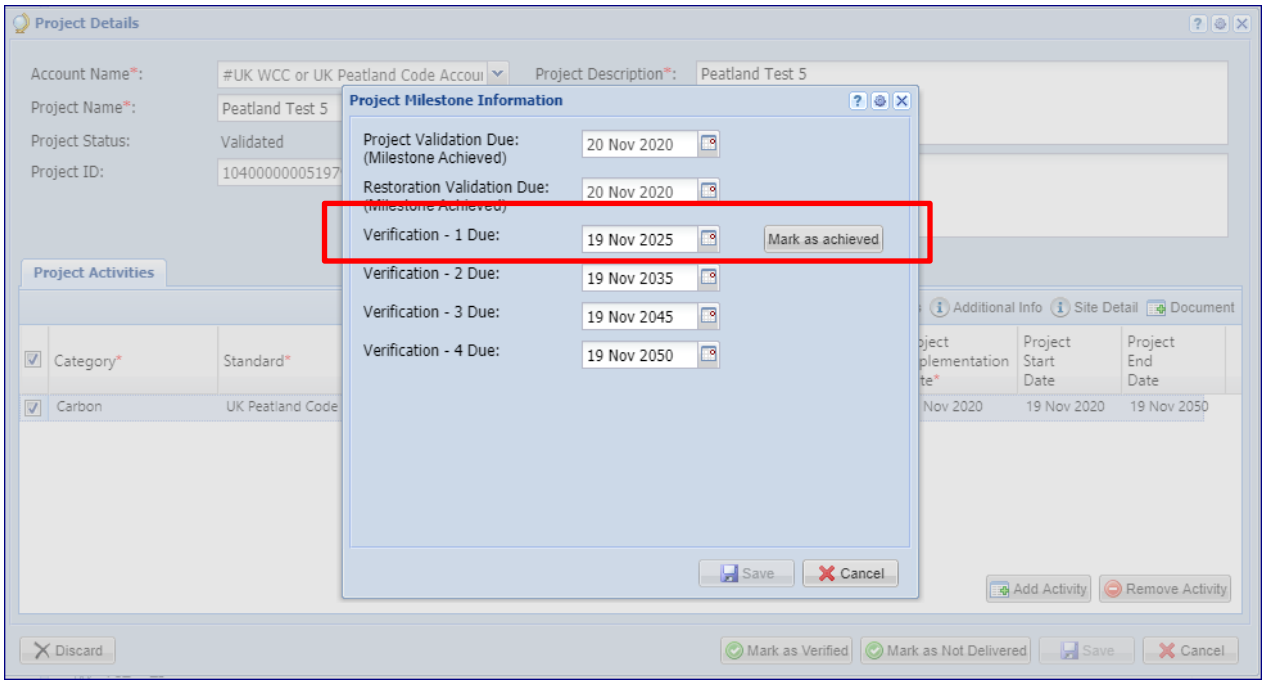
For Peatland projects, the validation is due to be completed within 3 years after the project is registered as Under Development on the Registry. Unlike WCC project, Peatland projects are required to achieve “Restoration Validation”* which is due within one year of the Project Start Date (which is the date that all restoration works are finished).

At this stage, after restoration has been completed, the Restoration is independently validated, a Restoration Validation Statement is available from the VVB, and the restoration documents are final.

In order for this milestone to be achieved, the Restoration Validation milestone date must be updated manually by the Regulator or the Registry Administrator.

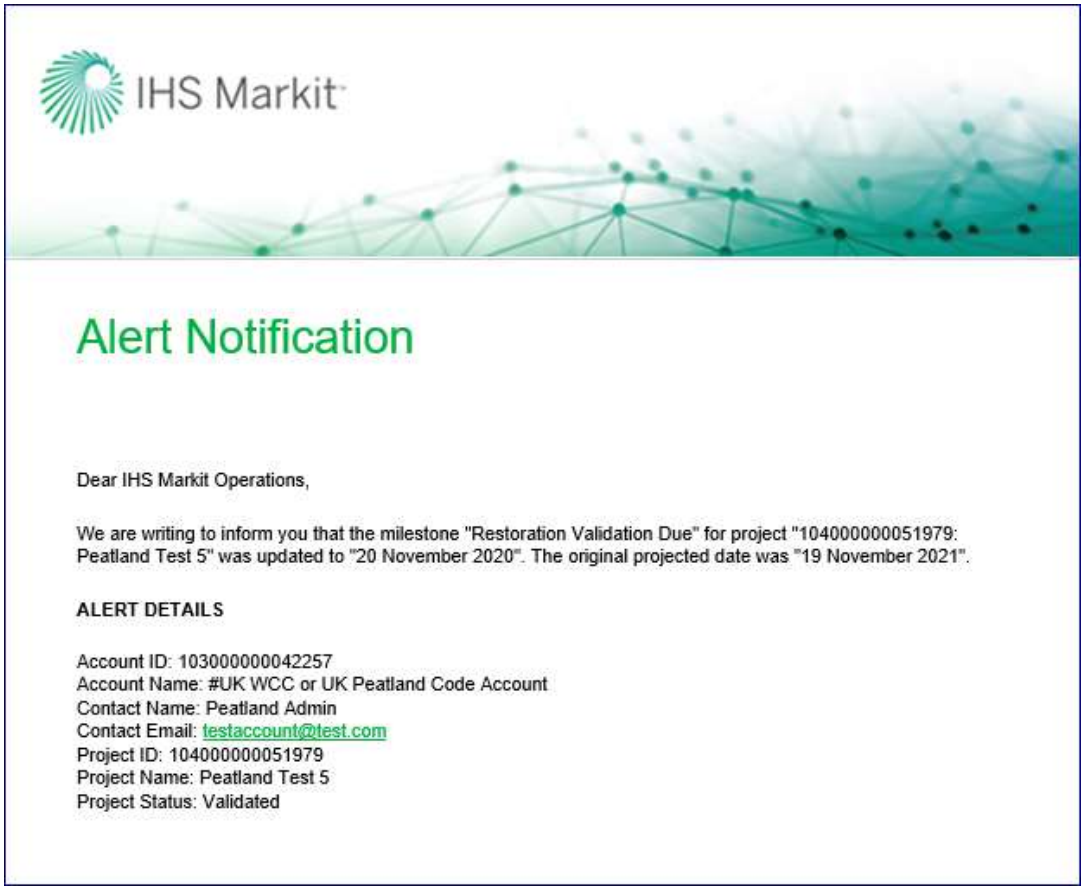
This check will be conducted twice. Once for the Project Validation and again for the Restoration Validation.

Upon completion of the second validation, IUCN UK Peatland Programme will manually mark the milestone as “Achieved” so that the status can move into the Verification stage.




Once done, an Alert notification is sent the Regulators and Markit Operations

Email Notifcation:



IHS Markit

Alert Notification

Dear IHS Markit Operations,

We are writing to inform you that the milestone "Restoration Validation Due" for project "104000000051979: Peatland Test 5" was updated to "20 November 2020". The original projected date was "19 November 2021".

**ALERT DETAILS**

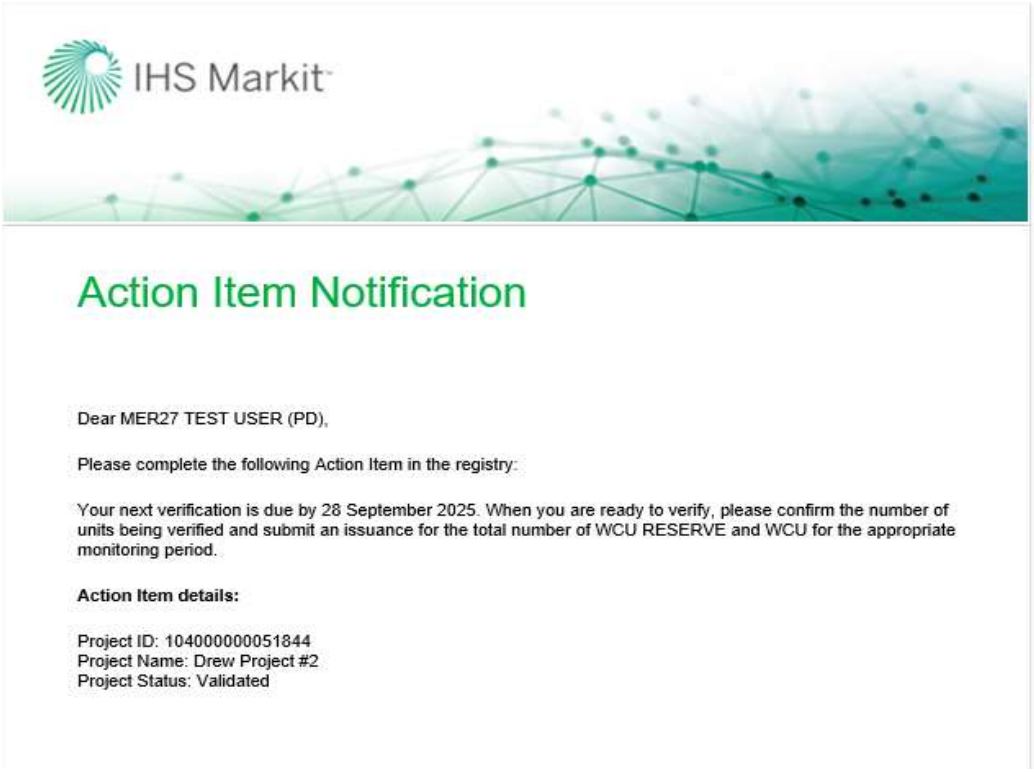
Account ID: 103000000042257
Account Name: #UK WCC or UK Peatland Code Account
Contact Name: Peatland Admin
Contact Email: testaccount@test.com
Project ID: 104000000051979
Project Name: Peatland Test 5
Project Status: Validated

After the project is registered as Validated, Markit Operations team will set up the issuance for Pending Issuance Units (PIUs). Upon issuing PIUs, the account holder receives an automated email notification informing about the due date of the Verification which is five years from the project start date.

## 2.4 PIU Conversion to Verified Credits

An automated email will provide instructions to the account holder to confirm the number of units being verified and submit an issuance for the total number of WCU RESERVES (WCC) or PCU RESERVES (PC) and WCUs (WCC) or PCUs (PC) for the appropriate monitoring period.

Email Notifcation:



IHS Markit

Action Item Notification

Dear MER27 TEST USER (PD),

Please complete the following Action Item in the registry:

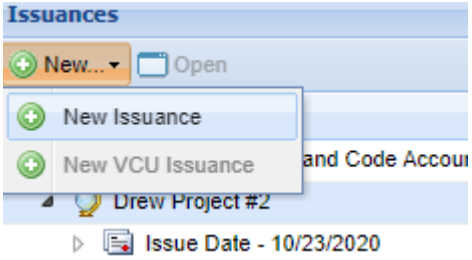
Your next verification is due by 28 September 2025. When you are ready to verify, please confirm the number of units being verified and submit an issuance for the total number of WCU RESERVE and WCU for the appropriate monitoring period.

**Action Item details:**

Project ID: 104000000051844
Project Name: Drew Project #2
Project Status: Validated

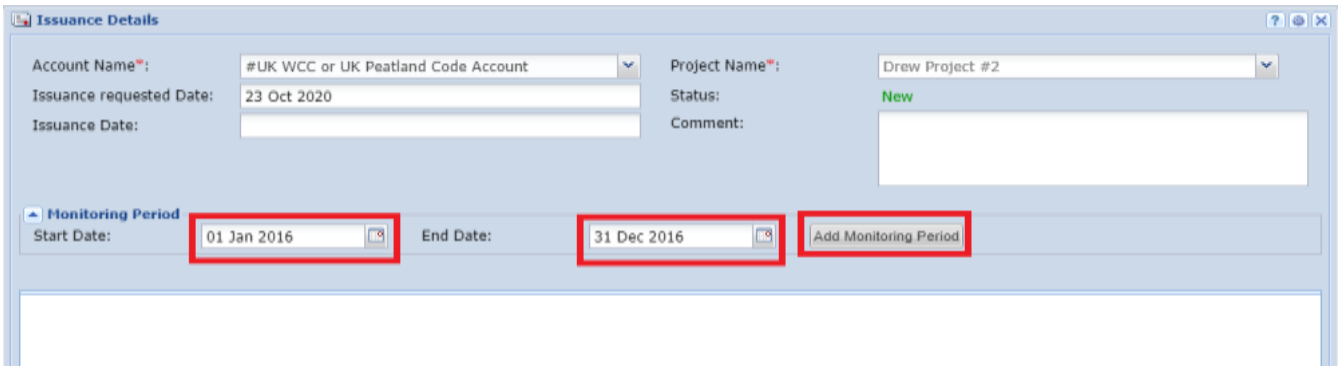
The account holder will follow the steps below to submit the issuance:

Login to the registry and navigate to My Projects and Issuances tab
On the new screen that comes up, double click on your account name found on the right side and select the project under it.
Click on New button and choose New Issuance from the dropdown as shown below.

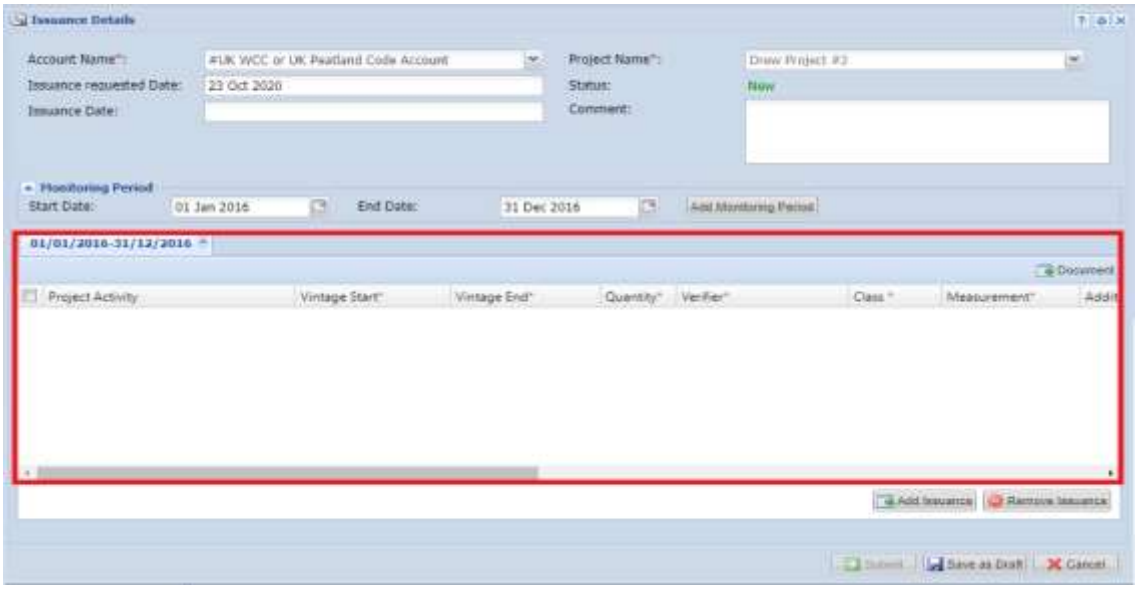


The Issuance Details form will appear.

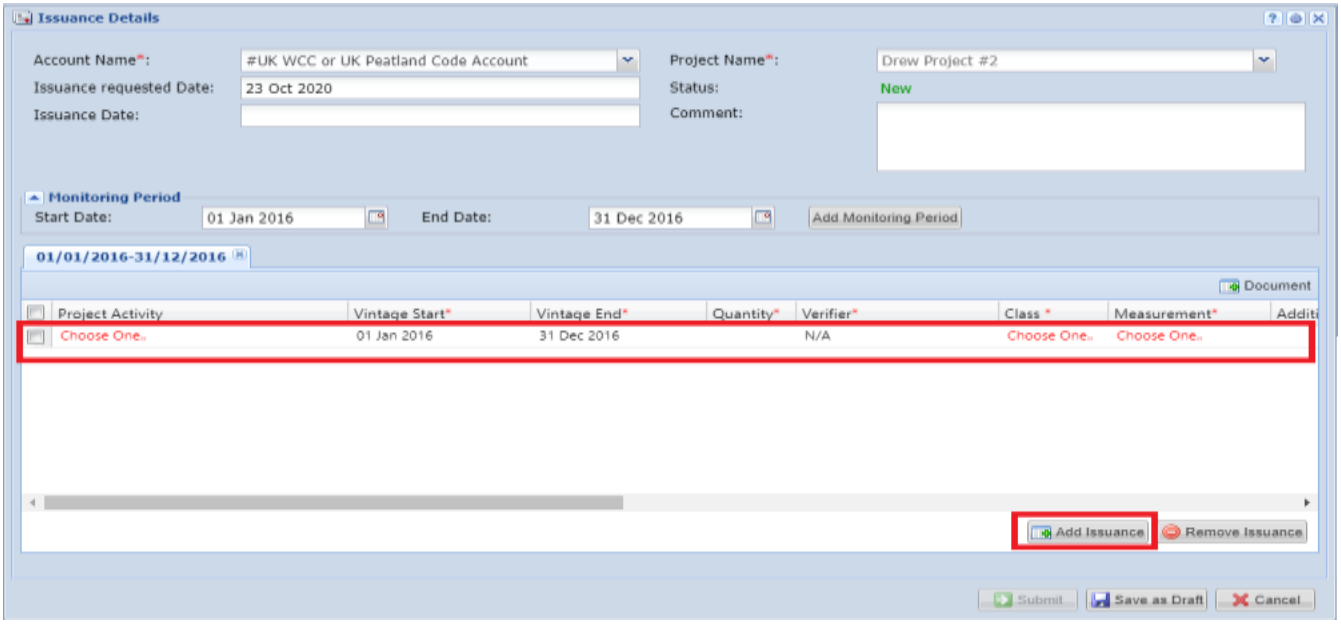
Input the Start Date and End of the Monitoring Period and then click on Add Monitoring Period button (This is your vintage start and end date as specified on your Verification Statement).




Clicking on Add Monitoring Period button will open a new form under the Issuance details form as shown below –

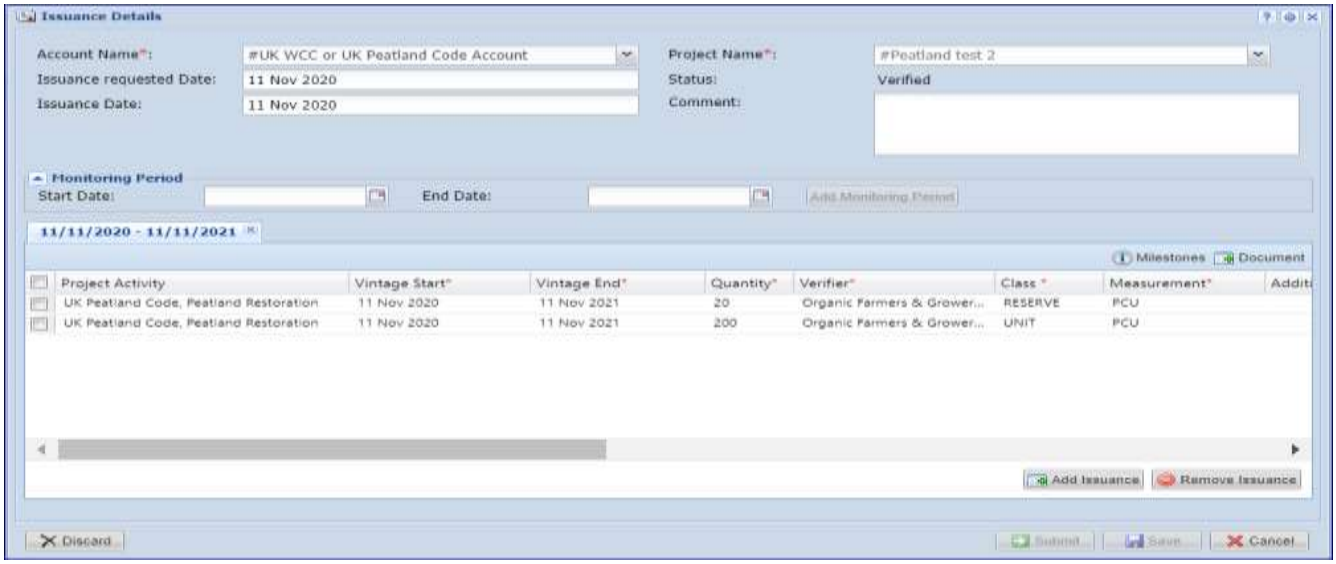



Click on Add Issuance button on the bottom right side of the issuance form
Clicking on the Add Issuance button will add a new row in the form created in the previous step




The user will need to complete the following details as they appear in the form above, most of which come from your verification statement –

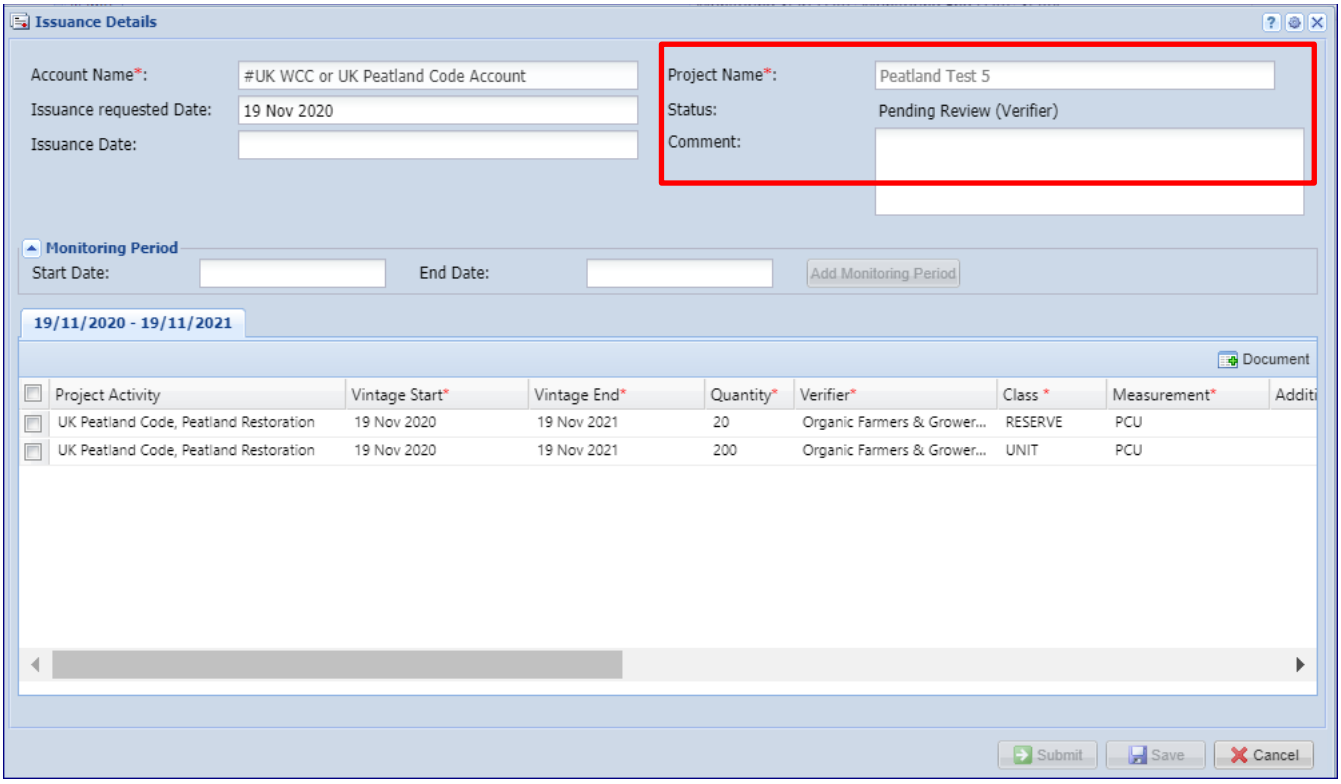
- Project Activity
- Vintage Start Date
- Vintage End Date
- Quantity
- Verifier
- Class (this will be UNIT – For claimable units and RESERVE for buffer units)
- Measurement (this will be WCU/WCU RESERVE or PCU/PCU RESERVE)




Click on Save as Draft button, then click on the Submit button. Your request for converting PIU to WCU/PCU will be sent to the verifier, who will upload your documents, then to the Regulator and Markit Operations for review.

Click on the Save button and then Submit

The Status of the issuance changes to Pending Review (Verifier) and your request will be sent to the Regulator and Markit to review before converting your PIUs to WCU/PCU.




The user will also receive an automated email notification confirming the submission of the issuance

## Email Notifcation:

IHS Markit

Action Item Completion Notification

Dear MER27 TEST USER (PD),

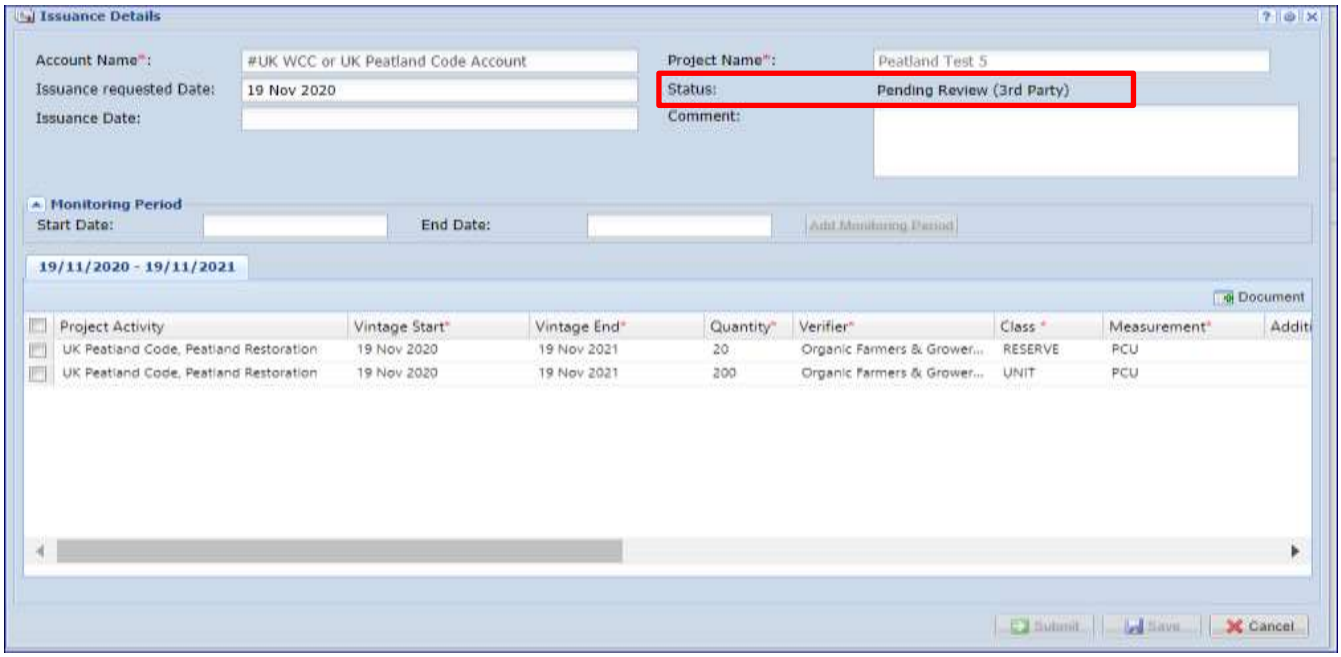
Project Peatland Test 5 has selected the following verifier Organic Farmers & Growers C.I.C. in IHS Markit Registry

**Project details:**

Project ID: 104000000051979
Project Name: Peatland Test 5
Project Status: Validated

At this time the issuance is now being reviewed by the Verifier during which the verifier will take either of the following actions –

- Approve – The Verifier uploads the Project Progress Report, Monitoring Report and Verification Statement before approving the issuance. Upon Approval, the request for WCU/PCUs is sent to the verifier and the status of the issuance is changed from Pending Review (Verifier) to Pending Review (3rd Party).



Issuance Details

Account Name*: #UK WCC or UK Peatland Code Account
Issuance requested Date: 19 Nov 2020
Issuance Date:
Project Name*: Peatland Test 5
Status: Pending Review (3rd Party)
Comment:

Monitoring Period
Start Date: End Date: Add Monitoring Period

19/11/2020 - 19/11/2021

Document

| Project Activity | Vintage Start* | Vintage End* | Quantity* | Verifier* | Class * | Measurement* | Additi |
|---|---|---|---|---|---|---|---|
| UK Peatland Code, Peatland Restoration | 19 Nov 2020 | 19 Nov 2021 | 20 | Organic Farmers & Grower... | RESERVE | PCU | |
| UK Peatland Code, Peatland Restoration | 19 Nov 2020 | 19 Nov 2021 | 200 | Organic Farmers & Grower... | UNIT | PCU | |

Submit Save Cancel

Email Notifcation:

IHS Markit

Action Item Completion Notification

Dear MER27 TEST USER (PD),

Verifier has approved PCU Issuances for project Peatland Test 5 in IHS Markit Registry.

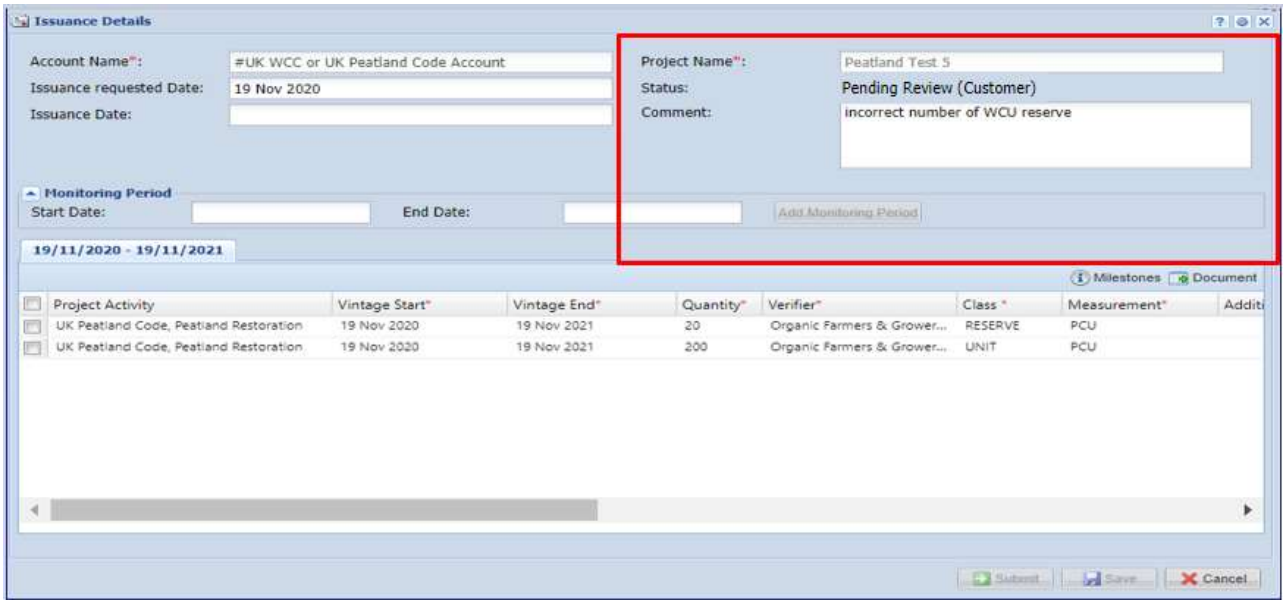
**Project details:**

Project ID: 104000000051979
Project Name: Peatland Test 5
Project Status: Validated

**Monitoring Period: 19/11/2020 - 19/11/2021**

Vintage 2020 - 2021 ; Quantity 20 PCU
Vintage 2020 - 2021 ; Quantity 200 PCU

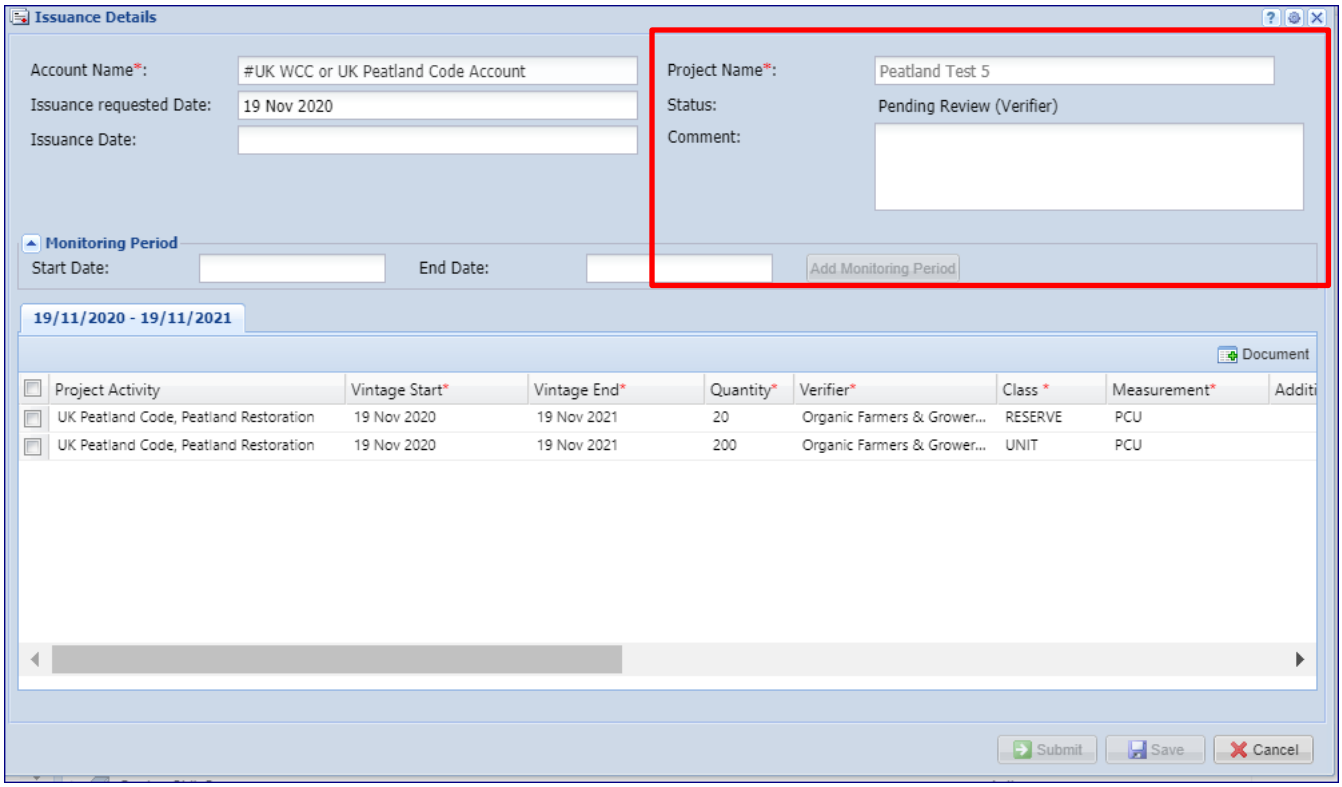
- Reject - the Verifier will mention the reason of rejection in the comments box of the Issuance Details form.
  - At this time, the status of the Issuance is changed from Pending Review Verifier to Pending Review (Customer) as shown below.
  - The customer will also receive an automated email notification informing them about the rejection of the issuance



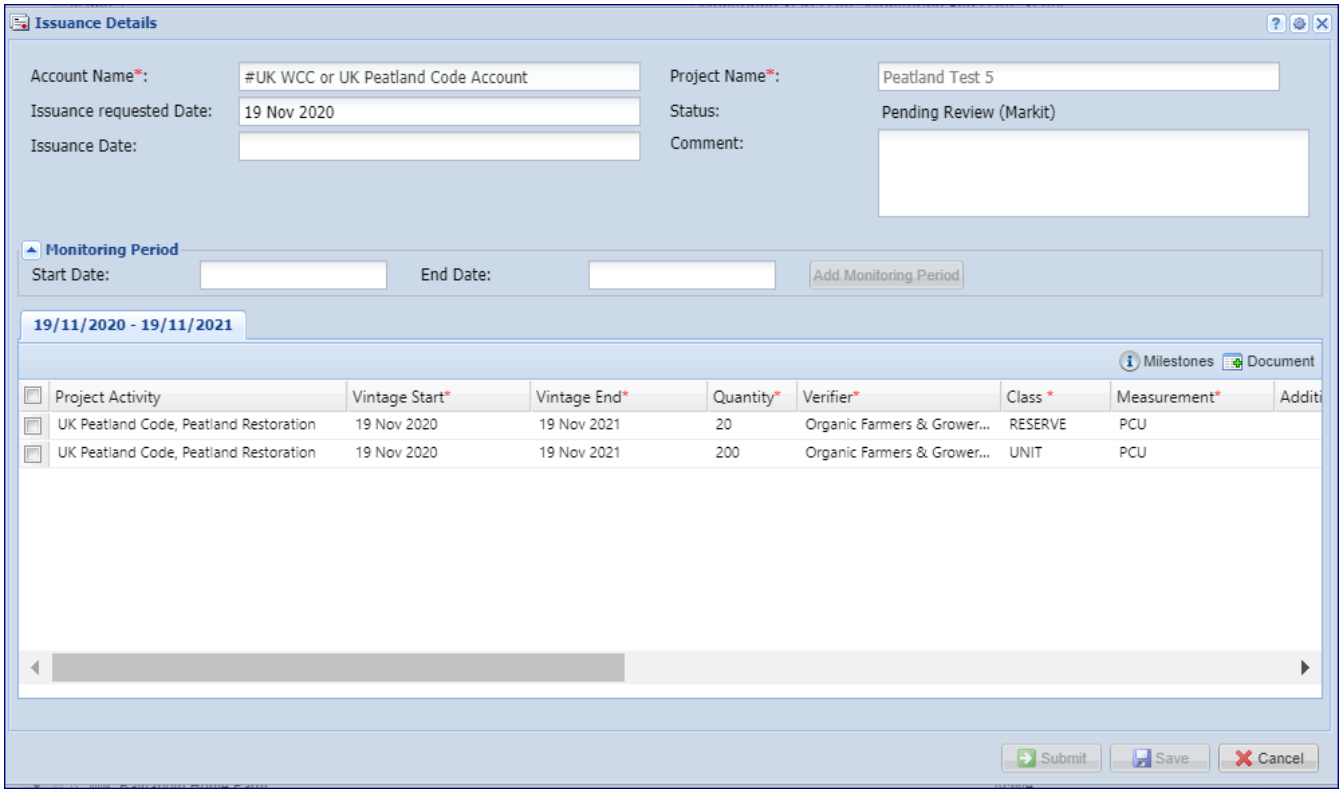

- An automated email will be sent to the user informing about the rejection with the comments.

Email Notifcation:

- The user will need to check/ update the incorrect information fields and Submit the Issuance again.
- Upon submission, the status of the Issuance changes back to Pending Review (Verifier).




Once the issuance is approved by the Verifier, it is then routed to the Regulator and Markit, who will review and approve the issuance.



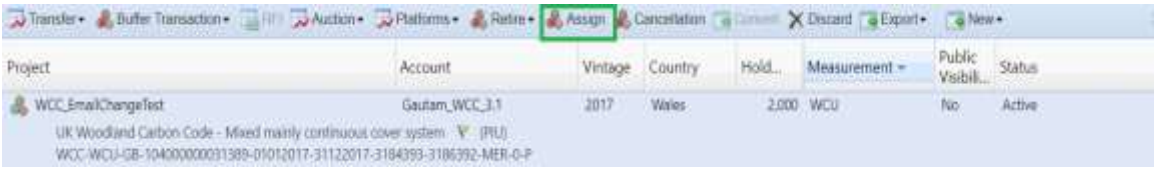
After the issuance is approved by the Regulator, Markit Operations will send the invoice to the project developer within 1 business day and upon payment, Markit Operations will convert the PIUs to WCUs or PCUs.

In the event that the verification of a project results in the quantity of verified units being less than the quantity of PIUs originally listed, Markit Operations will convert the equivalent amount of PIUs to the verified units (WCUs or PCUs) and will cancel the remaining PIUs for that vintage. If the project has delivered more units than predicted, these will be represented as extra WCU's as indicated in the issuance request.

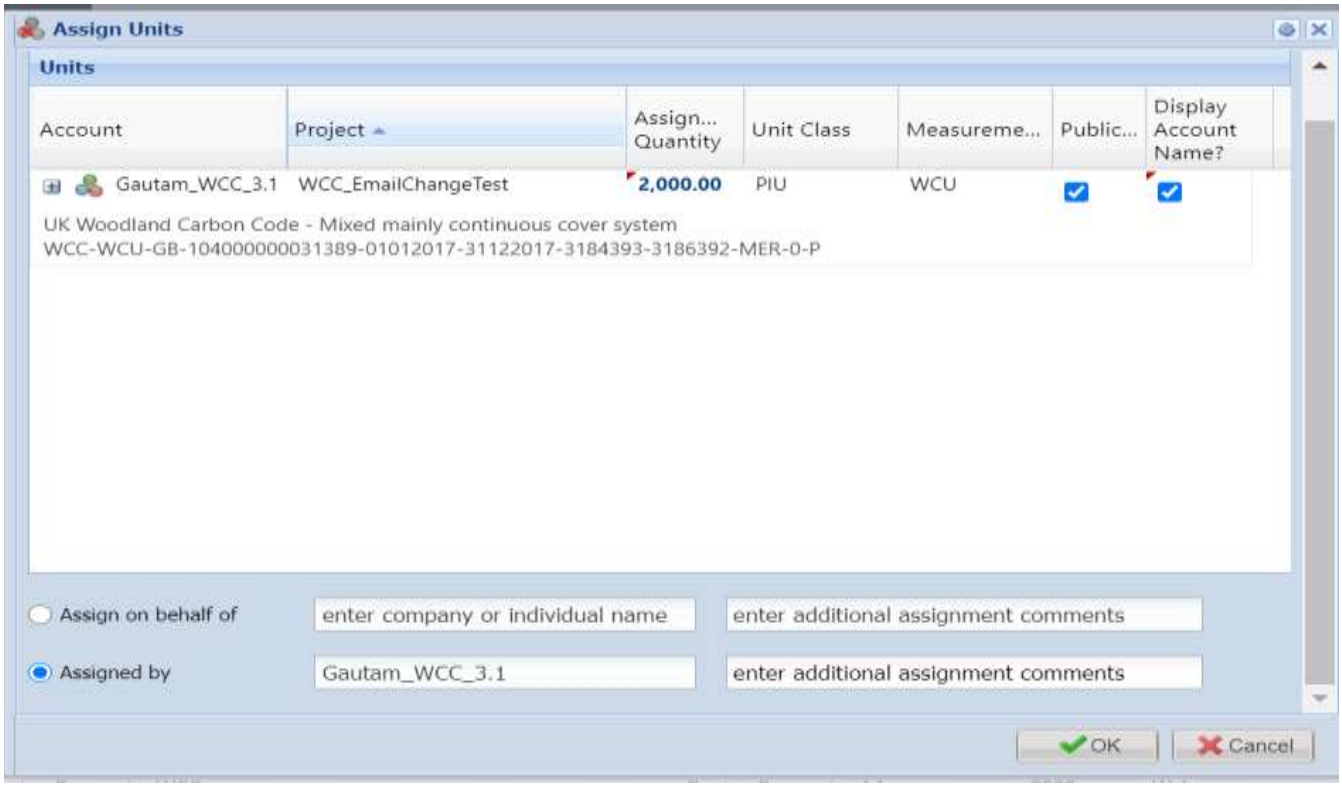
## 2.5 Assignments

There are two ways to demonstrate a sale of PIUs. Units can either be transferred to a corporate buyer's account or they can be assigned on behalf of an individual or corporate buyer. This takes the unit out of circulation, and adds a 'tag' with the buyer's name.

- Navigate the Manage My Units tab
- Select the credits you would like to assign from the list of credits displayed




- Click on the Assign Tab on the top




The user will have the ability to edit the assignment quantity if only a proportion of the 'block' of credits are to be assigned.

- The user will also have the option to update the Assignment remarks by clicking on the button and inserting appropriate comments as text on options as shown here.
- Assignments are shown on the 'Assignments' page of the public view. Click here to view. Note: This link will display the Woodland Carbon Code 'Assignments' page. To view the 'Assignments' page for Peatland or other tabs, select 'UK Peatland Code' from the program drop-down list at the top of the page.

## 2.6 Transfers

### Project Developers – Transferring to a buyer

Where a sale is made and the buyer has an account, PIUs or WCU/PCs can be transferred from the sellers' account to the buyers' account.

**Step 1**

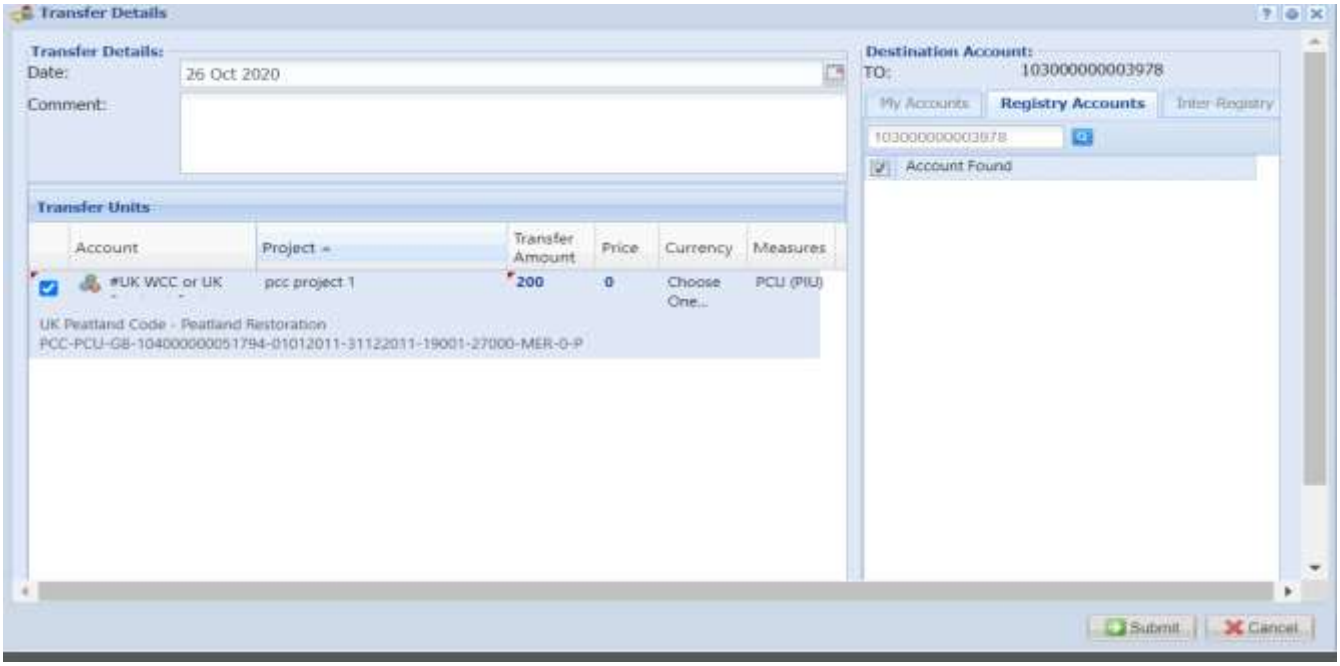
- Navigate to the Manage My Units tab.
- Select the credits you would like to transfer from the list of credits displayed

**Step 2**

- Click the button to open the Transfer Details window.



**NOTE:** You can also right click on a block of credits and select **Transfer** from the available actions list.




**Step 3**

- Click the blue number under Transfer Amount heading to edit the number of units to be transferred.

- To transfer units to a different account listed on the IHS Markit Environmental Registry, use the Registry Accounts tab on the right-hand side.

**Step 4**

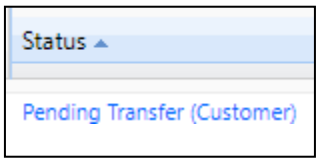
- Enter the destination account's Account ID and click . The account number should be confirmed by the buyer prior to the transfer on the Registry
- Check the Account Found box once the ID has been entered then click Submit
- The status of the unit block will change from Active to "Pending Transfer". A transfer has to be approved by the Regulator and Markit Operations before being accepted into the buyer's account. The status will show as Pending Transfer (3rd Party), Pending Transfer (Markit) and Pending Transfer (Customer) at each stage respectively.
    - Status of "Pending Transfer (Customer)" if the transfer is awaiting client confirmation.
    - Status of "Pending Transfer (3rd Party)" if the transfer is awaiting regulator confirmation.

  Status of "Pending Transfer (Markit)" if the transfer is awaiting IHS Markit Operations confirmation

## Buyers – Accepting an incoming Transfer

**Step 1**

- Navigate to the Manage My Units tab.
- Select the credits you would like to accept by clicking the blue Pending Transfer (Customer) status.




- The **Transfer Details** window will appear. Review the information then

**Step 2**

- Click to accept the transfer. Units will immediately be deposited in your account and the status of the credits will change from Pending Transfer to Active.



## Requesting in internal transfer (if you manage more than one account)

If you have more than one account (for example if you manage a project developer and a buyer's account), you can select from the 'My Accounts' list rather than entering the registry account number.

**Step 1**

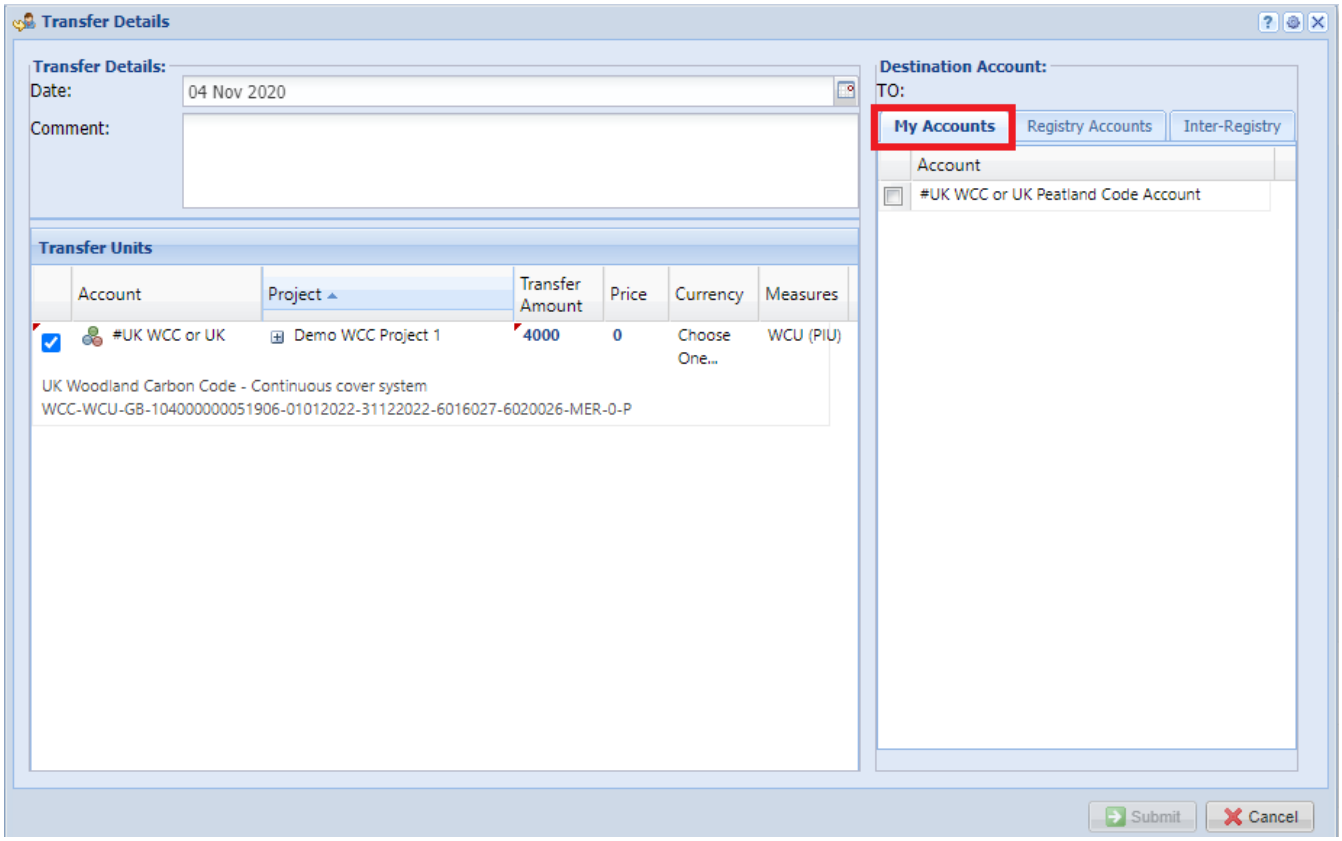
- Navigate to the Manage My Units tab.
- Select the credits you would like to transfer from the list of credits displayed

**Step 2**

Click the

button to open the **Transfer Details** window.

**NOTE:** You can also right click on a block of credits and select **Transfer** from the available actions list.




**Step 3**

- Click the blue number under Transfer Amount heading to edit the number of units to be transferred.
- Select one of your accounts or sub-accounts by using the My Accounts tab on the right-hand side.

**Step 4**

- Click **Submit** to immediately transfer the units to one of your accounts.

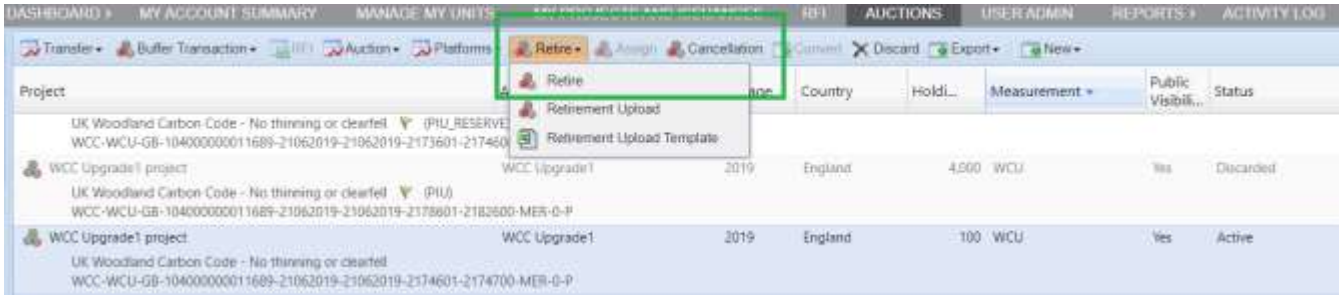
## 2.7 Retirements

WCU/PCUs can be retired when the user wishes to use them in a GHG report to come to a net emissions figure. They can either be retired by a project developer/ retail aggregator on behalf of their clients, or they can be retired by a buyer who has their own account.

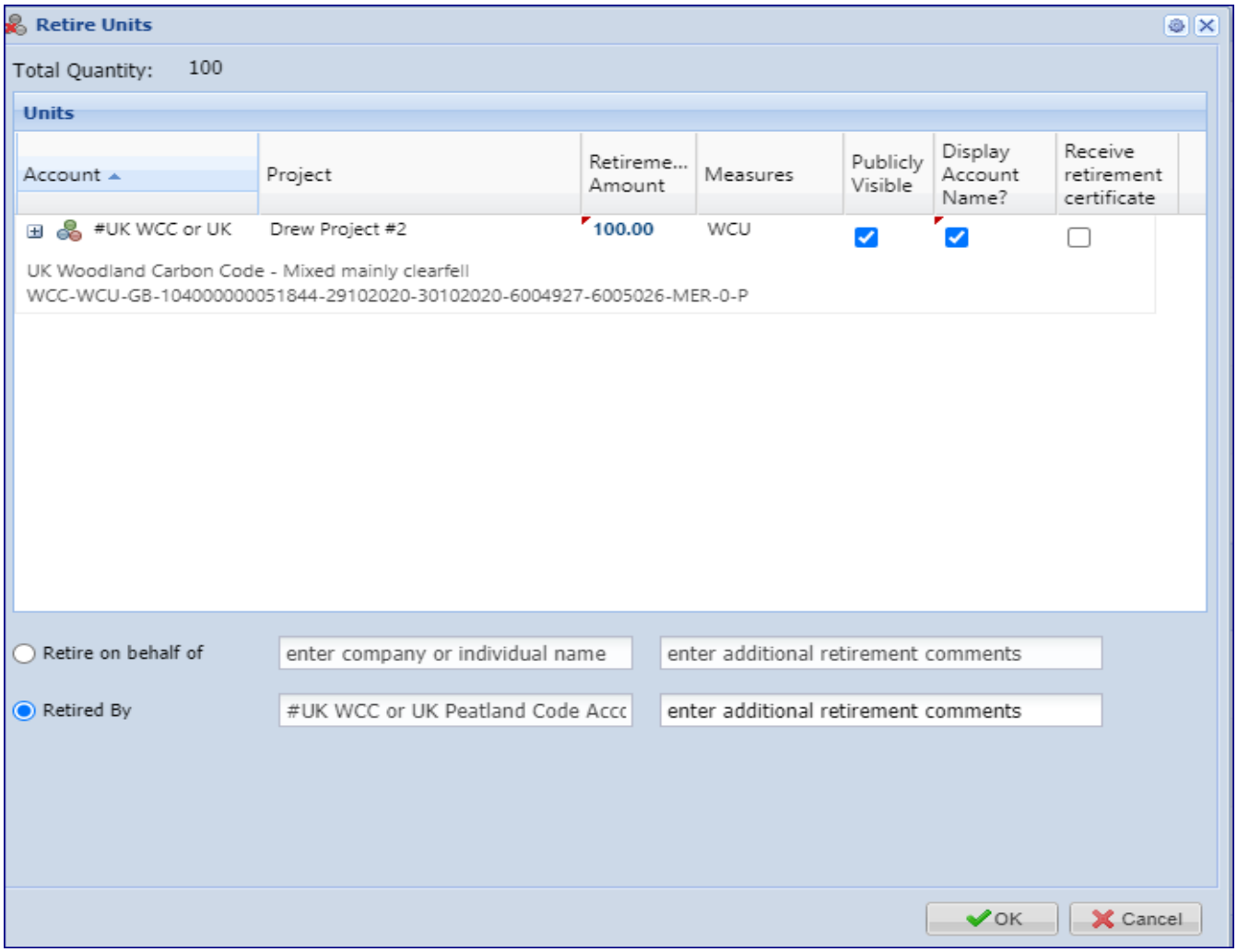
- Navigate to the Manage My Units tab.
- Select the credits you would like to retire from the list of credits displayed.
    - To retire multiple blocks, hold the CTRL button and select each block.
- Click the

button.

**NOTE:** You can also right click on a block of credits and select **Retire** from the available actions list.




- The Retire Units window will appear.




- Click the blue number under Retirement Amount heading to edit the number of units to be retired. Enter information regarding the name of the company or individual claiming the sequestration/emissions reduction and any further retirement comments.

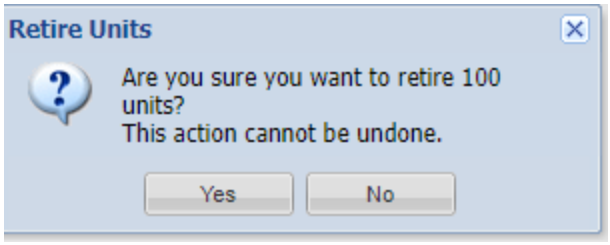
- Check the Retirement Certificate box to receive a *hard copy* of the certificate. Note that there is a fee for a hard copy certificate.

- Click the

button to submit the retirement.

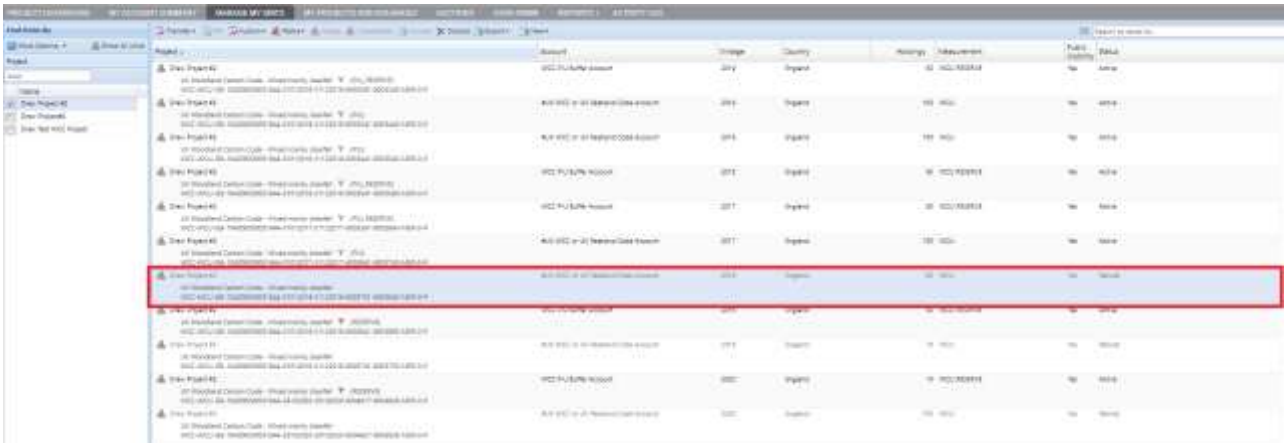
## Electronic Retirement Certificate

Users can download an electronic retirement certificate immediately after the retirement is executed. The retirement certificate will be generated in .PDF format.



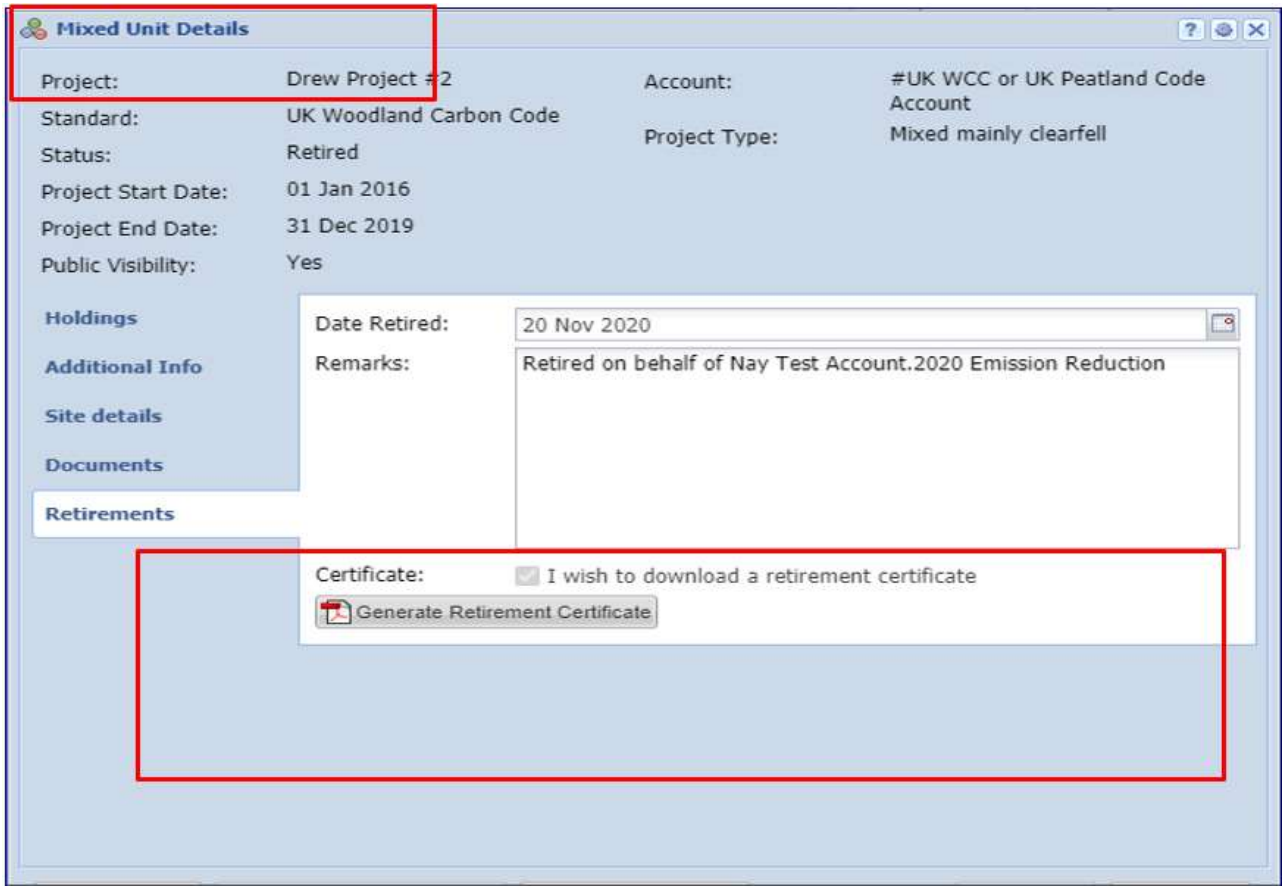

Press “Yes”.

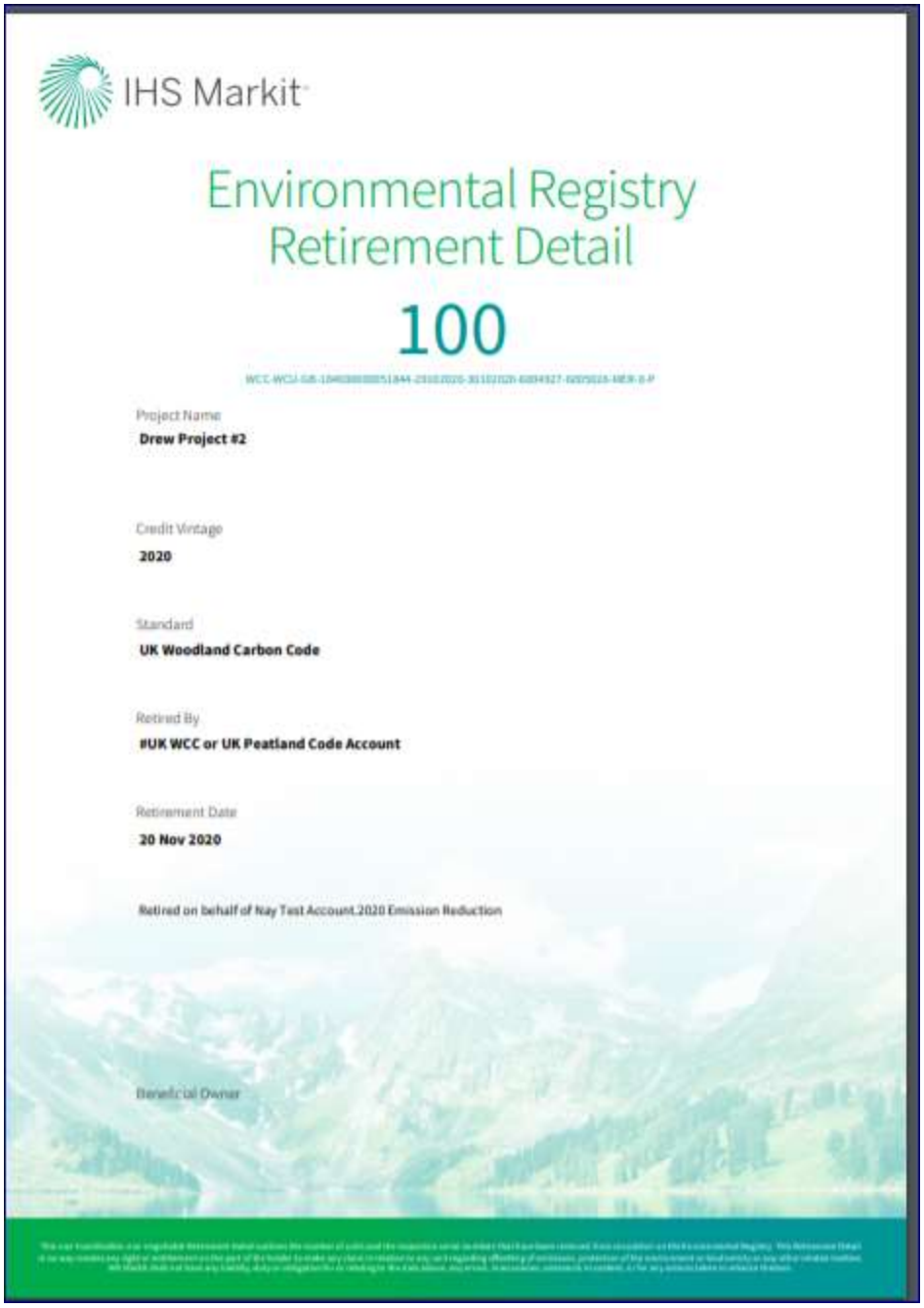
- In the Manage My Units tab, double-click the retirement that was executed.



- A **Mixed Unit Details window** will appear. Select “Retirements” on the left-hand side of the **Mixed Unit Details** window.

- Click **Generate Retirement Certificate**.


Mixed Unit Details
Project:
Drew Project #2
Standard:
UK Woodland Carbon Code
Status:
Retired
Project Start Date:
01 Jan 2016
Project End Date:
31 Dec 2019
Public Visibility:
Yes
Account:
#UK WCC or UK Peatland Code Account
Project Type:
Mixed mainly clearfell
Holdings
Additional Info
Site details
Documents
Retirements
Date Retired:
20 Nov 2020
Remarks:
Retired on behalf of Nay Test Account.2020 Emission Reduction
Certificate:
I wish to download a retirement certificate
Generate Retirement Certificate



IHS Markit

# Environmental Registry Retirement Detail

# 100

Project Name

**Drew Project #2**

Credit Vintage

**2020**

Standard

**UK Woodland Carbon Code**

Retired By

**#UK WCC or UK Peatland Code Account**

Retirement Date

**20 Nov 2020**

Retired on behalf of Nay Test Account.2020 Emission Reduction

Beneficial Owner

## 2.8 Self-Assessment (WCC projects only)

WCC will enable projects to be “Self-Assessed” by project developers during the lifetime of the project following initial Verification (i.e. after the 5-year verification and once the project is in “Verified” status). The Self-Assessed status and workflow will not apply for Peatland.

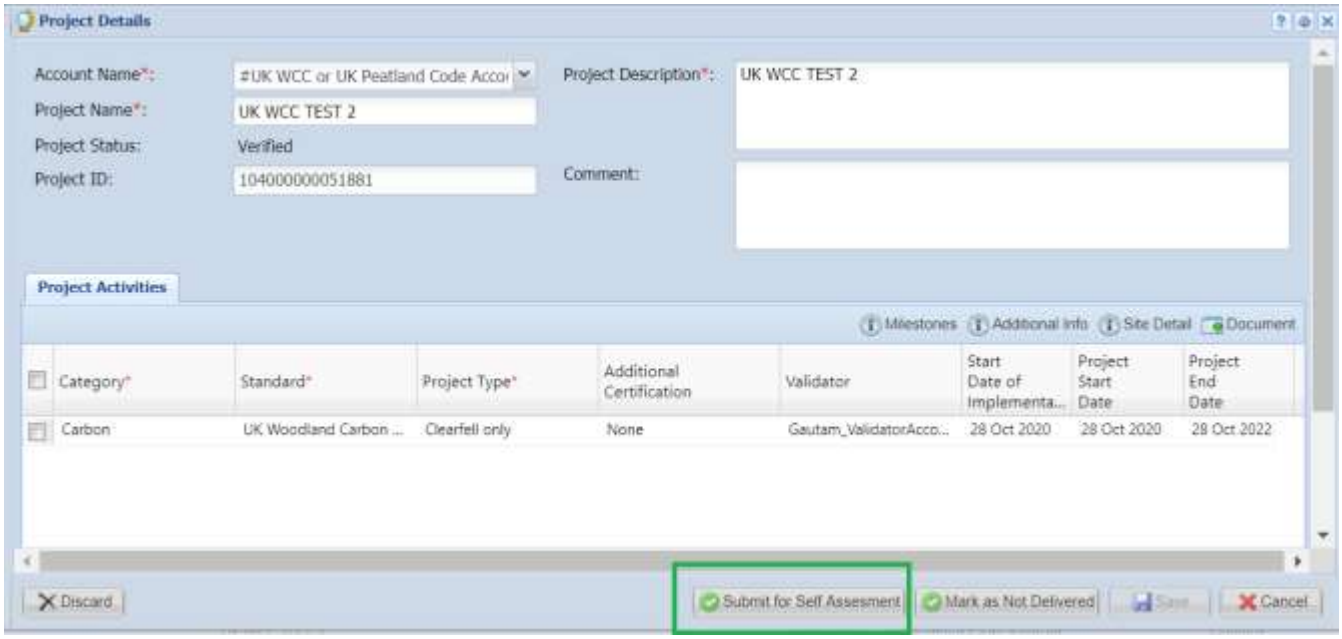
When a project developer completes a self-assessment, they are required to submit documentation to demonstrate that the project is on track. The self-assessment will be completed instead of a third-party verification and requires the project developer to complete a Project Progress Report and to provide site-based and aerial imagery. The process for initiating and completing a Self-Assessment will be as follows:

- **Step 1: The project developer submits the project using “Submit for Self-Assessment” button.** The project status changes to “Pending Review – Self Assessment (3rd Party)” and the user will have to submit a Project Progress Report and site-based and aerial imagery before submitting the project for Self-Assessment.

- **Step 2: Regulator Reviews the Project**
- Step 2a: In case of Approval, the Project status changes to “Pending Review – Self Assessment (Markit)”
- Step 2b: In case of Rejection, the Project status changes to “Pending Review – Self Assessment (Customer)”. User can again submit the project after reviewing the comments received from the regulator

- **Step 3: Markit Operations Reviews the Project**
- Step 3a: In case of Approval, the Project status changes to “Self-Assessed”
- Step 3b: In case of Rejection, the Project status changes to “Pending Review – Self Assessment (3rd Party)”. Regulator can again review the project after going through the comments received.

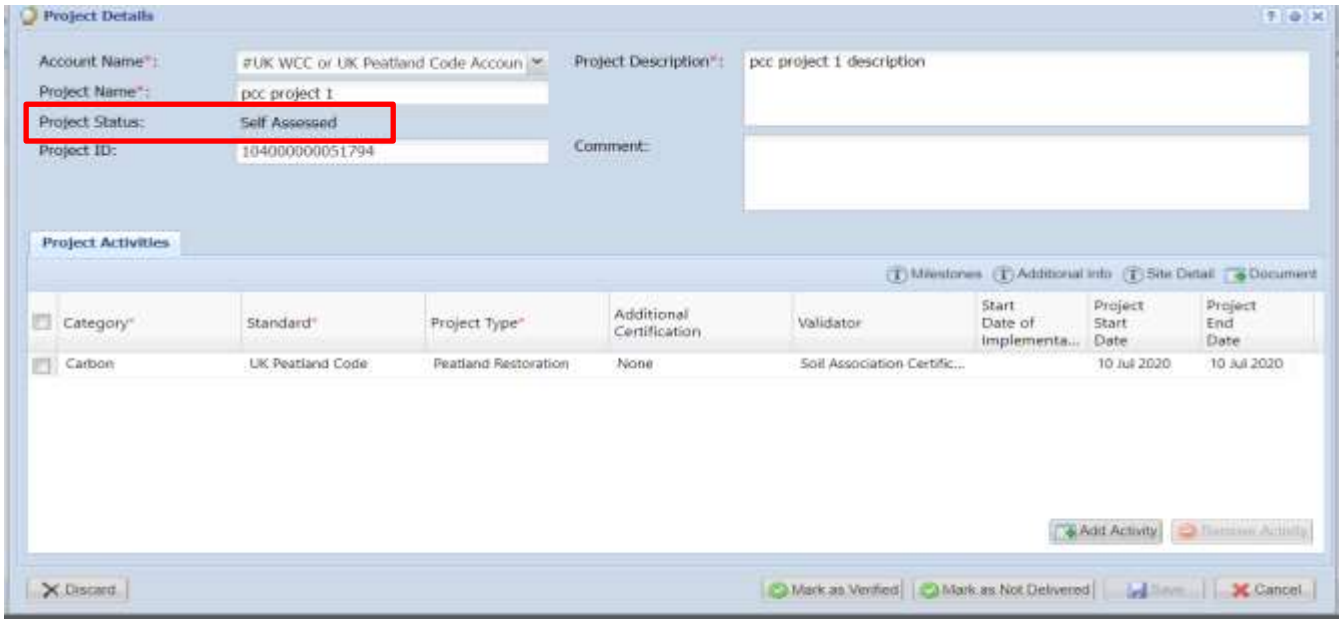
**Select a project that is currently verified**




- The user will be required to upload the Project progress report and site-based and aerial imagery and then click on the

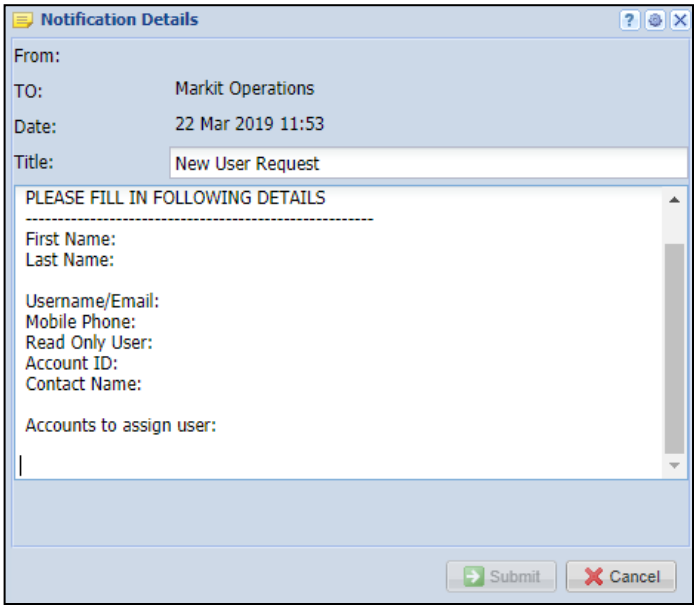
    - For document uploads, please refer to section 2.1 Project Registration here

- The project will then be approved by the Regulator and Markit operations, before being approved. The project will have the status Pending Review (3rd party), Pending Review (Markit) and Self-Assessed at each stage respectively. Once approved by the Regulator and Markit Operations the status of the project becomes “Self Assessed”




**Note:**

At the next verification, when units are converted, the project status will change automatically from “Self-Assessed” to “Verified” as soon as any unit issuance is converted or approved.


Notification Details
From:
TO:
Markit Operations
Date:
22 Mar 2019 11:53
Title:
New User Request
PLEASE FILL IN FOLLOWING DETAILS
First Name:
Last Name:
Username/Email:
Mobile Phone:
Read Only User:
Account ID:
Contact Name:
Accounts to assign user:
Submit
Cancel

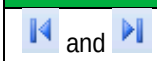
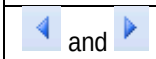
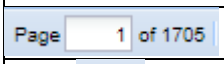
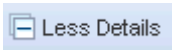
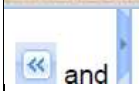
# 3. Registry Pages/ Tables and Navigating them

Users can navigate or perform functions within the registry via the buttons available on the tables or by sorting the columns from tables.

While each of the Registry's pages involve different functions, the navigation functionality is similar throughout the Registry's sections.

## 3.1 Table navigation

Navigation within a widow can be done through an array of buttons found surrounding any window. These buttons increase the registry's efficiency by allowing you to quickly navigate through your projects and holdings.

| Button | Action |
|---|---|
|  | Skip to first or skip to final page of table |
|  | Move forward or back one page in table |
|  | Skip to a certain page of the table |
| | Refresh table/screen |
|  | Hides additional details (e.g. project serial number, standard or project status) |
| | Displays additional details |
|  | Hides or displays a table |

The IHS Markit Environmental Registry consists of eight tabs that provide users with different data and functionality.

1) My Account Summary**:**

   The **My Account Summary** page is the IHS Markit Environmental Registry landing page used for viewing notifications, and account settings and credit summary of the user's portfolio.

2) Manage My Units:

   The **Manage My Units** page lists all credit issuances, holdings, and retirements. It is the portfolio management screen from which all transactions are initiated.

3) My Projects and Issuances**:**

   The **My Projects and Issuances** page lists the status and details of all projects and issuances initiated by the account.

4) RFI (Request For Information):

   The **RFI** page is the Request for Information Platform that connects buyers and sellers on the

IHS Markit Environmental Registry.

5) User Admin:
   The **User Admin** page displays account user information.

6) Reports:
   The **Reports** page displays lists of activities by transaction type over any timeframe.

7) Activity Log:
   The **Activity Log** page displays a log of all transactions and changes of statuses of credits and projects in an account.

## 3.2 My Account Summary

Account login brings users to the Registry home page. This page displays account information, holdings and notifications.

**Credit Summary**

The Credit Summary box in the center of the page displays account information. This information is sorted vertically by standard and account holder and horizontally by credit status: issuances, holdings, and retirements as well as displaying pending issuances and pending transfers.

| Field | Definition |
|---|---|
| Standard | The standard of the project activities. |
| Measure | Unit of measurement of credits (e.g. VER (tCO2e), PVC (tCO2e), etc.) |
| Issuances | Total amount of credits issued into the account |
| Holdings | Total amount of credits currently held in the account |
| Retirements | Total amount of credits retired in the account |
| Pending Issuance | Total amount of credits in the process of being issued into the account |
| Pending Transfer | Total amount of credits in the process of being transferred into or out of the account |

**Accounts**

This field allows users to view all accounts for which they are permissioned. Clicking on an individual account displays the account's credit information in the **Credit Summary** box. Credit summaries for multiple accounts can be viewed by holding down the Control button and clicking on all desired accounts.

**NOTE:** Accounts and sub-accounts can be created by clicking the **New** button.

- To view your Account ID, simply select your account and push the **Open** button and view the Account ID field in the Account Details window.

## Current User

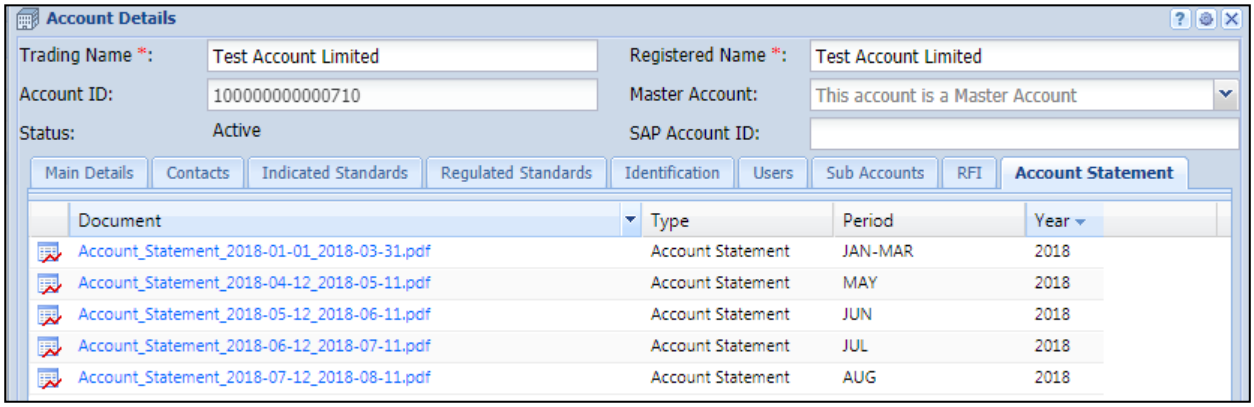
This field displays current user information and allows for requesting new users.

- Click on the blue username link to open a User Details window that displays all user information as currently stored in the Registry.
- Click on the **Request New User** button to access the new user application form.

## Quarterly Account Statement

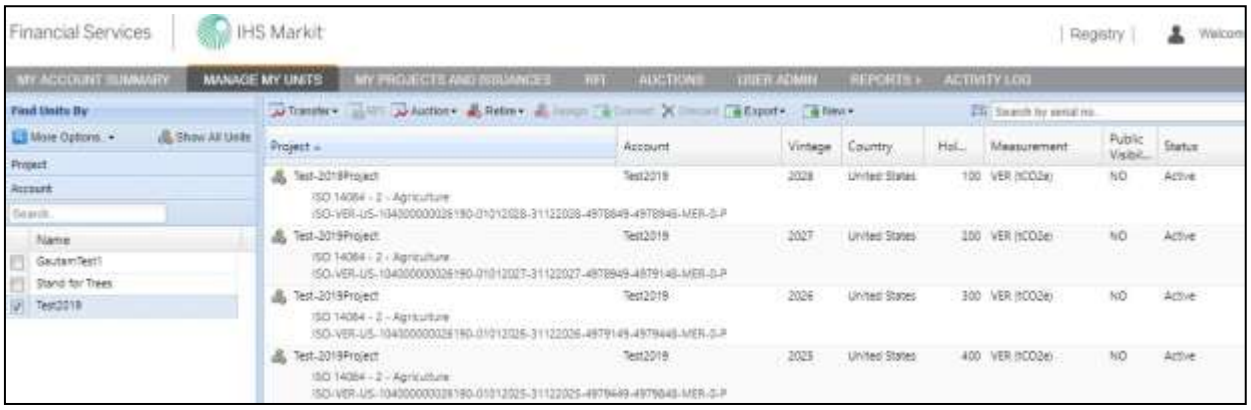
- Account Statements are created to provide a concise summary of activity (issuances, transfers, etc.) in your account for the most recent calendar quarter. Users will be notified via email when the new Statement in PDF format is available for download.

- Double click on the account name located on the left panel under My Account Summary to view and download the Account Statement.


Account Details
Trading Name *:
Test Account Limited
Registered Name *:
Test Account Limited
Account ID:
100000000000710
Master Account:
This account is a Master Account
Status:
Active
SAP Account ID:
Main Details
Contacts
Indicated Standards
Regulated Standards
Identification
Users
Sub Accounts
RFI
Account Statement
Document
Type
Period
Year
Account_Statement_2018-01-01_2018-03-31.pdf
Account Statement
JAN-MAR
2018
Account_Statement_2018-04-12_2018-05-11.pdf
Account Statement
MAY
2018
Account_Statement_2018-05-12_2018-06-11.pdf
Account Statement
JUN
2018
Account_Statement_2018-06-12_2018-07-11.pdf
Account Statement
JUL
2018
Account_Statement_2018-07-12_2018-08-11.pdf
Account Statement
AUG
2018

## 3.3 Manage My Units

The “Manage My Units” page is the credit portfolio-management page of the Registry. In this section of the registry the client will be able to manage the credits by assigning, transferring, retiring, or listing credits in our RFI platform. The main window displays all credits held or retired in accounts permissioned to the user.




**WCC holdings**

**Peatland Holdings**

**Credit Window**

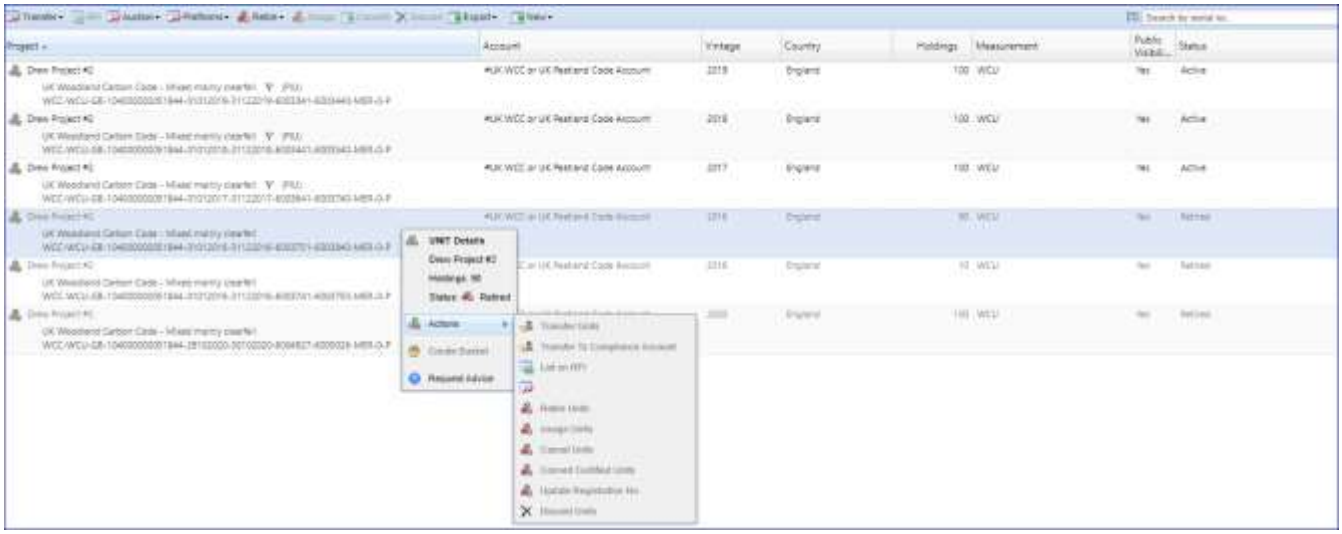
Credit information in the credit window (the main right-hand part of the ‘Manage my units’ page) is displayed with Project Title, Account, Vintage, Origin, Holdings, Measurement, Status and Additional Certification.

**NOTE:** Credit status can be displayed as one of the following: Active (ie WCU or PCU), Pending Issuance (ie PIU), Pending Transfer, Retired, RFI Listed.

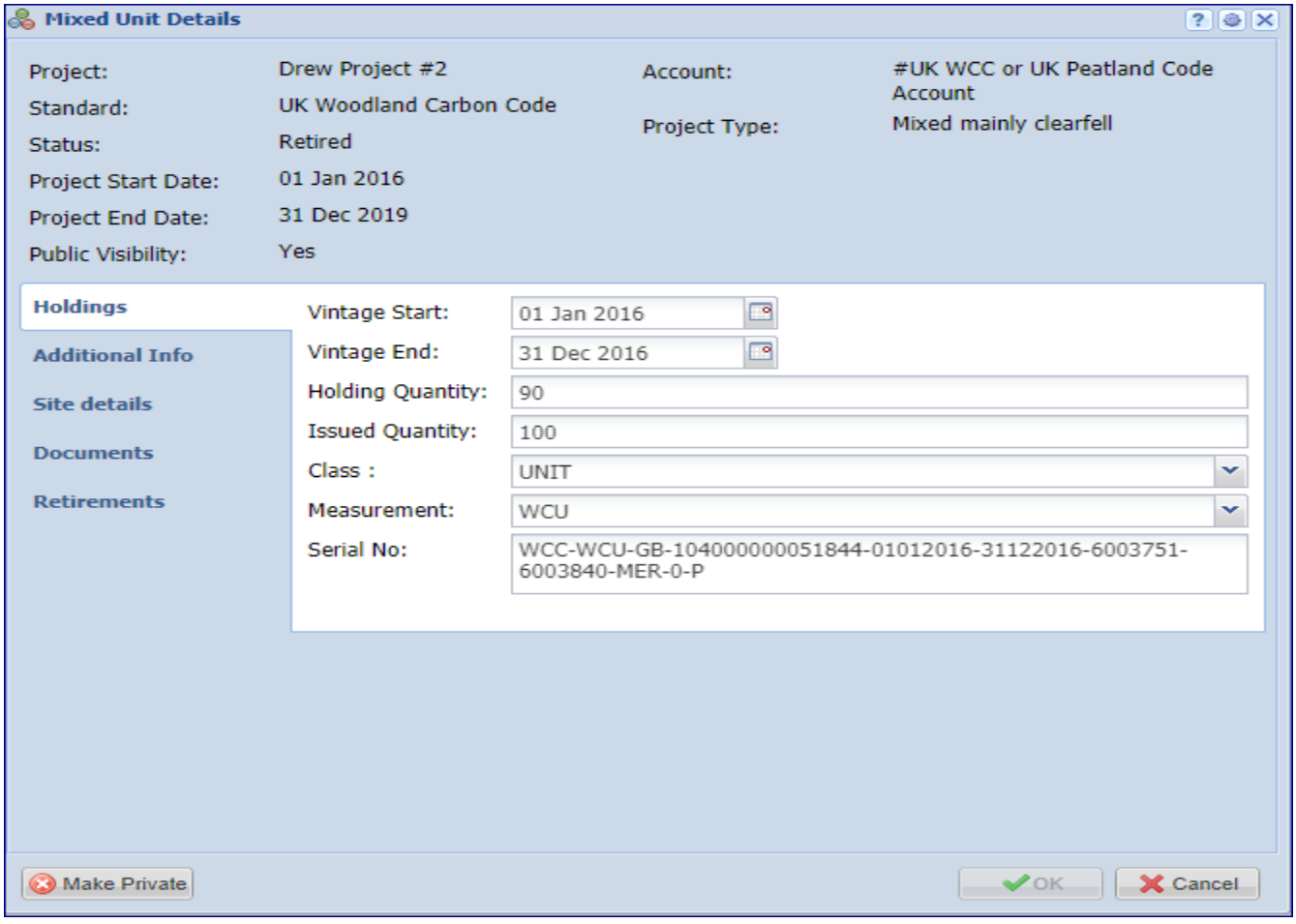
The credit window has a menu of buttons across the top (eg to transfer, assign, or retire). These buttons are activated when a unit block or credits is selected. The buttons and fields enable the user to assign, transfer, retire credits, or place them on the RFI platform.

| Button/Field | Action |
|---|---|
| Transfer | Opens a window prompting the user to input details for transferring units to another account |
| RFI | Opens a window prompting the user to input details for listing credits on the RFI Platform |
| Auction | Opens a window prompting the user to input details for listing bids on an auction |
| Retire | Opens a window prompting the user to input details for retiring units within the account |
| Assign | An activity in which a holder of Validated Units commits to retire those Units upon verification. Assignment is irreversible, and an Assigned Unit will be retired immediately upon verification. |
| Convert | Not an active button for Registry users |
| Discard | Not an active button for Registry users |
| Export | Opens the reporting options menu |
| Export to Excel | Exports listings in window to an Excel spreadsheet |
| Export to PDF | Exports listings in window to an Adobe PDF document |
| New | Opens a menu for creating new projects and issuances |
| Search by serial no… | A search field for serial numbers. The functionality searches for serial numbers beginning with the characters typed into the field. |

- Right-click any of the unit blocks to display **Unit Details**. All actions and transaction options are listed that are enabled for those credits.

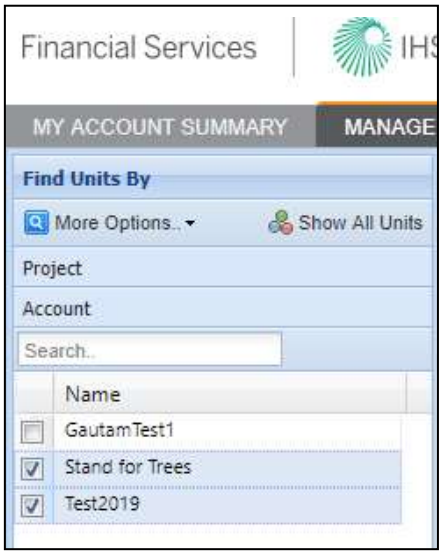


- Double-click on any credit to display all **Mixed Unit Details** including Unit, Project and Issuance Details like Vintage Period, Serial Number, and project documents.



## Find Units By

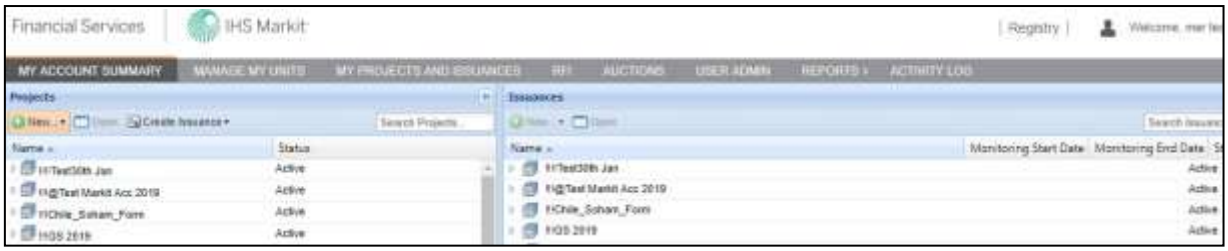
The **Find Units By** heading enables users to select units. The tab defaults to allow users to select by Project, Account, Standard, Project Type, Country, Unit Measurement, Unit Class, Environmental Category, and Status.




- The **Show All Units** button clears the selection and displays all units.

## 3.4 My Projects and Issuances

This tab displays all projects and issuances created in the user's account(s). It is divided into two windows: Projects and Issuances. In this tab you will be able to create new projects (left) and issuances (right).




### Projects

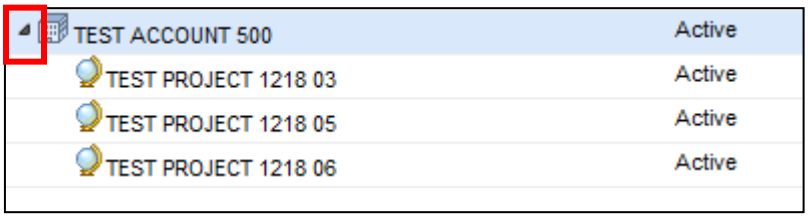
This window displays all projects created within your account(s). This window is used to create new projects and to view the status of projects submitted for registration. Below is a summary of project statuses and what each status means to the user.

**Project Status**

| Project Status | Definition |
|---|---|
| Draft | Project has been saved, but not submitted by user for review by IHS Markit Operations |
| Pending Review – Under Development (Markit) | Project has been submitted to IHS Markit and is being reviewed by IHS Markit Operations |
| Pending Review – Under Development (3rd Party) | Project has been submitted to a third party or Regulator for review |
| Pending Review – Under Development (Customer) | Project has been reviewed by IHS Markit Operations or the Regulator and requires action by Customer |
| Active | Project registered and listed on Registry |
| Discarded | Project entry cancelled and no longer listed on Registry |
| Pending Review – Validation (Validator) | Project has been submitted to the Validator for review |
| Pending Review – Validation (3rd Party) | Project has been approved by the validator and is now submitted to a third party or Regulator for review |
| Pending Review – Validation (Markit) | Project has been approved by the third party or Regulator and is now being reviewed by Markit |
| Pending Review – Validation (Customer) | Project has been rejected by the Validator and requires action by Customer |
| Validated (Pending Payment) | Invoice payment is required |

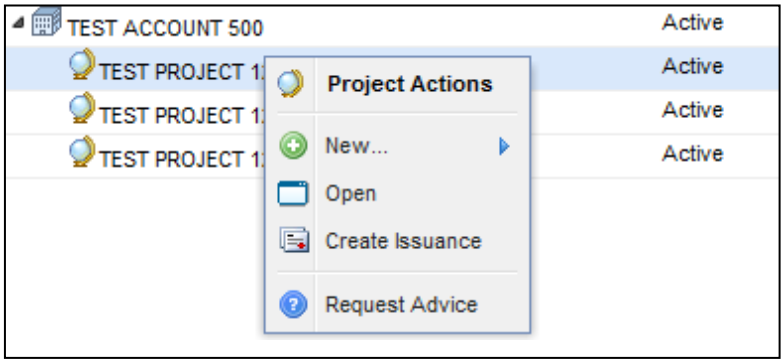
| | |
|---|---|
| Validated | Project is registered as validated |
| Verified | Verified units are issued |
| Self-Assessed | Project developer chooses to self-assess the project. No formal verification takes place. |
| Pending Review – Self Assessment (3rd Party) | Project developer submits the project for self-assessment to the third party of regulator |
| Pending Review – Self Assessment (Customer) | Third party or regulator reviews the project and sends the project back to the project developer for more information |
| Pending Review – Self Assessment (Markit) | Third party or regulator reviews the project and approves the project for Markit Ops to review |

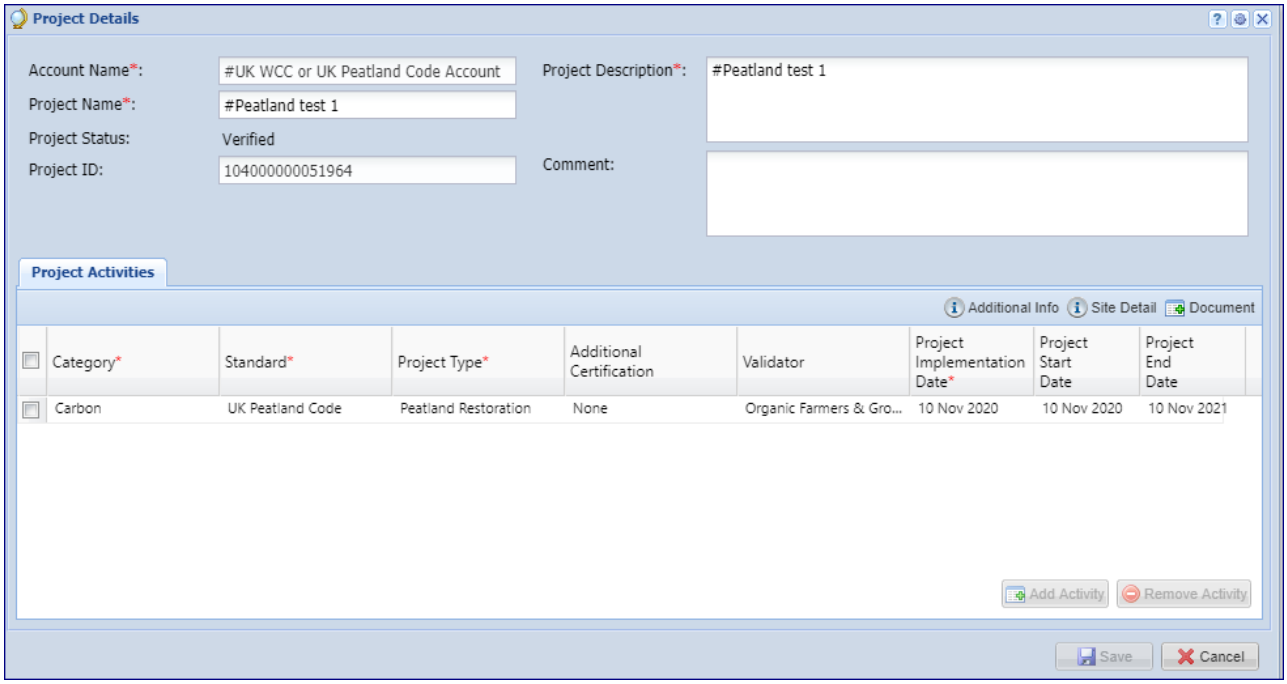
Click on the arrow next to an account to see the projects registered within the account:




- Right-click on a project to view project actions:

Double-click on a project to view all project details:






## Issuances

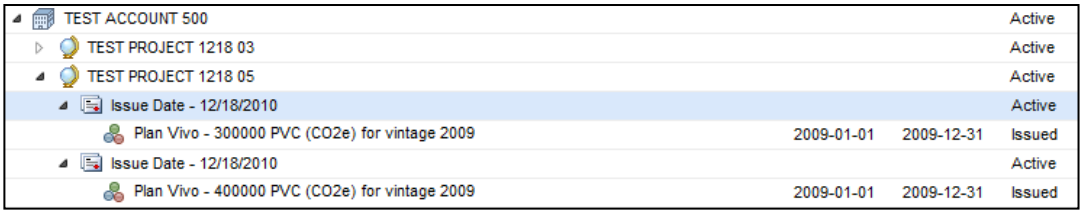
This window displays all issuances created within the user's account(s). This window is used to create issuances and view the status of credits submitted for issuance. Below is the summary of project statuses and what each status means to the users.

### Issuances Status

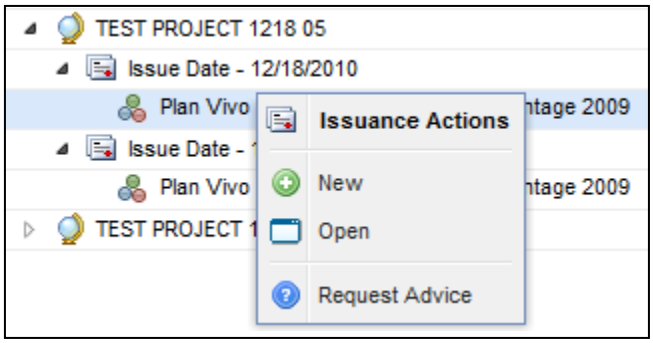
| Issuance Status | Definition |
|---|---|
| Draft | Issuance has been saved, but not submitted by user for review by IHS Markit Operations |
| Pending Review (Markit) | Issuance has been submitted to IHS Markit and is being reviewed by IHS Markit Operations |
| Pending Review (Customer) | Issuance has been reviewed by IHS Markit Operations and requires action by Customer |
| Pending Review (3rd Party) | Issuance has been submitted to a third party or regulator for review |
| Active | Issuance completed and credits listed on Registry |
| Discarded | Issuance cancelled and no longer listed on Registry |
| Pending Review (Verifier) | Issuance has been submitted to the Verifier |
| Verified | Verified Units are activated |
| Pending Payment | Issuance requires payment before it is approved |

- Click on the arrow next to an account to see the projects registered within the account. Click on

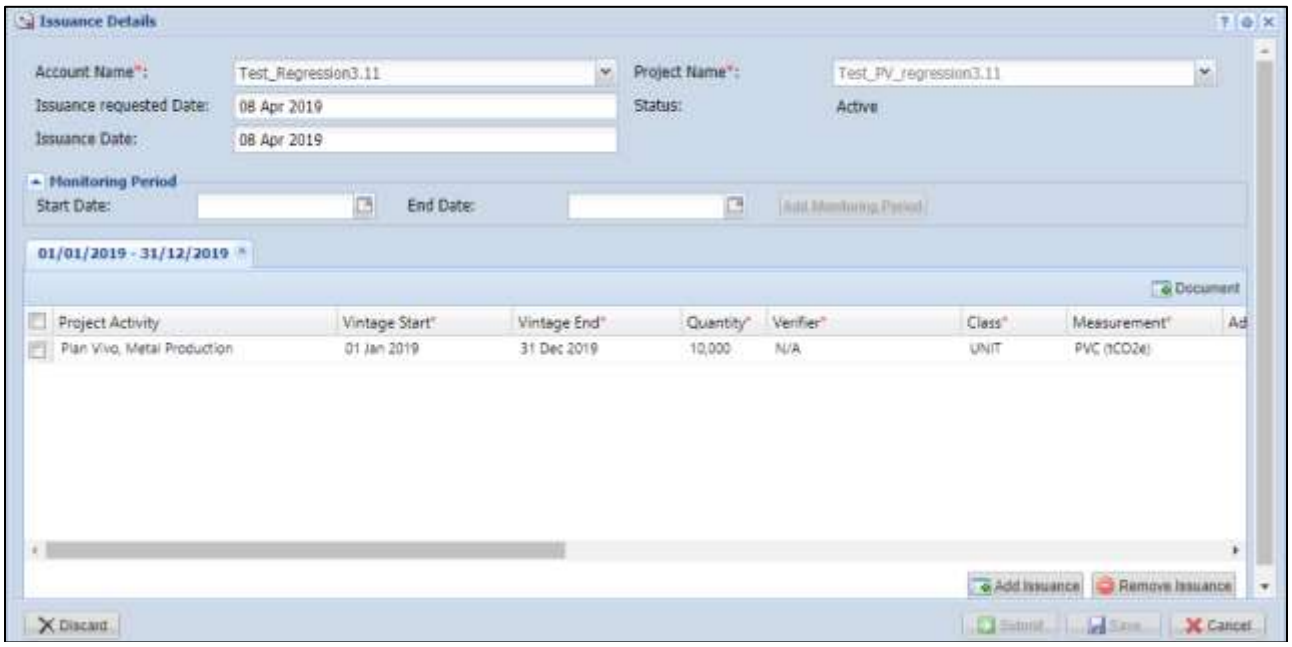
an arrow next to a project to view the project's issuances:




- Right click on an issuance to view issuance details and options:




- Double-click on an issuance to view all issuance details:

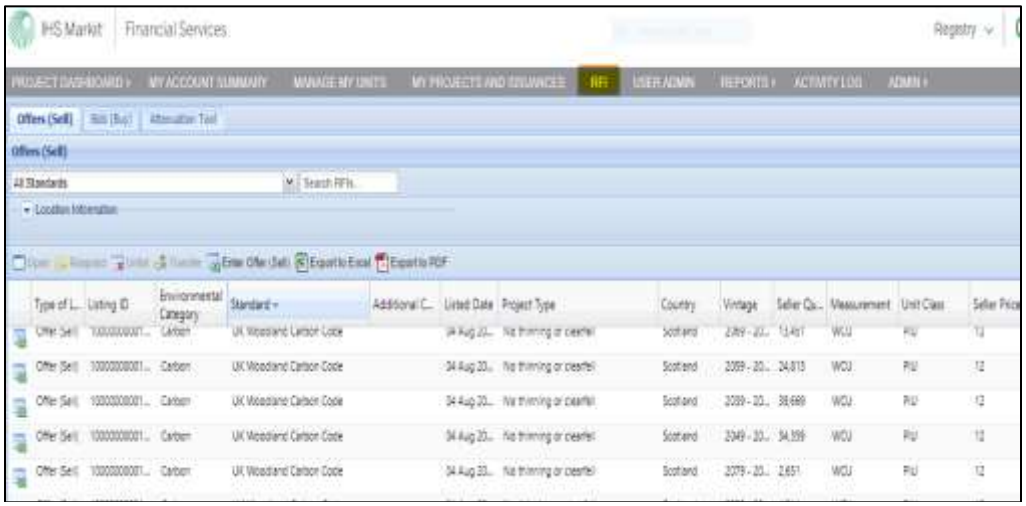


## 3.5 RFI (Request For Information)

The IHS Markit RFI Platform is an anonymous online platform for the over the counter (OTC) voluntary carbon market that displays credits available for sale or purchase including indicative quantities and price. These credits are searchable and viewable by registered sellers and buyers.

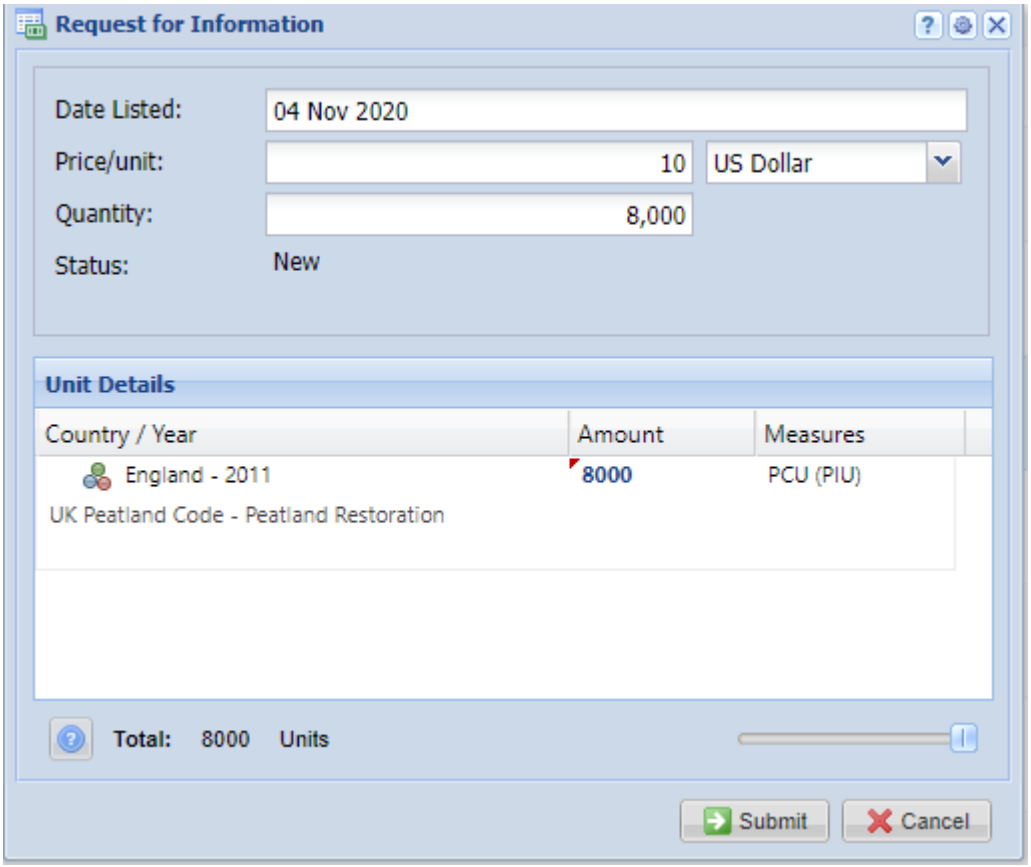
- Upon interest in any credits, the sellers or buyers can send an "Expression of Interest" to the counterparty, whereby the counterparty can permission the interaction. Introduction through the IHS Markit RFI platform then enables the two parties to discuss the terms of a potential bilateral transaction

- To navigate to the RFI page select the **RFI** tab.



## Project Developers – Listing to the RFI (if you're looking to sell credits)

- Navigate to the Manage My Units tab.
- Select the credits you would like to list on the RFI Platform from the list of credits displayed.
    - The **Request for Information** window will appear.

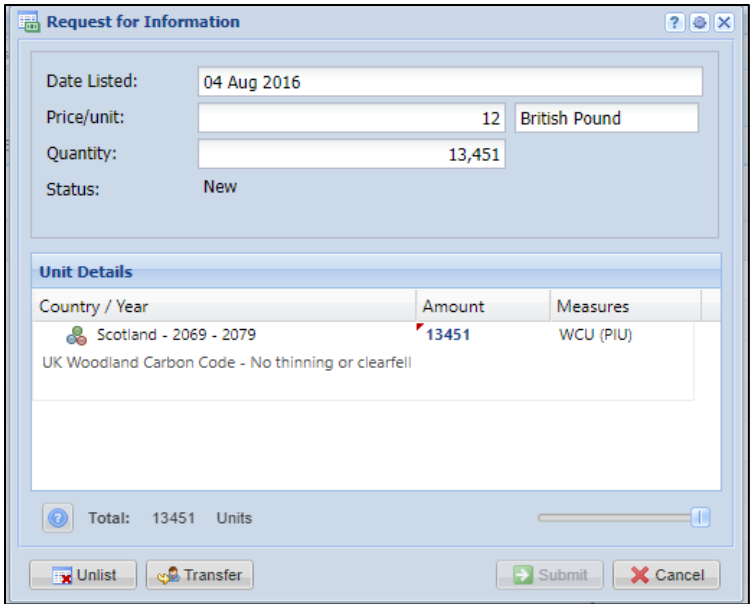



- Enter the indicative quantity and price of the credits to be listed.
- Click the **Submit** button to complete the RFI listing.
- The status of the credits will change from Active to

.
- Note that whilst your credits are listed on the RFI, they are not available within your account for any other action. You need to remove them from the RFI if you wish to assign or transfer them to a buyer.

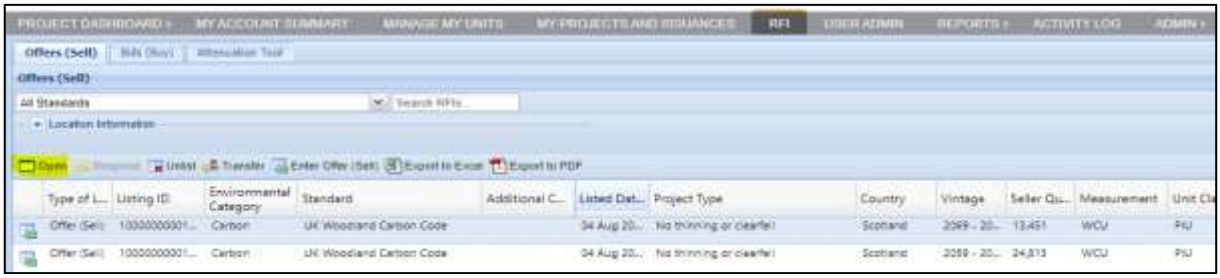
If you no longer wish to advertise your credits on the RFI platform, or you have found a buyer and want to transfer/assign/retire the credits to a buyer, then you need to 'delist' it from the RFI platform first, before you can assign/transfer/retire the credits to the buyer.

- Navigate to the Manage My Units tab to delist credits on the RFI Platform.
- Select the unit block with the status "RFI Listed".
- In the **Request for Information** window, click the **Unlist** button.

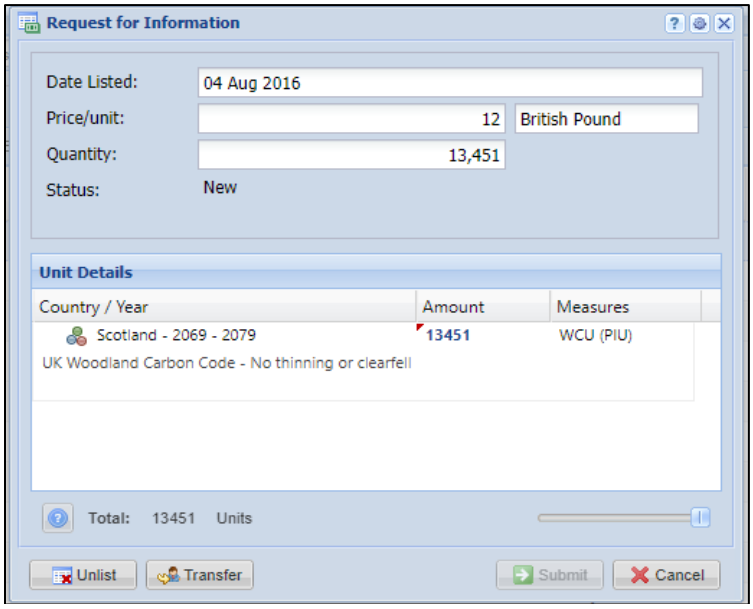

Request for Information
Date Listed:
04 Aug 2016
Price/unit:
12
British Pound
Quantity:
13,451
Status:
New
Unit Details
Country / Year
Amount
Measures
Scotland - 2069 - 2079
13451
WCU (PIU)
UK Woodland Carbon Code - No thinning or clearfell
Total:
13451
Units
Unlist
Transfer
Submit
Cancel

## Buyers – Responding to RFI listing

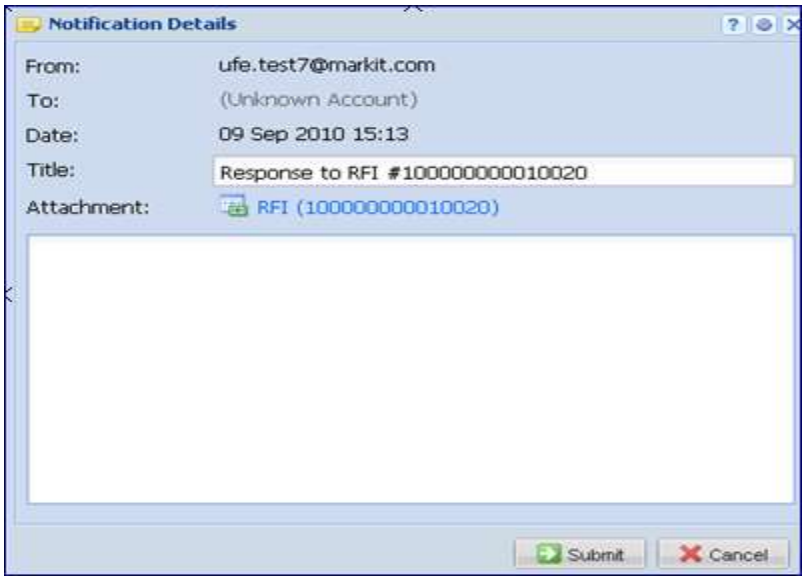
The **RFI** tab displays all listings on the RFI Platform. All listings are anonymously displayed and can be browsed by sorting the columns. If a buyer is interested in a listing, the buyer can submit an expression of interest by sending a message to the seller via the platform.




- Double-click a unit block to learn more about that offering or click the Open button.




- Click the **Respond** button to send a message of interest to the seller. Then **Submit.**


Notification Details
From:
ufe.test7@markit.com
To:
(Unknown Account)
Date:
09 Sep 2010 15:13
Title:
Response to RFI #100000000010020
Attachment:
RFI (100000000010020)
Submit
Cancel

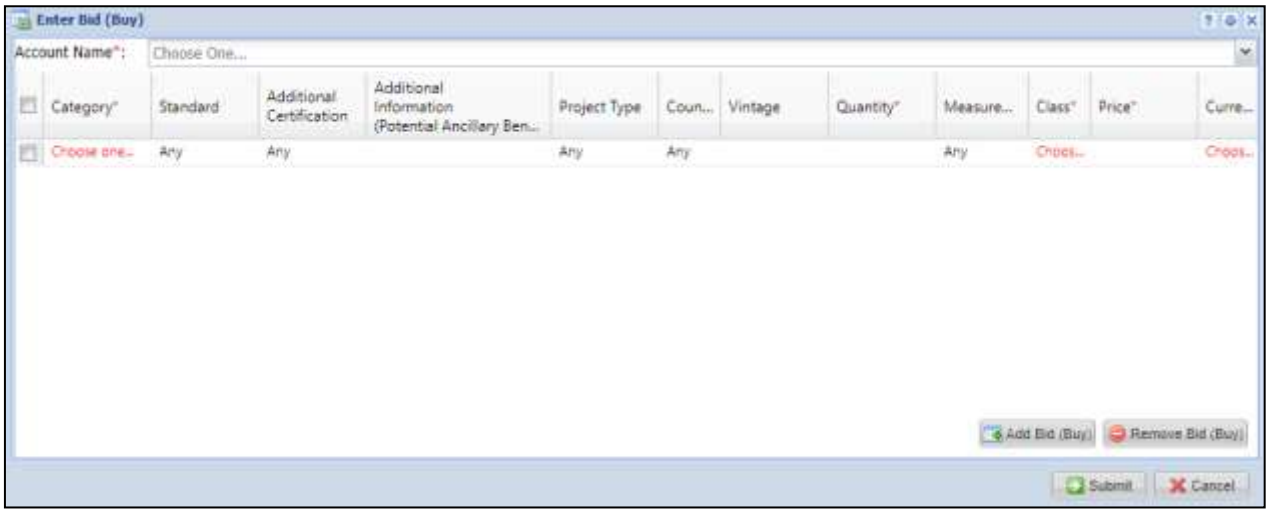
## Buyers – Submitting an RFI Bid (if you are looking to buy credits)

As a buyer, if you are looking to buy carbon credits at a certain price you can 'submit a bid' on the RFI platform so project developers know how many credits you are looking for, at what price.

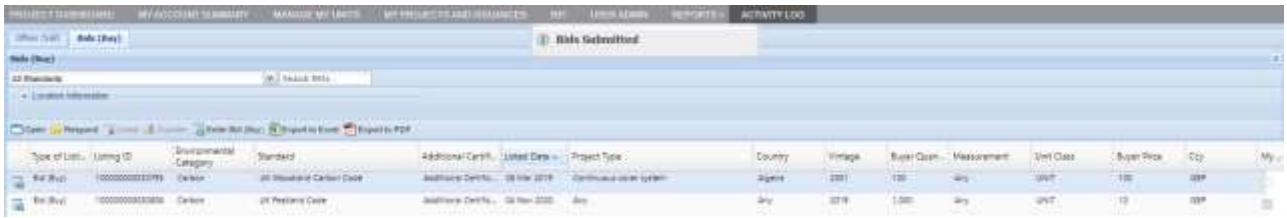
- Navigate to the RFI tab and click

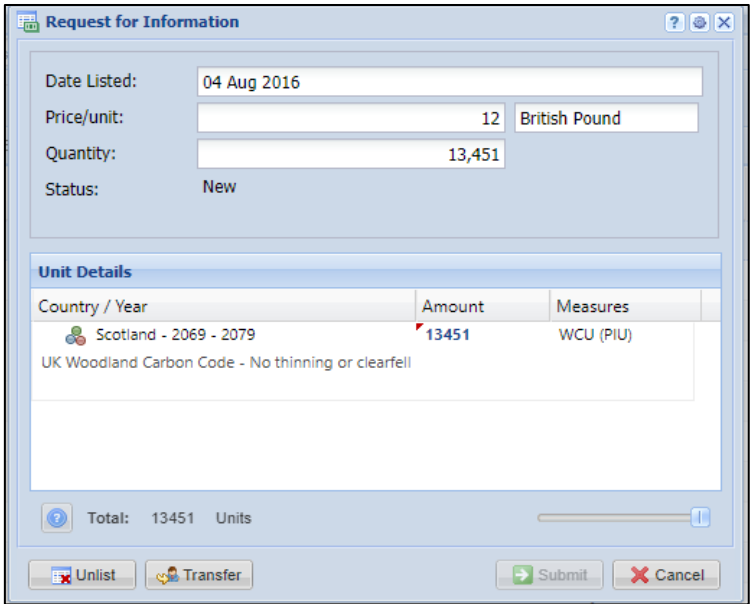
.

- Click the **Add Bid (Buy)** button then enter all applicable information in the **Enter Bid (Buy)** window and **Submit**.




- The bid listing will be displayed on the RFI page.




Request for Information
Date Listed:
04 Aug 2016
Price/unit:
12
British Pound
Quantity:
13,451
Status:
New
Unit Details
Country / Year
Amount
Measures
Scotland - 2069 - 2079
13451
WCU (PIU)
UK Woodland Carbon Code - No thinning or clearfell
Total:
13451
Units
Unlist
Transfer
Submit
Cancel

## 3.6 Reports

The Reports page is a reporting page for viewing lists of specific activities within an account.

- To use the reports page, select the tab for the activity which you wish to view (i.e. Projects, Issuances, Current Holdings, Retirements, Incoming Transfers, Outgoing Transfers, or Consolidated Report).
- Input dates into the “Start” and “End” fields.
  - Note: 01-Jan-2011 is the earliest ‘Start’ date available on the Reports tab.
  - When running a report for ‘Current Holdings’, start and end dates are not required. All current holdings will be displayed.
- Pressing the **Submit** button will display the account activity from the chosen start date to end date.

## 3.7 Activity Log

The activity log page is a reporting page for viewing all activity within an account.

- To use the Activity Log, enter dates into the “Start” and “End” fields.
- Press the **Submit** button to display the account activity from the chosen start to end date.

# Additional Information

This section provides information about additional help and how to contact IHS Markit Support and Sales.

# FAQs for Accessing the IHS Markit Registry

1. **What if I can't login?**

   (i) First clear cookies and cache from the history of the browser, close the session and then try logging in again.

   (ii) If you still cannot login, then reset your password by clicking on "Forgot Your Password" to reset your password.

   (iii) If the issue persists, contact support@ihsmarkit.com for further help.

2. **What if I can login, but don't see the Registry in the list of products?**

   Look in the upper right-hand corner of the screen for an IHS Markit product name (e.g. Registry, Commentary, Indices, Support). If this is not set to Registry, hover the cursor over product name and select Registry from the dropdown list. Note that the list is scrollable so that Registry may not appear until you scroll down. If Registry is not in the list, contact support@ihsmarkit.com and notify them that the login works, but that it is not pointing to the Registry or Registry is not appearing as one of the products.

3. **What if I can login, but don't receive session codes?**

   Contact MK-EnvironmentalRegistry@ihsmarkit.com and verify that your email address is correct.

4. **What if I can login and receive repeated session codes, but still cannot access the Registry?**

   Clear cookies and cache from the history of the browser, close the session and then try logging in again. If that fails, contact MK-EnvironmentalRegistry@ihsmarkit.com

5. **What if I can login and receive session codes, but do not see tabs other than My Account Summary?**

   Contact MK-EnvironmentalRegistry@ihsmarkit.com saying that you can log in, but the tabs are not available other than My Account Summary.

# Contact Support

For questions not answered in this guide, please contact the IHS Markit Environmental Solutions Team:

- Email: MK-EnvironmentalRegistry@ihsmarkit.com
- Phone: +1 917-441-6668

For 24-hour support, call the IHS Markit Support Team:

| | |
|---|---|
| Americas | +1 800 447 2273 |
| Europe/Middle East | +44(0) 134 432 8300 |
| APAC | +604 291 3600 |
| Japan | +81 3 6262 188 |

For questions regarding other IHS Markit products, please contact the IHS Markit Sales Team:
+1 212 931 4910
+1 303-858-6060