

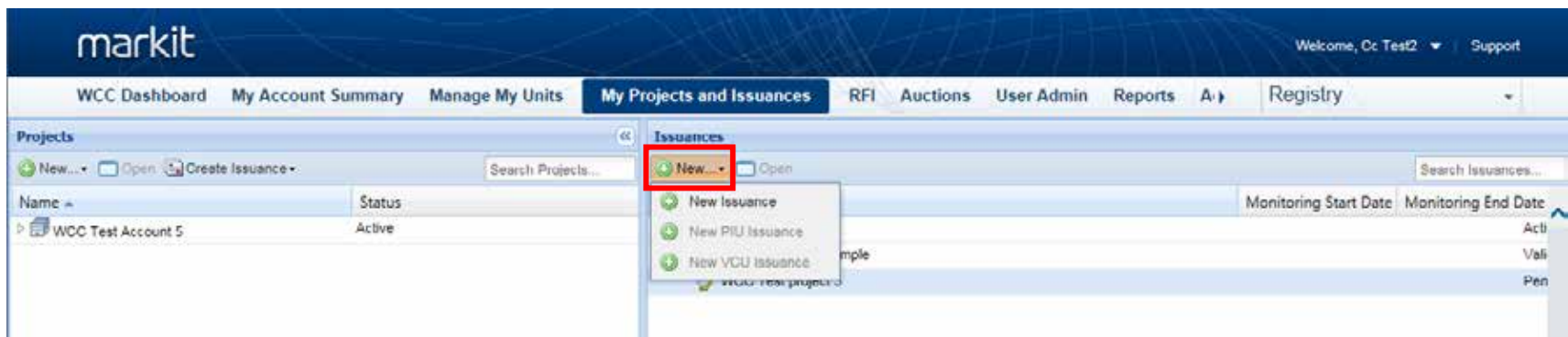
Verification and Submitting an Issuance

Overview

- When a project is verified, this allows Pending Issuance Units to be converted into verified Woodland Carbon Units. Once the project developer has final verification documents, they need to Request the Issuance of their verified Woodland Carbon Units (WCUs).
- Note that although PIUs have been issued previously for the vintage period, a new issuance is still required, including any adjustment to the number of units. The existing serial numbers will be applied to the new issuance.
- If there are more units than expected then additional units will be issued.
- If there are less units than expected then some units will be cancelled.

In the Issuances pane, select the project

- Click on the **My Projects and Issuances** menu
- Select the **Project Name** that you want to issue credits for, it will be highlighted in blue
- Click on the **New** button and select **New Issuance**



Create the Monitoring Period

- Enter the Start and End dates for the Monitoring Period (Vintage for the verification). These are shown on your verification statement.
- Click on the **Add Monitoring Period**

The screenshot shows a web application window titled "Issuance Details". The form contains the following fields:

- Account Name*: WCC Test Account 5
- Project Name*: WCC Test project 5
- Issuance Requested Date: 15 Aug 2017
- Status: New
- Issuance Date: (empty)
- Comment: (empty text area)

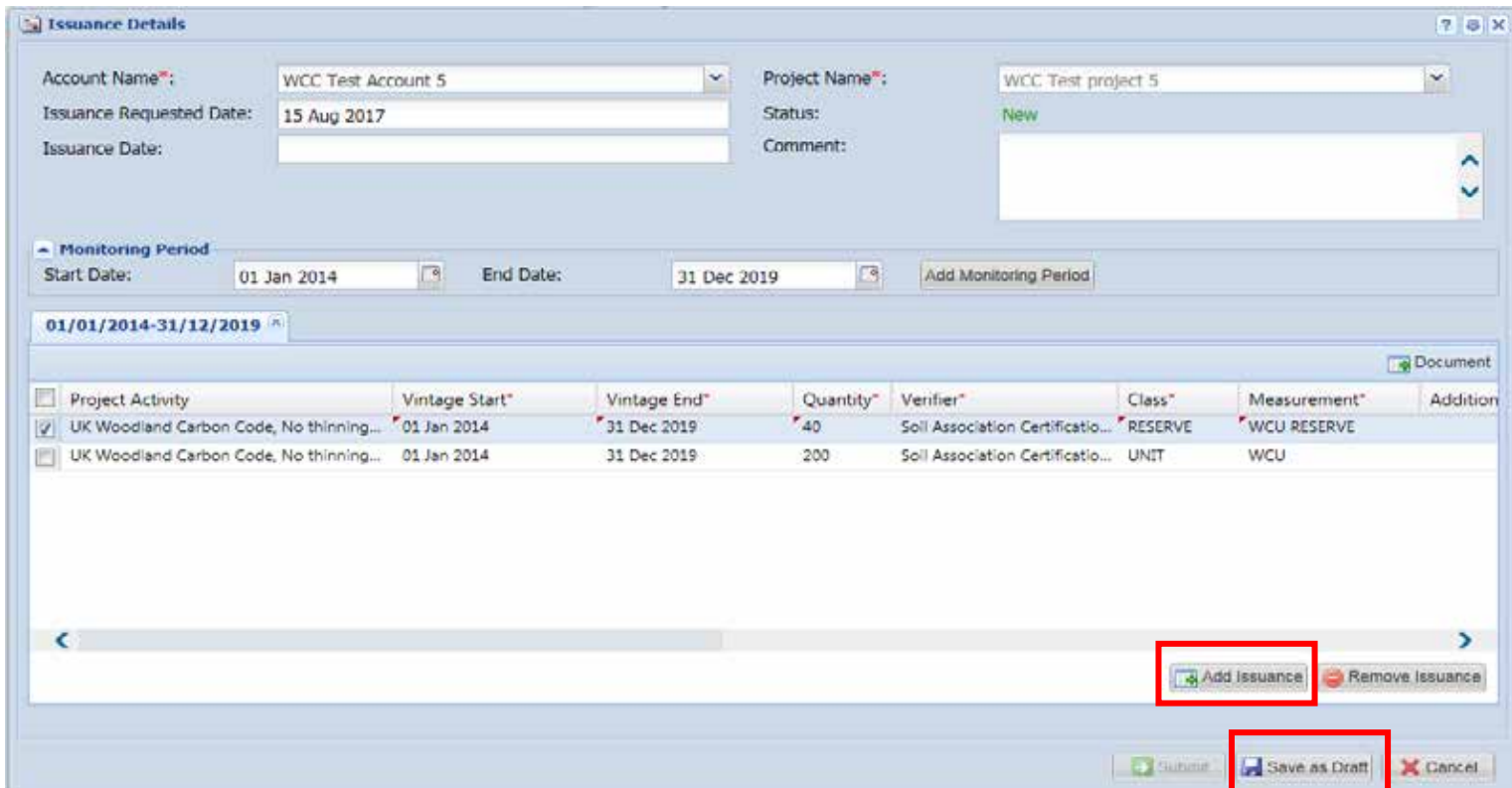
Below these fields is a section titled "Monitoring Period" with a dropdown arrow. It contains:

- Start Date: 01 Jan 2014
- End Date: 31 Dec 2019
- A button labeled "Add Monitoring Period" which is highlighted with a red rectangular box.

At the bottom of the form are three buttons: "Submit", "Save as Draft", and "Cancel".

Enter the Issuance Details

- You need to create an issuance request for both the 'claimable' WCU units and the 'buffer units' separately.
- Click on the **Add Issuance** button and complete the fields for the WCUs to be issued
- Click on the **Add Issuance** button again, and complete the fields for the WCU Reserve units (ie the buffer units) to be issued
- Then click on the **Save as Draft** button



Issuance Details

Account Name*: WCC Test Account 5
 Issuance Requested Date: 15 Aug 2017
 Issuance Date:

Project Name*: WCC Test project 5
 Status: New
 Comment:

Monitoring Period
 Start Date: 01 Jan 2014 End Date: 31 Dec 2019 Add Monitoring Period

01/01/2014-31/12/2019

Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier*	Class*	Measurement*	Addition
<input checked="" type="checkbox"/> UK Woodland Carbon Code, No thinning...	01 Jan 2014	31 Dec 2019	40	Soil Association Certificatio...	RESERVE	WCU RESERVE	
<input type="checkbox"/> UK Woodland Carbon Code, No thinning...	01 Jan 2014	31 Dec 2019	200	Soil Association Certificatio...	UNIT	WCU	

Buttons: Add Issuance, Remove Issuance, Save as Draft, Cancel

Submit the Issuance for review by the Verifier

- Click on the **Submit** button. The verifier will then upload your final verification documents and Forestry Commission/Markit will approve.

Issuance Details

Account Name*: WCC Test Account 5 Project Name*: WCC Test project 5

Issuance Requested Date: 15 Aug 2017 Status: Draft

Issuance Date: Comment:

Monitoring Period

Start Date: 01 Jan 2014 End Date: 31 Dec 2019 Add Monitoring Period

01/01/2014 - 31/12/2019

<input type="checkbox"/>	Project Activity	Vintage Start*	Vintage End*	Quantity*	Verifier*	Class*	Measurement*	Addition
<input type="checkbox"/>	UK Woodland Carbon Code, No thinning...	01 Jan 2014	31 Dec 2019	40	Soil Association Certificatio...	RESERVE	WCU RESERVE	
<input type="checkbox"/>	UK Woodland Carbon Code, No thinning...	01 Jan 2014	31 Dec 2019	200	Soil Association Certificatio...	UNIT	WCU	

Add Issuance Remove Issuance

Submit Save as Draft Cancel