



PADA Request

User Guide

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1. Introduction

Welcome to the user guide for completing a project activity data allocation (PADA) request in the Verra Project Hub. Stakeholders submit PADA requests to streamline the requests for and receipt of VMD0055-compliant project baseline activity data (VMD0055-compliant data) from Verra. Stakeholders will need this data to register a REDD project in Verra's Verified Carbon Standard (VCS) Program.

Submitting a PADA request through the Verra Project Hub will initiate a series of steps, including activity data availability confirmation, payment submission and acknowledgement, and activity data allocation and sharing.

This user guide is designed to help you successfully navigate your PADA requests.

2. PADA Request: Access and Overview

The PADA request can be accessed after logging into the project hub by selecting “Forms” then “PADA Request” (figure 1).

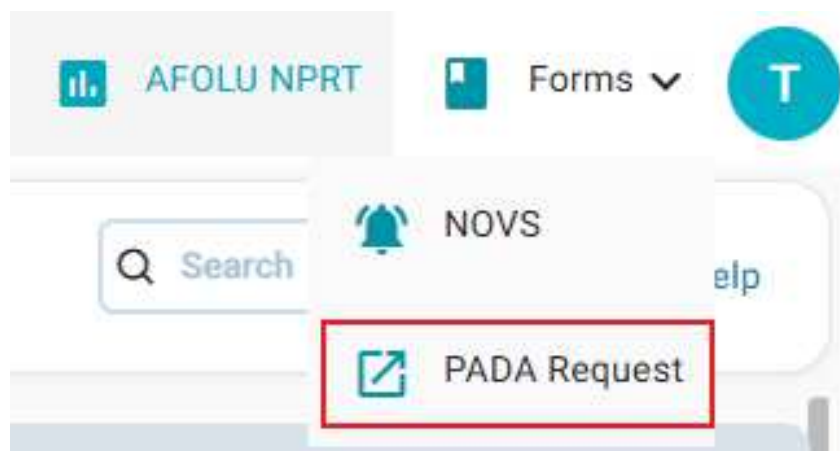
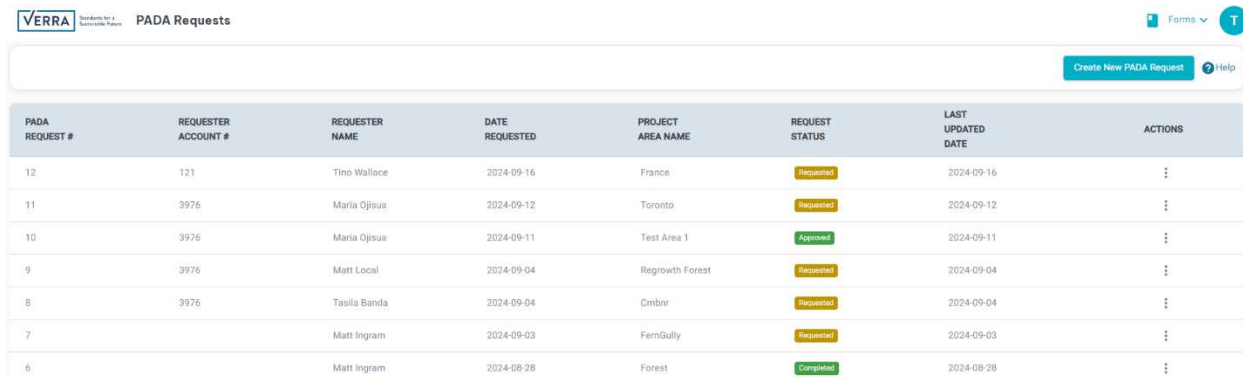


Figure 1. Accessing the PADA request.

Next, the PADA dashboard will load (figure 2), showing the following columns:

- PADA Request #
- Requester Account #
- Requester Name
- Date Requested
- Project Area Name
- Request Status
- Last Updated Date
- Actions



PADA REQUEST #	REQUESTER ACCOUNT #	REQUESTER NAME	DATE REQUESTED	PROJECT AREA NAME	REQUEST STATUS	LAST UPDATED DATE	ACTIONS
12	121	Tino Wallace	2024-09-16	France	Requested	2024-09-16	⋮
11	3976	Maria Ojisa	2024-09-12	Toronto	Requested	2024-09-12	⋮
10	3976	Maria Ojisa	2024-09-11	Test Area 1	Approved	2024-09-11	⋮
9	3976	Matt Local	2024-09-04	Regrowth Forest	Requested	2024-09-04	⋮
8	3976	Tasila Banda	2024-09-04	Cmbnr	Requested	2024-09-04	⋮
7		Matt Ingram	2024-09-03	FernGully	Requested	2024-09-03	⋮
6		Matt Ingram	2024-08-28	Forest	Completed	2024-08-28	⋮

Figure 2. PADA dashboard.

2.1 PADA Statuses

A PADA request can have the following statuses:

- Requested: A user has submitted a PADA request.
- Approved: The request has been reviewed and approved.
- Pending Payment: Verra's finance team has sent an invoice to the requester.
- Paid: The invoice has been paid.
- Completed: The requested data has been allocated and sent.
- Rejected: The request was not approved.

2.2 Actions

For any given PADA request, users can perform two different actions, “Edit” or “View.” Either action option can be utilized by clicking the ellipses (three dots) in the far-right column for the respective PADA request (figure 3).

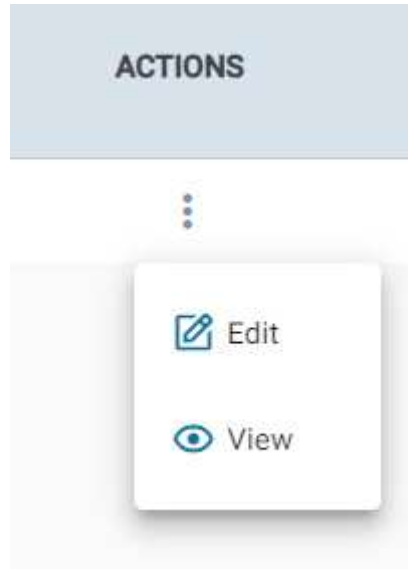


Figure 3. Actions menu.

3. Creating a PADA Request

To initiate a new PADA request, a user must select the “Create New PADA Request” button from the dashboard (figure 4).

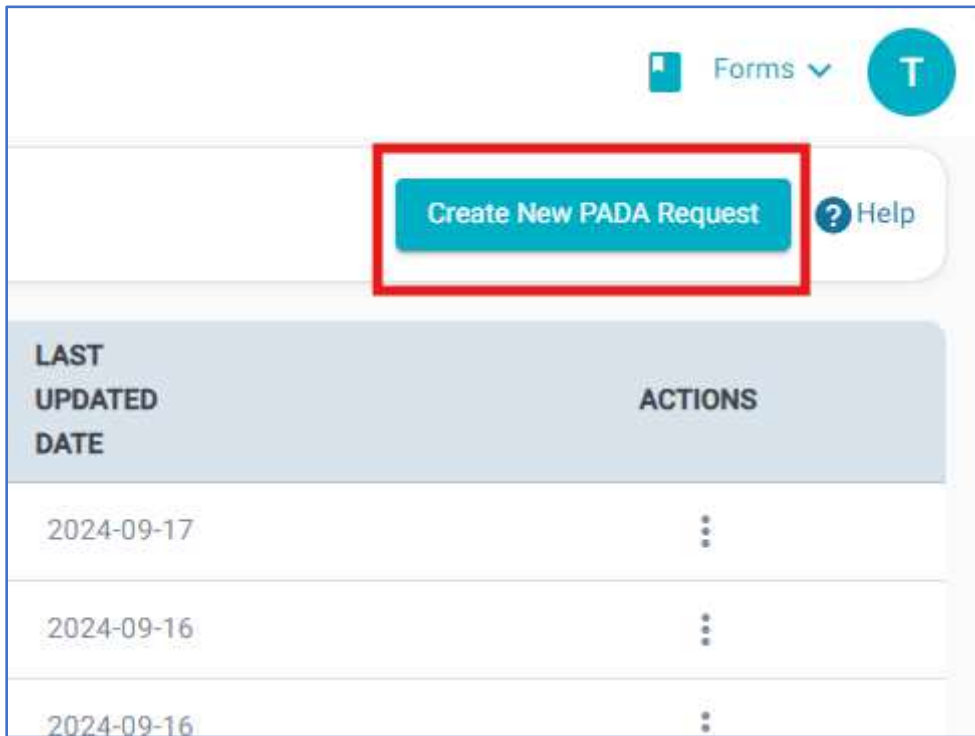


Figure 4. Create a new PADA request.

Next, the user will be taken to the PADA request submission form (figure 5) to input the project information, upload a KML file for the project area, and provide the information Verra needs to issue an invoice for the request.

Certain fields in this section (registry account number, name, and address fields) are auto populated based on the user's project hub account profile and cannot be edited. A user can, however, edit the name and email address of where the invoice will be sent.

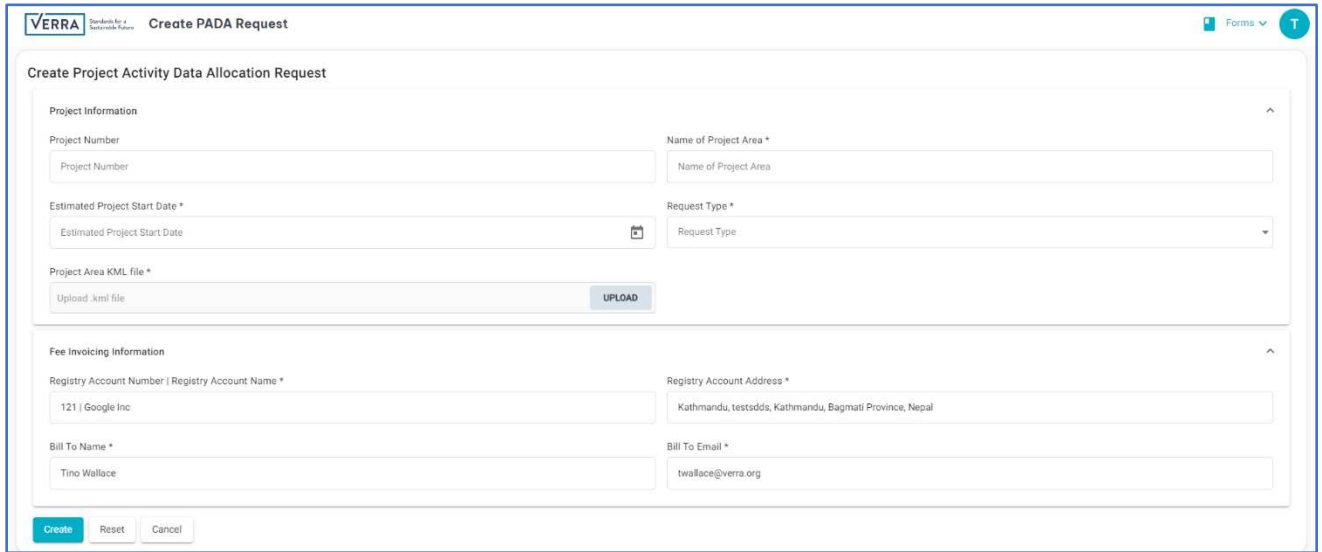


Figure 5. Complete a PADA request submission form.

Once a user has filled out the form, they must select the “Create” button at the bottom to submit it. A new window with text for a disclaimer will appear. The user will need to check the box at the bottom to confirm that they agree to the terms and conditions listed there. (figure 6).

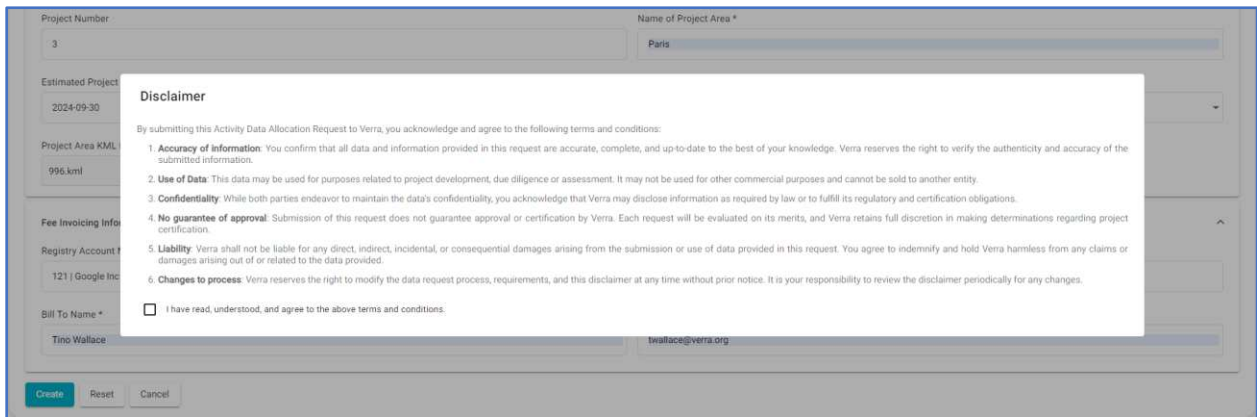


Figure 6. PADA disclaimer.

Next, the user will be taken back to the dashboard and receive a notification from Verra Project Hub that the request has been submitted successfully (figure 7). The user will also receive an email confirming the successful submission of their request. The dashboard will show the status of the request as “Requested” (figure 8).

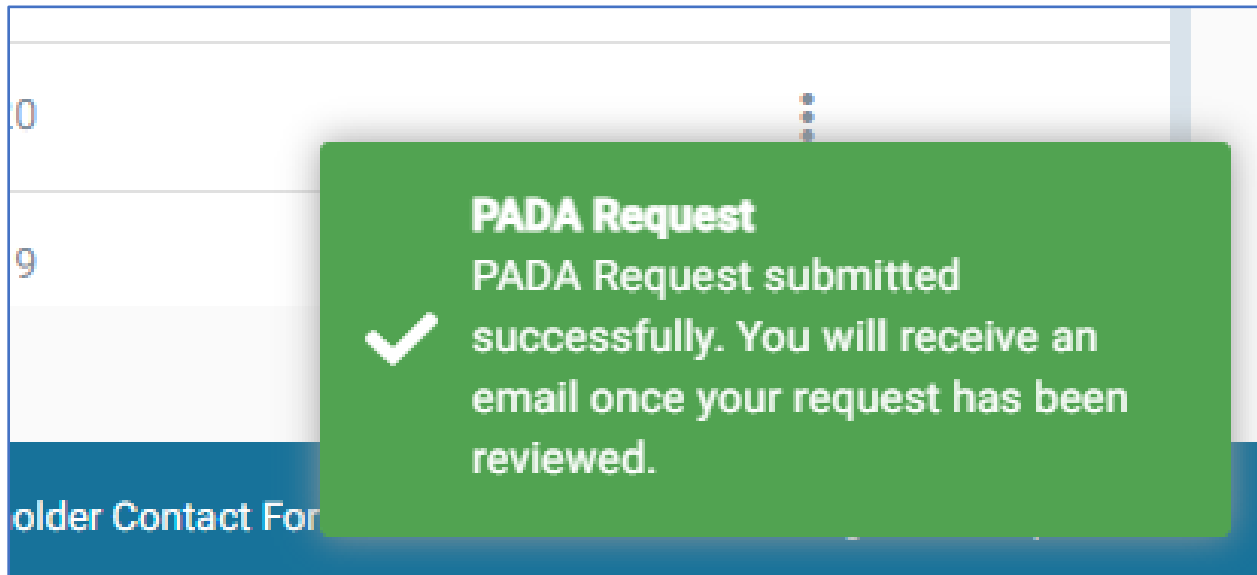


Figure 7. Confirmation of a successful submission.

PROJECT AREA NAME	REQUEST STATUS
Paris	Requested

Figure 8. PADA request status.

4. PADA Request Fulfillment

4.1 Notifications

After the PADA request has been submitted, Verra will review it and notify the user via email if the request has been approved or rejected. If the request is rejected, the request's status in the dashboard will change to "Rejected." If the request is approved; the status will change to "Approved." In either instance, an email notification will be sent to the user.

If a PADA request has been approved, the user will receive a notification email that includes the PADA request ID and list the invoice amount (figure 9).



Figure 9. Approval email.

4.2 Invoicing

Shortly after the PADA request has been approved, Verra will issue a formal invoice to the user, using the email address entered in the "Bill to Email" field in the PADA request submission form.

After the invoice has been issued, the dashboard will show the request status as "Pending Payment" (figure 10). The user will also receive an email notification about this status change.

PROJECT AREA NAME	REQUEST STATUS
Paris	Pending Payment

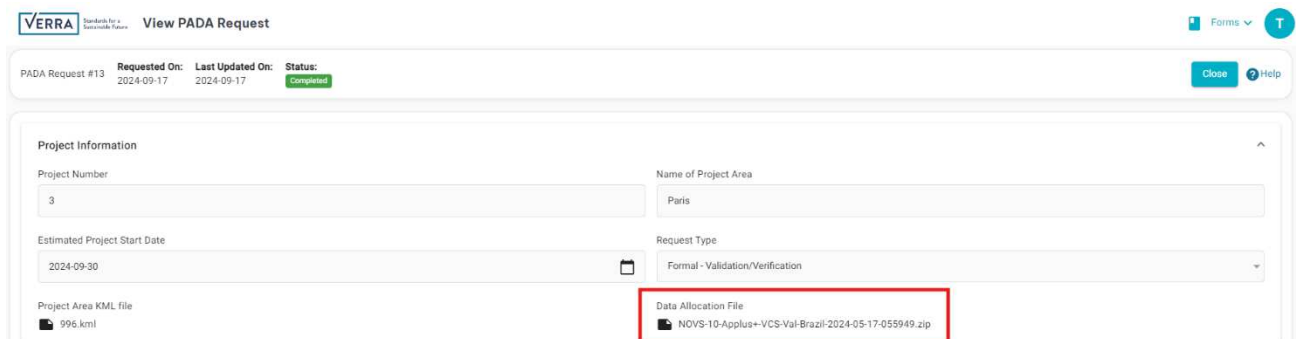
Figure 10. Request with “Pending Payment” status.

Once the invoice has been paid, the PADA request status will show as “Paid,” and an email notification will be sent advising the user of the new status.

4.3 Data Allocation

After the invoice has been paid, Verra will send the requested data to the user. The dashboard will then show the status of the PADA Request as “Completed.” In addition, the user will receive an email advising that the status has been completed along with a link to access the requested data.

The request will now contain a new field called “Data Allocation File.” Click on the file to download the data (figure 11).



The screenshot shows the 'View PADA Request' interface. At the top, it displays 'PADA Request #13' with 'Requested On: 2024-09-17' and 'Last Updated On: 2024-09-17'. The status is 'Completed'. Below this, the 'Project Information' section includes fields for 'Project Number' (3), 'Name of Project Area' (Paris), 'Estimated Project Start Date' (2024-09-30), and 'Request Type' (Formal - Validation/Verification). At the bottom, there is a 'Project Area KML File' (996.kml) and a 'Data Allocation File' (NOVS-10-Appplus-VCS-Val-Brazil-2024-05-17-055949.zip) which is highlighted with a red box.

Figure 11. Location of data allocation file.