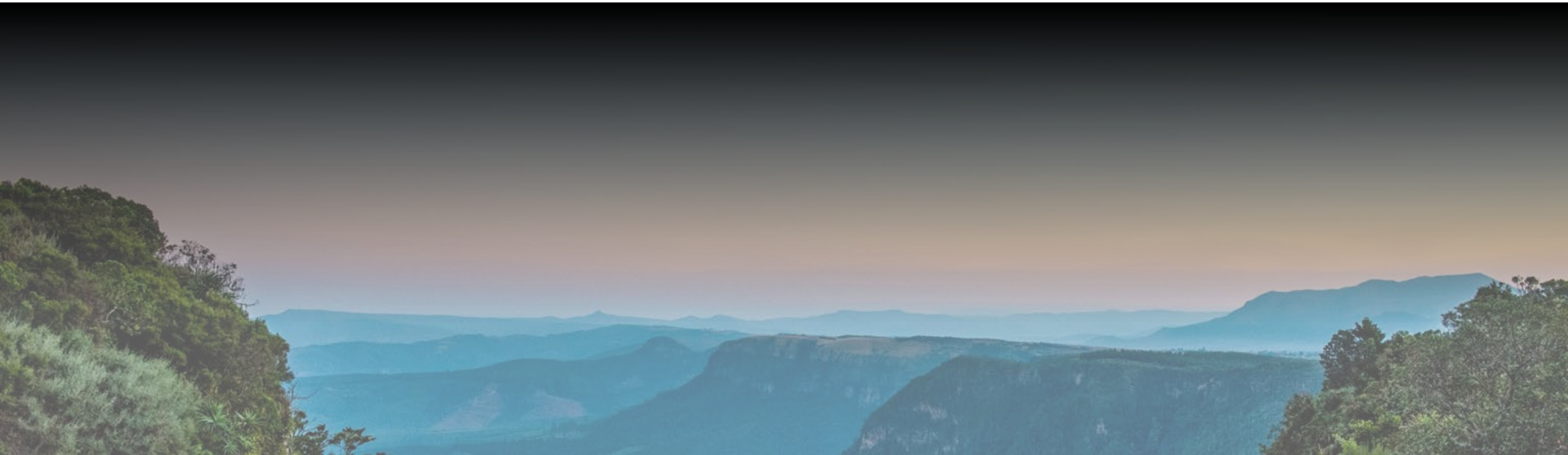




Carbon Dioxide Removal (CDR) Applicant User Guide

Microsoft Sustainability Procurement & Investments

Welcome



Contents:

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- [Create a new account](#), slides 5-11
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Where to begin

Go to [Awards & Investments \(awardsinvestmentsportal.azurewebsites.net\)](https://awardsinvestmentsportal.azurewebsites.net)

← → ↻ 🔒 awardsinvestmentsportal.azurewebsites.net

🔗 ☆ ⚙️ 🗄️ 👤 ⋮



👤 Login / Sign Up ? Help

Sustainability Procurement and Investments

Microsoft is investing significantly in sustainability both to reduce the impact of our own operations and to help the world to overcome the biggest sustainability challenges—working at the intersection of technology and the natural and social sciences.

Sign in or register to apply for an investment or submit your proposal to join Microsoft's commitment.

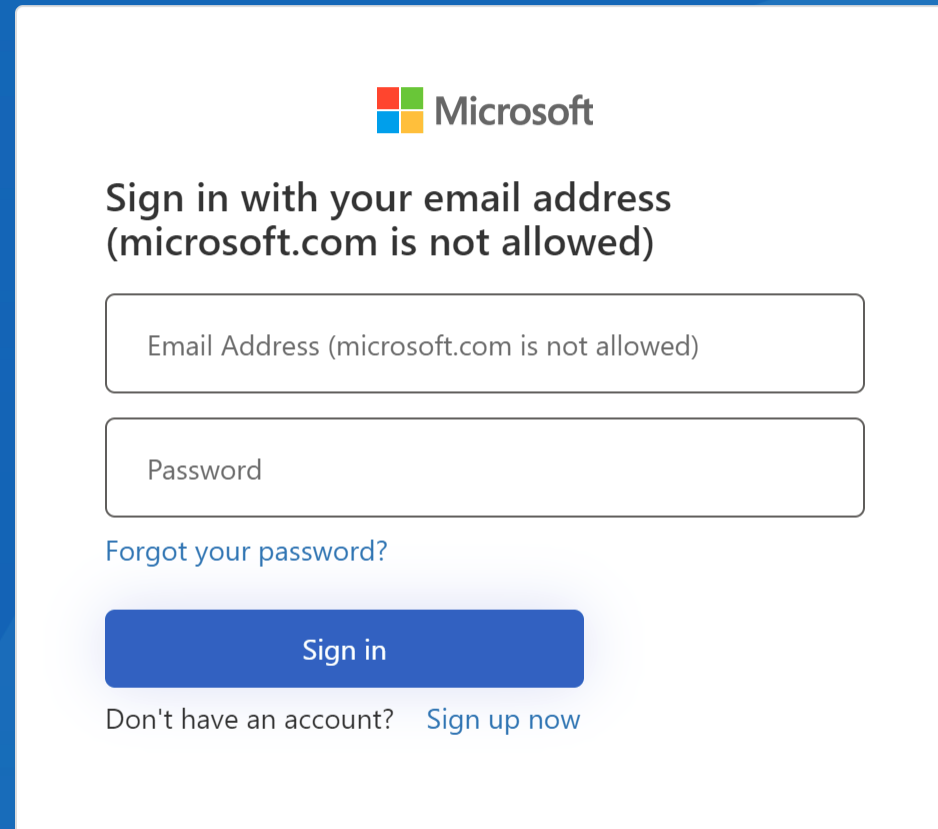
To learn more about the Microsoft environmental sustainability commitments please see our [Sustainability site.](#)


Login / Sign Up

Login/Set-up

Select **Login / Sign Up** from the [Sustainability Procurement and Investments](#) home screen. The page below will appear.

- To create a new account, select **Sign up now**.
- Applicants who have already created accounts can enter their mail address and password and select **Sign In**.
(skip to slide 12)



 Microsoft

Sign in with your email address
(microsoft.com is not allowed)

Email Address (microsoft.com is not allowed)

Password


[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

Select **Sign Up Now**. The account registration page will appear:

Cancel

 Microsoft

Email Address (microsoft.com is not allowed)

Send verification code

New Password

Confirm New Password

Given Name is required

Middle Name

Last Name is required

Phone Number is required

Street Address is required

City is required

State/Province is required

Country/Region is required

Country/Region is required

By registering, you affirm that you are in compliance with Microsoft's policies and have read the [Microsoft Privacy Statement](#). To learn more please visit [Microsoft Privacy Statement](#).

I Affirm

Create

Enter the email address and select **Send verification code**.

Cancel



jsmith@carbonproject.com

Send verification code

New Password

Confirm New Password

Given Name is required

Middle Name

Last Name is required

Check your email for a message from Microsoft Sustainability Procurement and Investments. Enter the code from the email in the Verification Code field and select **Verify Code**

Cancel



Verification code has been sent to your inbox. Please copy it to the input box below.

jsmith@carbonproject.com

Verification Code

Verify code

Send new code

New Password

Confirm New Password

Given Name is required

Middle Name

Last Name is required

The verified email address will be the one Microsoft uses to communicate about the application. Complete the account registration by providing a password, name, phone, city, state/region, and country:

Cancel



E-mail address verified. You can now continue.

jsmith@carbonproject.com

Change e-mail

New Password

Confirm New Password

Given Name is required

Middle Name

Last Name is required

Next, read the Microsoft Privacy Statement (see link), check the box next to **I Affirm**, and select **Create** to complete account registration.

425-555-1212

1060 West Addison

Chicago

IL

Country/Region is required

United States

By registering, you affirm that you are in compliance with Microsoft's policies and have read the Microsoft Privacy Statement. To learn more please visit [Microsoft Privacy Statement](#).

I Affirm

Create

Account Creation Notes:

- All fields are required, except Middle Name.
- The account you create can be used to apply for Carbon Dioxide Removal purchases as well as the Climate Innovation Fund.
- Accounts with *@microsoft.com email addresses **cannot** be used for the Climate Innovation Fund or Carbon Dioxide Removal applications.

After creating an account and logging in, the **Sustainability Procurement and Investments Portal** home page appears:

The screenshot shows the home page of the Sustainability Procurement and Investments Portal. At the top, there is a blue header bar with the text "Sustainability Procurement and Investments" on the left and three icons (a bell, a question mark, and a profile icon labeled "KF") on the right. Below the header is a grey sidebar on the left containing a hamburger menu icon and three menu items: "Home" (with a house icon), "My Applications" (with a document icon), and "Team Applications" (with a group of people icon). The main content area has a white background and features a large heading "Welcome to Sustainability Procurement and Investments Portal". Below the heading is a label "Select an Environmental Sustainability program" followed by a dropdown menu with the text "Select a program" and a downward arrow. Below the dropdown is a light grey button labeled "Create New Application".

Sustainability Procurement and Investments

Home

My Applications

Team Applications

Welcome to Sustainability Procurement and Investments Portal

Select an Environmental Sustainability program

Select a program

Create New Application

Select **Carbon Dioxide Removal** from the program drop-down.



Home



My applications



Team applications

Welcome to Sustainability Procurement and Investments

Select a Sustainability Procurement and Investments program

Select a program



Climate Innovation Fund

Carbon Dioxide Removal

Then, select **Create new application**.



Home

My applications

Team applications

Welcome to Sustainability Procurement and Investments

Select a Sustainability Procurement and Investments program

Carbon Dioxide Removal



Create new application

The first time a user creates a new CDR application, an Instructions dialog appears. The applicant must read the message and select "I Understand" to continue:

The screenshot shows a web browser window with the URL <https://awardsinvestmentsportal-uat.azurewebsites.net/application/cdr/new>. The browser's address bar includes navigation icons (back, refresh, lock) and utility icons (volume, star, extension, copy, list, share, location, user profile, menu). The page header is dark blue with the text "Sustainability Procurement and Investments" on the left and a user profile icon labeled "MZ" on the right. The main content area is titled "Microsoft Carbon Dioxide Removal Procurement Project Application Form". A sidebar on the left contains navigation links: "Home", "My applications", and "Team applications". The main form has a progress indicator with four steps: "1- Applicant Information", "2- Organization Legal", "3- Certification and Registration", and "4- Certification and Registration". The "1- Applicant Information" step is currently active. An "Instructions" dialog box is overlaid on the form, containing the following text: "Saving your application: This application has an auto-save feature however auto-save is not activated until you click on **Save**. Please ensure to save your application during your initial entry to activate the auto-save capability." "Completing your application: Please complete this application by filling out the information within each tab. Tabs are listed along the top of the application. Select the tab to go to that part of the application, or use the **Back** and **Next** buttons along the bottom to navigate." "Submitting your application: When you are finished with your application, please be sure to select the **Submit** button on the bottom of the page. This is required to complete the application." At the bottom of the dialog is a blue button labeled "I Understand". The form background shows a "Next" button, a "Collaboration/Uploads" button, a "Save" button, and a "Submit" button. The "Submit" button is highlighted in blue.

The Carbon Dioxide Removal submission form appears.

Sustainability Procurement and Investments 51 MZ

- Home
- My applications
- Team applications

Microsoft Carbon Dioxide Removal Procurement Project Application Form

1- Applicant Information 2- General Project Information 3- Volume, Pricing, and Delivery 4- Certification and Registration ...

Required fields denoted by * must be filled before submitting the application

Applicant Information

Organization Legal Name

*

If this is your first application for Microsoft's carbon dioxide removal FY25 procurement cycle, or if there have there been updates to your organization since your last proposal, please select "yes" to answer a few questions. For subsequent applications from the same organization, please select "no" to skip this section and proceed with the application. Each applying organization (i.e., with a unique tax identification number) must answer the Organization Questions section at least once.

*

Next Collaboration/Uploads Save **Submit**

Application contents

The submission form includes **7 sections**:

1. Applicant Information
2. General Project Information
3. Volume, Pricing, and Delivery
4. Certification and Registration
5. Durability and Reversals
6. Conditional Questions (dependent on CDR Removal Type selected in section 2, General Project Information)
7. Additional Questions

How to save and submit an application

- Save the application at any time, without losing progress, if the application can't be completed in one sitting, by selecting the **Save** button at the bottom of the window.
- All required fields (marked with a red asterisk*) must be completed to submit the application.
- Submit the application by selecting the **Submit** button at the bottom of the window. Once an application is submitted, the status of the application changes from 'Draft' to 'In Review'. No information changes can be made *unless the Microsoft reviewer changes the application status* from 'In Review' to 'Action Required'.
- After an application is submitted, applicants may still add files, add team members, send messages, and monitor activity on the application via the Collaborations/Upload panel.

The large text entry fields throughout the application can be expanded by dragging the corner handle down:



Home

My applications

Team applications

Has any legal action been brought against your organization in the past 7 years? If applicable, please provide comprehensive details. Organizations which do not disclose such information may be disqualified. (Confidential)

Indicate whether your organization meets any of the US diversity classifications as defined by the corresponding organizations below. Read more about [Microsoft's Supplier Diversity Program](#). (Confidential)

Please briefly (less than 100 words) describe your organization's own emission reduction targets or clean energy targets, and/or how your core business overall aligns to addressing climate change. (Confidential)



Please describe your organization's history in developing carbon projects, including the number of projects developed, project types, project locations, and implementation partners.



Note larger text field and scrollbar if the content exceeds the new visible space. You can shrink the size of the field, too, if desired, by dragging the corner handle up.

Sustainability Procurement and Investments 51 MZ

☰ Home
📁 My applications
👤 Team applications

Has any legal action been brought against your organization in the past 7 years? If applicable, please provide comprehensive details. Organizations which do not disclose such information may be disqualified. (Confidential)

Choose an option *

Indicate whether your organization meets any of the US diversity classifications as defined by the corresponding organizations below. Read more about [Microsoft's Supplier Diversity Program](#). (Confidential)

Choose an option *

Please briefly (less than 100 words) describe your organization's own emission reduction targets or clean energy targets, and/or how your core business overall aligns to addressing climate change. (Confidential)

text
text
text
text
text
text
text

Please describe your organization's history in developing carbon projects, including the number of projects developed, project types, project locations, and implementation partners.

Enter your information here *

Next Collaboration/Uploads Save Submit

The first part of the application (**Applicant Information**) includes items like the legal name of the organization, number of employees, organization classification, ownership info, any recent or pending legal issues, diversity info, etc. You will not have to enter this information again if you submit more than one application in the same fiscal year.

- Home
- My applications
- Team applications

1- Applicant Information 2- General Project Information 3- Volume, Pricing, and Delivery 4- Certification and Registration ...

Required fields denoted by * must be filled before submitting the application

Applicant Information

Organization Legal Name

 *

If this is your first application for Microsoft's carbon dioxide removal FY25 procurement cycle, or if there have there been updates to your organization since your last proposal, please select "yes" to answer a few questions. For subsequent applications from the same organization, please select "no" to skip this section and proceed with the application. Each applying organization (i.e., with a unique tax identification number) must answer the Organization Questions section at least once.

 *

Please tell us the number of full time employees you have at your organization. (Confidential)

 *

Organizational Classification (Confidential)

 *

The second part of the application (**General Project Information**) includes the project description, title, CDR type, summary, governance structure, history, start date, and location.

- Home
- My applications
- Team applications

- 1- Applicant Information
- 2- General Project Information**
- 3- Volume, Pricing, and Delivery
- 4- Certification and Registration
- ...

Required fields denoted by * must be filled before submitting the application

General Project Information

Describe your project in 10 words or less.





Project Title. This title should be a unique identifier that we can use throughout the procurement process.

Please indicate the carbon dioxide removal (CDR) type that best describes your project. You can only select one. To see relevant project definitions, please review the [User Guide](#).

Other Project Type

- Back
- Next
- Collaboration/Uploads
- Save
- Submit

The third part of the application (**Volume, Pricing, and Delivery**) includes specific amounts of carbon dioxide the project removes, how much removal is being offered to Microsoft vs. to the rest of the market, pricing per fiscal year, discounts, delivery terms, and how these numbers were determined.

-  Home
-  Home
-  My applications
-  Team applications

Required fields denoted by * must be filled before submitting the application

Volume, Pricing, and Delivery

Please describe your contract proposal.

 *




Participant is expected to provide all pricing in U.S. Dollars, as requested through the application. While specific project-level pricing data will not be made public by Microsoft, Microsoft will use aggregate procurement cycle pricing information with no reference to source in median, average, and other anonymized analyses. Microsoft may share the aggregated datasets broadly in the public domain. The applicant understands and consents Microsoft to proceed. (Note: Marking 'no' does not influence whether your proposal will be accepted)

 *

If you expect cost per ton will decrease or increase in the future, please explain the assumptions underlying this expectation. What are the biggest uncertainties?

 *

The fourth part of the application (**Certification and Registration**) includes information on the project's certification, registration, and independent verification.

-  Home
-  My applications
-  Team applications

Required fields denoted by * must be filled before submitting the application

Certification and Registration

Will your project be independently certified by June 2025?

 *

Please check each formal certification that will be received by June 2025.

 *




If your project is registered with a third party carbon credit registry, what is the registry and project number? If not registered, please answer 'N/A.' Examples could include Verra, Gold Standard, American Carbon Registry, Climate Action Reserve, etc.

 *

Please indicate how this project's net negative tons will be independently verified. Please provide links to any scientific literature that demonstrates empirical validation for this approach.

 *

The fifth part of the application (**Durability and Reversals**) includes information such as the project’s known or anticipated challenges, how the project will be monitored, and how it will compensate for any shortcomings regarding the amount and/or term of sequestration.

-  Home
-  My applications
-  Team applications

Required fields denoted by * must be filled before submitting the application

Durability Terms

Specify the number of years over which functionally all the carbon will remain sequestered from the atmosphere. This is the durability term.
Answer format: 10000.

 *

If different from above, specify the number of years for which you will guarantee to Microsoft that the carbon remains sequestered and during which you will offer compensation in the case of a reversal. This is the durability guarantee.
Answer format: please include the number of years and any additional explanation, if needed.

- For many nature-based solutions and depending on methodology, this should be the lesser of
 1. the period between the current year and the last year of monitoring for reversals, and
 2. the period between the current year and the last year when reversals will be insured in some way and replaced (i.e., by a buffer pool).
- For projects using geologic or mineralization storage of CO2, please state the period for which you will guarantee the carbon will remain stored either in geologic reservoirs or in a mineralized form, following the final credited year of the project.

 *

The sixth part of the application (**Conditional Questions**) is dependent on the CDR type specified in part two, General Project Information.

Example: If the CDR type specified in part two is a Nature-based solution (Forestry, Coastal Blue Carbon, and Soil improvement that results in additional carbon storage), the **Conditional Questions** include additional queries on measurement, size of the project area, and sequestration rate.

- Home
- My applications
- Team applications

Required fields denoted by * must be filled before submitting the application

Nature based solutions

Given your selection of a nature-based carbon removal solution, we ask that you provide some additional insights. How many hectares are involved in the project area?

 *




How many hectares are involved in the project area?

 *

What is your project's sequestration rate in metric tons of CO2/hectare/year? How does that rate change over time during the project, if at all?

 *

The seventh part of the application (**Additional Questions**) enables applicants to call out co-benefits (e.g. equity and environmental justice), possible harms, and any other information the applicant wants Microsoft to be aware of during the review process.

-  Home
-  My applications
-  Team applications

1- Applicant Information 2- General Project Information 3- Volume, Pricing, and Delivery 7- Additional Questions ...

Required fields denoted by * must be filled before submitting the application

Co-Benefits and/or Harms

List and briefly describe the measurable co-benefits of this project in the following categories: water stewardship, waste reduction, ecosystem protection, social equity and justice, and climate resilience. You may wish to note any alignment with UN Sustainable Development Goals and any other standards (i.e., Gold Standard, SDVista, FSC, Fair Trade). Attach the most recent verification report for any certifications of co-benefits via the Collaboration/Uploads panel (button below).

 *

Please specify whether and how your project advances equity and environmental justice for populations in and around the project area.

 *

Specify any real or foreseeable negative environmental or social impacts of the project. Include how you plan to mitigate them. Please consider and include any local co-pollutants, human displacement, perverse incentives, and/or any new emissions sources that will be required to complete

[Back](#) [Collaboration/Uploads](#) [Save](#) [Submit](#)

After the application has been saved, the applicant can utilize the **Collaborations/Uploads**:

- ☰
- 🏠 Home
- 📁 My applications
- 👤 Team applications

- 1- Applicant Information
- 2- General Project Information
- 3- Volume, Pricing, and Delivery
- 7- Additional Questions
- ...

Required fields denoted by * must be filled before submitting the application

Co-Benefits and/or Harms

List and briefly describe the measurable co-benefits of this project in the following categories: water stewardship, waste reduction, ecosystem protection, social equity and justice, and climate resilience. You may wish to note any alignment with UN Sustainable Development Goals and any other standards (i.e., Gold Standard, SDVista, FSC, Fair Trade). Attach the most recent verification report for any certifications of co-benefits via the Collaboration/Uploads panel (button below).

 *

Please specify whether and how your project advances equity and environmental justice for populations in and around the project area.

 *

Specify any real or foreseeable negative environmental or social impacts of the project. Include how you plan to mitigate them. Please consider and include any local co-pollutants, human displacement, perverse incentives, and/or any new emissions sources that will be required to complete

[Back](#) [Collaboration/Uploads](#) [Save](#) [Submit](#)

The **Collaborations/Uploads** panel is where applicants can send/receive application-specific messages, upload files, add/remove team members, and see a list of actions taken on the application :

The screenshot shows a web application interface. At the top, a blue header contains the text 'Sustainability Procurement and Investments' on the left, a notification bubble with '51' in the center, and a user profile icon with 'MZ' on the right. A left sidebar contains navigation links: 'Home', 'My applications', and 'Team applications'. The main content area is titled 'Microsoft Carbon Dioxide Removal Project Form'. It displays a reference number 'CDR-01210-R9F1L-23200905' and an application status of 'Draft'. Below this are three tabs: '1- Applicant Information', '2- General Project Information', and '3- Volum'. A note states 'Required fields denoted by * must be filled before submitting the application'. The current section is 'Co-Benefits and/or Harms', with instructions to list measurable co-benefits and attach the name of the Collaboration/Uploads panel. A text input field contains the placeholder 'Enter your information here'. At the bottom are four buttons: 'Back', 'Collaboration/Uploads', 'Save', and 'Submit'. An orange-bordered panel on the right is titled 'Files' and contains a message: 'Max file size is 100 MB. Accepted file types include .pdf, .ppt, .pptx, .doc, .docx, .xls, .xlsx, .shp, .jpg, .png, .jpeg, .txt, .csv, .cpg, .dbf, .prj, .sbn, .sbx, and .kml'. Below the message are 'Upload file(s)' and 'Delete' options, and a table with columns 'Name', 'Uploaded by', and 'Uploaded on'.

Microsoft Carbon Dioxide Removal Project Form

Reference number: CDR-01210-R9F1L-23200905

Application Status: Draft

1- Applicant Information 2- General Project Information 3- Volum

Required fields denoted by * must be filled before submitting the application

Co-Benefits and/or Harms

List and briefly describe the measurable co-benefits of this project in the f protection, social equity and justice, and climate resilience. You may wish other standards (i.e., Gold Standard, SDVista, FSC, Fair Trade). Attach the n Collaboration/Uploads panel (button below).

Enter your information here

Back

Collaboration/Uploads

Save

Submit

Files Team members Messages

i Max file size is 100 MB. Accepted file types include .pdf, .ppt, .pptx, .doc, .docx, .xls, .xlsx, .shp, .jpg, .png, .jpeg, .txt, .csv, .cpg, .dbf, .prj, .sbn, .sbx, and .kml

↑ Upload file(s) 🗑 Delete

<input type="checkbox"/>	Name	Uploaded by	Uploaded on
--------------------------	------	-------------	-------------

From the **Files** tab, select Upload file(s) to **add new files** to the application:

Sustainability Procurement and Investments 51 MZ

Microsoft Carbon Dioxide Removal P Form

Reference number: CDR-01210-R9F1L-23200905

Application Status: Draft

1- Applicant Information 2- General Project Information 3- Volum

Required fields denoted by * must be filled before submitting the application

Co-Benefits and/or Harms

List and briefly describe the measurable co-benefits of this project in the f protection, social equity and justice, and climate resilience. You may wish other standards (i.e., Gold Standard, SDVista, FSC, Fair Trade). Attach the n Collaboration/Uploads panel (button below).

Enter your information here

Back Collaboration/Uploads Save Submit

Files Team members Messages

ⓘ File size is 100 MB. Accepted file types include .pdf, .ppt, .pptx, .xls, .xlsx, .shp, .jpg, .png, .jpeg, .txt, .csv, .cpg, .dbf, .prj, .s, .box, and .kml

↑ Upload file(s) 🗑️ Delete

<input type="checkbox"/>	Name	Uploaded by	Uploaded on ↓
--------------------------	------	-------------	---------------

All files included with the application will appear here. Applicants may add as many files as needed.

☰

🏠 Home

📁 My applications

👥 Team applications

Microsoft Carbon Dioxide Removal P Form

Reference number: CDR-01210-R9F1L-23200905
Application Status: Draft

- 1- Applicant Information
- 2- General Project Information
- 3- Volum

Required fields denoted by * must be filled before submitting the application

Co-Benefits and/or Harms

List and briefly describe the measurable co-benefits of this project in the f protection, social equity and justice, and climate resilience. You may wish other standards (i.e., Gold Standard, SDVista, FSC, Fair Trade). Attach the n Collaboration/Uploads panel (button below).

Enter your information here

- Back
- Collaboration/Uploads
- Save
- Submit

✔ Operation completed successfully. ✕

- Files
- Team members
- Messages

ⓘ Max file size is 100 MB. Accepted file types include .pdf, .ppt, .pptx, .doc, .docx, .xls, .xlsx, .shp, .jpg, .png, .jpeg, .txt, .csv., .cpg, .dbf, .prj, .sbn, .sbx, and .kml

↑ Upload file(s) 🗑 Delete

<input type="checkbox"/>	Name	Uploaded by	Uploaded on
<input type="checkbox"/>	Sample PPD FY202...	MZ May Zing ...	Sep 20 202

Select **Team Members** to add/remove team members' access to the application:

Sustainability Procurement and Investments 51 MZ

Microsoft Carbon Dioxide Removal P Form

Reference number: CDR-01210-R9F1L-23200905
Application Status: **Draft**

1- Applicant Information 2- General Project Information 3- Volum

Required fields denoted by * must be filled before submitting the application

Co-Benefits and/or Harms

List and briefly describe the measurable co-benefits of this project in the f protection, social equity and justice, and climate resilience. You may wish other standards (i.e., Gold Standard, SDVista, FSC, Fair Trade). Attach the n Collaboration/Uploads panel (button below).

Enter your information here

Files **Team members** Messages

Max file size is 100 MB. Accepted file types include .pdf, .ppt, .pptx, .doc, .docx, .xls, .xlsx, .shp, .jpg, .png, .jpeg, .txt, .csv, .cpg, .dbf, .prj, .sbn, .sbx, and .kml

Upload file(s) Delete

<input type="checkbox"/>	Name	Uploaded by	Uploaded on
--------------------------	------	-------------	-------------

Back **Collaboration/Uploads** **Save** **Submit**

Type the name of the team member and select Add to give them access to the application:

Sustainability Procurement and Investments 51 MZ

Microsoft Carbon Dioxide Removal P Form

Reference number: CDR-01210-R9F1L-23200905

Application Status: Draft

1- Applicant Information 2- General Project Information 3- Volum

Required fields denoted by * must be filled before submitting the application

Co-Benefits and/or Harms

List and briefly describe the measurable co-benefits of this project in the f
protection, social equity and justice, and climate resilience. You may wish
other standards (i.e., Gold Standard, SDVista, FSC, Fair Trade). Attach the n
Collaboration/Uploads panel (button below).

Enter your information here

Back Collaboration/Uploads Save Submit

Operation completed successfully.

Files Team members Messages

Add team members to collaborate or view this application. If Any messages
and/or files will be visible to all team members.

Add

Email ↑	Added by	Action
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Select **Messages** to communicate with team members and Microsoft, as well as see a complete list of actions taken on the application, in reverse chronological order:

The screenshot displays a web application interface. At the top, a blue header contains the text "Sustainability Procurement and Investments" on the left, a notification badge with the number "51" in the center, and a user profile icon with the initials "MZ" on the right. A left-hand navigation menu includes icons for "Home", "My applications", and "Team applications". The main content area is titled "Microsoft Carbon Dioxide Removal Form". Below the title, it shows the "Reference number: CDR-01210-R9F1L-23200905" and "Application Status: Draft". There are three tabs: "1- Applicant Information", "2- General Project Information", and "3- Volum...". A note states: "Required fields denoted by * must be filled before submitting the application". The current section is "Co-Benefits and/or Harms", with instructions: "List and briefly describe the measurable co-benefits of this project in the f... protection, social equity and justice, and climate resilience. You may wish... other standards (i.e., Gold Standard, SDVista, FSC, Fair Trade). Attach the n... Collaboration/Uploads panel (button below)." Below this is a text input field with the placeholder "Enter your information here". At the bottom of the form are four buttons: "Back", "Collaboration/Uploads", "Save", and "Submit". On the right side, a message notification panel is open. It features a green success banner at the top: "Operation completed successfully". Below this are three tabs: "Files", "Team members", and "Messages", with "Messages" highlighted by a yellow box and a yellow arrow pointing to it. The panel contains a text input field with the placeholder "Type a new message" and a send button. Below the input field are two message cards. The first is from "May Zing Zing" (MZ) dated "Sep 20 2023, 12:23 PM" with the text "Hello team...". The second is from "Sustainability Procurement and Investments" dated "Sep 20 2023, 10:54 AM" with the text "Sample PPD_FY2024.png is removed by May Zing Zing".

Select **My Applications** to display a sortable list of your applications and their status:

Sustainability Procurement and Investments


Home

My applications

Team applications

My Applications

+ New Application Refresh

Organization Na...	Project Type	Status	Created Date ↓	Last Modified By	Last Modified Date	Submitted By
Carbon Bee Gone	Forestry (removal on	Draft	Aug 08 2022	 Kimberly F...	Sep 19 2022, 05:38 PM	--

Select **Team Applications** to display a list of applications someone else owns, but you have been added as a team member:

Sustainability Procurement and Investments

Home
My applications
Team applications

My Applications

+ New Application Refresh

Organization Na...	Project Type	Status	Created Date ↓	Last Modified By	Last Modified Date	Submitted By
Carbon Zappers 2	Soil improvement th...	Action Required	Aug 15 2022	KF Kimberly F...	Aug 24 2022, 12:22 PM	KF Kimberly F...
Carbon Bee Gone	Forestry (removal on	Draft	Aug 08 2022	KF Kimberly F...	Sep 19 2022, 05:38 PM	--
Phlud Zone	Coastal blue carbon	Action Required	Aug 09 2022	KF Kimberly F...	Aug 15 2022, 05:53 AM	KF Kimberly F...

Project types and their definitions

Forestry:

Afforestation: Planting forests in new areas where they did not previously exist.

Reforestation: Replanting trees where forests once existed.

Improved Forest Management (IFM): Forest management techniques that increase carbon storage in forests and in wood products, such as extending harvest rotations or protecting against pest and disease infestation.

Agroforestry: The practice of integrating trees and shrubs into agricultural landscapes.

Silvopasture: The practice of integrating trees, forage, and grazing animals into a mutually beneficial agroforestry system.

Soil Carbon: Soil carbon CDR involves adoption of new conservation and/or regenerative agricultural management practices that increase the amount of carbon stored in soil.

Coastal Blue Carbon: The protection, restoration, and/or establishment of mangroves, salt marshes, and seagrass meadows to promote carbon storage in coastal environments.

Direct Air Capture and Storage (DACs): Engineered processes by which CO₂ is captured from ambient air and results in a concentrated stream of CO₂ that can be stored geologically, incorporated into products, or mineralized.

Carbon Dioxide Mineralization (terrestrial): Reacting certain rocks and minerals with CO₂ to form carbonate minerals.

Enhanced rock weathering: ERW in croplands involves spreading crushed silicate rocks onto agricultural fields. As these silicates dissolve, they catalyze the conversion of CO₂ into bicarbonate. This dissolved inorganic carbon drains through waterways to the ocean (a carbon sink).

Ocean Alkalinity Enhancement: Addition of alkaline sources such as lime to the oceans to convert dissolved CO₂ into bicarbonate.

Biomass Conversion with Carbon Removal and Storage (BiCRS): Harvesting biomass for the primary purpose of removing CO₂ from the atmosphere and geologically storing or incorporating it into long-lived products. For a more specific type of BiCRS, see BECCS.

Bioenergy with Carbon Capture and Storage (BECCS): Utilizing biomass to produce electricity, heat, fuels, or other bioenergy products while simultaneously capturing and storing any attendant CO₂ emissions. For a broader definition, see BiCRS.

Biochar: Biomass that is pyrolyzed (heated in the absence of oxygen) to produce a carbonaceous material that is recalcitrant to the natural decomposition process and is commonly used as a soil amendment.

CO₂ Utilization: The conversion of captured CO₂ into commercial products that store CO₂ over various timescales.

Helpful Links

- [Procurement Cycle Cover Letter](#)
- [Guidance document](#)
- [Criteria for high quality carbon dioxide removal](#)
- [Frequently asked questions](#)
- [Microsoft Supplier Diversity Program](#)



Thank you!

If you have any questions about this user guide,
please contact mscdr@microsoft.com