MAATI PLATFORM GUIDE

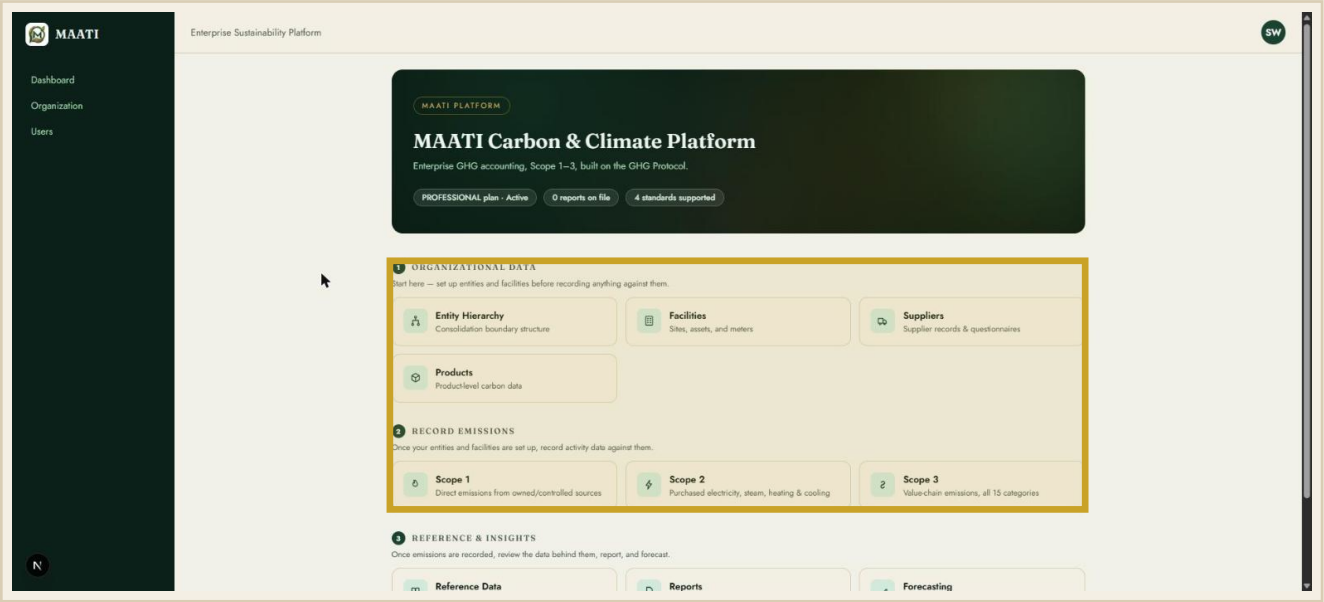
MAATI Carbon & Climate

GHG accounting workflow guide

A walkthrough of the core GHG Protocol workflow in MAATI Carbon & Climate: set up your organizational structure, add a facility, record and calculate Scope 1/2/3 emissions, move records through the approval workflow, and generate a locked-data inventory report.

STEP 1

Every GHG workflow starts here: set up your organizational structure and facilities, then record emissions against them.

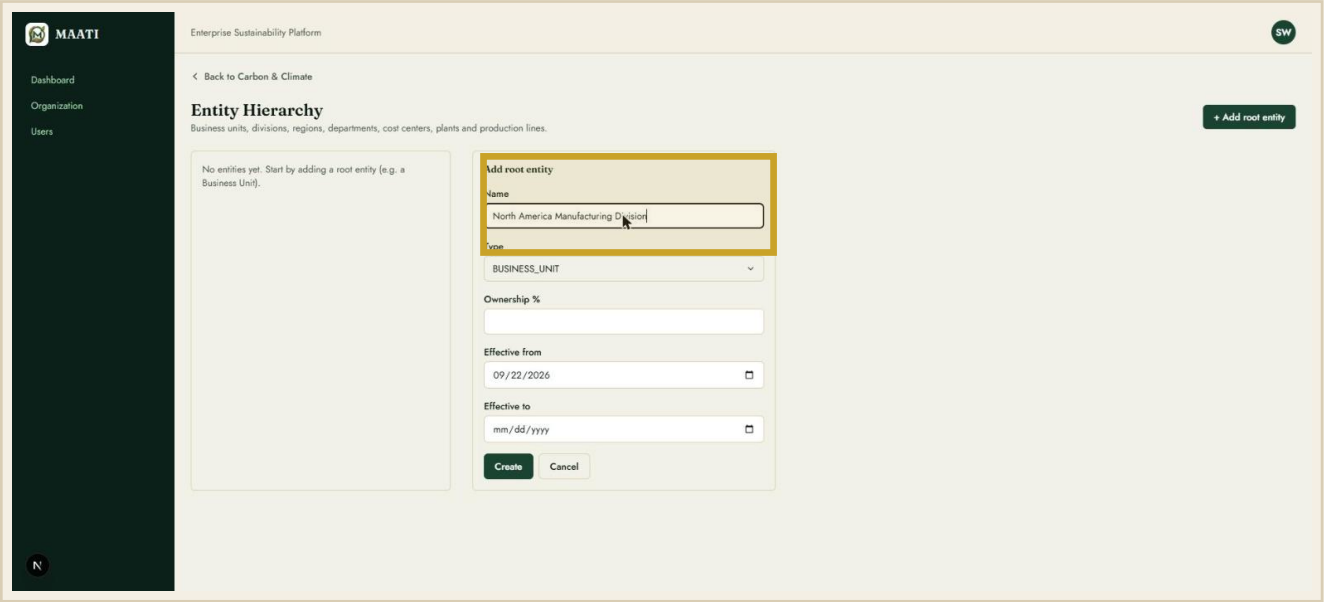


FIELDS ON THIS SCREEN

Entity Hierarchy / Facilities / Suppliers / Products / Scope 1/2/3

STEP 2

Build your entity hierarchy first — business units, divisions, and plants that everything else (facilities, activity data) will roll up under.



FIELDS ON THIS SCREEN

Name / Type / Ownership % / Effective dates

STEP 3

Add a facility under that entity — this is the physical site activity data gets recorded against. A facility must later be set to ACTIVE status before it can accept activity data.



FIELDS ON THIS SCREEN

Facility code / Name / Entity / Country / Type / Boundary status

STEP 3b

Every facility starts as PLANNED. Set its status to ACTIVE before it can accept activity data — this is a deliberate guardrail so emissions are never recorded against a site that isn't really operating yet.



FIELDS ON THIS SCREEN

Status

STEP 4

Record a Scope 1 activity: pick the facility, the emission category, the fuel — the system automatically resolves the right unit and, later, the right emission factor.

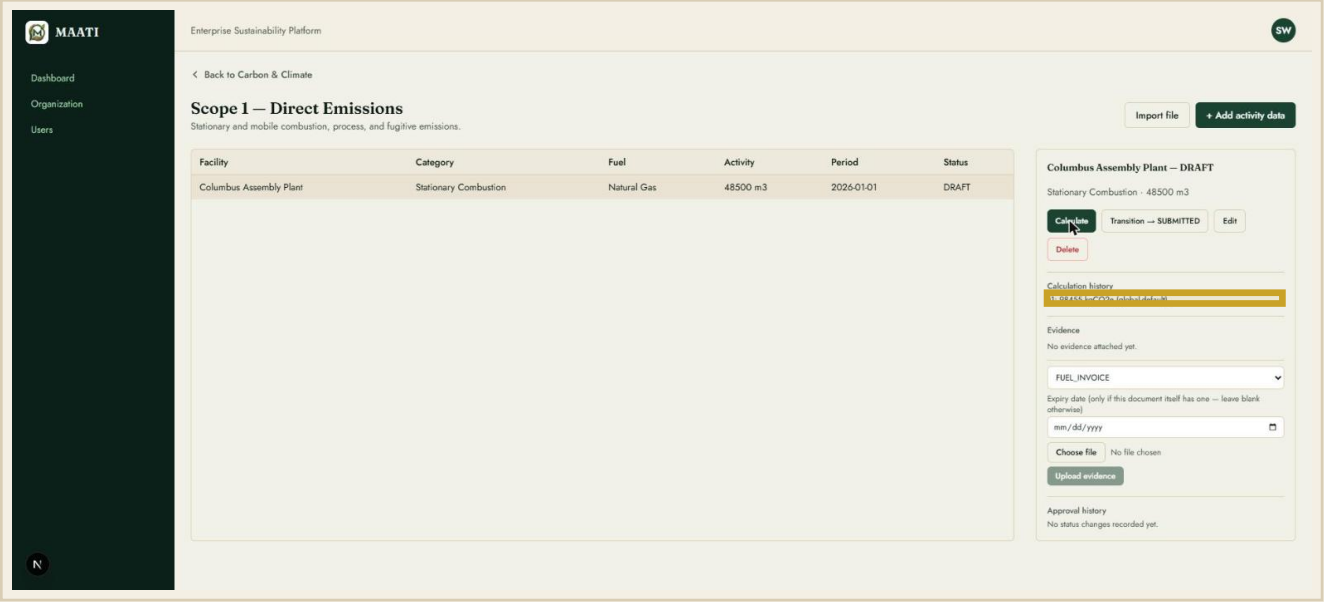


FIELDS ON THIS SCREEN

Facility / Category / Fuel / Activity value / Activity unit / Reporting period

STEP 5

Click Calculate and MAATI resolves the correct emission factor for the fuel, category and country, then computes the result — here 98,455 kg CO2e — with the factor source and version recorded for audit.

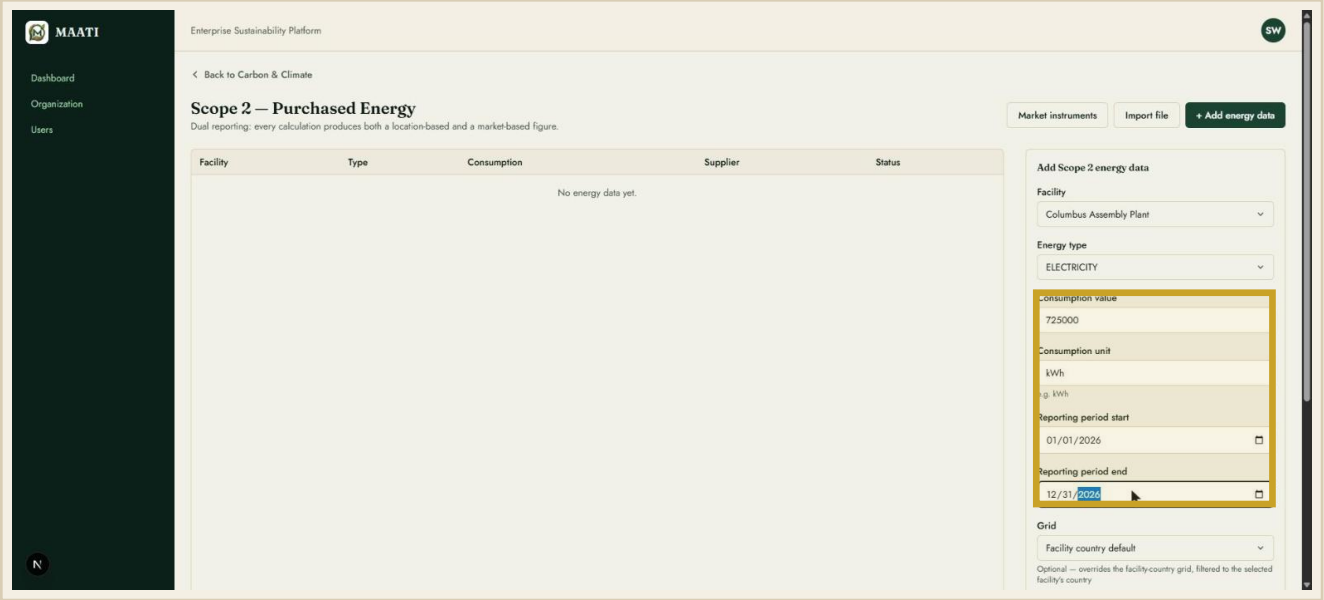


FIELDS ON THIS SCREEN

Calculate button / Calculation history (result + factor source)

STEP 6

Record Scope 2 purchased-electricity consumption per facility. MAATI always computes both required figures side by side: location-based (grid average) and market-based (supplier-specific), per the GHG Protocol Scope 2 Guidance.



FIELDS ON THIS SCREEN

Facility / Energy type / Consumption value/unit / Reporting period / Grid / Supplier/Energy contract/REC certificate

STEP 7

Calculate produces both figures at once: 279,850 kg CO2e location-based (grid-average factor), while market-based honestly reports it needs a supplier-specific contract rather than silently guessing.



FIELDS ON THIS SCREEN

Location-based result / Market-based result

STEP 8

Scope 3 covers all 15 GHG Protocol categories. Here, Business Travel is recorded by distance and transport mode — MAATI resolves the right emission factor per mode (air, rail, road, sea) automatically.

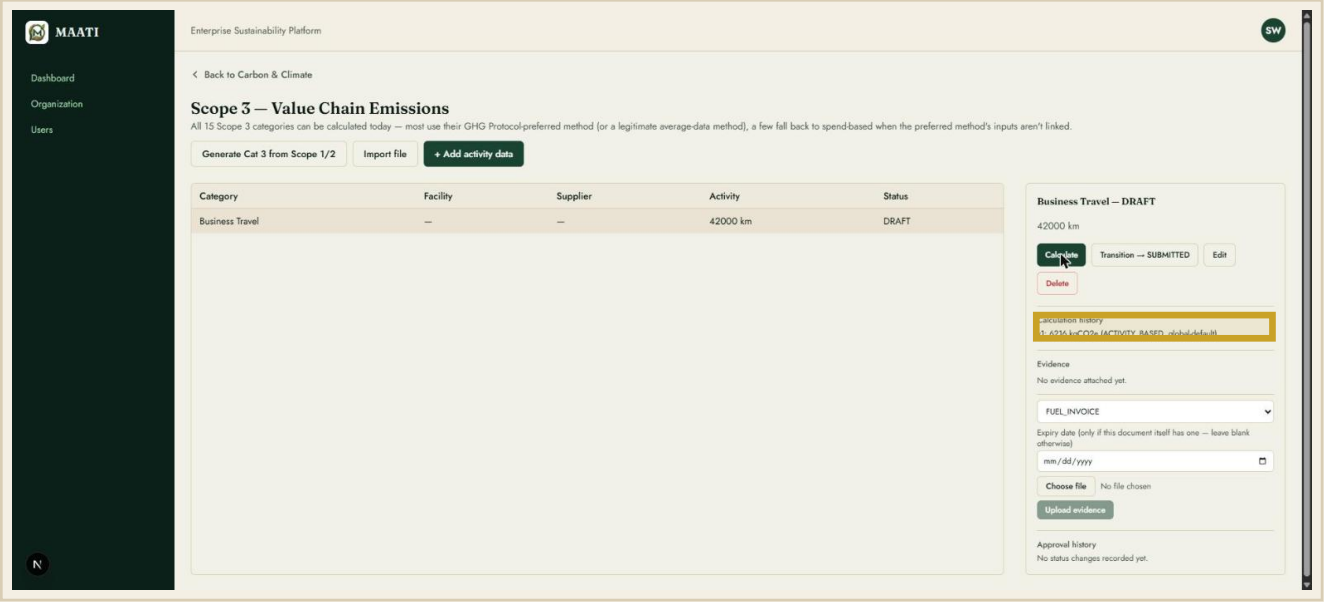


FIELDS ON THIS SCREEN

Category / Activity value (Distance) / Activity unit / Transport mode / Reporting period

STEP 9

Calculated using the GHG Protocol's preferred distance-based method — 6,216 kg CO2e — with the calculation method itself (ACTIVITY_BASED) recorded alongside the result for full auditability.

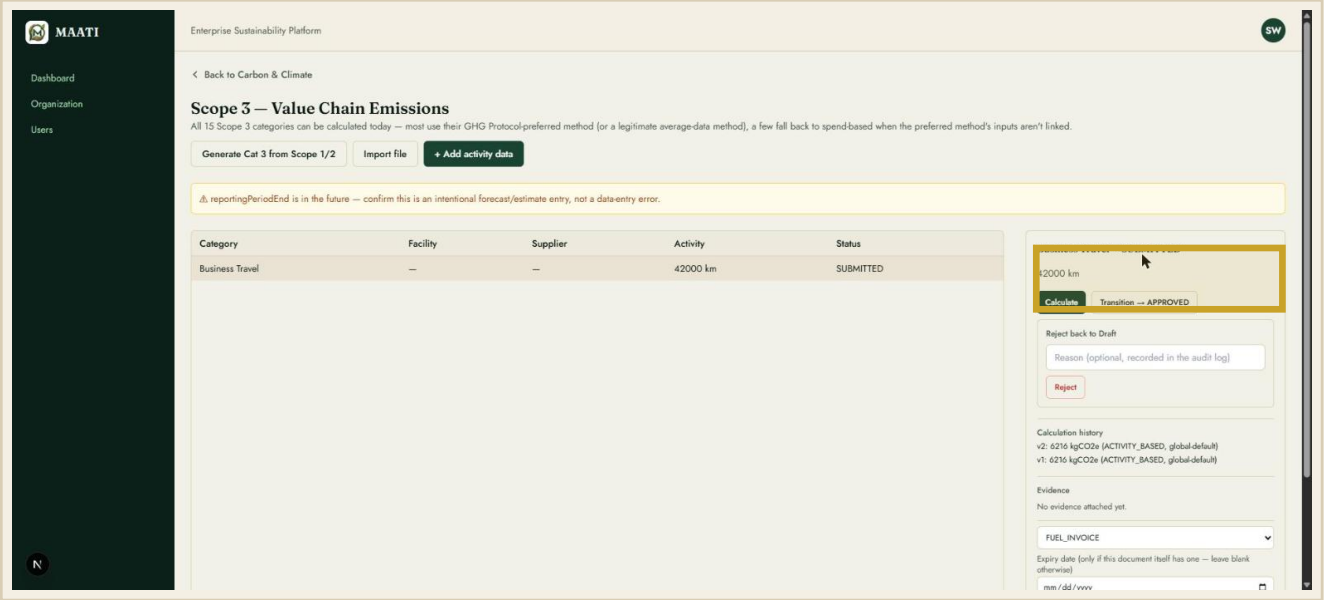


FIELDS ON THIS SCREEN

Calculation history (result + method)

STEP 10

Every record moves through a controlled lifecycle: Draft, then Submitted, Approved, and finally Locked. Submitted records can still be rejected back to Draft with a reason, recorded permanently in the audit log — nothing is silently overwritten.

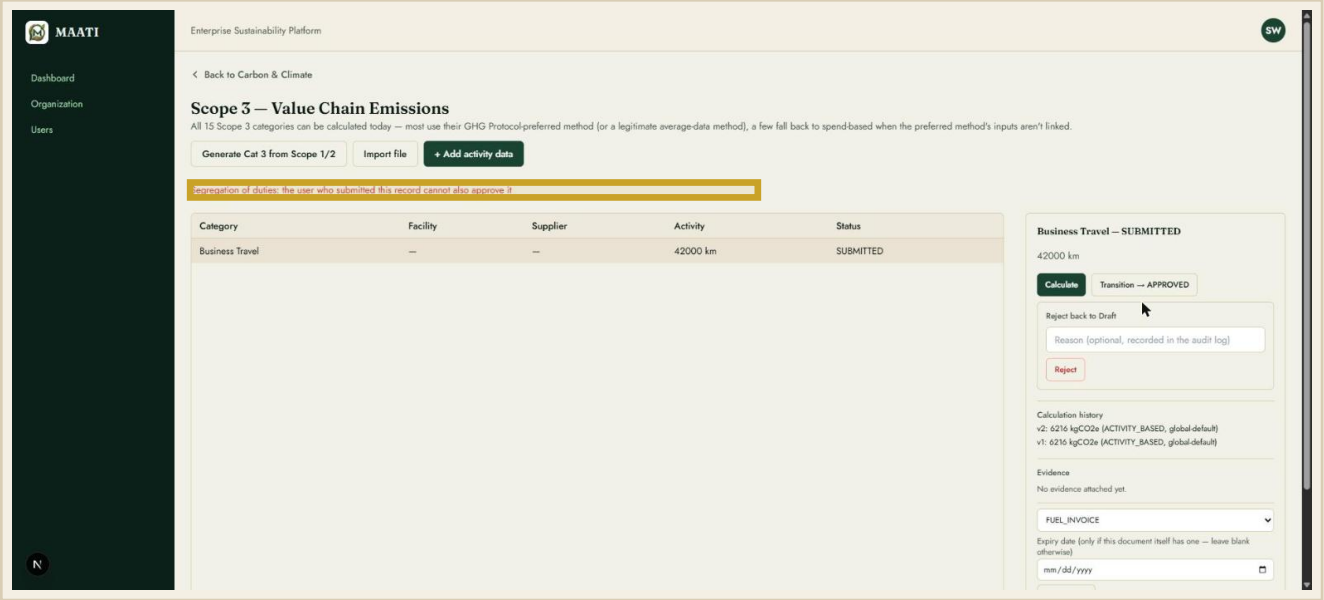


FIELDS ON THIS SCREEN

Status / Transition buttons / Reject-back-to-Draft

STEP 10b

A real internal control, not just a UI state: MAATI enforces segregation of duties automatically — whoever submitted a record cannot also be the one who approves it, the same discipline an external auditor would expect.

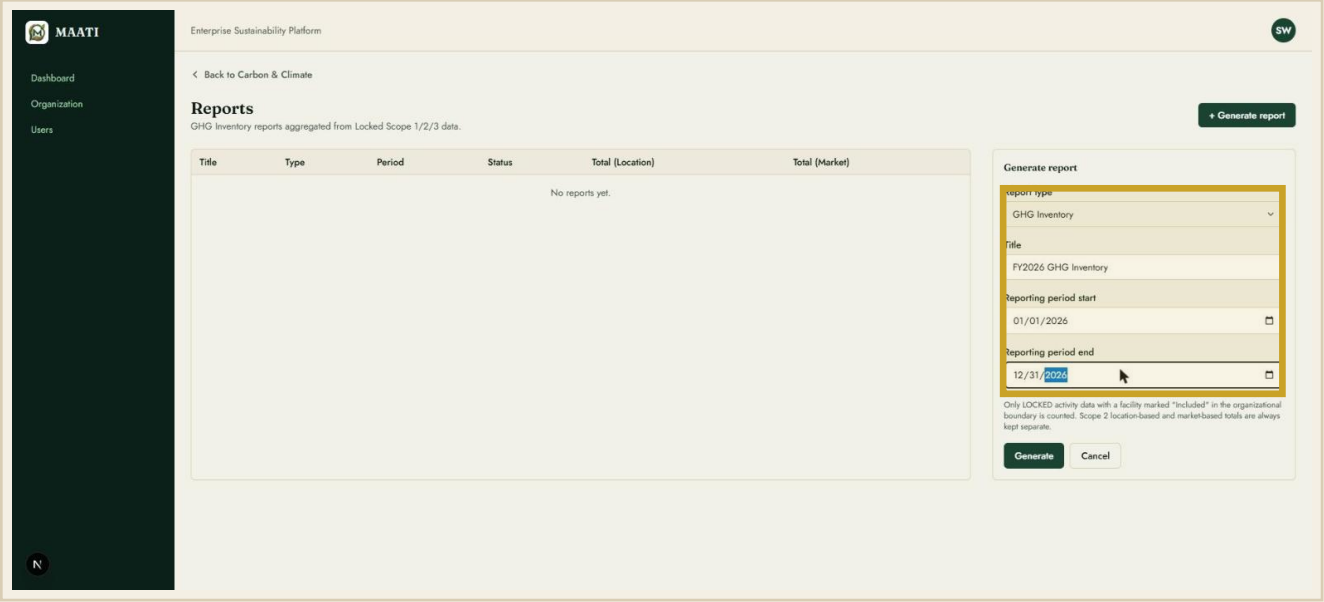


FIELDS ON THIS SCREEN

Segregation-of-duties validation message

STEP 11

Generate a real GHG Inventory report for any period. MAATI is deliberately strict here: only activity data that has reached LOCKED status counts toward the total — a report can never include a figure still under review.

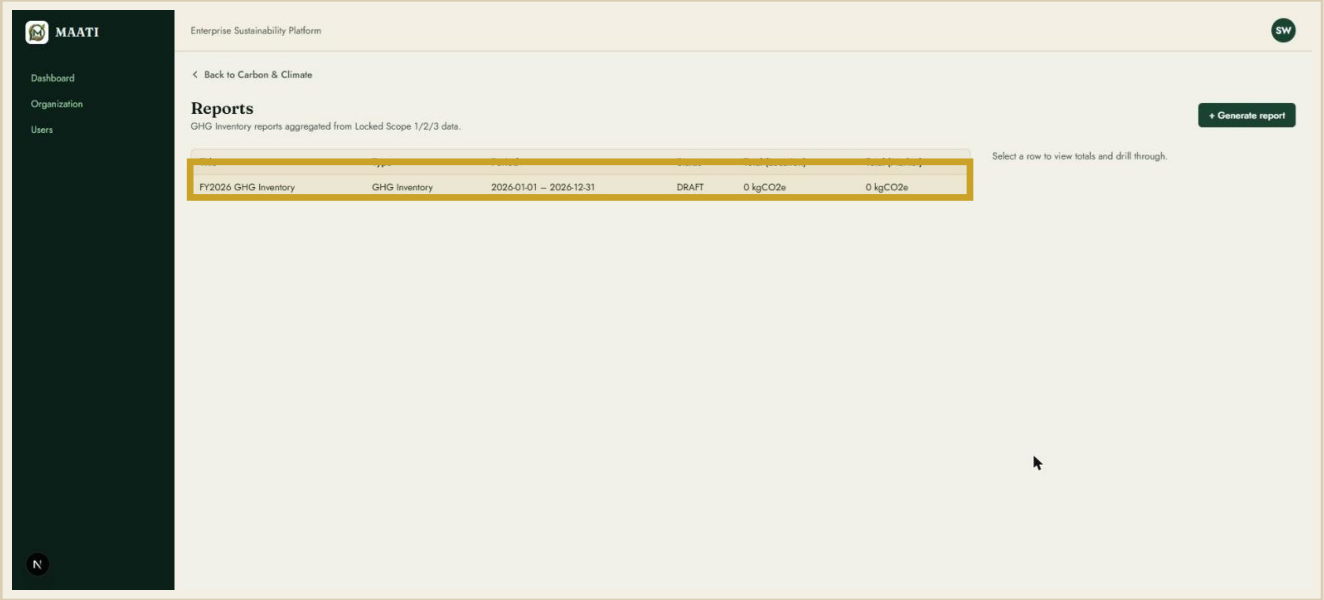


FIELDS ON THIS SCREEN

Report type / Title / Reporting period

STEP 12

The generated report shows 0 kg CO2e, honestly, because none of this demo's records have reached LOCKED yet (that needs a second approver, by design). This is the platform refusing to show a number it can't stand behind.



FIELDS ON THIS SCREEN

Total (Location) / Total (Market) / Status

Key parameters covered

Step 1
Entity Hierarchy, Facilities, Suppliers, Products, Scope 1/2/3

Step 2
Name, Type, Ownership %, Effective dates

Step 3
Facility code, Name, Entity, Country, Type, Boundary status

Step 3b
Status

Step 4
Facility, Category, Fuel, Activity value, Activity unit, Reporting period

Step 5
Calculate button, Calculation history (result + factor source)

Step 6
Facility, Energy type, Consumption value/unit, Reporting period, Grid, Supplier/Energy contract/REC certificate

Step 7
Location-based result, Market-based result

Step 8
Category, Activity value (Distance), Activity unit, Transport mode, Reporting period

Step 9
Calculation history (result + method)

Step 10
Status, Transition buttons, Reject-back-to-Draft

Step 10b
Segregation-of-duties validation message

Step 11
Report type, Title, Reporting period

Step 12
Total (Location), Total (Market), Status