



## Full Stakeholder OCP Training Webinar Question & Answer

### April 23 2014 (Late Session)

Q: When we start this process, what happens to existing inventory in our system?

A: You can choose to enter your inventory if you'd like to use the OCP as a volume summary tool and to manage your inventory via the OCP, but this is not required. It will only be necessary to enter newly FSC certified purchases when CHs start using the OCP.

Q: Will you provide more details on how to automate this process through an ERP system?

A: Yes, you can integrate your current system to the OCP via the API. We will ensure you receive more information on this. You can also choose to have your own system query reports that meet the SSP excel spreadsheet template, which can be uploaded or emailed to the OCP on a monthly basis.

Q: Can one person at our company enter claims, and another person approve our customers claims?

A: Absolutely! The person listed on [info.fsc.org](http://info.fsc.org) is the original main OCP administrator for your OCP account. That person can assign other colleagues to your organizations OCP account. Note that multi-site & group certificates can be managed all by the certificate manager or separately by each site manager, whichever the organization prefers. We have noted your name and email address and will send you detailed information on the API.

Q: Will there be any upload process? What type of document would you need?

A: Yes, you can upload your FSC certified purchases via a spreadsheet or email the spread to a specific email address given just to you, found in your OCP account. Click [here](#) to find more details on the SSP.

Q: But if we were all doing the right thing shouldn't we have our volume summaries etc, all in our reports already? Why a separate tool to do the same?

A: Yes, certified organizations do not need to use the OCP as their volume summary tool, but this is an option.

Q: can we create this template within our system without the drop down boxes and dump to excel?

A: Yes, but remember that the top four (4) lines must be included so the OCP can tell which certificate holder you are and if it's purchases or sales that you are entering (the default is for certified organizations to enter their FSC purchases but certified organizations can choose to enter their FSC sales too, if there is agreement between them and their customer).

Q: If we certify our final product then should we enter or will we be requested to confirm what our customers are certifying the same as I will be entering my purchases to verify with my suppliers. So both ends are needed if all parts of the chain are certified correct?

A: Assuming your customers are FSC certified the system defaults that they will enter their FSC purchases (which are your sales). You will then have the opportunity to review and accept or edit their entries, or, after fourteen (14) days auto-accept their entries. Or, you can have an agreement with your customer that you enter your FSC sales. If your customer is not FSC certified then your organization is considered the end customer in this case. If you wish to use the OCP as a volume summary tool for your audit, then you may wish to choose to enter all of your FSC certified sales into a bucket "non-certified customer" account.

Q: Is it a spreadsheet per supplier?

A: The spreadsheet option allows you to enter your FSC certified purchases from any and all of your suppliers.

Q: In multi-site certificates, will I have to declare transfers between sites?

A: If you currently declare the transfers between sites to your auditor, then yes, these transfers will need to be entered into the OCP. The OCP has been developed to be aligned with the 40-004 COC standard.



Q: what does this do to the yearly audits for 2014

A: Nothing! You can choose to use the OCP to automatically verify your supplier's scope and status or use the OCP as a volume summary tool, but there is no requirement to use the OCP in 2014.

Q: how will you know what species and country on paper we buy

A: Species and country of harvest is required when you purchase directly from the Forest Management certificate holder, or when you purchase virgin wood which is from your suppliers Controlled Wood Risk Assessment. Species and country of harvest is not required when you purchase from a COC certificate holder who does not have a Controlled Wood Risk Assessment.

Q: how often to you upload spreadsheet

A: Within one (1) month of the invoice from your supplier.

Q: if i decide to go OCP can I put the first 4 months of this year in? And what if our Suppliers are not set up yet?

A: Yes, of course! You will need to register to the OCP, connect to your suppliers, and then enter your FSC purchases from the first 4 months of this year. Please note that you will need to use the "Live" version of the OCP and not the "Demo". If you are interested in this, please contact me and I'll give you the details. Once your suppliers start using the OCP, they will see your connection requests and the FSC purchases you entered from them, but they will not need to verify anything until they start using the OCP.

Q: OK ... I think I get it. We will only report our PURCHASES through the OCP. We now track PURCHASES and our output (printed product) using invoice data (supplier) and output data (production tickets). OCP doesn't have anything to do with our OUTPUT ... correct?

A: Correct! You do not need to track your sales (output) via the OCP. However, you have the option to use the OCP to track your sales (output), if you'd like.

Q: We are, still required to track OUTPUT, however ... are we not?

A: You are not required to track your FSC sales (output) in the OCP. However, you are still required to track your FSC sales (output) according to the FSC COC standard as you do today.

Q: My supplier will most likely report volume by weight, which we cannot do. Is that an issue?

A: This is fine; whatever the units the invoice states will be fine for the OCP. Please review the OCP demo and review the units that are in the OCP today and suggest if any others are needed. "Pieces" can always be used, then explained means "xyz" unit as well.

Q: If my supplier does not use OCP, then I won't be able to either ... correct? And finally, when will use of OCP be required?

A: You can start using the OCP (register your OCP account, connect to your suppliers and even start entering claims) as soon as you'd like. Once your suppliers start using the OCP, they will see your connection requests and the FSC purchases you entered from them, but they will not need to verify anything until they start using the OCP. We are suggesting that certified organizations test the Demo version of the OCP first, before using the Live system. But if you have interest in the Live system, please contact me for details.

Q: Is this essentially a data entry requirement, or will we have the ability to generate a purchase order from the OCP?

A: The OCP is not intended to replace your purchase orders and does not contain any financial information. However, if this is something you'd like us to consider, please email me: [e.crumley@fsc.org](mailto:e.crumley@fsc.org). Since the OCP allows you to enter FSC sales, certified organizations may choose to enter their sales into the OCP, which may act as supplementation invoice documentation and eliminate the need for your organizations FSC code and claim on the actual invoice - if your customer agrees (we are currently testing this).



Q: Will we be able to use the OCP to assist us with finding new FSC suppliers?

A: No, the OCP allows you to search for your current suppliers via your suppliers' name, FSC code or license number. The FSC Marketplace or your FSC representative in your country may help certified organizations find supplier.

Q: If we use the spreadsheet to keep a log of purchases, how often should we upload to the database?

A: Spreadsheets can be entered daily, weekly or maximally monthly. Monthly entries can be entered six weeks after the invoice date (for example, consolidated monthly claims from March can be entered into the OCP in the second week of April).

Q: We buy a bunch of FSC products some of which we use in COC and others we do not. Do we just need to record those items that are part of the COC?

A: Exactly! If you buy products that come with an FSC invoice claim but do not wish to use those products in FSC certified production or pass on with an FSC claim, then you do not need to enter those purchases into the OCP.

Q: If purchase claims are not recorded within the allowable one month timeframe, do those materials then become ineligible inputs?

A: If purchase claims are not recorded within the allowable timeframe, those materials can still be used as FSC certified because the OCP is intended to eliminate origination errors and will not block trade. Certified organizations can also resell their FSC certified product before entering their purchase claim into the OCP. A certification organization may receive a CAR for not meeting proper entry timelines.

Q: Will you send a link to a copy of the presentation to all the people who registered for the webinar?

A: Of course!

Q: How will the OCP work with end users such as millwork? There is no one to enter a 'purchase' on the other side.

A: Assuming your customers are not FSC certified, your organization is considered the end customer in this case and your customers do not need to enter anything into the OCP. If you wish to use the OCP as a volume summary tool for your audit, then you may wish to choose to enter all of your FSC certified sales into a bucket "non-certified customer" account.

Q: Will there be additional training in the future on OCP. There are multiple departments within our company that will need to be involved and they are not on this webinar.

A: Yes, of course. You can find our list of webinars on our informational webpage: [info-fsc.org](http://info-fsc.org) on the "Using the OCP and Resources" tab, about half way down the page.

Q: Our internal Enterprise System collects this data. It is a concern that we will have to double the entry time.

A: Yes, the OCP's intent is not to create double entry. Perhaps your internal systems can be connected to the OCP (via API) or can produce an excel sheet that can be uploaded to the OCP on a monthly basis.

Q: How secure is this site? We want our information to be kept private other than for FSC audits.

A: Security is priority! Please reference the last section of the PPT presentation on data privacy and security. Very basically, you own your own data. Only your trading partners can see your FSC purchases from them (individually) and sales to them (individually). Your suppliers cannot see other suppliers to you, nor can your customers see other customers of yours. Your auditor will have access to your OCP account but you can remove their access at any time, or arrange that they verify your OCP usage during your audit.

Q: We have multiple plants. Can we have a OCP registration for each plant?

A: Yes! As a multi-site certificate, the multi-site manager has access to all plant/site OCP accounts. The multi-site manager can request that each plant/site manages their own OCP account or manage all accounts themselves.



Q: I find a lot of errors on product groups/claims what time frame do you have for them to be corrected. And does that responsibility fall on the supplier?

A: Yes, it is up to the Certificate Holder (CH) and their Certification Body (CB) to ensure their FSC status and scope is current in [info.fsc.org](http://info.fsc.org). We are working with several CBs to ensure updating CH information is as seamless as possible.

Q: Is the Claim made at the time of PO or when the invoice is generated

A: The FSC purchase claim date is based on the invoice date.