



# OCP使用指南

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注册

V2014-02-05 Final

# 欢迎试用测试版OCP (Demo OCP)

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正式注册OCP以前，您可以选择试用测试版OCP：

**[ocp-demo.fsc.org](http://ocp-demo.fsc.org)**

OCP Demo将帮助您熟悉OCP的各个功能。我们暂时关闭了邮件提醒功能，因此当您向供应商发送邀请链接或记录与之有关的FSC购买记录时，对方暂不会收到邮件提醒。如果交易双方都使用OCP Demo，便可以在OCP中查看相互之间的交易记录，从而更全面地测试OCP功能。

您也可以将OCP “Beta test supplier” (虚拟供应商)添加为您的供应商，并上传与其之间的虚拟交易记录。

# 如何开始使用OCP Demo?

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## 1

首先，登录 **ocp-demo.fsc.org** 进行注册。  
OCP与info.fsc.org（FSC数据库）共享认证企业信息，用户只需激活账户即可。

步骤如下：

1. 使用证书编号（如HF-COC-001234）或企业名称进行搜索
2. 选定企业的OCP管理员
3. 收取确认邮件
4. 点击邮件中的激活链接，进入OCP注册页面。
5. 阅读用户使用协议、设定密码。
6. 登录OCP，确认账户及证书信息。

# How do I get started?



1

登陆 <http://ocp-demo.fsc.org>

请使用谷歌、火狐或IE 10 & 11 浏览器。  
勿使用IE 8, IE 9, 360, 腾讯、苹果  
等浏览器。

FSC International  
Online Claims Platform

FSC

## FSC Online Claims Platform

Existing User Sign in:

Email:

Password:  [Forgot password?](#)

Not yet registered?

This is the DEMO site. [Log in to the Live Site.](#)

OCP v0.9 - Help, Feedback and Resources

[Help Desk](#)  
[OCP Terms and Conditions](#)

1. 点击 **Register**

# How do I get started?



1

使用证书编号（如HF-COC-001234）或企业名称进行搜索。

FSC International  
Online Claims Platform

## FSC Online Claims Platform Registration

Register to use OCP: Step 1 of 5

Find your organisation » Identify your OCP administrator » Set a Password » Accept T&C » Login

HF-COC-000

Select your organisation from the results shown below. If your organisation **does not exist**, try refining your search. If you still cannot find your organisation, contact [support@ocphelp.zendesk.com](mailto:support@ocphelp.zendesk.com).

Rough Wood Ltd.  
HF-COC-000031  
Units 1, Butterfly Road, Timberland, UNITED KINGDOM

Rough Wood Ltd. R  
HF-COC-000031R  
Units 1R, Butterfly Road, Timberland, UNITED KINGDOM

Wood International Ltd  
HF-COC-000165  
Units 17, Butterfly Road, Timberland, UNITED KINGDOM

Wood International Ltd R  
HF-COC-000165R  
Units 17R, Butterfly Road, Timberland, UNITED KINGDOM

选择需要注册的企业名。

若未在搜索结果中找到该企业，请尝试使用企业名搜索。

若仍未找到，请联系技术人员（[support@ocphelp.zendesk.com](mailto:support@ocphelp.zendesk.com)）支持中文服务。

# How do I get started?



## 1 1. 选定企业的OCP管理员

FSC International  
Online Claims Platform

### FSC Online Claims Platform Registration

Register to use OCP: Step 2 of 5

Find your organisation » **Identify your OCP administrator** » Set a Password » Accept T&C » Login

HF-COC-000

**Rough Wood Ltd. R**  
HF-COC-000031R  
Units 1R, Butterfly Road, Timberland, UNITED KINGDOM

Pick your OCP Administrator from the list of FSC Contacts for your certificate.

Edward Jenner (fscocp+1R@gmail.com)

Or request permission to be the OCP Administrator from the FSC Contacts listed below.

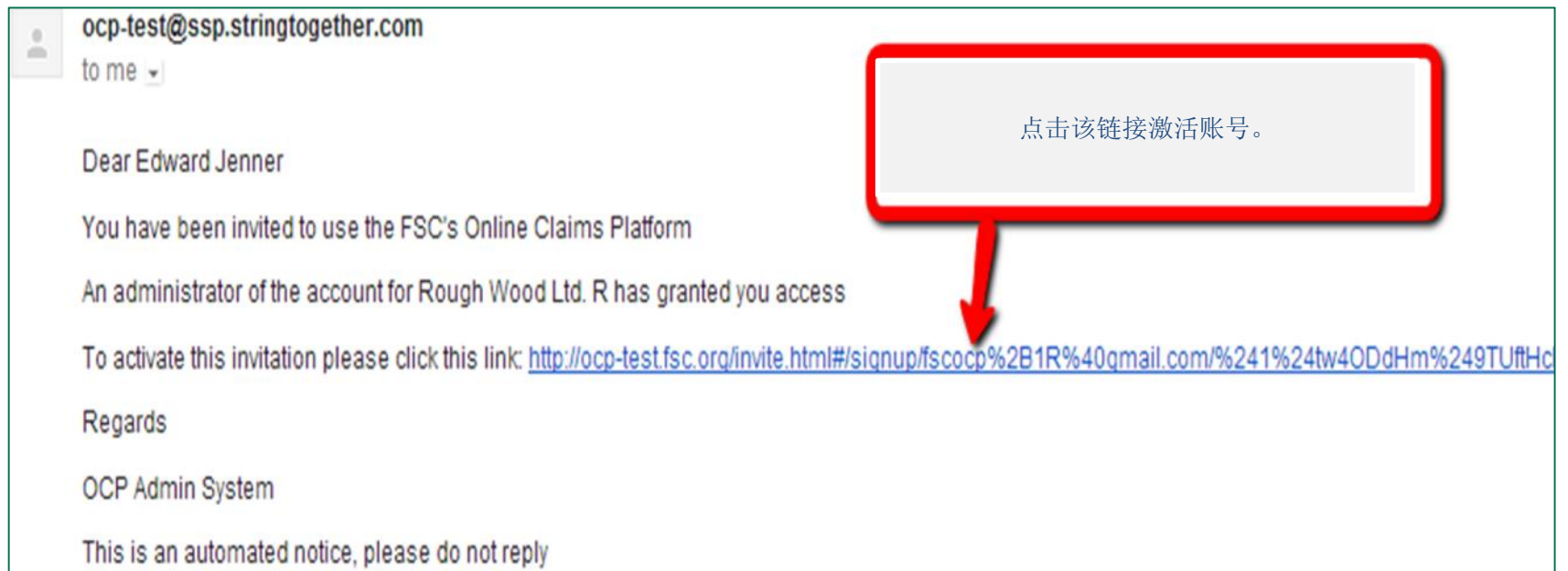
此处可见企业在info.fsc.org中登记的联系人，选其一为OCP的企业管理员。

或授权其余员工成为OCP管理员。  
注：FSC联系人需要进行授权。

# How do I get started?




1 收取确认邮件，点击邮件中的激活链接，进入OCP注册页面。



# How do I get started?



## 1 阅读用户使用协议



### FSC Online Claims Platform Registration

Register to use OCP: Step 3 of 5

Find your organisation's ID number > Identify your OCP administrator > **Accept T&C** > Set a Password > Login

Please read and accept terms of this service

#### Terms and Conditions for use of OCP

In using this website you are deemed to have read and agreed to the following terms and conditions:

The following terminology applies to these Terms and Conditions and any or all Agreements: "Client", "You" and "Your" refers to you, the person accessing this website and accepting the Company's terms and conditions. "The Company", "Ourselves", "We" and "Us", refers to Historic Futures Ltd and FSC International. "Party", "Parties", or "They" refers to both the Client and ourselves, or either the Client or ourselves. All terms refer to the after.

#### Notification of Changes

The Company reserves the right to change these conditions from time to time as it sees fit and your continued use of the site will signify your acceptance of any adjustment to these terms. If there are any changes to our privacy policy, we will announce that these changes have been made on our home page and on other key pages on our site. If there are any changes in how we use our site customersâ€™ Personally Identifiable Information, notification by e-mail or postal mail will be made to those affected by this change. Any changes to our privacy policy will be posted on our web site 30 days prior to these changes taking place. You are therefore advised to re-read this statement on a regular basis.

These terms and conditions form part of the Agreement between the Client and ourselves. Your accessing of this website and/or undertaking of a booking or Agreement indicates your acceptance, of the Disclaimer Notice and the full Terms and Conditions. Consumer Rights are unaffected.

I agree to the terms and conditions.

or [cancel](#)

Note: The Terms and Conditions are currently being finalised by legal teams.



# How do I get started?



## 1 设定密码。



### FSC Online Claims Platform Registration

Register to use OCP: Step 4 of 5

[Find your organisation](#) » [Identify your OCP administrator](#) » [Accept T&C](#) » **Set a Password** » [Login](#)

Please choose a password:

*Please note that new passwords must be a minimum of 8 characters and contain at least one number and one uppercase character.*

New Password:

Confirm Password

[Next](#)

密码至少八位，需含大小写及数字。

# How do I get started?



1 登录OCP，确认账户及证书信息。

A screenshot of the FSC Online Claims Platform Registration page. The header features the FSC logo and the text 'FSC International Online Claims Platform' on the left, and 'FSC Online Claims Platform Registration' on the right. Below the header, the text reads 'Register to use OCP: Step 5 of 5' followed by a breadcrumb trail: 'Find your organisation » Identify your OCP administrator » Accept T&C » Set a Password » Login'. The main heading is 'Thanks for registering', followed by the message 'You have successfully registered with the Online Claims Platform (OCP)'. At the bottom, there is a link 'Click [here](#) to login to the OCP.' which is highlighted with a green box. A green arrow points from a larger green box containing the Chinese text '点击 here 登录' to the 'here' link in the screenshot.

# 如何开始使用OCP?



## 2 添加、连接供应商

The screenshot shows the FSC OCP web application interface. At the top, there is a navigation bar with the FSC logo and the text 'FSC全球在线申报平台'. The navigation menu includes '购买', '销售', '供应链', and '报告'. The '供应链' (Supply Chain) menu item is highlighted. Below the navigation bar, there is a sub-menu with '供应链搜索', '供应商', '客户', and '待处理连接'. The '供应链搜索' (Supply Chain Search) option is highlighted. The main content area is titled '搜寻供应链' (Search Supply Chain). It features a search input field with the placeholder text '输入证书编号(COC/FM/CW):' and a blue '搜索' (Search) button. Below the search field, there is a prompt: '建立联系前, 请输入对方的证书号(COC/FM/CW)'. A '小提示:' (Tip) section follows, with a bullet point: '可在FSC info网站 info.fsc.org和发票上查询供应商证书编号'. Three numbered steps are overlaid on the screenshot with arrows pointing to the corresponding elements: 1. '点击供应链' (Click Supply Chain) points to the '供应链' menu item; 2. '点击供应链搜索' (Click Supply Chain Search) points to the '供应链搜索' sub-menu item; 3. '使用对方的证书编号搜索 (CoC/FM/CW)' (Search using the other party's certificate number (CoC/FM/CW)) points to the search input field.

1. 点击供应链
2. 点击供应链搜索
3. 使用对方的证书编号搜索 (CoC/FM/CW)

# 如何开始使用OCP?



## 2 添加、连接供应商。

4. 选定需要添加的供应商，  
点击右下角图标，发送邀请。

| 姓名                    | 城镇 | 邮编 | 国家     | 证书编号(COC/FM/CW) | 类别  | 状态  | 过期         | 动作   |
|-----------------------|----|----|--------|-----------------|-----|-----|------------|------|
| Astronomic Wood Ltd ⓘ |    |    | Poland | HF-COC-070015   | COC | 已发证 | 2018-04-01 | 建立联系 |

# 如何开始使用OCP?



**3** 供应商需要点击“待处理连接”确认客户的连接邀请。

1. 点击 待处理连接

2. 点击右下角图标接受或拒绝该邀请

此处可查看已发出的邀请

| 姓名               | 城镇         | 邮编           | 国家      | 证书编号(COC/FM/CW) | 类别            | 状态     | 过期         | 选项         |  |
|------------------|------------|--------------|---------|-----------------|---------------|--------|------------|------------|--|
| Lumber Sawmill 2 | Montevideo | 11123        | Uruguay | HF-COC-002255-A | CW/FM         | Issued | 2013-12-31 |            |  |
| Lumber Sawmill 3 | Montevideo | 02 950 11101 | Uruguay | HF-COC-002255-B | CW/FM         | Issued | 2013-12-31 |            |  |
| Rough Wood Ltd.  |            |              | ITALY   | Italy           | HF-COC-000031 | COC    | Reissued   | 2018-05-18 |  |