



USER INTERFACE (UI)

Entering claims directly on
the website

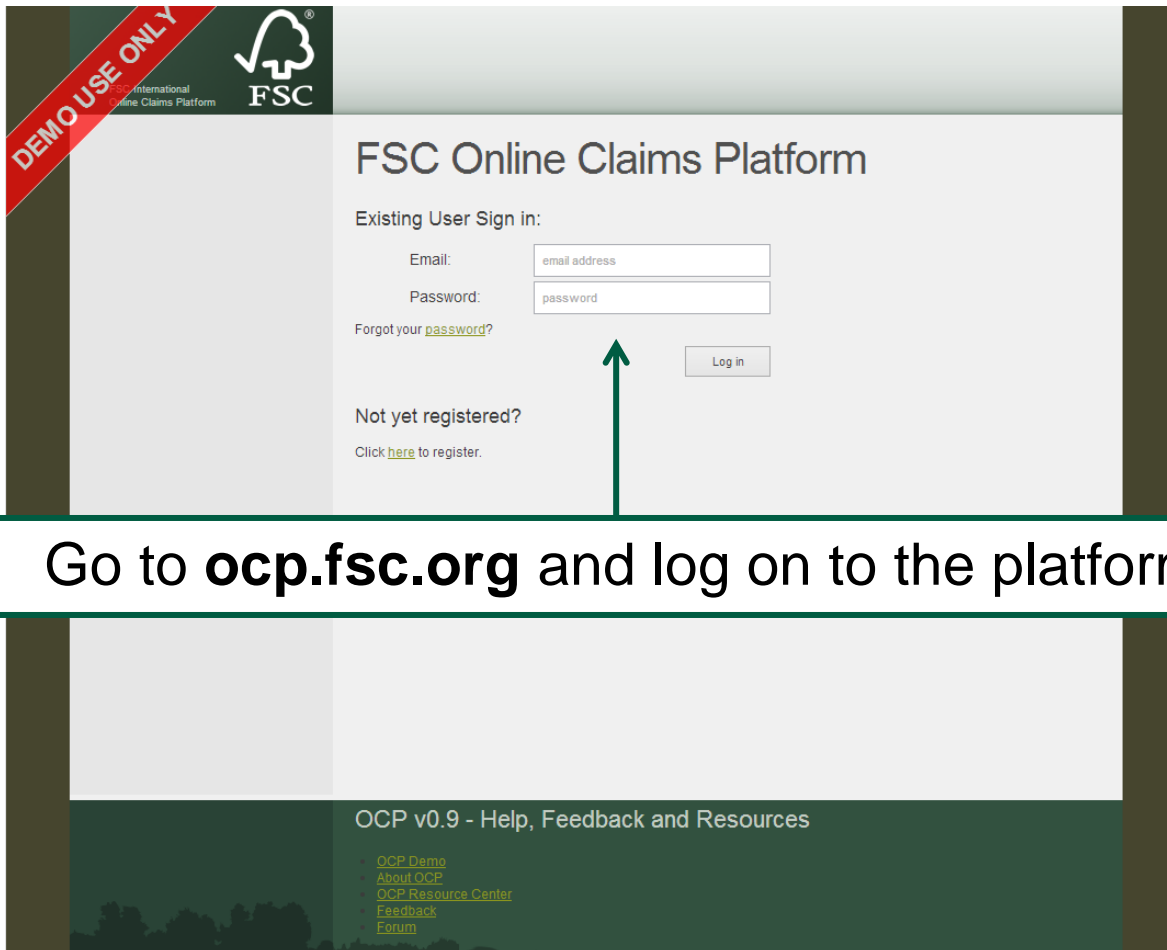
What is User Interface (UI)?

UI is a way of entering claims directly into the OCP website

- Claims are entered manually
- This option is suitable for businesses that wish to enter claims one by one (low number of FSC purchases)



How to: Step by step guide to UI



DEMO USE ONLY

FSC International
Online Claims Platform

FSC Online Claims Platform

Existing User Sign in:

Email:

Password:

Forgot your [password](#)?

Not yet registered?
Click [here](#) to register.

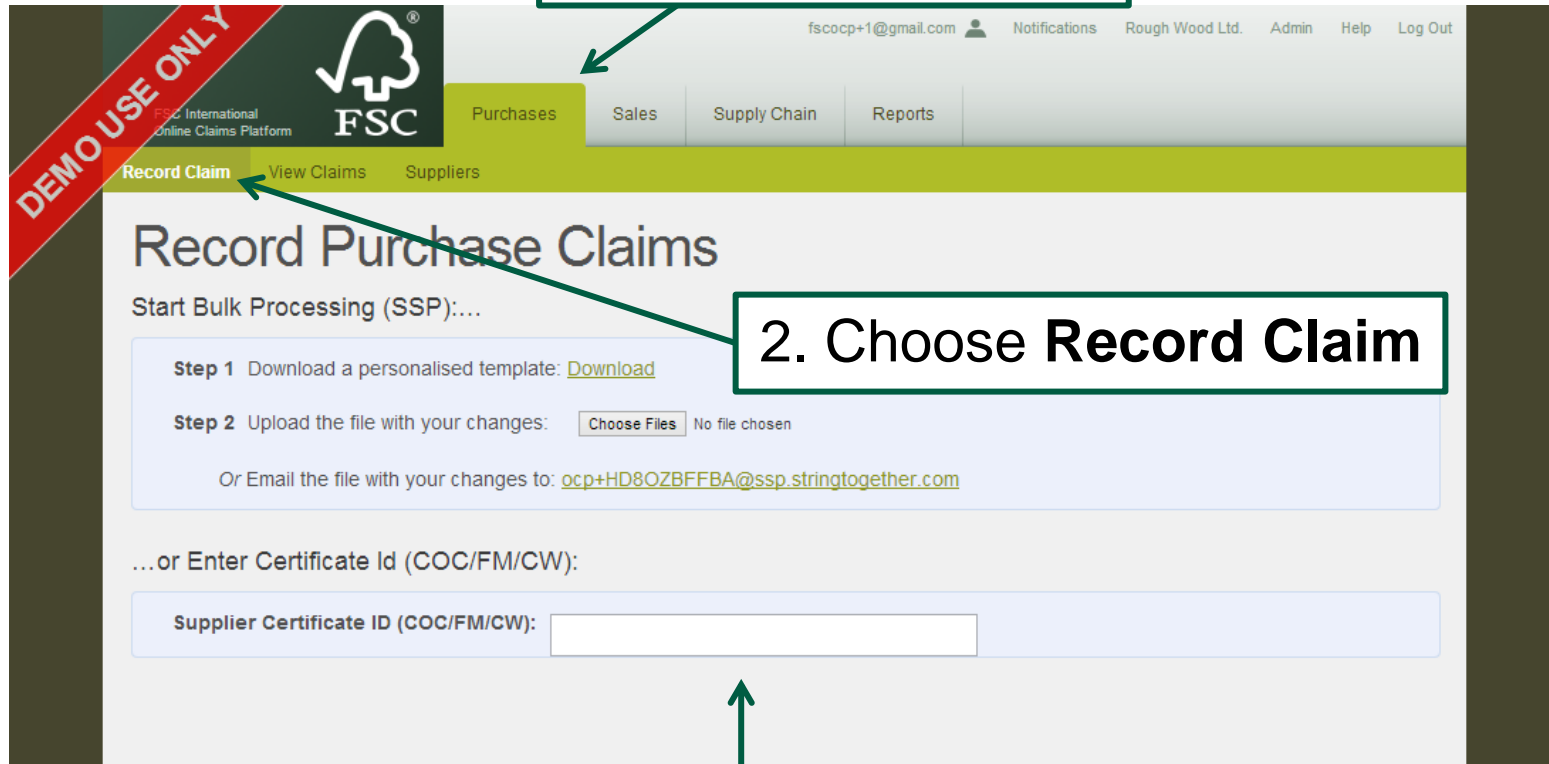
OCP v0.9 - Help, Feedback and Resources

- [OCP Demo](#)
- [About OCP](#)
- [OCP Resource Center](#)
- [Feedback](#)
- [Forum](#)

Go to **ocp.fsc.org** and log on to the platform

How to: Enter claim

1. Go to **Purchases**



The screenshot shows the FSC International Online Claims Platform interface. At the top, there is a navigation bar with the FSC logo and the text 'FSC International Online Claims Platform'. To the right of the logo, there is a 'DEMO USE ONLY' banner. The navigation bar includes a 'Purchases' tab, which is highlighted in green. Other tabs include 'Sales', 'Supply Chain', and 'Reports'. Below the navigation bar, there is a sub-navigation bar with 'Record Claim', 'View Claims', and 'Suppliers' tabs. The 'Record Claim' tab is highlighted in green. The main content area is titled 'Record Purchase Claims' and contains the following steps:

- Step 1** Download a personalised template: [Download](#)
- Step 2** Upload the file with your changes: No file chosen
- Or Email the file with your changes to: ocp+HD8OZBFFBA@ssp.stringtogether.com

Below the steps, there is a section titled '... or Enter Certificate Id (COC/FM/CW):' with a text input field labeled 'Supplier Certificate ID (COC/FM/CW):'.

2. Choose **Record Claim**

3. Type in **Supplier Certificate ID**

How to: Enter claim

DEMO USE ONLY

fsccop+1@gmail.com Notifications Rough Wood Ltd. Admin Help Log Out

International Online Claims Platform FSC Purchases Sales Supply Chain Reports

Record Claim View Claims Suppliers

Record Purchase Claims

Start Bu

Step

Step

Check if your supplier's certificate is valid. If it is you can start entering claims. If the certificate is invalid the system will warn you and it will also show up on exception reports.

... or Enter Certificate Id (COC/FM/CW):

Supplier Certificate ID (COC/FM/CW): HF-FM/COC-001388

My Supplier

Organisation:
LogsRUS

Address:
Street, City, CHINA, China

Supplier Certificate

Certificate Status: Reissued

Certificate Issued: 2007-05-23

Valid From: 2007-05-23

Valid To: 2018-01-30

Certificate Code: HF-FM/COC-001388

License Code: FSC-C014623

Invoice Details

Transaction Identifier

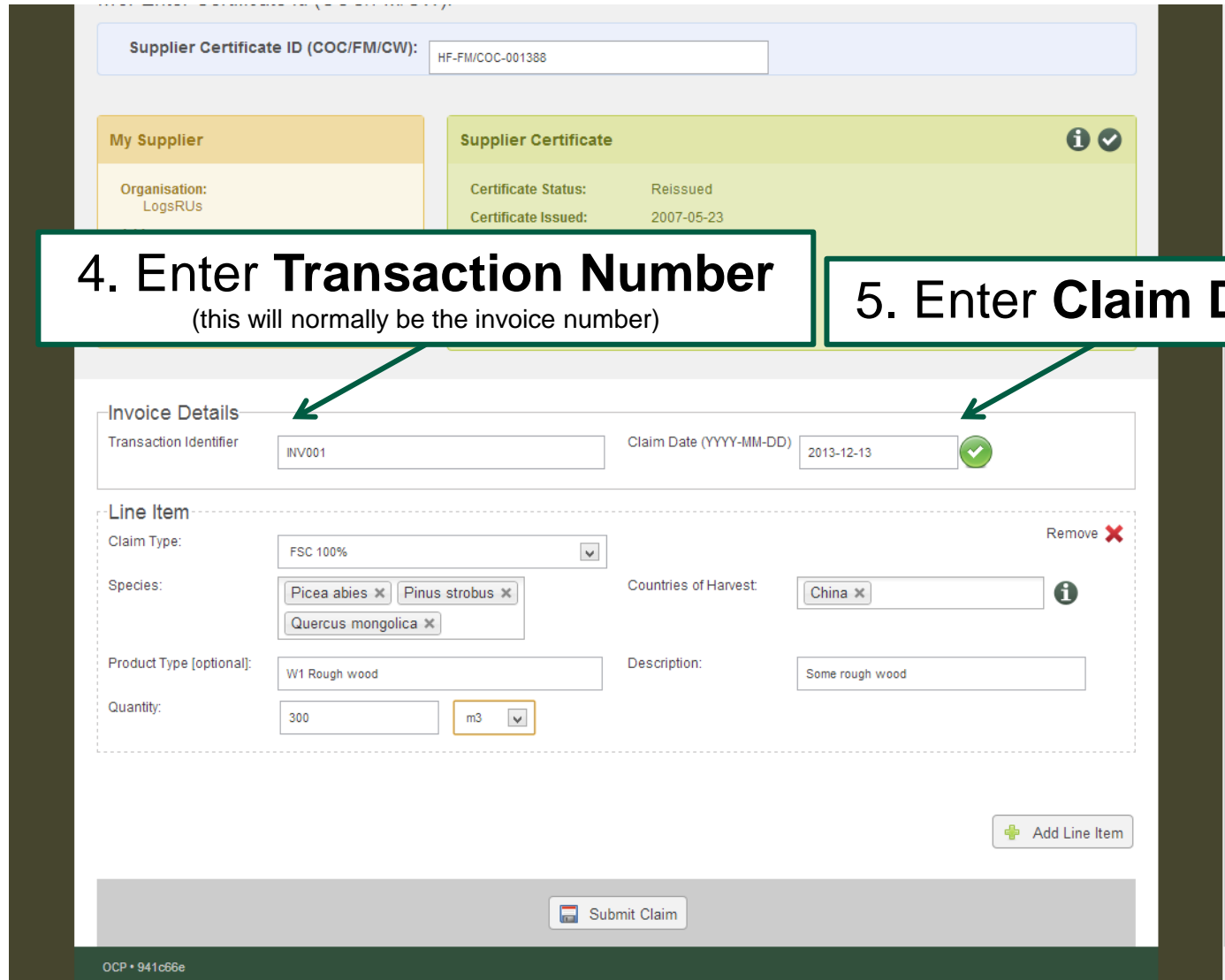
Claim Date (YYYY-MM-DD)

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How to: Enter claim

4. Enter Transaction Number
(this will normally be the invoice number)

5. Enter Claim Date



Supplier Certificate ID (COC/FM/CW): HF-FM/COC-001388

My Supplier
Organisation: LogsRUs

Supplier Certificate
Certificate Status: Reissued
Certificate Issued: 2007-05-23

Invoice Details
Transaction Identifier: INV001
Claim Date (YYYY-MM-DD): 2013-12-13 ✓

Line Item
Claim Type: FSC 100%
Species: Picea abies, Pinus strobus, Quercus mongolica
Product Type [optional]: W1 Rough wood
Quantity: 300 m3
Countries of Harvest: China
Description: Some rough wood

Submit Claim

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How to: Enter claim

Invoice Details
Transaction Identifier

6. Enter Claim Type
Choose from a dropdown menu

Claim Date (YYYY-MM-DD) 2013-12-13 ✓

Line Item

9. Type in Species

Claim Type: FSC 100% ▼

Species: Picea abies × Pinus strobus × Quercus mongolica ×

10. Enter Country of Harvest

Countries of Harvest: China × ⓘ

Product Type [optional]: W1 Rough wood

Description: Some rough wood

Quantity: 300

7. Enter Quantity

If you are the first to place wood in the supply chain, you must also enter Species and Country of Harvest

+ Add Line Item

Submit Claim

How to: Add additional claim

Invoice Details
Transaction Identifier: INV001 ✓

Line Item

Claim Type: FSC 100% Remove ✕

Species: Picea abies ✕ Pinus strobus ✕
Quercus mongolica ✕

Countries of Harvest: China ✕ i

Product Type [optional]: W1 Rough wood

Description: Some rough wood

Quantity: 300 m3 ▼

+ Add Line Item

📄 Submit Claim

If you wish to add another claim click on **Add Line Item**

How to: Add additional claim

When you are done
submit claim

Invoice Details

Transaction Identifier

INV001

3-12-13



Line Item

Claim Type:


FSC 100%




Remove 

Species:

Picea abies 

Pinus strobus 

Quercus mongolica 

Countries of Harvest:

China 



Product Type [optional]:

W1 Rough wood

Description:


Some rough wood


Quantity:

300

m3



 Add Line Item

 Submit Claim



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