



GET STARTED

How to register
on the OCP website

How do I get started?



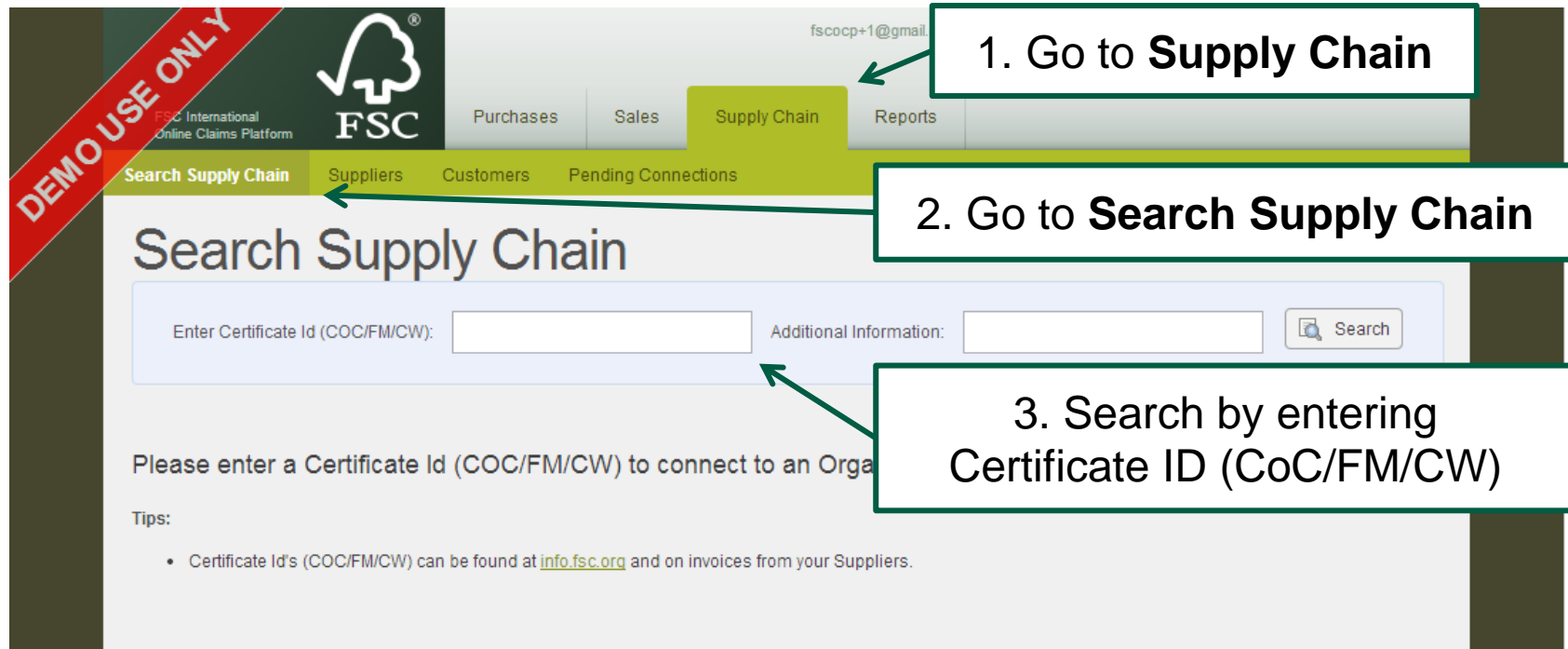
1

First, you must register on the OCP website: **ocp.fsc.org**. You will be able to do so from April 1, 2014. Your information has already been copied from the info.fsc.org website, so all you have to do is to activate your profile:

1. Identify yourself by using your CoC code or site name, e.g. HF-COC-00123.
2. Choose your OCP administrator.
3. A confirmation email will be sent to you in order to complete the registration process.
4. Click on the link in the email. You will then be taken to the OCP website to accept the terms and conditions and to choose a password.
5. Now, log in and check your certificate details to make sure that everything is correct. You will be prompted to complete this step upon login.

How do I get started?

2 You are now ready to connect with your supplier(s).



DEMO USE ONLY

FSC International
Online Claims Platform

Purchases Sales **Supply Chain** Reports

Search Supply Chain Suppliers Customers Pending Connections

1. Go to **Supply Chain**

2. Go to **Search Supply Chain**

3. Search by entering
Certificate ID (CoC/FM/CW)

Enter Certificate Id (COC/FM/CW): Additional Information:

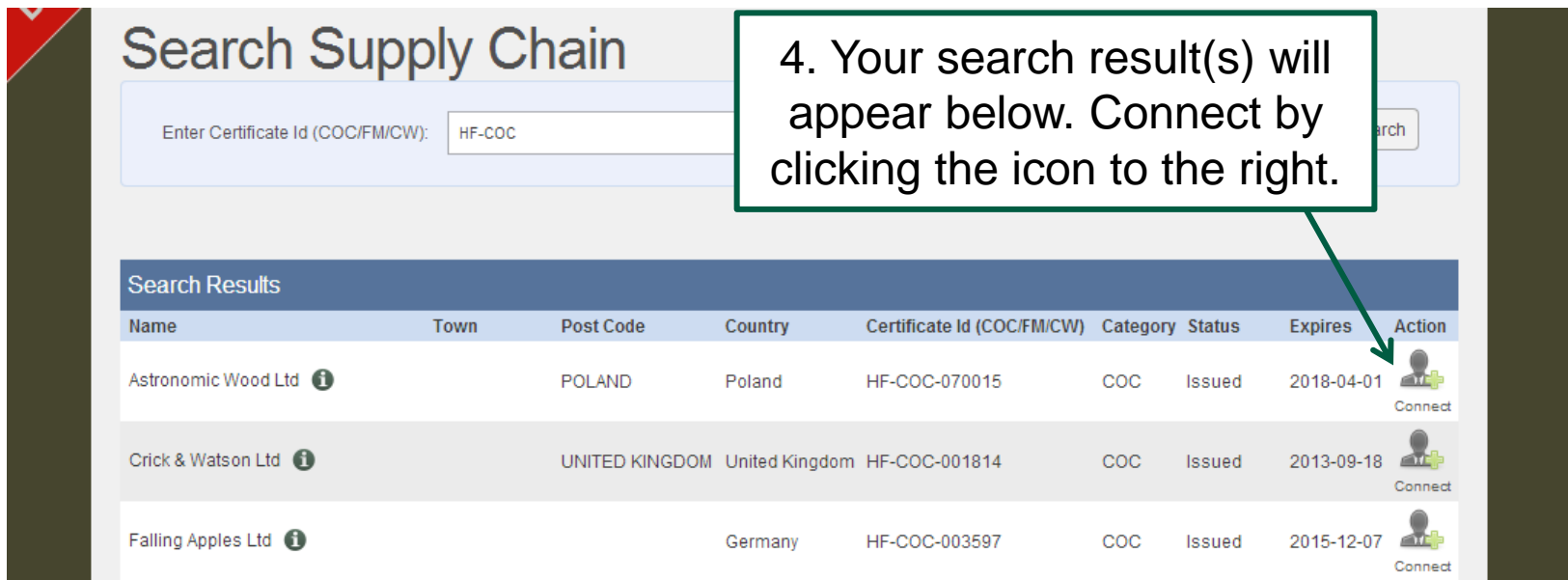
Please enter a Certificate Id (COC/FM/CW) to connect to an Orga

Tips:

- Certificate Id's (COC/FM/CW) can be found at info.fsc.org and on invoices from your Suppliers.

How do I get started?







2 You are now ready to connect with your supplier(s).



Search Supply Chain

Enter Certificate Id (COC/FM/CW):

Search Results

Name	Town	Post Code	Country	Certificate Id (COC/FM/CW)	Category	Status	Expires	Action
Astronomic Wood Ltd 		POLAND	Poland	HF-COC-070015	COC	Issued	2018-04-01	 Connect
Crick & Watson Ltd 		UNITED KINGDOM	United Kingdom	HF-COC-001814	COC	Issued	2013-09-18	 Connect
Falling Apples Ltd 			Germany	HF-COC-003597	COC	Issued	2015-12-07	 Connect

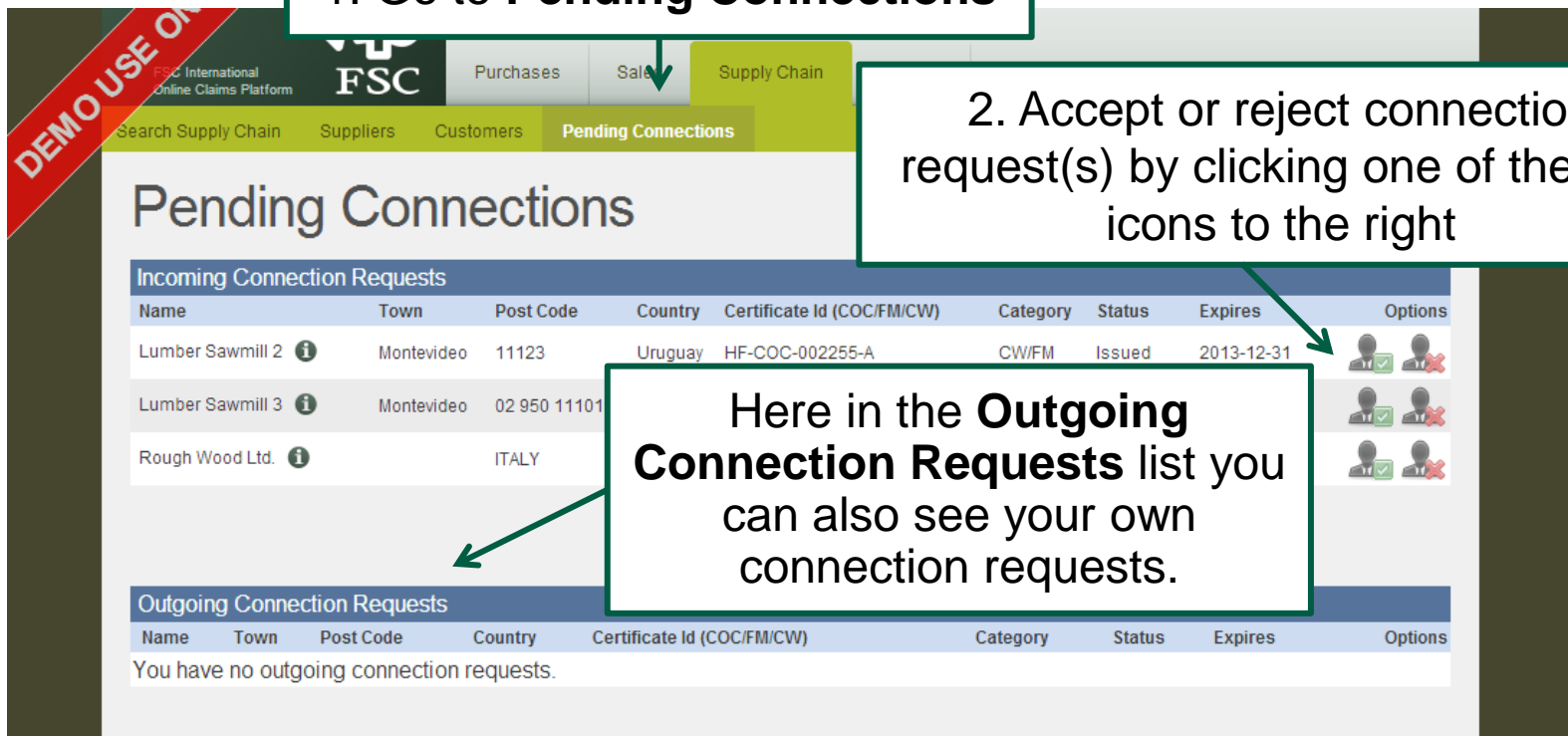
4. Your search result(s) will appear below. Connect by clicking the icon to the right.

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- 3** Accept connection requests from your customers. They will be shown in the list **Incoming Connection Requests**.

1. Go to **Pending Connections**

2. Accept or reject connection request(s) by clicking one of the two icons to the right



The screenshot shows the FSC International Online Claims Platform interface. A red banner in the top left corner reads "DEMO USE ONLY". The navigation menu includes "Purchases", "Sales", and "Supply Chain". Under "Supply Chain", there are sub-menus for "Search Supply Chain", "Suppliers", "Customers", and "Pending Connections". The "Pending Connections" page is titled "Pending Connections" and features two sections: "Incoming Connection Requests" and "Outgoing Connection Requests".

Incoming Connection Requests									
Name	Town	Post Code	Country	Certificate Id (COC/FM/CW)	Category	Status	Expires	Options	
Lumber Sawmill 2	Montevideo	11123	Uruguay	HF-COC-002255-A	CW/FM	Issued	2013-12-31		
Lumber Sawmill 3	Montevideo	02 950 11101							
Rough Wood Ltd.		ITALY							

The "Outgoing Connection Requests" section is currently empty, displaying the message: "You have no outgoing connection requests."

Here in the **Outgoing Connection Requests** list you can also see your own connection requests.

Test the system before going live



Before registering on the site, you will also have the option to start off with using the demo mode:

ocp-demo.fsc.org

In the demo mode, data entered is deleted periodically and email notifications are turned off. This means that your supplier will not get email notifications when connection requests are sent to them from you, unless they are part of the OCP demo beta themselves.

A “beta test supplier” also exists for you to connect with and record claims against. These actions will not be audited or seen by any other organisations.



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