

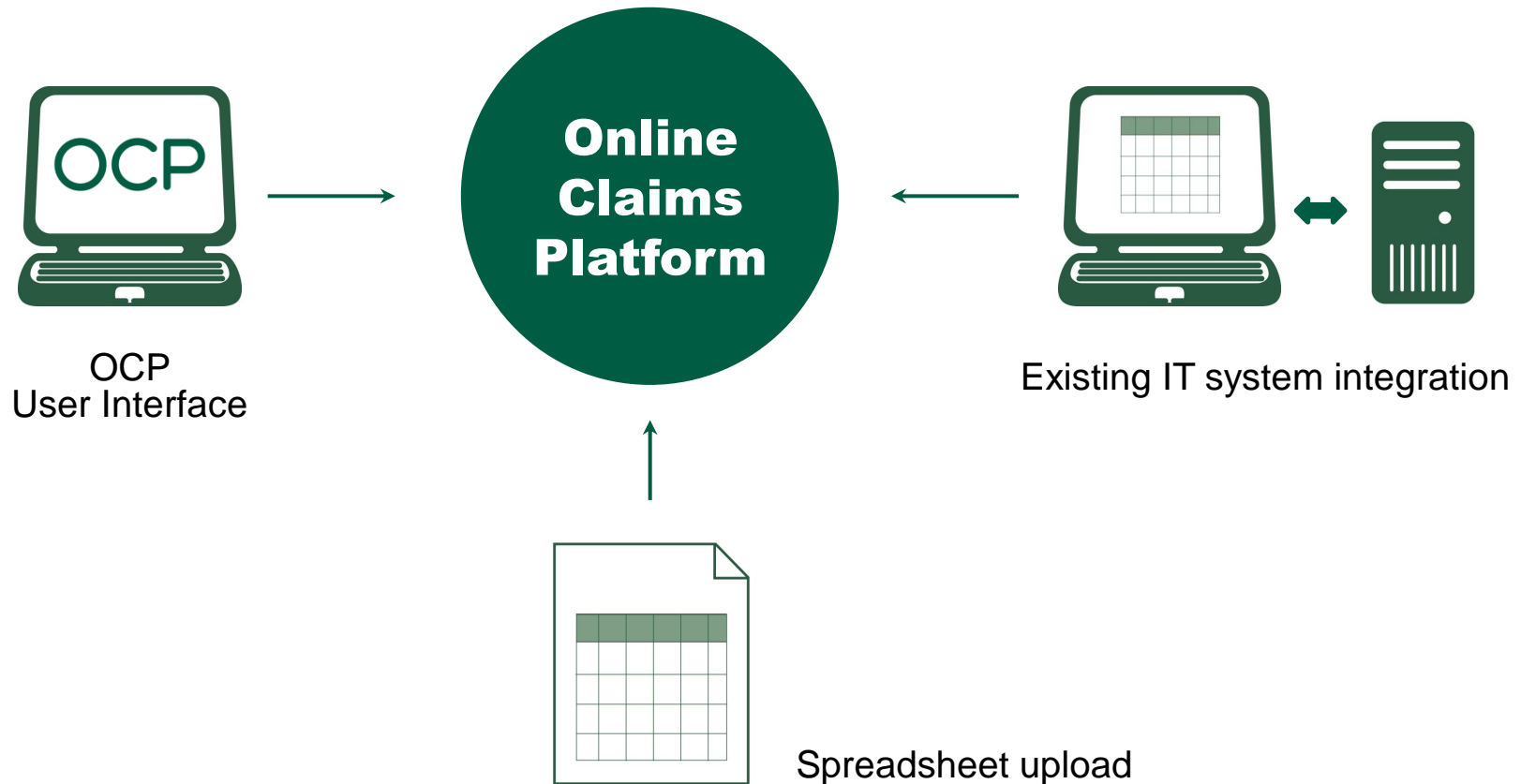


ENTERING CLAIMS

Methods to enter claims
into the OCP

How to enter claims into the OCP

There are 3 ways of entering claims





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.

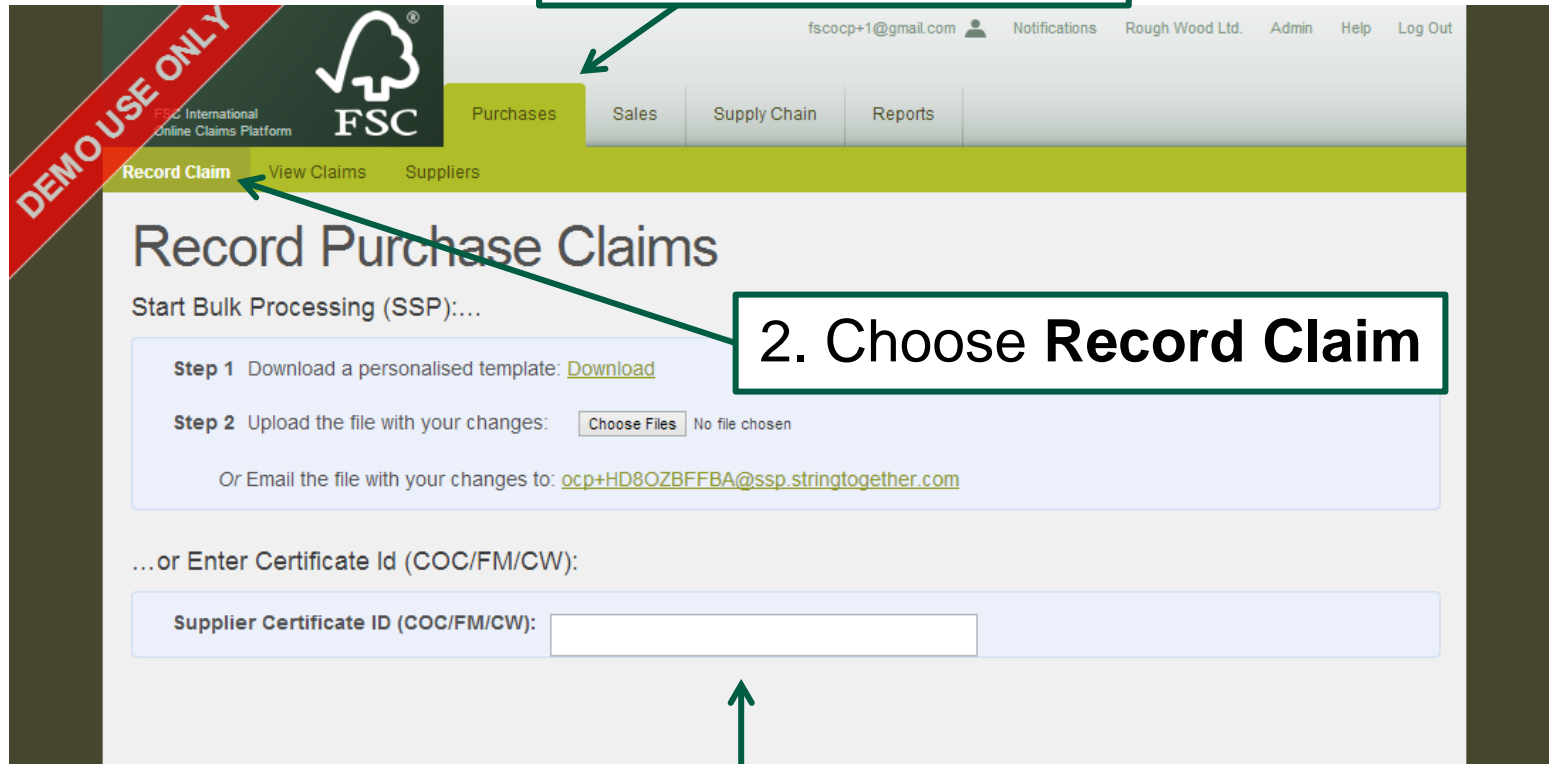
OCP v0.9 - Help, Feedback and Resources

- [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. A red diagonal banner on the left reads "DEMO USE ONLY". The top navigation bar includes the FSC logo, user information (fscocp+1@gmail.com), and links for Notifications, Rough Wood Ltd., Admin, Help, and Log Out. A secondary navigation bar contains "Purchases", "Sales", "Supply Chain", and "Reports". Below this, a sub-navigation bar has "Record Claim", "View Claims", and "Suppliers". The main content area is titled "Record Purchase Claims" and includes a section for "Start Bulk Processing (SSP):...". This section contains two steps: "Step 1" with a "Download" link for a personalized template, and "Step 2" with a "Choose Files" button and the text "No file chosen". Below Step 2, there is an email address: "Or Email the file with your changes to: ocp+HD8OZBFFBA@ssp.stringtogether.com". Further down, there is a section for "... 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

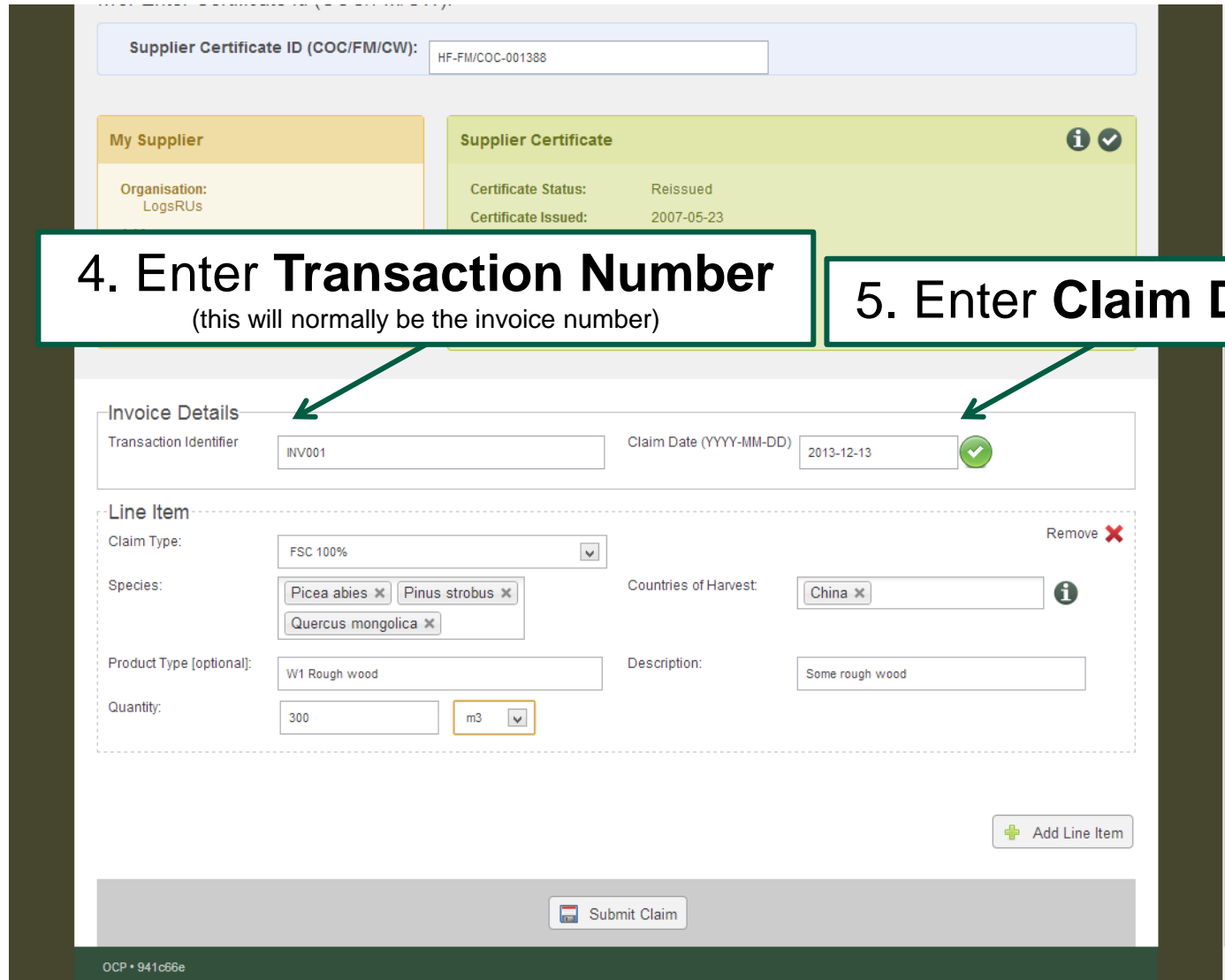
Transaction Identifier Claim Date (YYYY-MM-DD)

OCP • 941c86e

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

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



SPREADSHEET PROCESSOR (SSP)

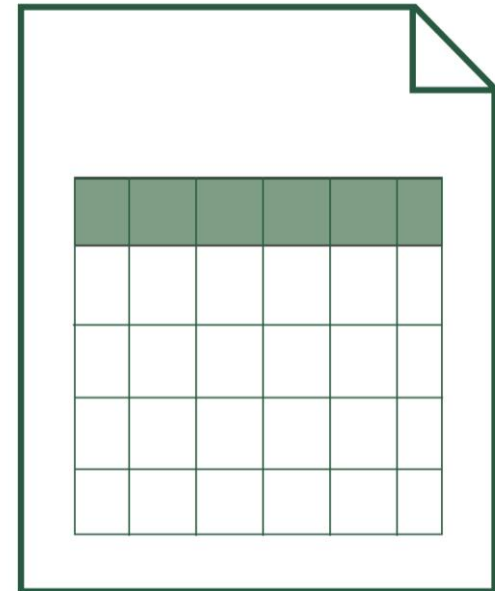
Entering claims via an upload of
a pre-formatted spreadsheet

What is Spreadsheet Processor (SSP)?



SSP is a method of entering claims in the OCP

- Claims are entered through a personalized spreadsheet
- In this way many claims (from different suppliers) can be entered into OCP at the same time
- Is suitable for medium sized businesses with daily or weekly claims



How to: Step by step guide to SSP



DEMO USE ONLY

FSC International
Online Claims Platform

FSC Online Claims Platform

Existing User Sign in:

Email:

Password:

Forgot your [password](#)?

Log in

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

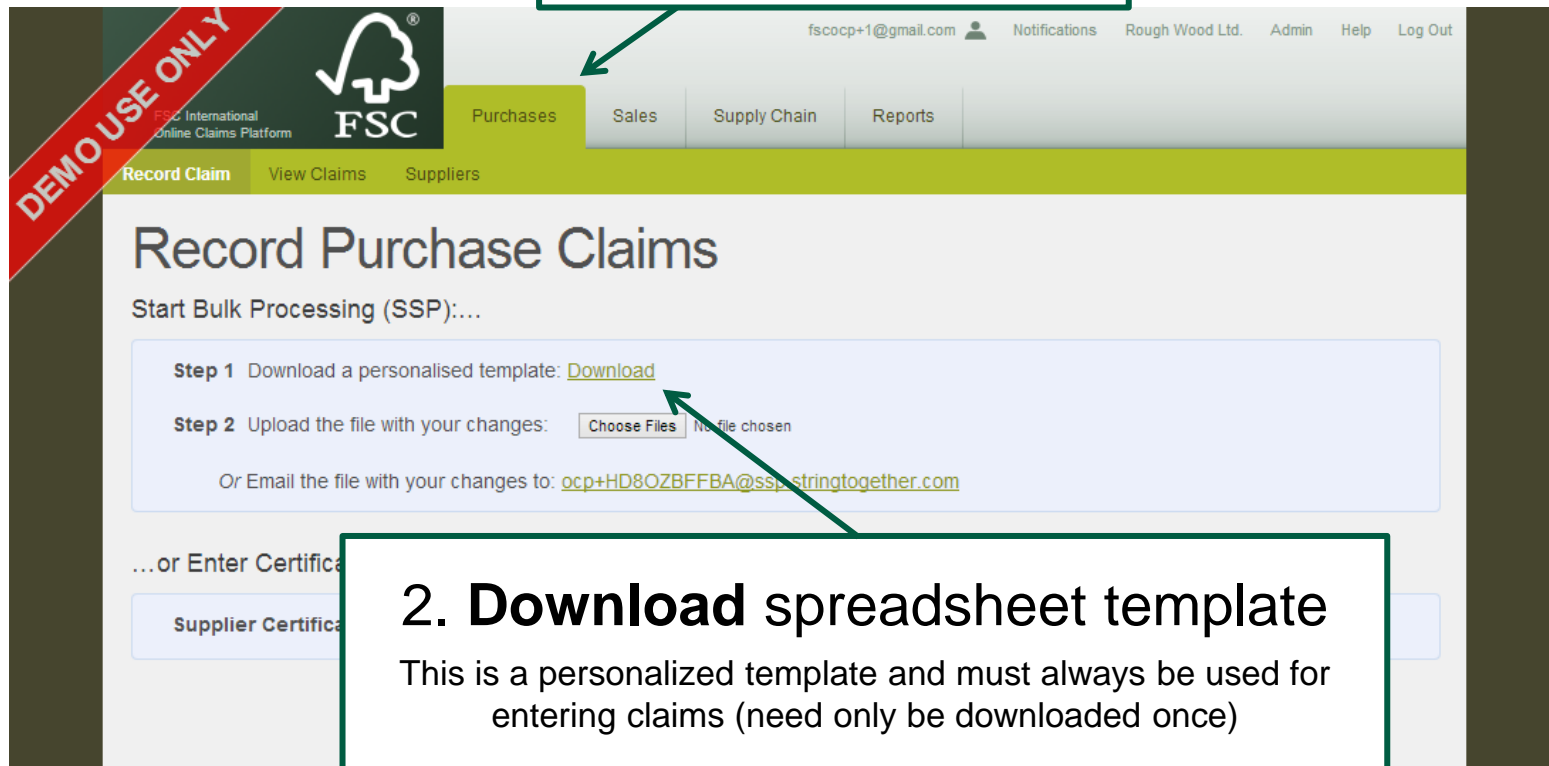
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Go to **ocp.fsc.org** and log on to the platform

How to: Download spreadsheet

1. Go to **Purchases**



The screenshot shows the FSC International Online Claims Platform interface. A red diagonal banner on the left reads "DEMO USE ONLY". The top navigation bar includes the FSC logo, the text "FSC International Online Claims Platform", and a menu with "Purchases", "Sales", "Supply Chain", and "Reports". The "Purchases" tab is highlighted. Below the navigation bar, there are sub-tabs for "Record Claim", "View Claims", and "Suppliers". The main content area is titled "Record Purchase Claims" and includes the text "Start Bulk Processing (SSP):...". Under "Step 1", there is a link for "Download" a personalized template. Under "Step 2", there is a "Choose Files" button and an email address: "ocp+HD8OZBFFBA@ssp.stringtogether.com". A green arrow points from the "Purchases" tab to the "Download" link. A second green box with text is overlaid on the bottom right of the screenshot.

2. Download spreadsheet template
This is a personalized template and must always be used for entering claims (need only be downloaded once)

Spreadsheet interface



	A	B	C	D	E	F	G	H	I	J	K	L
1	PURCHASES	My Purchases						Rough Wood Ltd.			House Street	
2	For office use only							HF-COC-000031			Italy	
3	Invoice Details						Line Items					
4	Supplier Certificate ID (COC/FM/CW)	Transaction Identifier	Claim Date (YYYY-MM-DD)	Claim Type	Claim %	Species	Countries Of Harvest	Product Type (Optional)	Description	Quantity	Units	
5	CU-COC-816016	1234	2014-05-05	FSC MIX	70	Picea abies, Abies spp	United Kingdom, Russia	W5.4	Floor planks	26.46	m3	
6	TT-COC-001063	J05621	2014-05-05	FSC 100%		Pinus Sylvestri	Norway	W5.4	Floor planks	49.39	m3	
7	ZZ-COC-008976	346755	2014-05-06	FSC 100%		Picea abies	Russia	W5.4	Floor planks	100.6	m3	
8	JJ-COC-086869	HH397584	2014-05-10	FSC 100%		Prunus avium	United Kingdom	W4.3	Fence Posts	34.8	m3	
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10												
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How to: Fill out spreadsheet

PURCHASES			My Purchases				Rough Wood Ltd.			
For office use only							HF-COC-000031			
Invoice Details			Line Items							
Supplier Certificate ID (COC/FM/CW)	Transaction Identifier	Claim Date (YYYY-MM-DD)	Claim Type	Claim %	Species	Countries Of Harvest	Product Type (Optional)	Description	Quantity	Units
CU-COC-816016	1234	2014-05-05	FSC MIX	70	Picea abies, Abies spp	United Kingdom, Russia	W5.4	Floor planks	26.46	m3
TT-COC-001063	J05621	2014-05-05	FSC 100%		Pinus Sylvestri	Norway	W5.4	Floor planks	49.39	m3
ZZ-COC-008976	346755	2014-05-06	FSC 100%		Picea abies	Russia	W5.4	Floor planks	100.6	m3
JJ-COC-086869	HH397584	2014-05-10	FSC 100%		Prunus avium	United Kingdom	W4.3	Fence Posts	34.8	m3



PURCHASES		
For office use only		
Invoice Details		
Supplier Certificate ID (COC/FM/CW)	Transaction Identifier	Claim Date (YYYY-MM-DD)
CU-COC-816016	1234	2014-05-05
TT-COC-001063	J05621	2014-05-05
ZZ-COC-008976	346755	2014-05-06
JJ-COC-086869	HH397584	2014-05-10

1. Enter Supplier Certificate ID

2. Enter Transaction Identifier

3. Enter Claim Date

How to: Fill out spreadsheet



PURCHASES			My Purchases				Rough Wood Ltd.			
For office use only							HF-COC-000031			
Invoice Details			Line Items							
Supplier Certificate ID (COC/FM/CW)	Transaction Identifier	Claim Date (YYYY-MM-DD)	Claim Type	Claim %	Species	Countries Of Harvest	Product Type (Optional)	Description	Quantity	Units
CU-COC-816016	1234	2014-05-05	FSC MIX	70	Picea abies, Abies spp	United Kingdom, Russia	W5.4	Floor planks	26.46	m3
TT-COC-001063	J05621	2014-05-05	FSC 100%		Pinus Sylvestri	Norway	W5.4	Floor planks	49.39	m3
ZZ-COC-008976	346755	2014-05-06	FSC 100%		Picea abies	Russia	W5.4	Floor planks	100.6	m3
JJ-COC-086869	HH397584	2014-05-10	FSC 100%		Prunus avium	United Kingdom	W4.3	Fence Posts	34.8	m3

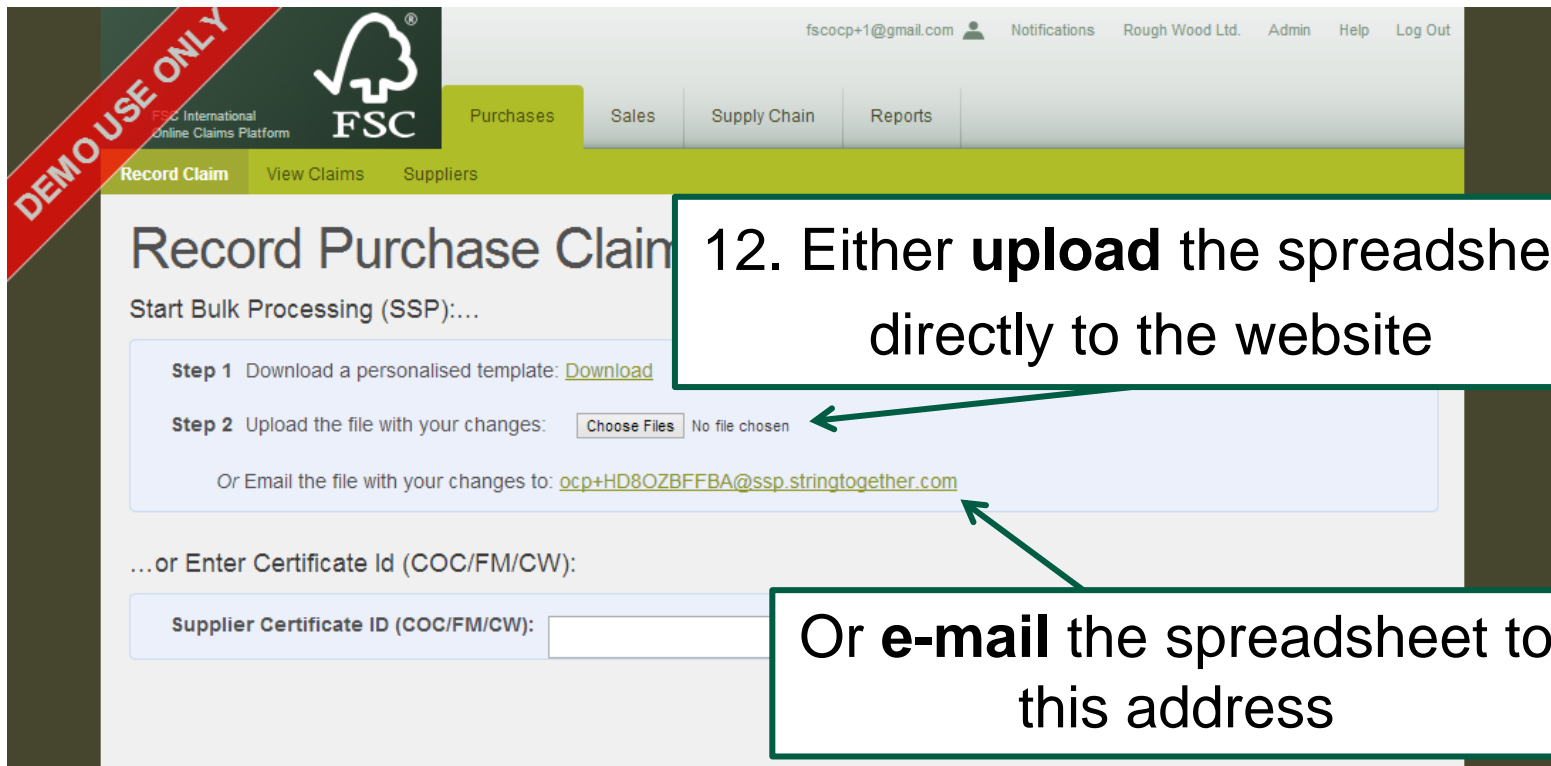


My Purchases			Rough Wood Ltd.							
			HF-COC-000031							
			Italy							

Line Items							
Claim Type	Claim %	Species	Countries Of Harvest	Product Type (Optional)	Description	Quantity	Units
FSC MIX	70	Picea abies, Abies spp	United Kingdom, Russia	W5.4	Floor planks	26.46	m3
FSC 100%		Pinus Sylvestri	Norway	W5.4	Floor planks	49.39	m3
FSC 100%		Picea abies	Russia	W5.4	Floor planks	100.6	m3
FSC 100%		Prunus avium	United Kingdom	W4.3	Fence Posts	34.8	m3

- 4. Enter Claim Type
- 5. Enter Claim % (if relevant)
- 6. Enter Species
- 7. Enter Country Of Harvest
(if your supplier is FM/COC, CW/FM, or supplier with CW Risk Assessment)
- 8. Enter Product Type (optional)
- 9. Enter Description
- 10. Enter Quantity
- 11. Enter Units

How to: Upload spreadsheet



DEMO USE ONLY

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

Purchases Sales Supply Chain Reports

Record Claim View Claims Suppliers

Record Purchase Claim

Start Bulk Processing (SSP):...

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

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

Supplier Certificate ID (COC/FM/CW):

12. Either **upload the spreadsheet directly to the website**

Or **e-mail the spreadsheet to this address**

How to: In case of errors

PURCHASES		My Purchases					Rough Wood Ltd.				
For office use only							HF-COC-000031				
Invoice Details				Line Items							
Supplier Certificate ID (COC/FM/CW)	Transaction Identifier	Claim Date (YYYY-MM-DD)	Claim Type	Claim %	Species	Countries Of Harvest	Product Type (Optional)	Description	Quantity	Units	
CU-COC-816016	1234	2014-05-05	FSC MIX	70	Picea abies, Abies spp	United Kingdom, Russia	W5.4	Floor planks	26.46	m3	
TT-COC-001063	J05621	2014-05-05	FSC 100%		Pinus Sylvestri	Norway	W5.4	Floor planks	49.39	m3	
ZZ-COC-008976	346755	2014-05-06	FSC 100%		Picea abies	Russia	W5.4	Floor planks	100.6	m3	
JJ-COC-086869	HH397584	2014-05-10	FSC 100%		Prunus avium	United Kingdom	W4.3	Fence Posts	34.8	m3	

invalid certificate ID
not certified for product type
invalid claim type
certificate expired

In case of errors the uploaded spreadsheet will be returned to you via email. Errors needed to be corrected will be **highlighted**. When clicked more detail about the error will be provided.

invalid certificate ID
not certified for product type
invalid claim type
certificate expired



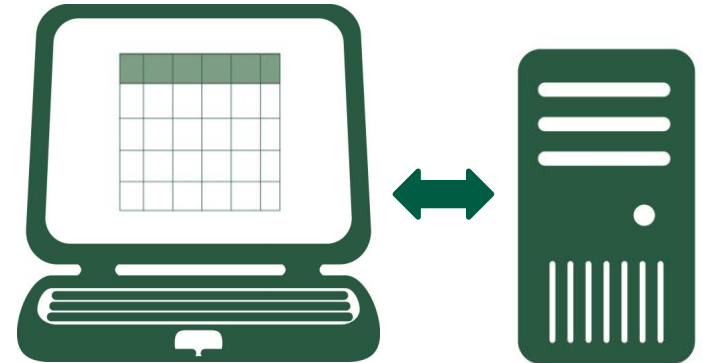
APPLICATIONS PROGRAMMING INTERFACE (API)

Entering claims via your
current IT system

How does API work?

The API (Application Programming Interface) provides a means for you to connect your existing systems directly to the OCP.

- This enables you to automatically submit the claims your suppliers are making as you process your invoices in other systems by linking them to the API.
- Claims are sent over the Internet in JSON format.



Compatibility with other programs

The API is a bit like a power plug socket in a wall. The shape of the pins is defined in a document somewhere and people make the plugs so they fit. The other end of the wire can have any device you like.



The same principle applies for the API. It has a defined set of methods which can be called and have to be connected to using standard web protocols. The other end of the connector can be someone else's system. The connection between the two is entirely up to the customer to design.



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