# Data Fields

## Welcome to the Online Claims Platform

*FSC International and Historic Futures are pleased
to announce that the OCP is available for test and
we are very interested to hear your feedback.*

OCP stands for Online Claims Platform. It is a platform for FSC certificate holders, where transactions of FSC certified products are recorded. In short, the customer of FSC certified products enters the FSC claim from their suppliers invoice into the OCP. These entries are then confirmed by the suppliers, ensuring that the claim is agreed as accurate by both parties.

This **Quick Guide** provides the instruction you need to fill in the User Interface (UI) data form or the Spreadsheet.

To get a full **User's Manual** please click here.

For more background on the OCP, please go here:
ocp-info.fsc.org

# Data Fields

| Field | Requirement | Data | Valid inputs | Guidance |
|---|---|---|---|---|
| Certificate ID | **Mandatory** | The code of the certificate holder for whom you are recording the claim. | The valid COC/FM certificate code of any of your supplier (or customer for sales claim). | Should be provided on all sales documents |
| Transaction Identifier | **Mandatory** | Any code or number, which can be used to uniquely identify the sales document. | This field is free text so accepts any input. | i.e. Invoice #, Delivery note # |
| Claim Date | **Mandatory** | The date on the sales document corresponding to the claim | UI: dropdown selection<br>SSP: YYYY-MM-DD | |
| Claim Type | **Mandatory** | The FSC Claim that is made on the sales document. | FSC 100%, FSC Mix, FSC Mix Credit, FSC Recycled, FSC Recycled Credit, FSC Controlled Wood. | UI: selected from a drop down menu<br>SSP: requires a valid claim type to be entered |
| Claim % | **Conditional:**<br>Required when claim type is a percentage | Used to capture the % value of the claim being made, when the claim type is a percentage claim. e.g. FSC Mix 70% | Numeric value between 1 and 99 (100 is acceptable for FSC Recycled but not FSC Mix) | Only enter the numeric value. Do not include a % symbol. |
| Species | **Conditional:**<br>Required when you buy from an FM/COC or CW/FM certificate or from a supplier | Latin name of the species listed in the claim. | The Latin name of any tree species picked from the Pick Lists or search provided. | UI: dropdown selection<br>SSP: must correctly enter a species name as per the pick list or suppliers certificate information. |

| Field | Requirement | Data | Valid inputs | Guidance |
|---|---|---|---|---|
| | with a Controlled Wood Risk Assessment who has sold you a product that contains wood from their risk assessment | | | |
| Country of Harvest | **Conditional**: Required when you buy from an FM/COC or CW/FM certificate or from a supplier with a Controlled Wood Risk Assessment who has sold you a product that contains wood from their risk assessment | Country from which the fibre in the claim originated. | Country name must be chosen from the ISO country list. | UI: dropdown selection<br>SSP: Must correctly enter a valid country name<br>Resource:<br>ISO country list |
| Product Type | **Optional** | The type of product being claimed, as classified by FSC | A valid Product Type from the FSC Product Type classification i.e. W1.1Roundwood (logs) | UI: dropdown selection<br>SSP: must correctly enter the full product type code and name<br>Resource: FSC-STD-40004a |
| Description | **Mandatory** | A description of the product. | This field is free text so accepts any input. | Could use the description given on the transaction documents |

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|-------|-------------|------|--------------|----------|
| **Quantity** | **Mandatory** | The total quantity of each line item | Numerical value<br>0 < 9,999,999.9999999 | Enter the numerical value only |
| **Units** | **Mandatory** | The unit by which the product is measured. | m, $m^2$, $m^3$, mbf, l, items, lb, kg, tonnes | If none of the valid inputs match your units, use items and include the actual units in the description. |