User Manual: How to register, upload, and update Product Data in the FSC Certified Products Portal

用户手册：如何在 FSC 认证产品门户网站注册、上传和更新产品数据

The FSC Certified Products Portal is a self-service platform that allows users to add and delete products from your chosen sustainability program(s).
FSC 认证产品门户网站是自助式服务平台，允许用户从其所选择的可持续发展计划中添加和删除产品信息。

Need support?

如需更多支持，请联系：
 connect@fsc.org

This user guide will walk you through each step of the process of registering for the FSC® Certified Products Portal, importing and editing Product Data.
本用户指南将引导您完成 FSC®认证产品门户网站注册、导入和编辑产品数据的每一步骤。

- Register and activate your account
- 注册并激活账户
- Import Product Data
- 导入产品数据
- View and edit Product Data
- 检查和编辑产品数据

Register and activate your account 注册并激活账户

**How to register and activate your account 如何注册并激活账户**

Step 01 第 1 步

- After you decide to register at the FSC Certified Products Portal to be part of a chosen sustainability program, open the registration link below to apply. https://certified-products.fsc.org/onboard/#/

  当您决定在 FSC 认证产品门户网站注册成为所选可持续发展计划的一员后，请打开如下注册链接进行申请。https://certified-products.fsc.org/onboard/#/

- Click the 'Create User' button/link to proceed.

  单击"创建用户"按钮/连接以继续。
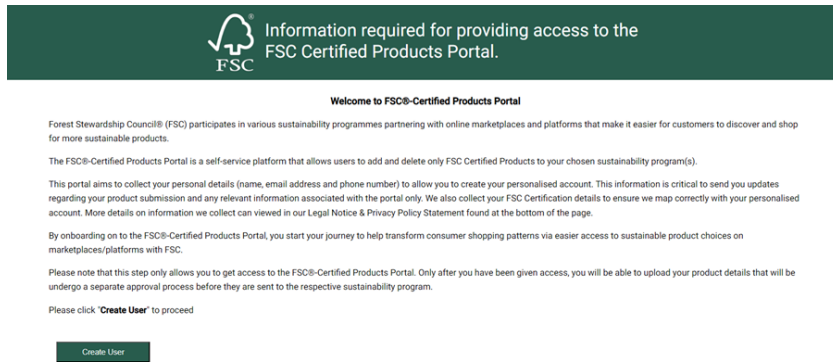
Step 02 第 2 步

- An application form will open as below.
  打开申请表。
- Enter the mandatory field values in the Form and click on '**Submit**'.
  在申请表中输入必填字段，然后单击"提交"。

You need to fill out information about your role, product(s), and seller status.

此处，您需填写您在组织中的职位、产品信息和卖家状态。

You need to fill out information about your Chain of Custody certificate or promotional licence

您需填写产销监管链证书或宣传许可的相关信息

You need to fill out information about your contact details. The email address provided here will be the one given access to if approved.
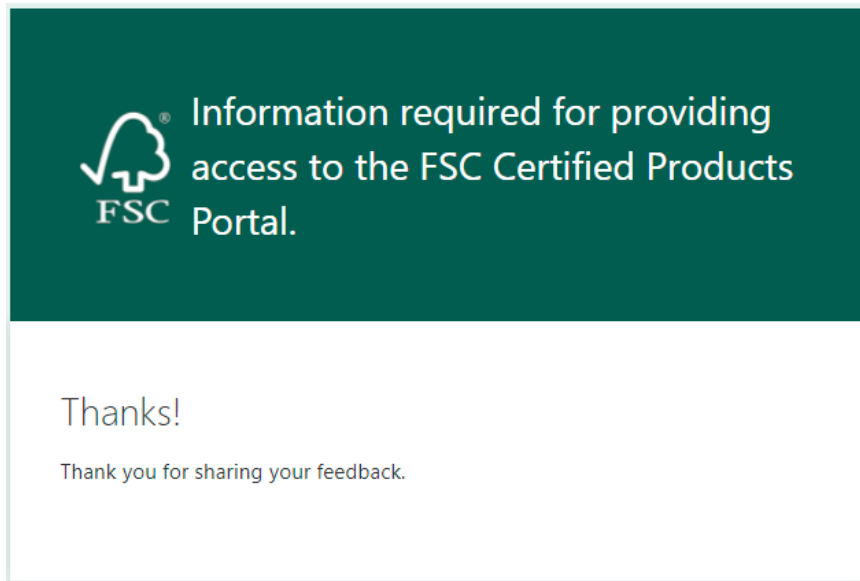
您需填写联系方式。获得批准后，此处提供的电子邮件地址将会获得访问权限。

Step 03 第 3 步

- After clicking on 'Submit', the 'Thanks!' message should display.
  单击"提交"后，会弹出"谢谢！"消息框。

Step 04 第 4 步

- Go back to the registered email inbox, if the application is approved, please verify the email received with the subject 'Activate your FSC Certified Products Portal Account'. If the application is rejected, you will be provided with reasons of rejection for correction if you'd like to re-apply.

返回注册邮箱收件箱，如申请获得批准，请验证收到的主题为"激活您的 FSC 认证产品门户网站帐户"的电子邮件。如申请被拒绝，我们将向您说明拒绝原因，以便再次申请时更正。

- Open the email and click the '**Activate my account**' button/link in the mail content to activate.
打开邮箱，点击邮件内容中的"**激活我的帐户**"按钮/链接进行激活。

Step 05 第 5 步

- Activation code should populate; click on the '**Continue**' button.
输入激活码； 单击"继续"按钮。
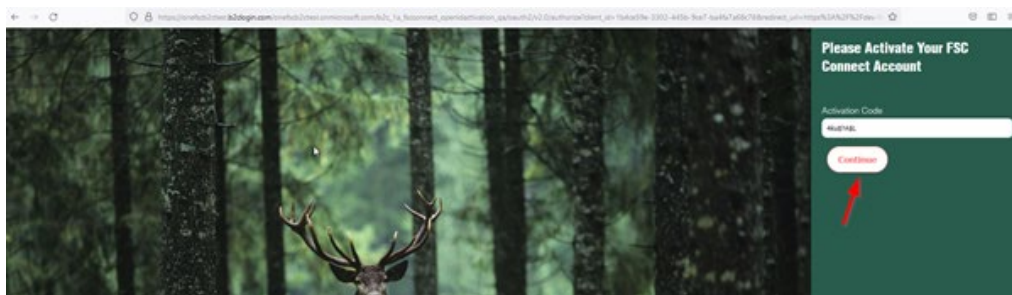
Step 06 第 6 步

- Enter the '*New Password*', enter the '*Confirm New Password*', and click on '**Continue**'.

输入"新密码"，在"确认新密码"一栏再次输入新密码，然后单击"继续"。

- It should redirect to the 'Welcome to FSC Connect' page.
  随后返回"欢迎使用 FSC Connect"页面。

Step 07 第 7 步

- Go back to the registered email inbox, and verify the email received with the subject 'Granted Access for FSC Certified Products Portal'.
  返回注册邮箱，您将收到主题为"授予 FSC 认证产品门户网站访问权限"的电子邮件。

- Open the email and click the **'login to my account**' link in the email content.

  打开邮箱，单击邮件内容中的"登录我的帐户"链接。

- It should navigate to the FSC Certified Products Portal login page. Please enter your email address and the password you just created.

  转至 FSC 认证产品门户网站的登录页面。请输入您的电子邮件地址和刚刚创建的密码。

Step 08 第 8 步

- You will then be asked to accept the terms and conditions. **Please check the box**.
  随后将弹出条款和条件框。勾选接受**接受条款和条件**框。

Step 09 第 9 步

- It should navigate to the FSC Certified Products homepage.
  跳转至 FSC 认证产品主页。
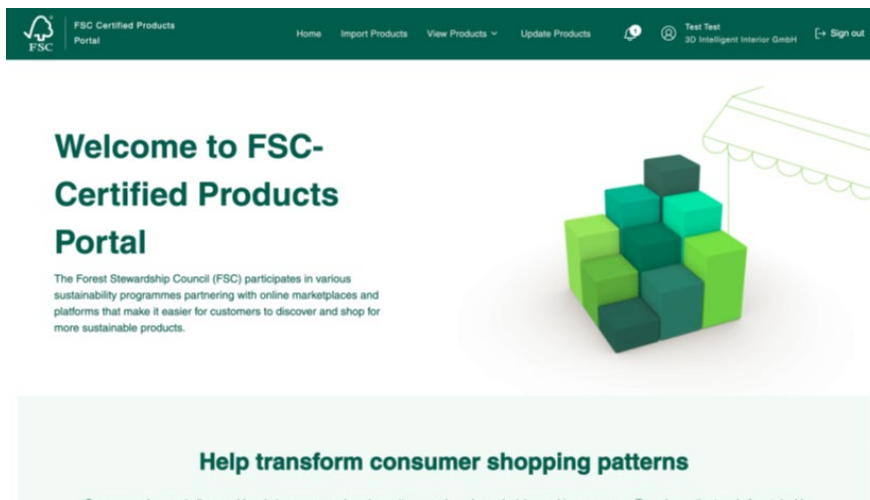
- 请注意，一旦证书失效（如暂停、终止、终止并禁止、暂停并禁止），对用户而言：
  - **门户网站访问权限**：您将被撤销访问门户网站的权限，从而无法访问"导入"或"查看"功能等。一旦证书状态重新生效，即可登录并访问完整的功能。

  - **已提交的 FSC 认证产品将发生什么**：当证书失效时，所有提交的产品信息都将从选定的可持续发展计划中被删除。证书重新生效后，将可提交最新的 FSC 认证贴标产品信息。

Import Product Data 导入产品数据

How to import Data through Microsoft Excel Template
如何通过微软 Excel 模板导入数据

Step 01 第 1 步

- You navigate to the 'Import Products' screen
  进入"导入产品"页面

If your organization is a Chain of Custody certificate holder, please refer to the guidance below.

如贵组织是产销监管链认证持有者，请参考如下指导信息。

"Under 'Sustainability Program', you click 'Select Program' to select the program to join and click on 'Download Template'. Then you fill up the template with product data. All fields in the 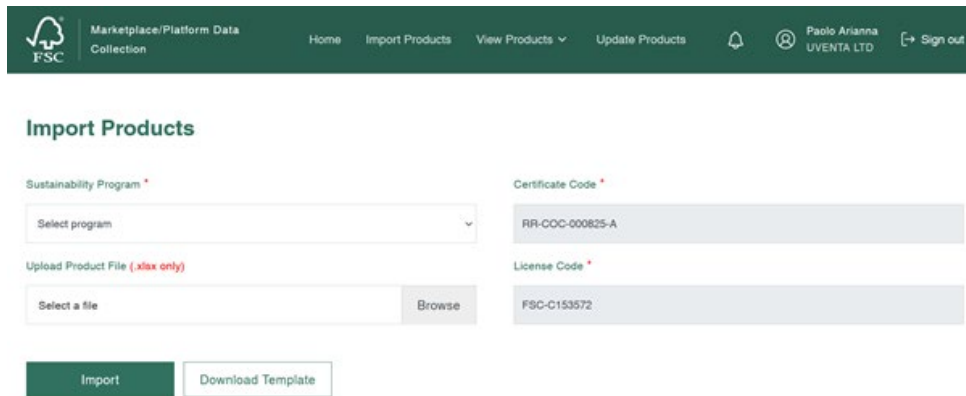template are mandatory. Please note each file can be filled up with maximum 4,000 products. In case of more than 4,000 products, please split to more than one files.

"在'可持续发展计划'下，点击'选择计划'来选择拟加入的计划，然后单击'下载模板'。随后在下载的模版中填写产品数据。模板中的所有字段均为必填字段。请注意，每个文件最多可填写 4,000 个产品。如果产品超过 4,000 个，请拆分为多个文件。

- **Product Identification Type**: please choose only from the dropdown list

  产品标识类型：请在下拉菜单中选择唯一的类型

- **Product Identification Number**: should be only numeric values when product identification type is other than ASIN. The length of product identification number should be between 1 and 14. Please remove space in all the fields

  产品标识号：当产品标识类型不是 ASIN 时，产品标识号只能是数值。产品识别号的长度应在 1 到 14 个数字之间。请删除所有字段中的空格。

- **Product Name**: text format; should be relevant to consumers and customer-applicable product titles

  产品名称： 文本格式；应与消费者和客户适用的产品标题相关。

- **FSC Label Type**: please choose only from the dropdown list; the label type should correspond with the label placed on the product.

  FSC 标签类型：请仅从下拉列表中选择；标签类型应与产品上的标签相对应。

- **Brand**: text format; should match with the product detail page

  品牌： 文本格式；应与产品详细信息页面匹配。

Once the data entry is completed, you upload the file by clicking the 'Browse' button and clicking on 'Import'."
一旦完成数据输入，您可通过单击"浏览"按钮并单击"导入"上传文件。

If your organization is a promotional licence holder, please refer to the guidance below.

如果贵组织是宣传许可持有者，请参考如下指导信息。

"Under 'Sustainability Program', you click 'Select Program' to select the program to join and click on 'Download Template'. Then you fill up the template with product data. All fields in the template are mandatory. Please note each file can be filled up with maximum 4,000 products. In case of more than 4,000 products, please split to more than one files. Additionally for the validation purpose, you shall fill out per product template FSC-certified products from only one direct FSC-certified supplier.

"在'可持续发展计划'下，点击'选择计划'来选择拟加入的计划，然后单击'下载模板'。随后在下载的模版中填写产品数据。模板中的所有字段都是必填字段。请注意，每个文件最多可填写 4,000 个产品。如果产品超过 4,000 个，请拆分为多个文件。此外，出于验证目的，每一产品模板仅填写来自一家经 FSC 认证的直接供应商的 FSC 认证产品。

- **Direct Supplier Name:** the name of the direct supplier you source FSC-certified products from

直接供应商名称： 您所采购 FSC 认证产品的直接供应商的名称

- **Direct Supplier's COC Certification Number or Licence Code:** CoC Certification Number is 6-digit code with the prefix such as ABC-COC-123456. CoC Licence Code is 6-digit code with the prefix such as FSC-C123456.

  直接供应商的产销监管链认证编码或许可证代码：产销监管链认证编号是前缀+6 位数字，如 ABC-COC-123456。产销监管链许可证代码是前缀+6 位数字，如 FSC-C123456 。

- **Product Identification Type**: please choose only from the dropdown list

  产品标识类型：须从下拉列表中选择。

- **Product Identification Number**: should be only numeric values when product identification type is other than ASIN. The length of product identification number should be between 1 and 14. Please remove space in all the fields

  产品标识号： 当产品标识类型不是 ASIN 时，产品标识号只能为数值。产品识别号的长度应在 1 到 14 个数字之间。请删除所有字段中的空格。

- **Product Name**: text format; should be relevant to consumers and customer-applicable product titles

  产品名称： 文本格式；应与消费者和客户适用的产品标题相关。

- **FSC Label Type**: please choose only from the dropdown list; the label type should correspond with the label placed on the product.

  FSC 标签类型：须从下拉列表中选择；标签类型应与产品上的标签相对应。

- **Brand**: text format; should match with the product detail page

  品牌： 文本格式；应与产品详细信息页面匹配。

- **Please note the 1st line is an example only. Do not delete.**

  请注意，第一行为示例。请不要删除。

Once the data entry is completed, you upload the file by clicking the 'Browse' button and clicking on 'Import'."
数据输入完成后，您可单击"浏览"按钮并单击"导入"来上传文件。

Step02 第 2 步

If your organization is a Chain of Custody certificate holder, please refer to the guidance below.
如果贵组织是产销监管链证书持有者，请参考如下指导信息。

- After a successful import you will be able to review the products, please verify that all of the information is correct. Here you can '**Edit**' the product details before submitting or '**Remove**' the product. You can upload the product label picture.

  导入成功后便可查看产品信息，请验证所有信息的准确性。您可在提交之前"编辑"产品详细信息，或"删除"产品。可上传产品标签图片。

If all of the information is correct, then, agree to the terms by **checking the dialog** and click "**Submit to Marketplace/Platform**". Then a dialog box will appear, please click "**Yes**". After this, your products have been successfully submitted.

如果所有信息均正确，则通过勾选对话框同意相关条款并单击"提交到市场/平台"。 随后会弹出一个对话框，请单击"是"。 即产品信息提交成功。

If your organization is a promotional licence holder, please refer to the guidance below.

如贵组织是宣传许可证持有者，请参考如下指导信息。

- After a successful import you will be able to review the products. You attach a photo of the product with a label on it to each product item from the excel product template you uploaded. Please attach a label to each product item or else you will not be allowed to proceed.

  导入成功后，便可检查产品信息。您可将贴标产品照片导入所上传的 Excel 产品模板中的相应产品项。**每个产品项均需上传贴标图片**，否则您将无法进入下一步。

Additionally, you upload all relevant supporting documents as required, e.g. sales documents (e.g. invoice), supplier letters etc.

此外，您还需根据要求上传相关采购证明文件，包括销售文件（如发票等）、供应商信函等。

Please verify that all of the information is correct. Here you can 'Edit' the product details before submitting or 'Remove' the product.

请验证所有信息是否正确。您可在提交前在此处"编辑"产品详细信息，或"删除"产品。

If all of the information is correct, then, agree to the terms by **checking the dialog** and click "**Submit to Marketplace/Platform**". Then a dialog box will appear, please click "**Yes**". After this, your products have been successfully submitted for validation by the FSC trademark service providers (FSC Admin).

如果所有信息均正确，则通过勾选对话框同意相关条款并单击"提交到市场/平台"。随后会弹出一个对话框，请单击"是"。为此，您已成功提交产品信息，供 FSC 商标服务提供商（FSC 管理员）进行验证。

Product ID Type	Product ID No.	Product name	FSC label type	Brand	Attach label	Action
UPC	123456789	Wtable	Mix	Wbrand	📎 ×	👁 ✏ 🗑

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Supplier details

Supplier name *
ABC

COC Certificate / License code *
FSC-COC-080022

Supporting documents *(Sales documents (e.g. invoice), supplier letters etc.)

[   ] Browse

download.png ×

☑ I allow to FSC Global Development GmbH and Forest Stewardship Council A.C. (collectively referred to as the 'Organisation') to use and share my specific business or/and personal data for the purposes defined in the Terms for the FSC Certified Products Portal.

☑ I hereby affirm that the data provided is true and correct to the best of my knowledge. I agree to indemnify and hold harmless the Organisation and its affiliates from and against any and all claims that arise from or are related in any way to the providing of inaccurate data.

Submit to marketplace/platform

View and edit Product Data 检查和编辑产品数据

How to view and edit Product Data
如何检查和编辑产品数据

Step 01 第 1 步
View by Upload 按照上传批次检查

In '*View Products by Upload*', you can see all the uploads that were made for the organization. You can either "download" the selected uploads/products in an MS Excel format or "download" the 'Source Excel' used to upload the products originally by clicking "**download**" on the right side.

在"按上传批次检查产品"页面中，您可查看所在组织上传的所有内容。可以 MS Excel 格式"下载"所选上传/产品，也可通过单击右侧的"下载"来"下载"最初用于上传产品的"Excel 源文件"。

View Products By Upload

For example, by clicking 'View' you can see all the products in one upload.
例如，通过单击"**查看**"，您可看到同一批次上传的所有产品。

- Click '**View**' to see the details of a particular product.

  单击"**查看**"查看特定产品的详细信息。

- Click on '**Edit**' to modify the detail of a product and '**Submit to Marketplace/Platform**'.

  单击"**编辑**"对产品详细信息进行修改，然后单击"提交到市场/平台"。
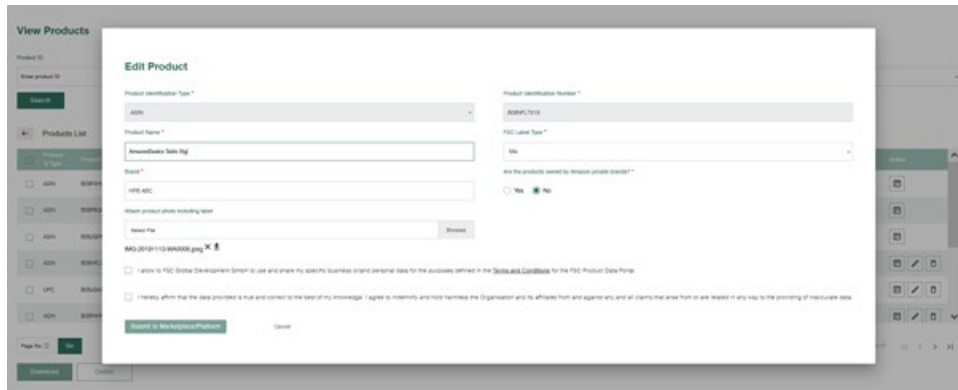
- Click the '**Delete**' button to remove the product from Marketplace.

  单击"**删除**"按钮从市场（Marketplace）中删除产品。
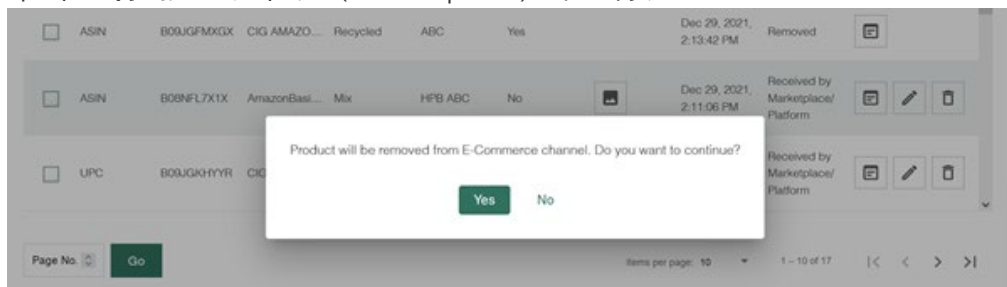
Step 02 第 2 步

View by Product 按产品检查

In '*View Products*,' all products across all uploads are displayed. You can '**View**', '**Edit**', or '**Remove**' products as in '*View Uploads*'.

打开"检查产品"，会显示上传的所有产品。与"检查上传"一样，可"检查"、"编辑"或"删除"产品。

Step 03 第 3 步

Update Products 更新产品信息

'*Update Products*' shows all the products that are rejected by the admin and need to be updated. Once the product detail is updated as suggested by the admin, it will be sent to FSC admin for manual approval. Once FSC admin approves it, it will be submitted to Marketplace.

"更新产品"页面显示了所有被管理员拒绝且需要更新的产品。一旦按照管理员的建议对产品详细信息进行更新，更新后的信息将发送给 FSC 管理员供其手动批准。在 FSC 管理员批准后，产品随即提交到相应市场（Marketplace）。