**Descriptions of the FIMS parameters**

USER REGISTRATION

|  |  |  |
| --- | --- | --- |
| **Step** | **User registration** | **Description** |
| 1 | Username \* | The name of FIMS user. |
| 2 | Your e-mail \* | Main email address of the FIMS user. |
| 3 | Confirm your e-mail \* | Main email address of the FIMS user (same as above). |
| 4 | Password \* | FIMS specific password of the user. |
| 5 | Confirm your password \* | FIMS specific password of the user (same as above). |
| 6 | Telephone\* | Telephone number of the user. |

ENTERPRISE REGISTRATION

|  |  |  |
| --- | --- | --- |
| **Step** | **Enterprise registration** | **Description** |
| 1- | Enterprise Name \* | The name of the enterprise. |
| 2 | Enterprise e-mail \* | The email address of the enterprise. |
| 3 | Tax code number \* | The number of tax code of the enterprise. |
| 4 | Tax code registration date, | The date of the registration of tax code of the enterprise in the format of dd/mm/yyyy. |
| 5 | Address of the main office \* | The physical address of the main office of the enterprise. |
| 6 | Telephone \* | Telephone number of the enterprise. |
| 7 | Website | The website address of the enterprise (if available). |
| 8 | Owner \* | The name of the owner of the enterprise. |
| 9 | Affiliated units and addresses | The physical addresses of the affiliated unit of the enterprise (if applicable). |
| 10 | Class by owner \* | The owner of the enterprise based on classification. |
| 11 | Class by capital origin \* | The capital origin of the enterprise based on classification. |
| 12 | Class by main products \* | The main products produced by the enterprise (multi-choice). |
| 13 | Enterprise forest area | The area of the forests owned by the enterprise (if applicable). |

ADD NEW FACTORY

|  |  |  |
| --- | --- | --- |
| **Step** | **Add new factory** | **Description** |
| 1 | Factory name \* | The name of the factory. |
| 2 | Tax code number \* | The number of the tax code of the factory. |
| 3 | Address of the main office \* | The physical address of the main office of the factory. |
| 4 | Telephone \* | Telephone number of the factory. |
| 5 | E-mail \* | Main email address of the factory. |
| 6 | Owner \* | The name of the owner of the factory. |
| 7 | Affiliated units and addresses | The physical addresses of the affiliated units of the factory (if applicable). |
| 8 | Coordinates | The coordinates of the factory. Will be generated automatically by clicking the factory location on the map. |
| 9 | Industry Type \* | The type of industry based on classification. |
| 10 | Industry Group \* | The industry group based on classification. |
| 11 | Type of company ownership \* | The type of company ownership based on classification. |
| 12 | Factory certificate \* | The types of certificates of the factory (multi-choice) |
| 13 | Organization classification system (OCS) class \* | OCS class based on Vietnam Timber Legality Assurance System (VNTLAS) |
| 14 | Designed input capacity \* | The raw material input of the factory when operating on theoretical maximum capacity. |
| 15 | Designed output capacity \* | The production output of the factory when operating on theoretical maximum capacity. |
| 16 | Number of staff | The total number of staff based on categories below. |
| 16A | Management \* | The number of staff at the factory management level. |
| 16B | Supervision \* | The number of staff at the supervisory level. |
| 16C | Laborers \* | The number of laborers |
| 16D | Support staff \* | The number of support staff. |
| 16E | Other staff \* | The number of potential other type of staff members. |
| 17 | Main product \* | The main product the factory is producing to the markets. |
| 18 | By-products/side products | The potential by-products or side products the factory is producing commercially. |

PRIMARY INDUSTRIES

|  |  |  |
| --- | --- | --- |
| **Step** | **Add monthly raw material input**  **Primary industries** | **Description** |
| 1 | Roundwood input volume by species | The input volume of roundwood by tree species procured inside the mill from the markets or traded from other factories during the reporting period. |
| 2 | Current roundwood storage volume by species | The volume of roundwood by tree species at the storage awaiting being processed at the time of reporting, |
| 3 | Input by forest owner type | The volume of roundwood procured inside the mill by forest owner type during the reporting period. |
| 4 | Input by raw material source | The volume of roundwood procured inside the mill by raw material source based on Vietnam Timber Legality Assurance System (VNTLAS during the reporting period. |
| 5 | Input by exploitation agency | The volume of roundwood procured inside the mill by exploitation agency during the reporting period. |
| 6 | Input by raw material certification program | The volume of roundwood procured inside the mill classified by various certification programs during the reporting period. |
| 7 | Input by raw material origin | The volume of roundwood procured inside the mill by origin of raw material during the reporting period.. |
| 8 | Input by Harmonised Standard (HS) | The volume of roundwood procured inside the mill based on Harmonized Standard, |

|  |  |  |
| --- | --- | --- |
| **Step** | **Add monthly production output**  **Primary industries** | **Description** |
| 1 | Output by products category | The volume of output products left from the mill either to markets or other factories classified by product categories and tree species during the reporting period. |
| 2 | Output by product certification program | The volume of output products left from the mill either to markets or other factories classified by product categories and certification programs during the reporting period. |
| 3 | Output by target market | The volume of output products left from the mill either to markets or other factories classified by product categories and target markets during the reporting period. |
| 4 | Current storage volume by product categories | The volume of output products at the storage classified by product categories and tree species awaiting being sold at the time of reporting |
| 5 | Output by Harmonised Standard (HS) | The volume of output products left from the mill either to markets or other factories by Harmonised Standard during the reporting period. |

SECONDARY INDUSTRIES

|  |  |  |
| --- | --- | --- |
| **Step** | **Add monthly raw material input**  **Secondary industries** | **Description** |
| 1 | Input volume by classes | The input volume of round timber or primary products procured inside the mill from the markets or other factories categories by input classes and tree species during the reporting period. |
| 2 | Current storage volume by classes | The volume of round timber or primary products at the storage categories by input classes and tree species awaiting being processed at the time of reporting. |
| 3 | Input by raw material certification program | The input volume of certified round timber or primary products procured inside the mill from the markets or other factories categories by input classes and certification programs during the reporting period. |
| 4 | Input by raw material origin | The input volume of round timber or primary products procured inside the mill from the markets or other factories categories by input classes and by origin of raw material during the reporting period. |
| 5 | Input by Harmonised Standard (HS) | The input volume of round timber or primary products procured inside the mill from the markets or other factories categories by input classes and Harmonised Standard during the reporting period. |

|  |  |  |
| --- | --- | --- |
| **Step** | **Add monthly production output**  **Secondary industries** | **Description** |
| 1 | Output by products category | The volume of output products left from the mill either to markets or other factories classified by product categories and tree species during the reporting period. |
| 3 | Output by product certification program | The volume of output products left from the mill either to markets or other factories classified by product categories and certification programs during the reporting period |
| 3 | Output by target market | The volume of output products left from the mill either to markets or other factories classified by product categories and target markets during the reporting period. |
| 4 | Current storage volume by categories | The volume of output products at the storage classified by product categories and tree species awaiting being sold at the time of reporting |
| 5 | Output by Harmonised Standard (HS) | The volume of output products left from the mill either to markets or other factories by Harmonised Standard during the reporting period. |