

# Online Data Submissions

## June 2023

### About Fastmarkets' Online Submission Form (OSF)

Fastmarkets offers data contributors the chance to submit data to us via our online submission form (OSF). The OSF will allow sources to submit data directly to the Fastmarkets database for our price assessors to review immediately. This means of communication will help streamline the pricing process.

#### **Why are we doing this?**

Many data contributors provide regular and sometimes voluminous pricing information to Fastmarkets. We understand that it may be more convenient or less time-consuming for them to be able to submit data directly via the OSF some or all the time.

Some Fastmarkets price assessors cover very large markets or groups of markets, producing a substantial volume of price assessments in a pricing session. By providing sources with the means to submit data directly via the OSF, Fastmarkets can reduce the time our price reporters spend on calls and emails. This means they can potentially survey a broader cross-section of the markets they cover.

The OSF will also enable us to cut down on potential errors when copying data from sources into the Fastmarkets proprietary database. The aim is to provide a more efficient and accurate way of gathering data.

#### **Who can use the OSF?**

Any contact that wishes to can request to use the OSF.

#### **Who sends/receives the OSF?**

Fastmarkets price assessors will send out the OSF to market contacts as part of their regular survey. Only assessors responsible for a specific market will be able to send out the OSF for that market. The data submitted by OSF is sent directly to the Fastmarkets database, where the pricing team responsible for that market will be able to review it.

#### **Will the OSF replace traditional forms of communications?**

Not at all. Telephone, email conversations and text messaging will remain an important part of the pricing process. They give us context and color to explain price developments in the reporting period.

No doubt there will still be contacts who prefer to communicate with us via telephone call or emails. Fastmarkets will continue to contact them in the usual way. In addition, sources using the OSF will be able to request a return call to discuss their submission and market.

#### **Will the OSF only allow submitters to enter prices?**

No. The OSF will also give contacts the option to add notes. Fastmarkets encourages data submitters to use this to explain any special terms related to the transaction, bids and offers reported. This will help our reporters to analyze the data better.

#### **How will data submitted by OSF be treated?**

Fastmarkets will treat data submitted by the OSF in the same way as data provided by other means of communication.

Our pricing team will analyze the data, normalizing it where appropriate and removing outliers, in keeping with our published methodologies. As with other data, priority will be given to actual transactions, followed by bids and offers and sources' indications of market value.

#### **Will priority be given to data submitted by OSF?**

No, the OSF will simply provide another means of gathering data. The key factors in assessing a market will remain how confident we are in the data and how relevant that data is to our assessments.

#### **What should I do if I have transaction information that falls outside Fastmarkets specifications?**

If you have transaction information (deal, bid or offer) that falls outside Fastmarkets' published specs for the assessment, you should mention this in the notes box, which you can find by clicking on the + sign next to the price entry field. It would be helpful if you could include any detail about freight, quality differentials, etc. that would help us to normalize the information. You can also request a callback to discuss the information with the reporter responsible.

**How does Fastmarkets ensure data security and confidentiality?**

The OSF will be sent to a single contact via a secure link. The link should not be shared or forwarded to anyone else within the data submitter's company. The data submitted will be stored confidentially in our database under the data submitter's name and company.

Access to our database is highly restricted. Only those people directly involved in the pricing process for a particular market have access to the data.

## Useful resources

For further detail on your role as a data submitter, please see our Data Submitter Policy. For further detail on how Fastmarkets processes your personal data, please see our [Privacy Policy](#).

To contact our editorial team, please email:

**Metals:** [pricing@fastmarkets.com](mailto:pricing@fastmarkets.com)

**Forest Products:** [pricing.forest@fastmarkets.com](mailto:pricing.forest@fastmarkets.com)

To see all Fastmarkets' pricing methodology and specification documents go to <https://www.fastmarkets.com/about-us/methodology>