

Online data submissions guidance

For external use

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 allows sources to submit data directly to the Fastmarkets database for immediate review by our price assessors. This means of communication streamlines the price-assessment process.

Why do we offer the OSF?

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 emails and on inputting data into Fastmarkets' pricing database. This means they can potentially survey a broader cross-section of the markets they cover, enhancing our price assessments and creating more value for our users.

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 can request to use the OSF. Please note, though, that the OSF is not currently enabled for use in price indices - it can only be used in relation to price assessments.

Who sends/receives the OSF?

Fastmarkets' price assessors send out the OSF to data submitters as part of their regular pricing calls. Only those assessors responsible for a specific market are able to send 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 is able to review it.

Will the OSF replace traditional forms of communications?

Not at all. Other forms of submission and communication - including but not limited to telephone, email conversations and text messaging - remain a crucial part of the price-assessment process. They give us context and color to explain price developments in the reporting period and justify pricing decisions.

Fastmarkets actively encourages data submitters who prefer to communicate with us via telephone, email or other means to continue to do so. Fastmarkets will contact them in the usual way. As well, sources using the OSF will be able to request a return call to discuss their submission and the market.

Does the OSF only allow submitters to enter prices?

No. The OSF also gives data submitters 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 enables our reporters to analyze the data better.

How is data submitted by OSF be treated?

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

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

Is priority given to data submitted by OSF?

No, the OSF simply provides another means of gathering data. The key factors in assessing a market remain how confident we are in the data and how significant 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 must mention this in the notes box, which you can find by clicking on the + sign next to the price entry field. It is helpful to include any detail about freight, quality differentials, etc. that would help us 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 is 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 is stored confidentially in our database under the data submitter's name and company.

Access to our database is highly restricted. Only those directly involved in the pricing process for a particular market have access to the data once they have completed the required training.

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 and carbon:
pricing@fastmarkets.com

Forest Products:
pricing.forest@fastmarkets.com

Agriculture Products:
pricing.ags@fastmarkets.com

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

This guidance, which is reviewed annually, is owned by Fastmarkets' editorial team. In you have questions about or comments on this policy, please contact contentops@fastmarkets.com.

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