

ADMIN USER GUIDE – RH

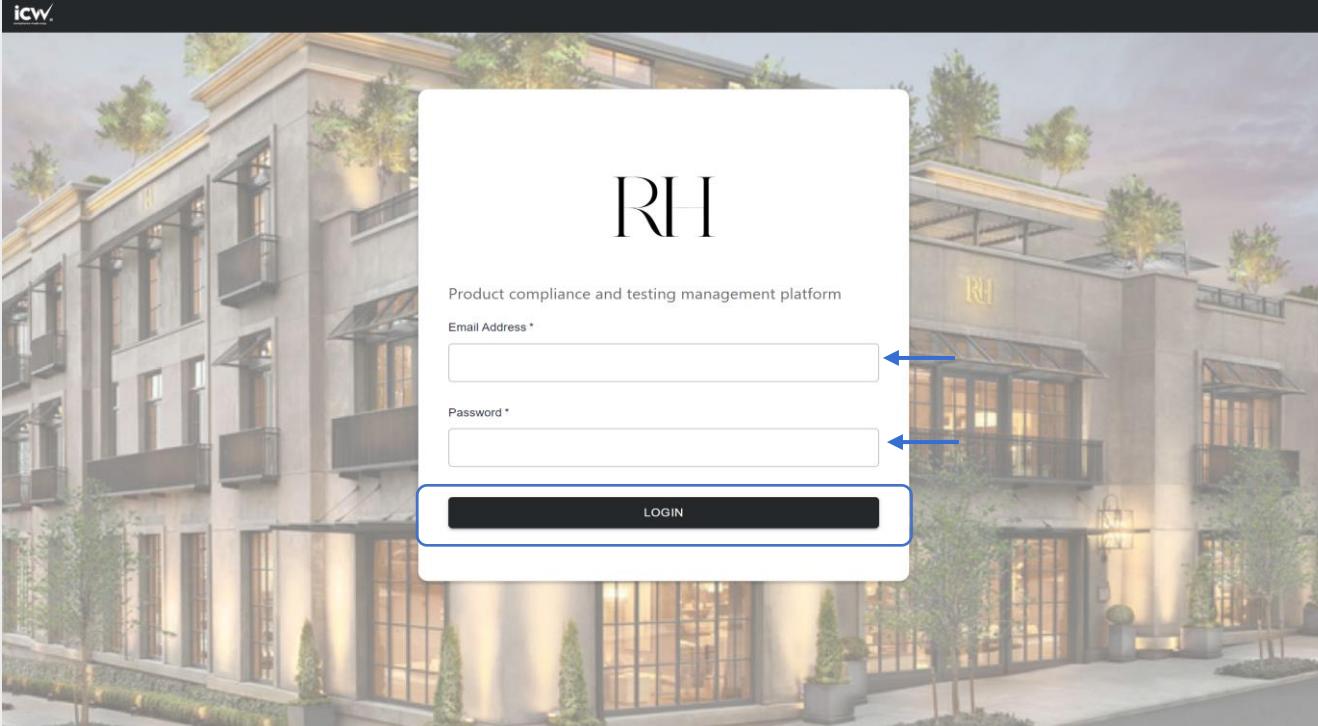
Product Compliance and Testing Management Platform – Admin

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2 Login



The image shows the RH login screen. The background is a photograph of a modern, multi-story building with large windows and a balcony. The RH logo is prominently displayed on the building's facade. The login form is overlaid on the image. It contains the text "Product compliance and testing management platform". Below this are two input fields: "Email Address *" and "Password *". A blue arrow points to the "Email Address" field, and another blue arrow points to the "Password" field. At the bottom of the form is a "LOGIN" button, which is also highlighted with a blue border.

Log in to the platform:
<https://admin.rh.icw.io/login>

You can now start managing users of RH, agents, vendors, and laboratories.

1. Enter the **E-mail Address**.
2. Enter the **Password**.
3. Select **LOGIN** button.

Should you require Admin access right, please send your request to support_rh@icw.io.

3 Dashboard

Select Dashboard

Welcome back, RH

Here is your subscription and account status summary.

Total Users

Total Active	Total Archived
804	20

Buyer Users

Accounts	50/50
Active	46
Archived	4

Non-Buyer Users

Accounts	774/1200
Supplier User	543
Agency User	14
Lab User	201
Total Active	758
Total Archived	16

Subscription & Billing

Search keywords **SEARCH** Show filters **Plan** **Subscription Issue Date** **Subscription End Date** **RESET**

Plan	Credit	Subscription Issue Date	Subscription End Date	Amount
Extra user subscription plan	100	27/Jun/2023	14/Aug/2023	USD 4027.4
Extra user subscription plan	100	22/Jun/2023	14/Aug/2023	USD 4438.36
Basic subscription plan	1050	15/Aug/2022	14/Aug/2023	USD 30000

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A **Dashboard** shows the subscription and account status summary.

Total users: list Total Active and Total Archived users, composed of Buyer and Non-Buyer users.
Buyer users: list RH Active and Archived users.
Non-Buyer users: list Active and Archived users for Supplier, Agency and Lab and lab admin users.

Notes:

- Active user:** user who has access to the platform for current subscription period.
- Archived user:** user without access to the platform in current subscription period.
- Archived Buyer:** all the archived RH users.
- Archived Supplier:** all the archived Supplier and Agency users in current subscription period.
- Archived Lab:** all the archived Lab location and admin users in current subscription period.

View Subscription & Billing details. You can apply filter or sorting.

Subscription & Billing

Search keywords **SEARCH** Show filters **Plan** **Subscription Issue Date** **Subscription End Date** **RESET**

Plan	Credit	Subscription Issue Date	Subscription End Date	Amount
Extra user subscription plan	100	27/Jun/2023	14/Aug/2023	
Extra user subscription plan	100	22/Jun/2023	14/Aug/2023	
Basic subscription plan	1050	15/Aug/2022	14/Aug/2023	

Page: 1 Rows per page: 20 Showing items 1-3 of 3 < > **Ch...**

Basic subscription plan
 Extra user subscription plan

Jun 30, 2023 Jun 30, 2023

Jun	2023					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Subscription & Billing shows the basic subscription plan and extra user subscription plan.

Notes:

- Basic subscription plan:** list the annual basic subscription fee by subscription period (covering 50 buyer user accounts and 1000 non-buyer user accounts. Additional buyer user accounts will count towards non-buyer user accounts limit).
- Extra user subscription plan:** list the subscription fee in pro-rata by subscription period, for each additional 100 user accounts.

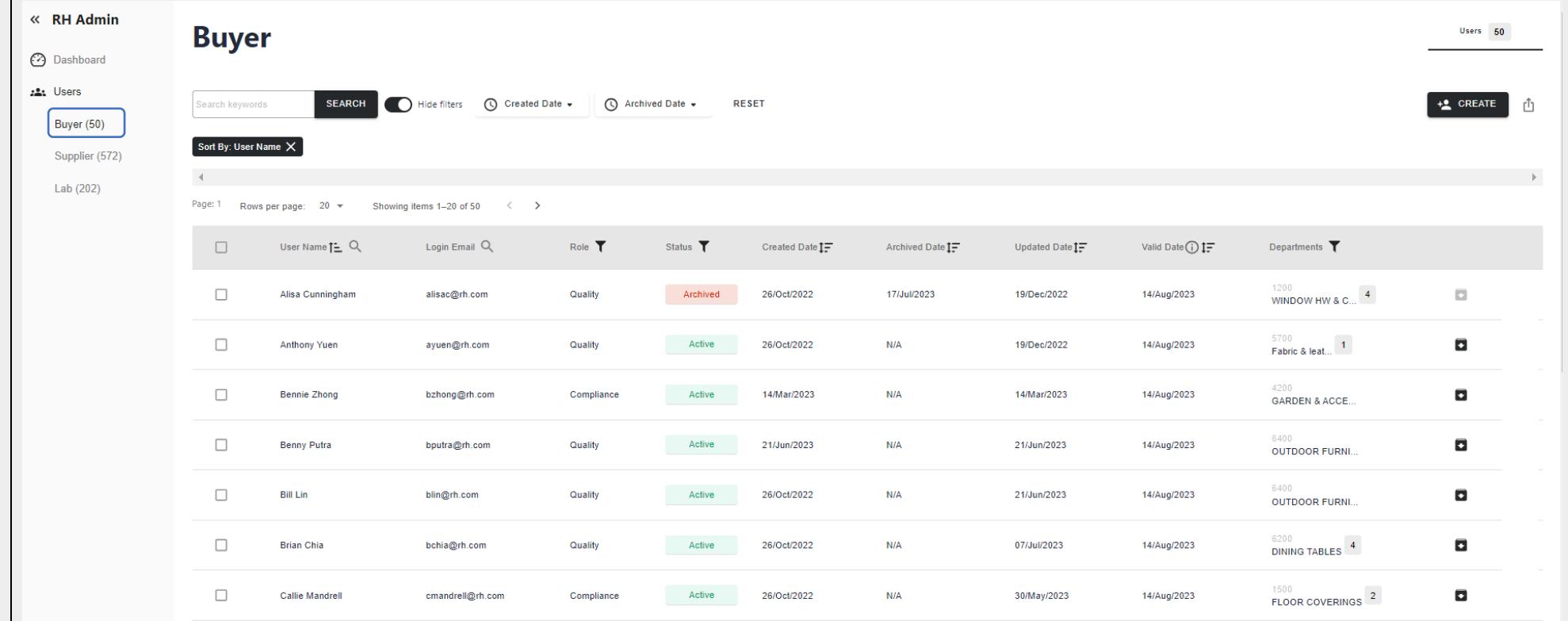
4 Buyer User Account Maintenance

4.1 Buyer: Users Overview

An overview of all the active and archived buyer user accounts.

Notes:

- You can search the buyer user by login name or login email address using the **search keywords** bar.
- You can use table search, filter, and sorting function. You can reset or remove the setting that you have applied.



Buyer

User Name	Login Email	Role	Status	Created Date	Archived Date	Updated Date	Valid Date	Departments
Alisa Cunningham	alisac@rh.com	Quality	Archived	26/Oct/2022	17/Jul/2023	19/Dec/2022	14/Aug/2023	1200 WINDOW HW & C... 4
Anthony Yuen	ayuen@rh.com	Quality	Active	26/Oct/2022	N/A	19/Dec/2022	14/Aug/2023	5700 Fabric & leat... 1
Bennie Zhong	bzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4200 GARDEN & ACCE...
Benny Putra	bputra@rh.com	Quality	Active	21/Jun/2023	N/A	21/Jun/2023	14/Aug/2023	6400 OUTDOOR FURNI...
Bill Lin	blin@rh.com	Quality	Active	26/Oct/2022	N/A	21/Jun/2023	14/Aug/2023	6400 OUTDOOR FURNI...
Brian Chia	bchia@rh.com	Quality	Active	26/Oct/2022	N/A	07/Jul/2023	14/Aug/2023	6200 DINING TABLES 4
Callie Mandrell	cmandrell@rh.com	Compliance	Active	26/Oct/2022	N/A	30/May/2023	14/Aug/2023	1500 FLOOR COVERINGS 2

4.2 Buyer: Create Users

Select Buyer > Create

« RH Admin

Buyer

Dashboard

Users

Buyer (50)

SEARCH

Hide filters

Created Date

Archived Date

RESET

CREATE

Input User Info and Access Right

Create Buyer

Access Right

Role *

Select role

Compliance

Compliance Main

Quality

Quality Main

User Info

Login Email *

Enter login email

User Name *

Enter user name

Notification Email *

Enter notification email

Select Department

Num	Department
1200	WINDOW HW & COVERINGS
1400	BEDROOM TEXTILES
1500	FLOOR COVERINGS
1600	PILLOWS THROWS & SEASONAL

Role Description

Compliance

- Right to approve both compliance & quality task
- Edit right of test matrix module

Compliance Main

- Right to approve both compliance & quality task
- Edit & Approve right of test matrix module

Quality

- Right to approve quality task

Quality Main

- Right to approve quality task
- Edit right of quality test item

User Info

Login Email *

Enter login email

User Name *

Enter user name

Notification Email *

Enter notification email

Select Department

Num	Department
1200	WINDOW HW & COVERINGS
1400	BEDROOM TEXTILES
1500	FLOOR COVERINGS
1600	PILLOWS THROWS & SEASONAL

Access Right

Role *

Select role

Role description

Department

User will get email notification from the select department.

+ SELECT DEPARTMENT

Select at least one department that you wanted to add to this buyer.

Cannot find the department?

CANCEL

CREATE ACCOUNT

Cannot Find The Department?

The department may not exist, you may create this user for first, then go to user detail to add the department.

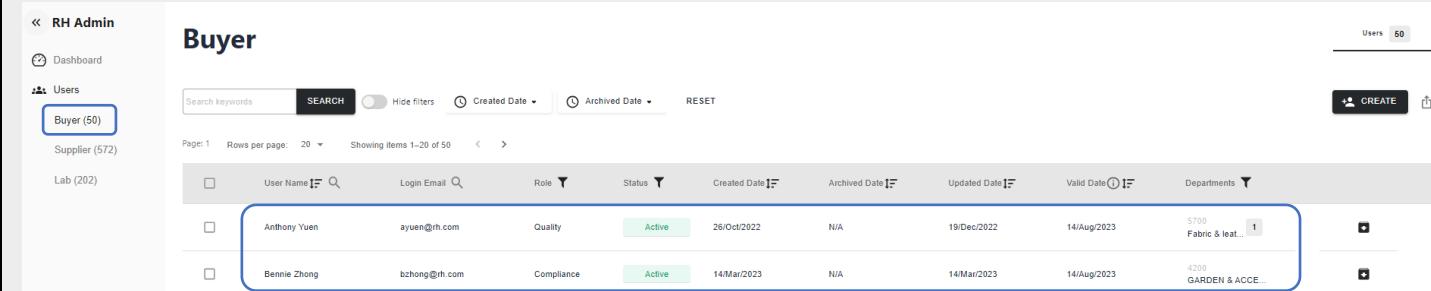
OKAY

Notes:

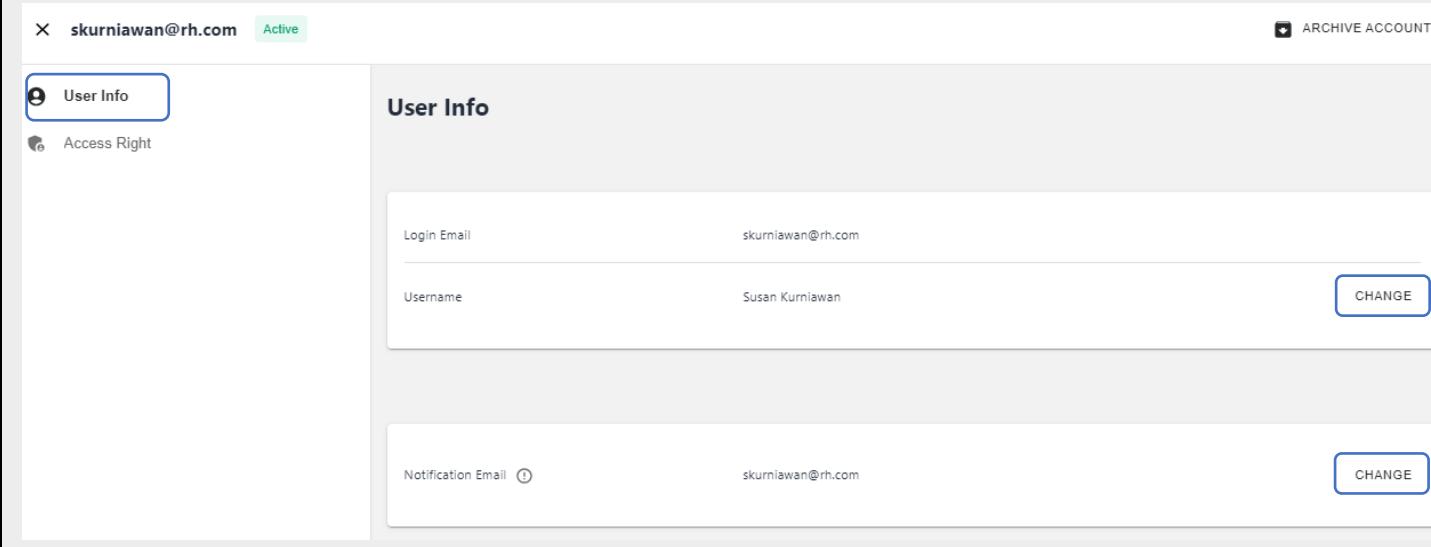
- There are four Access Right for Buyer user which is Compliance / Compliance Main / Quality /Quality Main, refer to **Role description** for details.
- You will receive email notifications for your selected departments.
- Select department is optional, if the buyer user doesn't need to handle any department, please leave it as blank.
- Should you require to add a new department, please send your request to support_rh@icw.io.
- After an account is created, a system notification email with re-set password link will be sent to the user to activate the account.

4.3 Buyer: Edit Users

Click onto the buyer user profile



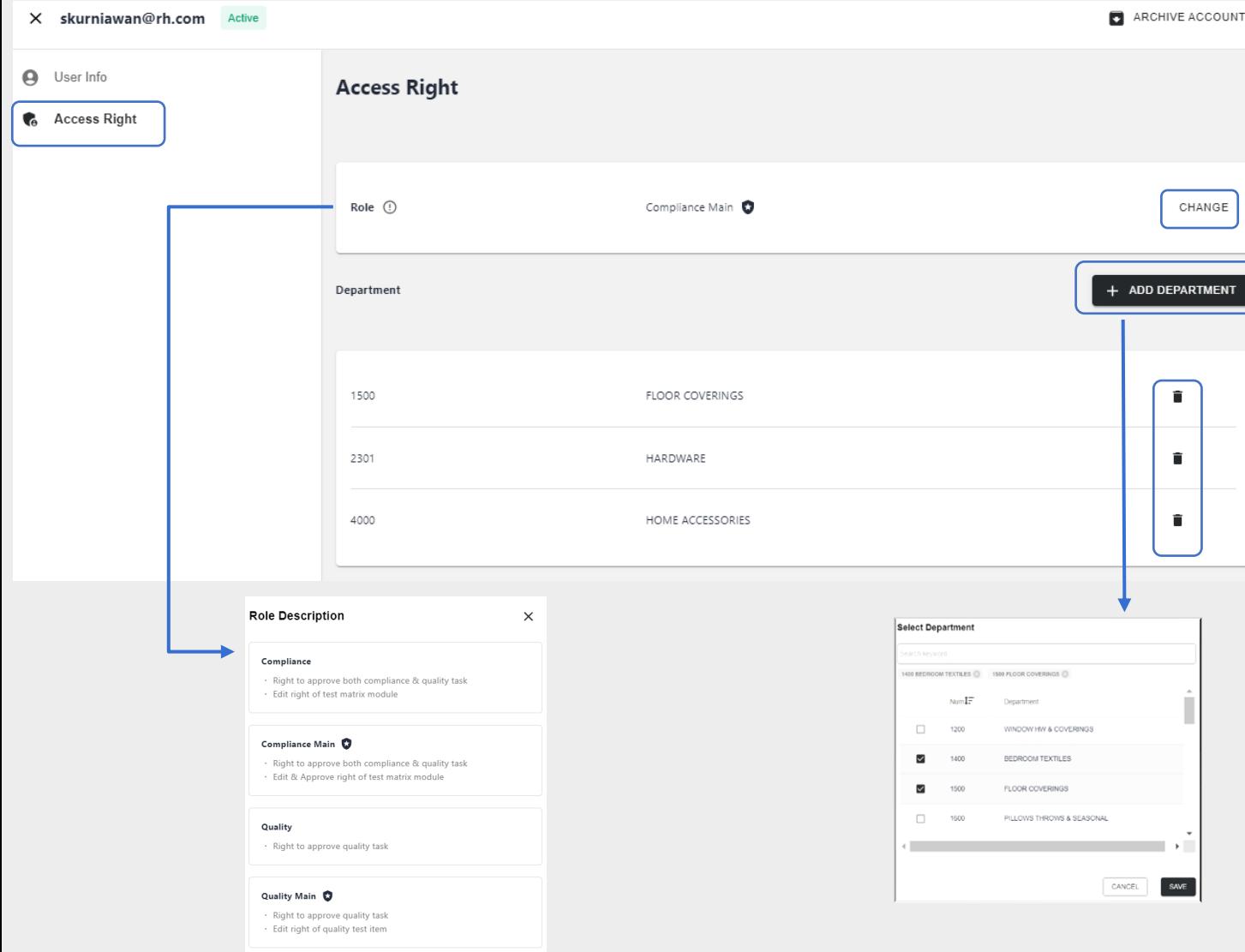
User info > Select **CHANGE** to update **Username** or **Notification Email**.



Notes:

- Once a user account is created, you cannot change the Login Email.
- Notification email is the email for receiving notifications.

Access Right > Select CHANGE to update user role. Select + ADD DEPARTMENT or remove department.



The screenshot shows the iCW Access Right interface. At the top, a user profile for 'skurniawan@rh.com' (Active) is shown, along with 'ARCHIVE ACCOUNT' and 'User Info' buttons. The main menu includes 'Access Right' (highlighted with a blue box and arrow), 'User Info', and 'Access Right'.

The 'Access Right' page displays the 'Role' (Compliance Main) and 'Department' sections. The 'Role' section has a 'CHANGE' button. The 'Department' section lists three departments: 1500 (FLOOR COVERINGS), 2301 (HARDWARE), and 4000 (HOME ACCESSORIES). To the right of the department list is a '+ ADD DEPARTMENT' button and a trash bin icon.

A blue box and arrow point to the 'Role Description' modal, which lists the following roles and their descriptions:

- Compliance**
 - Right to approve both compliance & quality task
 - Edit right of test matrix module
- Compliance Main** (with a shield icon)
 - Right to approve both compliance & quality task
 - Edit & Approve right of test matrix module
- Quality**
 - Right to approve quality task
- Quality Main** (with a shield icon)
 - Right to approve quality task
 - Edit right of quality test item

A blue box and arrow point to the 'Select Department' modal, which lists departments with checkboxes:

Number	Department
<input type="checkbox"/> 1200	WINDOW HW & COVERINGS
<input checked="" type="checkbox"/> 1400	BEDROOM TEXTILES
<input checked="" type="checkbox"/> 1500	FLOOR COVERINGS
<input type="checkbox"/> 1600	PILLOWS THROWS & SEASONAL

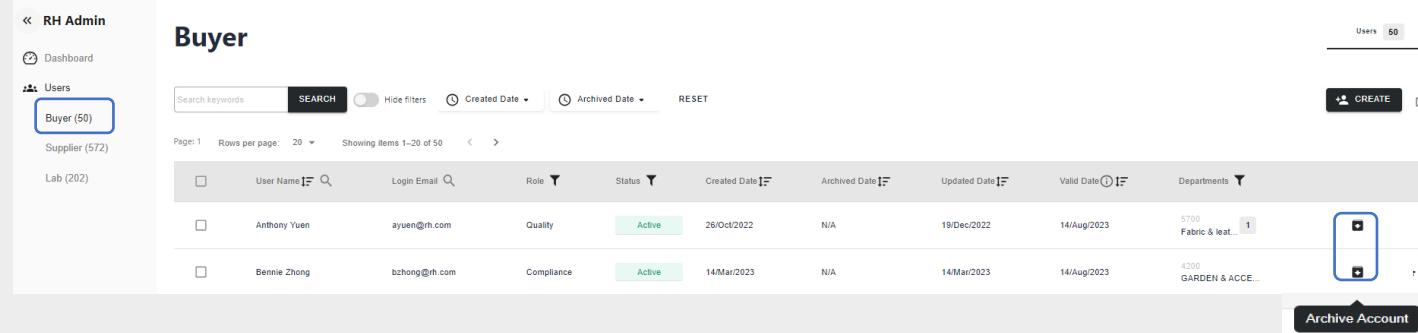
Notes:

- Should you require to add a new department, please send your request to support_rh@icw.io.

4.4 Buyer: Archive and Unarchive Users

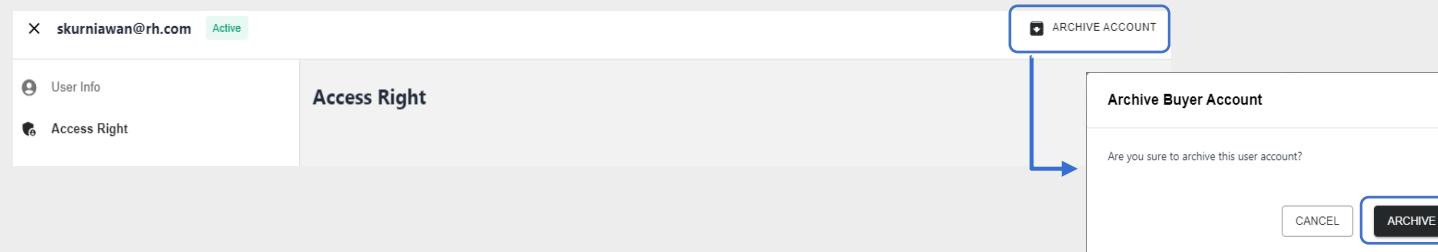
Archive user

Select **Archive Account** from **Buyer>Users** page.



The screenshot shows the 'Buyer' section of the application. On the left, there are navigation links: 'Dashboard', 'Users' (which is selected and highlighted in blue), and 'Supplier (572)'. Below these are 'Lab (202)' and 'Buyer (50)'. The main area is a table with columns: 'User Name', 'Login Email', 'Role', 'Status', 'Created Date', 'Archived Date', 'Updated Date', 'Valid Date', and 'Departments'. Two users are listed: 'Anthony Yuen' and 'Bennie Zhong'. For 'Anthony Yuen', the 'Archived Date' is '19/Dec/2022'. On the right side of the table, there is a 'CREATE' button and an 'Archive Account' button, which is highlighted with a blue box.

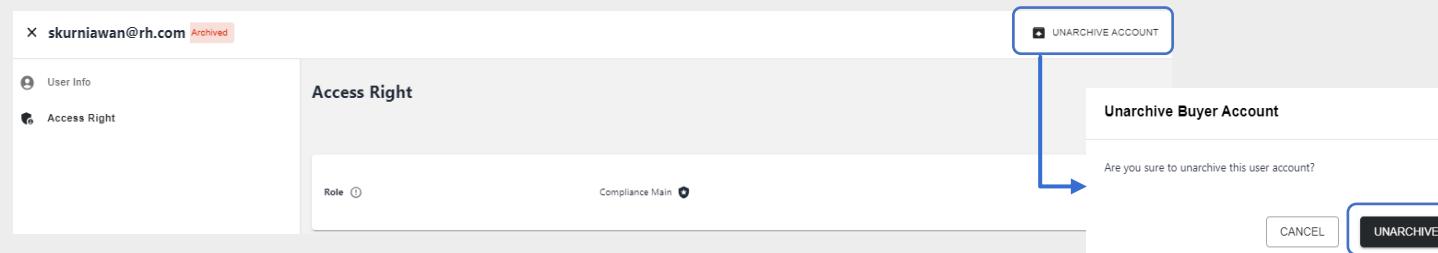
Alternatively, click onto a specific user profile, select **ARCHIVE ACCOUNT**.



The screenshot shows a user profile for 'skurniawan@rh.com' with the status 'Active'. The 'Access Right' tab is selected. A callout box points to the 'ARCHIVE ACCOUNT' button, which is highlighted with a blue box. A modal window titled 'Archive Buyer Account' appears, asking 'Are you sure to archive this user account?' with 'CANCEL' and 'ARCHIVE' buttons.

Unarchive user

Click onto a specific user profile, select **UNARCHIVE ACCOUNT**.



The screenshot shows the same user profile for 'skurniawan@rh.com', but the status is now 'Archived'. The 'Access Right' tab is selected. A callout box points to the 'UNARCHIVE ACCOUNT' button, which is highlighted with a blue box. A modal window titled 'Unarchive Buyer Account' appears, asking 'Are you sure to unarchive this user account?' with 'CANCEL' and 'UNARCHIVE' buttons.

Notes:

- The archived users will be counted as subscription users within the current subscription period.
- You can archive an active user account. Or you can unarchive an archived user account.
- No notification email will be sent to an archived user.

4.5 Buyer: Export Users

Select Buyer > Export All or Export Active Users

Buyer

« RH Admin Dashboard Users Buyer (50) Supplier (572)

Search keywords SEARCH Hide filters Created Date Archived Date RESET

Page: 1 Rows per page: 20 Showing items 1–20 of 50 < >

	User Name	Login Email	Role	Status	Created Date	Archived Date	Updated Date	Valid Date	Departments
<input type="checkbox"/>	Anthony Yuen	ayuen@rh.com	Quality	Active	26/Oct/2022	N/A	19/Dec/2022	14/Aug/2023	5700 Fabric & leat...
<input type="checkbox"/>	Bennie Zhong	bzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4200 GARDEN & ACCE...

Users 50 CREATE Export All Export Active Users

Notes:

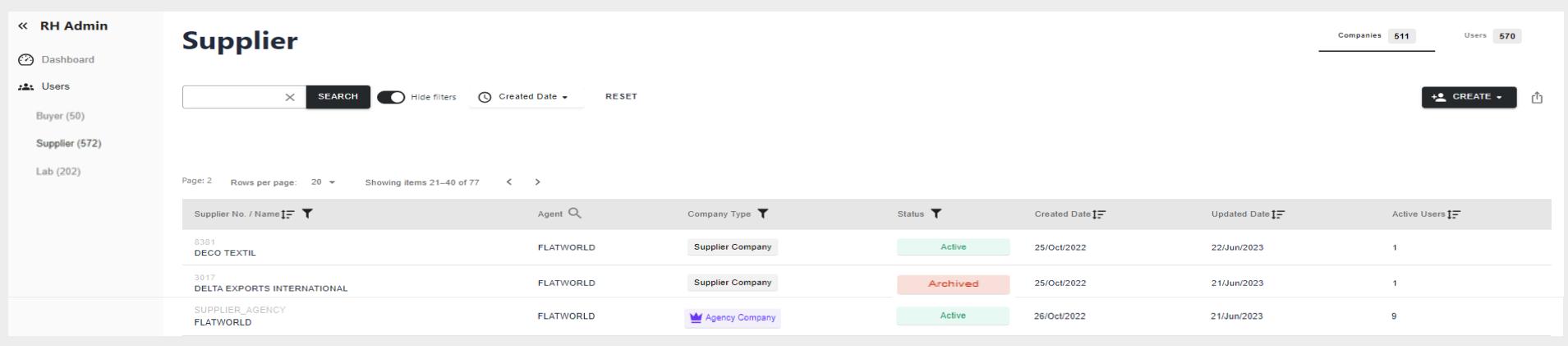
Export All: All the buyer users include active and archived users will be exported.

Export Active users: Archived buyer users will be excluded from the export.

5 Supplier and Agency User Account Maintenance

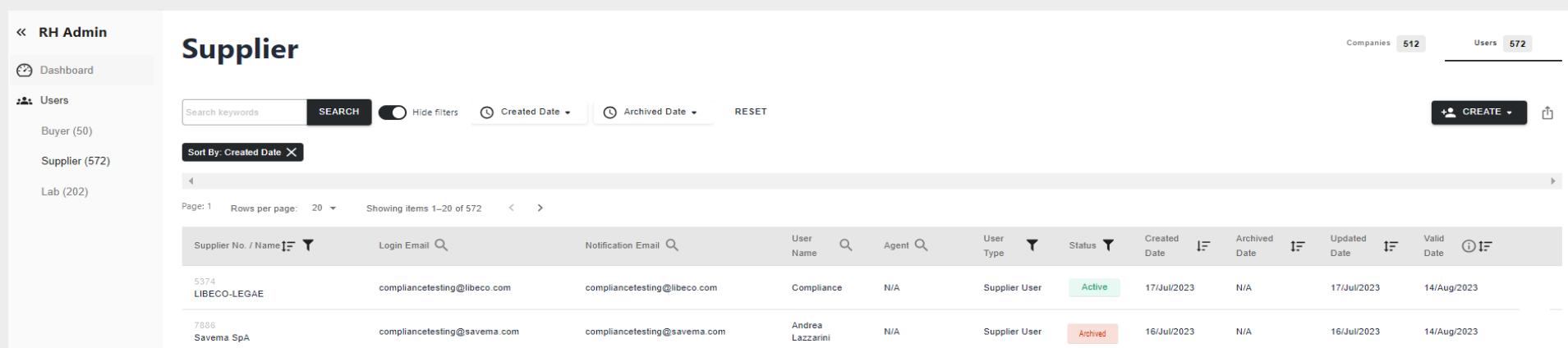
5.1 Supplier and Agency: Companies and Users Overview

An overview of all the active and archived supplier and agency companies.



Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
8381 DECO TEXTIL	FLATWORLD	Supplier Company	Active	25/Oct/2022	22/Jun/2023	1
3017 DELTA EXPORTS INTERNATIONAL	FLATWORLD	Supplier Company	Archived	25/Oct/2022	21/Jun/2023	1
SUPPLIER_AGENCY FLATWORLD	FLATWORLD	Agency Company	Active	26/Oct/2022	21/Jun/2023	9

An overview of all the active and archived supplier and agency users.



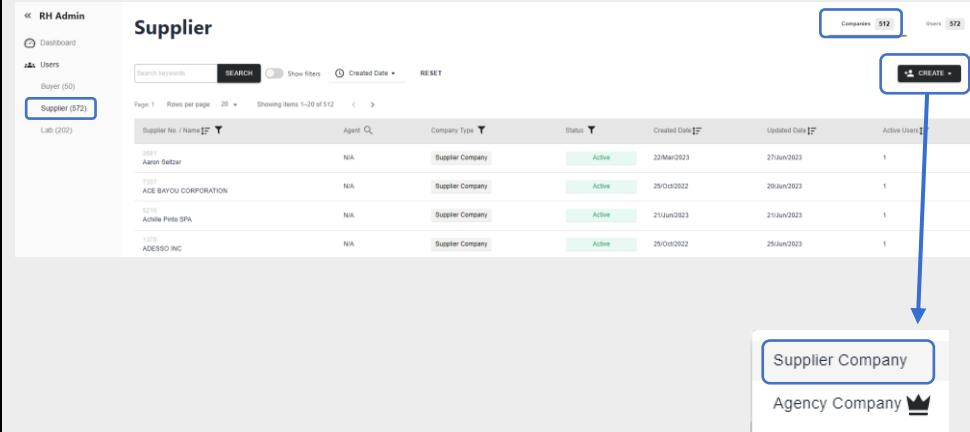
Supplier No. / Name	Login Email	Notification Email	User Name	Agent	User Type	Status	Created Date	Archived Date	Updated Date	Valid Date
5374 LIBECO-LEGAE	compliancetesting@libeco.com	compliancetesting@libeco.com	Compliance	N/A	Supplier User	Active	17/Jul/2023	N/A	17/Jul/2023	14/Aug/2023
7886 Savema SpA	compliancetesting@savema.com	compliancetesting@savema.com	Andrea Lazzarini	N/A	Supplier User	Archived	16/Jul/2023	N/A	16/Jul/2023	14/Aug/2023

Notes:

- You can search the supplier/agency by using the **search keywords** bar.
- You can use table search, filter, and sorting function. You can reset or remove the setting that you have applied.

5.2 Supplier: Create company

Select **Supplier** > On Companies page, select **CREATE**, then select **Supplier company**.



Supplier

Companies 512 Users 572

Supplier No / Name Agent Company Type Status Created Date Updated Date Active User

Aaron Seltzer N/A Supplier Company Active 22Mar2023 27Jun2023 1

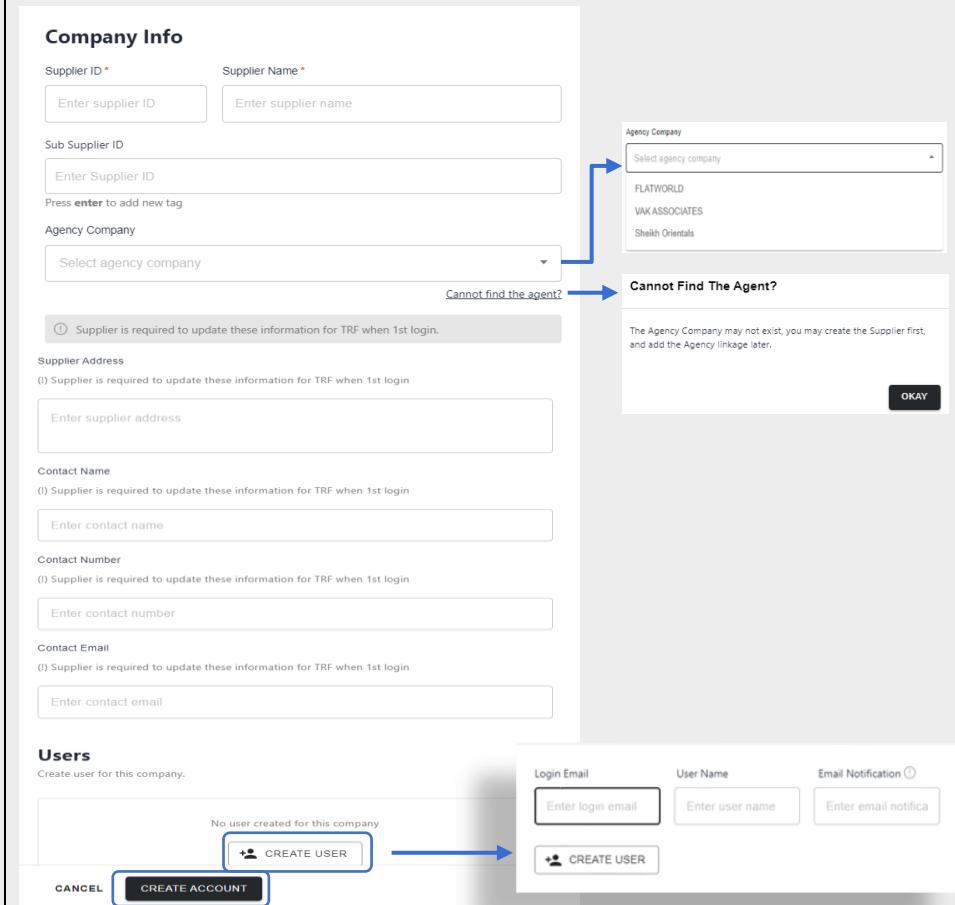
ACE BAYOU CORPORATION N/A Supplier Company Active 29Oct2022 29Jun2023 1

Attila Potts SPA N/A Supplier Company Active 21Jun2023 21Jun2023 1

ADESSO INC N/A Supplier Company Active 29Oct2022 25Jun2023 1

Supplier Company
Agency Company 

Input Supplier **Company Info**, link it with Agency (if applicable) and **CREATE USER**.



Company Info

Supplier ID * Supplier Name *

Enter supplier ID Enter supplier name

Sub Supplier ID

Enter Supplier ID

Press **enter** to add new tag

Agency Company

Select agency company

Cannot find The Agent?

The Agency Company may not exist, you may create the Supplier first, and add the Agency linkage later.

OKAY

Supplier is required to update these information for TRF when 1st login.

Supplier Address

(0) Supplier is required to update these information for TRF when 1st login

Enter supplier address

Contact Name

(0) Supplier is required to update these information for TRF when 1st login

Enter contact name

Contact Number

(0) Supplier is required to update these information for TRF when 1st login

Enter contact number

Contact Email

(0) Supplier is required to update these information for TRF when 1st login

Enter contact email

Users

Create user for this company.

No user created for this company

CREATE USER

CREATE ACCOUNT

Login Email User Name Email Notification

Enter login email Enter user name Enter email notification

CREATE USER

Notes:

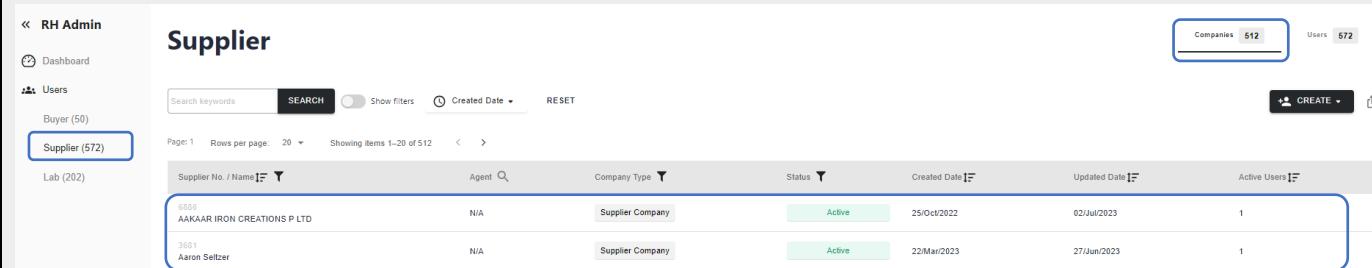
Sub Supplier ID should be different from Supplier ID.

One Supplier can be linked to one Agency Company only.

Please leave Agency Company blank if Agency linkage is not required.

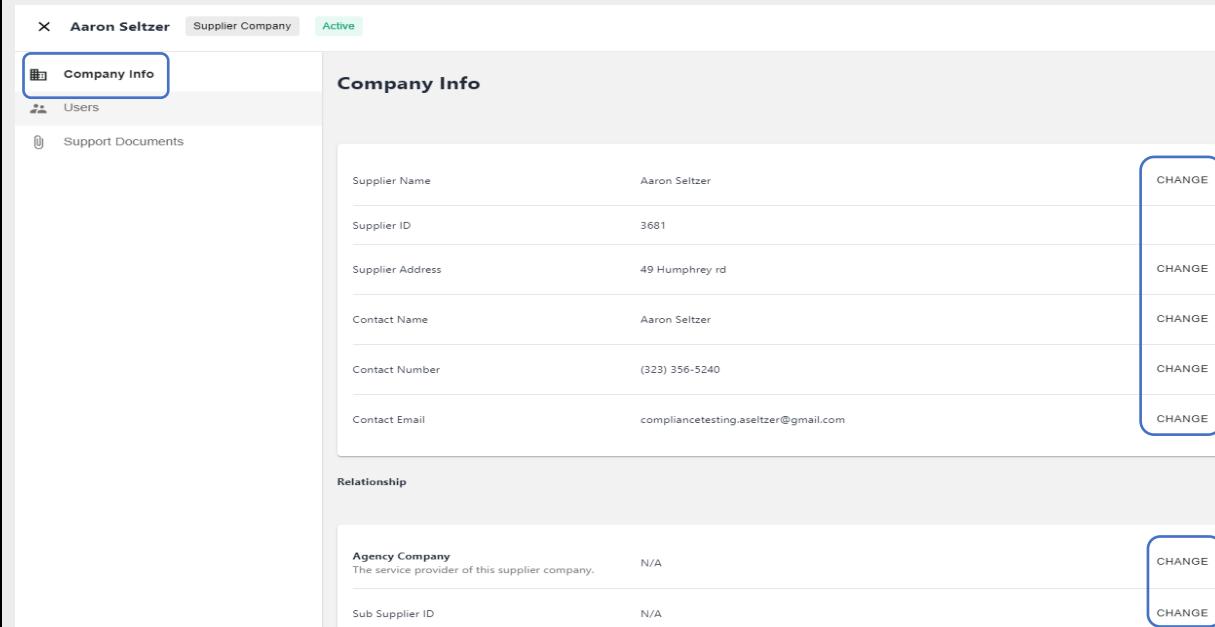
5.3 Supplier: Edit Users

Select **Supplier** > on **Companies** page, select the Supplier Company that you would like to edit.



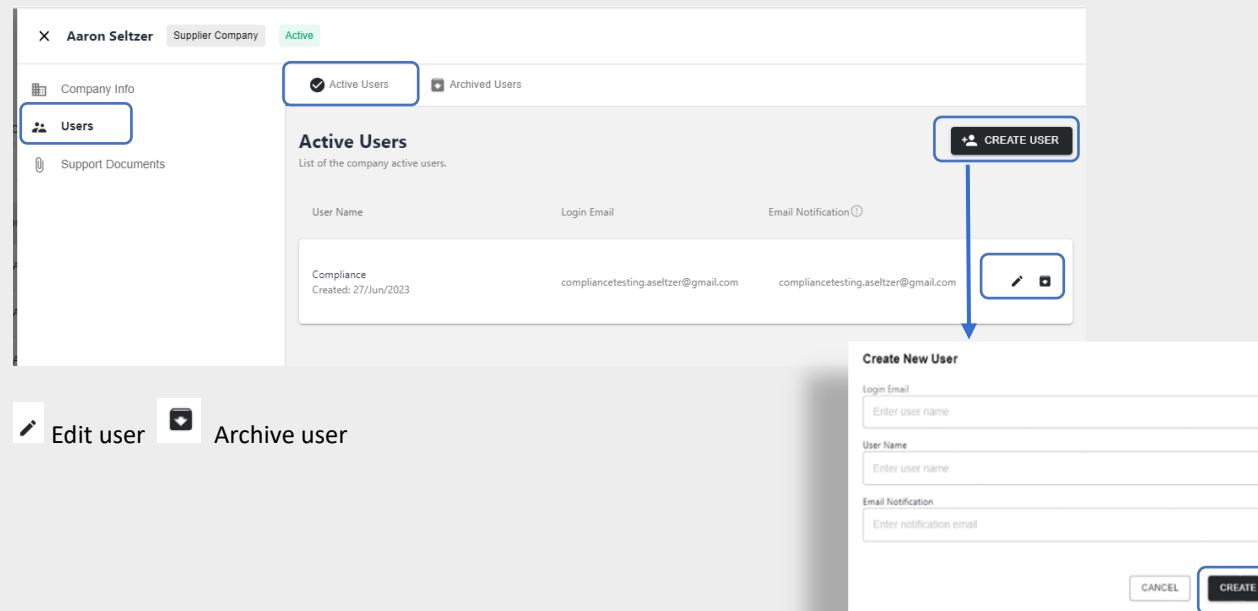
The screenshot shows the 'Supplier' section of the iCV interface. The 'Supplier (572)' tab is selected. A table lists companies with columns: Supplier No. / Name, Agent, Company Type, Status, Created Date, Updated Date, and Active Users. The first row, 'AAKAAR IRON CREATIONS P LTD', is highlighted with a blue box.

Select **Company info** to change supplier name, supplier contact information, the linked agency company and sub supplier ID.



The screenshot shows the 'Company Info' edit page for 'Aaron Seltzer'. The 'Company Info' tab is selected. The page displays supplier details and relationship information. The 'CHANGE' buttons for Supplier Name, Supplier ID, Supplier Address, Contact Name, Contact Number, and Contact Email are highlighted with a blue box. The 'Relationship' section is also partially visible.

Select **Users** > On Active Users page, Select **CREATE USER**, **Archive** or **Edit** to change the users.

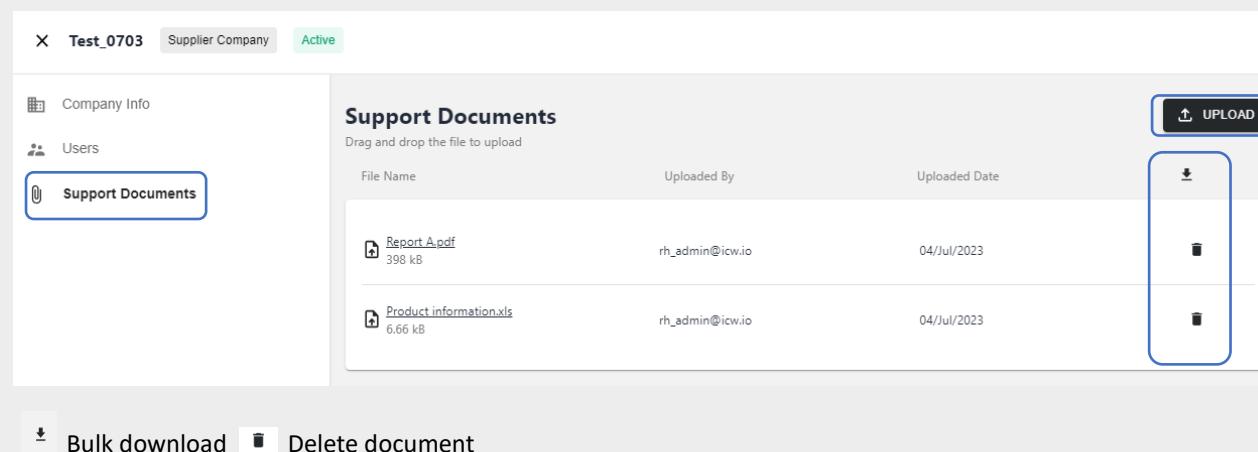


The screenshot shows the 'Active Users' section of the iCW interface. A blue box highlights the 'CREATE USER' button. A blue arrow points from this button to a 'Create New User' dialog box that is overlaid on the main page. The dialog box contains fields for 'Login Email' (with placeholder 'Enter user name'), 'User Name' (placeholder 'Enter user name'), and 'Email Notification' (placeholder 'Enter notification email'). It also includes 'CANCEL' and 'CREATE' buttons. At the bottom of the main page, there are 'Edit user' and 'Archive user' buttons.

Notes:

When supplier users are listed in the Archived Users list, it is not possible to create users with the same login email address. Please unarchive the user directly.

Select **Support Documents** > Select **UPLOAD**, **Bulk Download** or **Delete document** for document management.



The screenshot shows the 'Support Documents' section. A blue box highlights the 'UPLOAD' button. To the right of the table, a vertical column contains icons for 'Bulk download' (down arrow) and 'Delete document' (trash can). The table lists two documents: 'Report_A.pdf' (398 kB) uploaded by 'rh_admin@icw.io' on 04/Jul/2023, and 'Product information.xls' (6.66 kB) uploaded by 'rh_admin@icw.io' on 04/Jul/2023.

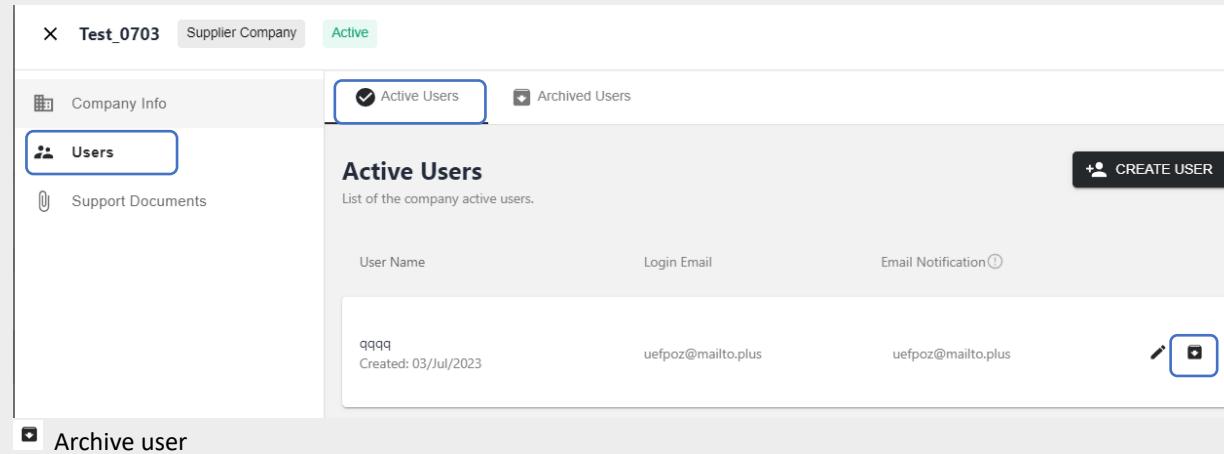
(Continued on next page)

5.4 Supplier: Archive and Unarchive

Select **Supplier** > On **Companies** page, select the Supplier to continue.

Archive User:

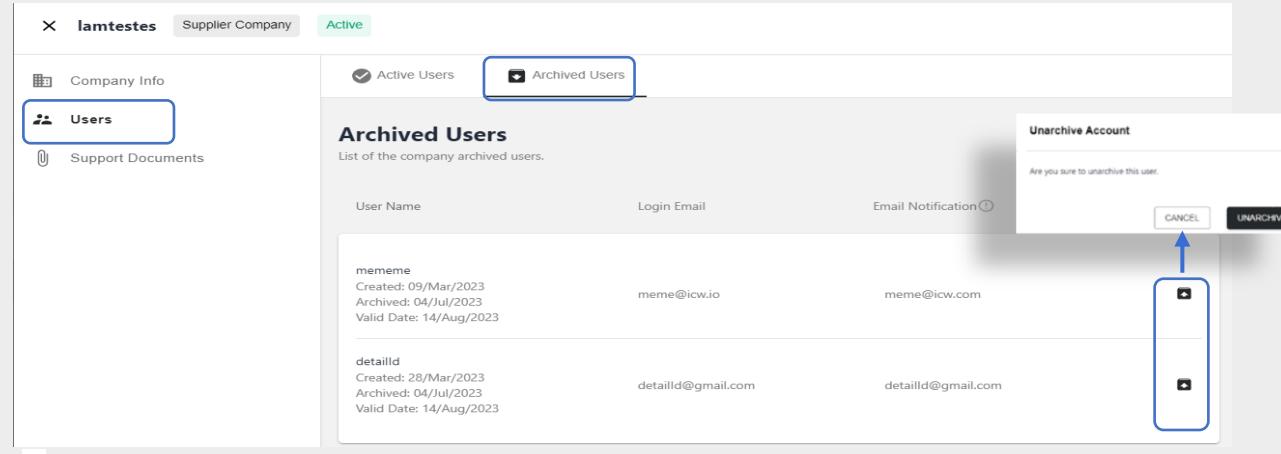
Select **Users** > On **Active Users** page, select **Archive**.



Archive user

Unarchive User:

Select **Users** > On **Archived Users** page, select **Unarchive**.



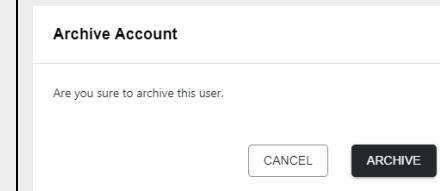
Unarchive user

Notes:

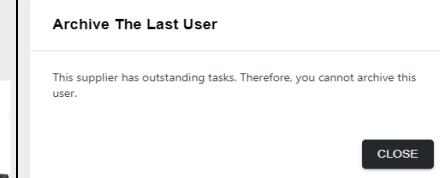
- The archived users will be counted as subscription users within the current subscription period.
- If the supplier has outstanding tasks, the last supplier user cannot be archived.
- If the supplier does not have any outstanding task, the supplier company will also be deactivated once the last supplier user is archived.
- Create a SKU or Import Monday Feed is workable when supplier is active with active user.

Some tips when archiving Supplier users:

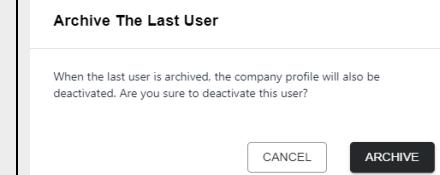
1. More than one existing Supplier users



2. Archive the last Supplier user with outstanding tasks

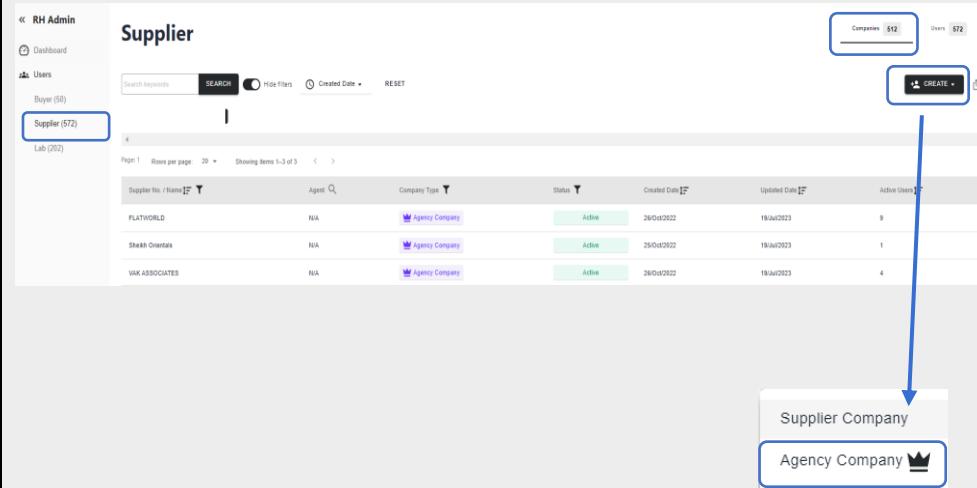


3. Archive the last Supplier user without outstanding task



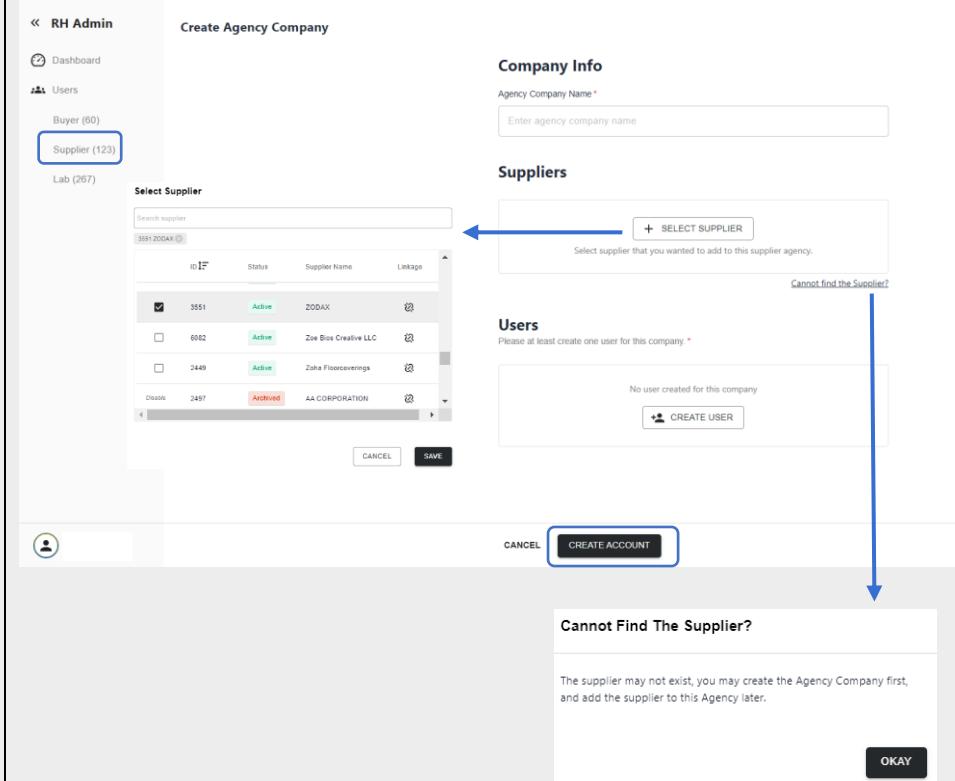
5.5 Agency: Create Company

Select **Supplier** > On Companies page, select **CREATE**, then select **Agency company**.



The screenshot shows the 'Supplier' section of the 'Companies' page. At the top right, there are buttons for 'Companies (512)' and 'Users (572)'. Below these, a 'CREATE' button is highlighted with a blue box. A large blue arrow points from this button down to a callout box labeled 'Supplier Company' with a crown icon. The main table lists three suppliers: FLATWORLD, Sheik Orientas, and VAK ASSOCIATES, all marked as 'Agency Company'.

Input Agency **Company Info**, + **SELECT SUPPLIER** to link it with Suppliers and **CREATE USER**.



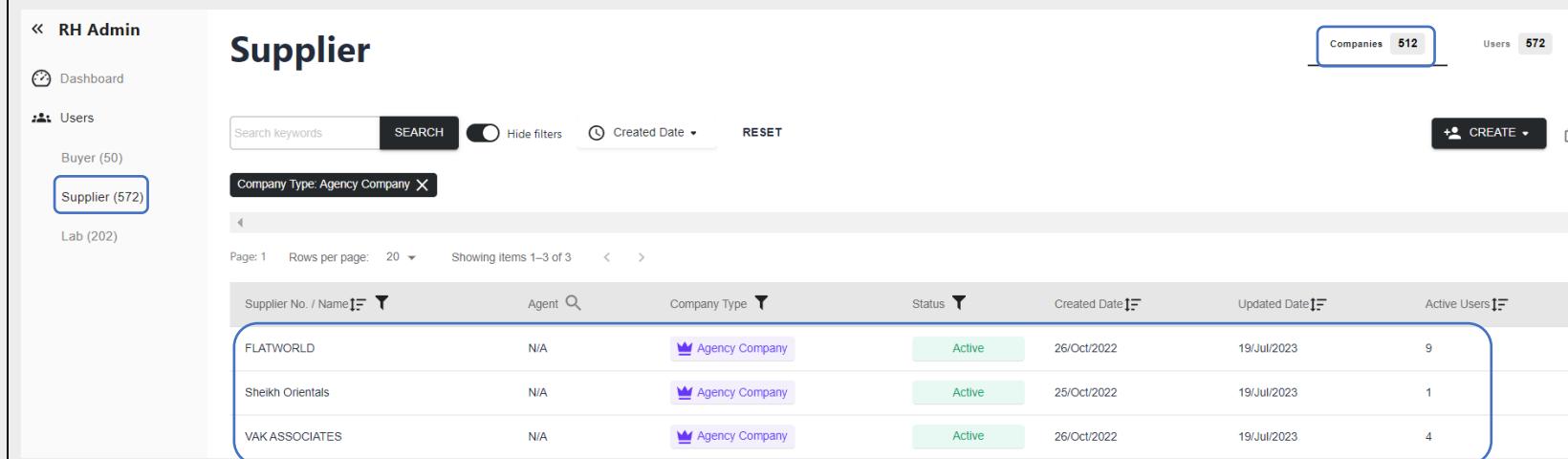
The screenshot shows the 'Create Agency Company' page. It includes sections for 'Company Info' (Agency Company Name), 'Suppliers' (listing ZODAX, Zoe Bos Creative LLC, Zaha Flosscreations, and AA CORPORATION), and 'Users' (a note about creating at least one user). A blue arrow points from the 'Supplier' section of the previous screenshot to the 'Select Supplier' dropdown in this screenshot. Another blue arrow points from the 'Cannot find the Supplier?' note at the bottom of the page to the 'CREATE ACCOUNT' button. A callout box labeled 'Cannot Find The Supplier?' with an 'OKAY' button is also shown.

Notes:

One Supplier can be linked to one Agency Company only.
 If the supplier is linked to an existing Agency Company, you cannot link with others.
 Please go to the Supplier/Agency profile to change the Agency linkage first.

5.6 Agency: Edit Users

Select **Supplier** > On **Companies** page, select the Agency Company that you would like to edit.



Supplier

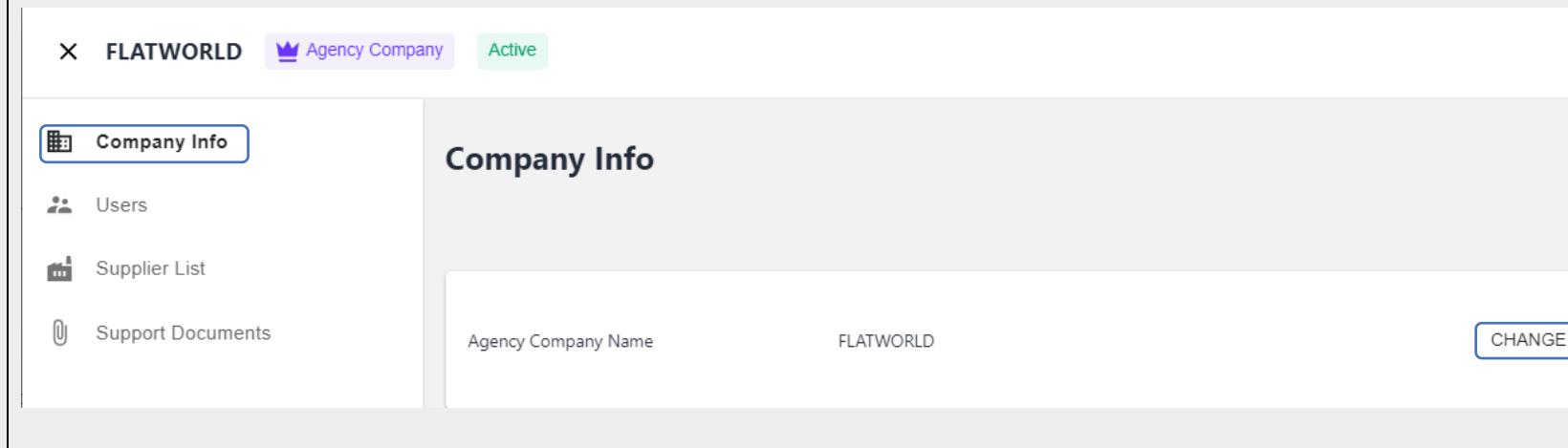
Companies 512 Users 572

Company Type: Agency Company X

Page: 1 Rows per page: 20 Showing items 1–3 of 3 < >

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
FLATWORLD	N/A	Agency Company	Active	26/Oct/2022	19/Jul/2023	9
Sheikh Orientals	N/A	Agency Company	Active	25/Oct/2022	19/Jul/2023	1
VAK ASSOCIATES	N/A	Agency Company	Active	26/Oct/2022	19/Jul/2023	4

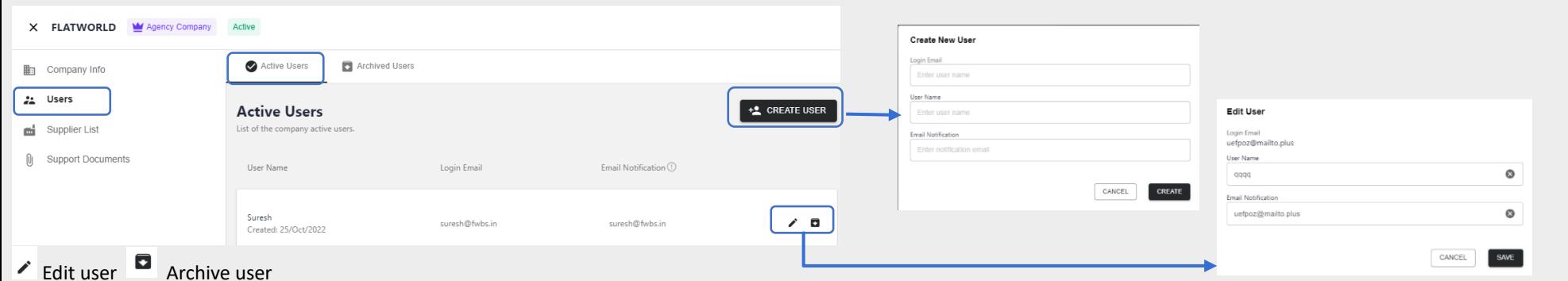
Select **Company info** to change Agency Company Name.



Company Info

Agency Company Name FLATWORLD CHANGE

Select **Users** > On Active Users page, select **CREATE USER**, **Archive** or **Edit** to change the users.



The screenshot shows the 'Active Users' page with a list of users. A blue box highlights the 'CREATE USER' button. Another blue box highlights the 'Edit user' and 'Archive user' buttons at the bottom.

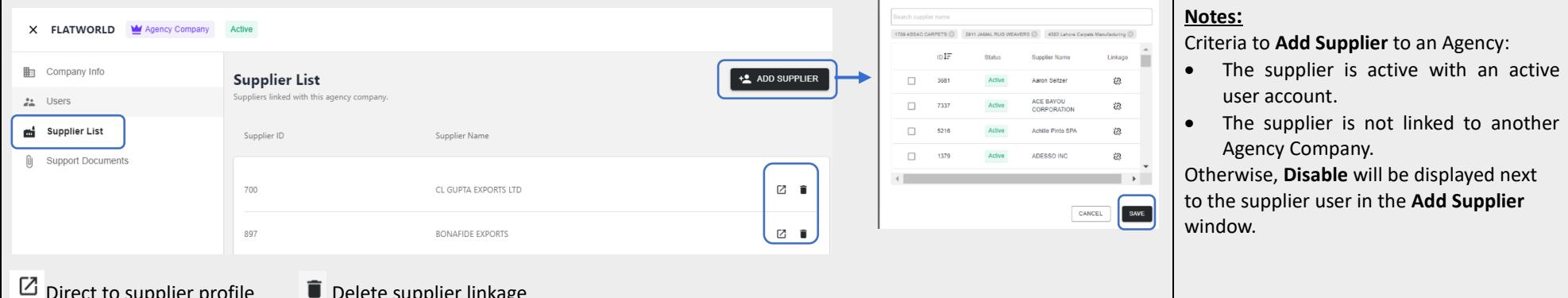
Create New User (Modal):

- Login Email: Enter user name
- User Name: Enter user name
- Email Notification: Enter notification email
- CREATE button

Edit User (Modal):

- Login Email: uefpoz@mailto.plus
- User Name: 0999
- Email Notification: uefpoz@mailto.plus
- CANCEL button
- SAVE button

Select **Supplier list** > select **ADD SUPPLIER** or **Delete** to change the supplier linkage.



The screenshot shows the 'Supplier List' page with a list of suppliers. A blue box highlights the 'ADD SUPPLIER' button. Another blue box highlights the 'Delete supplier linkage' button at the bottom.

Add Supplier (Modal):

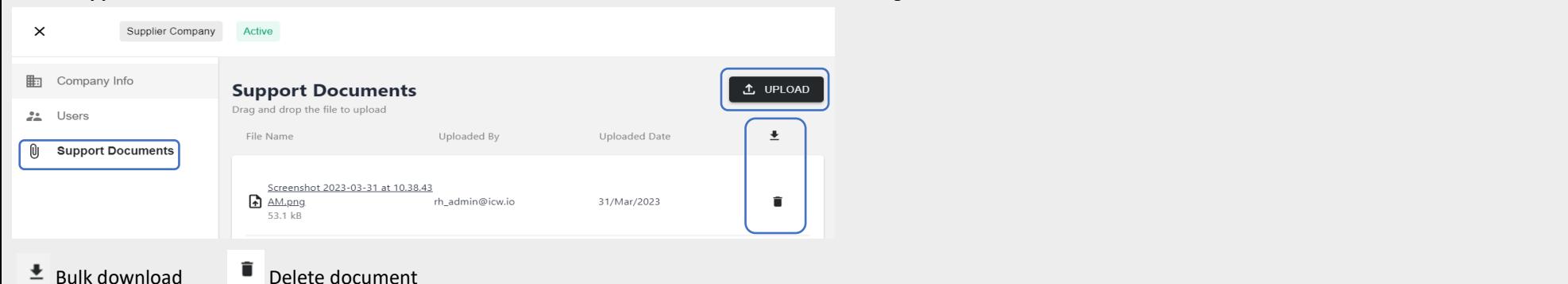
- Search supplier name: 1750 ASSAC CARPETS, 2911 JASAL RUS WEAVERS, 4333 Lahore Carpets Manufacturing
- ID: Status: Supplier Name: Linkage:
- 3081 Active Aaron setzer
- 7337 Active ACE BAYOU CORPORATION
- 5216 Active Achille Pitti SPA
- 1379 Active ADESSO INC
- CANCEL button
- SAVE button

Notes:
Criteria to Add Supplier to an Agency:

- The supplier is active with an active user account.
- The supplier is not linked to another Agency Company.

 Otherwise, **Disable** will be displayed next to the supplier user in the **Add Supplier** window.

Select **Support Documents** > Select **UPLOAD**, **Bulk Download** or **Delete document** for document management.



The screenshot shows the 'Support Documents' page with a list of uploaded files. A blue box highlights the 'UPLOAD' button. Another blue box highlights the 'Bulk download' and 'Delete document' buttons at the bottom.

Support Documents (Table):

File Name	Uploaded By	Uploaded Date
Screenshot 2023-03-31 at 10.38.43	rh_admin@icw.io	31/Mar/2023
AMJ.png		53.1 kB

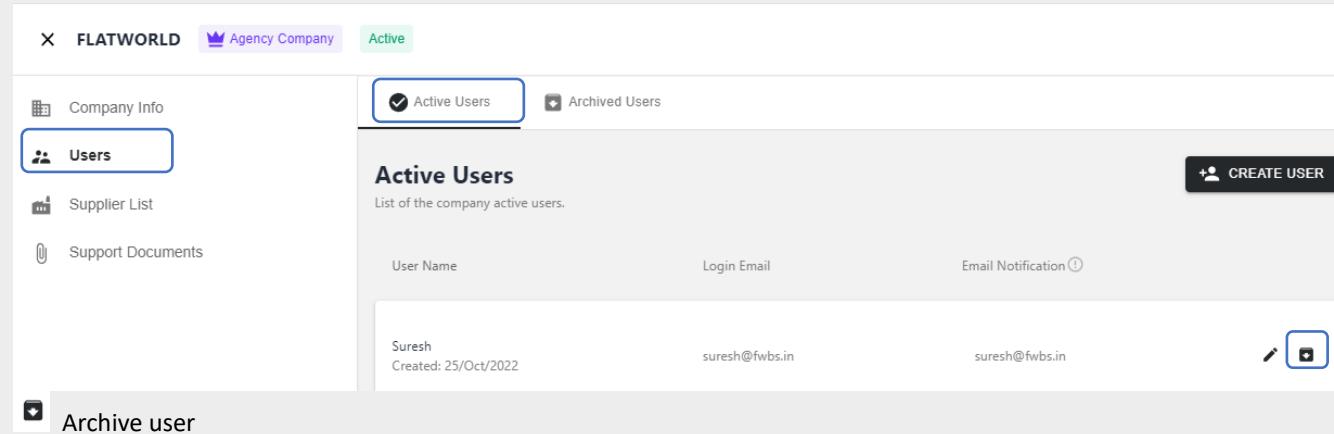
Bulk download **Delete document**

5.7 Agency: Archive and Unarchive

Select **Supplier** > On **Companies** page, select the Agency to continue.

Archive User:

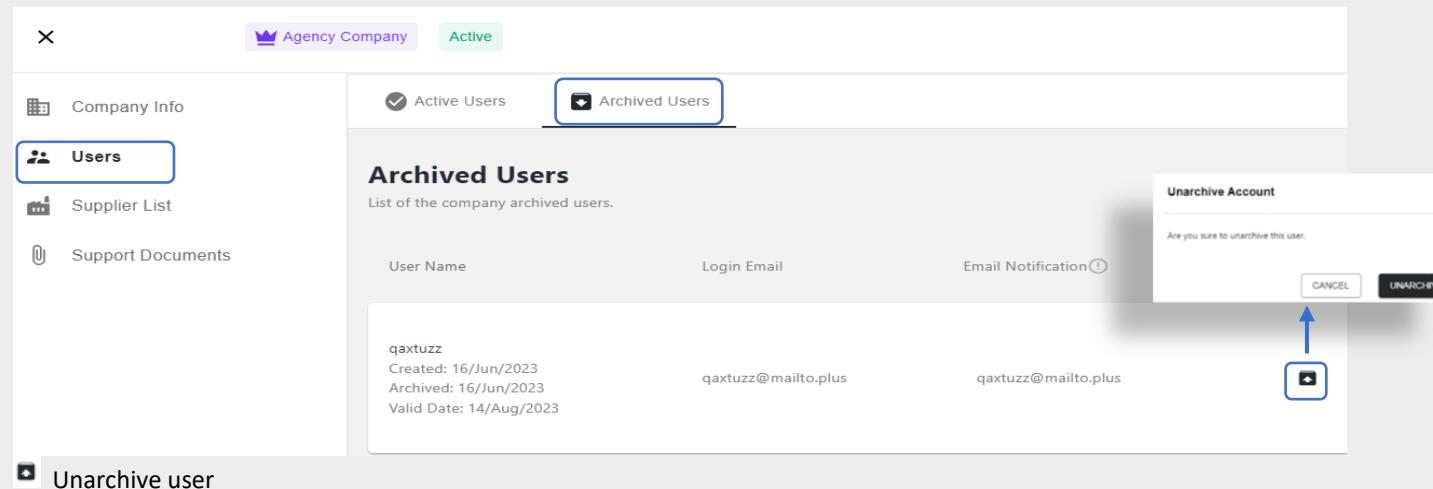
Select **Users** > On **Active Users** page, select **Archive**.



The screenshot shows the 'Active Users' page. At the top, there are tabs for 'Active Users' (selected) and 'Archived Users'. On the left, a sidebar has 'Users' selected. The main area shows a table with columns: User Name, Login Email, and Email Notification. One row for 'Suresh' is shown, with details: 'Created: 25/Oct/2022', 'suresh@fwbs.in', and 'suresh@fwbs.in'. To the right of the table is a 'CREATE USER' button. At the bottom left, a button labeled 'Archive user' is highlighted with a blue box.

Unarchive User:

Select **Users** > On **Archived Users** page, select **Unarchive**.



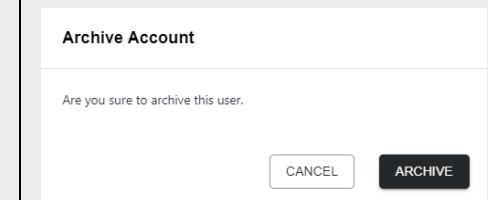
The screenshot shows the 'Archived Users' page. At the top, there are tabs for 'Active Users' and 'Archived Users' (selected). On the left, a sidebar has 'Users' selected. The main area shows a table with columns: User Name, Login Email, and Email Notification. One row for 'qaxtuzz' is shown, with details: 'Created: 16/Jun/2023', 'Archived: 16/Jun/2023', 'Valid Date: 14/Aug/2023', 'qaxtuzz@mailto.plus', and 'qaxtuzz@mailto.plus'. To the right of the table is a modal window titled 'Unarchive Account' with the message 'Are you sure to unarchive this user?'. At the bottom left, a button labeled 'Unarchive user' is highlighted with a blue box.

Notes:

- The archived users will be counted as subscription users within the current subscription period.
- No notification email will be sent to an archived user.

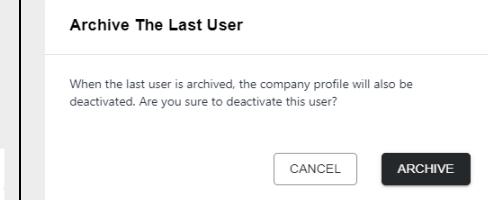
Some tips when archiving Agency users:

1. More than one existing Agency users



The screenshot shows a confirmation dialog titled 'Archive Account' with the message 'Are you sure to archive this user?'. At the bottom right are 'CANCEL' and 'ARCHIVE' buttons.

2. Archive the last Agency user

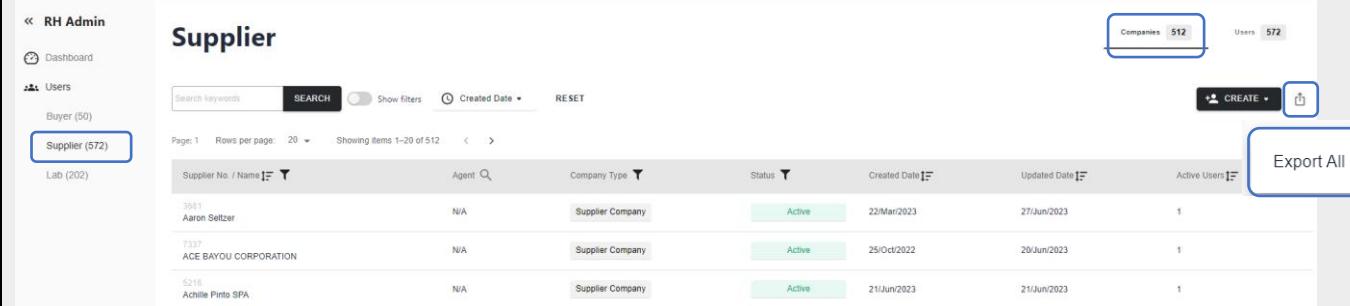


The screenshot shows a confirmation dialog titled 'Archive The Last User' with the message 'When the last user is archived, the company profile will also be deactivated. Are you sure to deactivate this user?'. At the bottom right are 'CANCEL' and 'ARCHIVE' buttons.

5.8 Export Companies and Users

Export Supplier and Agency Company

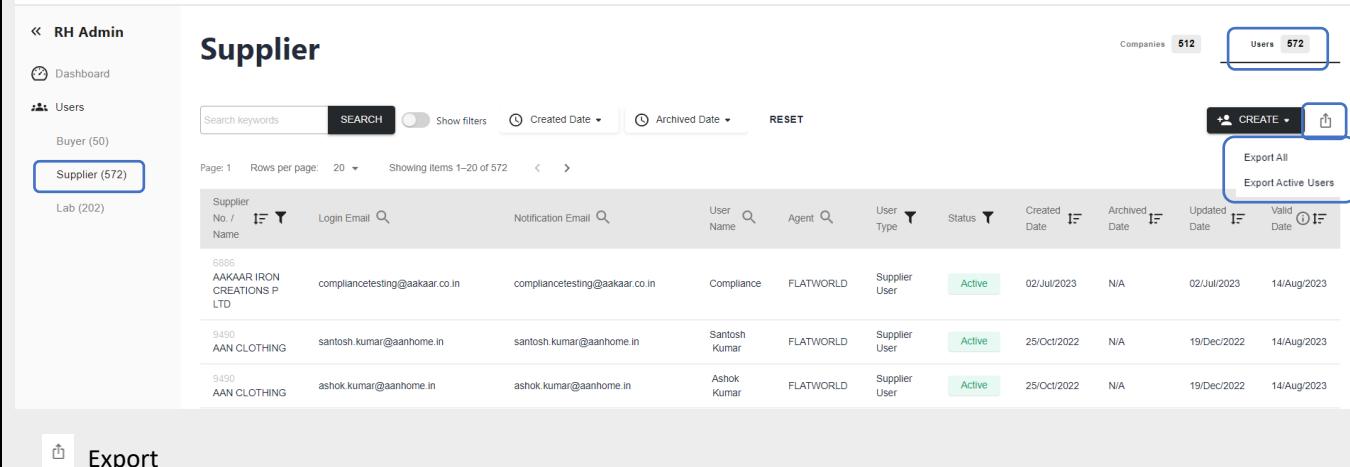
Select **Supplier > On Companies** page, select **Export All**.



The screenshot shows the 'Supplier' page with the 'Companies' tab selected. The top navigation bar shows 'Companies 512' and 'Users 572'. The main content area displays a table of supplier companies with columns for Supplier No./Name, Agent, Company Type, Status, Created Date, Updated Date, and Active Users. The 'Export All' button is highlighted with a blue box.

Export Supplier and Agency Users

Select **Supplier > On Users** page, select **Export All** or **Export Active Users**.



The screenshot shows the 'Supplier' page with the 'Users' tab selected. The top navigation bar shows 'Companies 512' and 'Users 572'. The main content area displays a table of supplier users with columns for Supplier No./Name, Login Email, Notification Email, User Name, Agent, User Type, Status, Created Date, Archived Date, Updated Date, and Valid Date. The 'Export All' and 'Export Active Users' buttons are highlighted with blue boxes.

Notes:

Supplier and Agency Company

- **Companies > Export All:** Both Supplier and Agency company will be exported.

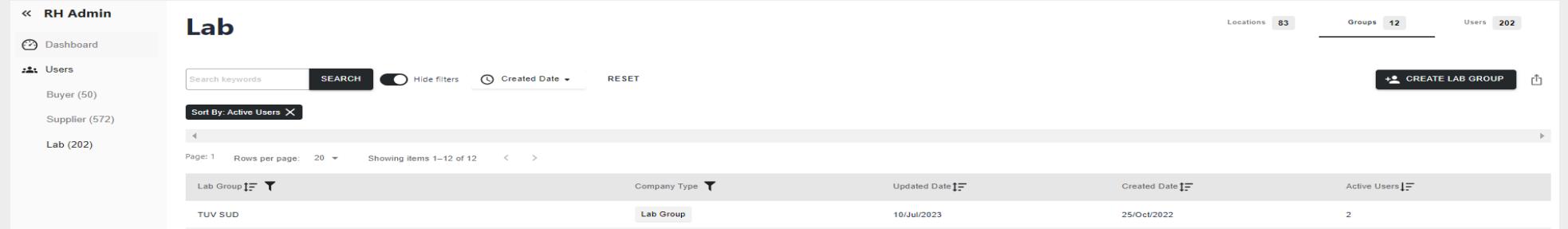
Supplier and Agency Users

- **Users > Export All:** Both active and archive users will be exported.
- **Users > Export Active Users:** Archived users will be excluded from the export.

6 Lab User Account Maintenance

6.1 Lab: Groups, Locations and Users Overview

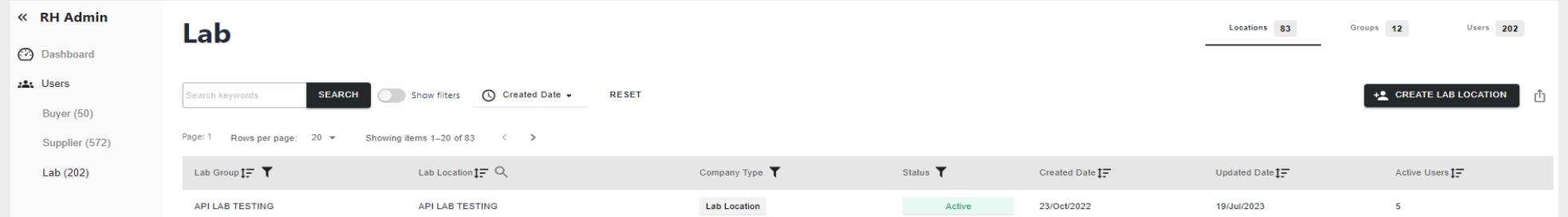
An overview of all the active Lab Groups.



The screenshot shows a table with the following data:

Lab Group	Company Type	Updated Date	Created Date	Active Users
TUV SUD		10/Jul/2023	25/Oct/2022	2

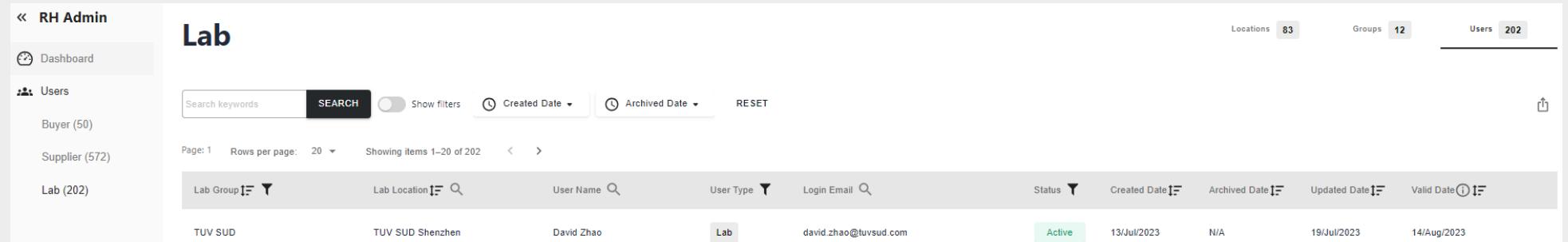
An overview of all the active Lab Locations.



The screenshot shows a table with the following data:

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING		Active	23/Oct/2022	19/Jul/2023	5

An overview of all the active and archived Lab Location and Lab Admin users.



The screenshot shows a table with the following data:

Lab Group	Lab Location	User Name	User Type	Login Email	Status	Created Date	Archived Date	Updated Date	Valid Date
TUV SUD	TUV SUD Shenzhen	David Zhao	Lab	david.zhao@tuvssud.com	Active	13/Jul/2023	N/A	19/Jul/2023	14/Aug/2023

Notes:

- You can search the Lab by using the **search keywords** bar.
- You can use table search, filter, and sorting function. You can reset or remove the setting that you have applied

6.2 Lab: Create Lab Group

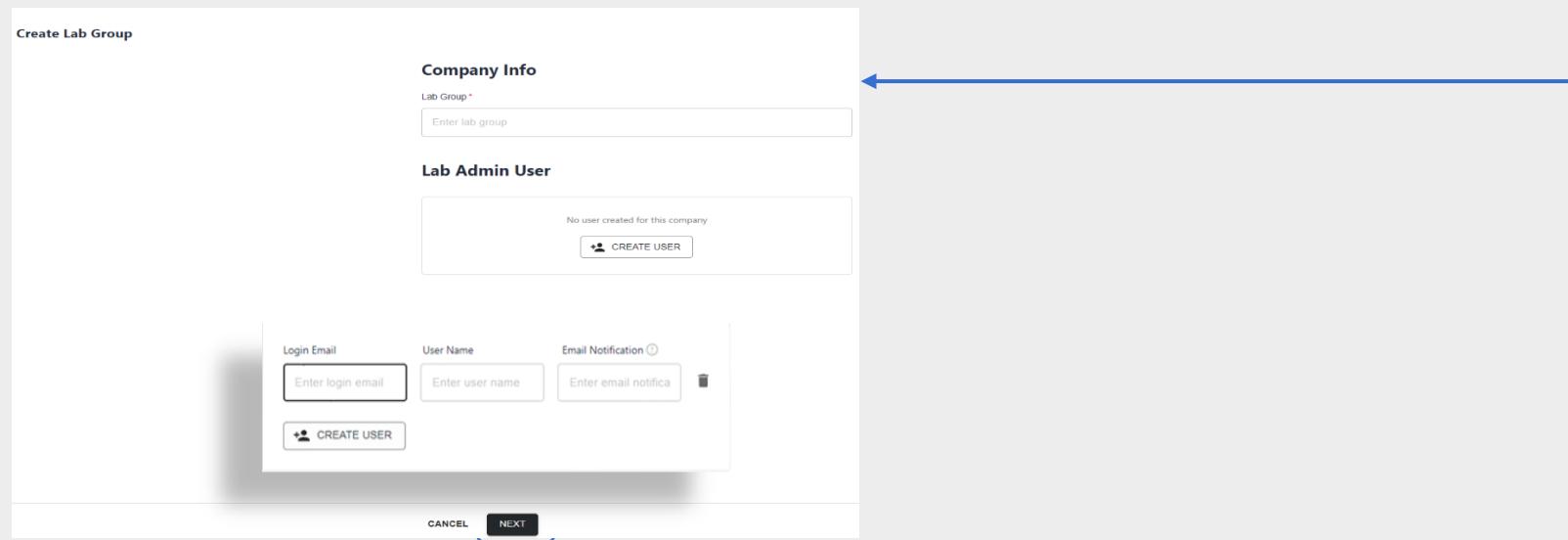
Create Lab Group

Select **Lab** > On **Groups** page, select **CREATE LAB GROUP**.



The screenshot shows the 'Lab' section of the application. At the top, there are counts for Locations (148), Groups (29), and Users (267). Below this, a search bar and filter options are visible. A sidebar on the left lists categories: Buyer (50), Supplier (572), and **Lab (202)**, with 'Lab' being the selected category. A 'CREATE LAB GROUP' button is located in the top right corner of the main content area.

Input **Company Info** and select **CREATE USER** to create Lab Admin User, then select **NEXT**.

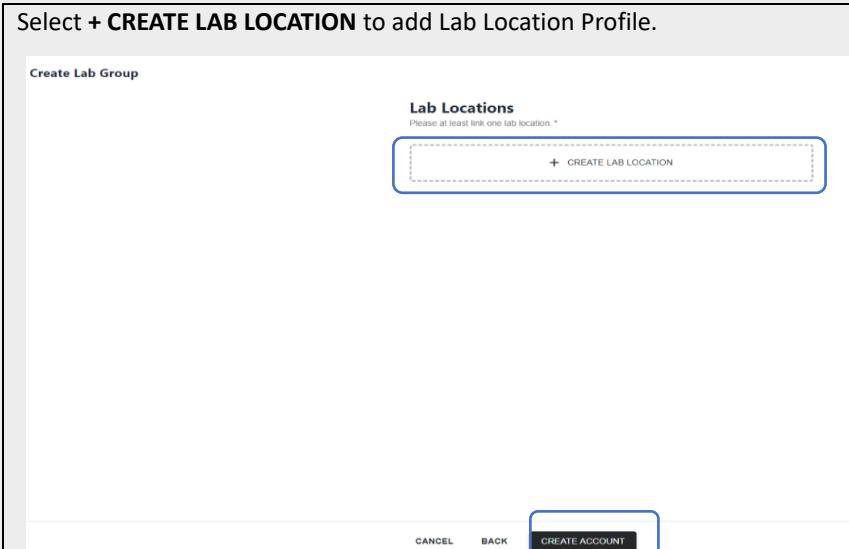


The screenshot shows the 'Create Lab Group' dialog. It contains two main sections: 'Company Info' and 'Lab Admin User'. The 'Company Info' section has a required field 'Lab Group' with a placeholder 'Enter lab group' and a 'CREATE USER' button. The 'Lab Admin User' section shows a message 'No user created for this company' and a 'CREATE USER' button. Below these are fields for 'Login Email', 'User Name', and 'Email Notification', each with a 'CREATE USER' button. At the bottom are 'CANCEL' and 'NEXT' buttons, with 'NEXT' being highlighted.

Notes:

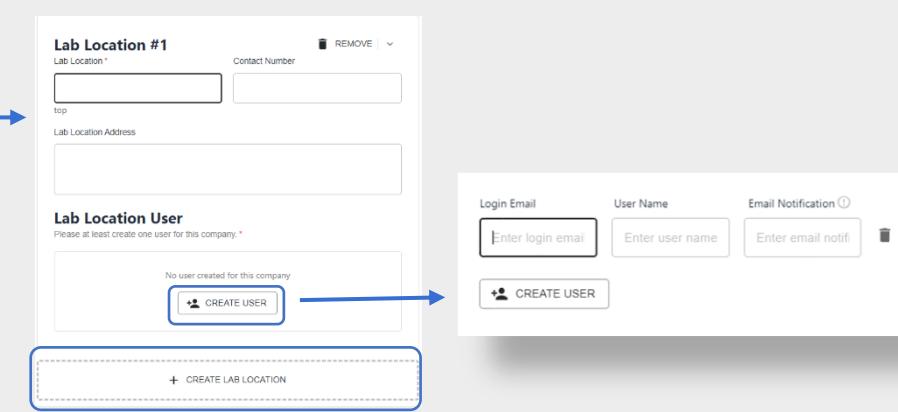
You can create multiple Lab Admin Users.

Select **+ CREATE LAB LOCATION** to add Lab Location Profile.



Select **CREATE USER** to add Lab Location users.

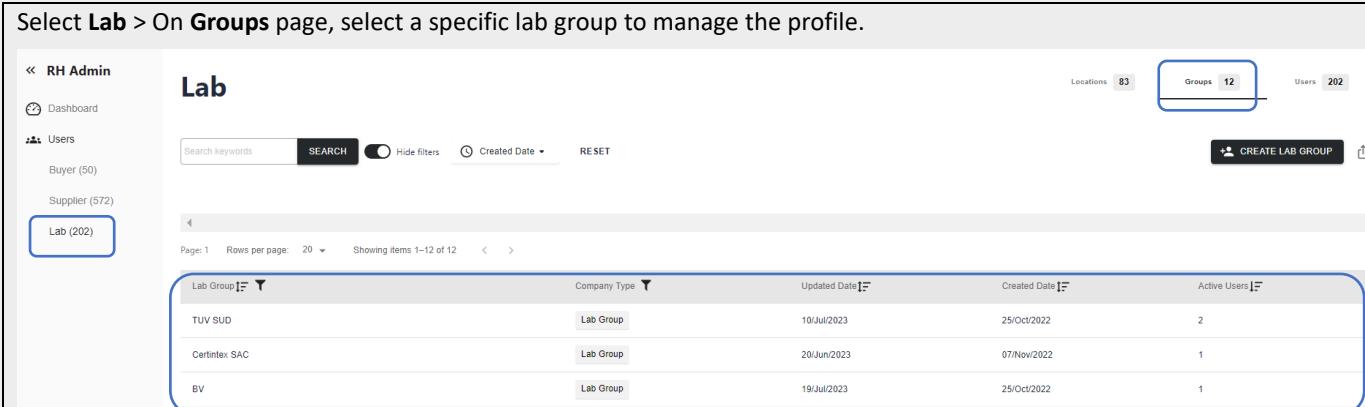
Select **+ CREATE LAB LOCATION** to add more Lab Locations under the same Lab Group.



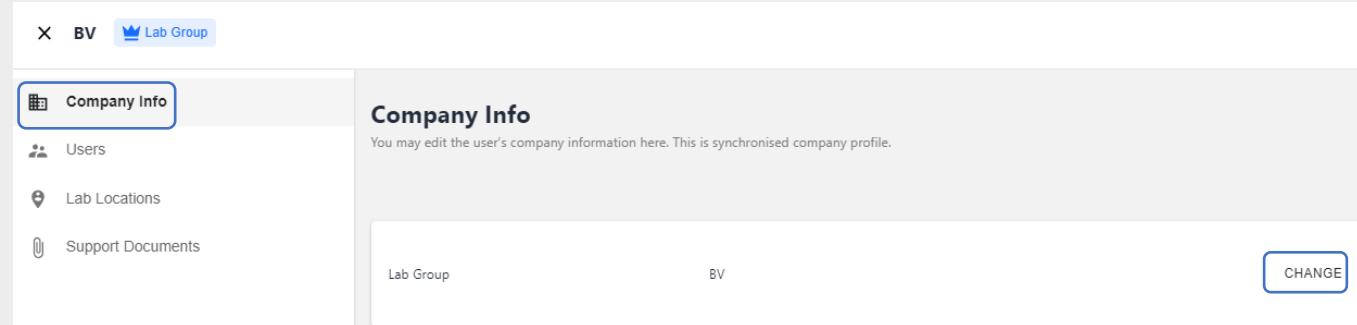
Select **CREATE ACCOUNT** to complete the creation.

6.3 Lab: Manage Lab Group

Select **Lab > On Groups** page, select a specific lab group to manage the profile.



Select **Company Info** to **CHANGE** Lab Group name.



X BV Lab Group

Company Info

You may edit the user's company information here. This is synchronised company profile.

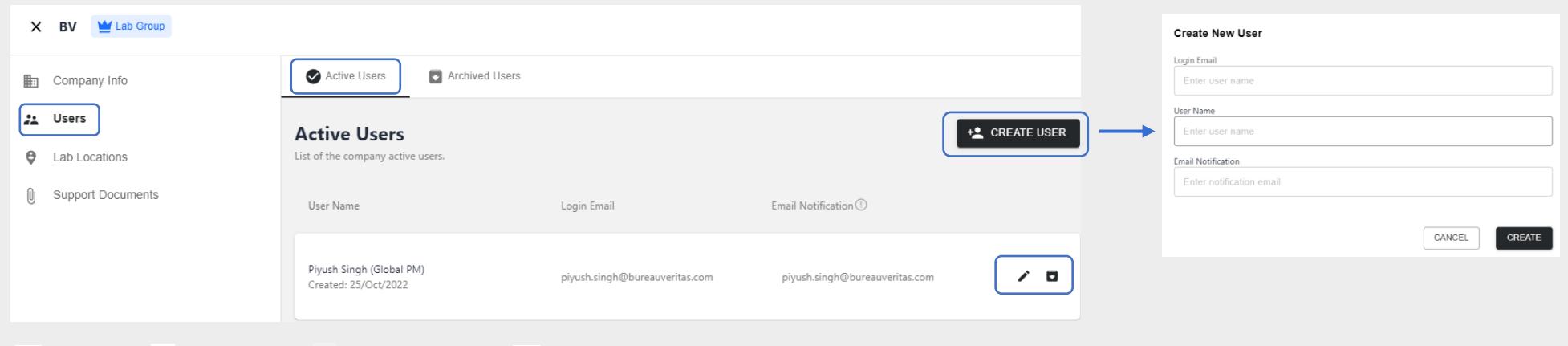
Lab Group BV CHANGE

Users

Lab Locations

Support Documents

Select **Users** > On **Active Users** page, select **CREATE USERS** to add new Lab Admin user to an existing Lab Group.
 Select **Users** > On **Active Users** page, select **Edit User** to change Lab Admin user details.



X BV Lab Group

Company Info

Users

Lab Locations

Support Documents

Active Users

List of the company active users.

CREATE USER

Piyush Singh (Global PM)
Created: 25/Oct/2022

piyush.singh@bureauveritas.com

piyush.singh@bureauveritas.com

Edit user Archive user Bulk download Delete document

Create New User

Login Email
Enter user name

User Name
Enter user name

Email Notification
Enter notification email

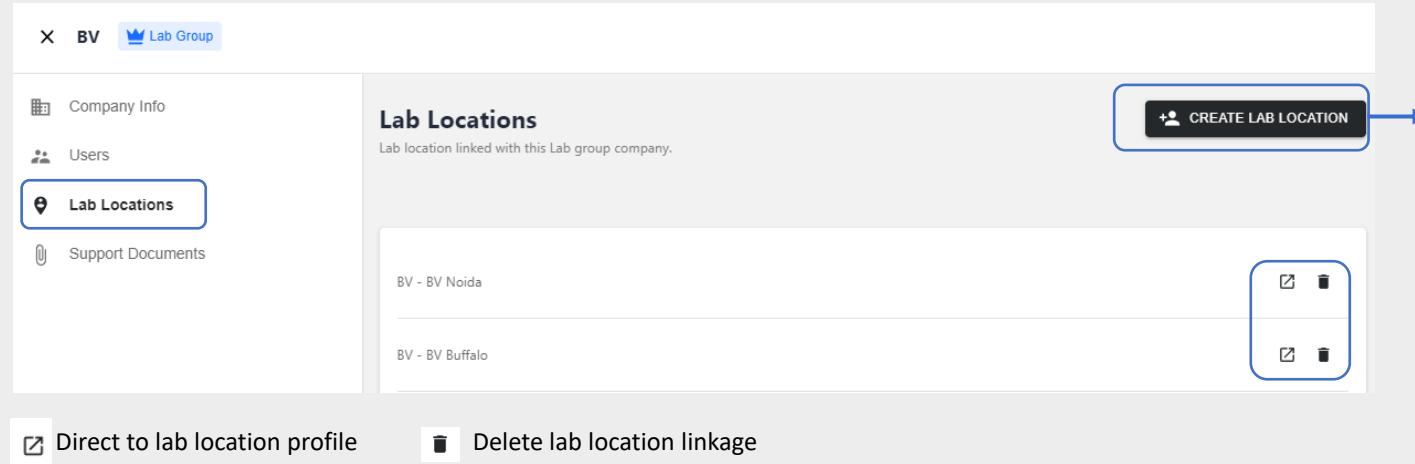
CANCEL CREATE

Select **Lab Locations** > Select **CREATE LAB LOCATION** to create new Lab Location for existing Lab Group.

Select **Lab Locations** > Select **Delete LAB LOCATION** to remove the linkage between existing Lab Location and Lab Group.

Notes:

Please go back to **Lab > Locations** page to update the Lab Group for that Lab Location, otherwise, it cannot be selected by Supplier during Acknowledge and Quote flow.



Lab Locations
Lab location linked with this Lab group company.

CREATE LAB LOCATION

Direct to lab location profile Delete lab location linkage

Create Lab Location

Company Info

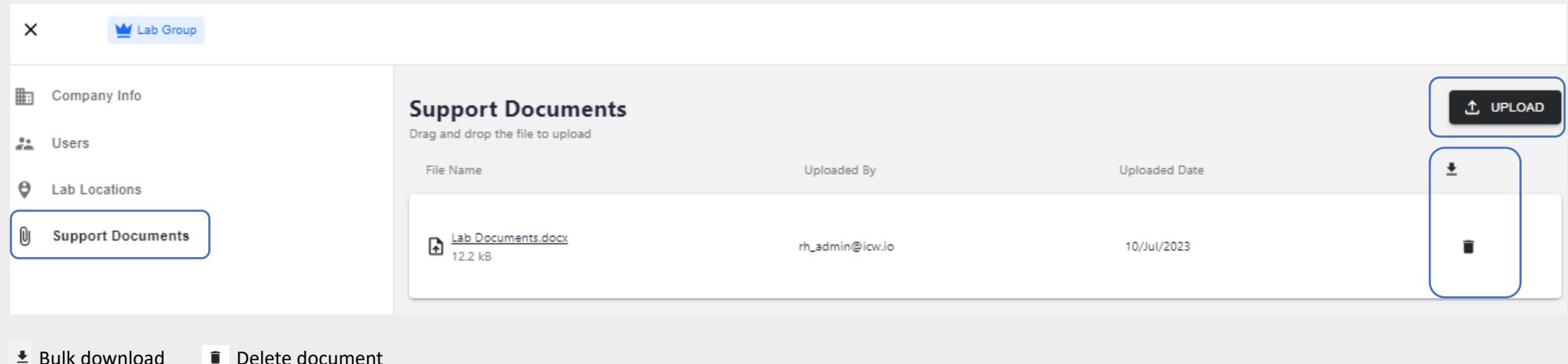
Lab location*
Lab Comp* Select lab group Cannot find the lab group?

Lab Address
Contact Number
E-mail contact number

Users
Create user for this company
 CREATE USER

CANCEL **CREATE ACCOUNT**

Select **Support Documents** > Select **UPLOAD, Bulk Download or Delete document** for document management.



Support Documents
Drag and drop the file to upload

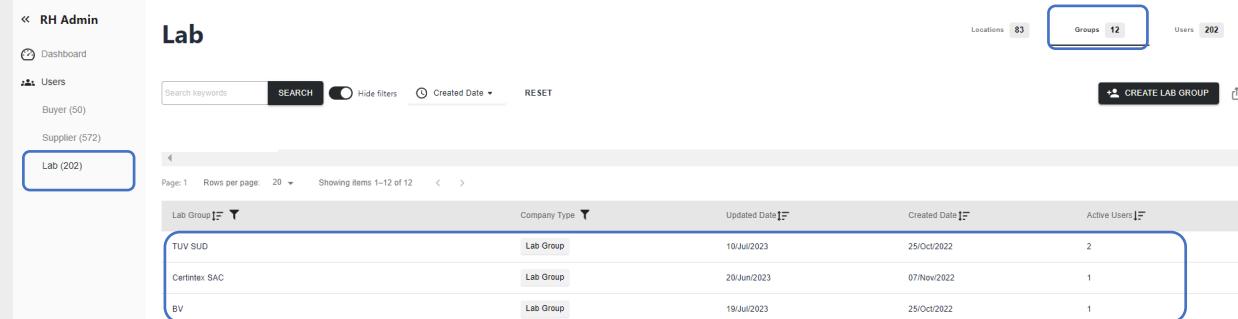
File Name	Uploaded By	Uploaded Date
Lab Documents.docx 12.2 kB	rh_admin@icw.io	10/Jul/2023

Bulk download Delete document

UPLOAD

6.4 Lab: Archive and Unarchive Lab Group

Select **Lab** > On **Groups** page, select the Lab Group to continue.

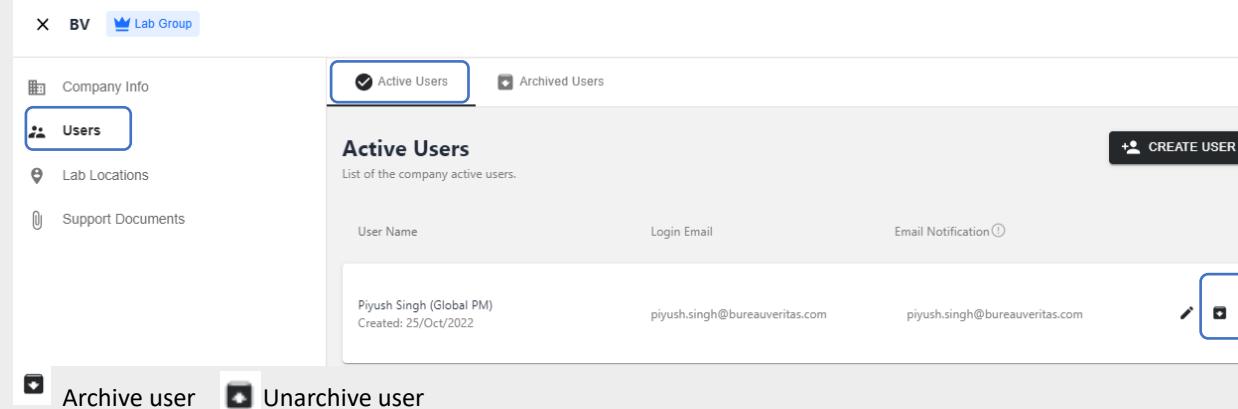


Lab Groups

Lab Group	Company Type	Updated Date	Created Date	Active Users
TUV SUD	Lab Group	10/Jul/2023	25/Oct/2022	2
Ceritex SAC	Lab Group	20/Jul/2023	07/Nov/2022	1
BV	Lab Group	19/Jul/2023	25/Oct/2022	1

Archive User

Select **Users** > On **Active Users** page, select **Archive**.



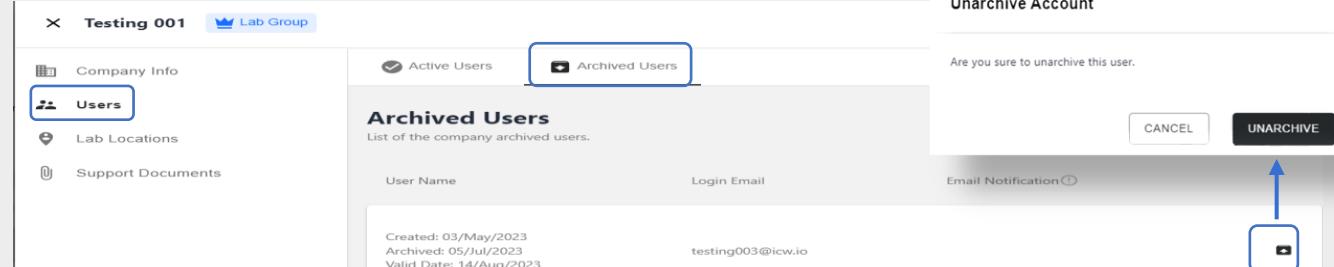
Active Users

User Name	Login Email	Email Notification
Piyush Singh (Global PM)	piyush.singh@bureauveritas.com	piyush.singh@bureauveritas.com

Archive user Unarchive user

Unarchive User

Select **Users** > On **Archived Users** page, select **Unarchive**.



Archived Users

User Name	Login Email	Email Notification
Created: 03/May/2023 Archived: 05/Jul/2023 Valid Date: 14/Aug/2023	testing003@icw.io	

Unarchive Account

Are you sure to unarchive this user.

CANCEL UNARCHIVE

Notes:

- The archived users will be counted as subscription users within the current subscription period.

Some tips when archiving Lab Admin users:

1. More than one Lab Admin users

Archive Account

Are you sure to archive this user.

CANCEL ARCHIVE

2. Not allow to archive the last Lab Admin user

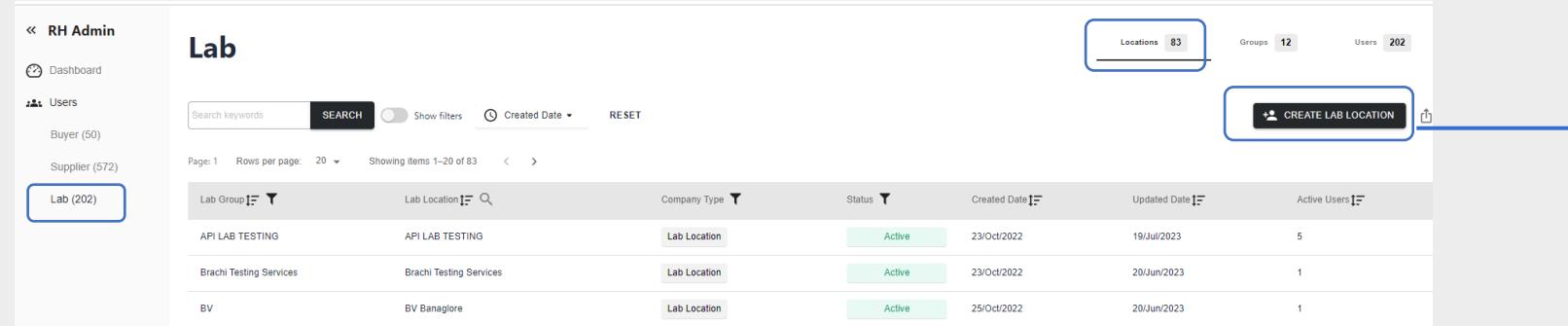
Archive The Last User

You can not archive the last user.

CLOSE

6.5 Lab: Create Lab Location

Select **Lab** > On **Locations** page, select **CREATE LAB LOCATION** > **CREATE ACCOUNT**



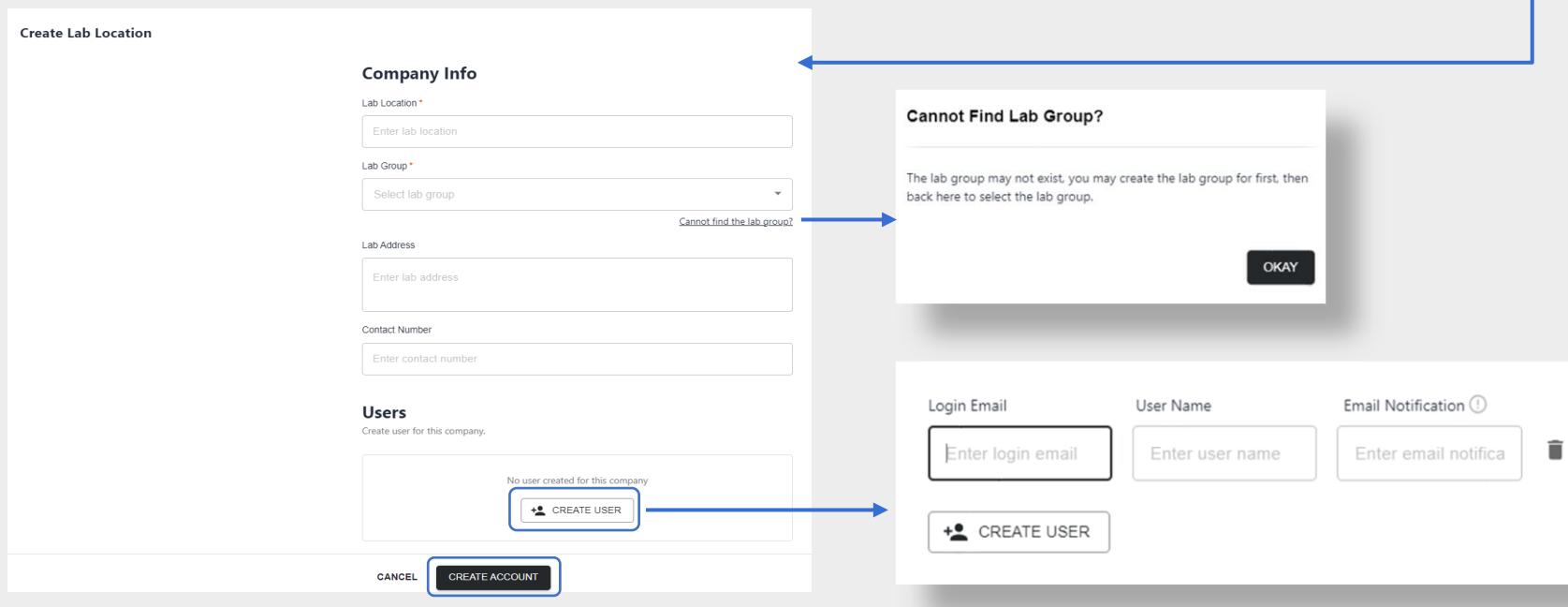
Lab

Locations 83 Groups 12 Users 202

CREATE LAB LOCATION

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING	Lab Location	Active	23/Oct/2022	19/Jul/2023	5
Brachi Testing Services	Brachi Testing Services	Lab Location	Active	23/Oct/2022	20/Jun/2023	1
BV	BV Bangalore	Lab Location	Active	25/Oct/2022	20/Jun/2023	1

Input **Company Info** and select **CREATE USER** to create Lab Location User, then select **CREATE ACCOUNT**.



Create Lab Location

Company Info

Lab Location

Lab Group Cannot find the lab group?

Lab Address

Contact Number

Users

Create user for this company.

No user created for this company **CREATE USER**

CREATE ACCOUNT

Cannot Find Lab Group?

The lab group may not exist, you may create the lab group for first, then back here to select the lab group.

OKAY

Login Email

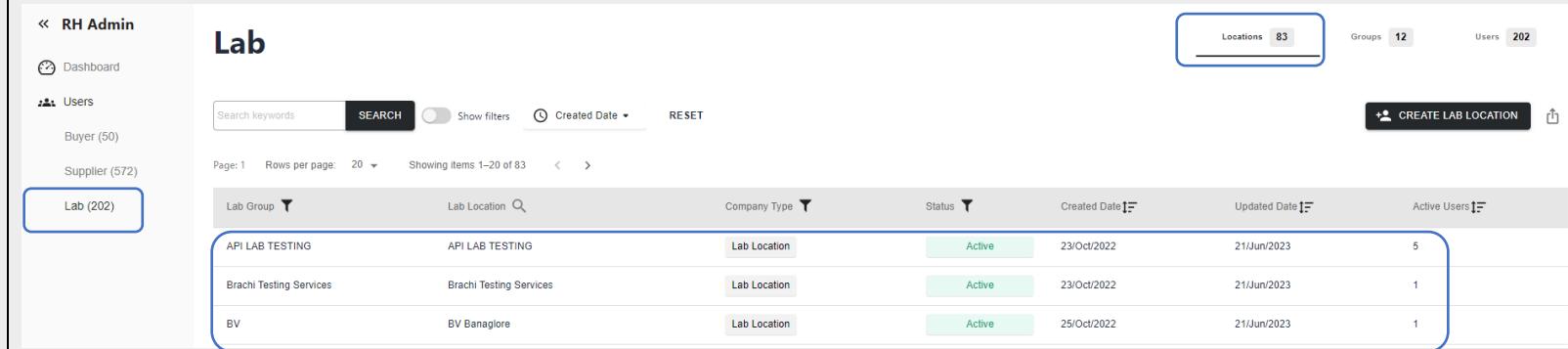
User Name

Email Notification ?

CREATE USER

6.6 Lab: Manage Lab Location

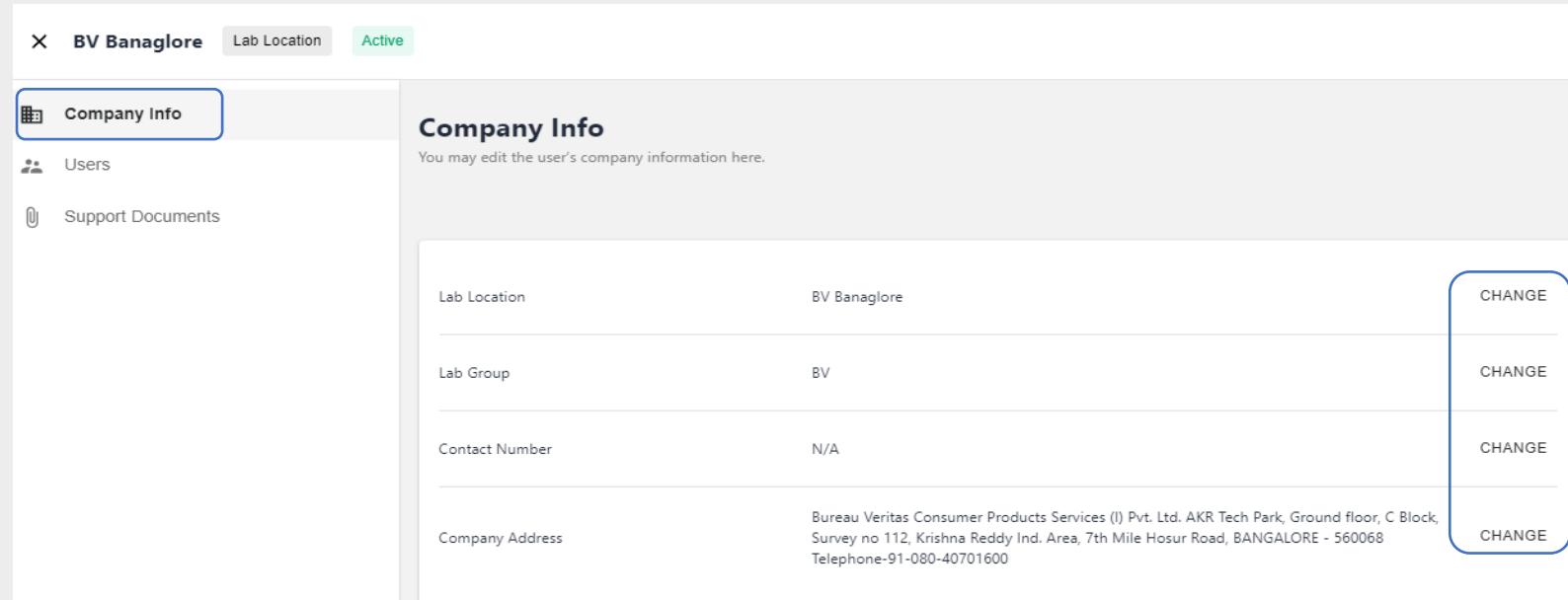
Select **Lab** > On **Locations** page, select a specific lab location to manage the profile.



Lab Locations Page Screenshot:

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING	Lab Location	Active	23/Oct/2022	21/Jun/2023	5
Brachi Testing Services	Brachi Testing Services	Lab Location	Active	23/Oct/2022	21/Jun/2023	1
BV	BV Bangalore	Lab Location	Active	25/Oct/2022	21/Jun/2023	1

Select **Company Info** to **CHANGE** the Lab Location, Lab Group or contact details.

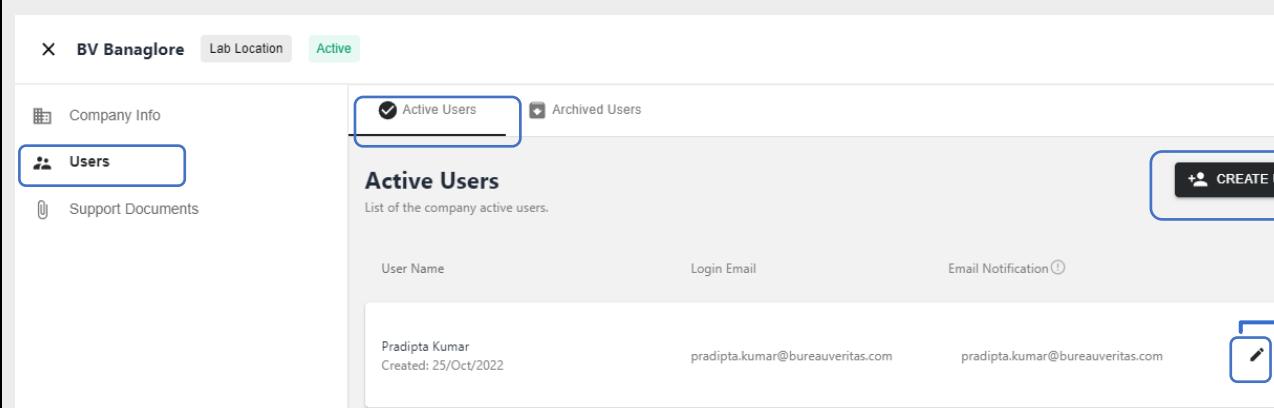


Company Info Page Screenshot for BV Bangalore:

Lab Location	BV Bangalore	CHANGE
Lab Group	BV	CHANGE
Contact Number	N/A	CHANGE
Company Address	Bureau Veritas Consumer Products Services (I) Pvt. Ltd. AKR Tech Park, Ground floor, C Block, Survey no 112, Krishna Reddy Ind. Area, 7th Mile Hosur Road, BANGALORE - 560068, Telephone-91-080-40701600	CHANGE

Select **Users** > On Active Users page, select **CREATE USER** to add new Lab Location user to an existing Lab Location.

Select **Users** > On Active Users page, select **Edit User** to change Lab Location user details.



Create New User

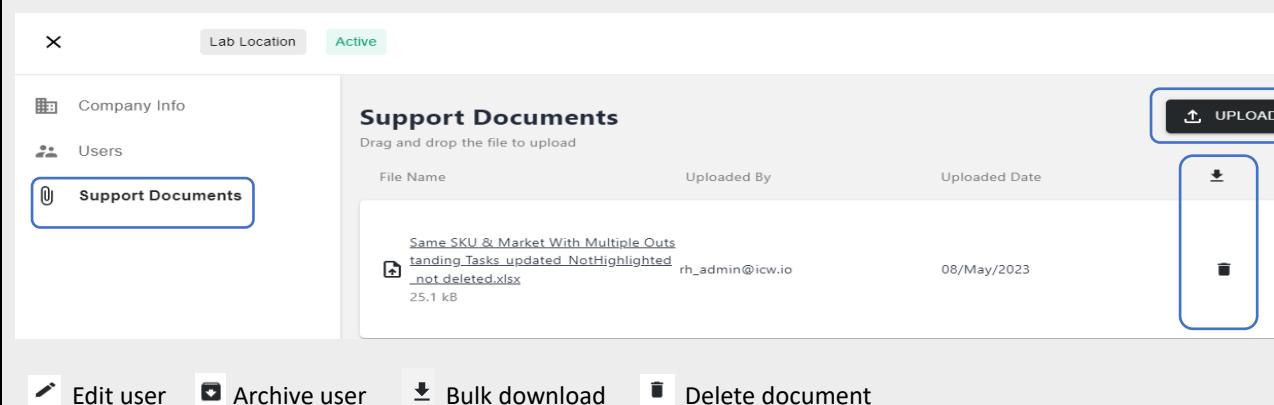
Login Email
Enter user name

User Name
Enter user name

Email Notification
Enter notification email

CANCEL **CREATE**

Select **Support Documents** > Select **UPLOAD, Bulk Download or Delete document** for document management.



Edit User

Login Email
david.schmidt@bureauveritas.com1

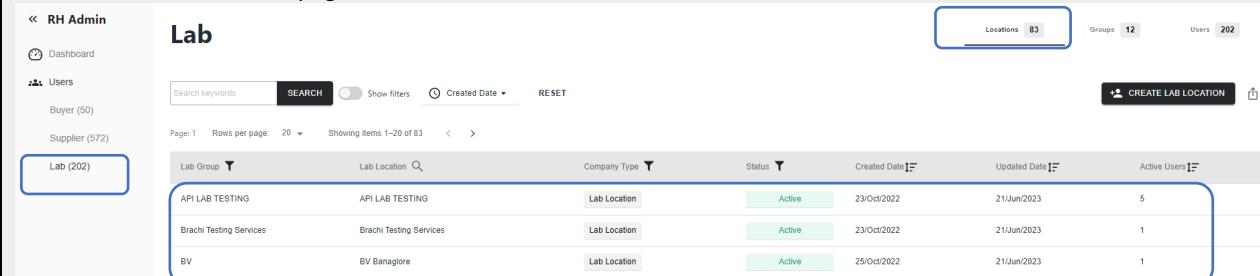
User Name
Enter user name

Email Notification
Enter notification email

CANCEL **SAVE**

6.7 Lab: Archive and Unarchive Lab Location

Select Lab > On Locations page, select the lab location to continue.



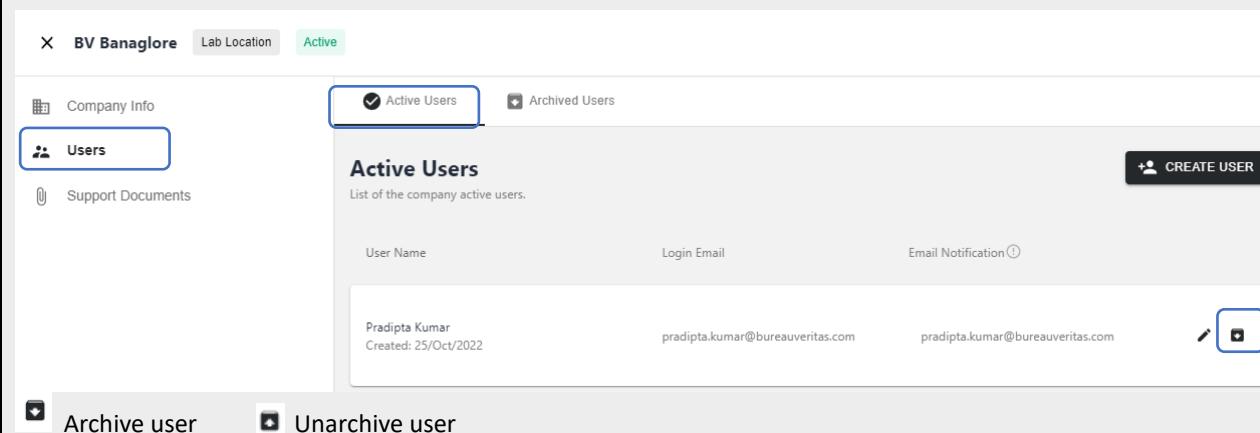
Locations 83 Groups 12 Users 202

CREATE LAB LOCATION

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING	Lab Location	Active	23/Oct/2022	21/Jun/2023	5
Brachi Testing Services	Brachi Testing Services	Lab Location	Active	23/Oct/2022	21/Jun/2023	1
BV	BV Banaglore	Lab Location	Active	25/Oct/2022	21/Jun/2023	1

Archive User

Select Users > On Active Users page, select Archive.



Company Info

Users

Support Documents

Active Users

CREATE USER

Active Users

List of the company active users.

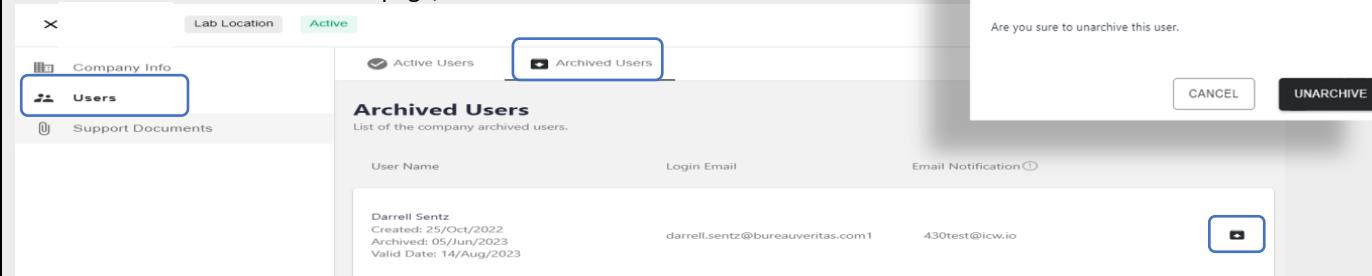
User Name Login Email Email Notification

Pradipta Kumar pradipika.kumar@bureauveritas.com pradipika.kumar@bureauveritas.com

Archive user Unarchive user

Unarchive User

Select Users > On Archived Users page, select Unarchive.



Company Info

Users

Support Documents

Archived Users

Unarchive Account

Are you sure to unarchive this user?

CANCEL UNARCHIVE

Archived Users

List of the company archived users.

User Name Login Email Email Notification

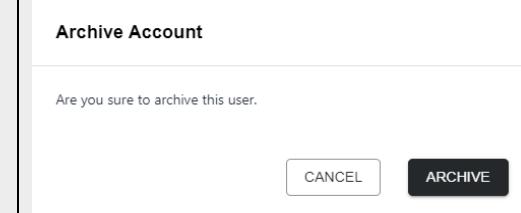
Darrell Sentz darrell.sentz@bureauveritas.com1 430test@icw.io

Notes:

- The archived users will be counted as subscription users within the current subscription period.
- No notification email will be sent to an archived user.

Some tips when archiving Lab Location users:

1. More than one Lab location users

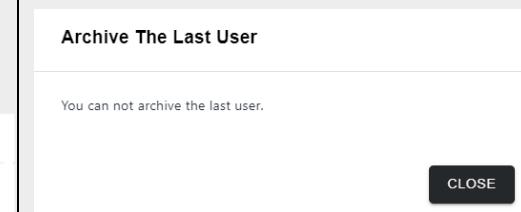


Archive Account

Are you sure to archive this user?

CANCEL ARCHIVE

2. Not allow to archive the last Lab location user



Archive The Last User

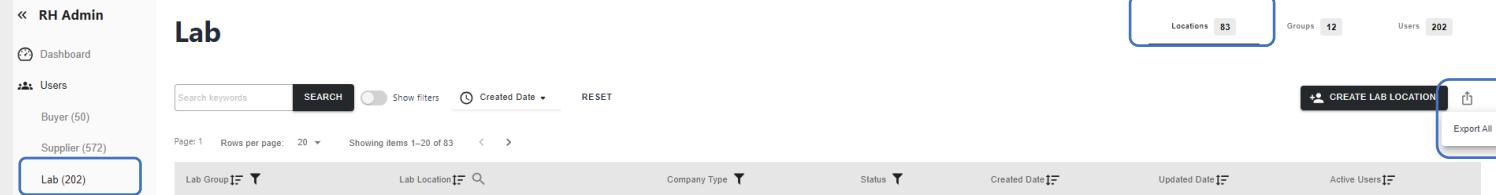
You can not archive the last user.

CLOSE

6.8 Lab: Export Groups, Locations and Users

Export Lab Locations

Select Lab > On Locations page, select **Export All**.



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below this is a search bar with 'Lab Group' and a 'CREATE LAB LOCATION' button. The main area displays a table with columns: Lab Group, Company Type, Status, Created Date, Updated Date, and Active Users. The 'Lab' category is selected in the sidebar. The 'Export All' button is highlighted with a blue box.

Export Lab Groups

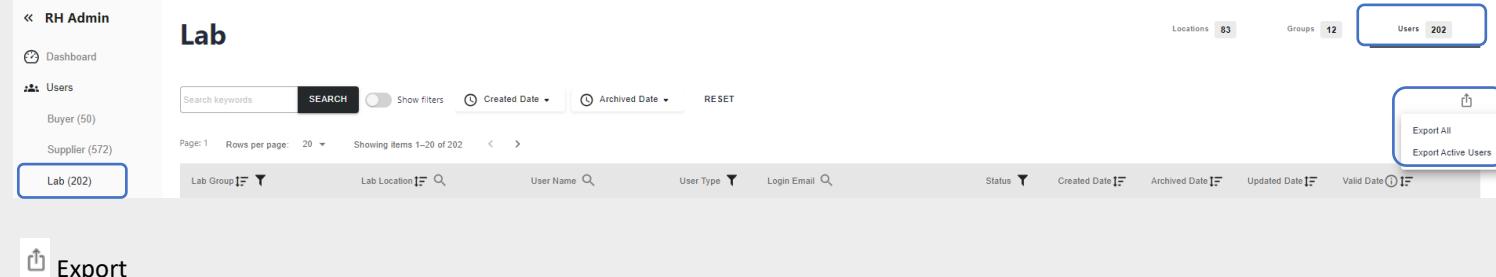
Select Lab > On Groups page, select **Export All**.



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below this is a search bar with 'Lab Group' and a 'CREATE LAB GROUP' button. The main area displays a table with columns: Lab Group, Company Type, Updated Date, Created Date, and Active Users. The 'Lab' category is selected in the sidebar. The 'Export All' button is highlighted with a blue box.

Export Lab users

Select Lab > On Users page, select **Export All** or **Export Active Users**.



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below this is a search bar with 'Lab Location' and a 'CREATE' button. The main area displays a table with columns: User Name, User Type, Login Email, Status, Created Date, Archived Date, Updated Date, and Valid Date. The 'Lab' category is selected in the sidebar. The 'Export All' and 'Export Active Users' buttons are highlighted with blue boxes. A large 'Export' button is also visible on the left.

Notes:

Lab Company:

- **Locations > Export All:** All Lab Location will be exported.
- **Groups > Export All:** All Lab Groups will be exported.

Lab Users:

- **Users > Export All:** Both active and archive Lab Location and Lab Admin users will be exported.
- **Users > Export Active Users:** Archived Lab Location and Lab Admin users will be excluded from the exported.

7 Testing PO Number Maintenance

7.1 Buyer: Testing PO Number Database

Overall view of Testing PO Number

Assign Testing PO Number for each department by Concept and Export Market. Same Testing PO number can be applied to different Department, Concept, and Export Market.

« RH Admin

- Dashboard
- Users
- Buyer (10)
- Supplier (583)
- Lab (215)
- Option List
 - Testing PO Number

Testing PO Number

Search keywords
SEARCH
Testing PO Number
Activity Log

Page: 1 Rows per page: 20 Showing items 1–20 of 27 < >

Num	Department Desc	Baby & Child	Teen	Core	Modern
2300	BATH FURNITURE	US N/A EU Test_2 UK okay2 QC test4	US test EU 4000_T_EU UK aha QC 1111	US test code EU 123 UK qwe QC sss	US N/A EU N/A UK N/A QC N/A
1700	BATH TEXTILES	US test1 EU test7 UK N/A QC N/A	US 1700 EU test7 UK N/A QC N/A	US test4 EU N/A UK N/A QC N/A	US test5 EU 123 UK N/A QC N/A
8300	BCT BEDDING TEXTILES	US wet EU N/A UK test2 QC N/A	US N/A EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A
8200	BCT DECOR	US N/A EU N/A UK N/A QC N/A	US fdgf EU N/A UK ukm QC N/A	US N/A EU N/A UK ukm QC N/A	US N/A EU N/A UK N/A QC N/A
8000	BCT FURNITURE	US aaa11112 EU aaa11113 UK aaa11114 QC N/A	US aaa1111 EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A

Note:

- Testing PO numbers are created to manage and identify invoices covered by RH.
- RH decides on the applicability of Testing PO numbers for selective suppliers.
- The Testing PO number is automatically applied to each TRF when the supplier confirms the quote, provided Testing PO number has been applied to the supplier.
- The Testing PO number is displayed in the TRF and Invoices sections of each task.
- The lab can include the Testing PO number in their invoice offline for RH payment processing.

7.2 Buyer: Add and Edit Testing PO Number

Add Testing PO Number

Add Testing PO Number for each department by Concept and Export Market.

Select Department Desc > select ADD > input New Testing PO Number and Remarks (optional) > SAVE.

8200 BCT DECOR

Testing PO Number

Add the testing PO number for the concept.

Baby & Child

US	N/A	ADD
EU	N/A	ADD
UK	N/A	ADD
QC	N/A	ADD

Add Testing PO Number

8200 BCT DECOR / Baby & Child / US

New Testing PO Number *

Enter new testing PO number

Remarks

Enter remarks

SAVE

Edit Testing PO Number

Edit Testing PO Number for each department by Concept and Export Market.

Select Department Desc > select EDIT NUMBER > input New Testing PO Number and Remarks (mandatory) > SAVE.

2300 BATH FURNITURE

Testing PO Number

Add the testing PO number for the concept.

Baby & Child

US	Test_1	 Suppliers 0	DELETE	EDIT NUMBER
EU	Test_2	 Suppliers 0	DELETE	EDIT NUMBER
UK	okay2	 Suppliers 2	DELETE	EDIT NUMBER
QC	test4	 Suppliers 1	DELETE	EDIT NUMBER

Edit Testing PO Number

2300 BATH FURNITURE / Baby & Child / US

Current Testing PO Number

Test_1

New Testing PO Number *

Enter new testing PO number

Remarks *

Enter remarks

SAVE

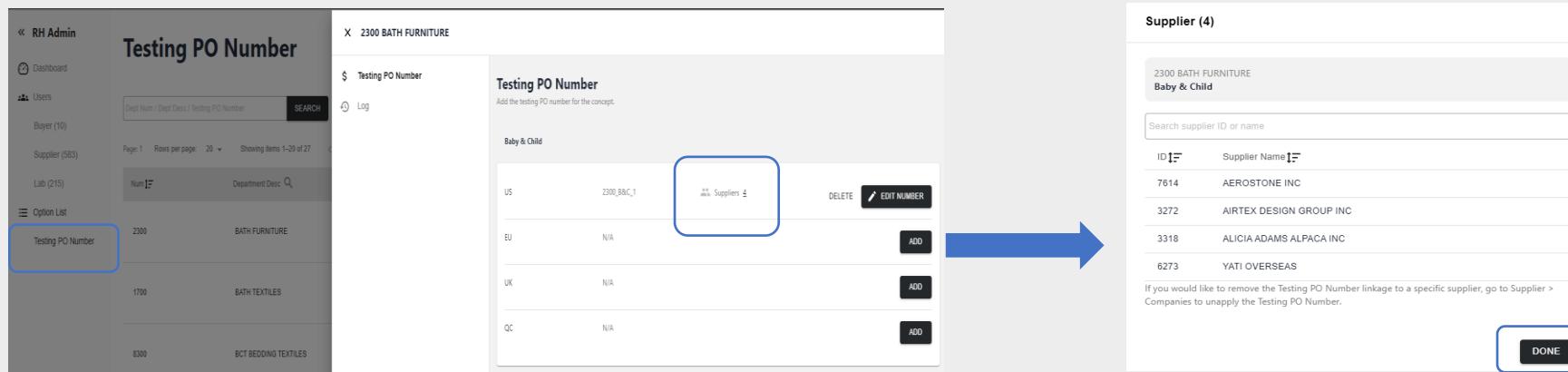
Note: An updated Testing PO Number will be applied when the supplier confirms a new quote.

7.3 Buyer: View Testing PO Number Linkage to Suppliers

View Testing PO Number linkage to Suppliers

View the Suppliers with Testing PO Number applied, select the number with hyperlink next to **Suppliers**.

Input supplier ID or supplier name by searching bar to do searching.



Testing PO Number

View the Suppliers with Testing PO Number applied, select the number with hyperlink next to **Suppliers**.

Input supplier ID or supplier name by searching bar to do searching.

Supplier (4)

2300 BATH FURNITURE
Baby & Child

Search supplier ID or name

ID: 7614 Supplier Name: AEROSTONE INC

7614 AEROSTONE INC

3272 AIRTEX DESIGN GROUP INC

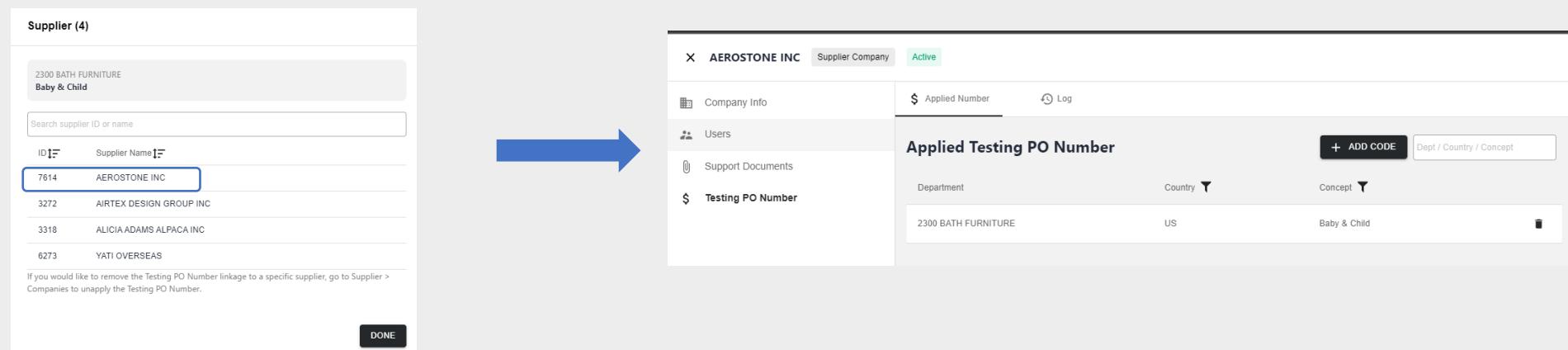
3318 ALICIA ADAMS ALPACA INC

6273 YATI OVERSEAS

If you would like to remove the Testing PO Number linkage to a specific supplier, go to Supplier > Companies to unapply the Testing PO Number.

DONE

Select specific linked supplier > It will direct to the specific supplier **Testing PO Number > Applied Testing PO Number**



Supplier (4)

2300 BATH FURNITURE
Baby & Child

Search supplier ID or name

ID: 7614 Supplier Name: AEROSTONE INC

7614 AEROSTONE INC

3272 AIRTEX DESIGN GROUP INC

3318 ALICIA ADAMS ALPACA INC

6273 YATI OVERSEAS

If you would like to remove the Testing PO Number linkage to a specific supplier, go to Supplier > Companies to unapply the Testing PO Number.

DONE

X AEROSTONE INC | Supplier Company | Active

Company Info Applied Number Log

Users Support Documents

Applied Testing PO Number

+ ADD CODE Dept / Country / Concept

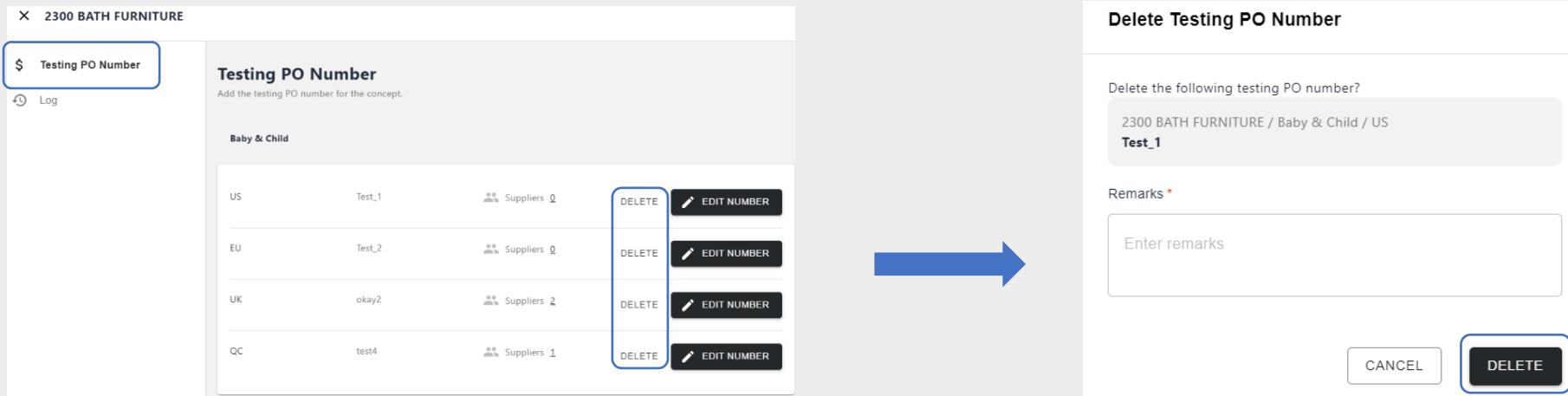
Department: 2300 BATH FURNITURE Country: US Concept: Baby & Child

Note: If you would like to remove the Testing PO Number linkage to a specific supplier, go to **Supplier > Companies** to unapply the Testing PO Number.

7.4 Buyer: Delete Testing PO Number

Delete Testing PO Number

Delete the Testing PO Number for specific Department/Concept/Export Market, select **Department Desc** > go to the Concept/Export Market > select **DELETE** > Input Remarks (mandatory) > **DELETE**.



The diagram illustrates the process of deleting a Testing PO Number. It consists of two main screens connected by a large blue arrow pointing from left to right.

Left Screen: Testing PO Number

This screen shows a list of Testing PO Numbers for different markets:

Market	PO Number	Suppliers
US	Test_1	2 Suppliers
EU	Test_2	2 Suppliers
UK	okay2	2 Suppliers
QC	test4	1 Supplier

For each entry, there are three buttons: **DELETE**, **EDIT NUMBER**, and another **DELETE** button. The first **DELETE** button in the first row is highlighted with a blue box.

Right Screen: Delete Testing PO Number

This is a confirmation dialog box:

Delete Testing PO Number

Delete the following testing PO number?

2300 BATH FURNITURE / Baby & Child / US
Test_1

Remarks *

Enter remarks

CANCEL **DELETE** (The **DELETE** button is highlighted with a blue box)

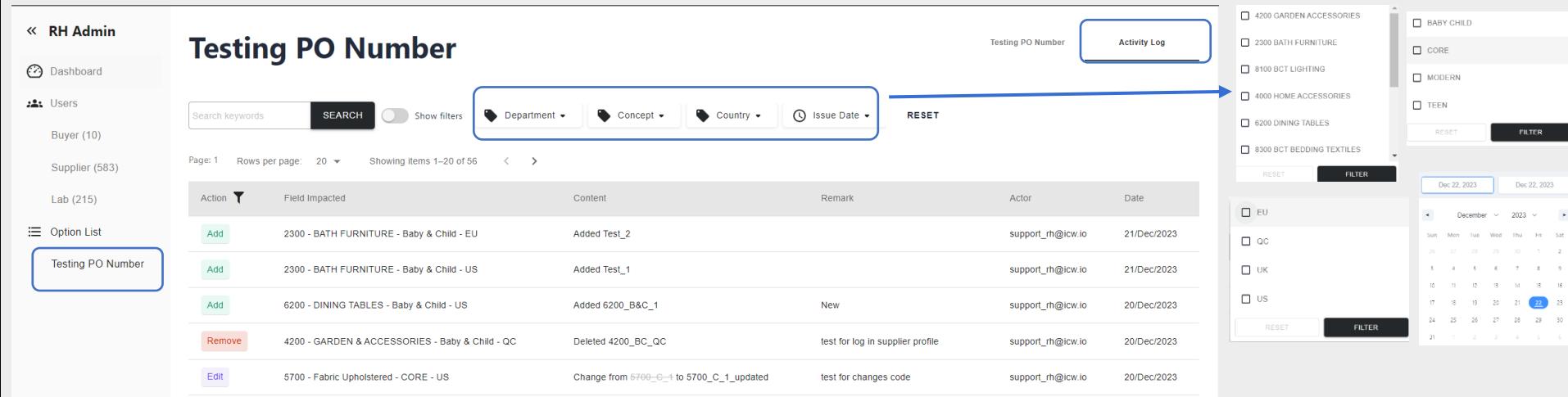
Note: Testing PO Number will not be applied to any Suppliers once it is deleted.

7.5 Buyer: View Testing PO Number Activity Log

Testing PO Number Activity Log (Overall)

View the overall **Activity Log** for all Departments related to Testing PO Number changes.

Filter **Activity Log** by **Department / Concept / Country / Issue Date**.



Testing PO Number

Testing PO Number **Activity Log**

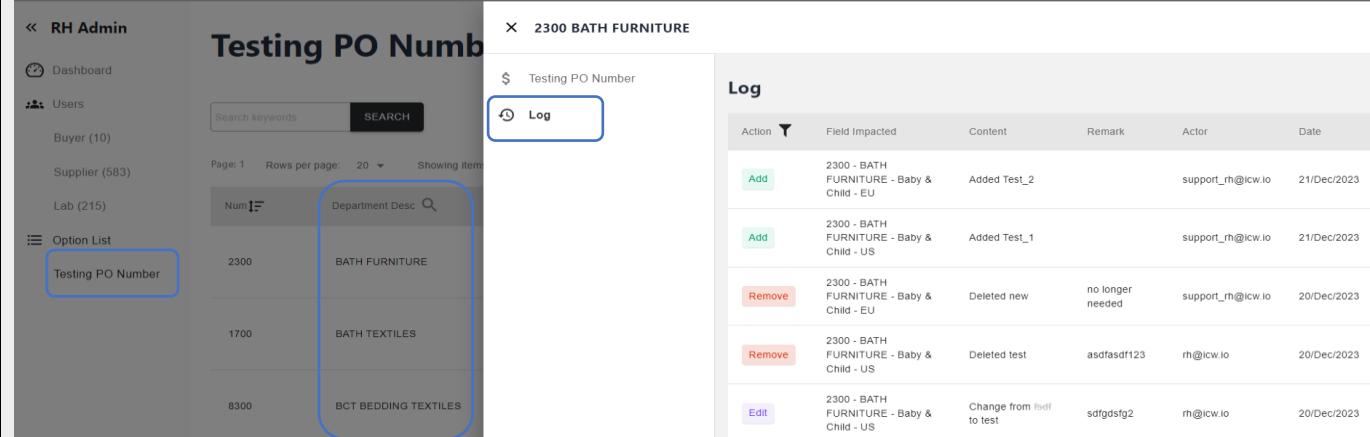
Page: 1 Rows per page: 20 Showing items 1–20 of 56

Action	Field Impacted	Content	Remark	Actor	Date
Add	2300 - BATH FURNITURE - Baby & Child - EU	Added Test_2		support_rh@icw.io	21/Dec/2023
Add	2300 - BATH FURNITURE - Baby & Child - US	Added Test_1		support_rh@icw.io	21/Dec/2023
Add	6200 - DINING TABLES - Baby & Child - US	Added 6200_B&C_1	New	support_rh@icw.io	20/Dec/2023
Remove	4200 - GARDEN & ACCESSORIES - Baby & Child - QC	Deleted 4200_BC_QC	test for log in supplier profile	support_rh@icw.io	20/Dec/2023
Edit	5700 - Fabric Upholstered - CORE - US	Change from 5700_C_1 to 5700_C_1_updated	test for changes code	support_rh@icw.io	20/Dec/2023

Testing PO Number Activity Log (Specific Department)

View the **Log** for specific Departments related to Testing PO Number changes.

Testing PO Number > Department > Log



Testing PO Number

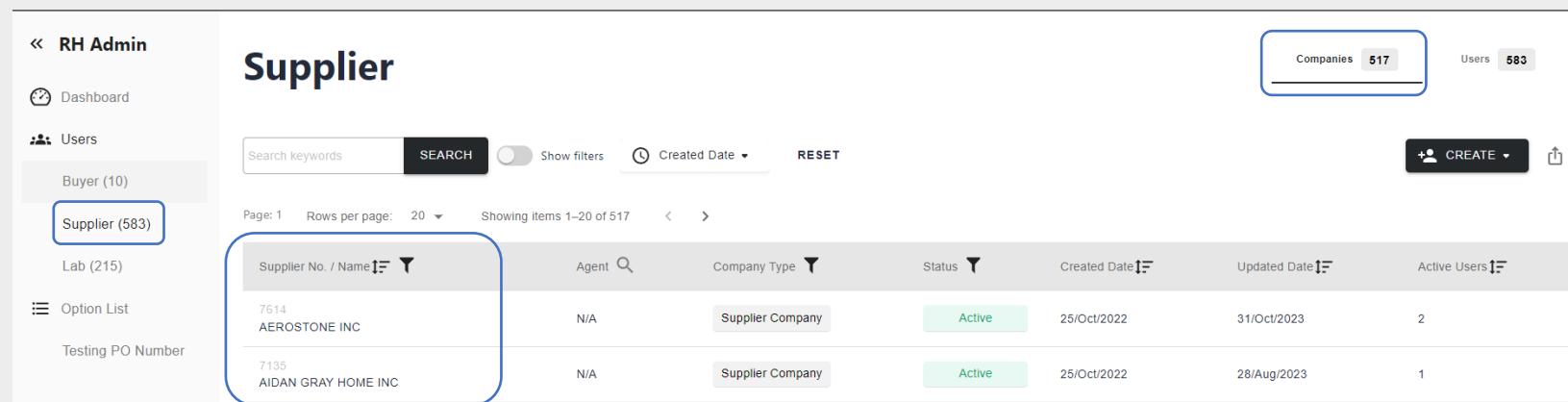
Log

Action	Field Impacted	Content	Remark	Actor	Date
Add	2300 - BATH FURNITURE - Baby & Child - EU	Added Test_2		support_rh@icw.io	21/Dec/2023
Add	2300 - BATH FURNITURE - Baby & Child - US	Added Test_1		support_rh@icw.io	21/Dec/2023
Remove	2300 - BATH FURNITURE - Baby & Child - EU	Deleted new	no longer needed	support_rh@icw.io	20/Dec/2023
Remove	2300 - BATH FURNITURE - Baby & Child - US	Deleted test	asdfasdf123	rh@icw.io	20/Dec/2023
Edit	2300 - BATH FURNITURE - Baby & Child - US	Change from f5df to test	sdfgdsfg2	rh@icw.io	20/Dec/2023

7.6 Buyer: Apply Testing PO Number to supplier

Apply Testing PO Number to Suppliers

Select Supplier > Companies > Specific Supplier > Testing PO Number > Applied Number



Supplier

Companies 517 Users 583

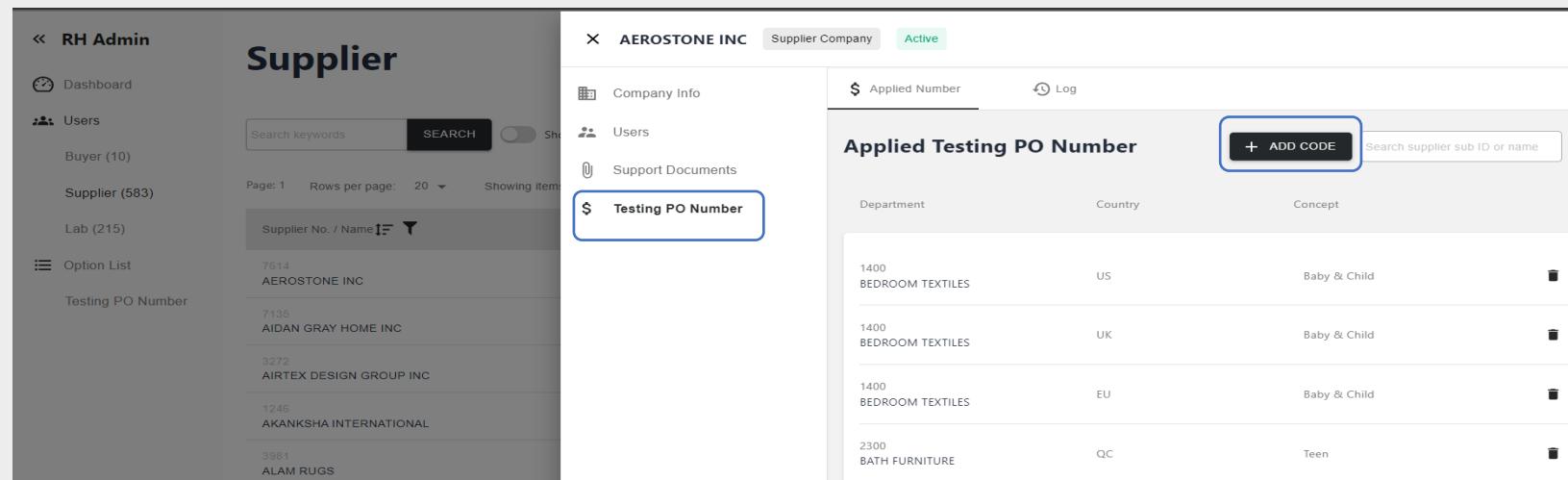
Supplier No. / Name: 7614 AEROSTONE INC

Agent: N/A Company Type: Supplier Company Status: Active Created Date: 25/Oct/2022 Updated Date: 31/Oct/2023 Active Users: 2

Supplier No. / Name: 7135 AIDAN GRAY HOME INC

Agent: N/A Company Type: Supplier Company Status: Active Created Date: 25/Oct/2022 Updated Date: 28/Aug/2023 Active Users: 1

Select Testing PO Number > + ADD CODE.



Supplier

AEROSTONE INC Supplier Company Active

Company Info Applied Number Log

Applied Testing PO Number

+ ADD CODE Search supplier sub ID or name

Department	Country	Concept
1400 BEDROOM TEXTILES	US	Baby & Child
1400 BEDROOM TEXTILES	UK	Baby & Child
1400 BEDROOM TEXTILES	EU	Baby & Child
2300 BATH FURNITURE	QC	Teen

Select → next to the Department > select **Checkmark** next to the Concept/Country > **ADD**



Apply Testing PO Number

Select department.

Search department:

2300 BATH FURNITURE	→
1700 BATH TEXTILES	→
8300 BCT BEDDING TEXTILES	→
8200 BCT DECOR	→
8000 BCT FURNITURE	→

CANCEL

Apply Testing PO Number

Select testing PO number.

Search department:

2300 BATH FURNITURE (0/3)	
↳ Baby & Child (1/4)	
Baby & Child	US
Test_1	<input checked="" type="checkbox"/>
Baby & Child	EU
Test_2	<input type="checkbox"/>
Baby & Child	UK
okay2	<input type="checkbox"/>
Baby & Child	QC
test4	<input type="checkbox"/>
↳ Teen (0/4)	
↳ Core (0/4)	

BACK **ADD**

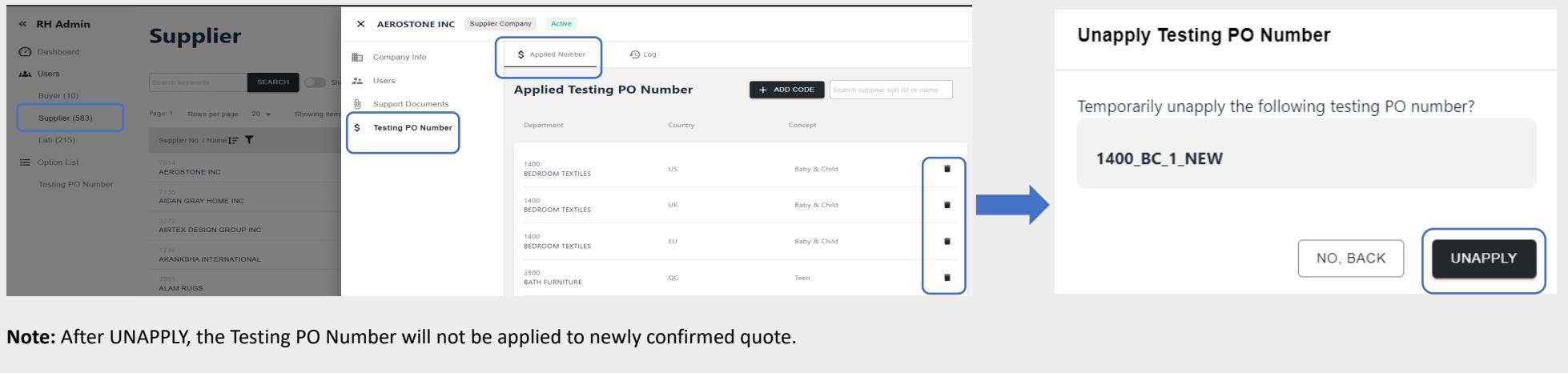
Note: Testing PO Number can be added to Supplier only if it exists in the Testing PO Number Database.

Testing PO Number will be applied on TRF and Invoices session of each Task when the supplier confirms a new quote.

7.7 Buyer: Unapply Testing PO Number to supplier

Unapplied Testing PO Number to Supplier

Select **Supplier > Companies > Specific Supplier > Testing PO Number > Applied Number > select the trash bin icon > UNAPPLY**



Supplier

Applied Testing PO Number

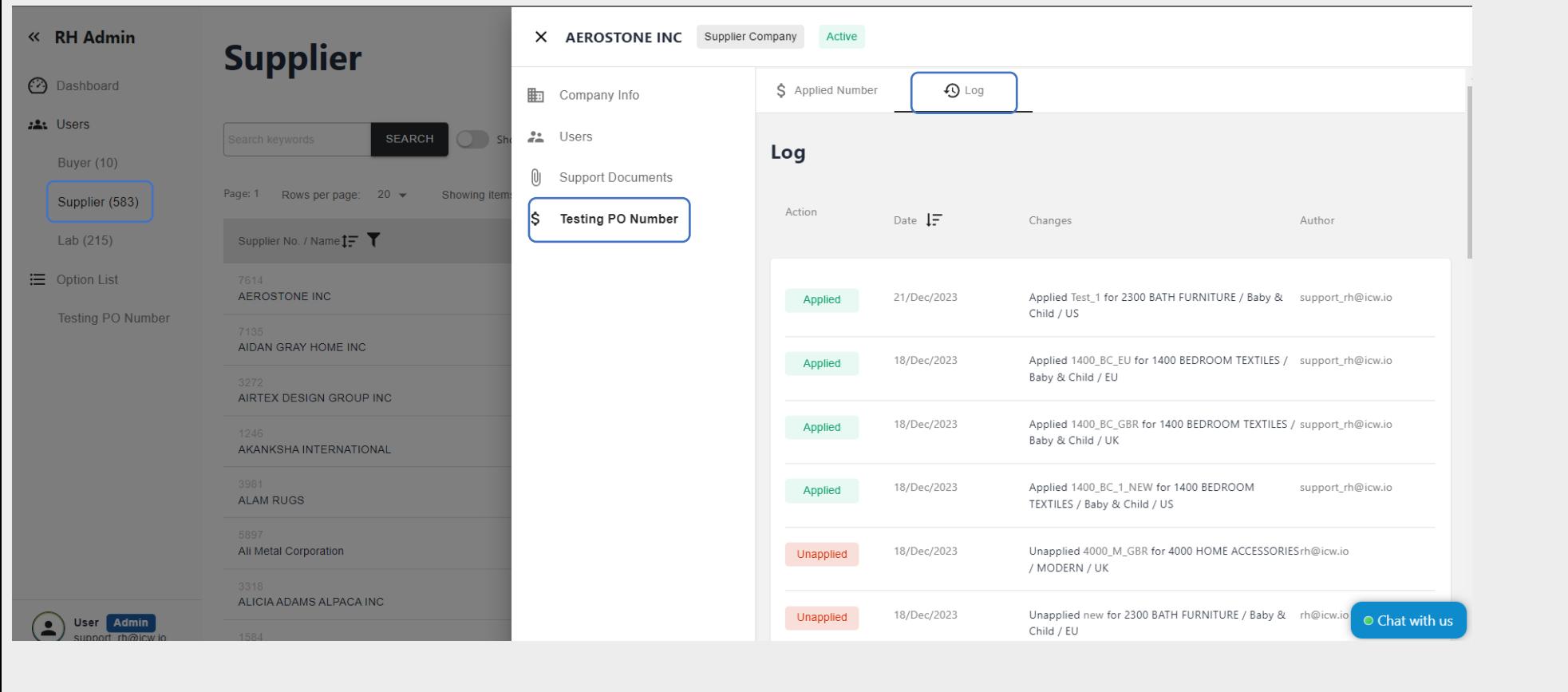
Unapply Testing PO Number

Note: After UNAPPLY, the Testing PO Number will not be applied to newly confirmed quote.

7.8 Buyer: View Supplier Testing PO Number Activity Log

Supplier Testing PO Number Log

Select **Supplier > Companies > Specific Supplier > Testing PO Number > Log** > View the **Applied** or **Unapplied** change log on a specific supplier.



The screenshot shows the iCW software interface. On the left, there is a sidebar with navigation links: 'RH Admin', 'Dashboard', 'Users', 'Buyer (10)', 'Supplier (583)' (which is highlighted with a blue box), 'Lab (215)', 'Option List', and 'Testing PO Number'. Below these are user status indicators: 'User support_rh@icw.io' and 'Admin support_rh@icw.io'. The main area is titled 'Supplier' and shows a list of suppliers with their names and IDs. The supplier 'AEROSTONE INC' is selected and shown in a detailed view on the right. The detailed view includes tabs for 'Company Info', 'Users', and 'Support Documents', and a 'Log' tab which is highlighted with a blue box. The 'Log' view shows a table of changes with columns for 'Action', 'Date', 'Changes', and 'Author'. The table contains the following data:

Action	Date	Changes	Author
Applied	21/Dec/2023	Applied Test_1 for 2300 BATH FURNITURE / Baby & Child / US	support_rh@icw.io
Applied	18/Dec/2023	Applied 1400_BC_EU for 1400 BEDROOM TEXTILES / Baby & Child / EU	support_rh@icw.io
Applied	18/Dec/2023	Applied 1400_BC_GBR for 1400 BEDROOM TEXTILES / support_rh@icw.io Baby & Child / UK	support_rh@icw.io
Applied	18/Dec/2023	Applied 1400_BC_1_NEW for 1400 BEDROOM TEXTILES / Baby & Child / US	support_rh@icw.io
Unapplied	18/Dec/2023	Unapplied 4000_M_GBR for 4000 HOME ACCESSORIESrh@icw.io / MODERN / UK	rh@icw.io
Unapplied	18/Dec/2023	Unapplied new for 2300 BATH FURNITURE / Baby & Child / EU	rh@icw.io

A 'Chat with us' button is located in the bottom right corner of the log table.