

ADMIN USER GUIDE – RH

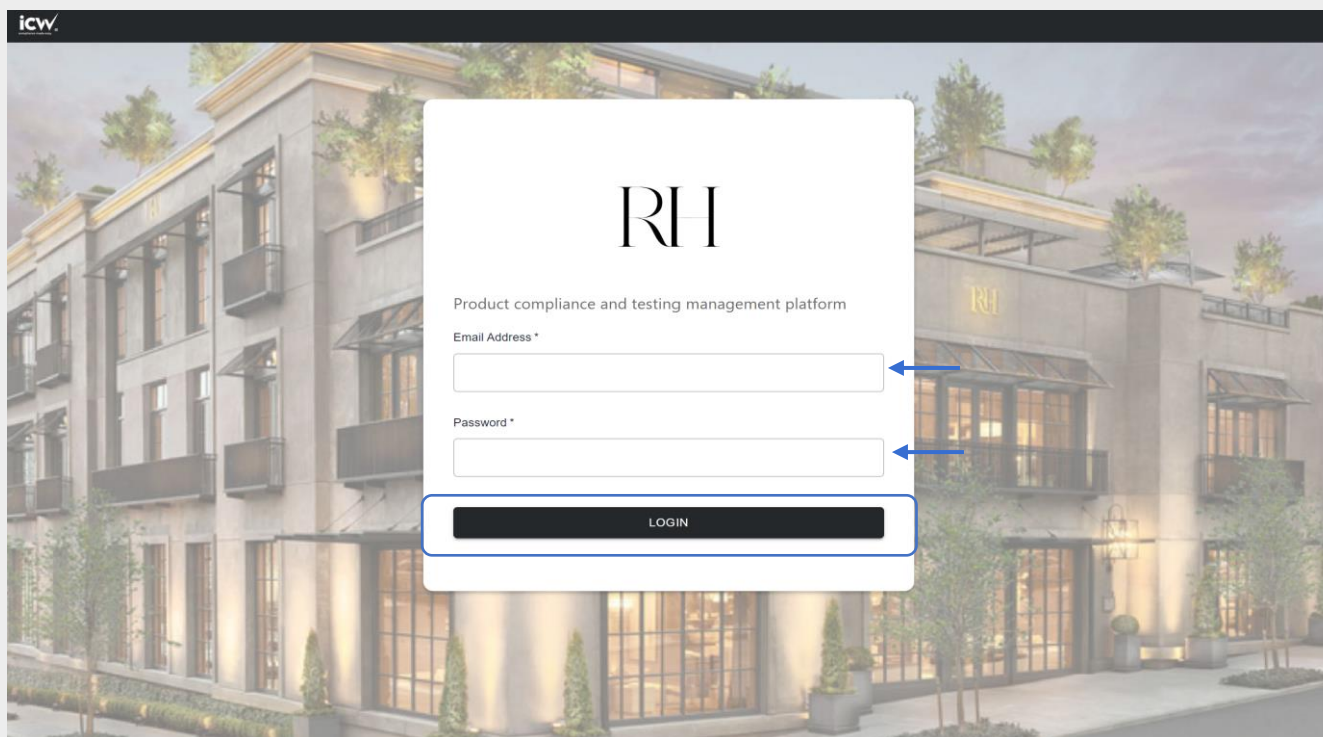
Product Compliance and Testing Management Platform – Admin

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2 Login



Log in to the platform:

<https://admin.rh.icw.io/login>

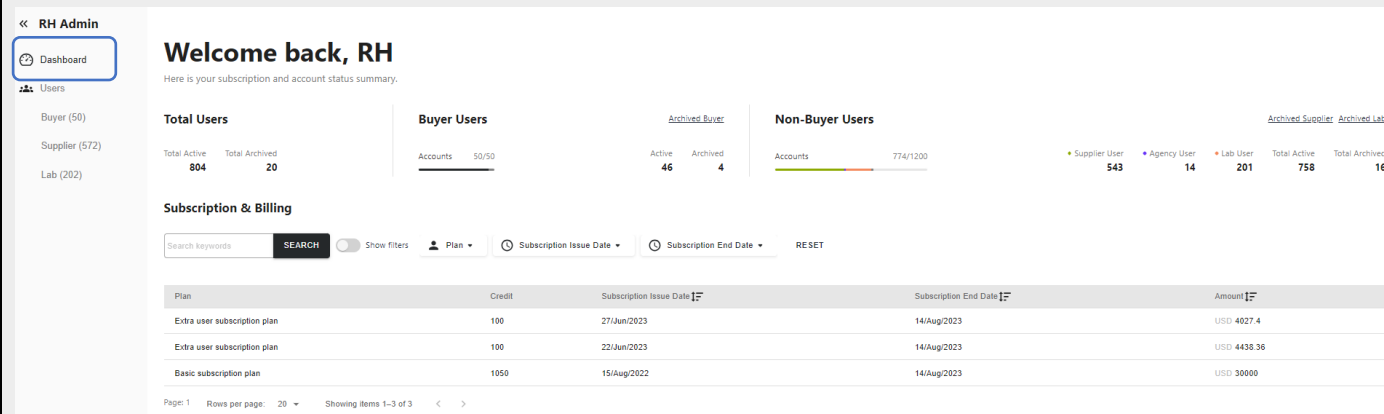
You can now start managing users of RH, agents, vendors, and laboratories.

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: 804, Total Archived: 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 4927.4
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

Page: 1 Rows per page: 20 Showing items 1-3 of 3

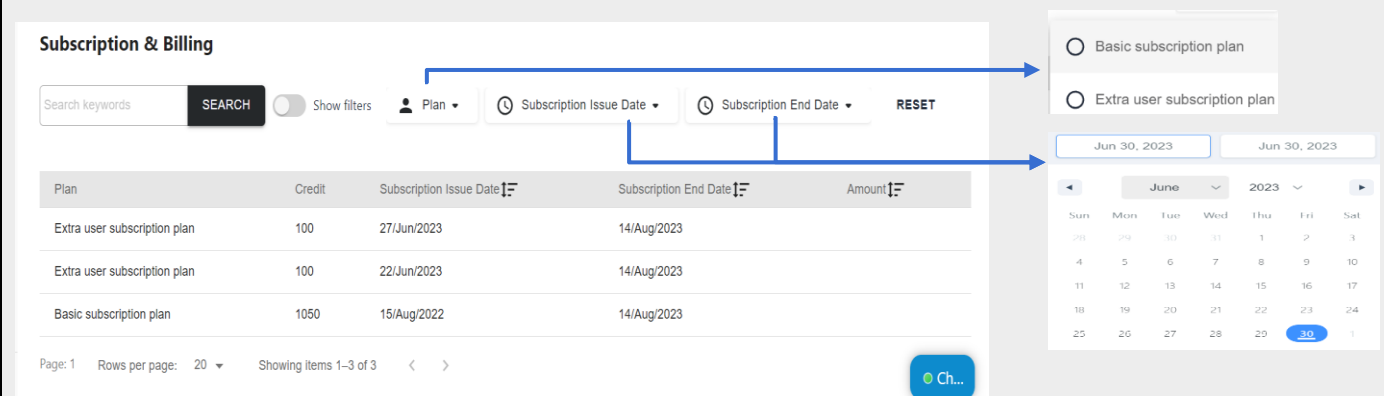
A **Dashboard** shows the subscription and account status summary.

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

Calendar overlay: June 2023, 30th selected.

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.

<< RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Buyer

Search keywords

SEARCH

Hide filters

Created Date

Archived Date

RESET

Sort By: User Name X

Page: 1

Rows per page: 20

Showing items 1-20 of 50

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

Users 50

CREATE

4.2 Buyer: Create Users

Select Buyer > Create

« RH Admin

Dashboard

Users

Buyer (50)

Search keywords SEARCH

Hide filters

Created Date

Archived Date

RESET

CREATE

Users 50

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

Search departments

1200 WINDOW HWY & COVERINGS

1400 BEDROOM TEXTILES

1500 FLOOR COVERINGS

1600 PILLOWS THROWS & SEASONAL

NumID Department

1200 WINDOW HWY & COVERINGS

1400 BEDROOM TEXTILES

1500 FLOOR COVERINGS

1600 PILLOWS THROWS & SEASONAL

CANCEL SAVE

Access Right

Role *

Select role

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

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.

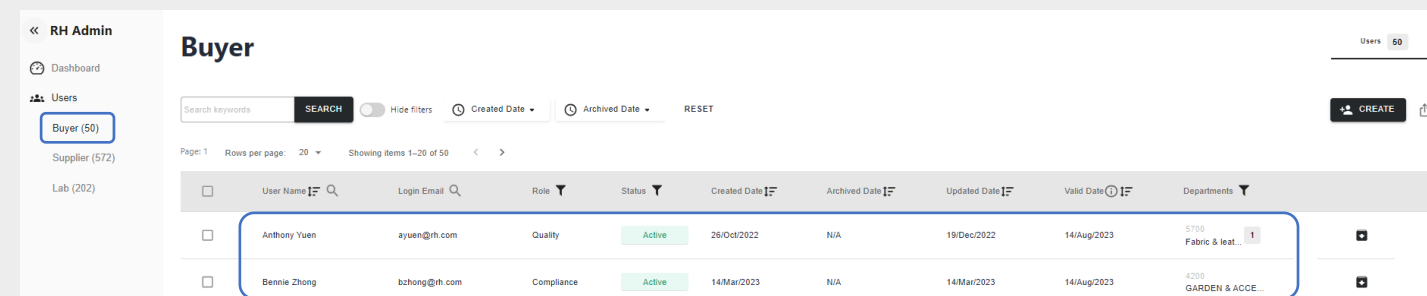
OKAY

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



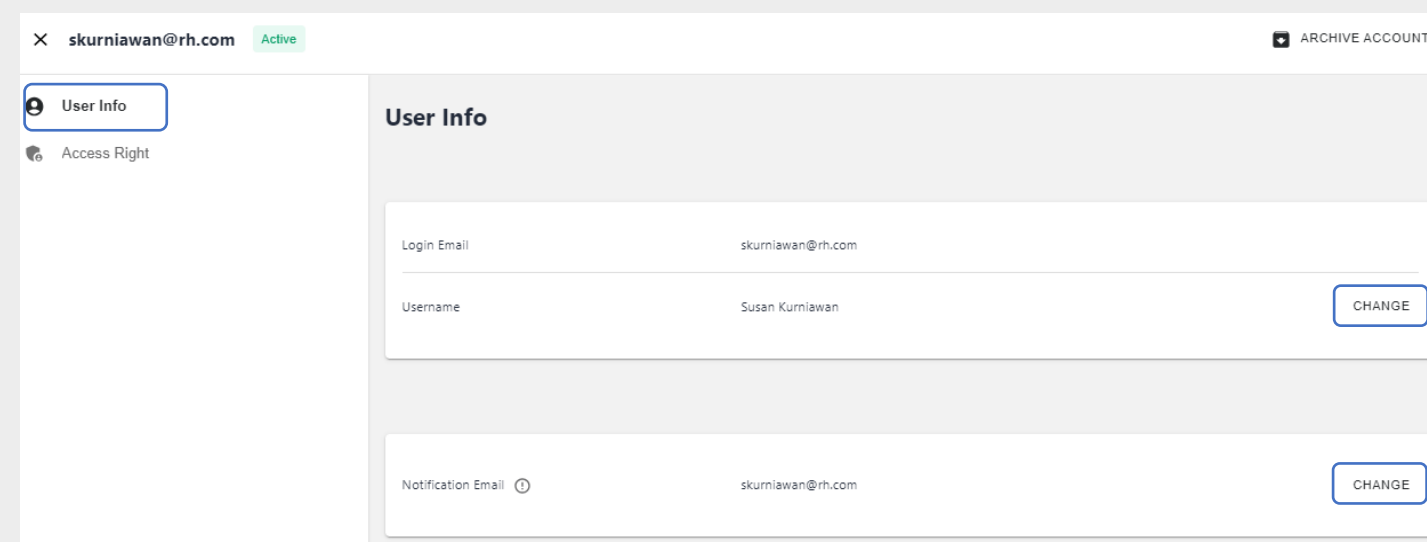
Buyer

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	5706 Fabric & leat... 1
<input type="checkbox"/>	Bennie Zhong	bzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4256 GARDEN & ACCE...

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



User Info

skurniawan@rh.com Active ARCHIVE ACCOUNT

User Info

Login Email skurniawan@rh.com

Username Susan Kurniawan **CHANGE**

Notification Email skurniawan@rh.com **CHANGE**

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.

×

skurniawan@rh.com

Active

ARCHIVE ACCOUNT

User Info

Access Right

Role ⓘ

Compliance Main

CHANGE

Department

+ ADD DEPARTMENT

1500	FLOOR COVERINGS	
2301	HARDWARE	
4000	HOME ACCESSORIES	

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

Select Department

Search keyword

1400 BEDROOM TEXTILES ⓘ

1500 FLOOR COVERINGS ⓘ

Num	Department
<input type="checkbox"/>	1200 WINDOW FRM & COVERINGS
<input checked="" type="checkbox"/>	1400 BEDROOM TEXTILES
<input checked="" type="checkbox"/>	1500 FLOOR COVERINGS
<input type="checkbox"/>	1600 PILLOWS TROWS & SEASONAL

CANCEL

SAVE

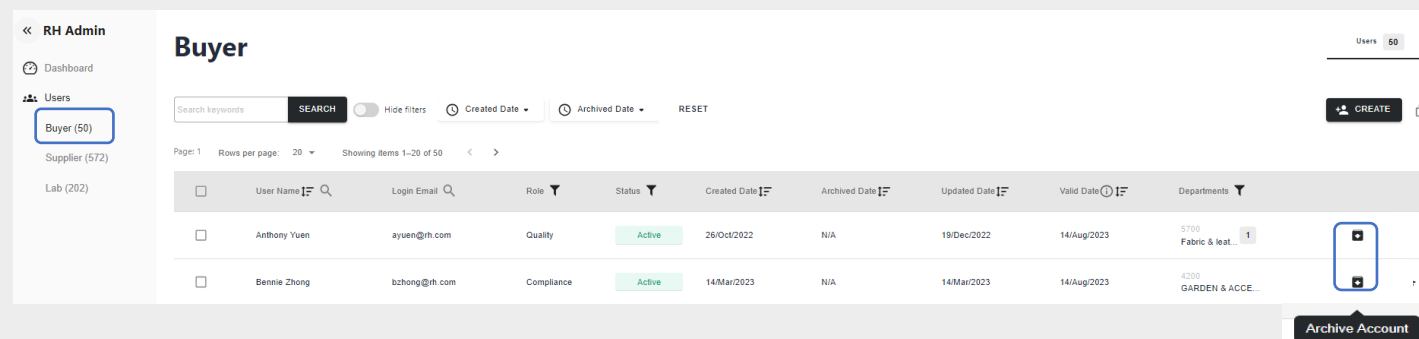
Notes:

- 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.



Buyer (50)

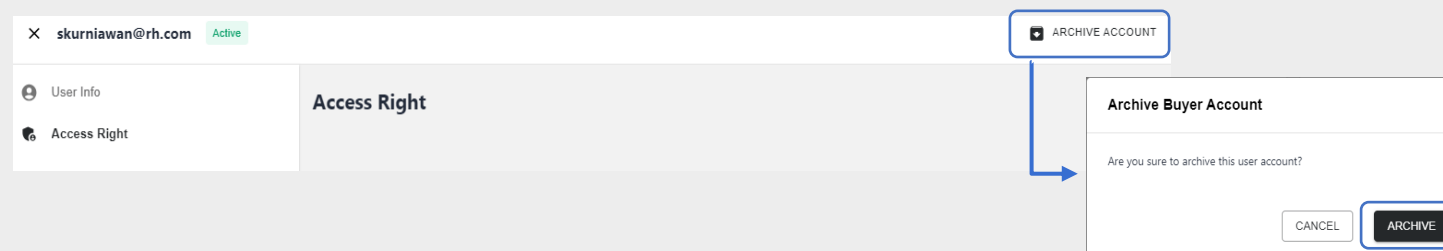
Search keywords SEARCH Hide filters Created Date Archived Date RESET

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... 1
<input type="checkbox"/>	Bennie Zhong	bzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4200 GARDEN & ACCE...

Archive Account

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



skurniawan@rh.com Active

User Info Access Right

ARCHIVE ACCOUNT

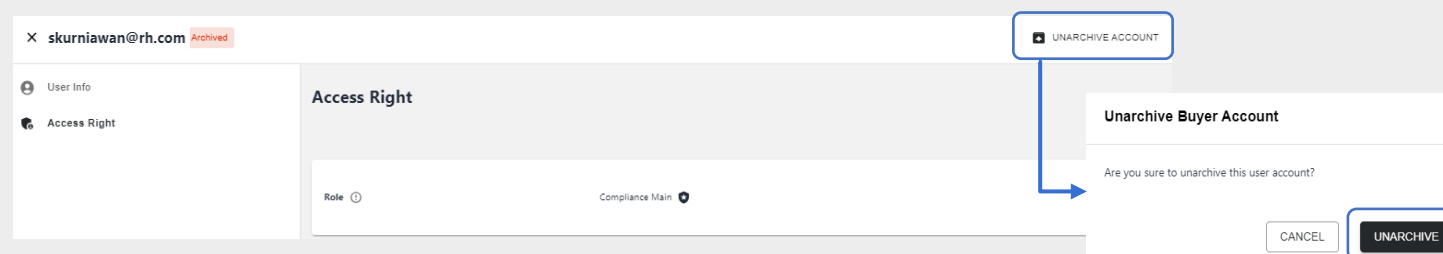
Archive Buyer Account

Are you sure to archive this user account?

CANCEL ARCHIVE

Unarchive user

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



skurniawan@rh.com Archived

User Info Access Right

UNARCHIVE ACCOUNT

Unarchive Buyer Account

Are you sure to unarchive this user account?

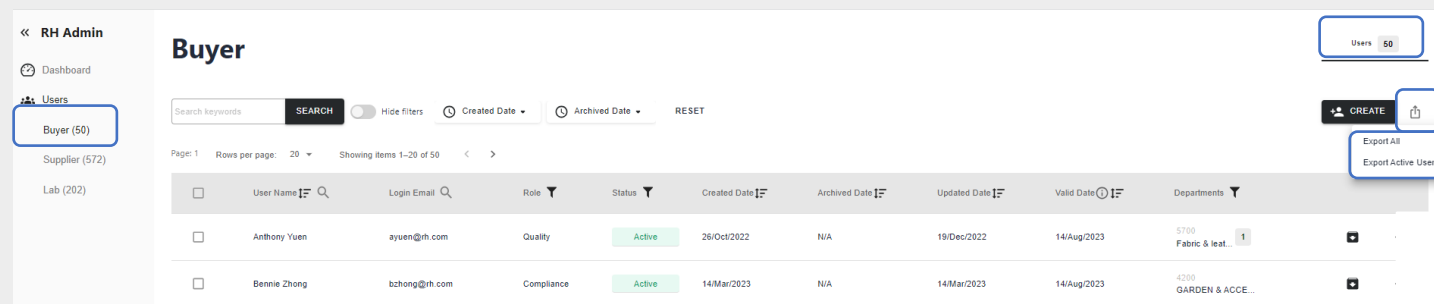
CANCEL UNARCHIVE

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

Search keywords **SEARCH** ☐ Hide filters Created Date Archived Date **RESET**

Page: 1 Rows per page: 20 Showing items 1-20 of 50

<input type="checkbox"/>	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	6789 Fabric & leat... 1
<input type="checkbox"/>	Bennie Zhong	bzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4389 GARDEN & ACCE...

CREATE

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.

<< RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Supplier

☐ Hide filters

Page: 2 Rows per page: 20 Showing items 21–40 of 77

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
5351 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.

<< RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Supplier

☐ Hide filters

Sort By: Created Date

Page: 1 Rows per page: 20 Showing items 1–20 of 572

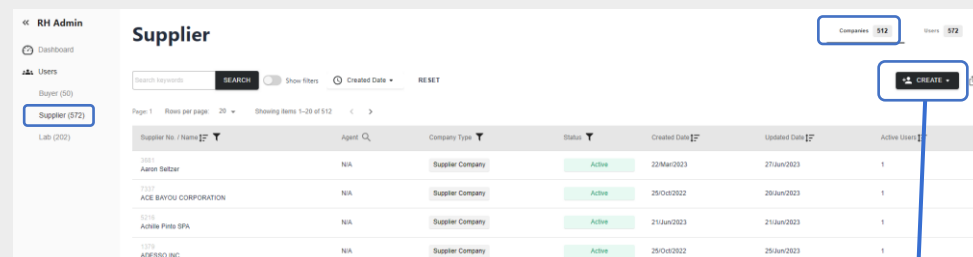
Supplier No. / Name	Login Email	Notification Email	User Name	Agent	User Type	Status	Created Date	Archived Date	Updated Date	Valid Date
5374 LIBECO-LEGAE	compliance@libeco.com	compliance@libeco.com	Compliance	N/A	Supplier User	Active	17/Jul/2023	N/A	17/Jul/2023	14/Aug/2023
7886 Savema SpA	compliance@savema.com	compliance@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: 312 Users: 372

Search keywords: [] Show filters: [] Created Date: [] RESET

Page: 1 Rows per page: 20 Showing items 1-20 of 312

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
1291 Aaron Seltzer	N/A	Supplier Company	Active	22/Mar/2023	27/Jun/2023	1
1327 ACE BAYOU CORPORATION	N/A	Supplier Company	Active	29/Oct/2022	29/Jun/2023	1
1376 ADINA PETS SPA	N/A	Supplier Company	Active	21/Jun/2023	21/Jun/2023	1
1376 ADESSO INC	N/A	Supplier Company	Active	29/Oct/2022	29/Jun/2023	1

Supplier Company
Agency Company

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

Company Info

Supplier ID * Supplier Name *

Sub Supplier ID

Press **enter** to add new tag

Agency Company

Cannot find the agent?

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

Supplier Address

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

Contact Name

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

Contact Number

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

Contact Email

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

Users

Create user for this company.

No user created for this company

Agency Company

Select agency company

FLATWORLD
WAK ASSOCIATES
Sheikh Orientals

Cannot Find The Agent?

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

Login Email

User Name

Email Notification

Notes:

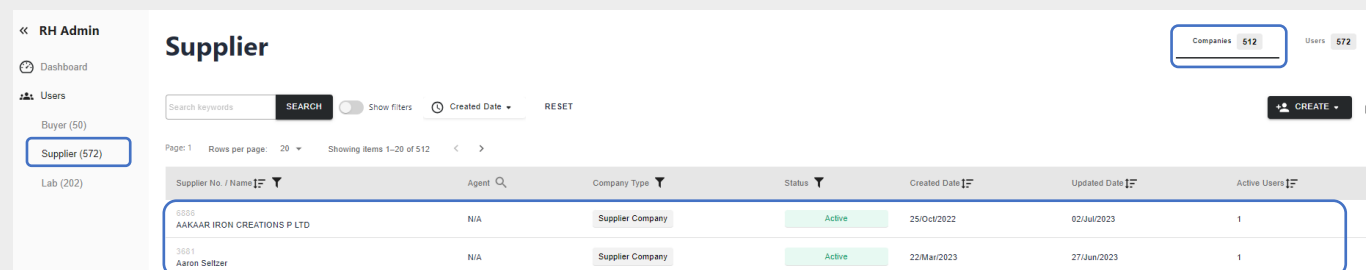
Sub Supplier ID should be different from Supplier ID.

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.



Supplier

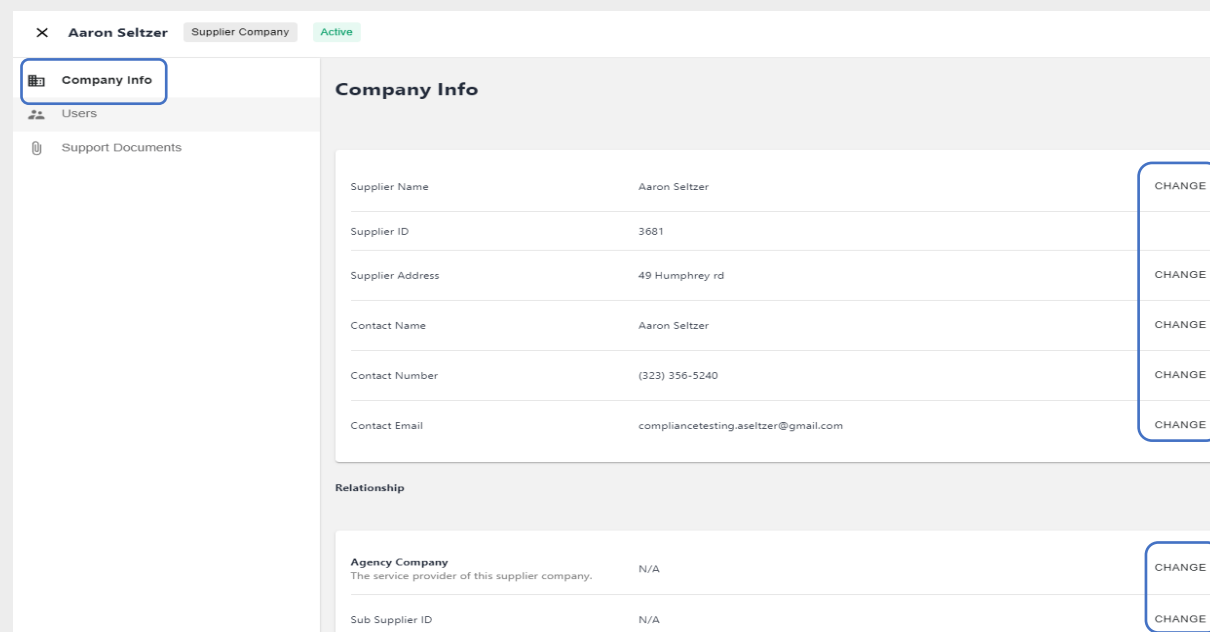
Companies: 512 Users: 572

Search keywords **SEARCH** ☐ Show filters Created Date RESET **CREATE**

Page: 1 Rows per page: 20 Showing items 1-20 of 512

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
8858 AAKAAR IRON CREATIONS P LTD	N/A	Supplier Company	Active	25/Oct/2022	02/Jul/2023	1
5681 Aaron Seltzer	N/A	Supplier Company	Active	22/Mar/2023	27/Jun/2023	1

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



Aaron Seltzer Supplier Company Active

Company Info

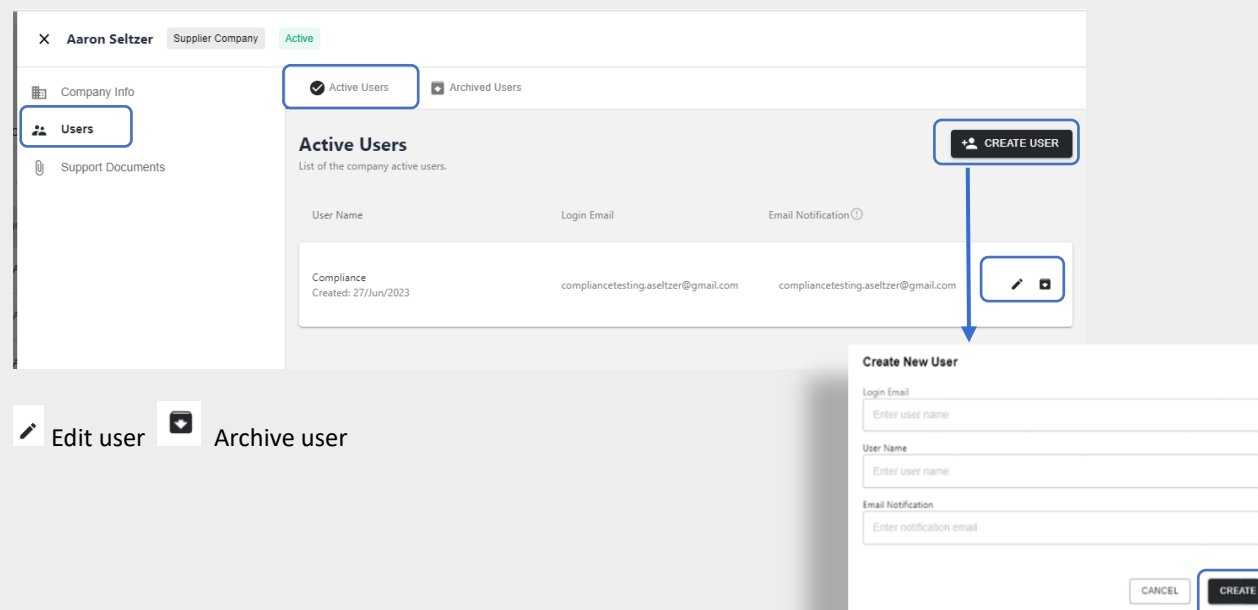
Users Support Documents

Company Info	
Supplier Name	Aaron Seltzer CHANGE
Supplier ID	3681 CHANGE
Supplier Address	49 Humphrey rd CHANGE
Contact Name	Aaron Seltzer CHANGE
Contact Number	(323) 356-5240 CHANGE
Contact Email	compliancetesting.aseltzer@gmail.com CHANGE



Relationship

Agency Company The service provider of this supplier company.	N/A CHANGE
Sub Supplier ID	N/A CHANGE

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



Active Users
List of the company active users.

User Name	Login Email	Email Notification ⓘ	
Compliance Created: 27/Jun/2023	compliancetesting.aseltzer@gmail.com	compliancetesting.aseltzer@gmail.com	 



Create New User

Login Email
Enter user name

User Name
Enter user name

Email Notification
Enter notification email

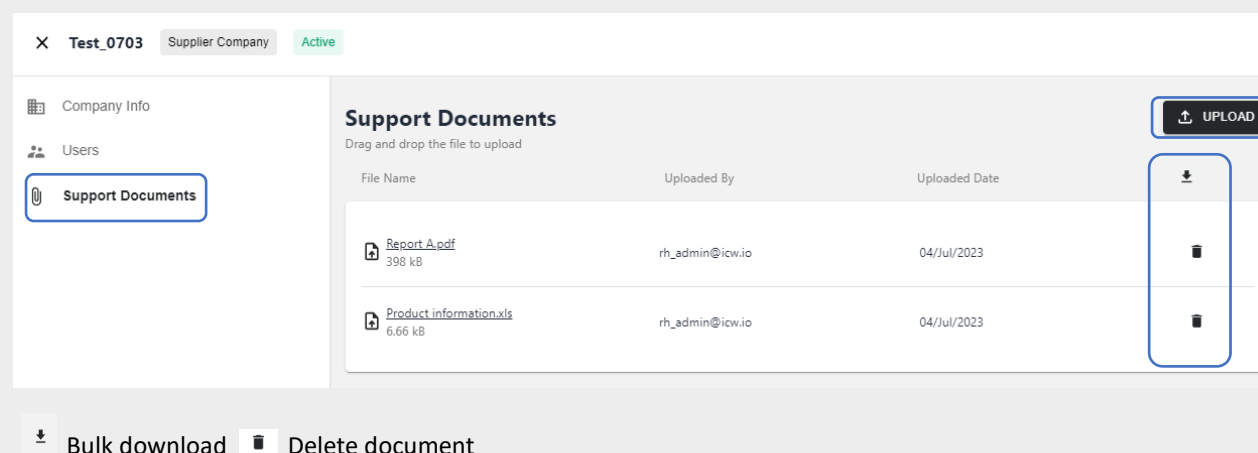
CANCEL **CREATE**

 **Edit user**  **Archive user**







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.



Support Documents
Drag and drop the file to upload

File Name	Uploaded By	Uploaded Date	
 <u>Report A.pdf</u> 398 kB	rh_admin@icw.io	04/Jul/2023	 
 <u>Product information.xls</u> 6.66 kB	rh_admin@icw.io	04/Jul/2023	 

UPLOAD

 **Bulk download**  **Delete document**

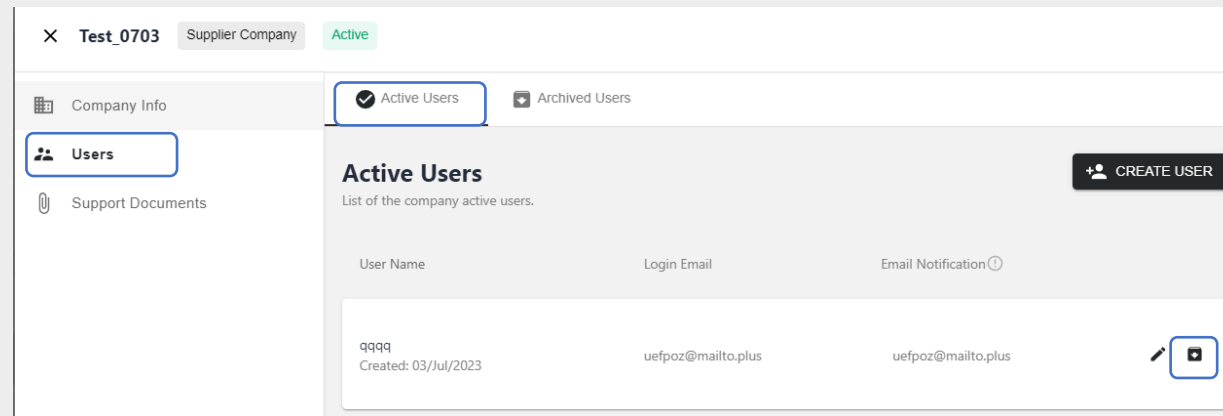
(Continued on next page)

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**.





Company Info | **Active Users** | Archived Users

Users | Support Documents

Active Users
List of the company active users.

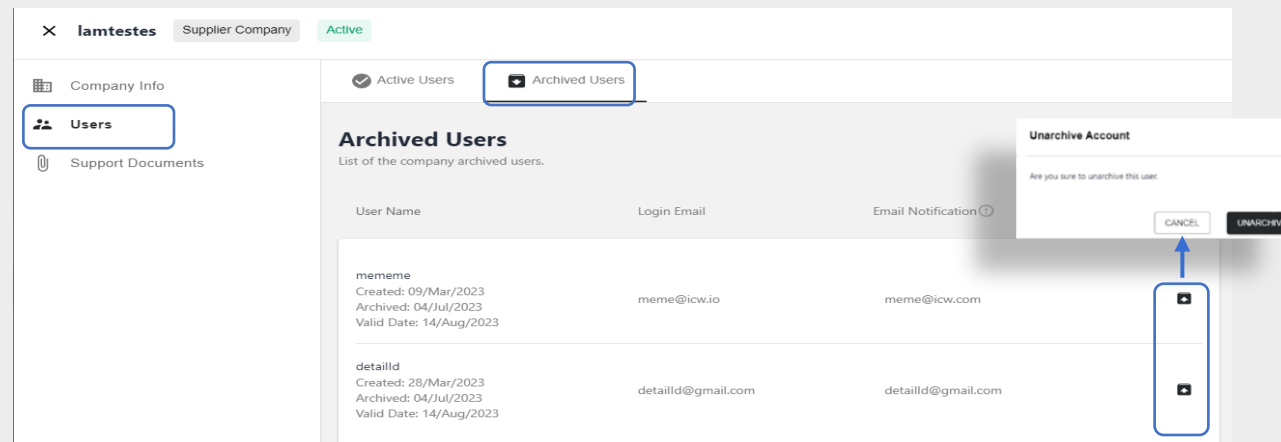
CREATE USER

User Name	Login Email	Email Notification ⓘ	
qqqq Created: 03/Jul/2023	uefpoz@mailto.plus	uefpoz@mailto.plus	

 Archive user

Unarchive User:



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



Company Info | **Active Users** | **Archived Users**

Users | Support Documents


Archived Users
List of the company archived users.

User Name	Login Email	Email Notification ⓘ	
mememe Created: 09/Mar/2023 Archived: 04/Jul/2023 Valid Date: 14/Aug/2023	meme@icw.io	meme@icw.com	
detailld Created: 28/Mar/2023 Archived: 04/Jul/2023 Valid Date: 14/Aug/2023	detailld@gmail.com	detailld@gmail.com	

Unarchive Account

Are you sure to unarchive this user?

CANCEL UNARCHIVE

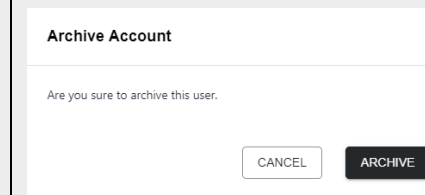
 Unarchive user

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

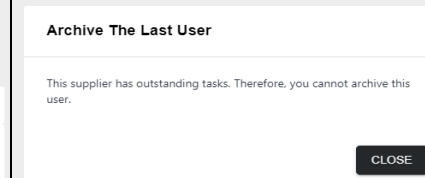


Archive Account

Are you sure to archive this user.

CANCEL ARCHIVE

2. Archive the last Supplier user with outstanding tasks

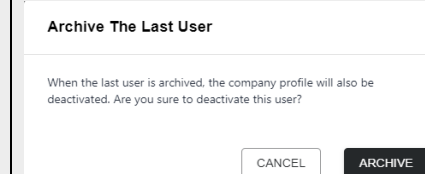


Archive The Last User

This supplier has outstanding tasks. Therefore, you cannot archive this user.

CLOSE

3. Archive the last Supplier user without outstanding task



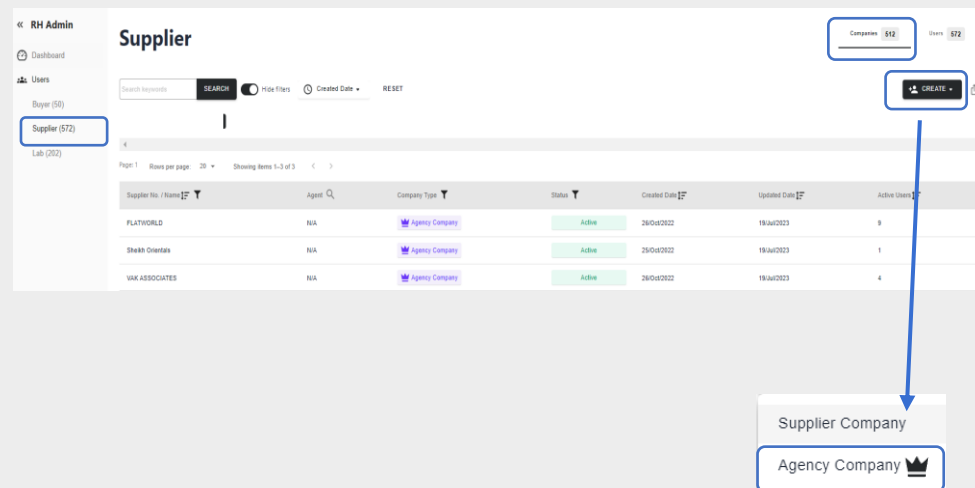
Archive The Last User

When the last user is archived, the company profile will also be deactivated. Are you sure to deactivate this user?

CANCEL ARCHIVE

5.5 Agency: Create Company

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

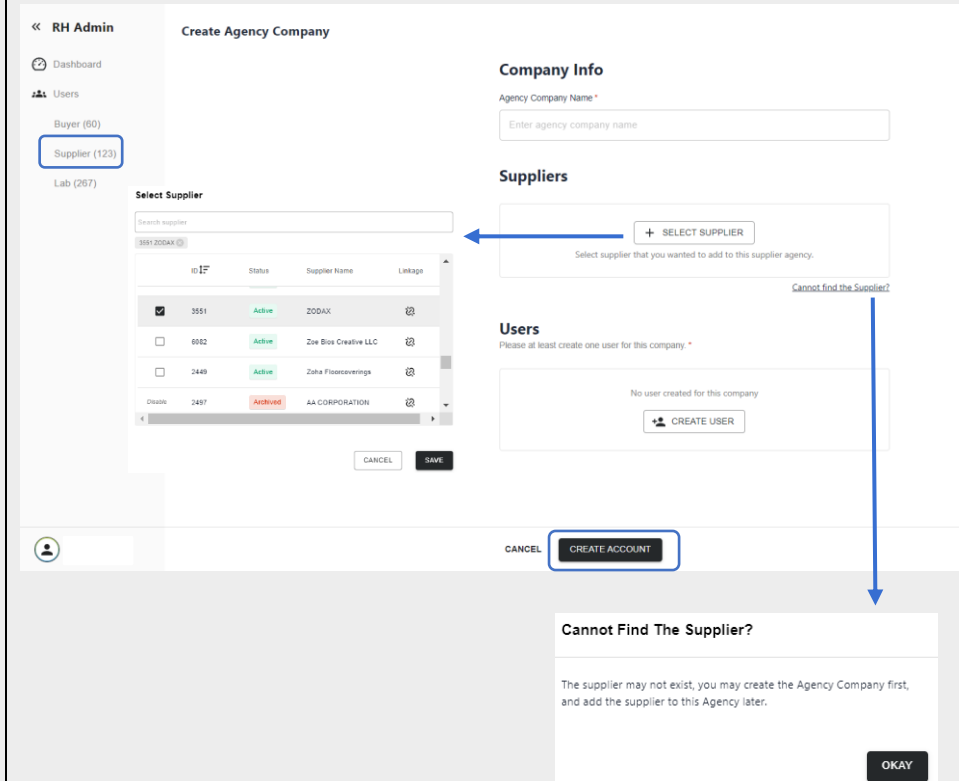


The screenshot shows the 'Supplier' page in the RH Admin interface. The left sidebar has 'Supplier (572)' highlighted. The main area shows a table of suppliers. A blue box highlights the 'CREATE' button in the top right corner. A blue arrow points from the 'CREATE' button to a legend below the table. The legend shows 'Supplier Company' and 'Agency Company' with a crown icon.

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
PLATWORLD	NIA	Agency Company	Active	28/04/2022	19/04/2023	9
Sheikh Orientale	NIA	Agency Company	Active	29/04/2022	19/04/2023	1
VAK ASSOCIATES	NIA	Agency Company	Active	28/04/2022	19/04/2023	4

Supplier Company
Agency Company

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



The screenshot shows the 'Create Agency Company' page. The 'Company Info' section has a text input for 'Agency Company Name'. The 'Suppliers' section has a '+ SELECT SUPPLIER' button. A blue arrow points from this button to the 'Cannot find the Supplier?' error message. The 'Users' section has a 'CREATE USER' button. At the bottom, there is a 'CREATE ACCOUNT' button. The error message states: 'The supplier may not exist, you may create the Agency Company first, and add the supplier to this Agency later.'

Cannot find the Supplier?

The supplier may not exist, you may create the Agency Company first, and add the supplier to this Agency later.

OKAY

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.

<< RH Admin

Dashboard
Users

Buyer (50)

Supplier (572)
Lab (202)

Supplier

Search keywords

SEARCH

Hide filters

Created Date

RESET

Company Type: Agency Company

CREATE

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.

X FLATWORLD
Agency Company
Active

Company Info

Users

Supplier List

Support Documents


Company Info

Agency Company Name

FLATWORLD

CHANGE

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



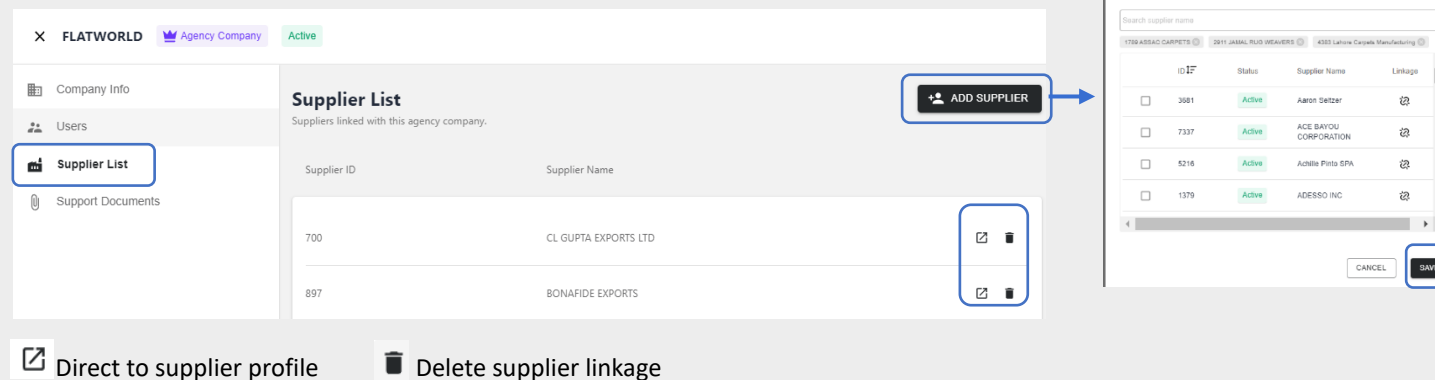
The screenshot shows the 'Active Users' page for 'FLATWORLD' (Agency Company). The left sidebar has 'Users' selected. The main area shows a table of active users with columns: User Name, Login Email, and Email Notification. A user 'Suresh' is listed, created on 25/Oct/2022. Annotations include:

- A blue box around the 'CREATE USER' button in the top right of the table.
- A blue box around the 'Edit user' icon (pencil) in the bottom right of the table.
- A blue box around the 'Archive user' icon (archive symbol) in the bottom right of the table.

 To the right, two modal forms are shown:

- Create New User**: Fields for Login Email, User Name, and Email Notification. Buttons: CANCEL, CREATE.
- Edit User**: Fields for Login Email, User Name, and Email Notification. Buttons: CANCEL, SAVE.

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



The screenshot shows the 'Supplier List' page for 'FLATWORLD' (Agency Company). The left sidebar has 'Supplier List' selected. The main area shows a table of suppliers with columns: Supplier ID, Supplier Name, and Linkage. Two suppliers are listed: 'CL GUPTA EXPORTS LTD' (ID 700) and 'BONAFIDE EXPORTS' (ID 897). Annotations include:

- A blue box around the 'ADD SUPPLIER' button in the top right of the table.
- A blue box around the 'Direct to supplier profile' icon (external link) in the bottom right of the table.
- A blue box around the 'Delete supplier linkage' icon (trash) in the bottom right of the table.

 To the right, the 'Add Supplier' modal is shown with a search bar and a list of suppliers. The 'SAVE' button is highlighted with a blue box.

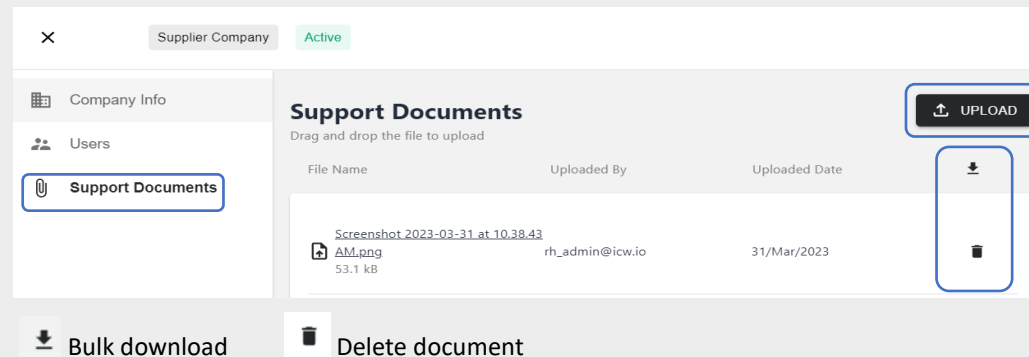
Notes:

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 for 'Supplier Company' (Active). The left sidebar has 'Support Documents' selected. The main area shows a table of support documents with columns: File Name, Uploaded By, and Uploaded Date. A document 'Screenshot 2023-03-31 at 10.38.43 AM.png' (53.1 kB) is listed, uploaded by 'rh_admin@icw.io' on 31/Mar/2023. Annotations include:

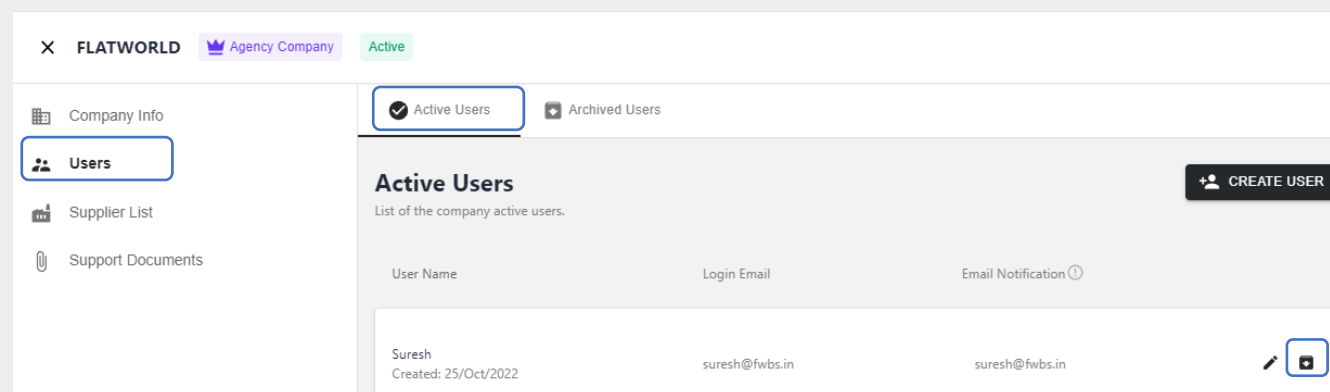
- A blue box around the 'UPLOAD' button in the top right of the table.
- A blue box around the 'Bulk download' icon (download symbol) in the bottom right of the table.
- A blue box around the 'Delete document' icon (trash) in the bottom right of the table.

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**.




FLATWORLD Agency Company Active


Company Info Users Supplier List Support Documents

Active Users Archived Users

Active Users
List of the company active users.

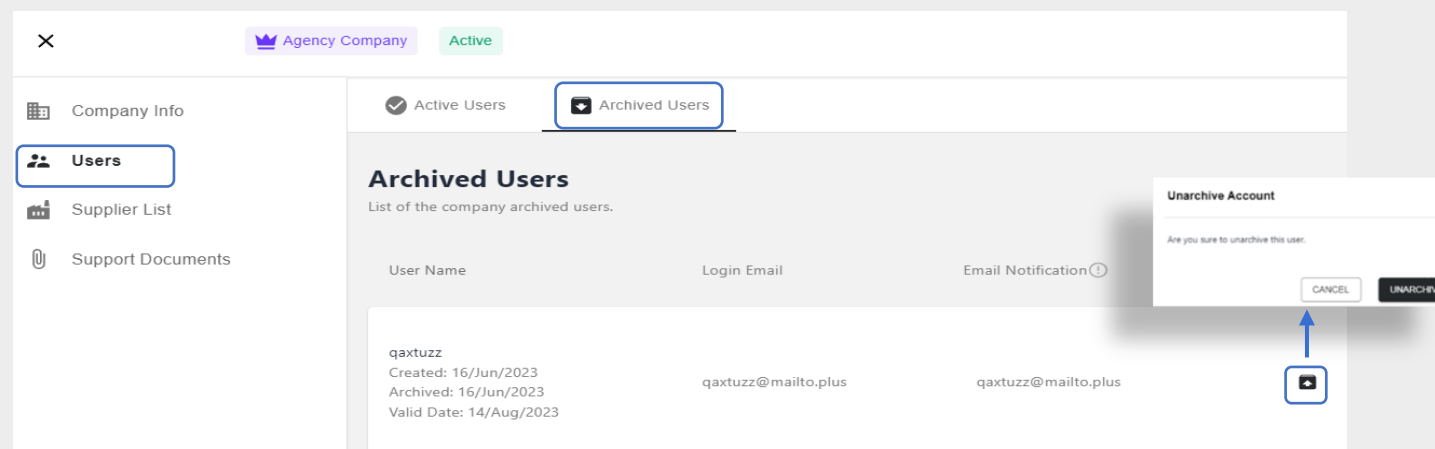
CREATE USER

User Name	Login Email	Email Notification ⓘ	
Suresh Created: 25/Oct/2022	suresh@fwbs.in	suresh@fwbs.in	

 Archive user

Unarchive User:

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



Agency Company Active

Company Info Users Supplier List Support Documents


Active Users Archived Users

Archived Users
List of the company archived users.

Unarchive Account

Are you sure to unarchive this user.

CANCEL UNARCHIVE

User Name	Login Email	Email Notification ⓘ	
qaxtuzz Created: 16/Jun/2023 Archived: 16/Jun/2023 Valid Date: 14/Aug/2023	qaxtuzz@mailto.plus	qaxtuzz@mailto.plus	

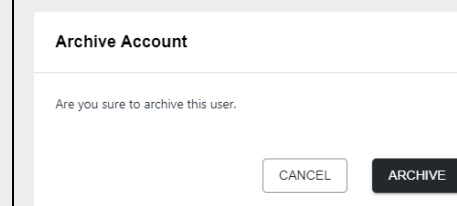
 Unarchive user

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

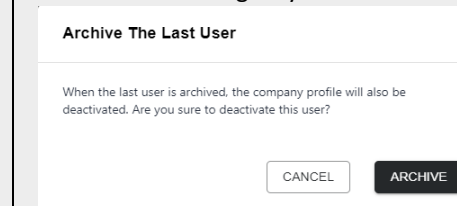


Archive Account

Are you sure to archive this user.

CANCEL ARCHIVE

2. Archive the last Agency user



Archive The Last User

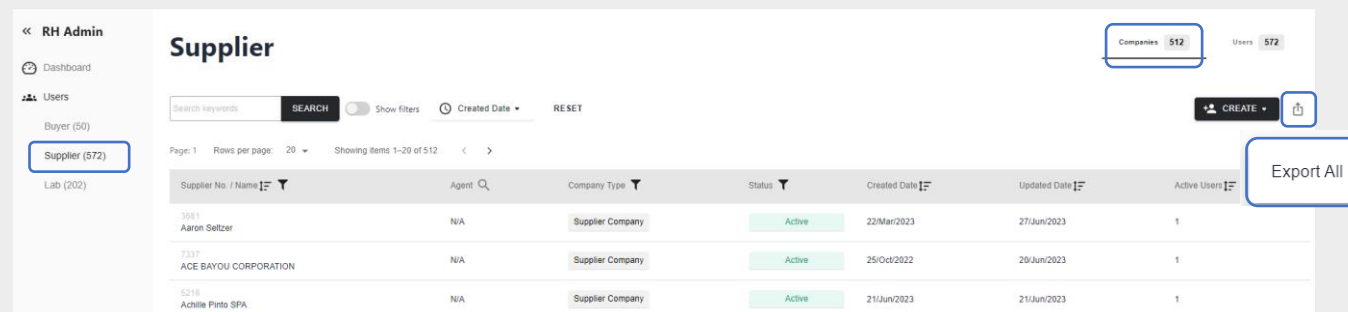
When the last user is archived, the company profile will also be deactivated. Are you sure to deactivate this user?

CANCEL ARCHIVE

5.8 Export Companies and Users

Export Supplier and Agency Company

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



Supplier (572)

Companies 512 Users 572

SEARCH Show filters Created Date RESET

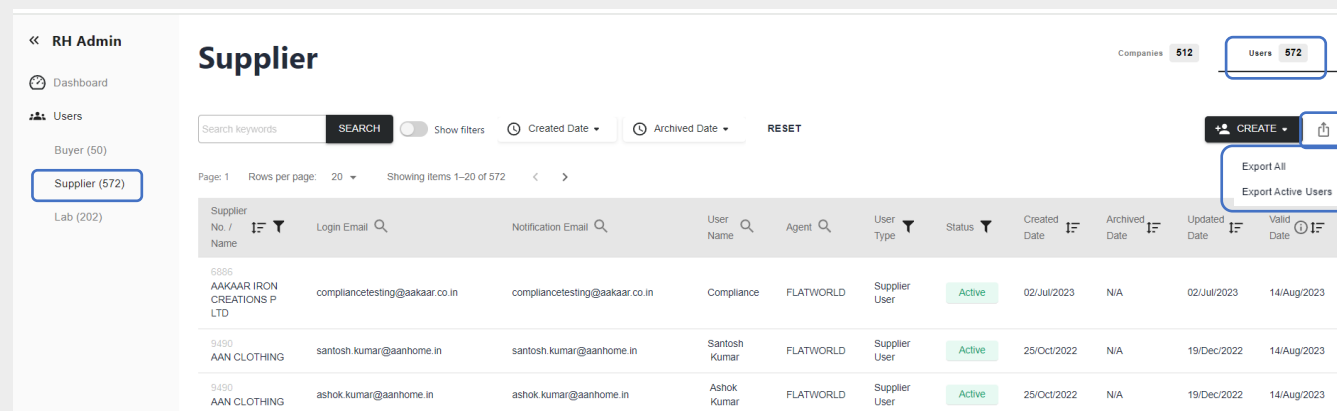
Page: 1 Rows per page: 20 Showing items 1-20 of 512

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
3581 Aaron Seltzer	N/A	Supplier Company	Active	22/Mar/2023	27/Jun/2023	1
7317 ACE BAYOU CORPORATION	N/A	Supplier Company	Active	25/Oct/2022	20/Jun/2023	1
5218 Achille Pinto SPA	N/A	Supplier Company	Active	21/Jun/2023	21/Jun/2023	1

Export All

Export Supplier and Agency Users

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



Supplier (572)

Companies 512 Users 572

SEARCH Show filters Created Date Archived Date RESET

Page: 1 Rows per page: 20 Showing items 1-20 of 572

Supplier No. / Name	Login Email	Notification Email	User Name	Agent	User Type	Status	Created Date	Archived Date	Updated Date	Valid Date
9396 AAKAAR I RON CREATIONS P LTD	compliancetesting@aakaar.co.in	compliancetesting@aakaar.co.in	Compliance	FLATWORLD	Supplier User	Active	02/Jul/2023	N/A	02/Jul/2023	14/Aug/2023
9490 AAN CLOTHING	santosh.kumar@aanhome.in	santosh.kumar@aanhome.in	Santosh Kumar	FLATWORLD	Supplier User	Active	25/Oct/2022	N/A	19/Dec/2022	14/Aug/2023
9490 AAN CLOTHING	ashok.kumar@aanhome.in	ashok.kumar@aanhome.in	Ashok Kumar	FLATWORLD	Supplier User	Active	25/Oct/2022	N/A	19/Dec/2022	14/Aug/2023

Export All
Export Active Users

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.

Export

6 Lab User Account Maintenance

6.1 Lab: Groups, Locations and Users Overview

An overview of all the active Lab Groups.

<< RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Lab

SEARCH

Hide filters

Created Date

RESET

Sort By: Active Users

Page: 1

Rows per page: 20

Showing items 1–12 of 12

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

CREATE LAB GROUP

An overview of all the active Lab Locations.

<< RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Lab

SEARCH

Show filters

Created Date

RESET

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

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

<< RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Lab

SEARCH

Show filters

Created Date

Archived Date

RESET

Page: 1

Rows per page: 20

Showing items 1–20 of 202

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@tuvusd.com	Active	13/Jul/2023	N/A	19/Jul/2023	14/Aug/2023

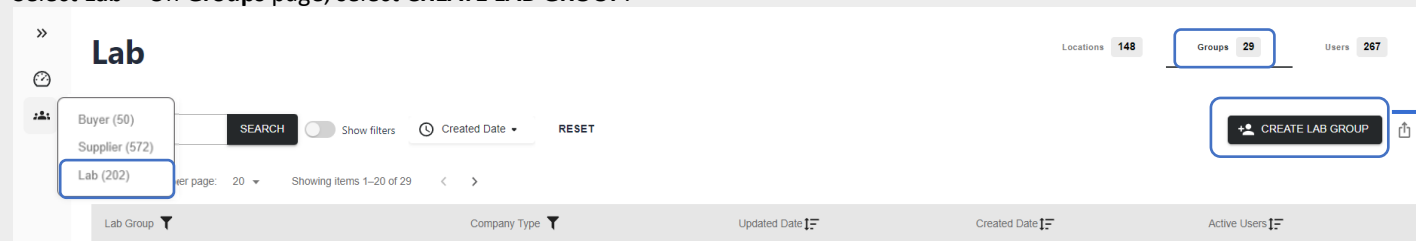
Notes:

- 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

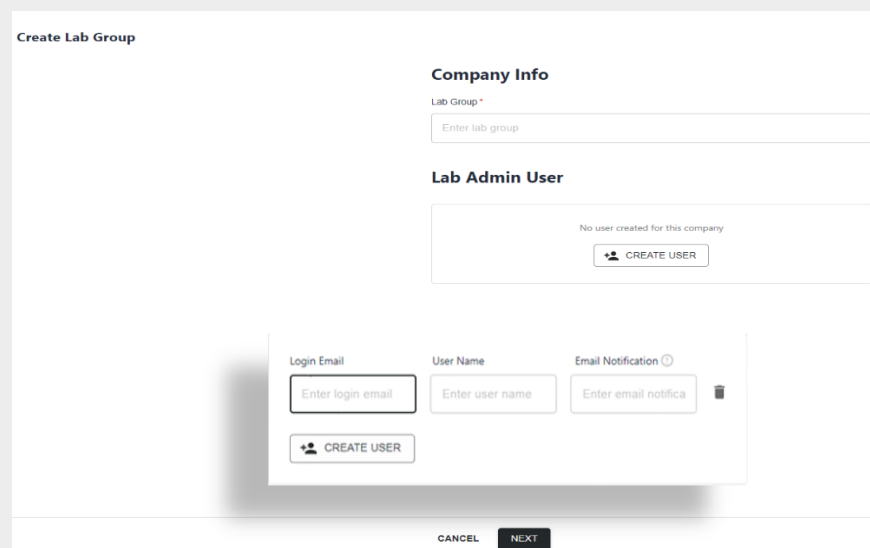
Create Lab Group

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



The screenshot shows the 'Lab' page with a sidebar on the left containing 'Buyer (50)', 'Supplier (572)', and 'Lab (202)'. The 'Lab (202)' item is selected. The main area displays 'Groups 29' and 'Users 267'. A 'CREATE LAB GROUP' button is highlighted with a blue box. Below the button is a table with columns: Lab Group, Company Type, Updated Date, Created Date, and Active Users.

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



The screenshot shows the 'Create Lab Group' form. It has two main sections: 'Company Info' and 'Lab Admin User'. The 'Company Info' section has a 'Lab Group *' field with a placeholder 'Enter lab group'. The 'Lab Admin User' section has a 'No user created for this company' message and a 'CREATE USER' button. Below these sections is a 'Login Email' section with fields for 'Enter login email', 'Enter user name', and 'Enter email notifica', and a 'CREATE USER' button. At the bottom are 'CANCEL' and 'NEXT' buttons.

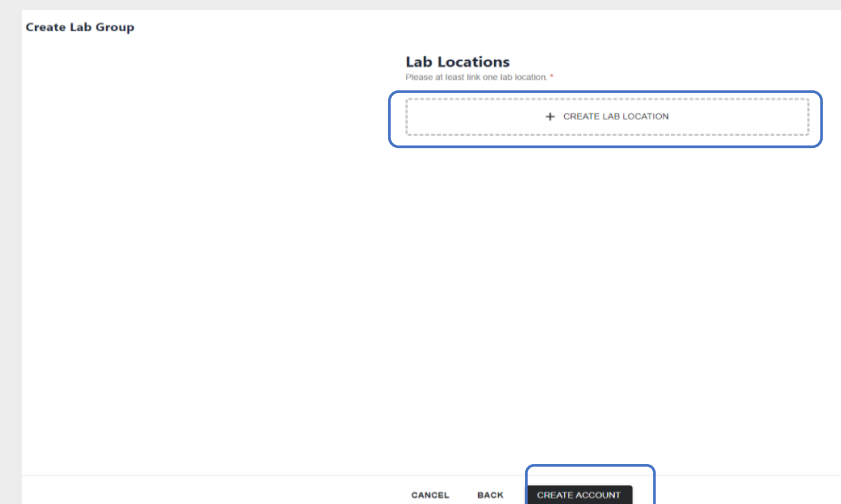
Notes:

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.

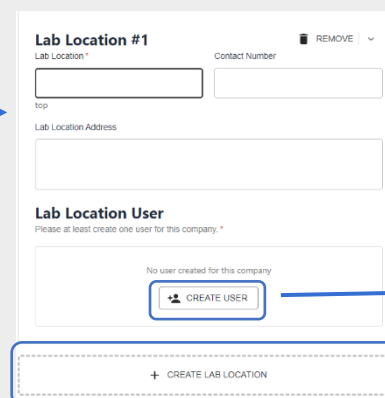


Create Lab Group

Lab Locations
Please at least link one lab location. *

+ CREATE LAB LOCATION

CANCEL BACK CREATE ACCOUNT



Lab Location #1

Lab Location * Contact Number

top

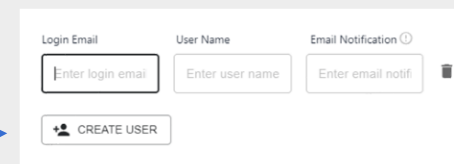
Lab Location Address

Lab Location User
Please at least create one user for this company. *

No user created for this company

+ CREATE USER

+ CREATE LAB LOCATION



Login Email User Name Email Notification ⓘ

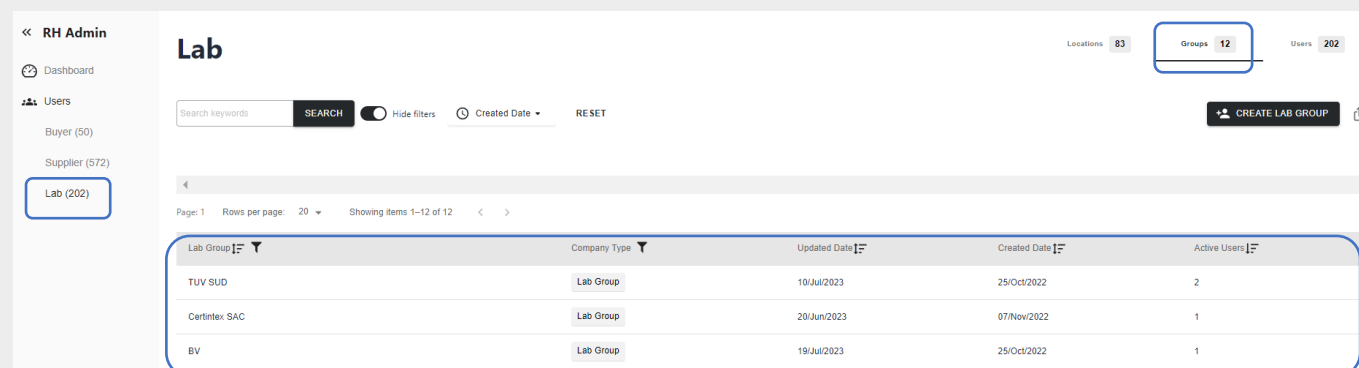
Enter login email Enter user name Enter email noti

+ CREATE USER

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.



Lab

Locations 83 Groups 12 Users 202

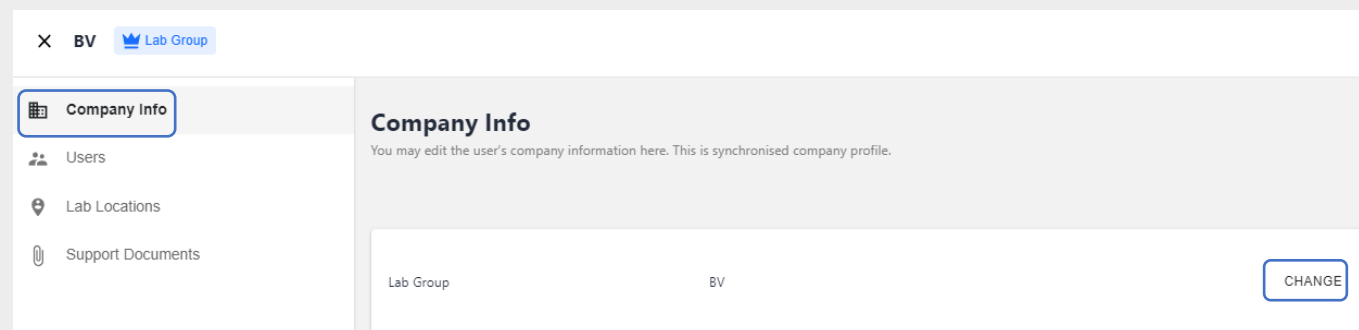
Search keywords SEARCH Hide filters Created Date RESET

CREATE LAB GROUP

Page: 1 Rows per page: 20 Showing items 1-12 of 12

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

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



Company Info

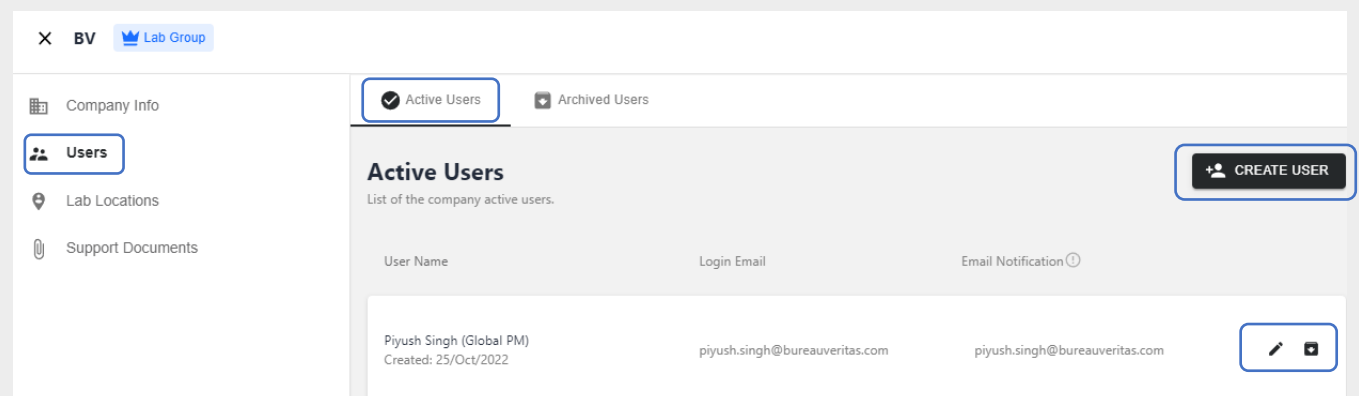
You may edit the user's company information here. This is synchronised company profile.

Lab Group BV

CHANGE

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.

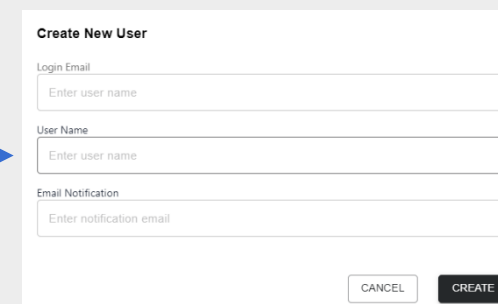


Active Users

List of the company active users.

User Name	Login Email	Email Notification ⓘ
Piyush Singh (Global PM) Created: 25/Oct/2022	piyush.singh@bureauveritas.com	piyush.singh@bureauveritas.com

CREATE USER



Create New User

Login Email
Enter user name

User Name
Enter user name

Email Notification
Enter notification email

CANCEL CREATE

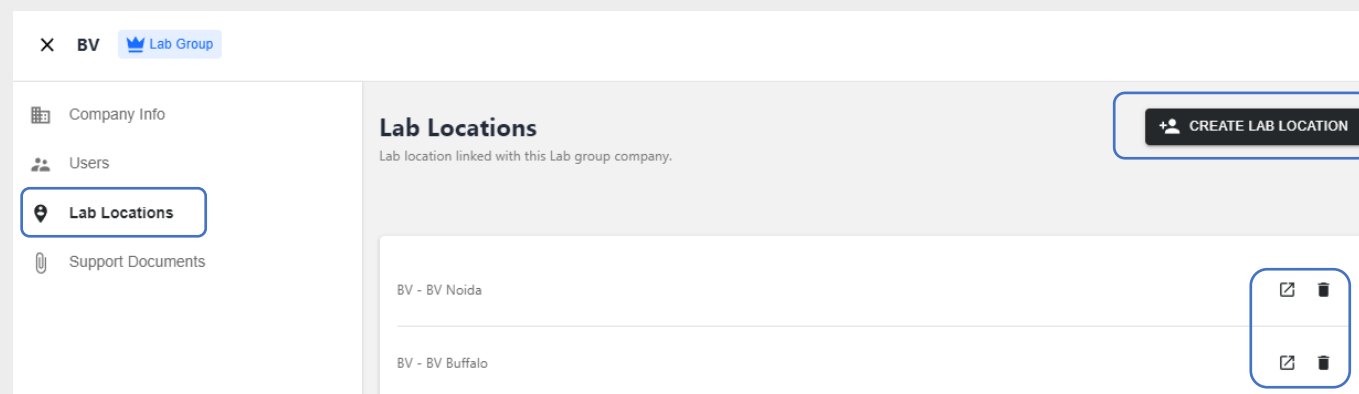
Edit user Archive user Bulk download Delete document

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.



Company Info

Users

Lab Locations

Support Documents

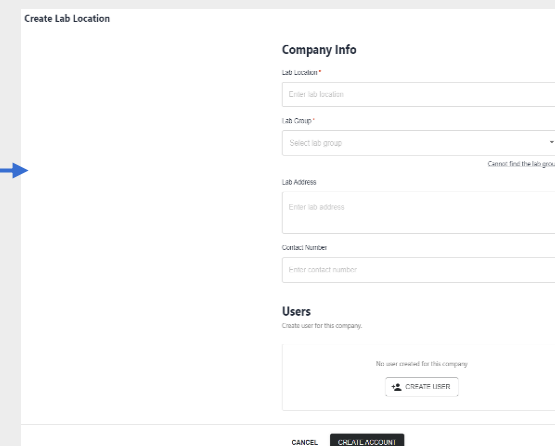
Lab Locations

Lab location linked with this Lab group company.

BV - BV Noida

BV - BV Buffalo

CREATE LAB LOCATION



Create Lab Location

Company Info

Lab Location*

Enter lab location

Lab Group*

Select lab group

Lab Address

Enter lab address

Contact Number

Enter contact number


Users


Create user for this company.

No user created for this company.

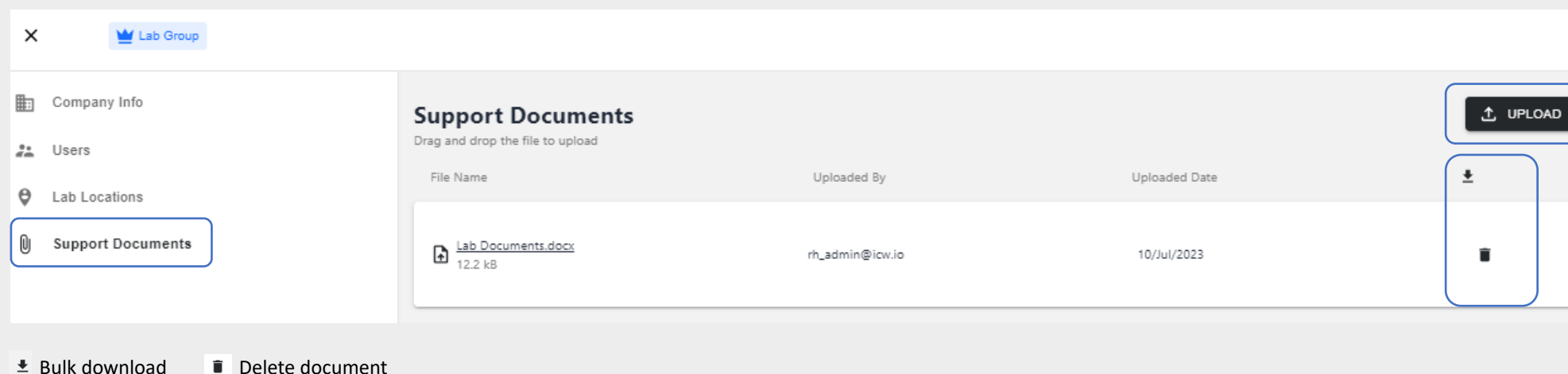
CREATE USER

CANCEL CREATE LAB LOCATION

 Direct to lab location profile

 Delete lab location linkage

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



Company Info


Users

Lab Locations

Support Documents

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

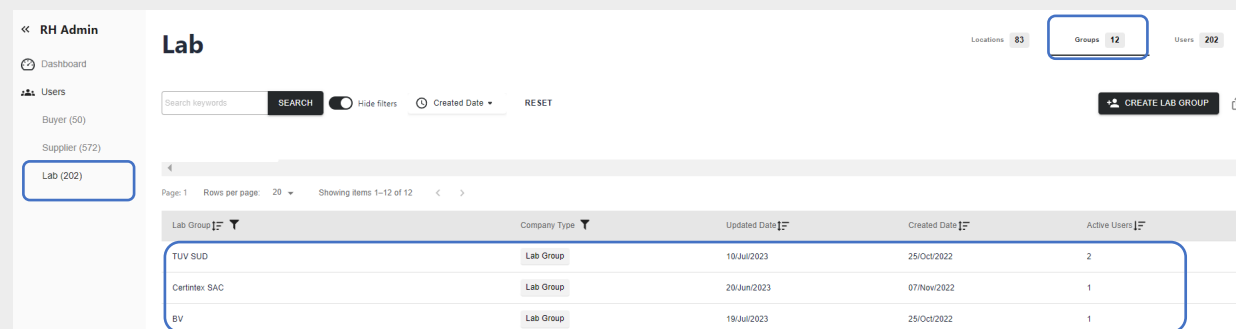
UPLOAD

Bulk download

Delete document

6.4 Lab: Archive and Unarchive Lab Group

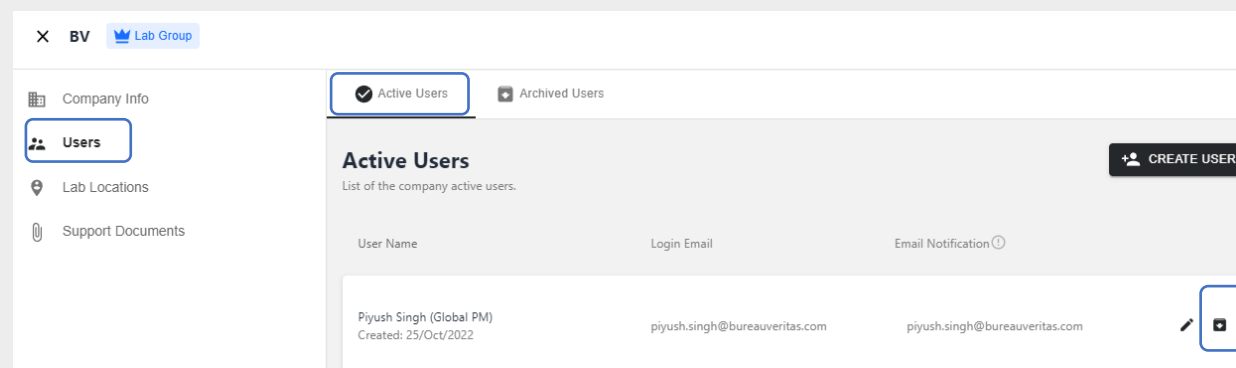
Select **Lab** > On **Groups** page, select the Lab Group to continue.



Lab Group	Company Type	Updated Date	Created Date	Active Users
TUV SUD	Lab Group	10/Jul/2023	25/Oct/2022	2
Certintex SAC	Lab Group	20/Jun/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**.

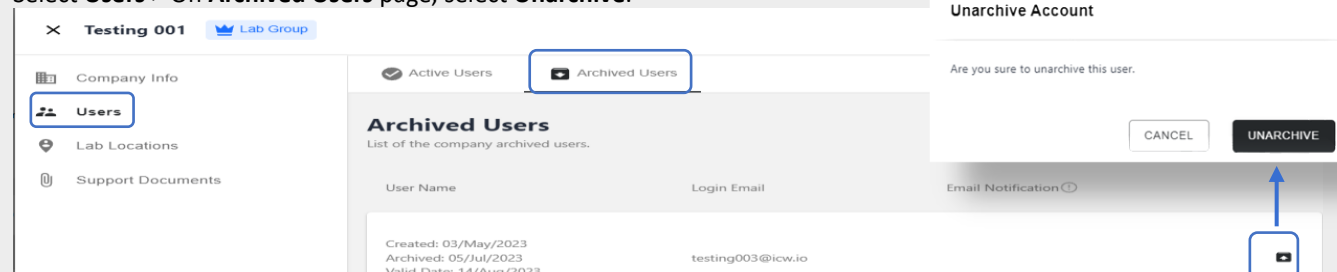


User Name	Login Email	Email Notification
Piyush Singh (Global PM) Created: 25/Oct/2022	piyush.singh@bureauveritas.com	piyush.singh@bureauveritas.com

Archive user  Unarchive user 

Unarchive User

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



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

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

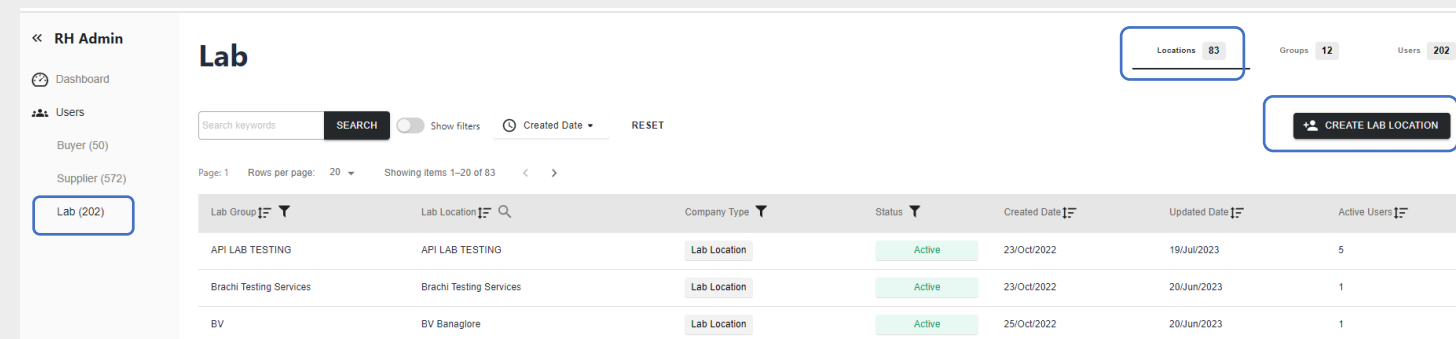
Archive The Last User

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

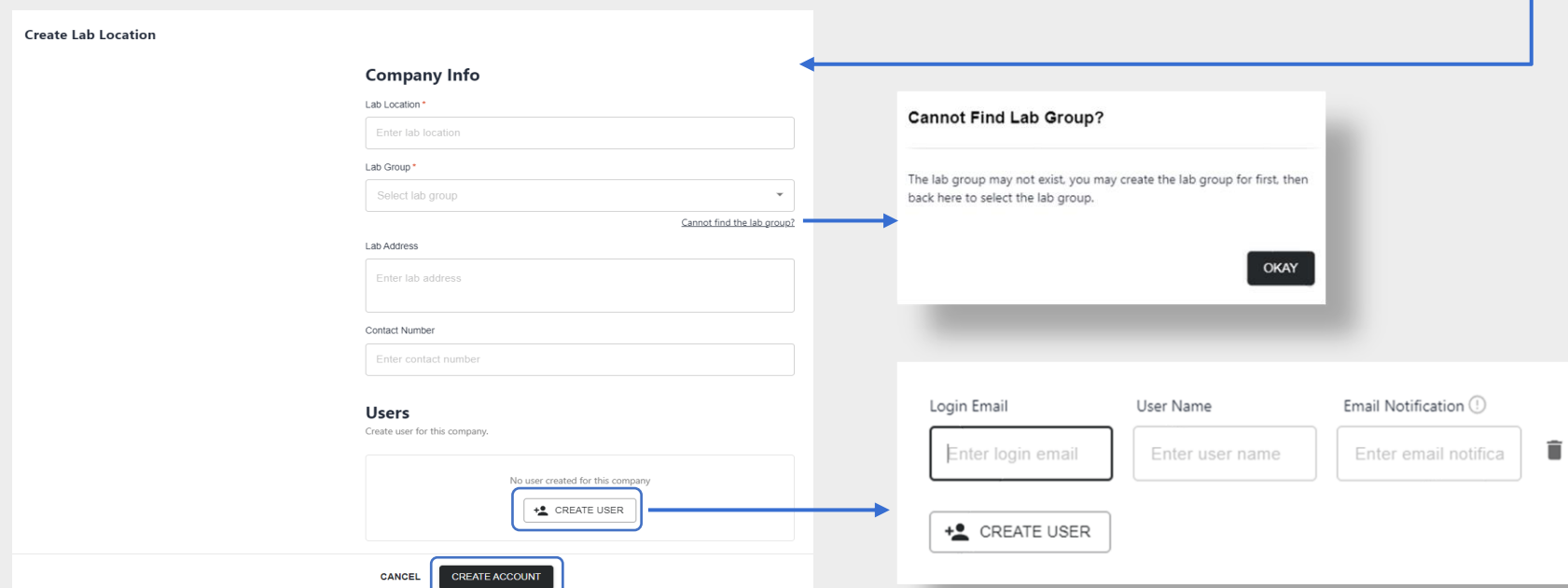
Locations: 83 Groups: 12 Users: 202

Search keywords **SEARCH** ☐ Show filters Created Date **RESET**

Page: 1 Rows per page: 20 Showing items 1-20 of 83

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 *

Lab Address

Contact Number

Users

Create user for this company.

No user created for this company

CREATE USER

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

CREATE ACCOUNT

CREATE USER

CREATE ACCOUNT

6.6 Lab: Manage Lab Location

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

<< RH Admin

Dashboard
Users
Buyer (50)
Supplier (572)
Lab (202)

Lab

☐ Show filters

Page: 1 Rows per page: 20 Showing items 1-20 of 83

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

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

X BV Banaglore
Lab Location
Active

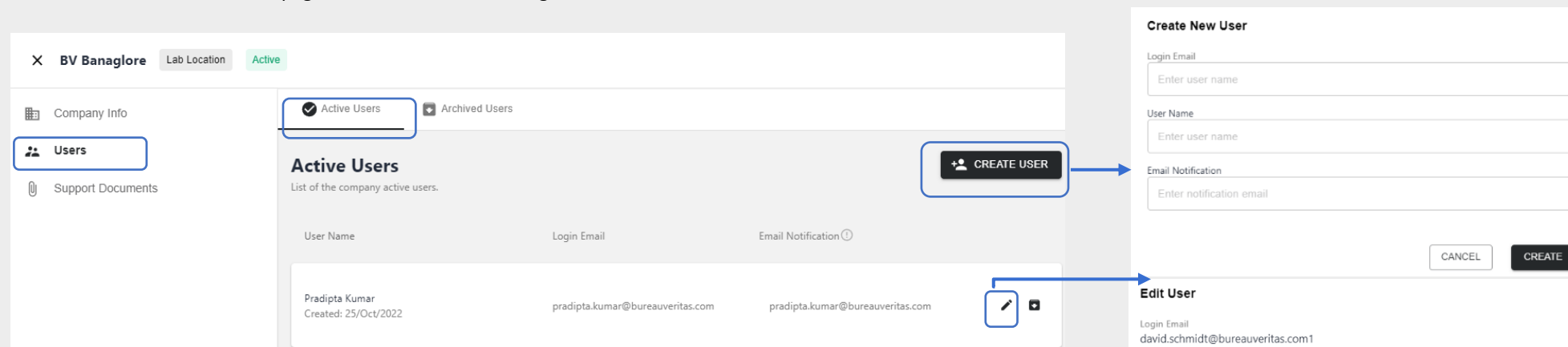
Company Info
Users
Support Documents

Company Info

You may edit the user's company information here.

Lab Location	BV Banaglore	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.



The screenshot shows the 'Active Users' page for 'BV Banaglore'. The left sidebar has 'Users' selected. The main area shows a table of active users. A blue box highlights the 'CREATE USER' button. Another blue box highlights the 'Edit User' button (pencil icon) next to a user entry. To the right, two modal forms are shown: 'Create New User' and 'Edit User'.

Create New User

Login Email
Enter user name

User Name
Enter user name

Email Notification
Enter notification email

CANCEL CREATE

Edit User

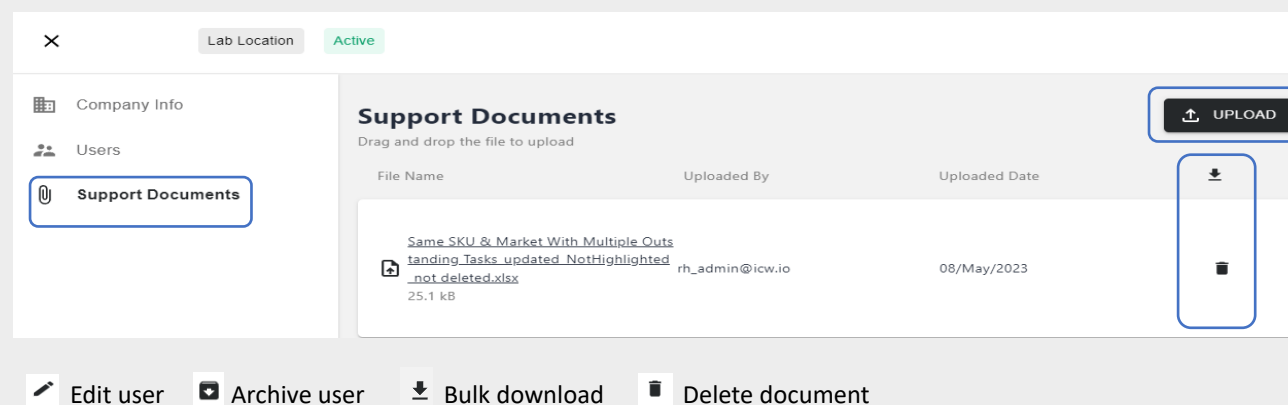
Login Email
david.schmidt@bureauveritas.com1

User Name
[X]

Email Notification
[X]

CANCEL SAVE

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



The screenshot shows the 'Support Documents' page for 'BV Banaglore'. The left sidebar has 'Support Documents' selected. The main area shows a table of support documents. A blue box highlights the 'UPLOAD' button. Another blue box highlights a download/delete icon (down arrow and trash can) next to a document entry.

Support Documents

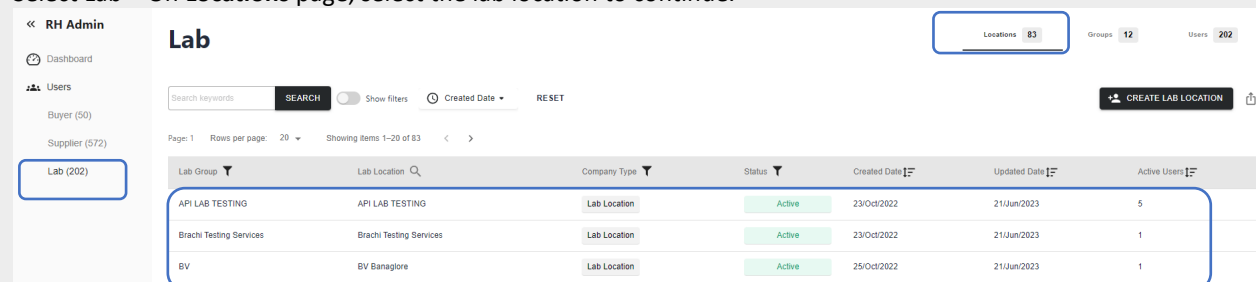
Drag and drop the file to upload

File Name	Uploaded By	Uploaded Date
Same SKU & Market With Multiple Outstanding Tasks updated NotHighlighted_not_deleted.xlsx 25.1 kB	rh_admin@icw.io	08/May/2023

At the bottom, there are four buttons: Edit user, Archive user, Bulk download, and Delete document.

6.7 Lab: Archive and Unarchive Lab Location

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



Lab

Locations: 83 | Groups: 12 | Users: 202

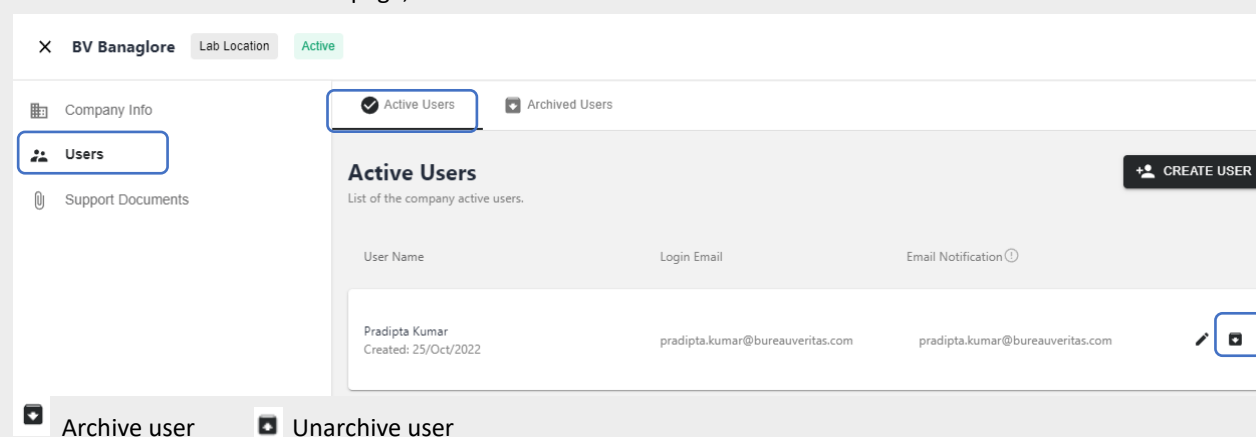
Search keywords: [] SEARCH Show filters Created Date: [] RESET

Page: 1 Rows per page: 20 Showing items 1-20 of 83

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**.



BV Banaglore Lab Location Active

Company Info Users Support Documents

Active Users Archived Users

Active Users
List of the company active users.

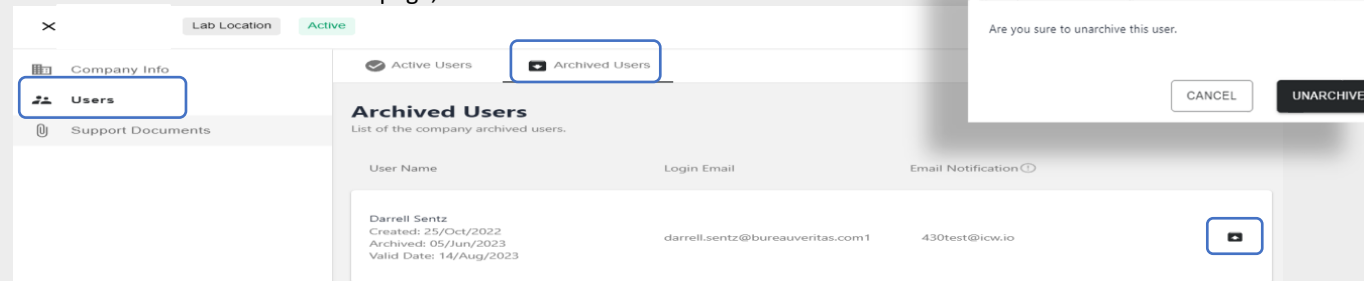
CREATE USER

User Name	Login Email	Email Notification
Pradipta Kumar Created: 25/Oct/2022	pradipta.kumar@bureauveritas.com	pradipta.kumar@bureauveritas.com

Archive user Unarchive user

Unarchive User

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



BV Banaglore Lab Location Active

Company Info Users Support Documents

Active Users Archived Users

Archived Users
List of the company archived users.

Unarchive Account

Are you sure to unarchive this user.

CANCEL UNARCHIVE

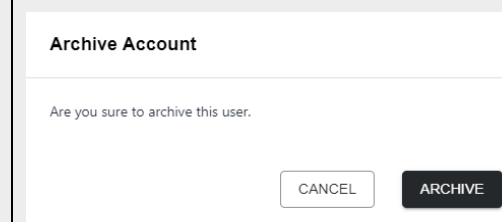
User Name	Login Email	Email Notification
Darrell Sentz Created: 25/Oct/2022 Archived: 05/Jun/2023 Valid Date: 14/Aug/2023	darrell.senz@bureauveritas.com1	430test@icvw.io

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

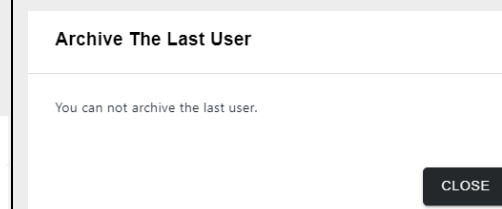


Archive Account

Are you sure to archive this user.

CANCEL ARCHIVE

2. Not allow to archive the last Lab location user



Archive The Last User

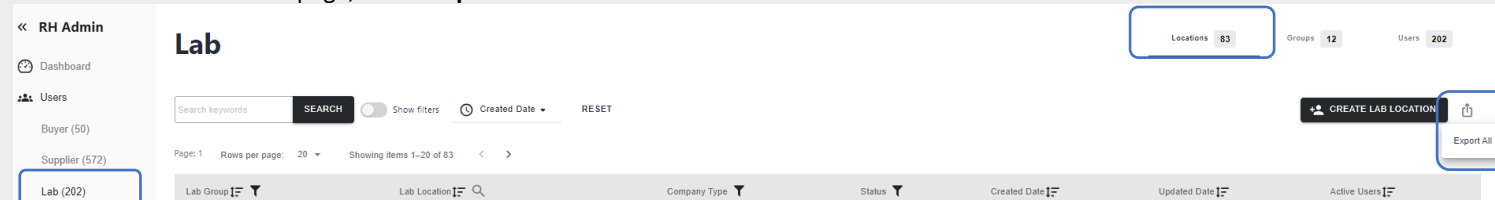
You can not archive the last user.

CLOSE

6.8 Lab: Export Groups, Locations and Users

Export Lab Locations

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



« RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Lab

Search keywords SEARCH Show filters Created Date RESET

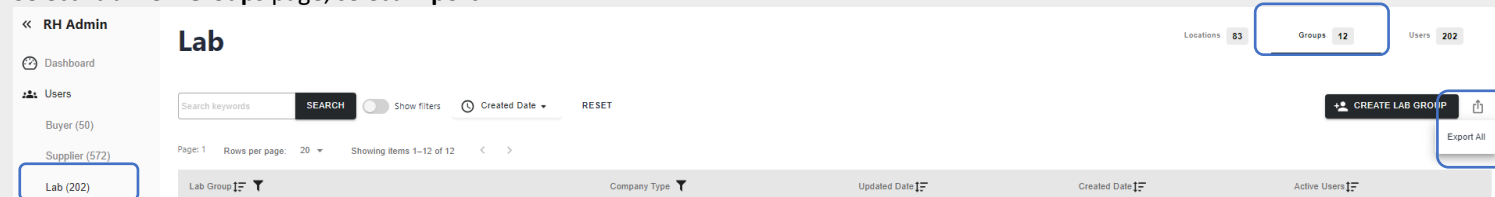
Page: 1 Rows per page: 20 Showing items 1–20 of 83

Lab Group Company Type Status Created Date Updated Date Active Users

CREATE LAB LOCATION Export All

Export Lab Groups

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



« RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Lab

Search keywords SEARCH Show filters Created Date RESET

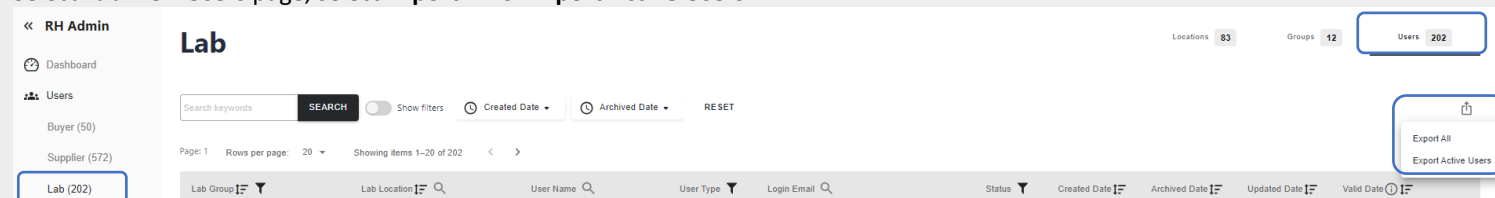
Page: 1 Rows per page: 20 Showing items 1–12 of 12

Lab Group Company Type Updated Date Created Date Active Users

CREATE LAB GROUP Export All

Export Lab users

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



« RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Lab

Search keywords SEARCH Show filters Created Date Archived Date RESET

Page: 1 Rows per page: 20 Showing items 1–20 of 202

Lab Group Lab Location User Name User Type Login Email Status Created Date Archived Date Updated Date Valid Date

Export All Export Active Users

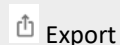
Notes:

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.



Export

7.1 Buyer: Testing PO Number Database

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.

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**.

X 8200 BCT DECOR

\$ Testing PO Number

Log

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

CANCEL 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**.

X 2300 BATH FURNITURE

\$ Testing PO Number

Log

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

CANCEL SAVE

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

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.

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

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**.

X
2300 BATH FURNITURE

\$
Testing PO Number

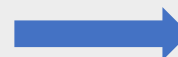
Log

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



Delete Testing PO Number

Delete the following testing PO number?

2300 BATH FURNITURE / Baby & Child / US
Test_1

Remarks *

Enter remarks

CANCEL
DELETE

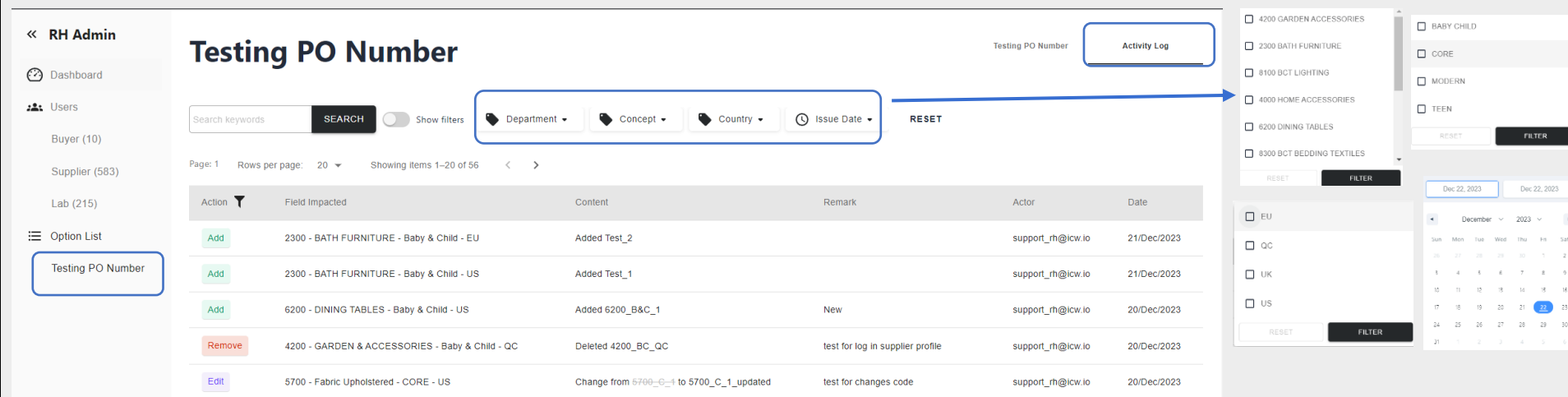
Note: Testing PO Number will not be applied to any Suppliers once it is deleted.

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.

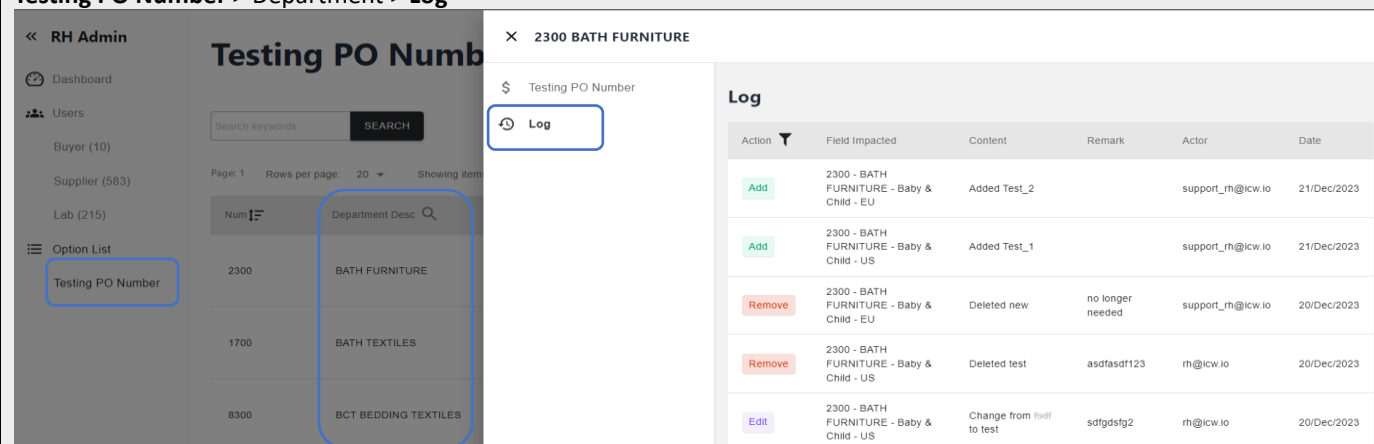
Filter **Activity Log** by **Department / Concept / Country / Issue Date**.



Testing PO Number Activity Log (Specific Department)

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

Testing PO Number > Department > Log



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**

<< RH Admin

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

Supplier

Companies 517
Users 583

SEARCH
Show filters
Created Date
RESET
CREATE

Page: 1 Rows per page: 20 Showing items 1–20 of 517

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
7614 AEROSTONE INC	N/A	Supplier Company	Active	25/Oct/2022	31/Oct/2023	2
7135 AIDAN GRAY HOME INC	N/A	Supplier Company	Active	25/Oct/2022	28/Aug/2023	1

Select **Testing PO Number** > **+ ADD CODE**.

<< RH Admin

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

Supplier

SEARCH
Show filters
Created Date
RESET
CREATE

Page: 1 Rows per page: 20 Showing items 1–20 of 517

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
7614 AEROSTONE INC	N/A	Supplier Company	Active	25/Oct/2022	31/Oct/2023	2
7135 AIDAN GRAY HOME INC	N/A	Supplier Company	Active	25/Oct/2022	28/Aug/2023	1
3272 AIRTEX DESIGN GROUP INC						
1246 AKANKSHA INTERNATIONAL						
3961 ALAM RUGS						

AEROSTONE INC
Supplier Company
Active

Company Info
Users
Support Documents
Testing PO Number

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.

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.

✓ 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)			<input type="checkbox"/>
> Core (0/4)			<input type="checkbox"/>

BACK
ADD

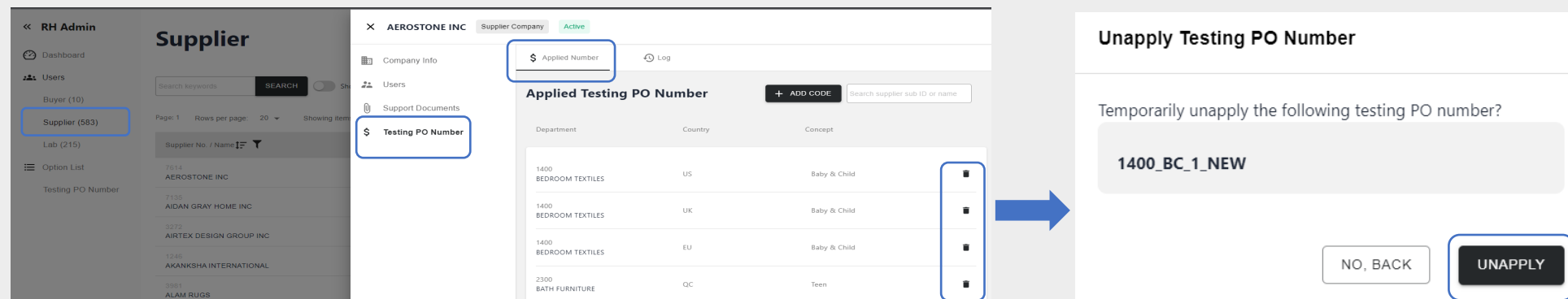
Note: Testing PO Number can be added to Supplier only if it exists in the Testing PO Number Database.

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**



The screenshot shows the RH Admin interface. On the left, the 'Supplier' menu is expanded, and 'Supplier (583)' is selected. The main panel displays the 'AEROSTONE INC' supplier profile. The 'Applied Number' tab is active, showing a table of applied testing PO numbers. A blue box highlights the 'Applied Number' tab, and another blue box highlights the 'Testing PO Number' tab. A blue arrow points from the 'Testing PO Number' tab to the 'Unapply Testing PO Number' dialog. The dialog shows a confirmation message: 'Temporarily unapply the following testing PO number?' with the entry '1400_BC_1_NEW'. Below the entry are two buttons: 'NO, BACK' and 'UNAPPLY'.

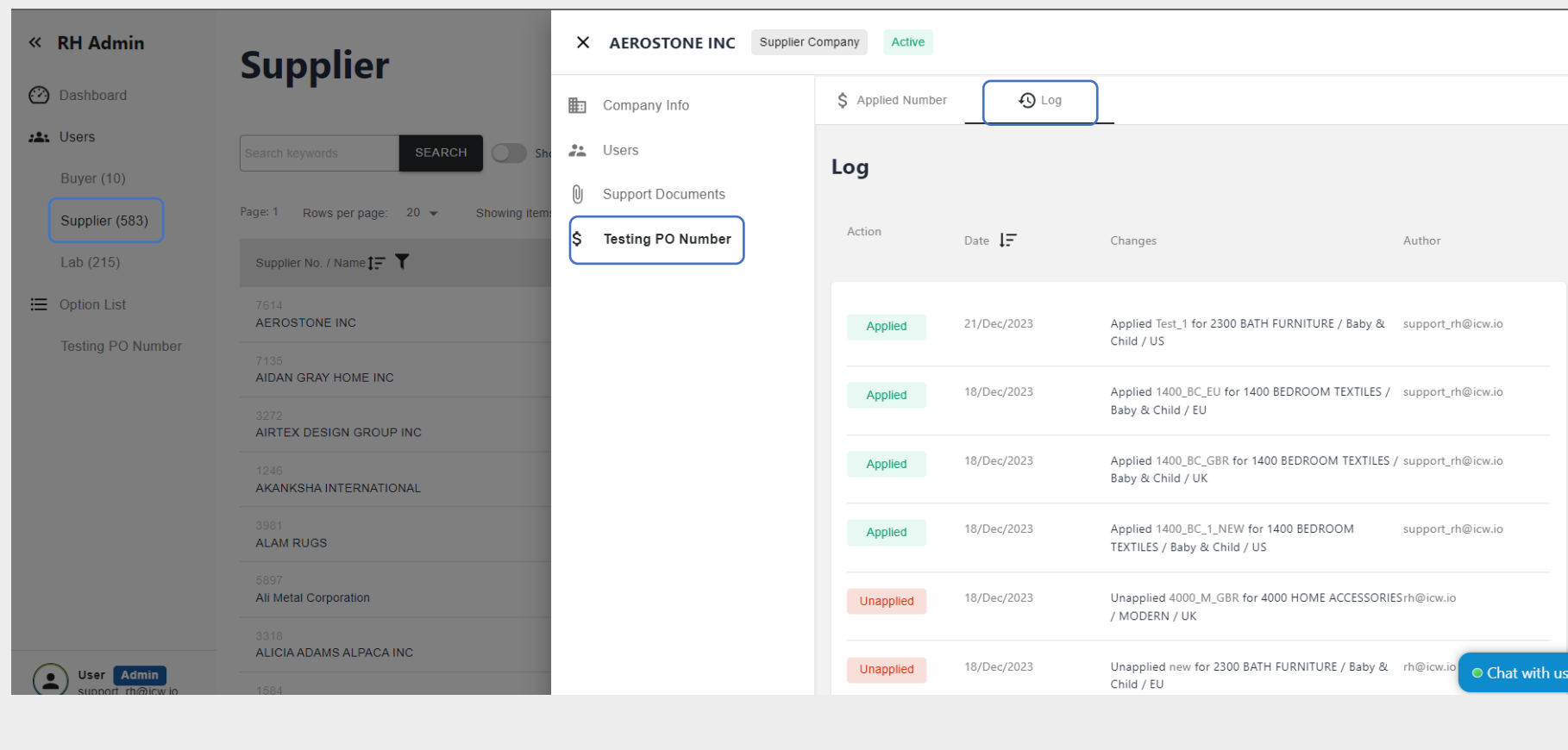
Department	Country	Concept	
1400 BEDROOM TEXTILES	US	Baby & Child	
1400 BEDROOM TEXTILES	UK	Baby & Child	
1400 BEDROOM TEXTILES	EU	Baby & Child	
2300 BATH FURNITURE	QC	Teen	

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.



Supplier

Search keywords **SEARCH**

Page: 1 Rows per page: 20 Showing items

Supplier No. / Name

7614	AEROSTONE INC
7135	AIDAN GRAY HOME INC
3272	AIRTEX DESIGN GROUP INC
1246	AKANKSHA INTERNATIONAL
3981	ALAM RUGS
5897	All Metal Corporation
3318	ALICIA ADAMS ALPACA INC
1584	

AEROSTONE INC Supplier Company Active

Company Info Users Support Documents Testing PO Number Applied Number Log

Log

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 / 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 ACCESSORIES / MODERN / UK	rh@icw.io
Unapplied	18/Dec/2023	Unapplied new for 2300 BATH FURNITURE / Baby & Child / EU	rh@icw.io

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