

QUICK START USER GUIDE – RH

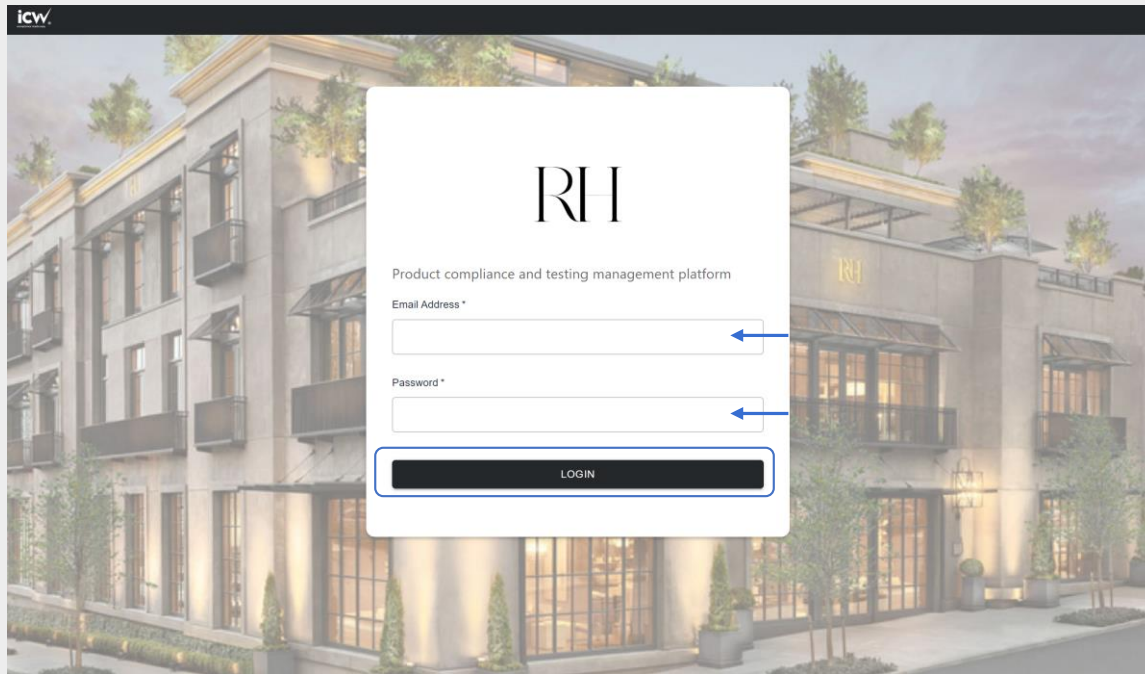
Product Compliance and Testing Management Platform

INTERNATIONAL COMPLIANCE WORKSHOP | RH
QUICK START USER GUIDE_V7

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2 Login



icw

RH

Product compliance and testing management platform

Email Address *

Password *

LOGIN

Log in to the platform: rh.icw.io

You can now start managing product testing process and test matrix, with the collaboration of RH, agents, vendors, and authorized laboratories.

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

3 Create SKU

(New SKU page)

Select **UPLOAD MONDAY FEED**

icw

New SKU

All SKU

Task List

Test Matrix

New SKU

Dept Num & Desc

Vendor

IMPORT MONDAY FEED

Note:

- Regulatory test and quality test are created automatically as separate lines.
- Quality test level for same SKU would be created when it was not created in the past.
- Regulatory test level for same SKU for US market would be created when DC Code is 89/95/97/98 and the SKU for that market was not created in the past.
- Regulatory test level for same SKU for EU market would be created when DC Code is 99 and country code is 2 and the SKU for that market was not created in the past.
- Regulatory test level for same SKU for UK market will be created when DC Code is 99 and country code is GBR and the SKU for that market was not created in the past.
- Import Monday Feed** supports NEW SKU creation for NEW export market. It also supports SKU creation for the export market when there is cancelled task associated with that SKU for that export market.
- Import Monday Feed** supports Re-test Task creation for Existing export market of Existing SKU. The task status of the existing export market must be Cancelled/Completed-Approved/Completed-Conditionally Approved.
- Updated the Monday Feed Template by introducing a new column called "QC", in which "Y" will trigger QC task, "N" will not trigger QC task.

Alternatively, select **ACTIONS > Create New SKU**.

Actions

Create New SKU

Create Prime SKU Grouping [AFLP]

Create QC Grouping

Note:

- Establish a dependency between Department Number and Department Desc.
- Establish a dependency between Vendor number and Vendor Desc.
- Allow the provision of CW Item Description in generic and Min PO Cancel Date by export markets.

Fill in the **SKU details** as required. Select **NEXT STEP**.

Create SKU

Step 1 of 3: SKU Information

Fill SKU Information

SKU Name

SKU Name

SKU Name

SKU Name

SKU Name

SKU Name

SKU Name

SKU Name

SKU Name

SKU Name

Note:

Indicate **Has prop 65 label** and **Remark for prop 65 label** if any

Fill in the **Vendor details** as required. Select **Submit**.

Create SKU

Step 2 of 3: SKU Supplier Information

Fill SKU Supplier Information

Supplier Name

Supplier Name

Supplier Name

Supplier Name

Supplier Name

Supplier Name

Supplier Name

Supplier Name

Supplier Name

Supplier Name

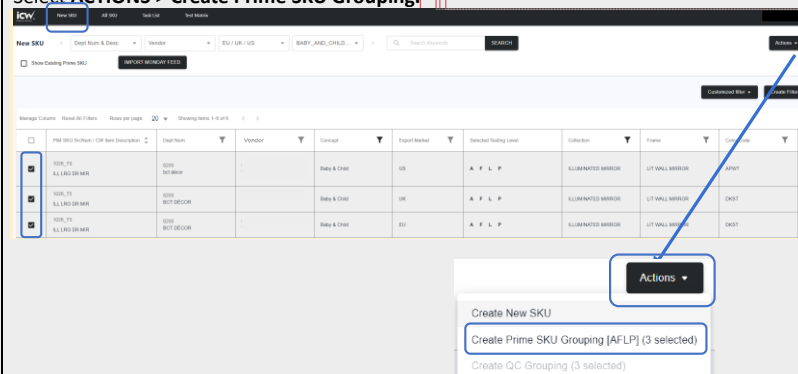
- Commented [A1]: 20230208 Enhanced **IMPORT MONDAY FEED** able to map DC 99 to 099; map Concept "B&C", "BC", "Baby and Child" to Baby & Child
- Commented [A2]: 20221101 Updated image with "Task List" page
- Commented [A3]: 20230208 Sort in alphabetical order for **Dept Num & Desc** and **Vendor** header filter, with updated image
- Commented [A4]: 20230217 Enhanced Header Filter with "search" feature
- Commented [A5]: 20221205 Enhanced Monday Feed Import feature to support SKU creation for export market when there's cancelled task
- Commented [A6]: 20230411 Enhanced Monday Feed to support retest task creation and updated QC task trigger logic
- Commented [A7]: 20231009 Enhanced the manual creation of New SKU
- Commented [A8]: 20221101 New fields in SKU details page

4 Create SKU Grouping

(New SKU page)

For **Regulatory test** SKU grouping, select the SKU(s) that you want to group.

Select **ACTIONS > Create Prime SKU Grouping**.



Manage Columns | Reset All Filters | Rows per page: 20 | Showing Rows 1-3 of 3

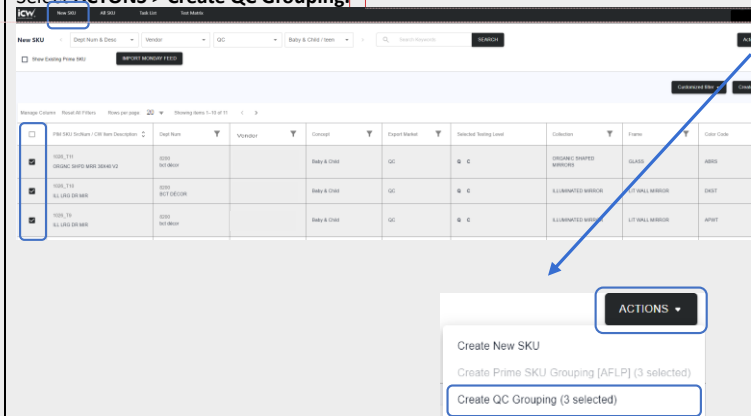
	Dept Num & Desc	Vendor	EU / UK / US	Category	Export Market	Selected Testing Level	Collection	Frame	Code Code
☒	2021_75 LL L&D DR M&R	2021 M&R	-	Baby & Child	US	A F L P	ILLUMINATED MIRROR	LIT WALL MIRROR	AF001
☒	2021_75 LL L&D DR M&R	2021 M&R	-	Baby & Child	UK	A F L P	ILLUMINATED MIRROR	LIT WALL MIRROR	UK001
☒	2021_75 LL L&D DR M&R	2021 M&R	-	Baby & Child	EU	A F L P	ILLUMINATED MIRROR	LIT WALL MIRROR	EU001

ACTIONS

- Create New SKU
- Create Prime SKU Grouping [AFLP] (3 selected)
- Create QC Grouping (3 selected)

For **Quality test** SKU grouping, select the SKU(s) that you want to group.

Select **ACTIONS > Create QC Grouping**.



Manage Columns | Reset All Filters | Rows per page: 20 | Showing Rows 1-3 of 3

	Dept Num & Desc	Vendor	EU / UK / US	Category	Export Market	Selected Testing Level	Collection	Frame	Code Code
☒	2021_75 LL L&D DR M&R	2021 M&R	-	Baby & Child	US	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	AF001
☒	2021_75 LL L&D DR M&R	2021 M&R	-	Baby & Child	UK	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	UK001
☒	2021_75 LL L&D DR M&R	2021 M&R	-	Baby & Child	EU	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	EU001

ACTIONS

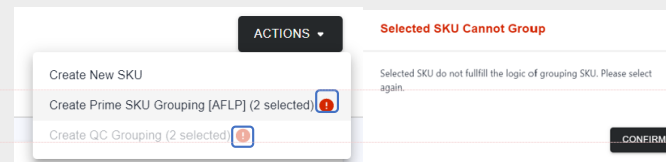
- Create New SKU
- Create Prime SKU Grouping [AFLP] (3 selected)
- Create QC Grouping (3 selected)

SKU Grouping Logic:

- Same Vendor
- Same test natures: Regulatory test line (A F L P) cannot be grouped with Quality test line (Q C).

Note: You can create bulk SKU grouping for multiple export markets.

You will see following alert and pop up when grouping logic is not fulfilled.



ACTIONS

Selected SKU Cannot Group

Selected SKU do not fulfill the logic of grouping SKU. Please select again.

CONFIRM

Commented [A11]: 20221101 Moved Dept Num, Vendor, Concept columns to front; Updated image with "create/customized filter" feature

Commented [A9]: 20221101 Moved Dept Num, Vendor, Concept columns to front; Updated image to show grouping of 2 more PEs are possible, with "create/customized filter" feature

Commented [A10]: 20230411 Updated the number of display rows per page in all listing tables

Commented [A12]: 20230208 Update grouping logic by removing Same Concept and Same Department

Commented [A13]: 20221101 Updated SKU grouping logic by removing same export market requirement

(Continued on next page)

Select the Test Matrix for Prime SKU

Fill in the applicable test matrix, select **SUBMIT**.

Decide the Prime SKU

Assign New SKU as a Prime SKU:

Select the SKU(s) as a **Prime SKU** and select **CONTINUE**.

Decide the Prime SKU

Alternatively, assign the existing Prime SKU for new SKU Grouping:

Select **SELECT EXISTING PRIME SKU** and select the SKU(s) as a **Prime SKU**, then select **CONFIRM**.

Existing Prime SKU logic to show:

- SKU with same Vendor ID, same test natures (regulatory or quality), same involved markets
- exclude SKU not grouped
- exclude SKU with validity date in the past

Build Prime-PIM SKU relationship at test level

Fill in the Prime/PIM details, **Grouping Comment** and select **SUBMIT**.

Note: You cannot adjust the test levels for existing PRIME SKUs

Assign Prime/PIM is not required when test level is involved market per assigned test matrix.

This test level is not applicable

Fill the SKU for result referral for each test level

It contains not applicable test level

Commented [A14]: 20221101 Moved from step 3 to step 1

Commented [A17]: 20221101 Moved from step 1 to step 2.

Updated image to show bulk sku grouping case

Commented [A15]: 20230911 Revising wording from sub-category to category

Commented [A18]: 20230208 Rename to **SELECT EXISTING PRIME**. Updated image to show **Tested Test Matrix** and **Validity Date**

Commented [A16]: 20221101 Moved from step 3 to step 1

Commented [A22]: 20221101 Moved from step 2 to step 3; Updated from "Continue" to "Submit"

Commented [A23]: 20230217 Added SKU Grouping Comment

Commented [A19]: 20221101 Moved from step 1 to step 2; added the test level result for existing prime SKU

Commented [A20]: 20230208 Rename to **SELECT EXISTING PRIME**. Updated image to show **Tested Testing Level** and **Validity date**

Commented [A24]: 20230208

-Indicate **This test level is not applicable** per assigned test matrix when it's applicable for all involved export markets.

Assign Prime/Pim is not required.

Commented [A21]: 20230208 Updated Existing Prime SKU logic



5 Approval of Test Report and Result

(All SKU page)

Select **Important Status>Completed**, or **Important Status>Completed-Fail**.
Select specific test task to continue.

icw

New SKUs

AB 1813

Task List

Unit Master

AB SKU

Dept Num & Desc

Vendor

Export Market

Concept

Search Keywords

SEARCH

★ Important Status

More Status

★ Important Status

● CAP Pending Approval (13)

● Task Pending (Redefest) (61)

Completed - Fail (54)

Rejected - Request CAP (121)

Completed (453)

Customized Filter

Create Filter

EXPORT REPORT

Management Columns

Reset All Filters

Rows per page 20

Showing 1

Item SKU / System / CWB Item Description	Dept Num / DESC	Vendor	US	EU	UK	GC
IRM SKU System / CWB Item Description	Dept Num / DESC	Vendor				
85 Existing Prime SKU	8200 BCT DECOR					
87_8802_1117 MICROMAX DUVET	1609 BEDROOM TEXTILES	2499 A&A CORPORATION				
8802_1117 MICROMAX DUVET	8200 BCT DECOR	8273 YX11 OVERSEAS				
LLSC_Cushioning Pileup Lines (Landed Pileup - Landed)	3700 FABRIC UPHOLSTERY	1111 BM Requestor Vendor Opt				
Curley 15_2800 Curley Q_SAND	8200 BCT FURNITURE	8110 ST1				
Curley Q_NATURAL Curley Q_NATURAL	8000 BCT FURNITURE	1105 ST1				

Select Report to view.

Select **Make Approval** to approve or reject the test result in **Report & Result**.

The screenshot displays the 'LULULEUR LRG DIAMOND 13X21' product page. At the top, there is a navigation bar with 'ICW' and 'New Item', 'Add Item', and 'Test Matrix' buttons. The main content area shows the product name 'LULULEUR LRG DIAMOND 13X21' and a 'Report & Result' button. Below this, there is a table with columns for 'Testing Level', 'Result', 'Report', 'Issue Date', 'Inspected Prime ID', and 'Tested Test Matrix'. The table contains three rows of data, each with a 'Pass' status and a 'Report & Result' link. A 'MAKE APPROVAL' button is visible in the bottom right corner.

Testing Level	Result	Report	Issue Date	Inspected Prime ID	Tested Test Matrix
Analytical	Pass	Report & Result	21Aug2023	View Test_060619_3	US - Vibe Brand - Portable Lighting
Flammability	Pass	Report & Result	21Aug2023	View Test_060619_3	US - Vibe Brand - Portable Lighting
Labeling and Product Information	Pass	Report & Result	21Aug2023	View Test_060619_4	US - Vibe Brand - Portable Lighting
Performance and Construction	Pass	Report & Result	21Aug2023	View Test_060619_5	US - Vibe Brand - Portable View with...

Select the **approval result**, fill in the required details and select **CONFIRM**.
Toggle Testing Report Details to show/hide the result details.

Approval for Test Result | Step 1: Approval Result

Approval Result

Select Approval Result

☐ Approved ☐ Conditional Approval ☐ Rejected - Update Report ☐ Rejected - Request CAP

Testing Report Details

Overall Result

Fail

Testing Level	Result	Report	Issue Date	Handled Prime SKUs	Tested Test Matrix
Analytical	Pass	51220180009.pdf	27-Jan-2023	Approved 194077G0REY5K8	US - Baby & Child - Floor Coverings
Flammability	Pass	51220180009.pdf	27-Jan-2023	Approved 194077G0REY5K8	US - Baby & Child - Floor Coverings
Labelling and Product Information	Fail	51220180009.pdf	27-Jan-2023	Approved 194077G0REY5K8	US - Baby & Child - Floor Coverings
Performance and Construction	Pass	51220180009.pdf	27-Jan-2023	Approved 194077G0REY5K8	US - Baby & Child - Floor Coverings

CONFIRM

Commented [A29]: 20221101 Updated image to show Approval Result is renamed from "Concessional Approved" to "Conditional Approved"; Test level result is renamed from ReportAsIs to Information Only

Test Matrix

Commented [A25]: 20230208 Sort in alphabetical order for
Dept Num & Desc and Vendor header filter

Commented [A26]: 20230217 Enhanced Header Filter with "search" feature

Commented [A27]: 20230803 Added function of export report

Commented [A28]: 20230911 Added "Export Report" feature

Commented [A31]: 20221101 Swap page of Report & Result
& SKU Grouping; Updated image to show test level result is

Commented [A32]: 20230208 Updated image for Tested Test Matrix

Commented [A33]: 20230411 Enable "Log" and "Task Log" in
All SKU page

Commented [A34]: 20231029 Separate the showing of Active and Cancelled Task for each Export Market.

Commented [A35]: 20230208 Updated Report&Result and
SKU Grouping and Test Matrix Detail



6 Approval of CAP and Retest

(ALL SKU page)

Select **Important Status**>**CAP pending approval**. Select specific test task to continue.

★ Important Status ▾

More Status ▾

- CAP Pending Approval (13)
- Task Pending (Retest) (61)
- Completed - Fail (54)
- Rejected - Request CAP (121)
- Completed (453)

Select **ACCEPT FAIL RESULT** (QC task) or **APPROVE CAP** or **REJECT CAP** in Report & Result.

[illegible]

Select	VIEW CAP.
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[illegible]

Commented [A36]: 20221101 Updated wording from "CAP Report" to "VIEW CAP" in user guide, no change in UI

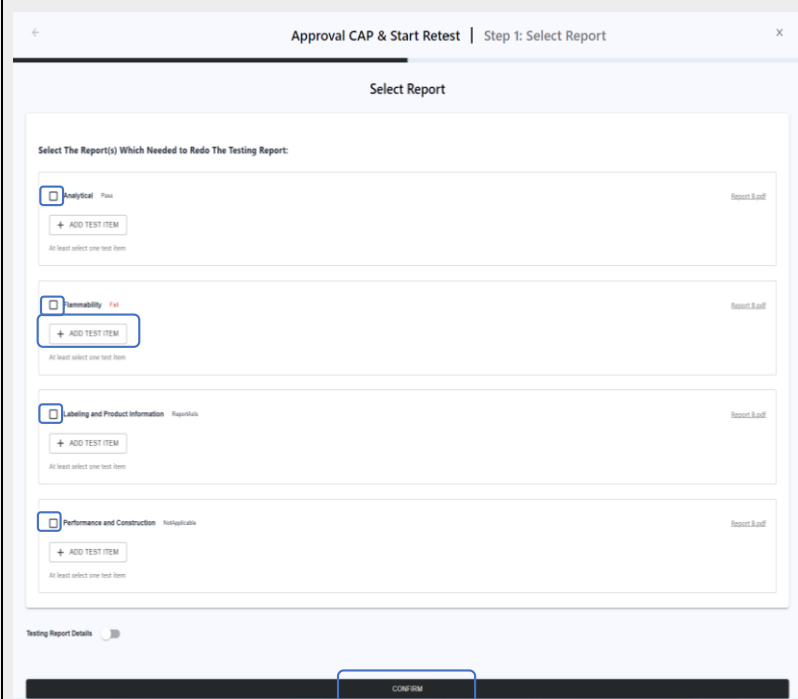
Commented [A37]: 20230411 Hidden back and close button from View CAP.

Commented [A38]: 20230208 Updated image for Tested Test Matrix

(Continued on next page)

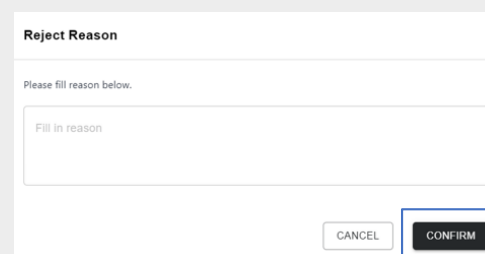
Approve CAP

Select the **test level** that requires retest. Select **+ ADD TEST ITEM**.
Select **CONFIRM** to proceed.
Task status is updated to Task Pending (Retest).



Reject CAP

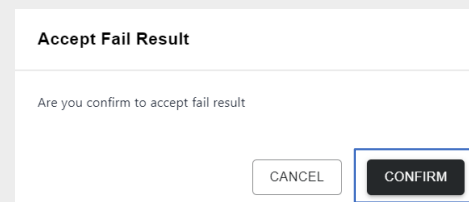
Provide the **reject reason** and select **CONFIRM** to proceed.
Task status is updated to Rejected-Request CAP.



ACCEPT FAIL RESULT

Select **CONFIRM** to accept fail result.
Task status is updated to Complete-Conditional Approved.
Retest is not required.

Note: **ACCEPT FAIL RESULT** is applicable for Quality Test Task only.



7 Exceptional Handling

(NEW SKU page / ALL SKU page)

(ALL SKU page)

Edit SKU Details

Select the SKU that you would like to make changes.

Select **SKU Details** and edit the changes.

Note: Changes will be applied to all the related export markets for same SKU.

You can also update **Has prop 65 label** (default as N) and **Prop 65 Remark** (default as N/A).

Edit SKU Grouping

Select the SKU that you would like to make changes.

Select the specific export market on the left and select **VIEW SKU RELATIONSHIP**.

Select EDIT RELATIONSHIP.

Then, follow the same steps as SKU grouping by rearranging the Prime/PIM for each test level and review the applicable test matrix.

Commented [A39]: 20231009 Enhanced SKU Detail>CW item Description

Commented [A40]: 20230411 Enable "Log" in All SKU

Commented [A41]: 20230911 Enable PIM SKU SrcNum edit. During edit, the system would check PIM SKU SrcNum + Supplier ID combination is unique.

Commented [A43]: 20230208 Updated image to show Tested Test Matrix

Commented [A44]: 20230411 Enable "Log" and "Task Log" in All SKU

Commented [A45]: 20230217 Updated image for SKU Grouping Comment

Commented [A42]: 20221101 Added Prop 65 handling; Updated image.

(NEW SKU page)

Bulk Delete Task

Select the test task that you want to delete. Select **Bulk Delete**.

icw

New SKU

All SKU

Task List

Test Matrix

New SKU

Dept Num & Desc

THE FINISHING T...

Export Market

Concept

Search Keywords

SEARCH

IMPORT MONDAY FEED

Actions

Create New SKU

Create Prime SKU Grouping (AFLP) (2 selected)

Create QC Grouping (2 selected)

Bulk Delete (2 selected)

Manage Column

Reset All Filters

Rows per page: 20

Showing items 1-20 of 111

☐	PIM SKU StoNum / CW Item Description	Dept Num	Vendor	Concept	Export Market	Selected Testing Level	Collection	Frame	Color Code	Fabric	Fill
☐	10138827CRWL GAEL RND 80	8200 DINING TABLES		CORE	US	A F L P	GAEL	ROUND	CRWL	NA	GAE
☒	GAEL RECT 84	8200 DINING TABLES		CORE	QC	Q C	GAEL	RECTANGLE	CRWL	NA	GAE
☐	GAEL RECT 84	8200 DINING TABLES		CORE	US	A F L P	GAEL	RECTANGLE	CRWL	NA	GAE
☒	GAEL RECT 88	8200 DINING TABLES		CORE	QC	Q C	GAEL	RECTANGLE	CRWL	NA	GAE

Note: Bulk Delete is applicable for task(s) prior SKU Grouping only.

Provide **Delete Task(s) reason** and select **CONFIRM** to proceed.

Delete 2 Task(s)

Are you sure you want to delete? This action cannot be undone.

Fill in reason of delete task

CANCEL

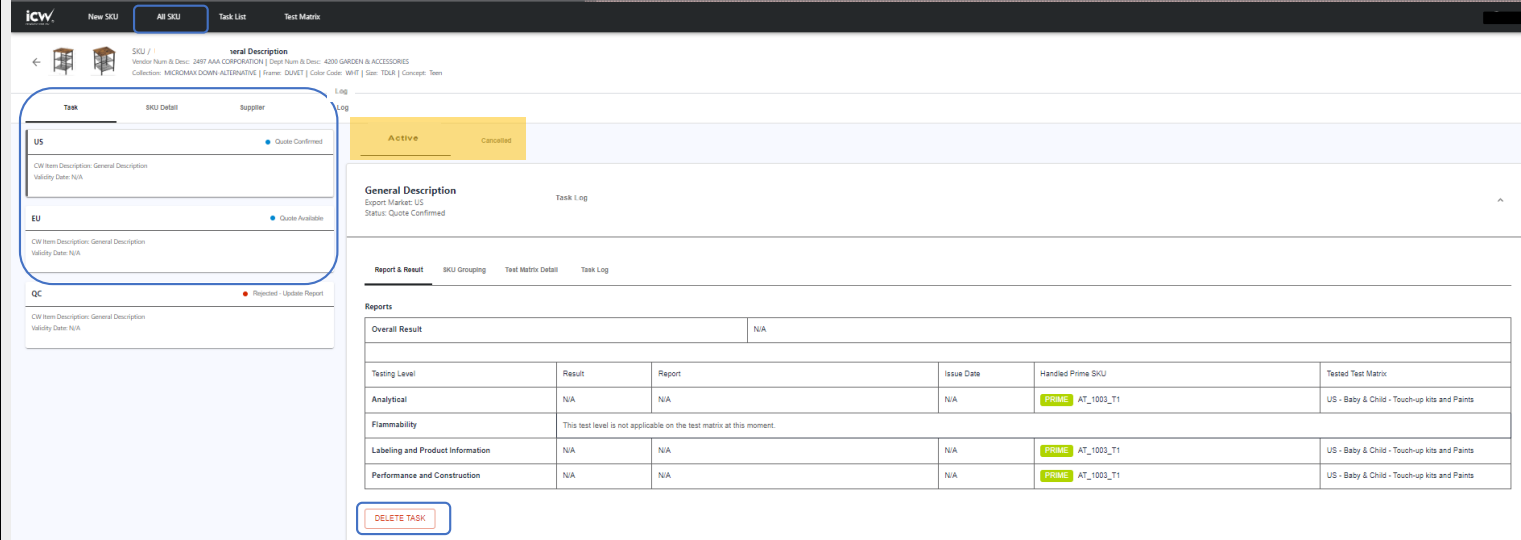
CONFIRM

Commented [A46]: 20230411 Added bulk delete function in New SKU page

(ALL SKU page)

Delete Task

Select the test task that you want to delete. Select **DELETE TASK**.



Task List | **Test Matrix**

General Description
Export Market: US
Status: Quote Confirmed

Report & Result

Testing Level	Result	Report	Issue Date	Handled Prime SKU	Tested Test Matrix
Analytical	N/A	N/A	N/A	PRIME AT_1003_T1	US - Baby & Child - Touch-up kits and Paints
Flammability	This test level is not applicable on the test matrix at this moment.				
Labeling and Product Information	N/A	N/A	N/A	PRIME AT_1003_T1	US - Baby & Child - Touch-up kits and Paints
Performance and Construction	N/A	N/A	N/A	PRIME AT_1003_T1	US - Baby & Child - Touch-up kits and Paints

DELETE TASK

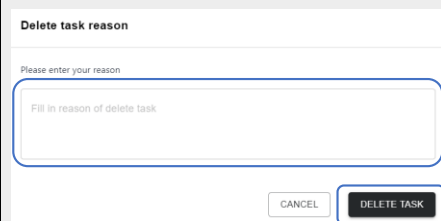
Commented [A47]: 20230208 Updated image for Tested Test

Matrix

Commented [A48]: 20230411 Enable "Log" and "Task Log" in

All SKU

Provide **Delete task reason** and select **DELETE TASK** to proceed.



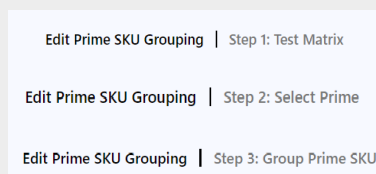
Delete task reason

Please enter your reason

Fill in reason of delete task

DELETE TASK

Following screen would pop up when the task cannot be deleted and require SKU re-grouping i.e. a PRIME SKU with PIM SKU linked to it.



Edit Prime SKU Grouping | Step 1: Test Matrix

Edit Prime SKU Grouping | Step 2: Select Prime

Edit Prime SKU Grouping | Step 3: Group Prime SKU

Commented [A50]: 20221101 Updated image for task require

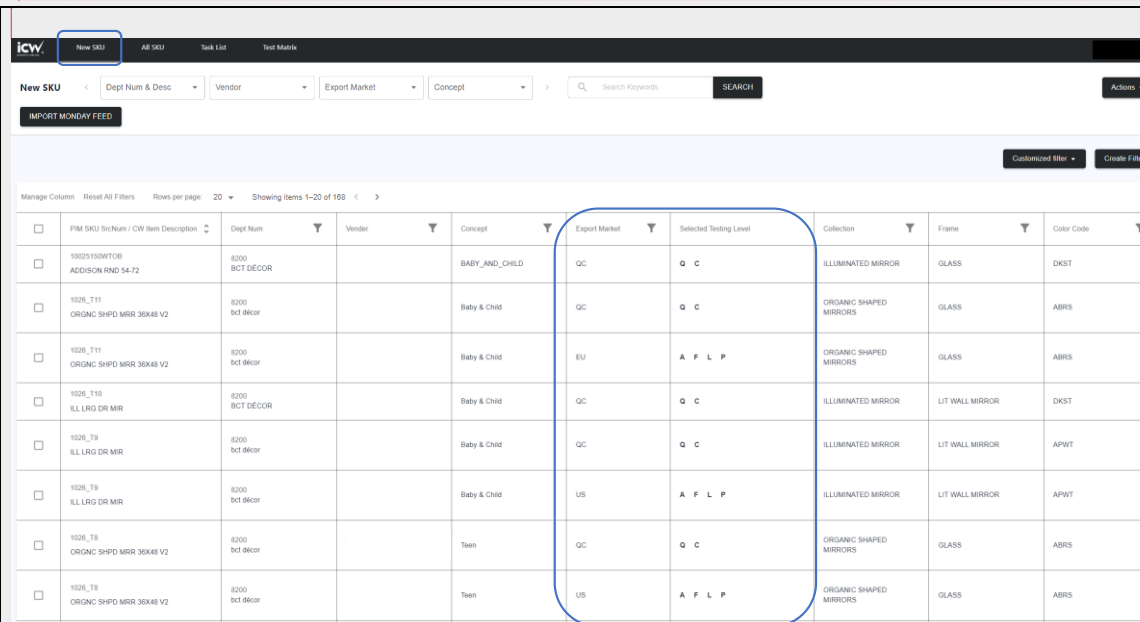
SKU re-grouping

Commented [A49]: 20221101 Added Delete Task Reason

Note: **DELETE TASK** will be disabled for PRIME SKU when all the test tasks are completed regardless of test result.

8 Task Status Overview

(New SKU page)



PM SKU StckNum / CW Item Description	Dept Num	Vendor	Concept	Export Market	Selected Testing Level	Collection	Frame	Color Code
1025150W10B ADDITION RND 54.72	8200 BCT DECOR		BABY_AND_CHILD	QC	Q C	ILLUMINATED MIRROR	GLASS	DKST
1026_T11 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Baby & Child	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
1026_T11 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Baby & Child	EU	A F L P	ORGANIC SHAPED MIRRORS	GLASS	ABRS
1026_T10 ILL LRG DR MIR	8200 BCT DECOR		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	DKST
1026_T9 ILL LRG DR MIR	8200 bct decor		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
1026_T9 ILL LRG DR MIR	8200 bct decor		Baby & Child	US	A F L P	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
1026_T8 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Teen	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
1026_T8 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Teen	US	A F L P	ORGANIC SHAPED MIRRORS	GLASS	ABRS

You can view any created SKU that are pending for SKU Grouping and to create SKU Grouping.

SKU for regulatory test level (by export market) and quality test level are created as separate lines.

Once SKU Grouping is done, SKU will no longer be here.

You can create **Customized filter**.

You can search in header filter. **Dept Num & Desc** and **Vendor** are sorted in alphabetical order.

Commented [A51]: 20231227 SKU overall status logic update

Commented [A52]: 20221101 Add the wording and updated image with "Create/Customized Filter" feature

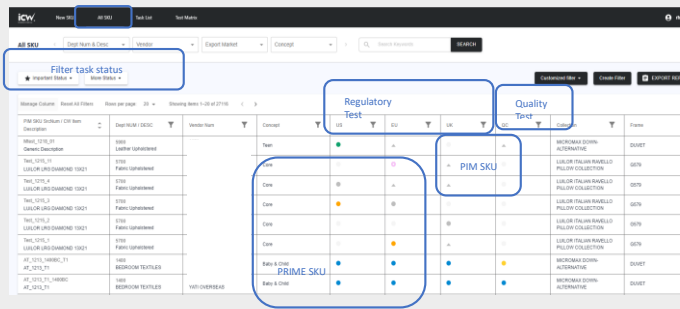
Commented [A53]: 20230217 Enhanced Header Filter with "search" feature

Commented [A54]: 20230208 Sort in alphabetical order for **Dept Num & Desc** and **Vendor** header filter, with updated image

(All SKU page)

SKU	Traffic Light	Task / Test Status
Prime		Completed test status with Fail Test Result / Completed test status and Reject-Reupload Report / Completed test status and Reject-Request CAP / Completed test status with CAP rejected
		Task Pending / Task Pending (Retest) / CAP Pending Approval / Cancelled / Rejected
		Wait For Quote / Quote Available / Quote Confirmed
		Pending / Sample Received / In Progress / In Progress – Update Result & Reports
		Completed
		Completed-Pending
		Complete-approved / Complete-conditionally approved
PIM		Any involved PRIME SKU with status 
		Any involved PRIME SKU with status 
		Any involved PRIME SKU with status 
		Any involved PRIME SKU with status 
		Any involved PRIME SKU with status 
		Any involved PRIME SKU with status 
		All involved PRIME SKU with status 

You can filter on Important Status for Report and CAP Approval.
You can create **Customized filter** and export data.
You can search in header filter. **Dept Num & Desc** and **Vendor** are sorted in alphabetical order.
You can view the **Log** and **Task Log**.



Commented [A55]: 20230217 Enhanced Header Filter with "search" feature

Commented [A56]: 20230208 Sort in alphabetical order for Dept Num & Desc and Vendor header filter, with updated image

Commented [A57]: 20221101 Added the wording and updated image with "Create/Customized Filter" and "Export" feature

Commented [A58]: 20230911 added export report feature

Commented [A59]: 20230411 Enable "Log" and "Task Log" in All SKU

Commented [A60]: 20221205 Enhanced "Export" feature: export one after another

Commented [A61]: 20221101 Updated PIM SKU status to follow the same as Prime SKU (during pilot only have red, green and grey for PIM)

Overall task status for regulatory tests of each export market and quality tests are based on the priority of each task status for the involved test tasks.

- For Full Prime SKU, the overall status is determined by considering the priority of each task associated with the Full Prime SKU.
- For Half Prime SKU, the overall status is determined based on the priority of each task before approval. After approval, the status is either "Completed-Pending" if the linked Prime SKU is not approved, or it reflects the overall approval status if the linked Prime SKU is approved.
- For PIM SKU, the overall status is determined by considering the linked SKU's status, based on the priority of each task.

SKU/Priority Level	1	2	3	4	5	6	7	8
Prime								
PIM								
Status	-Completed-Fail -Rejected-Update Report -Rejected-Request CAP -CAP Rejected	-Task pending -Task pending (Re-test) -CAP pending approval	-Waiting for Lab Quote -Quote Available -Quote Confirmed	-Sample Sent -Sample Received -Pending -In Progress -In Progress-Update Result & Reports	-Completed	-Completed-Pending*	- Complete-Approved -Complete-Conditionally Approved -CAP Approved^	-Cancelled -Rejected^

Note:

-Completed-Pending* would show in ALL SKU but not Task List

-CAP Approved^ and Rejected^ would show in Task List but not ALL SKU

(Task List page)

icw

New SKU

All SKU

Task List

Test Matrix

Brand

Sub Category

Export Market

Concept

Search Keywords

SEARCH

Important Status

More Status

Reset All Filters

Rows per page: 1 20

Showing items 1–20 of 158

Task No.	PIM SKU SrcNum / CW Item Description	Vendor Num / DESC	Testing Country	Testing Level Result	Progress
S22016392 xx	PRIME 1026_T10 ILL LRG DR MIR		EU	✓A ✓F ✓L ✓P	Completed ●
S22016390 20221027	PRIME 1026_T2 MICROMAX PILLOW		UK	✓A ✓F ✓L ✓P	Pending ●
S22016389	PRIME 1026_T1 MICROMAX DUVET		US	✓A ✓F ✓L ✓P	Completed ●
S22016388	PRIME 1026_T1 MICROMAX DUVET		UK	✓A ✓F ✓L ✓P	Completed ●
S22016387	PRIME 1026_T1 MICROMAX DUVET		EU	✓A ✓F ✓L ✓P	Completed - Fail ●
S22016386	PRIME 1026_T2 MICROMAX PILLOW		EU	✓A ✓F ✓L ✓P	Completed ●
S22016384	PRIME 1026_T3 ILL LRG DR MIR		US	✓A ✓F ✓L ✓P	Waiting for Lab Quote ●
S220008254	PRIME 902685QRTZEURO OMBRE PERCALE SHAM		QC	— Q ✓ C	Completed ●
S220008253	PRIME 10083967PN LAMBETH SMTH WASTEBASKET		QC	✓ Q — C	Completed ●
S220008252	PRIME 10083966CHR LAMBETH KNLD WASTEBASKET		QC	✓ Q — C	Completed ●
S23041965	PRIME Test_20231115_12 LUILOR LRG DIAMOND 13X21		US	✓A — F — L — P	Complete - Conditional Approved ●
S23041964 Retest	PRIME Test_20231115_12 LUILOR LRG DIAMOND 13X21		US	✓A — F — L — P	Complete - Approved ●
S23041963 Retest	PRIME Test_20231115_12 LUILOR LRG DIAMOND 13X21		US	✓A — F — L — P	CAP Approved ●

Test task is created after vendors acknowledge and quote for Prime SKU.

You can view individual **Test Level Result** for each test task for Prime SKU.

- ✓ Non-Fail result
- Fail result
- Pending result
- Not requested

You can view the **Progress** for each test task.

You can search in header filter. **Vendor Name** is sorted in alphabetical order.

You can view **SKU Grouping Comment** (if available) and **TRF** (after Quote Confirmed) for each test task.

You can view the Log for each test task.

Commented [A62]: 20231227 The Approval status: **CAP approved / Complete – Approved / Complete – Conditional Approved** are reflected in **Progress** in Task list. The **Completed** status icon is changed from green to orange.

Commented [A63]: 20221101 Updated image to show "Completed-Fail" when test level result is fail

Commented [A64]: 20221101 Updated from "Pass" to "Non-Fail" result

Commented [A65]: 20221101 Updated from "Not applicable" to "Not requested"

Commented [A66]: 20230208 Added Vendor Name and Sort Vendor Name in alphabetical order for **Vendor Num / DESC** table filter.

Commented [A67]: 20230217 Enhanced Header Filter with "search" feature; Add the wording for locating SKU Grouping Comment and TRF

Commented [A68]: 20230411 Enable "Log" in Task List

9 Test Matrix > Test Item

Overview of Test Item, where you can **view, create, edit, archive, export** with **change log**.

Test Items | **Test Matrix** | **Categories** | **Change Requests**

Country: [v] Brand: [v] Category: [v] Test Level: [v] Search Keywords: [input] SEARCH RESET

Test Items **ARCHIVED** Select **ARCHIVED** to view archived test items

Rows per page: 20 Showing items 1-20 of 9005

Code	Country	Brand	Category	Test Level	Test Line Items	Test Description / Criteria	Status	Last Updated	Actions
T000621	US	Main Brand.Ten	All Textiles Floor Coverings Upholstery Fabric and Leather	Analytical	Total Fluorine - EN 14582 Specific PFAS - LC-MS/MS method - ISO 22700-1, EN 17881-1, EN 17881-2, CEN/TS 15068	Client requirement - Total Fluorine: Any material treated with oil, stain, or water-resistance coatings or otherwise claiming...	Active	12/Aug/2023 9:10 am	[edit] [change log] [archive]

Create test item by filling in Country, Brand, Test Level, Test Line Details, Change Reason. Select Submit for Approval to proceed.

Select Edit from Action to change the details with change reason. Select Submit for Approval to proceed.

Select Archive from Action. Provide change reason and ARCHIVE to proceed.

Select EXPORT ITEMS to export test items. Note: Export view is fixed, it doesn't change along with filter

EXPORT ITEMS

Commented [A69]: 20221205 Added "Export" feature

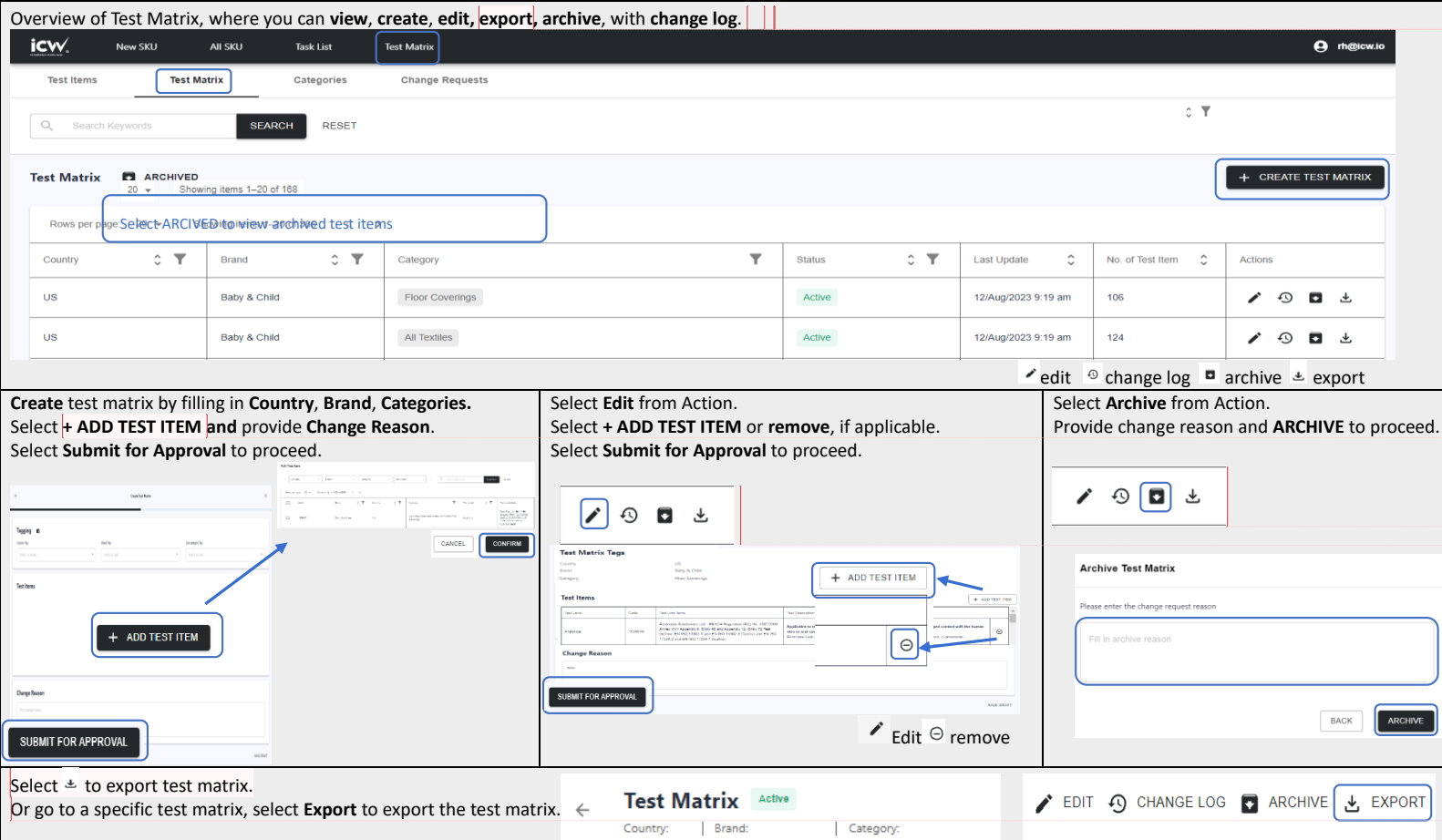
Commented [A70]: 20230911 Revising wording from sub-category to category

Commented [A71]: 20230411 Sorted Sub-Category in alphabetical order in Test Item page.

Commented [A72]: 20221205 Added "Export" feature

10 Test Matrix > Test Matrix

Overview of Test Matrix, where you can **view, create, edit, export, archive**, with **change log**.



Test Matrix **ARCHIVED** 20 Showing items 1-20 of 168 **+ CREATE TEST MATRIX**

Rows per page: **Select ARCHIVED to view archived test items**

Country	Brand	Category	Status	Last Update	No. of Test Item	Actions
US	Baby & Child	Floor Coverings	Active	12/Aug/2023 9:19 am	106	
US	Baby & Child	All Textiles	Active	12/Aug/2023 9:19 am	124	

Create test matrix by filling in Country, Brand, Categories.
 Select **+ ADD TEST ITEM** and provide **Change Reason**.
 Select **Submit for Approval** to proceed.

Select **Edit** from Action.
 Select **+ ADD TEST ITEM** or **remove**, if applicable.
 Select **Submit for Approval** to proceed.

Select **Archive** from Action.
 Provide change reason and **ARCHIVE** to proceed.

Select to export test matrix.
 Or go to a specific test matrix, select **Export** to export the test matrix.

Commented [A73]: 20221205 Added "Export" feature

Commented [A74]: 20230411 Allow the search of Test Items by Test Code (unique ID generated by system automatically for each Test Item).

Commented [A75]: 20230911 Revising wording from sub-category to category

Commented [A76]: 20221205 Added filter and search feature when creating Test Matrix

Commented [A78]: 20221205 Updated image

Commented [A77]: 20221205 Updated image

Commented [A79]: 20221205 Added "Export" feature

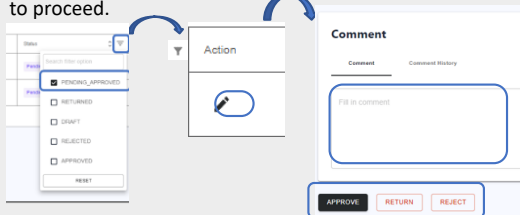
11 Test Matrix > Change Request

Overview of Change Request for Test Items, Test Matrix and Categories, where you can **view**, **edit** (approve, reject, return) or **publish**.

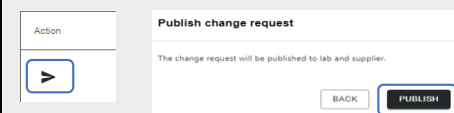
Task Code	Change Type	Country	Brands	Categories	Test Level	Status	Editor	Approver	Action
CR00000403	Sub-Category Edit	US	Test	Test	N/A	Pending Approval	rh@icw.io	N/A	
CR00000402	Test Matrix Archive	US	Teen	All Textiles	N/A	Pending Approval	rh@icw.io	N/A	
CR00000400	Test Item Archive	US	Teen	Mirror	Labeling and Product Information	Pending Approval	rh@icw.io	N/A	
CR00000399	Test Item Archive	US	Teen	Mirror	Performance and Construction	Pending Approval	rh@icw.io	N/A	
CR00000391	Test Matrix Archive	US	Test	Test	N/A	Pending Approval	alice.lam@icw.io	N/A	
CR00000387	Brand Create	US	Test 2	No tags found	N/A	Pending Approval	rh@icw.io	N/A	
CR00000384	Test Item Archive	US	Teen	Footwear	Performance and Construction - Quality	Approved	rh@icw.io	rh@icw.io	

edit (make approval) publish

Focus on status **PENDING APPROVAL** for making approval. Select **Edit** from Action to review. Provide comment and select **APPROVE**, **RETURN** or **REJECT** to proceed.



Select **Publish** from Action. Select **Publish** in the pop up to proceed.



Note:

- Publish is applicable for all change type.
- Email notification is sent automatically to all Agent, Vendor, Lab Admin and Lab Location when published for change type related to Test Item and Test Matrix only.

Commented [A80]: 20230911 Revising wording from sub-category to category

Commented [A81]: 20221101 Updated publish handling

12 Test Matrix > Categories

Overview of Country, Brand, and Sub-Category combination, where you can **view**, **create**, **edit**, or **export**.

icw

New SKU

All SKU

Task List

Test Matrix

Test Items

Test Matrix

Categories

Change Requests

Search Keywords

SEARCH

RESET

EXPORT

Actions

Sub-Categories

TAG VIEW

Rows per page: 20

Showing items 41-50 of 400

<

>

Country	Brand	Categories	Sub-Category	Last Updated	Action
EU	Main Brand	Toys	Rocking Toys Pull Toys Plush Animals Rattles Riding Toys Wands Puppets Tea Set Dress-up Items Dolls Backpack Play Mat	12/Sep/2022 5:12 am	
UK	Main Brand	Toys	Rocking Toys Pull Toys Plush Animals Rattles Riding Toys Wands Puppets Tea Set Dress-up Items Dolls Backpack Play Mat	12/Sep/2022 5:12 am	
UK	Main Brand	All Textiles	Towels shower curtains bedding throws apparel upholstery fabric and leather pillow covers pillows liners stockings fabric canopies drapery eye masks nap mat cosmetic bag	12/Sep/2022 5:12 am	
EU	Main Brand	All Textiles	Towels shower curtains bedding throws apparel upholstery fabric and leather pillow covers pillows liners stockings fabric canopies drapery eye masks nap mat cosmetic bag	12/Sep/2022 5:12 am	

edit (make approval)

publish

edit (make approval)

publish

Create Category by select **Actions**, filling in **Country**, **Brand**, new **Category**, **Sub-Category** and **Change Reason**.

Select **SUBMIT FOR APPROVAL** to proceed.

Create Sub-category

Country

Brand

Category

Sub-Category

Change Reason

Select **Edit** from Action to change the Brand / Sub-category with change reason.

Select **Submit for Approval** to proceed.

Action

Change Reason

Select **EXPORT** to export sub-categories.

EXPORT

Commented [A82]: 20230208 Remove Create Brand feature

Commented [A83]: 20221205 Adding "Export" feature

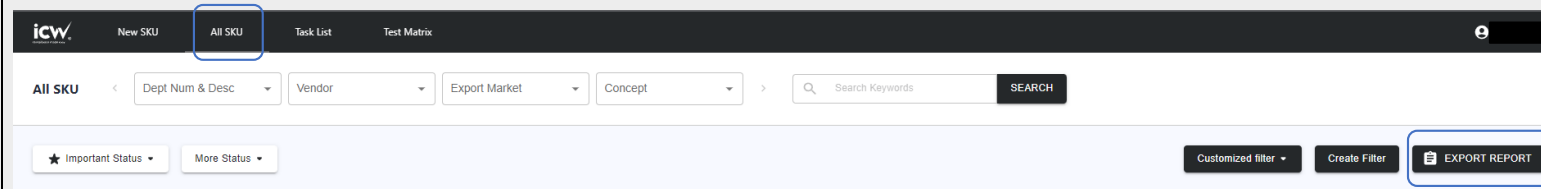
Commented [A84]: 20230911 Revising wording from sub-category to category; Change Product Example to Sub-Category

Commented [A85]: 20221205 Added "Export" feature

13 | Export Report

(All SKU page)

Select "All SKU" > "EXPORT REPORT"



Commented [A86]: 20230911 Added "Export Report" session

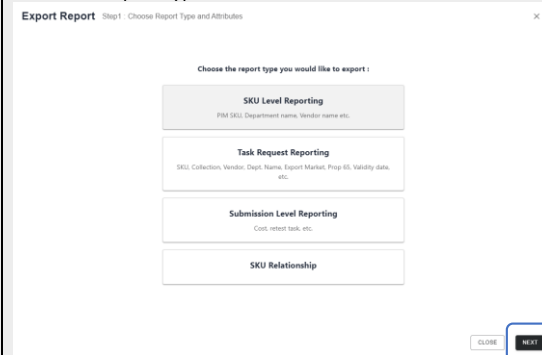
Commented [A87]: 20231009-Hidden the Export feature in ALL SKU page.

Without Templates (report template has NOT been created by any user)

Four public templates:

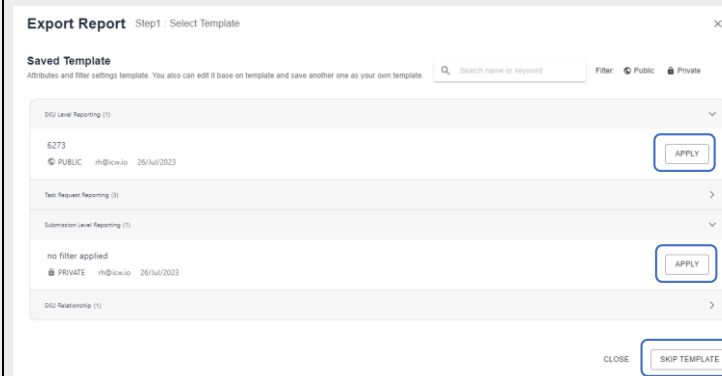
- **SKU Level Reporting**
- **Task Request Reporting**
- **Submission Level Reporting**
- **SKU relationship**

Select the report type and select **NEXT**.



With Templates (report template has been created by any user)

Select the template that you want to **APPLY**.



Alternatively, select **SKIP TEMPLATE** if you would like to create your own report. Then, follow the same step as Without Templates.

Select attributes and select **NEXT**.

Export Report

Step 1: Choose Report Type and Attributes | SKU Level Reporting

Select and put attributes you needed to the right side box:

Unselected Attributes (38/32)

Vendor Num / Vendor Name

RIM SKU Num / CW Item Description

Frame

Color Code

Size Code

Dept Num / Dept DESC

Vendor Style / Vendor Item Description

Country of Origin

Selected Attributes (2/32)

Collection

Concept

Actions: SELECT ALL

Actions: CLEAR SELECTED

BACK

NEXT

Customize attributes and select **NEXT**.

Export Report

Step 2: Customize Attributes and Filters | SKU Level Reporting

SKU Level Reporting

USE TEMPLATE

The data you would like to show in the report

Collection

Concept

Search

Select All

Collection(277)

uAll filters selected blocks collapsed. See all filters.

Concept(2)

Baby & Child

CORE

Selected Attributes (2/32)

RESET FILTERS

SAVE AS TEMPLATE

Number of data result (26609)

BACK

NEXT

Select **No**, do not save as template if it's a one-off report. Select **EXPORT**.

Select **Yes**, save as template, if you would like to use the customized report in future.
Select or add a template name. By selecting **Public Template**, other RH users can access the customized template. Select **EXPORT**.

Export Report

Would you like to save the setting as a template? So you can apply the same setting next time?

No, do not save as template

Yes, save as template

Template Name

Select or add a template name

Public Template

BACK

EXPORT

Preview Report Data and select **EXPORT**.

Export Report

Step 3: Preview Report Data | SKU Level Reporting

Preview Report Data

Previewing report data only show the 5 example. If you would like to see more, you may export the file.

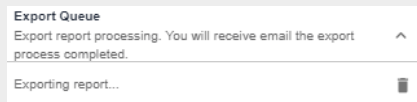
Vendor Num / DESC	RIM SKU Num / CW Item Description	Dept Num & DESC	Collection	Frame	Color Code	Size Code	Concept	Vendor Style	Country of Origin	Frame	F

BACK

EXPORT

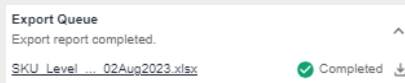
21

When the report is processing, it shows as **Exporting report...**



When the report is available, it shows as **Completed.**

Select  to download the report.



Downloaded report will then be removed from Export Queue.

Notes: If the report is not downloaded on platform over 10 minutes, a notification email with a report download link and expired time notice will be sent to user.

14 Appendix

Monday Feed Template	 Monday_Feed.xlsx	
TRF Template	 RH_EXPORT_TRF_TEMPLATE.docx	
CAP Template	 RH_EXPORT_CAP_TEMPLATE.png	
Status Definition	 Status.docx	
Export Report Templates	 SKU_Level_Reporting	
	 Task_Request_Report	
	 Submission_Level_Reporting	
	 SKU_Relationship_Reporting	

Commented [A88]: 20230411 Updated the Monday Feed Template by introducing a new column called "QC"

Commented [A89]: 20231227 Added 2 questions on the TRF for vendors to fill in.
Added Testing PO Number information in TRF.

Commented [A90]: 20230911 Added Export Report Templates

Commented [A91]: 20231227 Added 9 attributes in submission level reporting.

Commented [A92]: 20231009 Updated EXPORT REPORT>SKU relationship