

# ADMIN USER GUIDE – RH

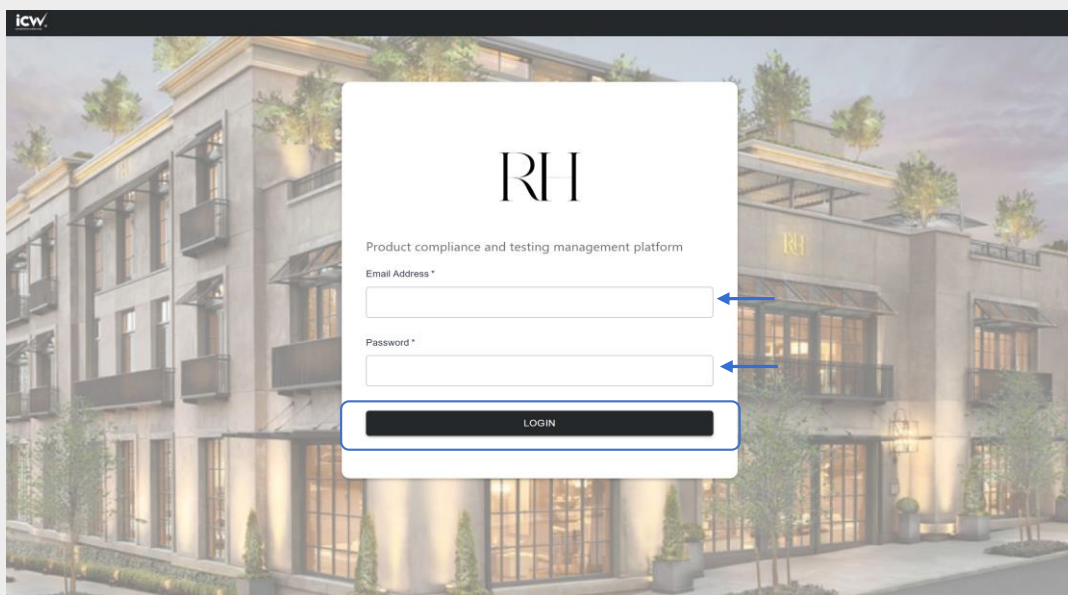
Product Compliance and Testing Management Platform – Admin

## 1 Contents

2	Login.....	3
3	Dashboard.....	4
4	Buyer User Account Maintenance.....	5
4.1	Buyer: Users Overview.....	5
4.2	Buyer: Create Users.....	6
4.3	Buyer: Edit Users.....	7
4.4	Buyer: Archive and Unarchive Users.....	9
4.5	Buyer: Export Users.....	10
5	Supplier and Agency User Account Maintenance.....	11
5.1	Supplier and Agency: Companies and Users Overview.....	11
5.2	Supplier: Create company.....	12
5.3	Supplier: Edit Users.....	13
5.4	Supplier: Archive and Unarchive.....	15
5.5	Agency: Create Company.....	16
5.6	Agency: Edit Users.....	17
5.7	Agency: Archive and Unarchive.....	19
5.8	Export Companies and Users.....	20
6	Lab User Account Maintenance.....	21

6.1	Lab: Groups, Locations and Users Overview .....	21
6.2	Lab: Create Lab Group .....	22
6.3	Lab: Manage Lab Group .....	23
6.4	Lab: Archive and Unarchive Lab Group .....	26
6.5	Lab: Create Lab Location .....	27
6.6	Lab: Manage Lab Location .....	28
6.7	Lab: Archive and Unarchive Lab Location .....	30
6.8	Lab: Export Groups, Locations and Users .....	31
7	Testing PO Number Maintenance .....	32
7.1	Buyer: Testing PO Number Database .....	32
7.2	Buyer: Add and Edit Testing PO Number .....	33
7.3	Buyer: View Testing PO Number Linkage to Suppliers .....	34
7.4	Buyer: Delete Testing PO Number .....	35
7.5	Buyer: View Testing PO Number Activity Log .....	36
7.6	Buyer: Apply Testing PO Number to Supplier .....	37
7.7	Buyer: Unapply Testing PO Number to Supplier .....	39
7.8	Buyer: View Supplier Testing PO Number Activity Log .....	40

## 2 Login



Log in to the platform:

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

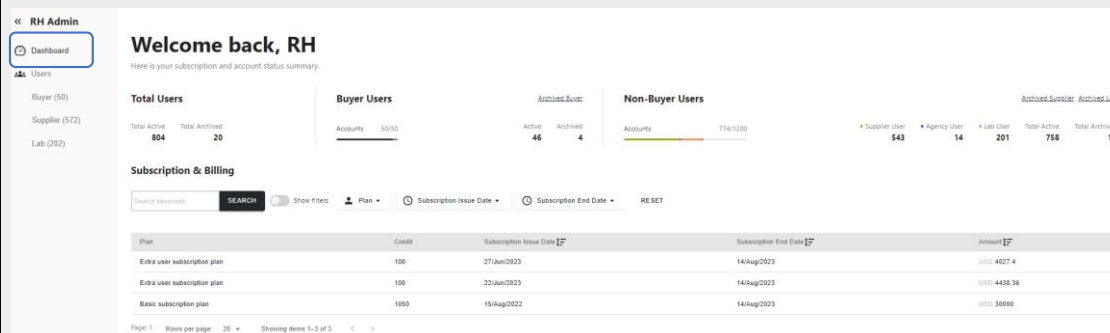
You can now start managing users of RH, agents, vendors, and laboratories.

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



The dashboard shows a welcome message for 'RH' and a summary of users and subscriptions. It includes sections for Total Users, Buyer Users, and Non-Buyer Users, along with a Subscription & Billing table.

**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

**Subscription & Billing**

Plan	Credit	Subscription Issue Date	Subscription End Date	Amount
Extra user subscription plan	100	27/Jun/2023	14/Aug/2023	USD 4027.4
Extra user subscription plan	100	22/Jun/2023	14/Aug/2023	USD 4438.98
Basic subscription plan	1050	15/Aug/2022	14/Aug/2023	USD 10000

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.

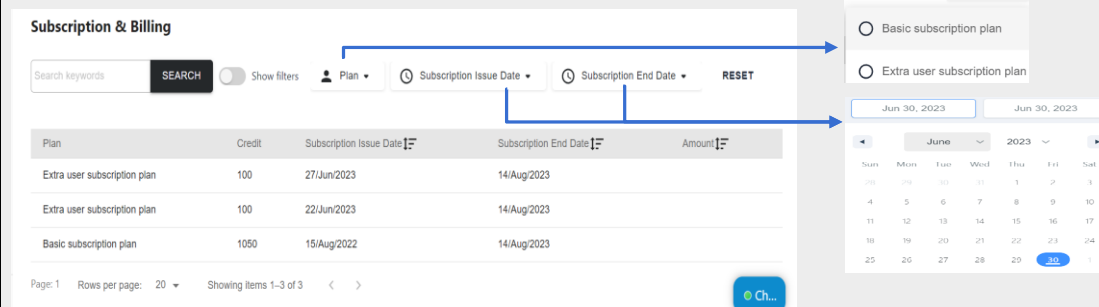
-**Archived user:** user without access to the platform in current subscription period.

-**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.



The view shows a detailed table of subscription and billing information with filters and a calendar view.

**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 view: June 2023

**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

Users50

Search keywords

SEARCH

Hide filters

Created Date

Archived Date

RESET

Sort By: User Name

Page: 1

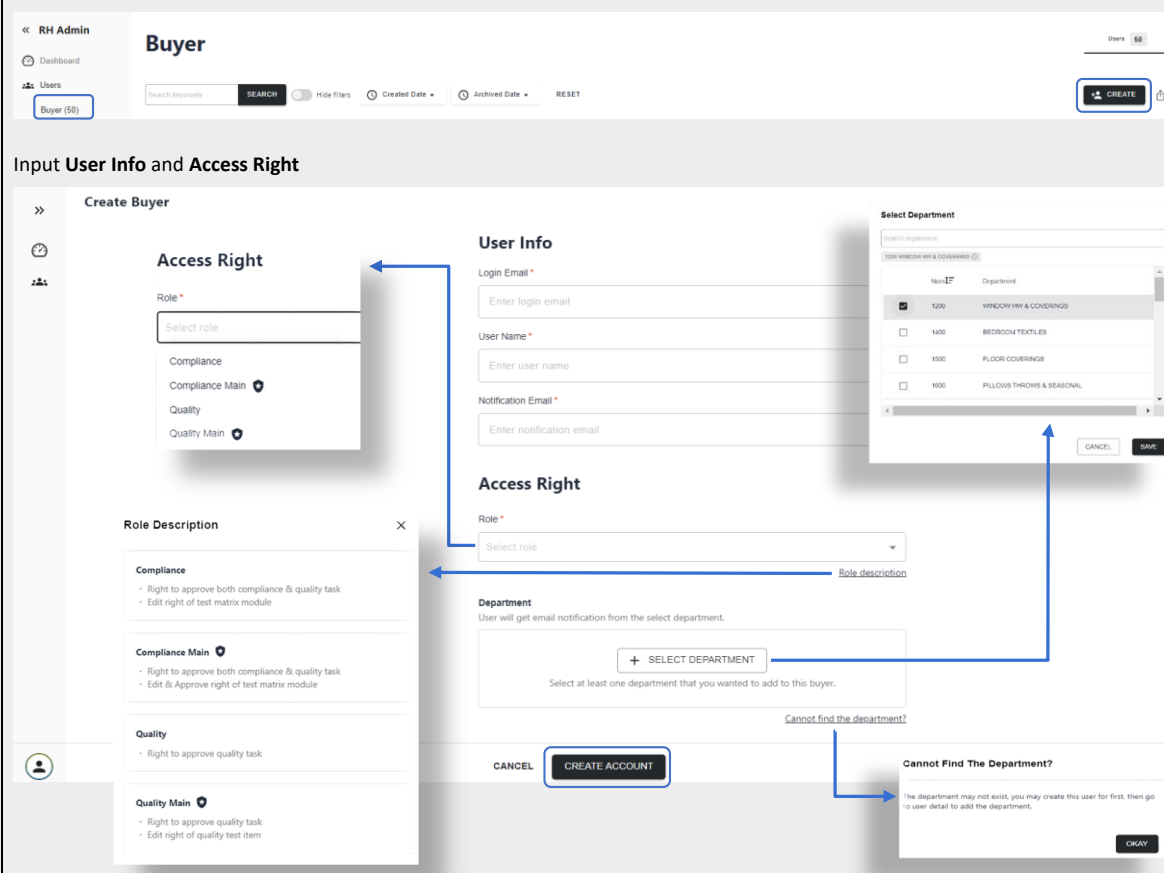
Rows per page: 20

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 TABLES4
<input type="checkbox"/>	Callie Mandrell	cmandrell@rh.com	Compliance	Active	26/Oct/2022	N/A	30/May/2023	14/Aug/2023	1500 FLOOR COVERINGS2

## 4.2 Buyer: Create Users

### Select Buyer > Create



**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

**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 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](mailto: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

« RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (262)

Search keywords

SEARCH

Hide filters

Created Date

Archived Date

RESET

CREATE

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	2700 Fabric & Wat. 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...

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

× skurniawan@rh.com Active ARCHIVE ACCOUNT

User Info

Access Right

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

1500

FLOOR COVERINGS

⌵

2301

HARDWARE

⌵

4000

HOME ACCESSORIES

⌵

+ ADD DEPARTMENT

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 DEPARTMENT

VIEW BEDROOM TEXTILES ⓘ

VIEW FLOOR COVERINGS ⓘ

1200

WINDOW FRAM & COVERINGS

☐

1400

BEDROOM TEXTILES

☐

1500

FLOOR COVERINGS

☒

1500

PILLOWS THROWS & SEASONAL

☐

CANCEL

SAVE

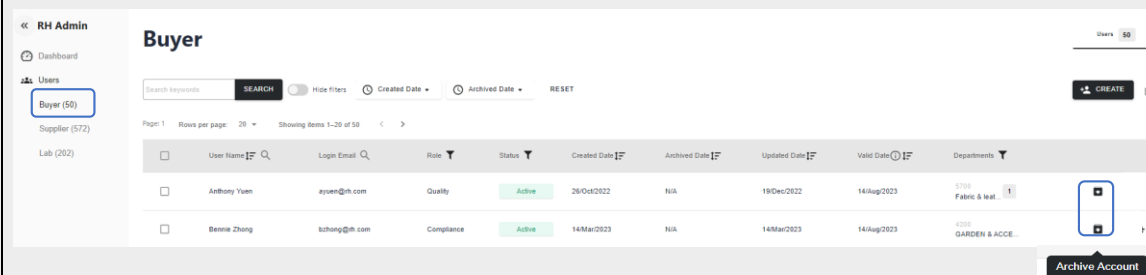
#### Notes:

- Should you require to add a new department, please send your request to [support\\_rh@icw.io](mailto:support_rh@icw.io).

## 4.4 Buyer: Archive and Unarchive Users

### Archive user

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



Buyer Users

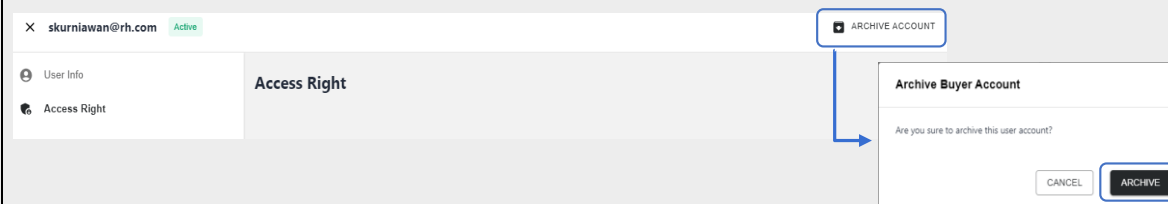
Search keywords: [SEARCH] Hide filters Created Date Archived Date RESET

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/Oct/2022	14/Aug/2023	2702 Fabric & Text 1
<input type="checkbox"/>	Bennie Zhong	bzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4209 GARDEN & ACCE...

Archive Account

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



skurniawan@rh.com Active

User Info Access Right

Access Right

ARCHIVE ACCOUNT

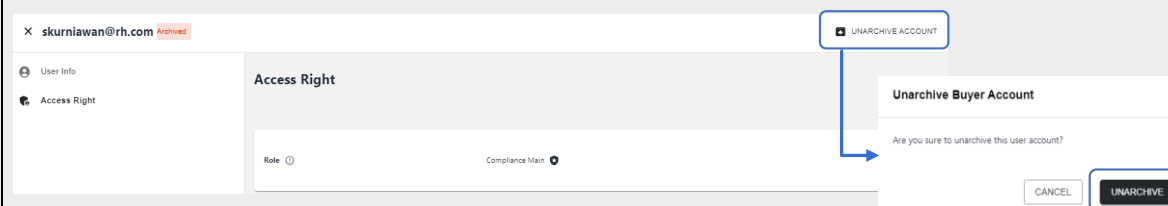
Archive Buyer Account

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

Access Right

UNARCHIVE ACCOUNT

Unarchive Buyer Account

Are you sure to unarchive this user account?

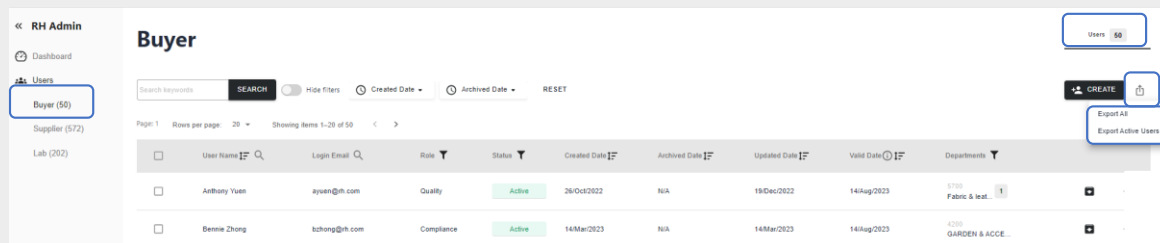
CANCEL UNARCHIVE

### 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**

Users: 50

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	5750 Fabric & leat... 1
<input type="checkbox"/>	Benjie Zhong	lzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4200 GARDEN & ACCE...

Export All Export Active Users

### Notes:

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

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

## 5 Supplier and Agency User Account Maintenance

### 5.1 Supplier and Agency: Companies and Users Overview

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

<< RH Admin
 

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

## Supplier

SEARCH
 Hide filters
 Created Date
 RESET

CREATE
 +

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
8381 DECO TEXTIL	FLATWORLD	Supplier Company	Active	25/Oct/2022	23/Jun/2023	1
3817 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

SEARCH
 Hide filters
 Created Date
 Archived Date
 RESET

CREATE
 +

Sort By: Created Date

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

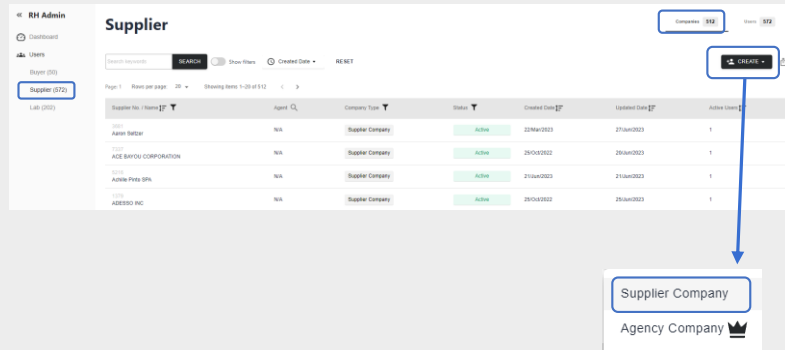
Supplier No. / Name	Login Email	Notification Email	User Name	Agent	User Type	Status	Created Date	Archived Date	Updated Date	Valid Date
5374 LIBECO-LEGAE	compliance@libeco.com	compliance@libeco.com	Compliance	N/A	Supplier User	Active	17/Jul/2023	N/A	17/Jul/2023	14/Aug/2023
7886 Savema SpA	compliance@savema.com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

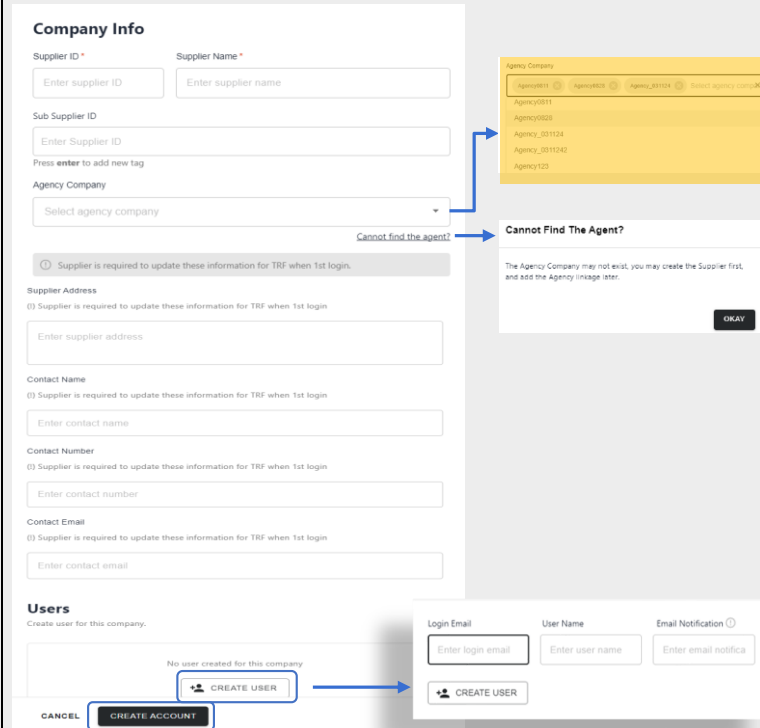
## 5.2 Supplier: Create company

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



Supplier Company

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



Company Info

Supplier ID \*  
Enter supplier ID

Supplier Name \*  
Enter supplier name

Sub Supplier ID  
Enter Supplier ID  
Press enter to add new tag

Agency Company  
Select 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.  
Enter supplier address

Contact Name  
(i) Supplier is required to update these information for TRF when 1st login.  
Enter contact name

Contact Number  
(i) Supplier is required to update these information for TRF when 1st login.  
Enter contact number

Contact Email  
(i) Supplier is required to update these information for TRF when 1st login.  
Enter contact email

Users  
Create user for this company.

No user created for this company

CREATE USER

CREATE ACCOUNT

Cannot Find The Agent?

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

OKAY

Login Email  
Enter login email

User Name  
Enter user name

Email Notification  
Enter email notification

CREATE USER

### Notes:

Sub Supplier ID should be different from Supplier ID.

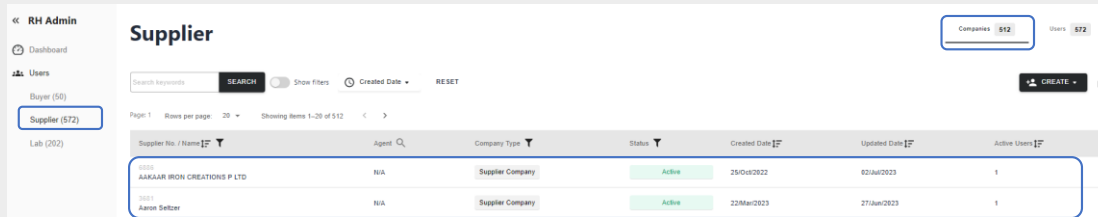
One Supplier can be linked to multiple Agency Companies.

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

Commented [A1]: 20240501 RH can link the Supplier company to multiple Agency Companies.

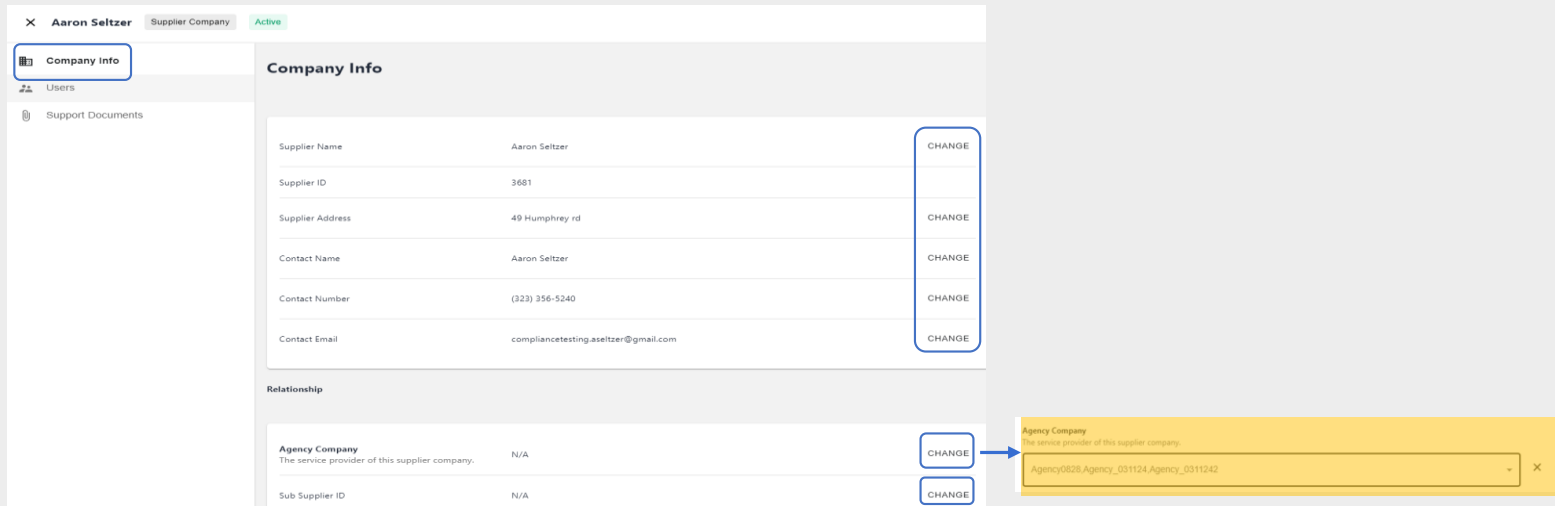
### 5.3 Supplier: Edit Users

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



Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
0000 AAKAAR WIGN CREATIONS P LTD	N/A	Supplier Company	Active	25/Oct/2022	02/Jun/2023	1
0001 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.



**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	N/A	CHANGE
Sub Supplier ID	N/A	CHANGE

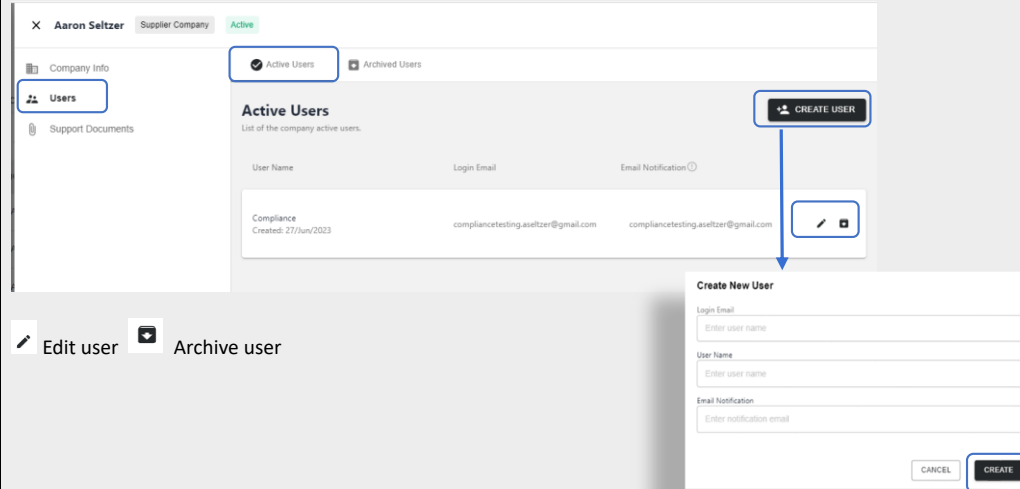
**Agency Company**  
The service provider of this supplier company.

Agency0826 Agency\_031124 Agency\_0311242

Note: One Supplier can be linked to multiple Agency Companies.

Commented [A2]: 20240501 RH can link the Supplier company to multiple Agency Companies.

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	complancetesting.aseltzer@gmail.com	complancetesting.aseltzer@gmail.com

**Create New User**

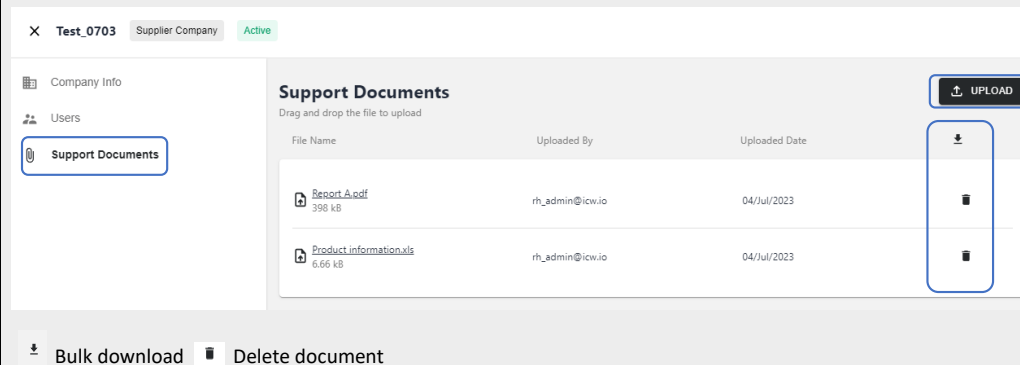
Login Email  
Enter user name

User Name  
Enter user name

Email Notification  
Enter notification email

CANCEL CREATE

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



**Support Documents**  
Drag and drop the file to upload

File Name	Uploaded By	Uploaded Date
Report_A.pdf 398 kB	rh_admin@icw.io	04/Jul/2023
Product information.xls 6.66 kB	rh_admin@icw.io	04/Jul/2023

Bulk download Delete document

#### 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.

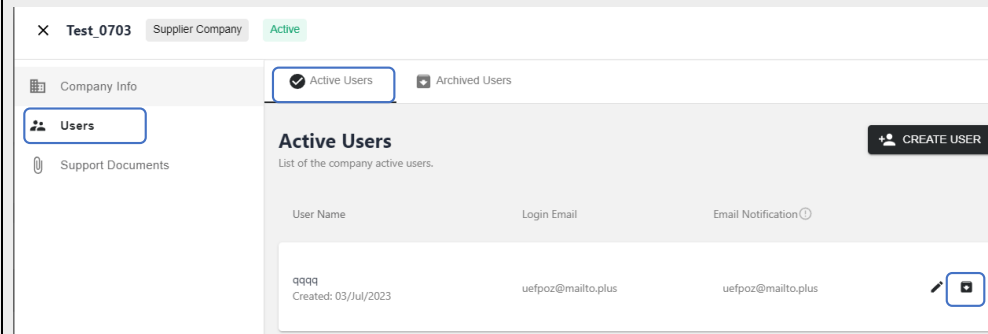
(Continued on next page)

## 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

Support Documents

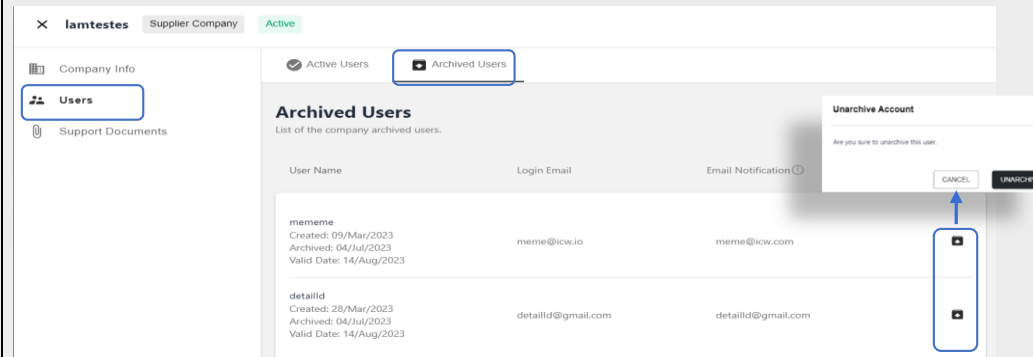
CREATE USER

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

Support Documents

Unarchive Account

Are you sure to unarchive this user?

CANCEL UNARCHIVE

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

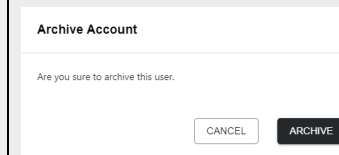
Unarchive user

### 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

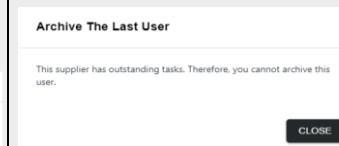


Archive Account

Are you sure to archive this user.

CANCEL ARCHIVE

2. Archive the last Supplier user with outstanding tasks

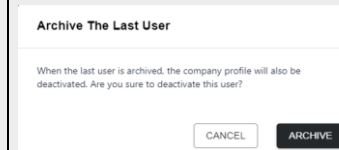


Archive The Last User

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

CLOSE

3. Archive the last Supplier user without outstanding task



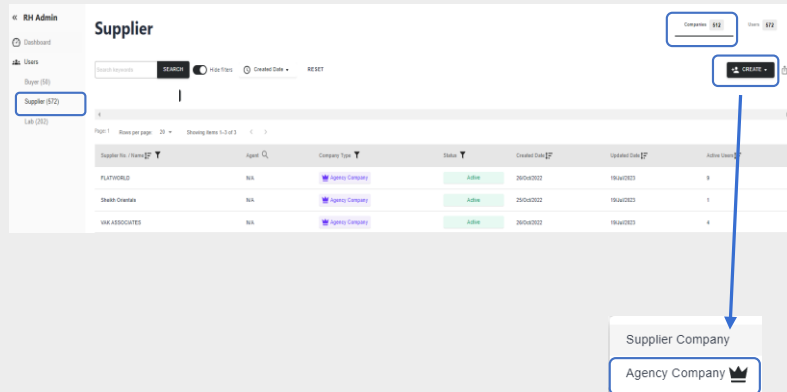
Archive The Last User

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

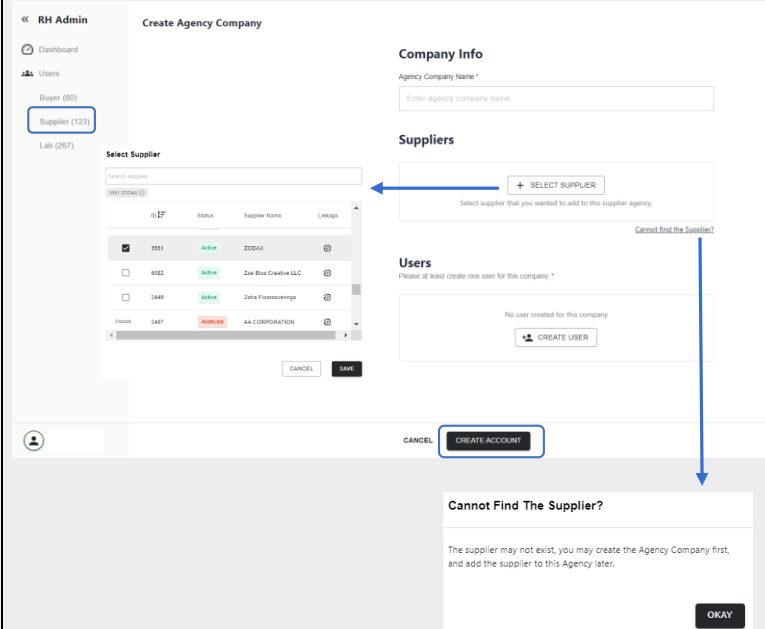
Select **Supplier** > On **Companies** page, select **CREATE**, then select **Agency company**.



Supplier Company

Agency Company

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



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 multiple Agency Companies.

Commented [A3]: 20240501 RH can link the Supplier company to multiple Agency Companies.

## 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

Companies 512 Users 572

Search keywords SEARCH Hide filters Created Date RESET

Company Type: Agency Company X

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

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

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

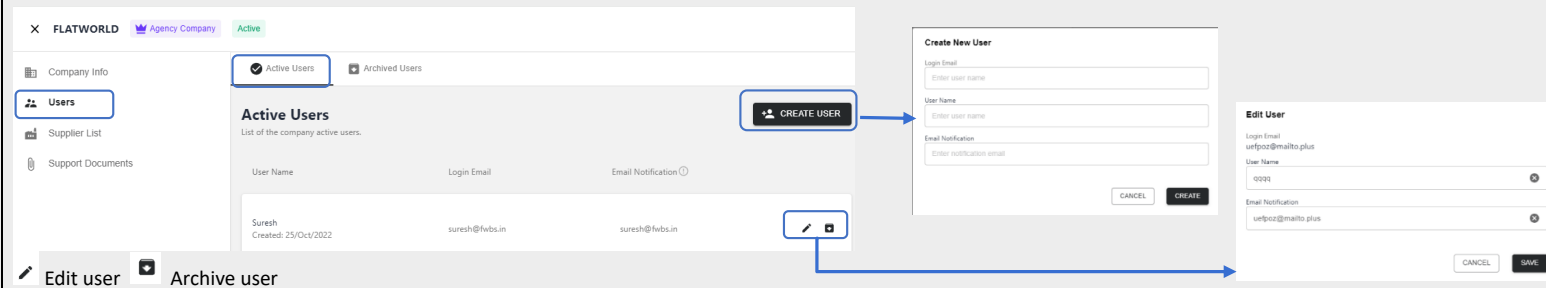
X FLATWORLD Agency Company Active

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.



**Active Users**  
List of the company active users.

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

**Create New User**

Login Email  
Enter user name

User Name  
Enter user name

Email Notification  
Enter notification email

CANCEL CREATE

**Edit User**

Login Email  
user002@mailto.plus

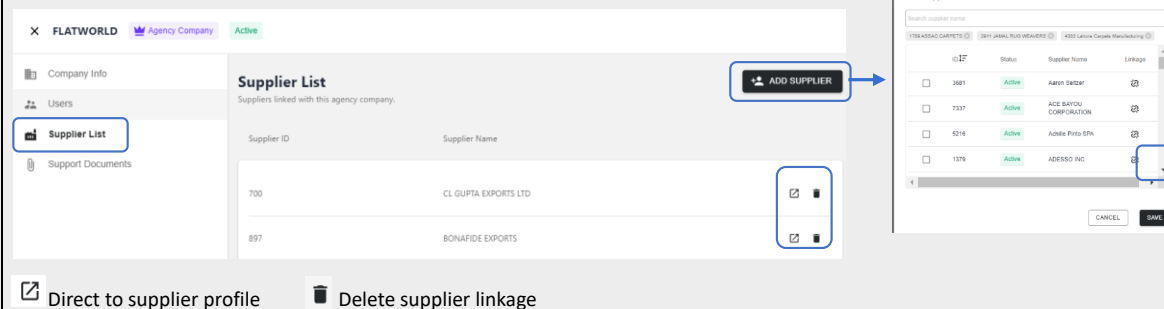
User Name  
00001

Email Notification  
user002@mailto.plus

CANCEL SAVE

Edit user Archive user

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



**Supplier List**  
Suppliers linked with this agency company.

Supplier ID	Supplier Name
700	CL GUPTA EXPORTS LTD
897	BONAFIDE EXPORTS

**Add Supplier**

Search supplier name

1708-ARABIC CARPETS 00 3811-JARAL FLOO WEAVERS 00 1433-Larisa Deane Manufacturing 00

IF	Status	Supplier Name	Linkage
<input type="checkbox"/>	Active	Aaron Setzer	
<input type="checkbox"/>	Active	ACE BAYCO CORPORATION	
<input type="checkbox"/>	Active	Active Photo SPA	
<input type="checkbox"/>	Active	ADESIO INC	

CANCEL SAVE

Direct to supplier profile Delete supplier linkage

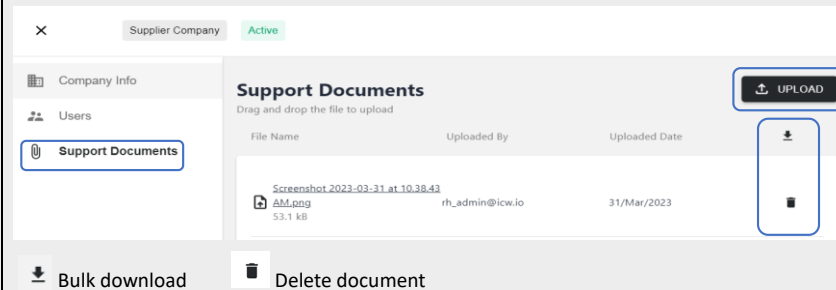
#### Notes:

Criteria to **Add Supplier** to an Agency:

- The supplier is active with an active user account.

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.



**Support Documents**  
Drag and drop the file to upload

File Name	Uploaded By	Uploaded Date
Screenshot 2023-03-31 at 10:38:43 AM.png 53.1 kB	rh_admin@icw.io	31/Mar/2023

**Upload**

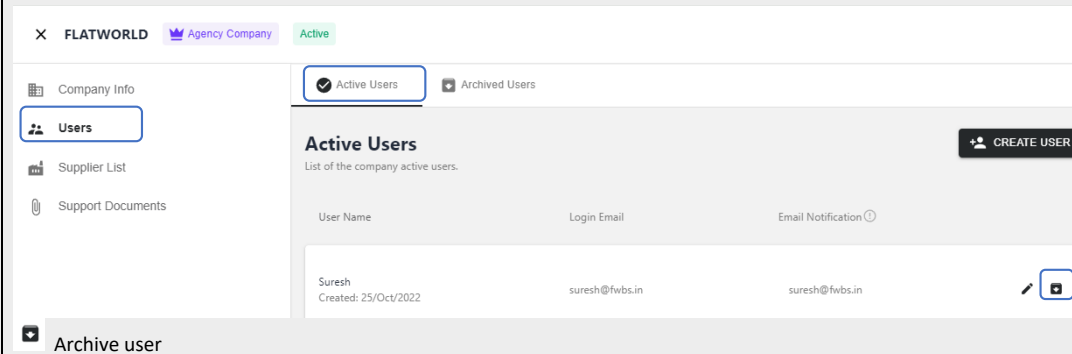
Bulk download Delete document

## 5.7 Agency: Archive and Unarchive

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

### Archive User:

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



FLATWORLD Agency Company Active

Company Info Users Supplier List Support Documents

Active Users Archived Users

**Active Users**  
List of the company active users.

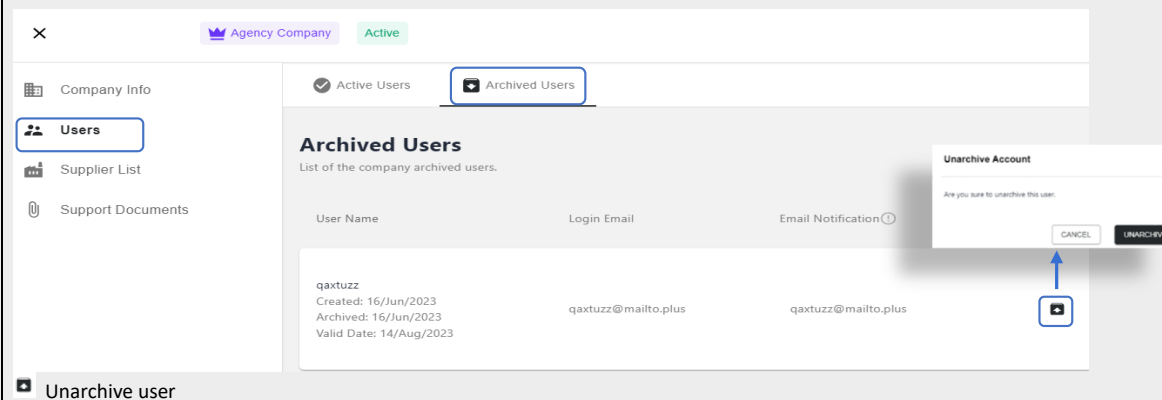
CREATE USER

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.

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

**Unarchive Account**  
Are you sure to unarchive this user?

CANCEL UNARCHIVE

### Notes:

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

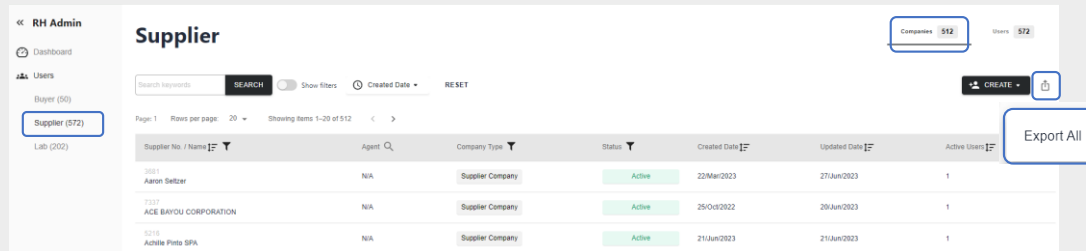
When the last user is archived, the company profile will also be deactivated. Are you sure to deactivate this user?

CANCEL ARCHIVE

## 5.8 Export Companies and Users

### Export Supplier and Agency Company

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



Supplier

Companies: 512 Users: 572

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

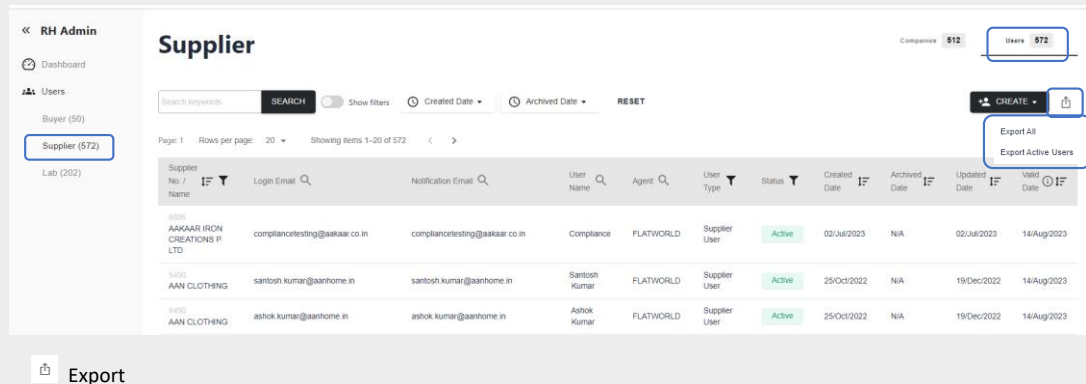
Page: 1 Rows per page: 20 Showing items 1-20 of 512

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
2081 Aaron Selzer	N/A	Supplier Company	Active	22/Mar/2023	27/Jun/2023	1
7337 ACE BAYOU CORPORATION	N/A	Supplier Company	Active	25/Oct/2022	26/Jun/2023	1
5216 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

Companies: 512 Users: 572

Search keywords: [ ] 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
6595 AAKAAR IRON CREATIONS P LTD	compliance@testing@akaar.co.in	compliance@testing@akaar.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

Export

### Notes:

#### Supplier and Agency Company

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

#### Supplier and Agency Users

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

## 6 Lab User Account Maintenance

### 6.1 Lab: Groups, Locations and Users Overview

An overview of all the active Lab Groups.

<< RH Admin
 

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

## Lab

Search keywords  
☐ 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	18/Jul/2023	25/Oct/2022	2

An overview of all the active Lab Locations.

<< RH Admin
 

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

## Lab

Search keywords  
☐ 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

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 keywords  
☐ 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@tuv sud.com	Active	13/Jul/2023	N/A	19/Jul/2023	14/Aug/2023

#### Notes:

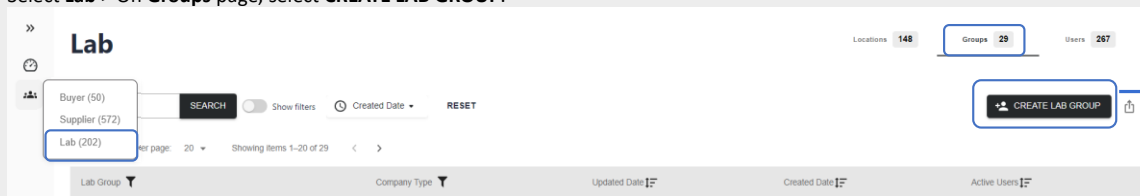
- You can search the Lab by using the **search keywords** bar.
- You can use table search, filter, and sorting function. You can reset or remove the setting that you have applied

21

## 6.2 Lab: Create Lab Group

### Create Lab Group

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



Lab

Locations 148 Groups 29 Users 267

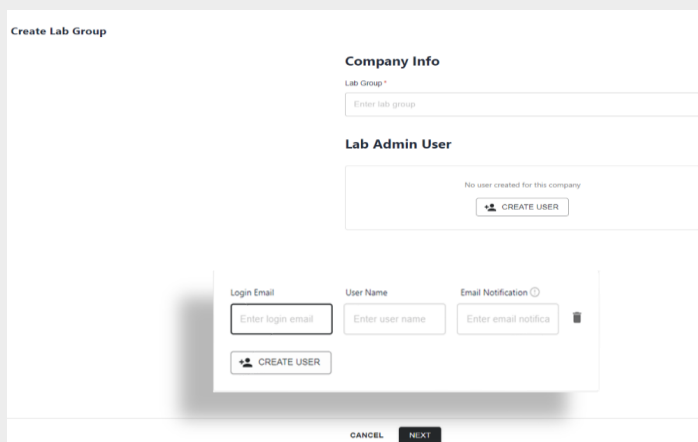
Buyer (50) Supplier (572) Lab (202)

SEARCH Show filters Created Date RESET

per page: 20 Showing items 1-20 of 29

Lab Group Company Type Updated Date Created Date Active Users

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



Create Lab Group

**Company Info**

Lab Group \*

Enter lab group

**Lab Admin User**

No user created for this company

CREATE USER

Login Email User Name Email Notification

Enter login email Enter user name Enter email notifica

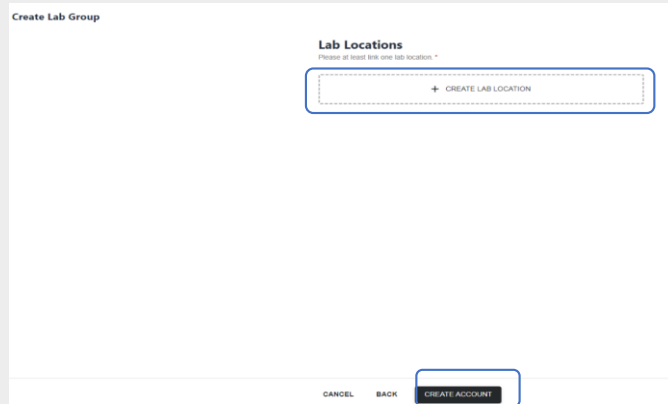
CREATE USER

CANCEL NEXT

### Notes:

You can create multiple Lab Admin Users.

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



**Create Lab Group**

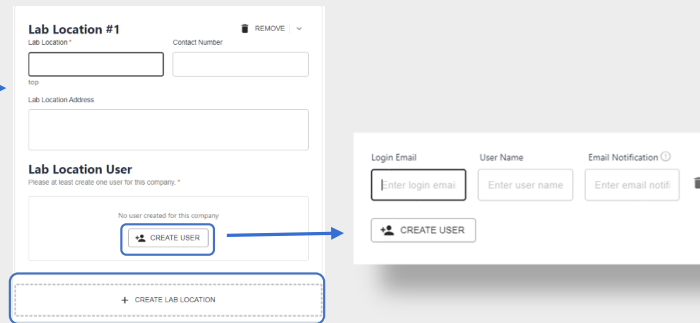
**Lab Locations**  
Please at least enter one lab location. \*

+ CREATE LAB LOCATION

CANCEL BACK **CREATE ACCOUNT**

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

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



**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

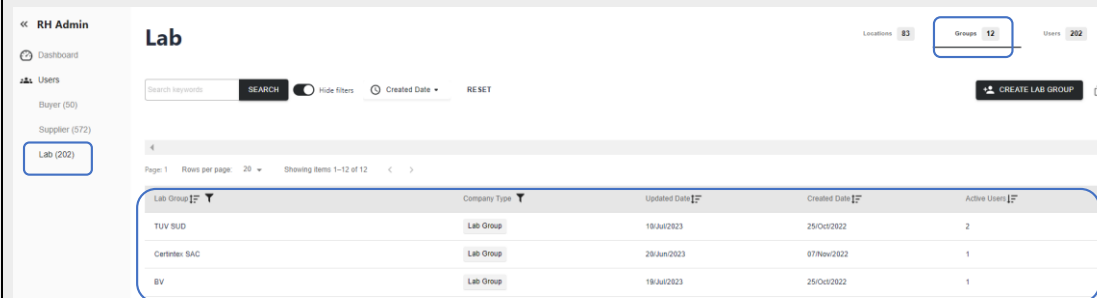
Login Email User Name Email Notification ⓘ  
Enter login email Enter user name Enter email noti

+ 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.



« RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

**Lab (202)**

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 BUD	Lab Group	19/Jun/2023	25/Oct/2022	2
Certintex SAC	Lab Group	29/Jun/2023	07/Nov/2022	1
BV	Lab Group	19/Jun/2023	25/Oct/2022	1

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

X BV Lab Group

Company Info

Users
 Lab Locations
 Support Documents

### 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.

X BV Lab Group

Company Info

Active Users

Archived Users

Users

Lab Locations
 Support Documents

### 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

Edit user

Archive user

Bulk download

Delete document

#### Create New User

Login Email  
 Enter user name

User Name  
 Enter user name

Email Notification  
 Enter notification email

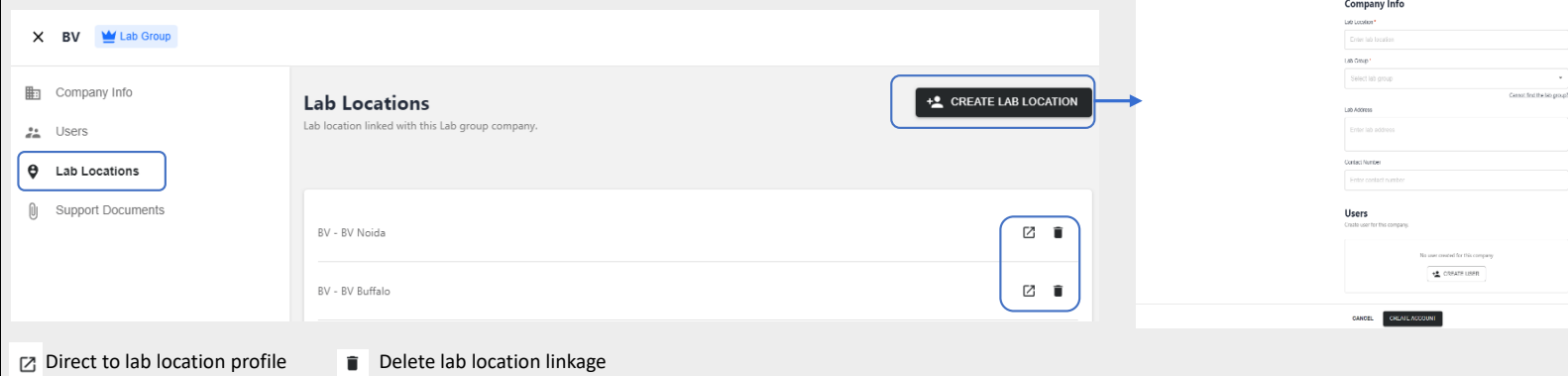
CANCEL

CREATE

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

**Notes:**

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



**Lab Locations**  
 Lab location linked with this Lab group company.

BV - BV Noida

BV - BV Buffalo

**CREATE LAB LOCATION**

**Create Lab Location**

**Company Info**

Lab Location \*

Enter lab location

Lab Group \*

Select lab group

Cancel this lab group?

Lab Address

Enter lab address

Contract Number

Enter contract number

**Users**

Create user for this company

No user created for this company

CREATE USER

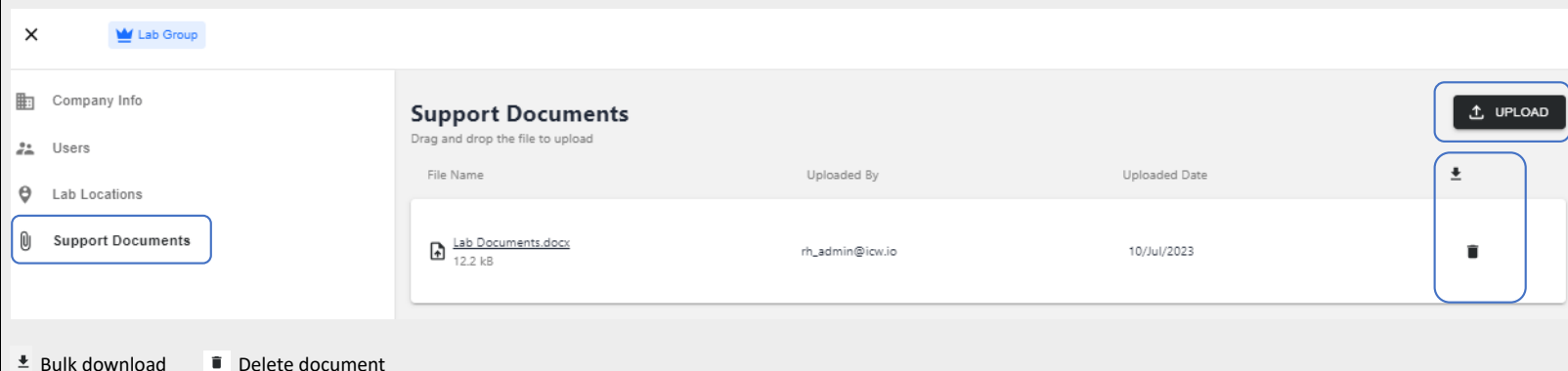
CANCEL

CREATE ACCOUNT

Direct to lab location profile

Delete lab location linkage

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



**Support Documents**  
 Drag and drop the file to upload

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

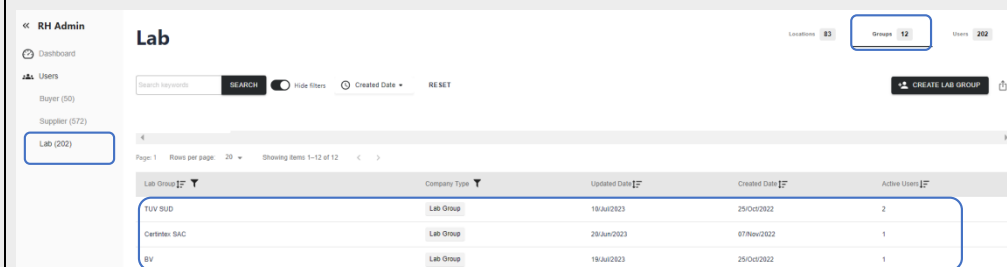
**UPLOAD**

**Bulk download**

**Delete document**

## 6.4 Lab: Archive and Unarchive Lab Group

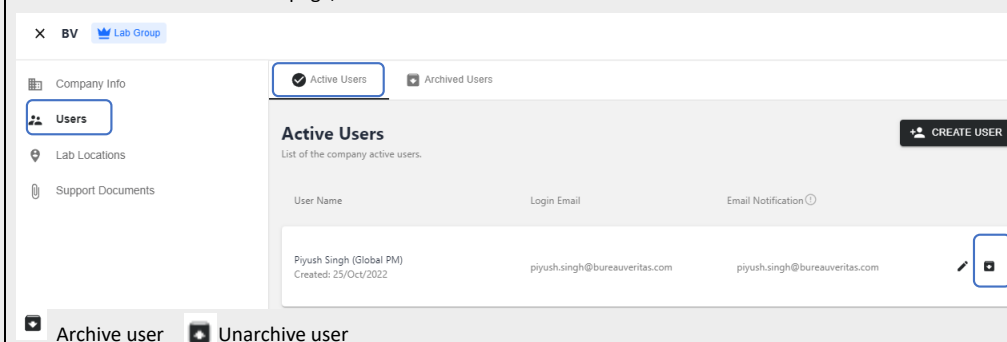
Select **Lab** > On **Groups** page, select the Lab Group to continue.



Lab Group	Company Type	Updated Date	Created Date	Active Users
TUV SUD	Lab Group	19/Jul/2023	25/Oct/2022	2
Carlinex SAC	Lab Group	29/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**.

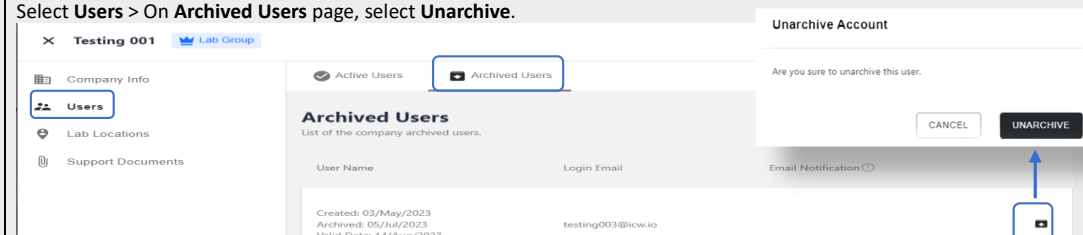


User Name	Login Email	Email Notification
Piyush Singh (Global PM) Created: 25/Oct/2022	piyush.singh@bureauveritas.com	piyush.singh@bureauveritas.com

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@icwv.io	

Unarchive Account

Are you sure to unarchive this user.

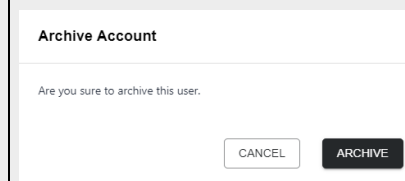
CANCEL UNARCHIVE

### Notes:

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

### Some tips when archiving Lab Admin users:

#### 1. More than one Lab Admin users

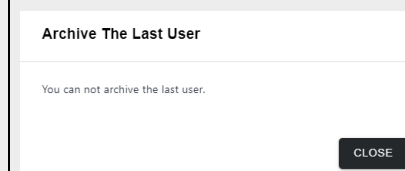


Archive Account

Are you sure to archive this user.

CANCEL ARCHIVE

#### 2. Not allow to archive the last Lab Admin user



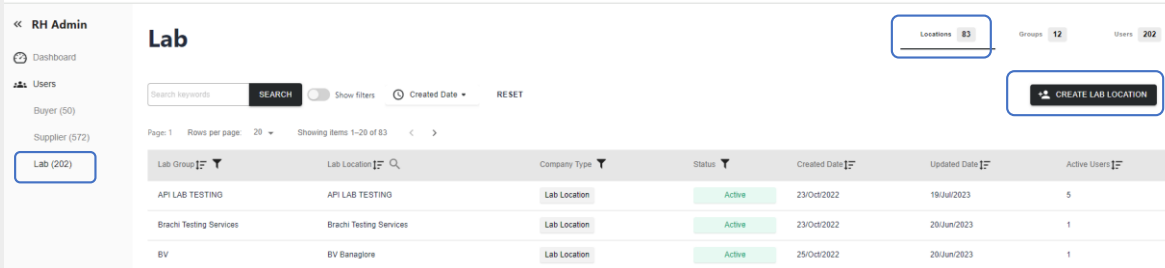
Archive The Last User

You can not archive the last user.

CLOSE

## 6.5 Lab: Create Lab Location

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



**Lab**

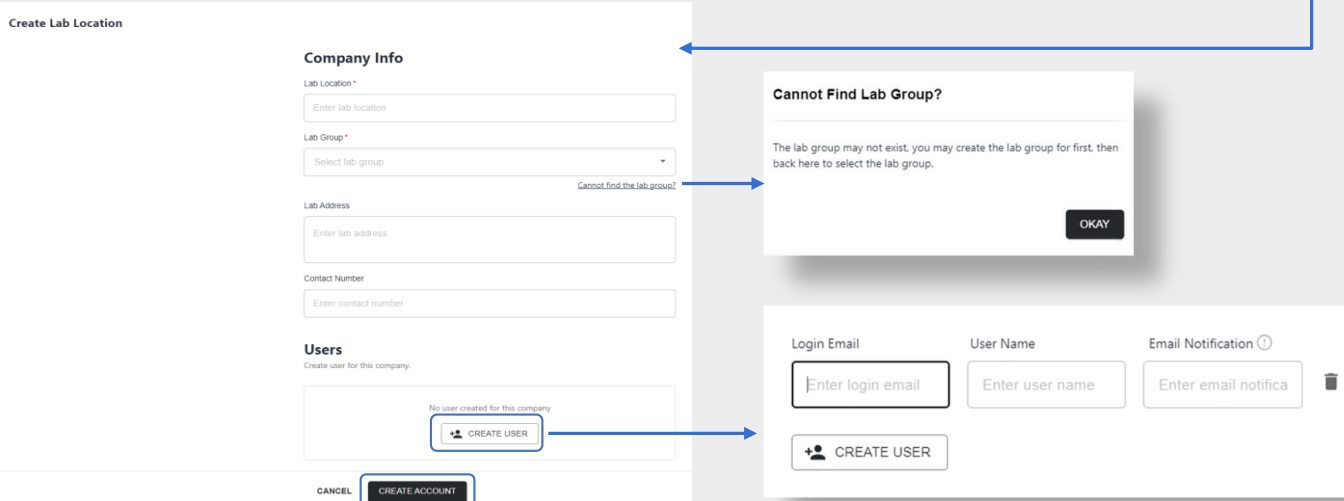
Locations: 83 Groups: 12 Users: 202

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 \*

Enter lab location

Lab Group \*

Select lab group

Cannot find the 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 ACCOUNT

**Cannot Find Lab Group?**

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

OKAY

**Login Email**

Enter login email

**User Name**

Enter user name

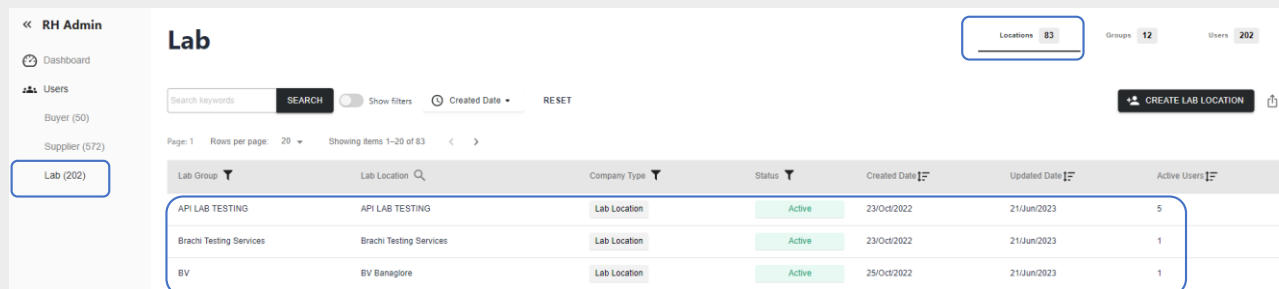
**Email Notification**

Enter email notifica

CREATE USER

## 6.6 Lab: Manage Lab Location

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



**Lab**

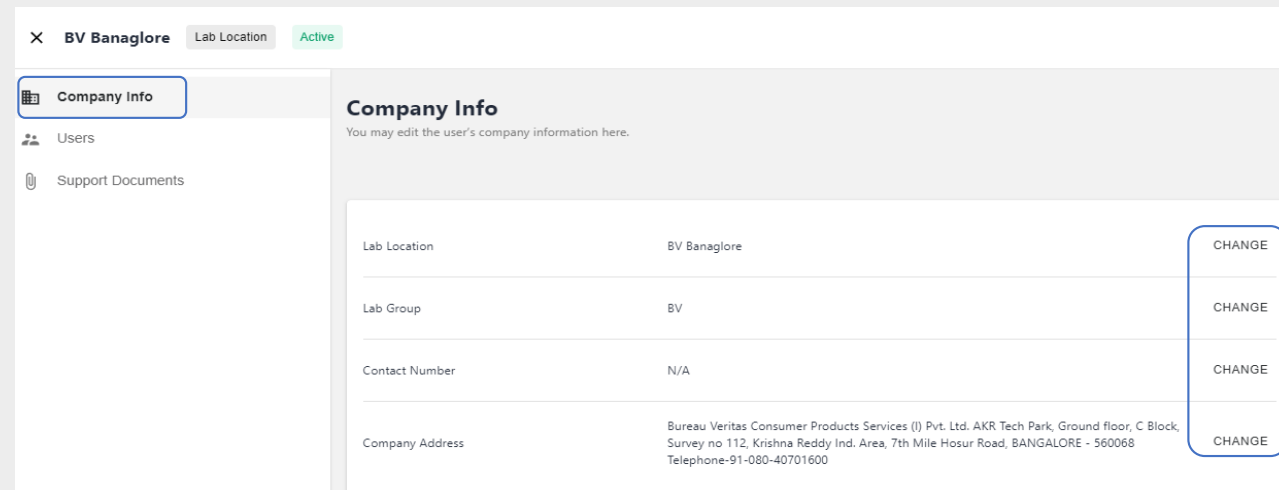
Locations: 83 | Groups: 12 | Users: 202

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 Bangalore	Lab Location	Active	25/Oct/2022	21/Jun/2023	1

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



**Company Info**

You may edit the user's company information here.

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

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

X

BV Banaglore

Lab Location

Active

Company Info

Users

Support Documents

Active Users

Archived Users

Active Users

List of the company active users.

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

Login Email

david.schmidt@bureauveritas.com1

User Name

Email Notification

CANCEL

SAVE

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

X

Lab Location

Active

Company Info

Users

Support Documents

Support Documents

Drag and drop the file to upload

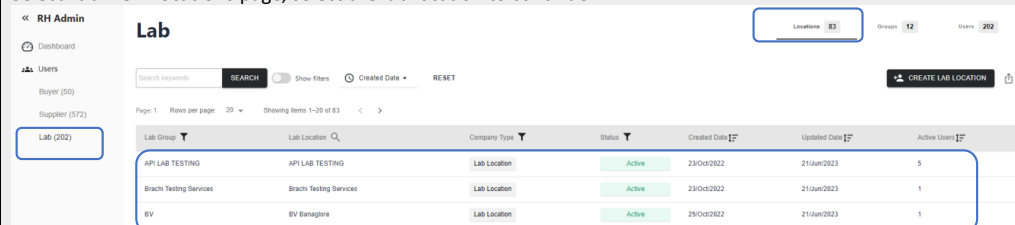
File Name	Uploaded By	Uploaded Date
Same SKU & Market With Multiple Outs tanding_Tasks_updated_NotHighlighted _not_deleted.xlsx 25.1 kB	rh_admin@icw.io	08/May/2023

UPLOAD

Edit user
 Archive user
 Bulk download
 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

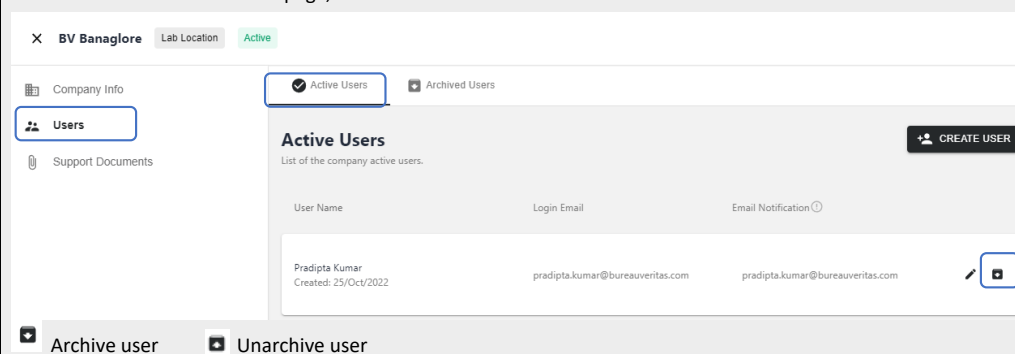
Search Keywords: [SEARCH] Show filters Created Date: [RESET]

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
Branch Testing Services	Branch Testing Services	Lab Location	Active	23/Oct/2022	21/Jun/2023	1
BV	BV Bangalore	Lab Location	Active	25/Oct/2022	21/Jun/2023	1

### Archive User

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



**Active Users**

List of the company active users.

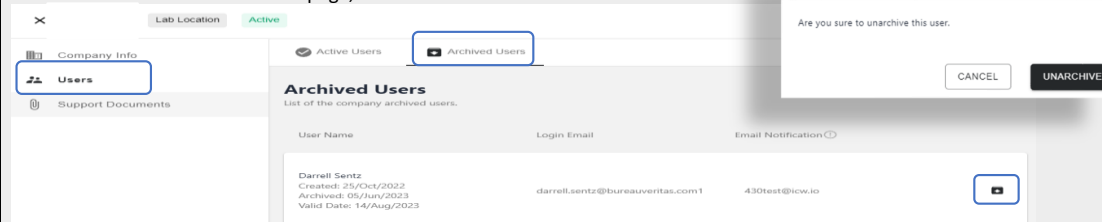
CREATE USER

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**.



**Archived Users**

List of the company archived users.

UNARCHIVE

User Name	Login Email	Email Notification
Darrell Sentz Created: 25/Oct/2022 Archived: 09/Jun/2023 Valid Date: 14/Aug/2023	darrell.senz@bureauveritas.com	430test@icwv.io

Unarchive Account

Are you sure to unarchive this user.

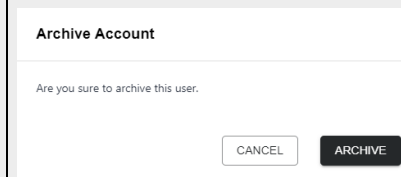
CANCEL UNARCHIVE

### Notes:

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

### Some tips when archiving Lab Location users:

#### 1. More than one Lab location users

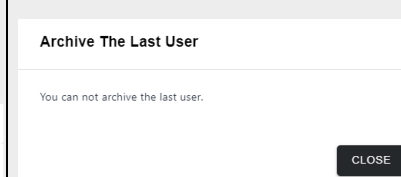


**Archive Account**

Are you sure to archive this user.

CANCEL ARCHIVE

#### 2. Not allow to archive the last Lab location user



**Archive The Last User**

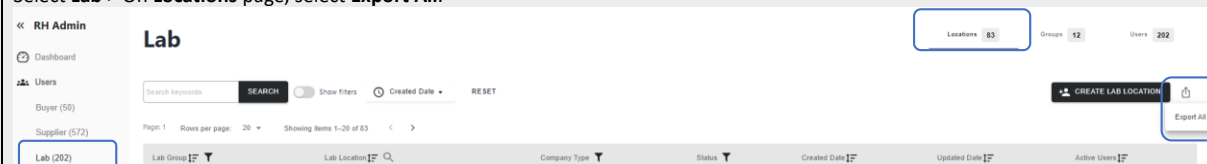
You can not archive the last user.

CLOSE

## 6.8 Lab: Export Groups, Locations and Users

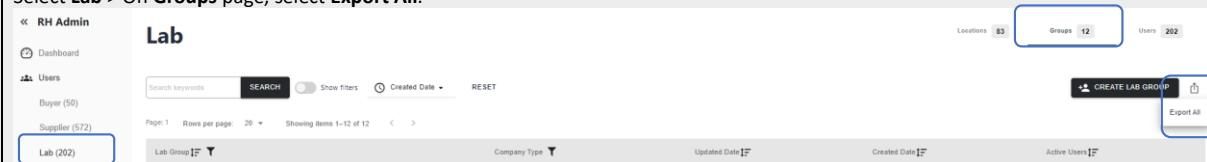
### Export Lab Locations

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



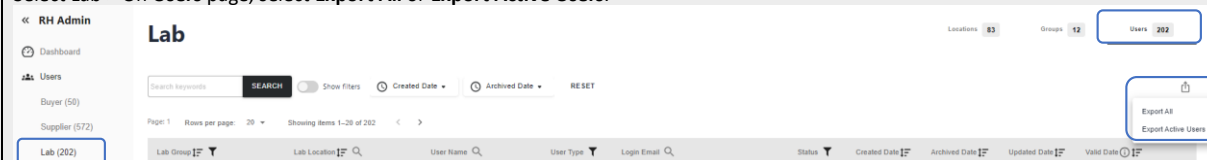
### Export Lab Groups

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



### Export Lab users

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



Export

### Notes:

#### Lab Company:

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

#### Lab Users:

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

## 7 Testing PO Number Maintenance

## 7.1 Buyer: Testing PO Number Database

### Overall view of Testing PO Number

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

<< RH Admin

Dashboard

Users

Buyer (10)

Supplier (583)

Lab (215)

Option List

Testing PO Number

Activity Log

Testing PO Number

Search keywords

SEARCH

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

Num	Department Desc	Baby & Child	Teen	Core	Modern
2300	BATH FURNITURE	US N/A EU Test_2 UK okay2 QC test14	US test EU 4000_T_EU UK aka QC 1111	US test code EU 123 UK give QC sss	US N/A EU N/A UK N/A QC N/A
1700	BATH TEXTILES	US test1 EU test7 UK N/A QC N/A	US 1700 EU test7 UK N/A QC N/A	US test4 EU N/A UK N/A QC N/A	US test5 EU 123 UK N/A QC N/A
8300	BCT BEDDING TEXTILES	US wet EU N/A UK test2 QC N/A	US N/A EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A
8200	BCT DECOR	US N/A EU N/A UK N/A QC N/A	US fdgdf EU N/A UK N/A QC N/A	US N/A EU N/A UK ukm QC ukm	US N/A EU N/A UK N/A QC N/A
8000	BCT FURNITURE	US aaa11112 EU aaa11113 UK aaa11114 QC N/A	US aaa1111 EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A	US N/A EU N/A UK N/A QC N/A

**Note:**

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

## 7.2 Buyer: Add and Edit Testing PO Number

### Add Testing PO Number

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

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

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

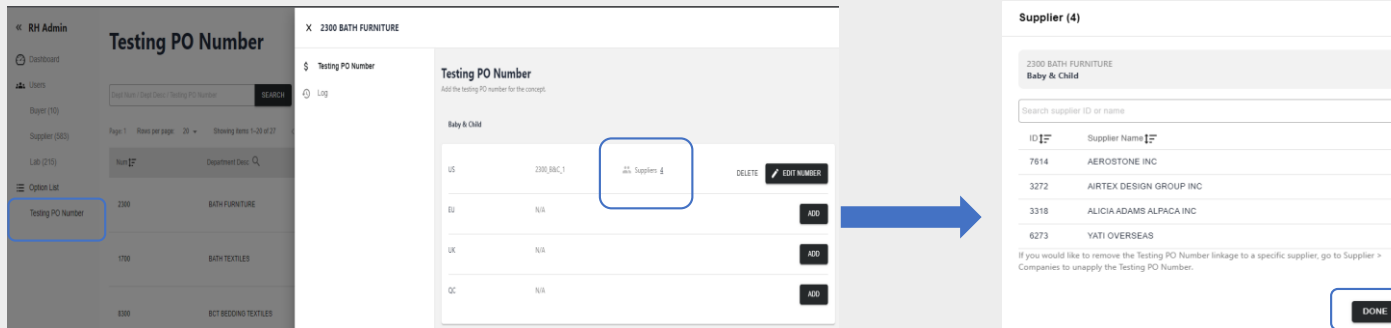
CANCEL SAVE

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

### 7.3 Buyer: View Testing PO Number Linkage to Suppliers

#### View Testing PO Number linkage to Suppliers

View the Suppliers with Testing PO Number applied, select the number with hyperlink next to **Suppliers**.  
Input supplier ID or supplier name by searching bar to do searching.



**Testing PO Number**

2300 BATH FURNITURE

Testing PO Number

Log

Baby & Child

ID	Supplier Name	Actions
7614	AEROSTONE INC	DELETE EDIT NUMBER
3272	AIRTEX DESIGN GROUP INC	ADD
3318	ALICIA ADAMS ALPACA INC	ADD
6273	YATI OVERSEAS	ADD

Supplier (4)

2300 BATH FURNITURE  
Baby & Child

Search supplier ID or name

ID Supplier Name

7614 AEROSTONE INC

3272 AIRTEX DESIGN GROUP INC

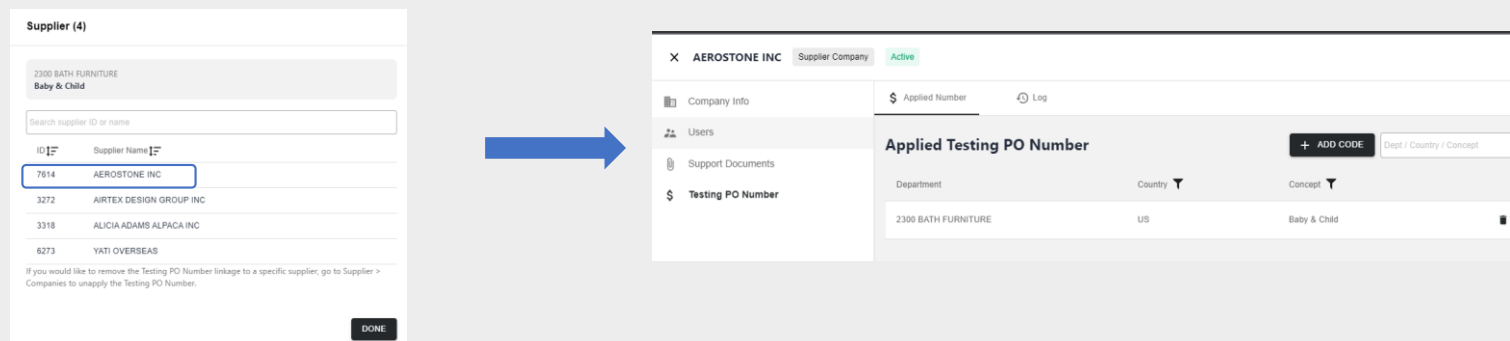
3318 ALICIA ADAMS ALPACA INC

6273 YATI OVERSEAS

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

DONE

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



Supplier (4)

2300 BATH FURNITURE  
Baby & Child

Search supplier ID or name

ID Supplier Name

7614 AEROSTONE INC

3272 AIRTEX DESIGN GROUP INC

3318 ALICIA ADAMS ALPACA INC

6273 YATI OVERSEAS

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

DONE

AEROSTONE INC Supplier Company Active

Company Info

Applied Number Log

Users

Support Documents

Testing PO Number

Applied Testing PO Number

+ ADD CODE Dept / Country / Concept

Department	Country	Concept
2300 BATH FURNITURE	US	Baby & Child

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

## 7.4 Buyer: Delete Testing PO Number

### Delete Testing PO Number

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

X
2300 BATH FURNITURE

\$
Testing PO Number

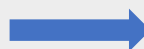
Log

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

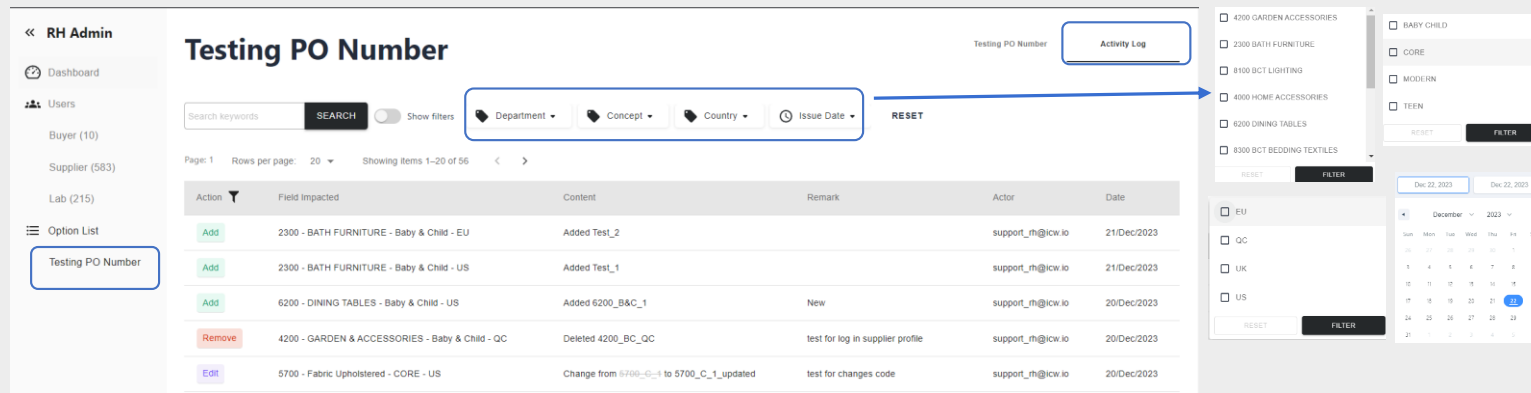
CANCEL
DELETE

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)

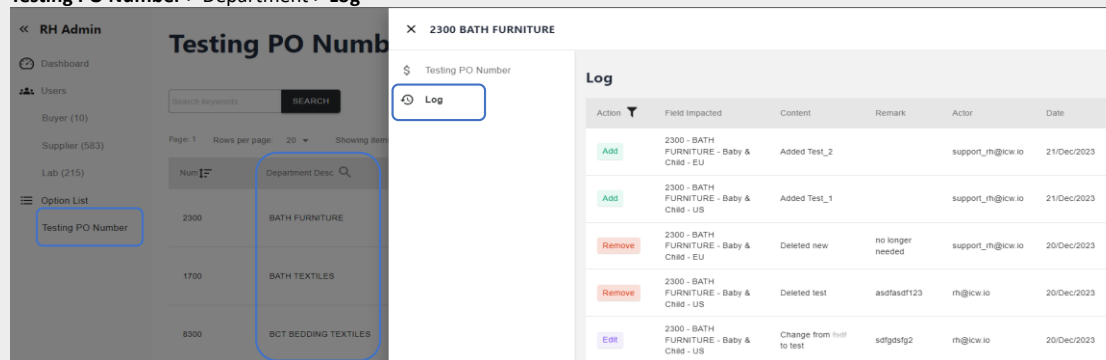
View the overall **Activity Log** for all Departments related to Testing PO Number changes.  
Filter **Activity Log** by **Department / Concept / Country / Issue Date**.



Action	Field Impacted	Content	Remark	Actor	Date
Add	2300 - BATH FURNITURE - Baby & Child - EU	Added Test_2		support_th@icw.io	21/Dec/2023
Add	2300 - BATH FURNITURE - Baby & Child - US	Added Test_1		support_th@icw.io	21/Dec/2023
Add	6200 - DINING TABLES - Baby & Child - US	Added 6200_BC_1	New	support_th@icw.io	20/Dec/2023
Remove	4200 - GARDEN & ACCESSORIES - Baby & Child - QC	Deleted 4200_BC_QC	test for log in supplier profile	support_th@icw.io	20/Dec/2023
Edit	5700 - Fabric Upholstered - CORE - US	Change from 5700-0-1 to 5700_C_1_updated	test for changes code	support_th@icw.io	20/Dec/2023

### Testing PO Number Activity Log (Specific Department)

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

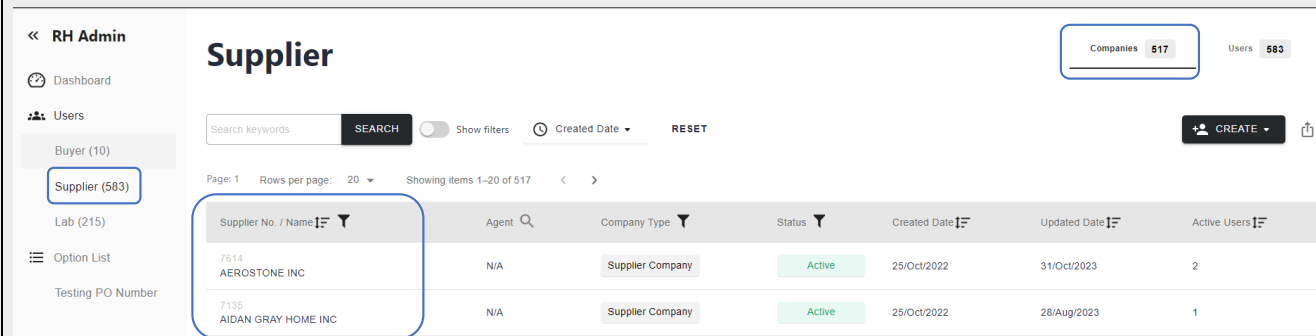


Action	Field Impacted	Content	Remark	Actor	Date
Add	2300 - BATH FURNITURE - Baby & Child - EU	Added Test_2		support_th@icw.io	21/Dec/2023
Add	2300 - BATH FURNITURE - Baby & Child - US	Added Test_1		support_th@icw.io	21/Dec/2023
Remove	2300 - BATH FURNITURE - Baby & Child - EU	Deleted new	no longer needed	support_th@icw.io	20/Dec/2023
Remove	2300 - BATH FURNITURE - Baby & Child - US	Deleted test	asdfsdf123	rh@icw.io	20/Dec/2023
Edit	2300 - BATH FURNITURE - Baby & Child - US	Change from 1000 to test	sdfgsdfg2	rh@icw.io	20/Dec/2023

## 7.6 Buyer: Apply Testing PO Number to Supplier

### Apply Testing PO Number to Suppliers

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



**Supplier**

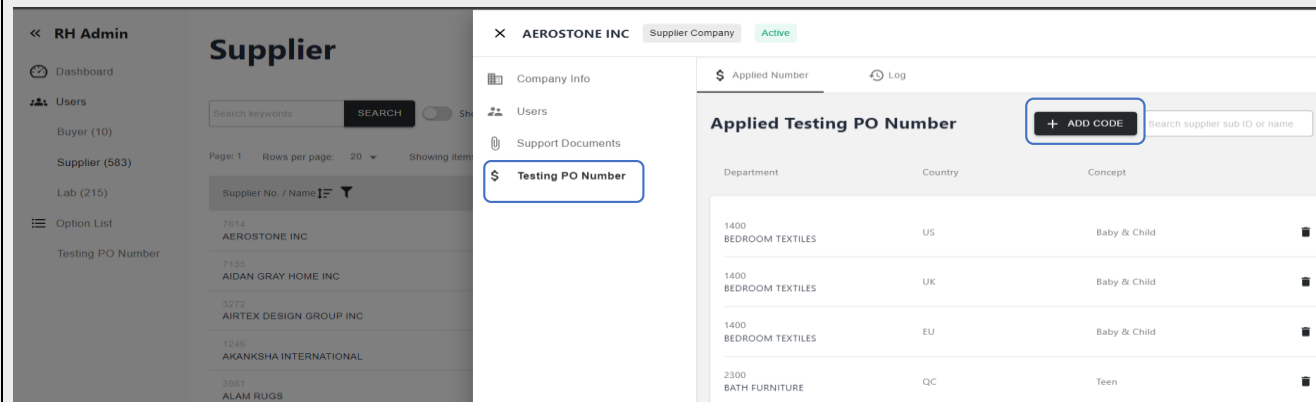
Companies: 517 Users: 583

Search keywords  **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**.



**Supplier**

Company Info **AEROSTONE INC** Supplier Company Active

Applied Number Log

**Applied Testing PO Number** **+ ADD CODE**

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"/>

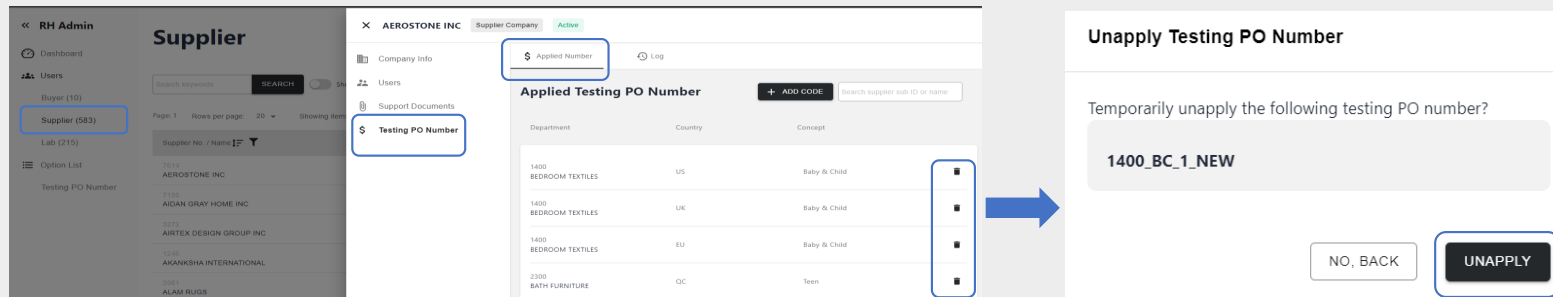
BACK ADD

**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**



**Supplier**

**AEROSTONE INC** Supplier Company Active

Company Info Applied Number Log

Users Support Documents

**Testing PO Number**

**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	■

**Unapply Testing PO Number**

Temporarily unapply the following testing PO number?

**1400\_BC\_1\_NEW**

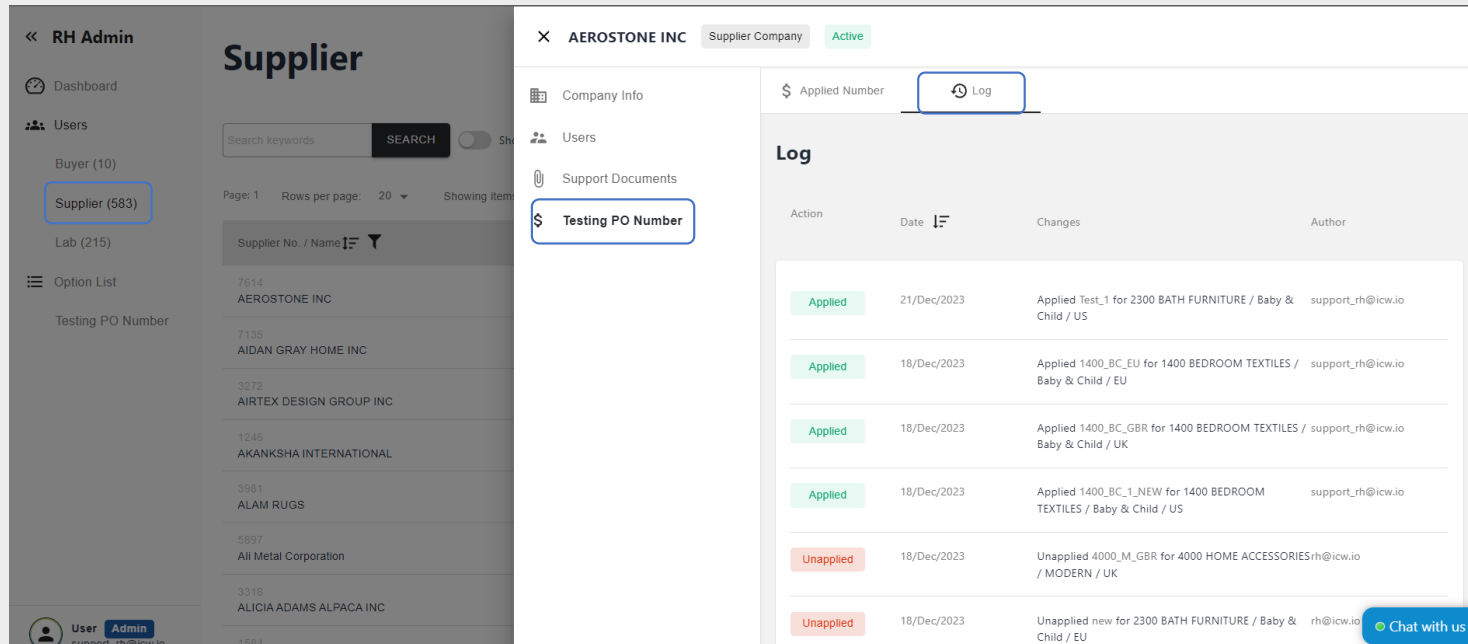
NO, BACK UNAPPLY

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

## 7.8 Buyer: View Supplier Testing PO Number Activity Log

### Supplier Testing PO Number Log

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



The screenshot displays the RH Admin interface. On the left, the 'Supplier' section is active, showing a list of suppliers. The 'Supplier (583)' link is highlighted. The main content area shows the 'AEROSTONE INC' supplier profile. The 'Testing PO Number' tab is selected, and the 'Log' sub-tab is active. The log table shows the following entries:

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

A 'Chat with us' button is visible in the bottom right corner of the log area.