



ADMIN USER GUIDE – RH

Product Compliance and Testing Management Platform – Admin

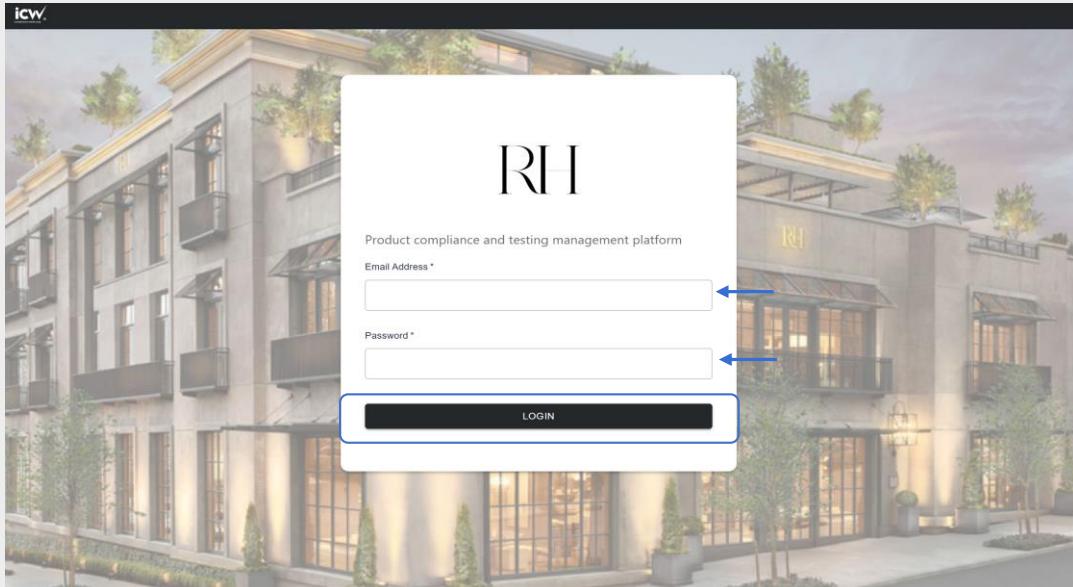


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2 Login



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

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

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

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

3 Dashboard

Select Dashboard

Welcome back, RH

Here is your subscription and account status summary.

Total Users		Buyer Users		Non-Buyer Users	
Active	Archived	Accounts	Active	Archived	Accounts
804	20	50/50	46	4	774/1200
Supplier User: 543 Agency User: 14 Lab User: 201 Total Active: 758 Total Archived: 16					

Subscription & Billing

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

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

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

A Dashboard shows the subscription and account status summary.

Total users: list Total Active and Total Archived users, composed of Buyer and Non-Buyer users.

Buyer users: list RH Active and Archived users.

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

Notes:

-**Active user:** user who has access to the platform for current subscription period.

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

-**Archived Buyer:** all the archived RH users.

-**Archived Supplier:** all the archived Supplier and Agency users in current subscription period.

-**Archived Lab:** all the archived Lab location and admin users in current subscription period.

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

Subscription & Billing

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

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

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

Ch...

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

Buyer

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (202)

Sort By: User Name X

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

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

4.2 Buyer: Create Users

Select Buyer > Create

Buyer

Input User Info and Access Right

Create Buyer

Access Right

User Info

Select Department

Role Description

Access Right

Department

Cannot find the department?

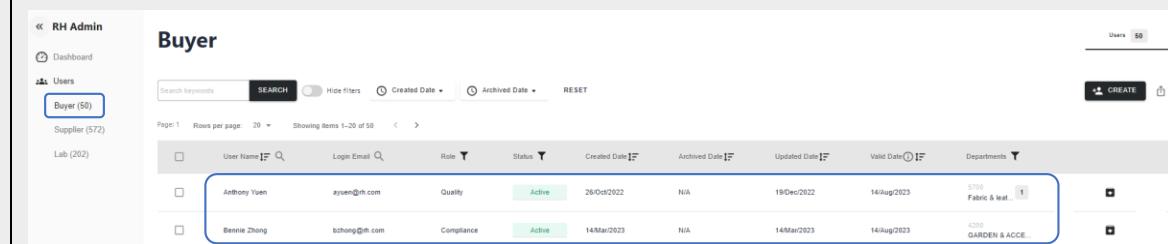
Cannot Find The Department?

Notes:

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

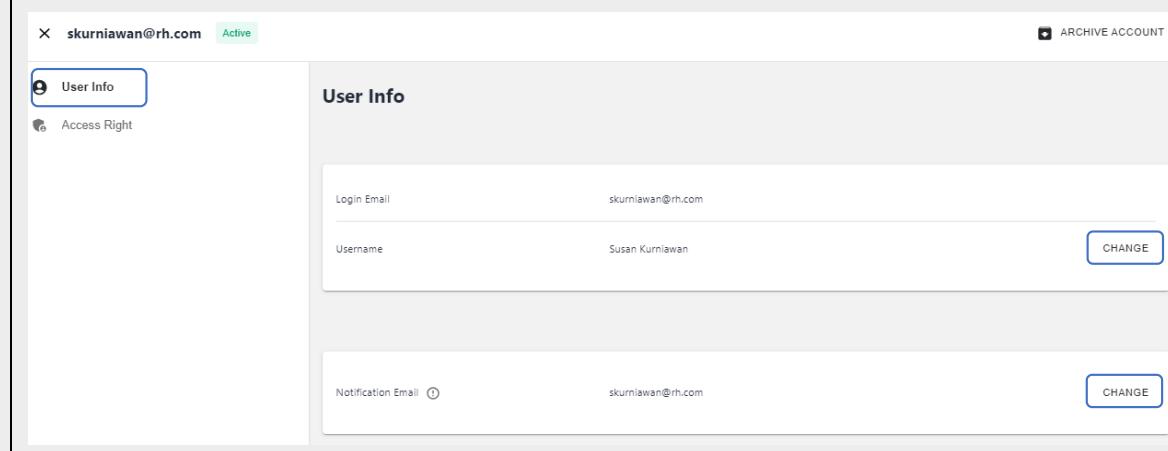
4.3 Buyer: Edit Users

Click onto the buyer user profile



User Name	Login Email	Role	Status	Created Date	Archived Date	Updated Date	Valid Date	Departments
Anthony Yuen	ayuen@rh.com	Quality	Active	26/Oct/2022	N/A	18/Dec/2022	14/Aug/2023	5700 Fabric & leat...
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.

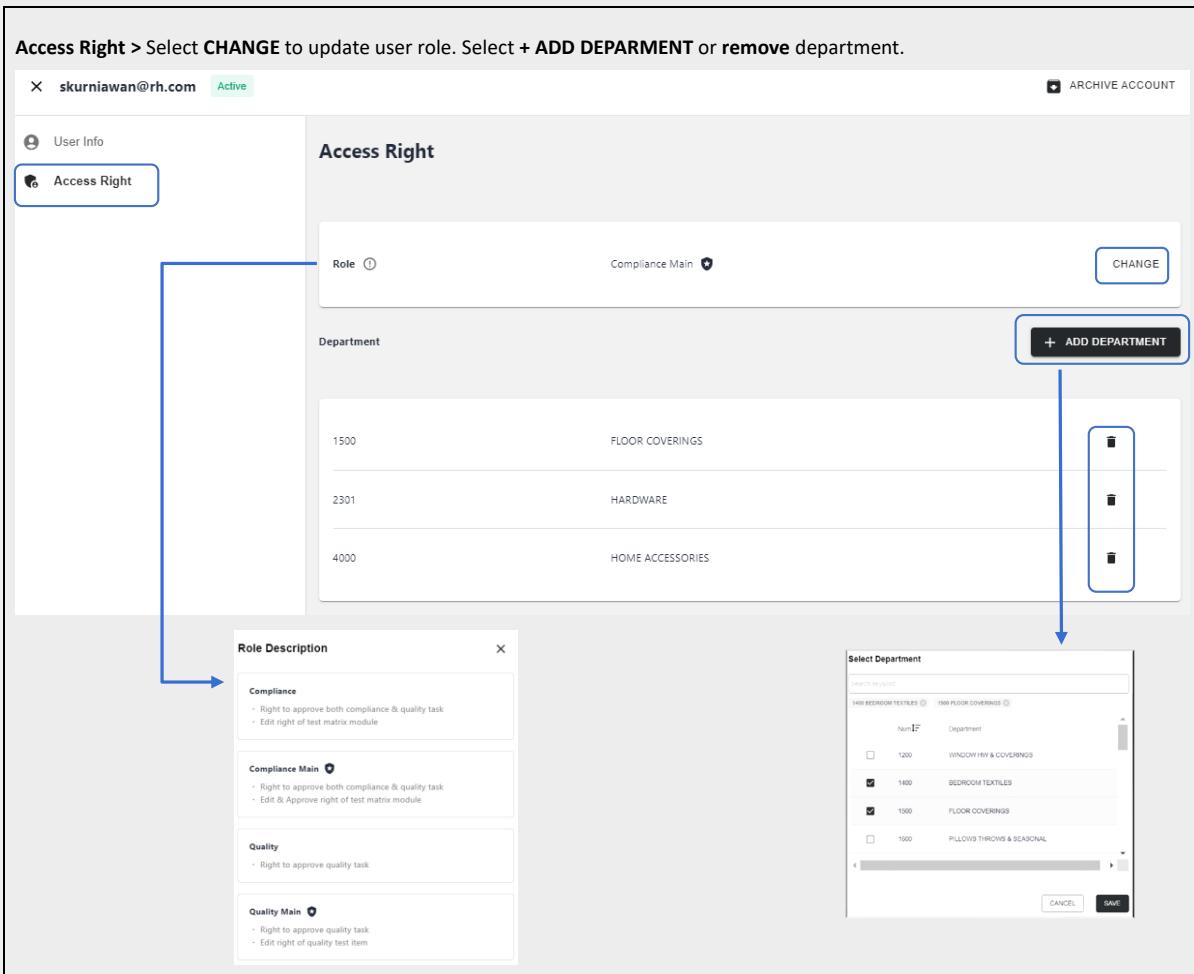


User Info
Login Email: skurniawan@rh.com
Username: Susan Kurniawan CHANGE
Notification Email: skurniawan@rh.com CHANGE

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.



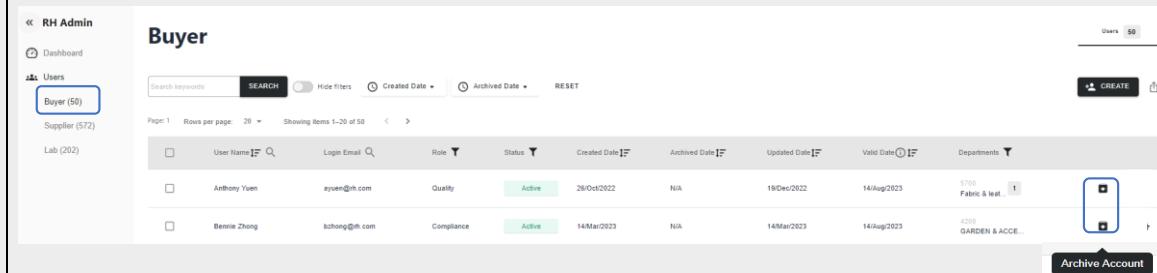
Notes:

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

4.4 Buyer: Archive and Unarchive Users

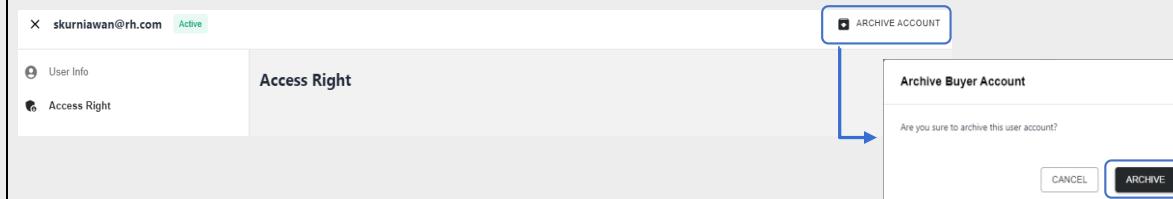
Archive user

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



The screenshot shows the 'Buyer' section of the application. On the left, there is a sidebar with 'RH Admin', 'Dashboard', 'Users', 'Buyer (50)' (which is highlighted with a blue box), 'Supplier (572)', and 'Lab (202)'. The main area is titled 'Buyer' and shows a table of users. The table includes columns for 'User Name', 'Login Email', 'Role', 'Status', 'Created Date', 'Archived Date', 'Updated Date', 'Valid Date', and 'Departments'. Two users are listed: 'Anthony Yuen' and 'Bennie Zhong'. For each user, there is a blue box around the 'Archive Account' button at the bottom right of the row.

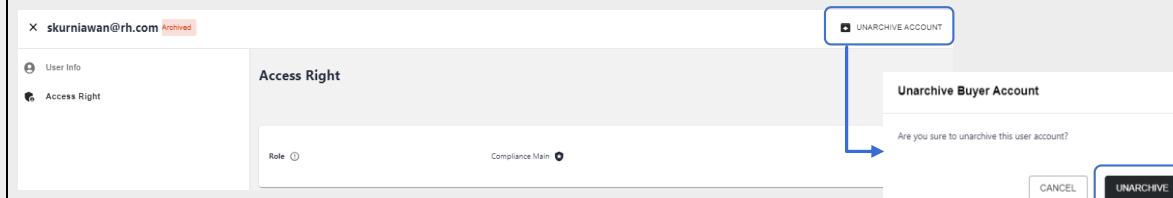
Alternatively, click onto a specific user profile, select **ARCHIVE ACCOUNT**.



The screenshot shows a user profile for 'skurniawan@rh.com' with the status 'Active'. The profile includes sections for 'User Info' and 'Access Right'. A blue box highlights the 'ARCHIVE ACCOUNT' button in the top right corner of the profile area. A modal window titled 'Archive Buyer Account' is shown, containing the message 'Are you sure to archive this user account?' with 'CANCEL' and 'ARCHIVE' buttons.

Unarchive user

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



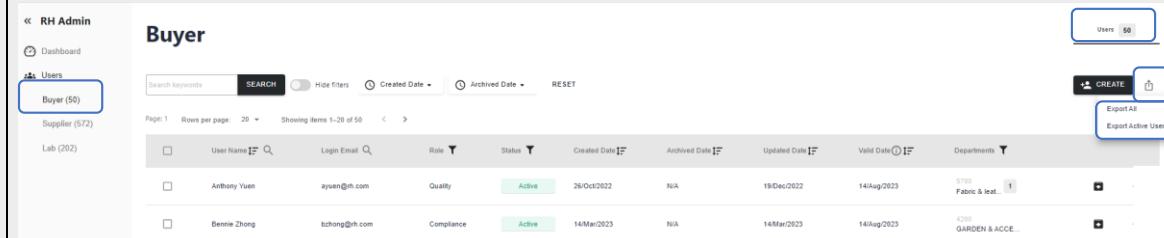
The screenshot shows a user profile for 'skurniawan@rh.com' with the status 'Archived'. The profile includes sections for 'User Info' and 'Access Right'. A blue box highlights the 'UNARCHIVE ACCOUNT' button in the top right corner of the profile area. A modal window titled 'Unarchive Buyer Account' is shown, containing the message 'Are you sure to unarchive this user account?' with 'CANCEL' and 'UNARCHIVE' buttons.

Notes:

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

4.5 Buyer: Export Users

Select Buyer > Export All or Export Active Users



Notes:

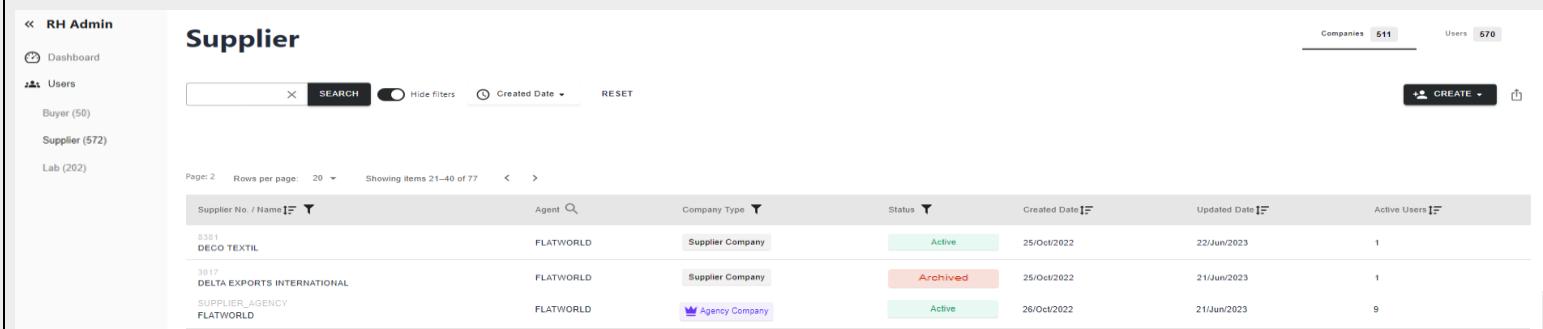
Export All: All the buyer users include active and archived users will be exported.

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

5 Supplier and Agency User Account Maintenance

5.1 Supplier and Agency: Companies and Users Overview

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



Supplier Companies Overview

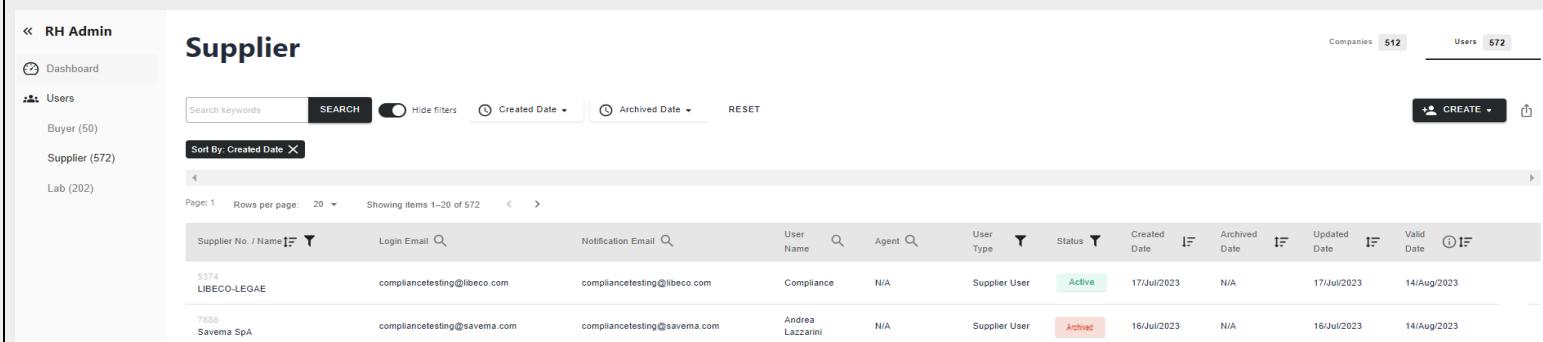
Companies: 511 | Users: 570

Supplier No. / Name: DECO TEXTIL, Agent: FLATWORLD, Company Type: Supplier Company, Status: Active, Created Date: 25/Oct/2022, Updated Date: 22/Jun/2023, Active Users: 1

Supplier No. / Name: DELTA EXPORTS INTERNATIONAL, Agent: FLATWORLD, Company Type: Supplier Company, Status: Archived, Created Date: 25/Oct/2022, Updated Date: 21/Jun/2023, Active Users: 1

Supplier No. / Name: SUPPLIER_AGENCY FLATWORLD, Agent: FLATWORLD, Company Type: Agency Company, Status: Active, Created Date: 26/Oct/2022, Updated Date: 21/Jun/2023, Active Users: 9

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



Supplier Users Overview

Companies: 512 | Users: 572

Sort By: Created Date

Supplier No. / Name: LIBECO-LEGAE, Login Email: compliancetesting@libeco.com, Notification Email: compliancetesting@libeco.com, User Name: Compliance, Agent: N/A, User Type: Supplier User, Status: Active, Created Date: 17/Jul/2023, Archived Date: N/A, Updated Date: 17/Jul/2023, Valid Date: 14/Aug/2023

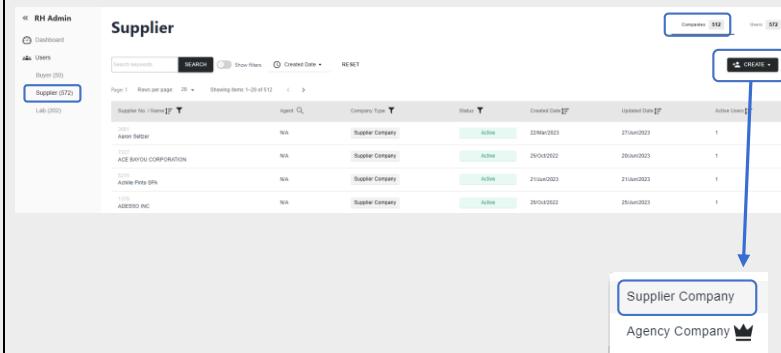
Supplier No. / Name: Savema SpA, Login Email: compliancetesting@savema.com, Notification Email: compliancetesting@savema.com, User Name: Andrea Lazzarin, Agent: N/A, User Type: Supplier User, Status: Archived, Created Date: 16/Jul/2023, Archived Date: N/A, Updated Date: 16/Jul/2023, Valid Date: 14/Aug/2023

Notes:

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

5.2 Supplier: Create company

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



Supplier Companies List Page

Supplier Company

Agency Company 

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

Company Info

Supplier ID * Supplier Name *

Sub Supplier ID

Agency Company

Cannot Find The Agent?

Users

No user created for this company

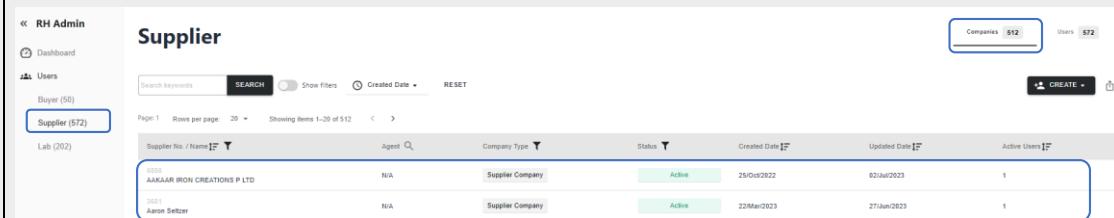
Notes:

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.

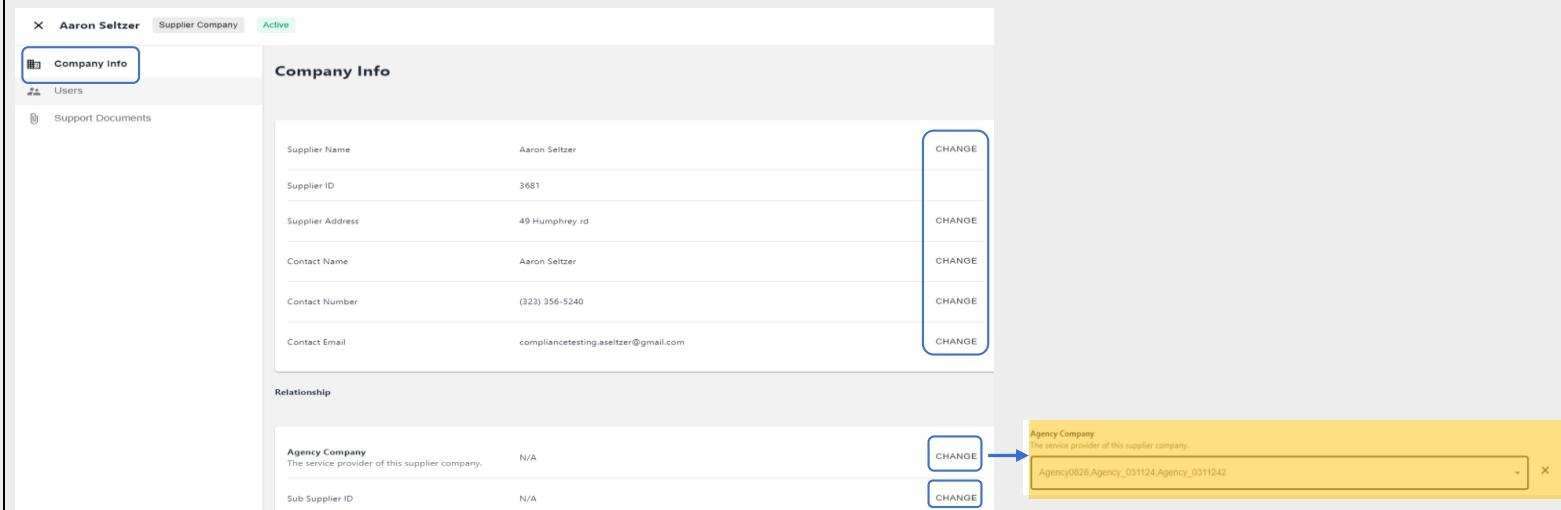
Commented [A1]: 20240501 RH can link the Supplier company to multiple Agency Companies.

5.3 Supplier: Edit Users

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



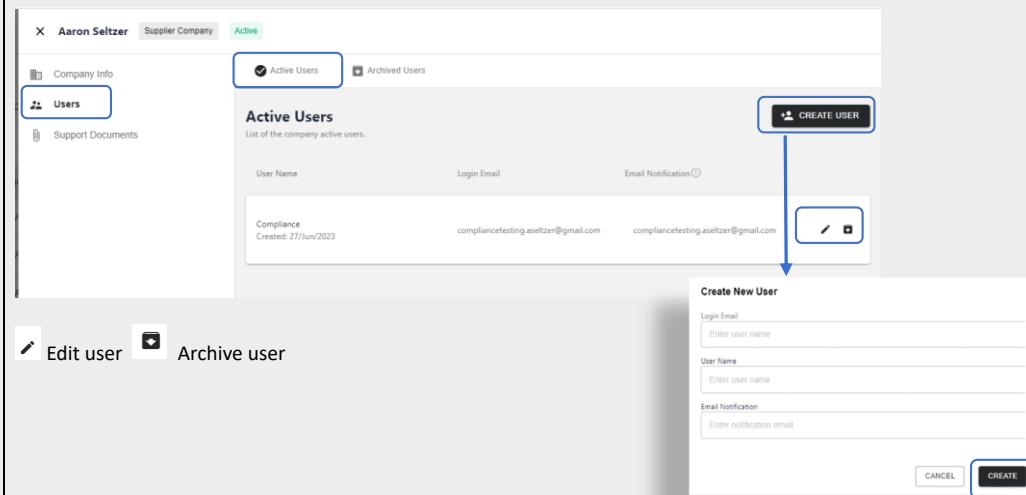
Select **Company info** to change supplier name, supplier contact information, the linked agency company and sub supplier ID.



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

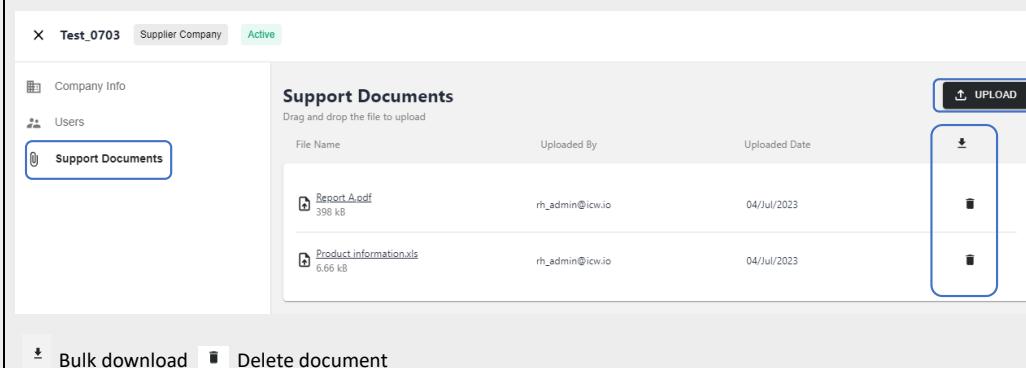
Commented [A2]: 20240501 RH can link the Supplier company to multiple Agency Companies.

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



The screenshot shows the 'Active Users' page with a 'CREATE USER' button highlighted. A blue arrow points down to the 'Create New User' dialog box, which contains fields for Login Email, User Name, and Email Notification, along with 'CANCEL' and 'CREATE' buttons.

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



The screenshot shows the 'Support Documents' page with a list of uploaded files: 'Report_A.pdf' (398 kB) and 'Product_information.xls' (6.66 kB). It includes buttons for 'UPLOAD', 'Bulk download', and '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.

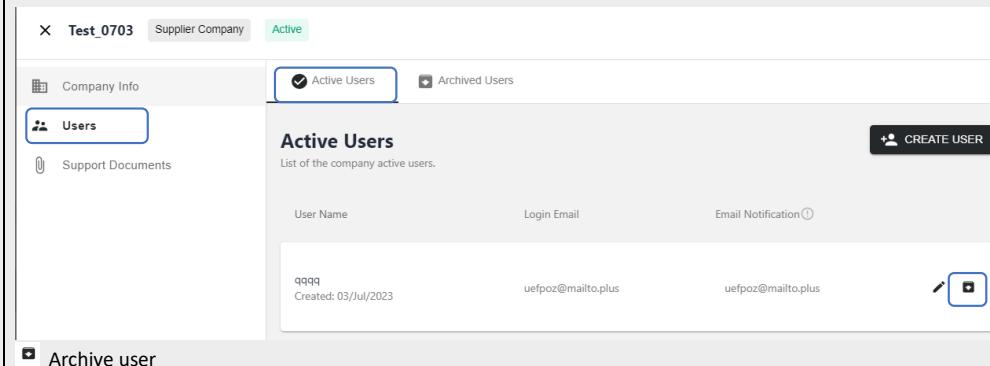
(Continued on next page)

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**.



Test_0703 Supplier Company Active

Company Info

Active Users

CREATE USER

Users

Support Documents

Archive user

Archived Users

Active Users

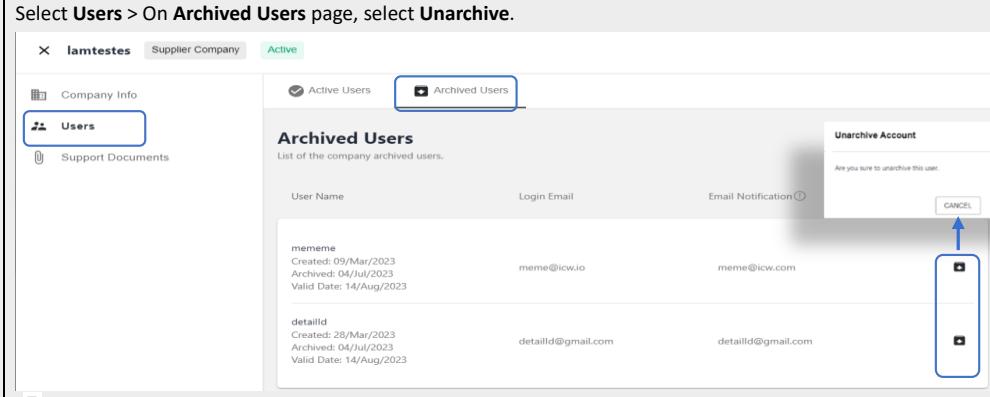
User Name Login Email Email Notification

qqqq uefpoz@mailto.plus uefpoz@mailto.plus

Created: 03/Jul/2023

Archive user

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



lamtestes Supplier Company Active

Company Info

Archived Users

Unarchive Account

Users

Support Documents

Unarchive user

Archived Users

User Name Login Email Email Notification

mememe meme@icw.io meme@icw.com

Created: 09/Mar/2023 Archived: 04/Jul/2023 Valid Date: 14/Aug/2023

detailld detailld@gmail.com detailld@gmail.com

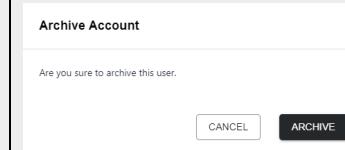
Created: 28/Mar/2023 Archived: 04/Jul/2023 Valid Date: 14/Aug/2023

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

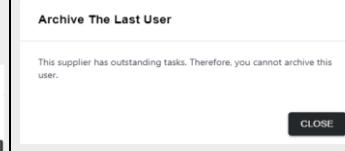


Archive Account

Are you sure to archive this user?

CANCEL ARCHIVE

2. Archive the last Supplier user with outstanding tasks

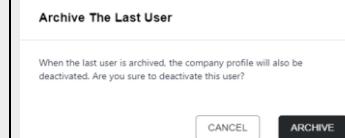


Archive The Last User

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

CLOSE

3. Archive the last Supplier user without outstanding task



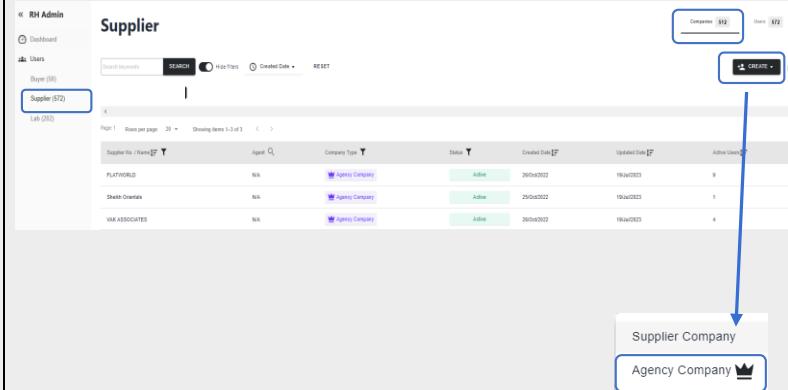
Archive The Last User

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**.



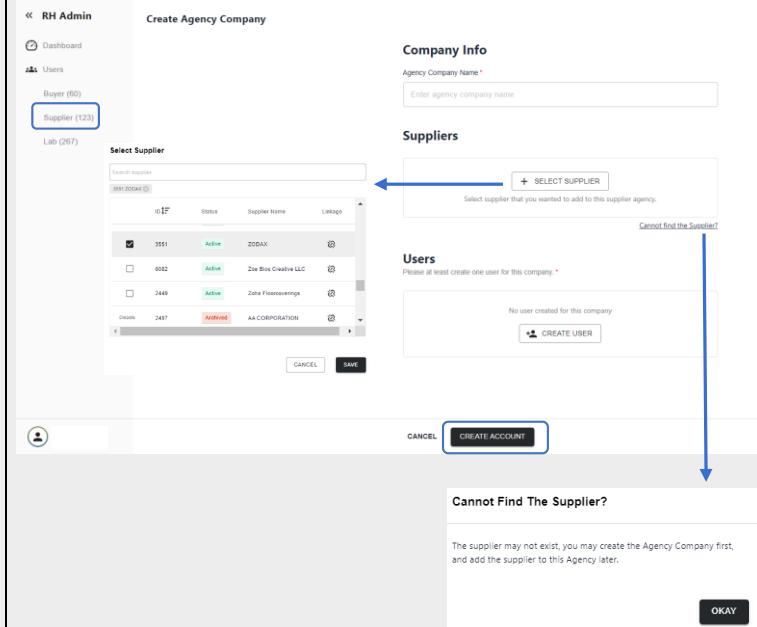
Supplier

Company 572 Users 572

CREATE

Agency Company

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



Company Info
Agency Company Name *

Suppliers
Select supplier that you wanted to add to this supplier agency.

Users
Please at least create one user for this company.

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

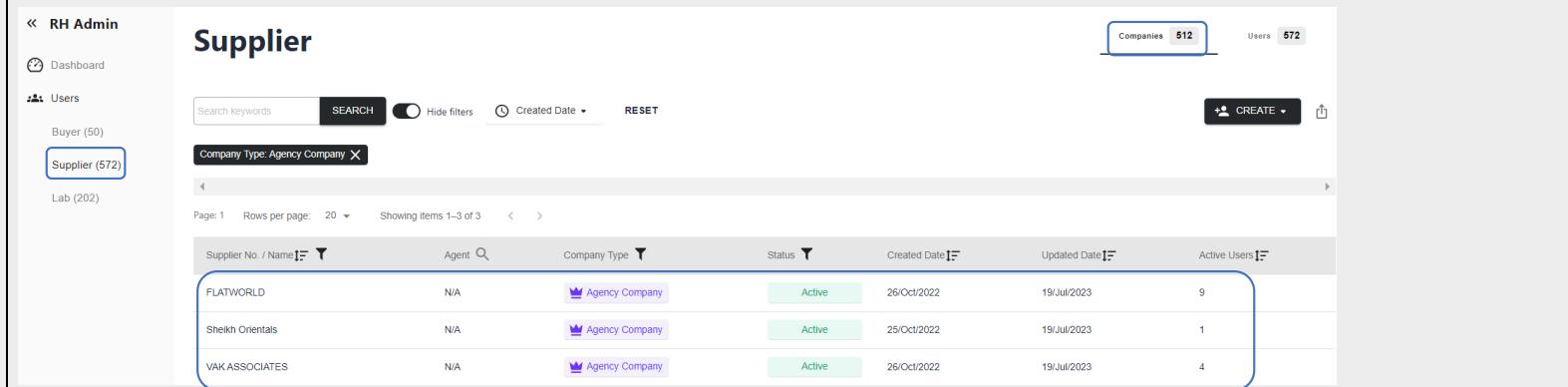
Notes:

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.

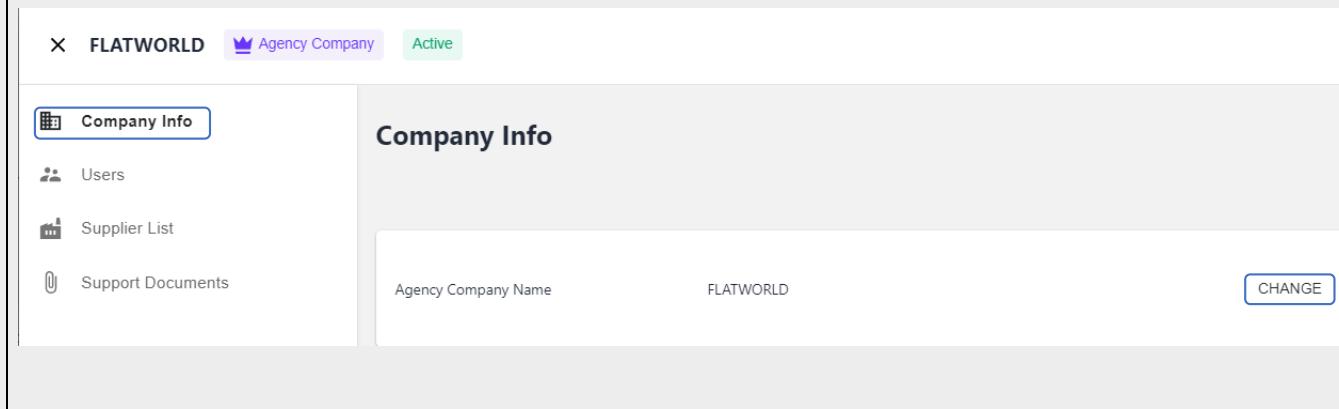


Companies 512 Users 572

Supplier (572)

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

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



Company Info

Agency Company Name: FLATWORLD CHANGE

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



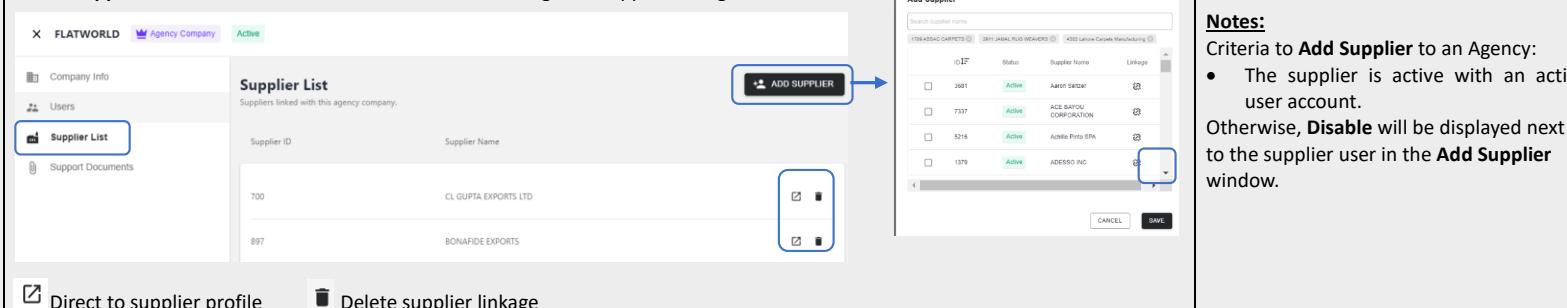
Active Users

CREATE USER

Create New User

Edit User

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



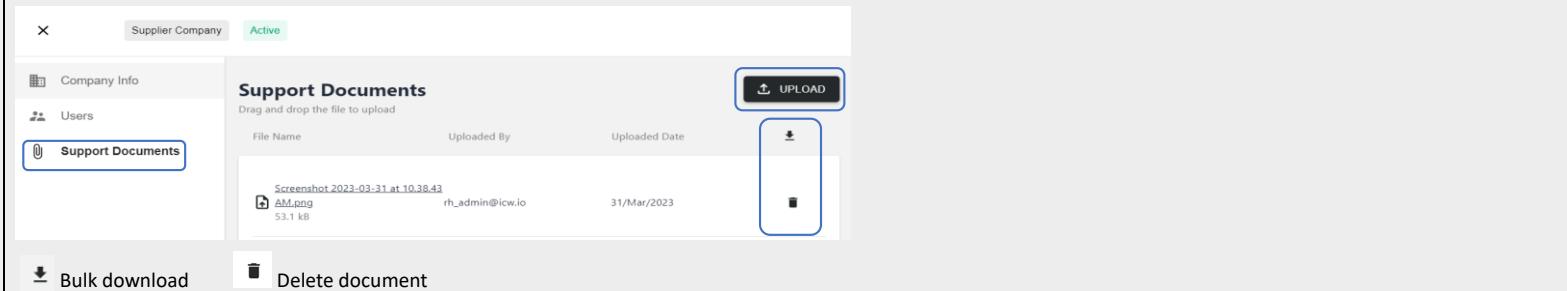
Supplier List

ADD SUPPLIER

Add Supplier

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

UPLOAD

Support Documents

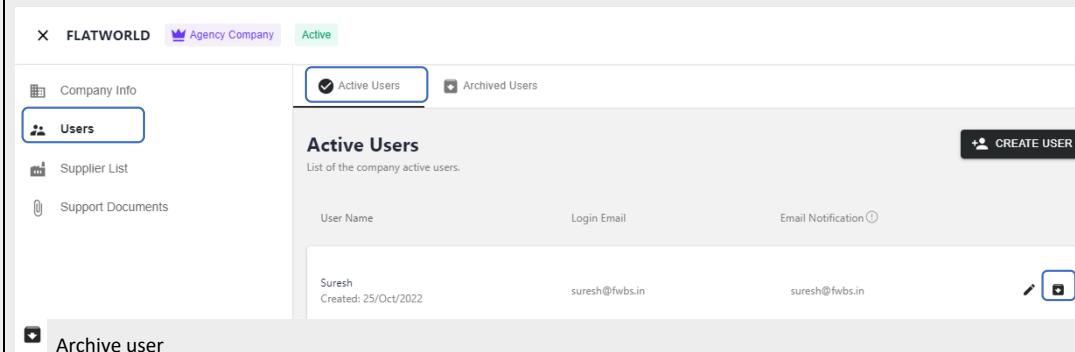
Notes:
Criteria to Add Supplier to an Agency:
• The supplier is active with an active user account.
Otherwise, **Disable** will be displayed next to the supplier user in the **Add Supplier** window.

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

Archive user

Active Users

List of the company active users.

User Name: Suresh
Created: 25/Oct/2022

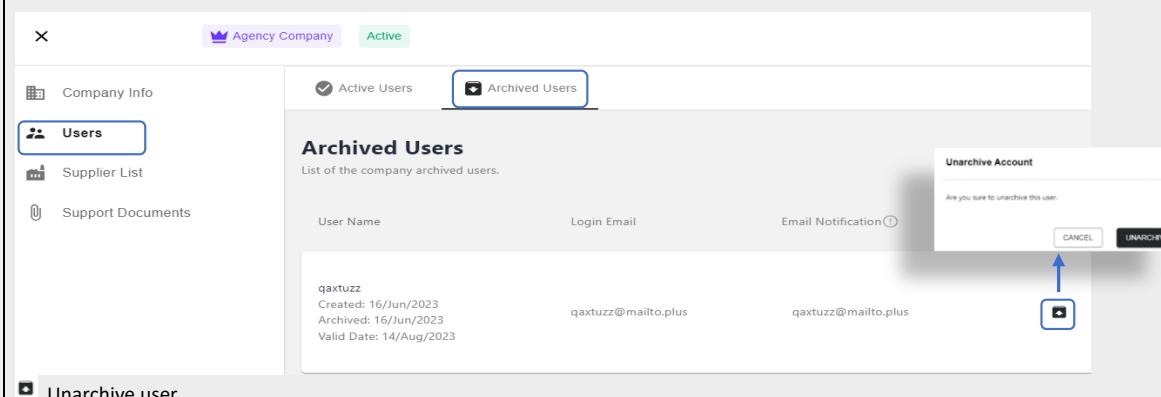
Login Email: suresh@fwbs.in

Email Notification:

CREATE USER

Unarchive User:

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



FLATWORLD Agency Company Active

Company Info

Users

Supplier List

Support Documents

Unarchive user

Archived Users

List of the company archived users.

User Name: qaxtuzz
Created: 16/Jun/2023
Archived: 16/Jun/2023
Valid Date: 14/Aug/2023

Login Email: qaxtuzz@mailto.plus

Email Notification:

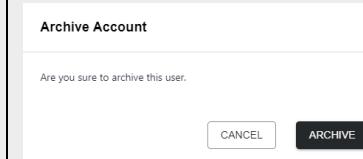
UNARCHIVE

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

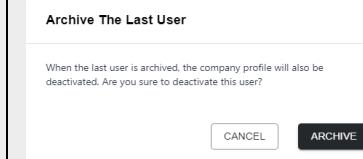


Archive Account

Are you sure to archive this user?

ARCHIVE

2. Archive the last Agency user



Archive The Last User

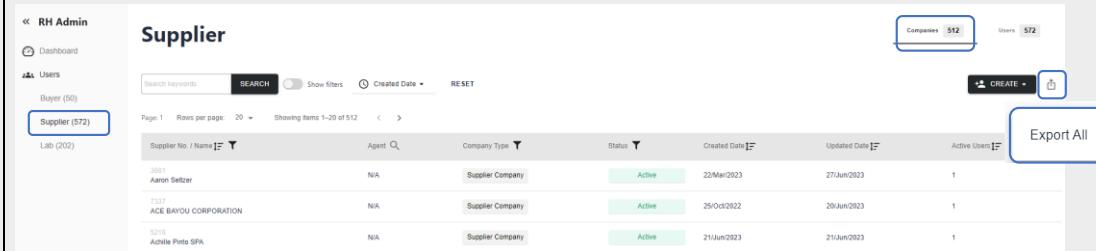
When the last user is archived, the company profile will also be deactivated. Are you sure to deactivate this user?

ARCHIVE

5.8 Export Companies and Users

Export Supplier and Agency Company

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



Supplier Companies Page Screenshot:

Companies: 512

Users: 572

Export All

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
3001 Aaron Seltzer	N/A	Supplier Company	Active	22Mar2023	27Apr2023	1
3121 ACE BAYOU CORPORATION	N/A	Supplier Company	Active	25Oct2022	20Apr2023	1
3216 Adhira Prints SPC	N/A	Supplier Company	Active	21Jun2023	21Apr2023	1

Notes:

Supplier and Agency Company

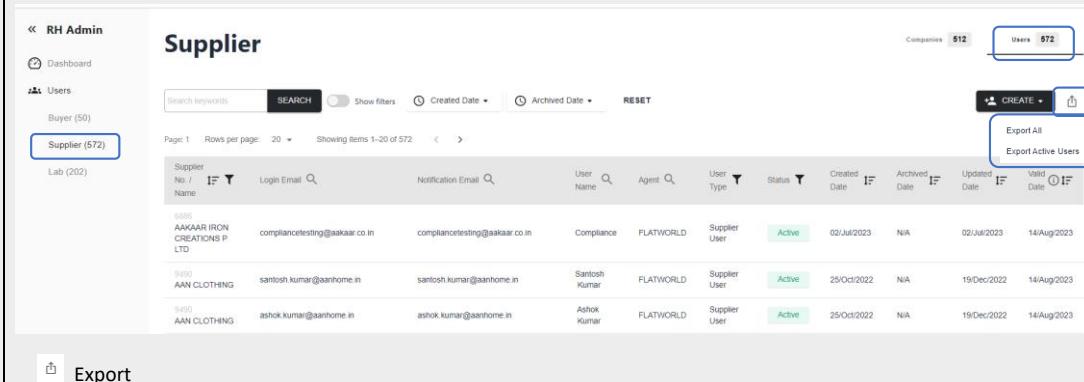
- Companies > Export All: Both Supplier and Agency company will be exported.

Supplier and Agency Users

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

Export Supplier and Agency Users

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



Supplier Users Page Screenshot:

Companies: 512

Users: 572

Export All

Export Active Users

Supplier No / Name	Login Email	Notification Email	User Name	Agent	User Type	Status	Created Date	Archived Date	Updated Date	Valid Date
6886 AAKAR IRON CREATIONS P LTD	compliancetesting@aakaar.co.in	compliancetesting@aakaar.co.in	Compliance	FLATWORLD	Supplier User	Active	02Jul2023	N/A	02Jul2023	14Aug2023
9490 AAN CLOTHING	santosh.kumar@aanhome.in	santosh.kumar@aanhome.in	Santosh Kumar	FLATWORLD	Supplier User	Active	25Oct2022	N/A	19Dec2022	14Aug2023
9490 AAN CLOTHING	ashok.kumar@aanhome.in	ashok.kumar@aanhome.in	Ashok Kumar	FLATWORLD	Supplier User	Active	25Oct2022	N/A	19Dec2022	14Aug2023

Export

6 Lab User Account Maintenance

6.1 Lab: Groups, Locations and Users Overview

An overview of all the active Lab Groups.

« RH Admin **Lab**

Dashboard **Users**

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

Sort By: Active Users

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

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

Locations 83 Groups 12 Users 202

An overview of all the active Lab Locations.

« RH Admin **Lab**

Dashboard **Users**

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

Sort By: Active Users

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

Locations 83 Groups 12 Users 202

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

« RH Admin **Lab**

Dashboard **Users**

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

Sort By: Active Users

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

Locations 83 Groups 12 Users 202

Notes:

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

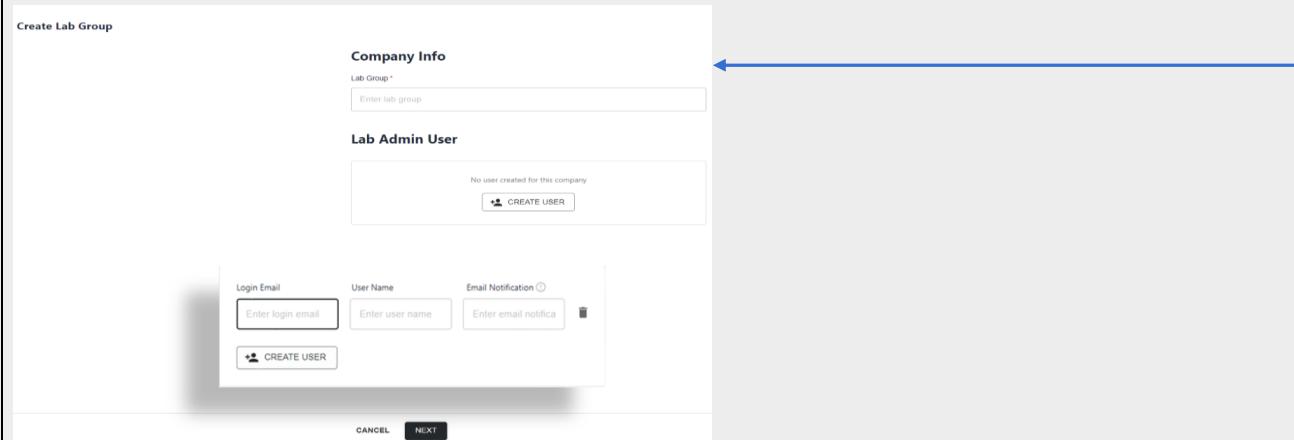
6.2 Lab: Create Lab Group

Create Lab Group

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



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

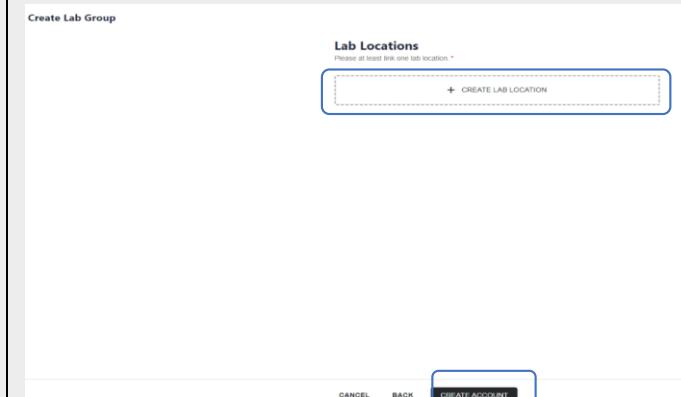


The screenshot shows the 'Create Lab Group' form. It has two main sections: 'Company Info' and 'Lab Admin User'. The 'Company Info' section contains a 'Lab Group' input field with a placeholder 'Enter lab group'. The 'Lab Admin User' section shows a message 'No user created for this company' and a 'CREATE USER' button. Below these sections are fields for 'Login Email', 'User Name', and 'Email Notification', each with an 'Enter' placeholder. A 'CREATE USER' button is also present here. At the bottom of the form are 'CANCEL' and 'NEXT' buttons, with 'NEXT' being highlighted by a blue box and a blue arrow pointing to it from the 'CREATE USER' text in the previous step.

Notes:

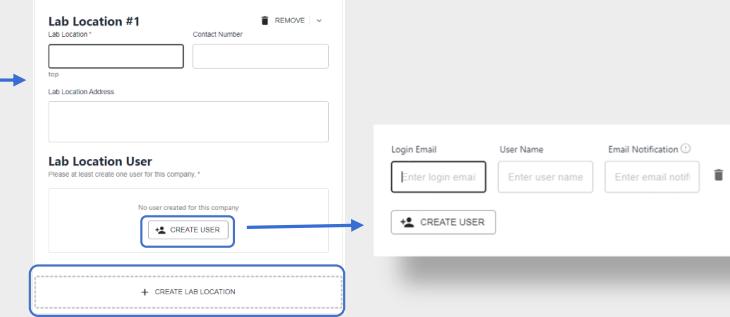
You can create multiple Lab Admin Users.

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



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

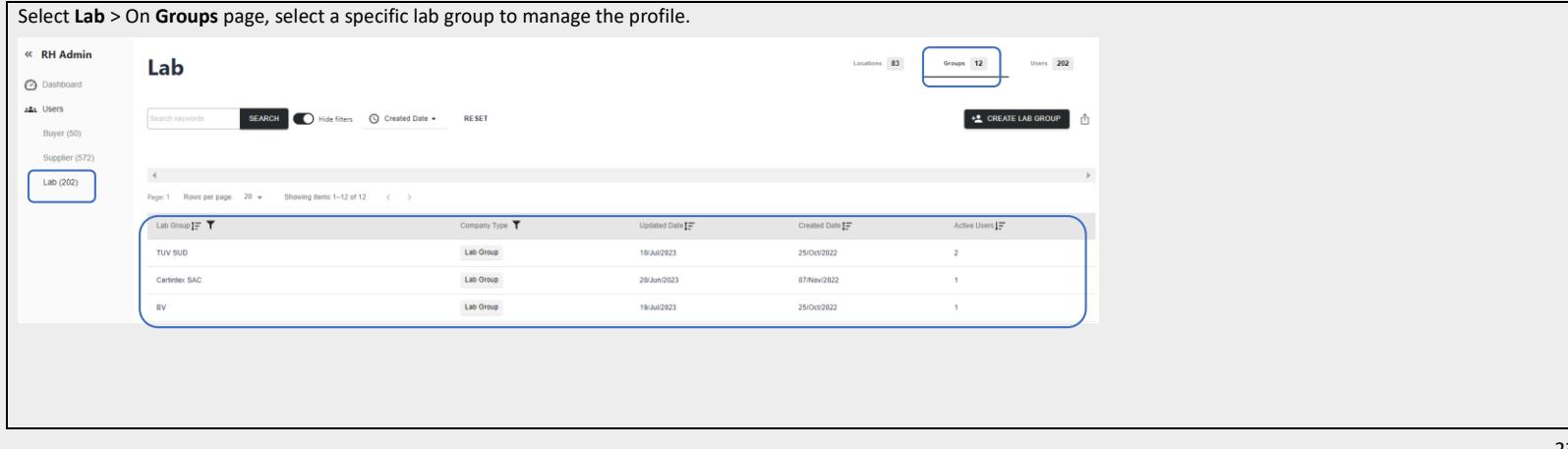
Select **+ CREATE LAB LOCATION** to add more Lab Locations under the same Lab Group.



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

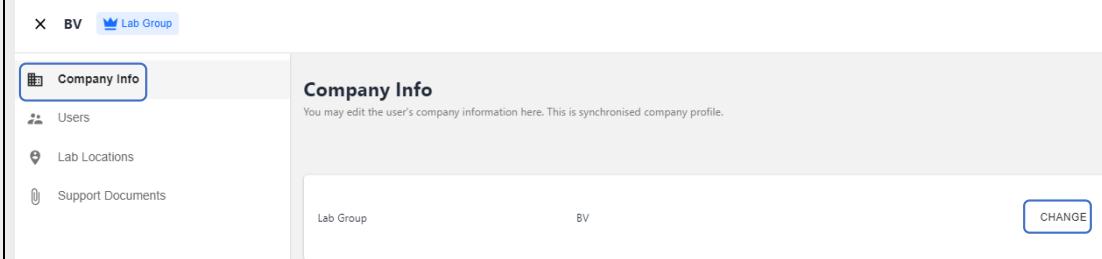
6.3 Lab: Manage Lab Group

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



Lab Group	Company Type	Updated Date	Created Date	Active Users
TUV SUD	Lab Group	19/Jul/2023	25/Oct/2022	2
Certiflex SAC	Lab Group	29/Jun/2023	07/Nov/2022	1
BV	Lab Group	19/Jul/2023	25/Oct/2022	1

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



X BV Lab Group

Company Info

Users

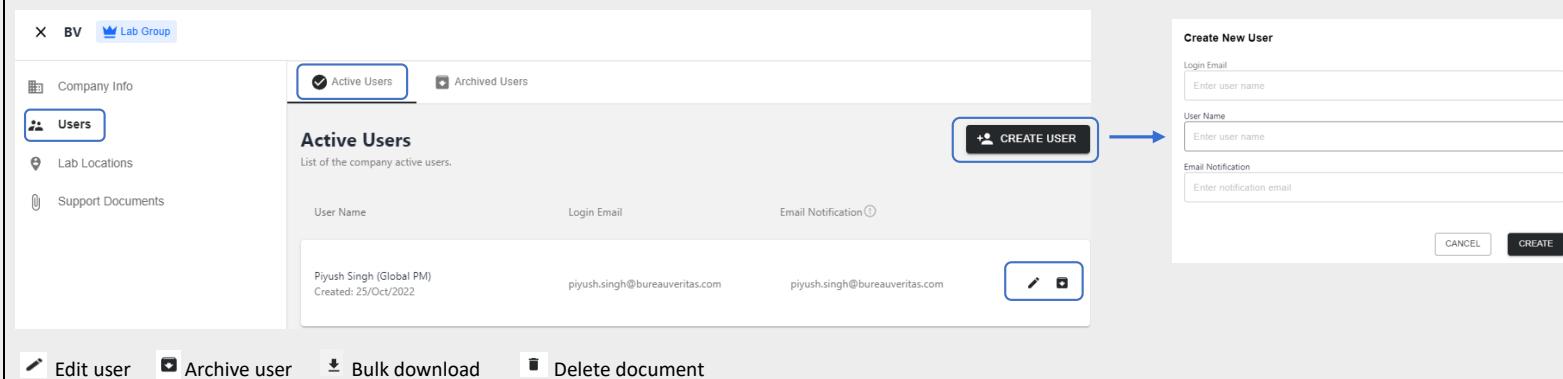
Lab Locations

Support Documents

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

Users

Lab Locations

Support Documents

Active Users

CREATE USER

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

Login Email

Email Notification

Edit user Archive user Bulk download Delete document

Create New User

Login Email

User Name

Email Notification

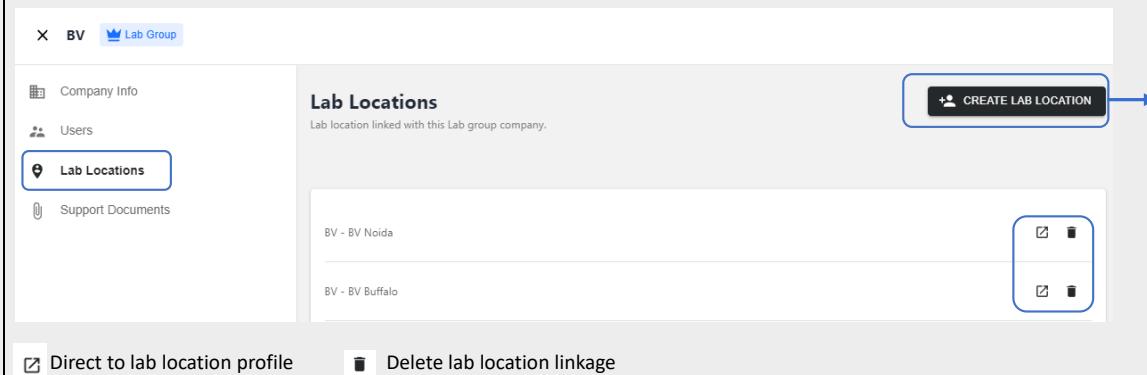
CANCEL CREATE

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

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

Notes:

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



Lab Locations
Lab location linked with this Lab group company.

CREATE LAB LOCATION

Direct to lab location profile Delete lab location linkage

Create Lab Location

Company Info

Lab location * Create lab location

Lab Group * Select Lab Group Generate from this lab group?

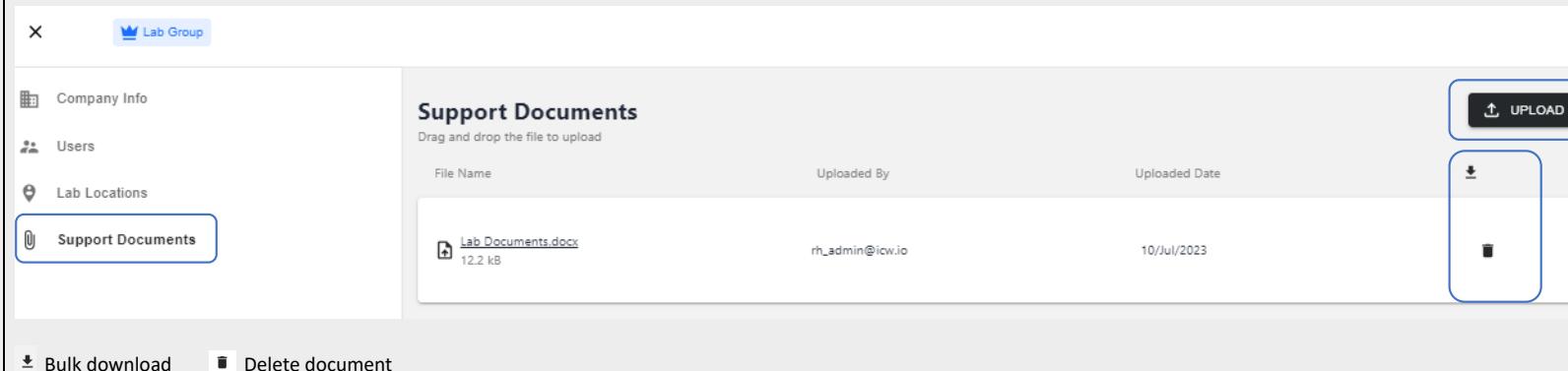
Lab Address Enter lab address

Contact Number Enter contact number

Users
Create user for this company Create user

CANCEL CREATE LOCATION

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



Support Documents
Drag and drop the file to upload

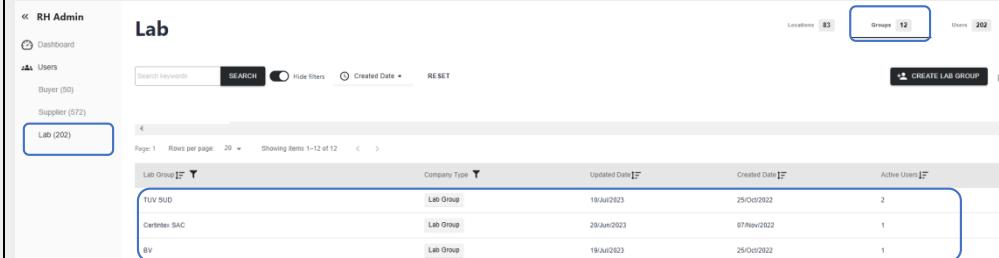
File Name	Uploaded By	Uploaded Date
Lab Documents.docx 12.2 kB	rh_admin@icw.io	10/Jul/2023

UPLOAD

Bulk download Delete document

6.4 Lab: Archive and Unarchive Lab Group

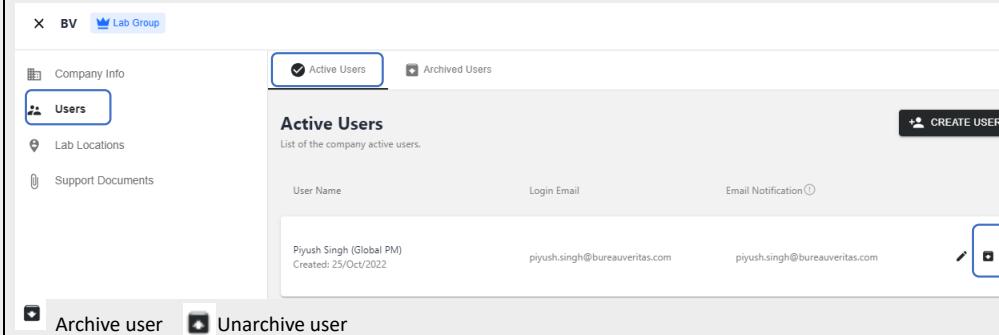
Select **Lab > On Groups** page, select the Lab Group to continue.



Lab Group	Company Type	Updated Date	Created Date	Active Users
TUV SUD	Lab Group	19/Jul/2023	25/Oct/2022	2
Certiflex SAC	Lab Group	29/Jan/2023	07/Nov/2022	1
BV	Lab Group	19/Jul/2023	25/Oct/2022	1

Archive User

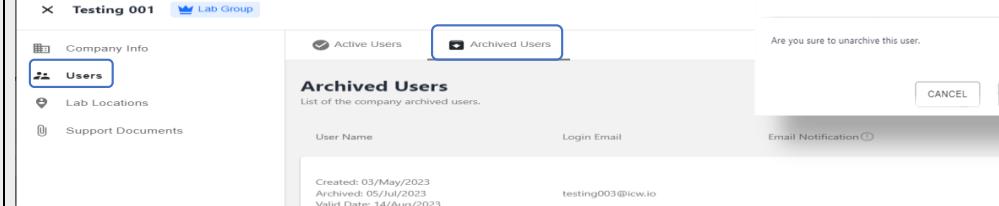
Select **Users > On Active Users** page, select **Archive**.



Archive user **Unarchive user**

Unarchive User

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



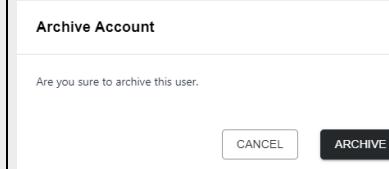
Unarchive user

Notes:

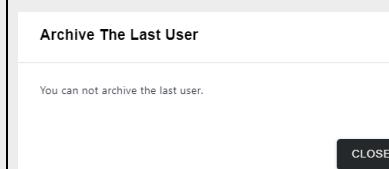
- The archived users will be counted as subscription users within the current subscription period.

Some tips when archiving Lab Admin users:

1. More than one Lab Admin users



2. Not allow to archive the last Lab Admin user



6.5 Lab: Create Lab Location

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

Lab

Locations 83 Groups 12 Users 202

CREATE LAB LOCATION

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

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

Create Lab Location

Company Info

Lab Location *

Lab Group * Cannot find the lab group?

Lab Address

Contact Number

Users
Create user for this company.

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

CREATE ACCOUNT

Cannot Find Lab Group?

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

OKAY

Login Email

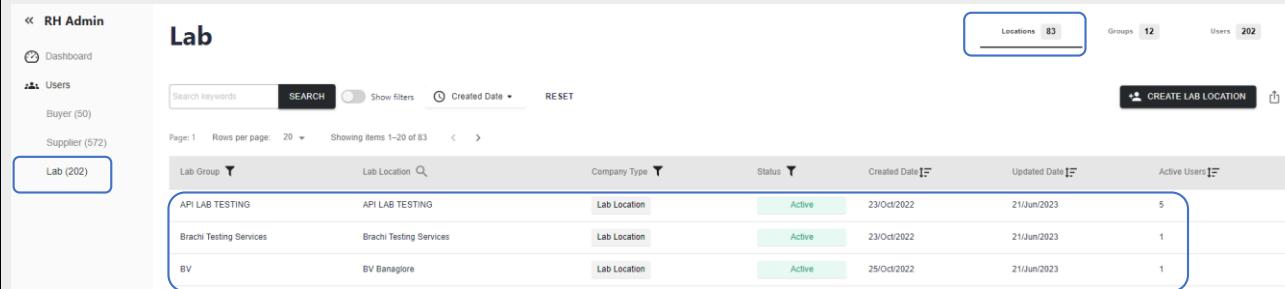
User Name

Email Notification 

CREATE USER

6.6 Lab: Manage Lab Location

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



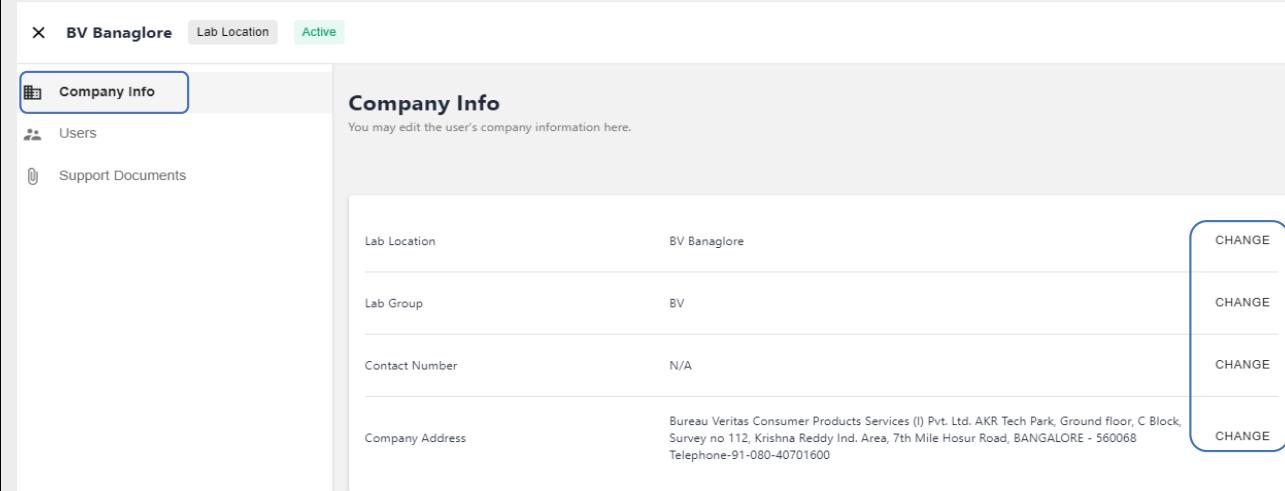
Lab

Locations 83 Groups 12 Users 202

CREATE LAB LOCATION

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

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

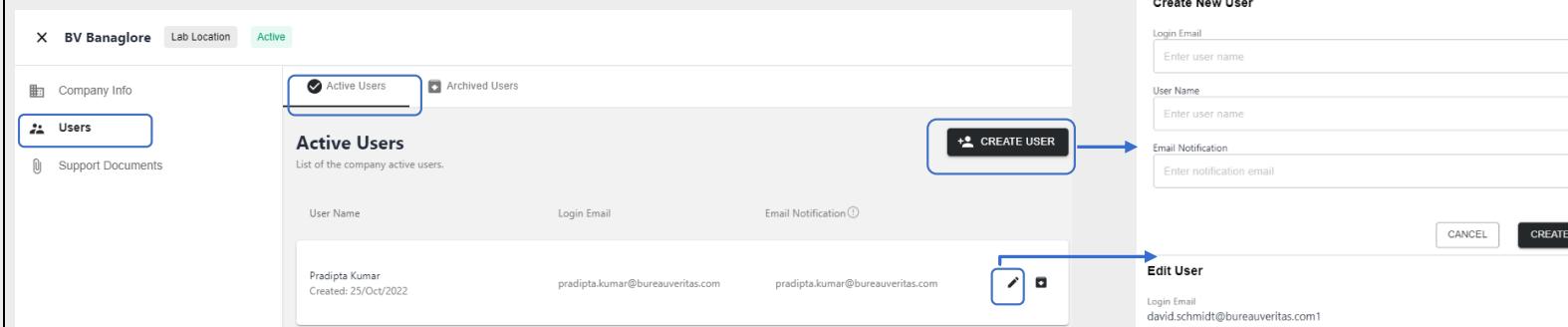


Company Info

You may edit the user's company information here.

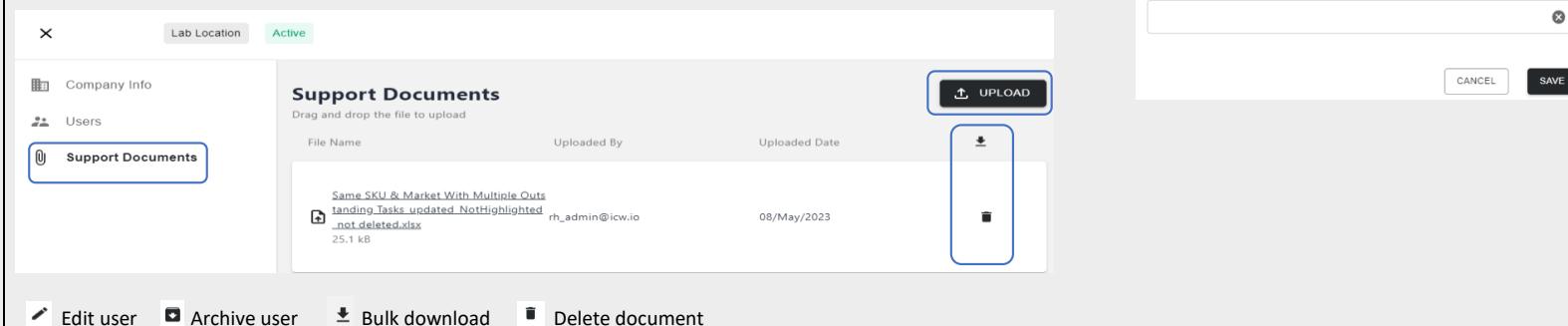
Lab Location	BV Banaglore	CHANGE
Lab Group	BV	CHANGE
Contact Number	N/A	CHANGE
Company Address	Bureau Veritas Consumer Products Services (I) Pvt. Ltd. AKR Tech Park, Ground floor, C Block, Survey no 112, Krishna Reddy Ind. Area, 7th Mile Hosur Road, BANGALORE - 560068 Telephone-91-080-40701600	

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



The screenshot shows the 'Active Users' page with a list of active users. A blue box highlights the 'CREATE USER' button, and an arrow points to the 'Create New User' modal. Another blue box highlights the edit icon for a user, and an arrow points to the 'Edit User' modal.

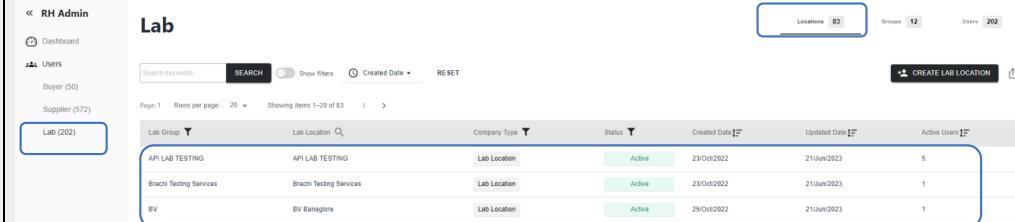
Select **Support Documents** > Select **UPLOAD**, **Bulk Download** or **Delete document** for document management.



The screenshot shows the 'Support Documents' page with a list of uploaded files. A blue box highlights the 'UPLOAD' button, and another blue box highlights the 'Delete document' icon for a file. At the bottom, there are buttons for 'Edit user', 'Archive user', 'Bulk download', and 'Delete document'.

6.7 Lab: Archive and Unarchive Lab Location

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



Lab

Locations 83 Groups 12 Users 202

SEARCH Show Filters Created Date RESET

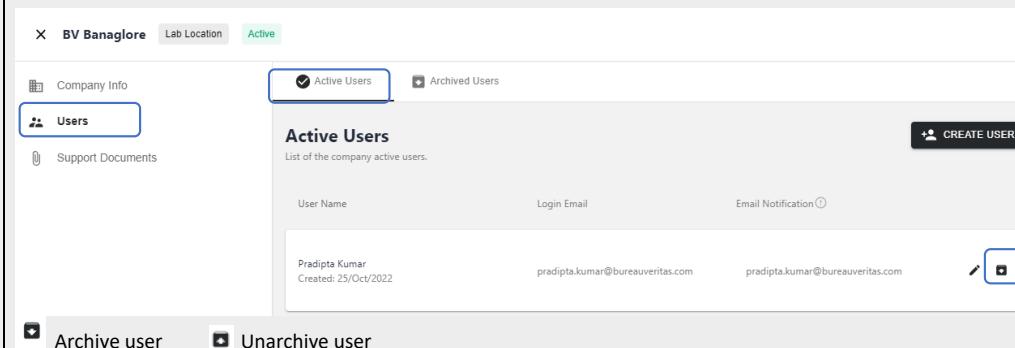
API LAB TESTING API LAB TESTING Lab Location Active 23/Oct/2022 21/Jun/2023 5

Brach Testing Services Brach 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

Company Info

Active Users Archived Users

CREATE USER

Users

Support Documents

Active Users

List of the company active users.

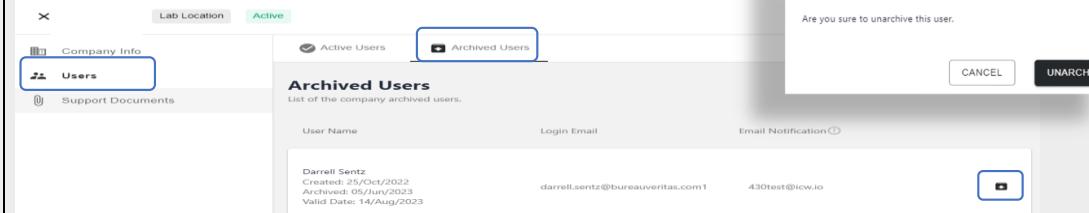
User Name Login Email Email Notification

Pradip Kumar pradip.kumar@bureauveritas.com pradip.kumar@bureauveritas.com

Archive user Unarchive user

Unarchive User

Select Users > On Archived Users page, select Unarchive.



Active

Company Info

Active Users Archived Users

Archived Users

List of the company archived users.

User Name Login Email Email Notification

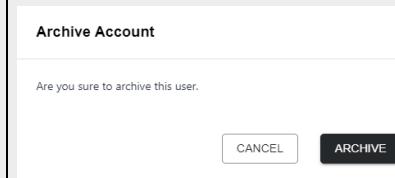
Darrell Sentz darrell.sentz@bureauveritas.com 430test@icw.io

Notes:

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

Some tips when archiving Lab Location users:

1. More than one Lab location users

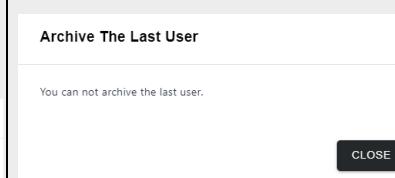


Archive Account

Are you sure to archive this user.

CANCEL ARCHIVE

2. Not allow to archive the last Lab location user



Archive The Last User

You can not archive the last user.

CLOSE

6.8 Lab: Export Groups, Locations and Users

Export Lab Locations

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



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below this is a search bar and filter options. The main table has columns for Lab Group, Lab Location, Company Type, Status, Created Date, Updated Date, and Active Users. A blue box highlights the 'Export All' button in the top right corner of the table header.

Export Lab Groups

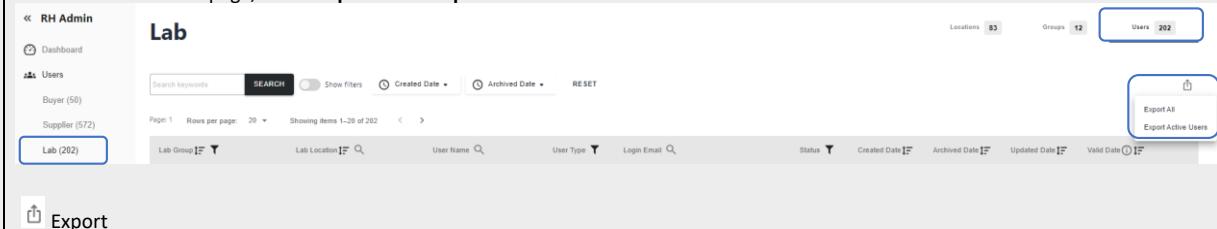
Select Lab > On Groups page, select **Export All**.



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below this is a search bar and filter options. The main table has columns for Lab Group, Lab Location, Company Type, Status, Updated Date, Created Date, and Active Users. A blue box highlights the 'Export All' button in the top right corner of the table header.

Export Lab users

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



The screenshot shows the 'Lab' section of the application. At the top, there are three counts: Locations 83, Groups 12, and Users 202. Below this is a search bar and filter options. The main table has columns for Lab Group, Lab Location, User Name, Login Email, User Type, Status, Created Date, Archived Date, Updated Date, and Valid Date. A blue box highlights the 'Export All' button in the top right corner of the table header. Below the table, there is a large blue 'Export' button.

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.

Testing PO Number

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

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

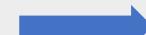
Add Testing PO Number

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	
Add the testing PO number for the concept.	
Baby & Child	
US	N/A
EU	N/A
UK	N/A
QC	N/A
<input type="button" value="ADD"/> <input type="button" value="ADD"/> <input type="button" value="ADD"/> <input type="button" value="ADD"/>	



Add Testing PO Number

8200 BCT DECOR / Baby & Child / US

New Testing PO Number *

Remarks

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				
Add the testing PO number for the concept.				
Baby & Child				
US	Test_1	<small>** Suppliers</small> 	<input type="button" value="DELETE"/>	<input style="border: 2px solid blue; border-radius: 5px; padding: 2px 10px;" type="button" value="EDIT NUMBER"/>
EU	Test_2	<small>** Suppliers</small> 	<input type="button" value="DELETE"/>	<input style="border: 2px solid blue; border-radius: 5px; padding: 2px 10px;" type="button" value="EDIT NUMBER"/>
UK	okay2	<small>** Suppliers</small> 	<input type="button" value="DELETE"/>	<input style="border: 2px solid blue; border-radius: 5px; padding: 2px 10px;" type="button" value="EDIT NUMBER"/>
QC	test4	<small>** Suppliers</small> 	<input type="button" value="DELETE"/>	<input style="border: 2px solid blue; border-radius: 5px; padding: 2px 10px;" type="button" value="EDIT NUMBER"/>



Edit Testing PO Number

2300 BATH FURNITURE / Baby & Child / US

Current Testing PO Number
Test_1

New Testing PO Number *

Remarks *

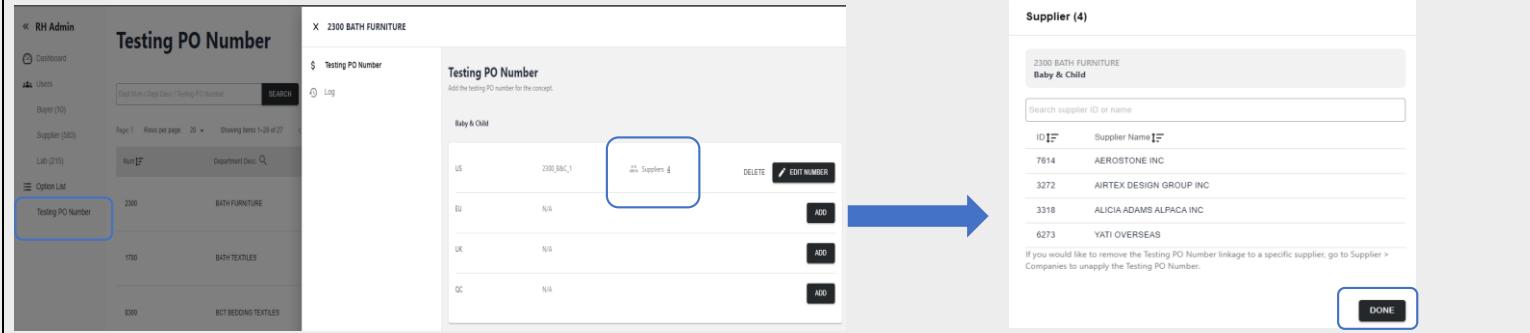
Note: An updated Testing PO Number will be applied when the supplier confirms a new quote.

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.

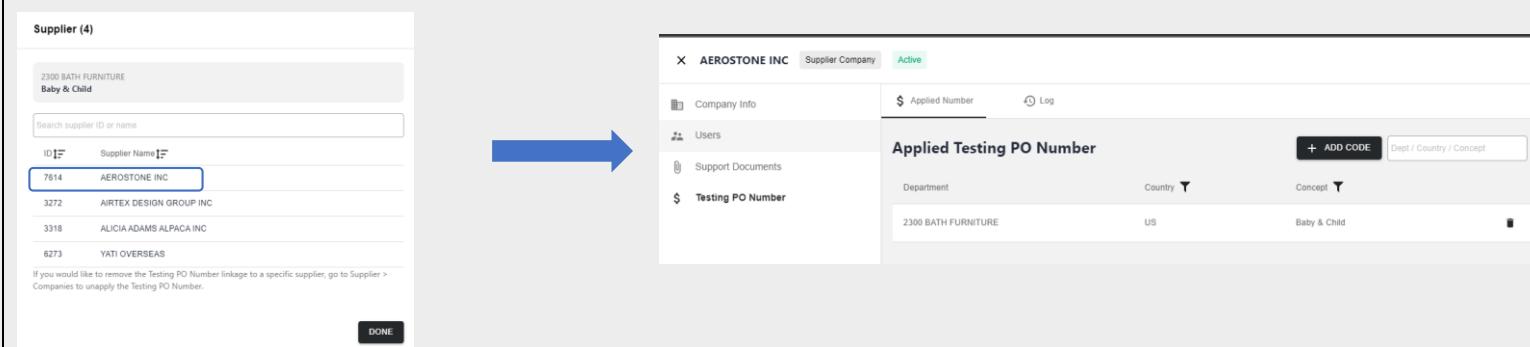


Supplier (4)

ID	Supplier Name
7614	AEROSTONE INC
3272	AIRTEX DESIGN GROUP INC
3318	ALICIA ADAMS ALPACA INC
6273	YATI OVERSEAS

DONE

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



AEROSTONE INC

Applied Testing PO Number

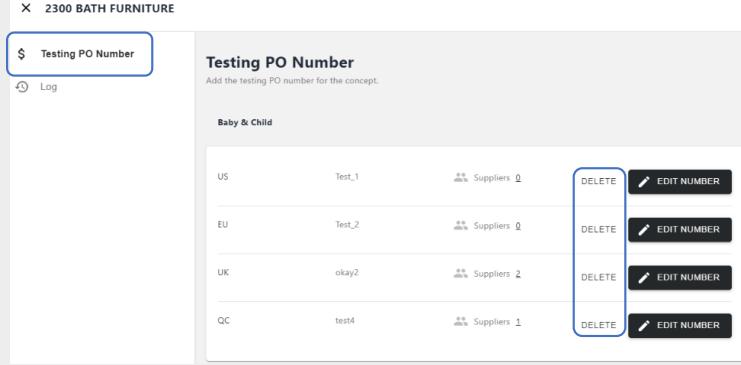
Department	Country	Concept
2300 BATH FURNITURE	US	Baby & Child

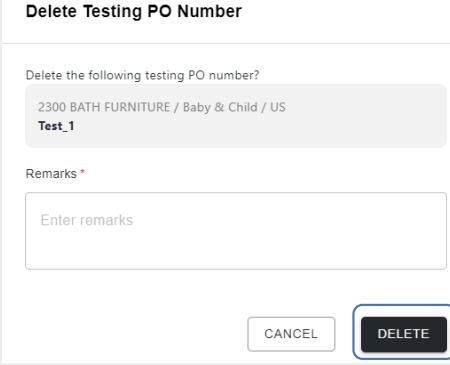
Note: If you would like to remove the Testing PO Number linkage to a specific supplier, go to **Supplier > Companies** to unapply the Testing PO Number.

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**.





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

7.5 Buyer: View Testing PO Number Activity Log

Testing PO Number Activity Log (Overall)

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

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

Testing PO Number

Testing PO Number Activity Log

Department Concept Country Issue Date RESET

4200 GARDEN ACCESSORIES
 BABY CHILD
 2300 BATH FURNITURE
 8100 OCT LIGHTING
 CORE
 4000 HOME ACCESSORIES
 MODERN
 6200 DINING TABLES
 TEEN
 8300 OCT BEDDING TEXTILES
RESET FILTER

Dec 22, 2023 Dec 22, 2023 RESET FILTER

EU QC UK US

December 2023 RESET FILTER

Action	Field Impacted	Content	Remark	Actor	Date
Add	2300 - BATH FURNITURE - Baby & Child - EU	Added Test_2		support_rh@icw.io	21/Dec/2023
Add	2300 - BATH FURNITURE - Baby & Child - US	Added Test_1		support_rh@icw.io	21/Dec/2023
Add	6200 - DINING TABLES - Baby & Child - US	Added 6200_B&C_1	New	support_rh@icw.io	20/Dec/2023
Remove	4200 - GARDEN & ACCESSORIES - Baby & Child - QC	Deleted 4200_BC_QC	test for log in supplier profile	support_rh@icw.io	20/Dec/2023
Edit	5700 - Fabric Upholstered - CORE - US	Change from 5700_G-1 to 5700_C_1_updated	test for changes code	support_rh@icw.io	20/Dec/2023

Testing PO Number Activity Log (Specific Department)

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

Testing PO Number > Department > Log

Testing PO Number

Testing PO Number Log

2300 BATH FURNITURE Log

Testing PO Number Log

Num: 2300 Department Desc: BATH FURNITURE Log

1700 BATH TEXTILES Log

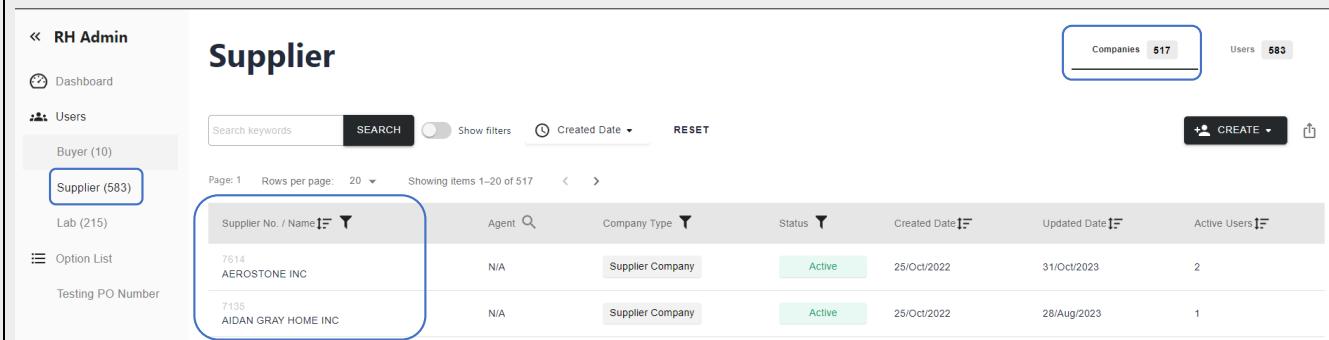
8300 BCT BEDDING TEXTILES Log

Action	Field Impacted	Content	Remark	Actor	Date
Add	2300 - BATH FURNITURE - Baby & Child - EU	Added Test_2		support_rh@icw.io	21/Dec/2023
Add	2300 - BATH FURNITURE - Baby & Child - US	Added Test_1		support_rh@icw.io	21/Dec/2023
Remove	2300 - BATH FURNITURE - Baby & Child - EU	Deleted new	no longer needed	support_rh@icw.io	20/Dec/2023
Remove	2300 - BATH FURNITURE - Baby & Child - US	Deleted test	asdfsdf123	rh@icw.io	20/Dec/2023
Edit	2300 - BATH FURNITURE - Baby & Child - US	Change from test to test	sdgdsfg2	rh@icw.io	20/Dec/2023

7.6 Buyer: Apply Testing PO Number to Supplier

Apply Testing PO Number to Suppliers

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



Supplier

Companies 517 Users 583

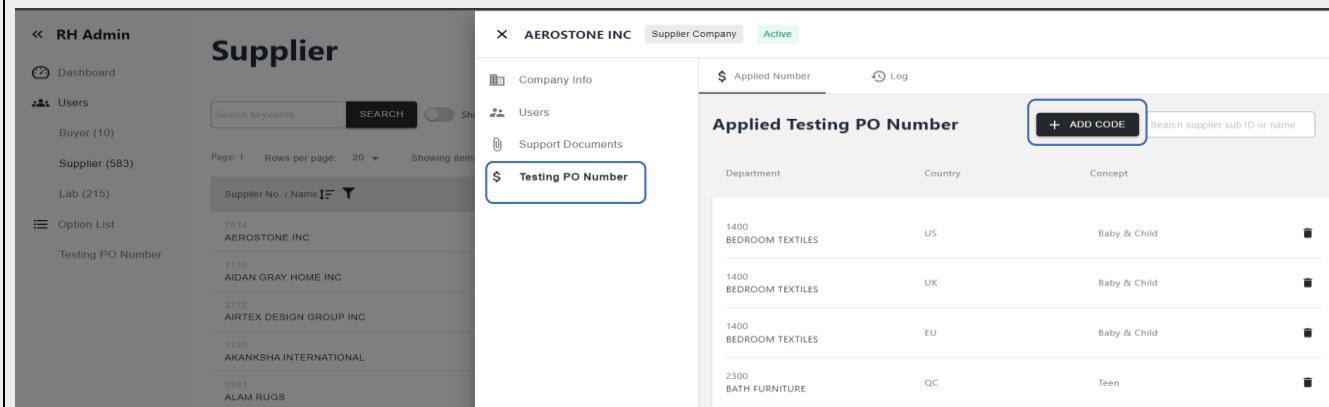
Supplier No. / Name: 7614 AEROSTONE INC

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

Supplier No. / Name: 7135 AIDAN GRAY HOME INC

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

Select Testing PO Number > + ADD CODE.



AEROSTONE INC Supplier Company Active

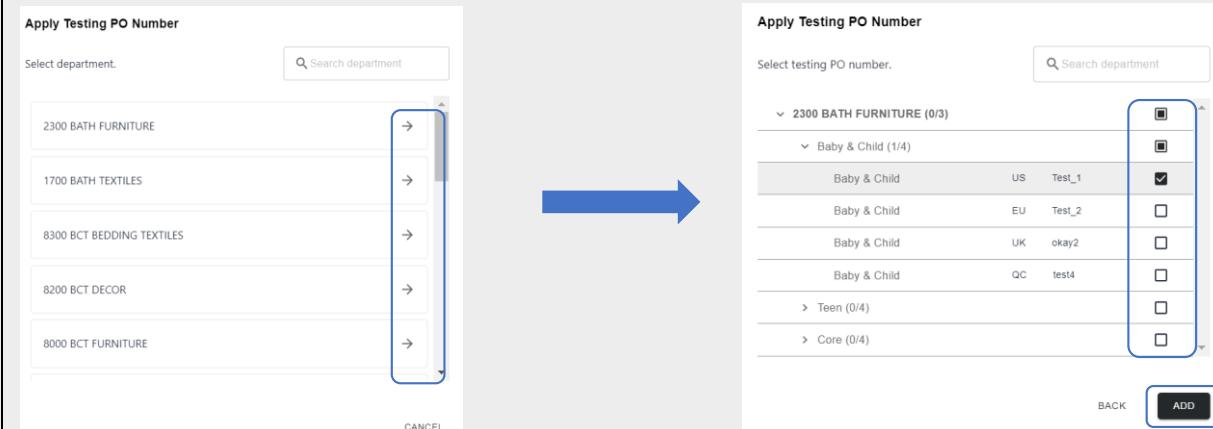
Applied Number Log

Applied Testing PO Number

+ ADD CODE Search supplier sub ID or name

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

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

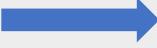


Apply Testing PO Number

Select department.

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

CANCEL



Apply Testing PO Number

Select testing PO number.

- 2300 BATH FURNITURE (0/3)
 - ✓ Baby & Child (1/4)
 - Baby & Child US Test_1
 - Baby & Child EU Test_2
 - Baby & Child UK okay2
 - Baby & Child QC test4
 - > Teen (0/4)
 - > Core (0/4)

BACK **ADD**

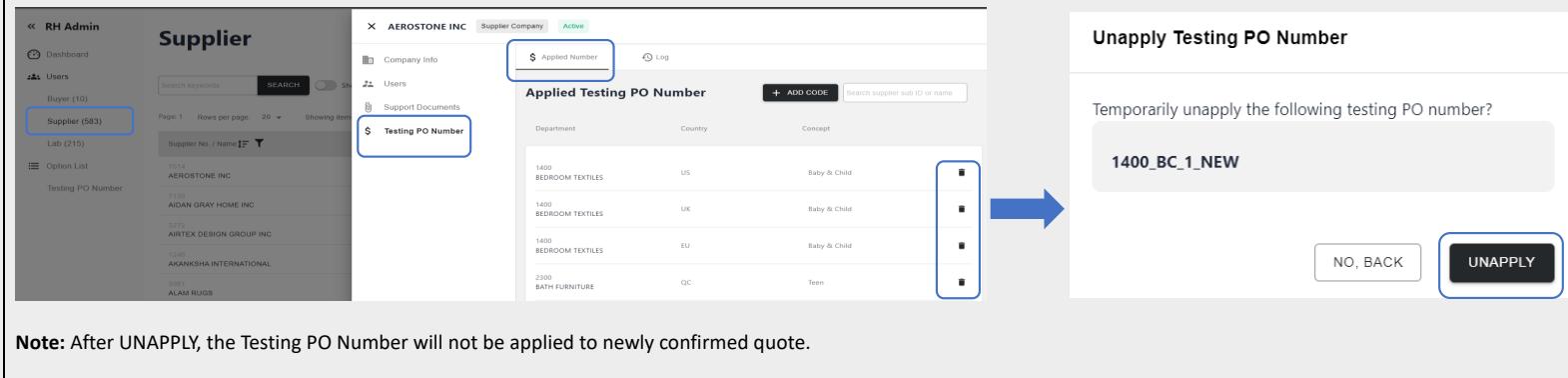
Note: Testing PO Number can be added to Supplier only if it exists in the Testing PO Number Database.

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

7.7 Buyer: Unapply Testing PO Number to Supplier

Unapplied Testing PO Number to Supplier

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



The screenshot illustrates the workflow for unapplying a Testing PO Number. It consists of two main panels: a left panel showing the 'Supplier' list and a right panel showing the 'Unapply Testing PO Number' confirmation dialog.

Left Panel: Supplier List

- Header: 'Supplier' with a back arrow and 'RH Admin'.
- Left sidebar: 'Dashboard', 'Users', 'Buyer (10)', 'Supplier (583)' (highlighted with a blue box), 'Lab (215)', 'Option List', and 'Testing PO Number'.
- Table: Shows a list of suppliers with columns 'Supplier No.', 'Name', and 'Status'.

Right Panel: Unapply Testing PO Number

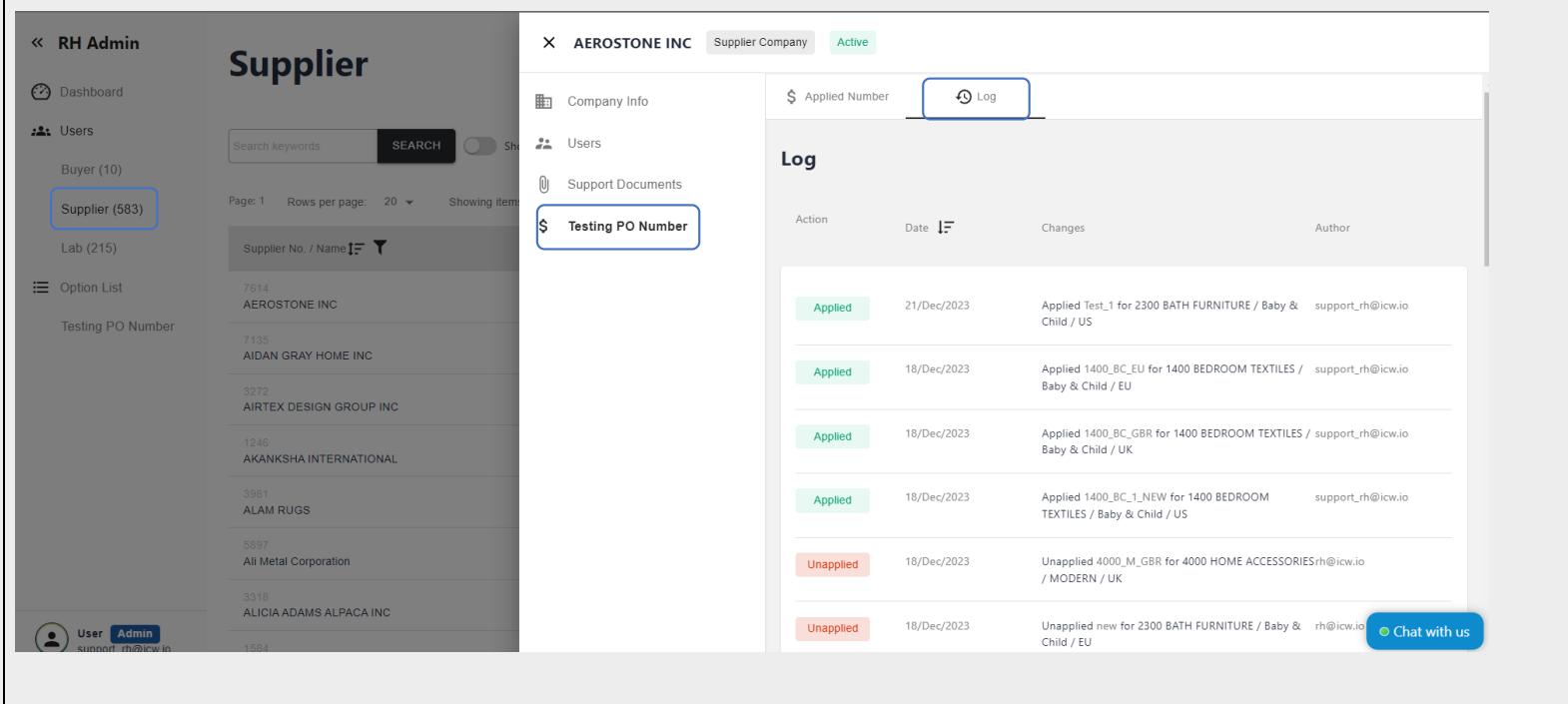
- Header: 'Unapply Testing PO Number'.
- Text: 'Temporarily unapply the following testing PO number?'.
- List: '1400_BC_1_NEW'.
- Buttons: 'NO, BACK' and 'UNAPPLY' (highlighted with a blue box).

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

7.8 Buyer: View Supplier Testing PO Number Activity Log

Supplier Testing PO Number Log

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



The screenshot shows the ICW software interface. On the left, there is a navigation sidebar with the following items: RH Admin, Dashboard, Users, Buyer (10), **Supplier (583)** (which is selected and highlighted with a blue box), and Lab (215). Below these are Option List and Testing PO Number. At the bottom of the sidebar, there are User and Admin support links.

The main content area is titled "Supplier" and shows a list of suppliers. One supplier, "AEROSTONE INC", is selected and highlighted with a blue box. The "Log" tab is selected in the top navigation bar of the supplier detail page. The log table has columns: Action, Date, Changes, and Author. The log entries are as follows:

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

At the bottom right of the log table, there is a "Chat with us" button.