

QUICK START USER GUIDE – RH

Product Compliance and Testing Management Platform

INTERNATIONAL COMPLIANCE WORKSHOP | RH
QUICK START USER GUIDE_V8

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2 Login

icw

RH

Product compliance and testing management platform

Email Address *

Password *

LOGIN

Log in to the platform: rh.icw.io

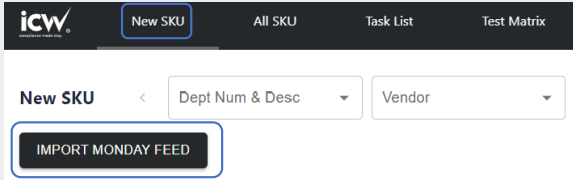
You can now start managing product testing process and test matrix, with the collaboration of RH, agents, vendors, and authorized laboratories.

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

3 Create SKU

(New SKU page)

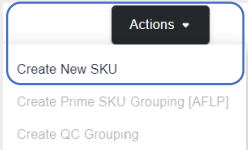
Select **UPLOAD MONDAY FEED**



Note:

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

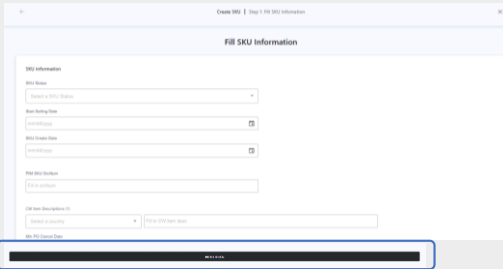
Alternatively, select **ACTIONS > Create New SKU**.



Note:

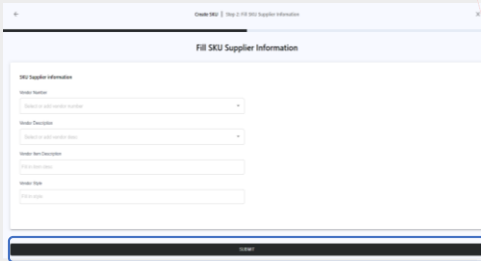
- Establish a dependency between Department Number and Department Desc.
- Establish a dependency between Vendor number and Vendor Desc.
- Allow the provision of CW Item Description in generic and Min PO Cancel Date by export markets.

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



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

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



Commented [A1]: 20230208 Enhanced **IMPORT MONDAY FEED** able to map DC 99 to 099; map Concept "B&C", "BC", "Baby and Child" to Baby & Child

Commented [A2]: 20221101 Updated image with "Task List" page

Commented [A3]: 20230208 Sort in alphabetical order for **Dept Num & Desc** and **Vendor** header filter, with updated image

Commented [A4]: 20230217 Enhanced Header Filter with "search" feature

Commented [A5]: 20221205 Enhanced Monday Feed Import feature to support SKU creation for export market when there's cancelled task

Commented [A6]: 20230411 Enhanced Monday Feed to support retest task creation and updated QC task trigger logic

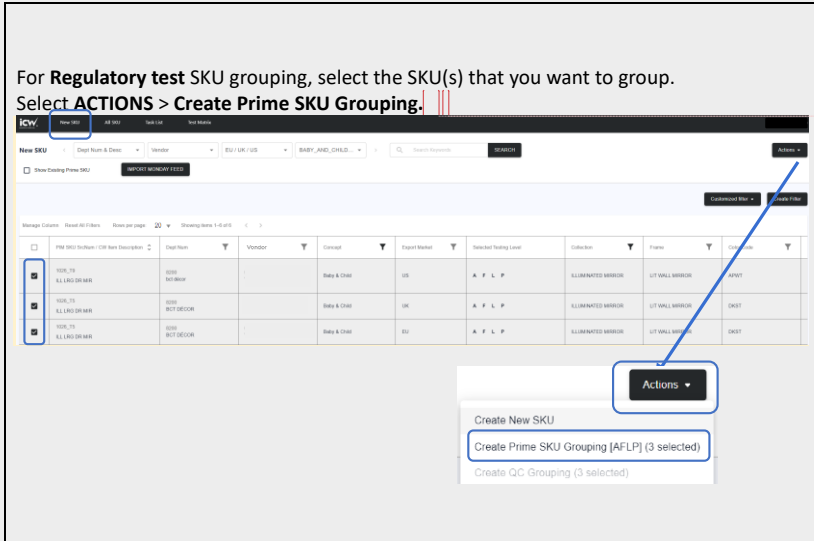
Commented [A7]: 20231009 Enhanced the manual creation of New SKU

Commented [A8]: 20221101 New fields in SKU details page

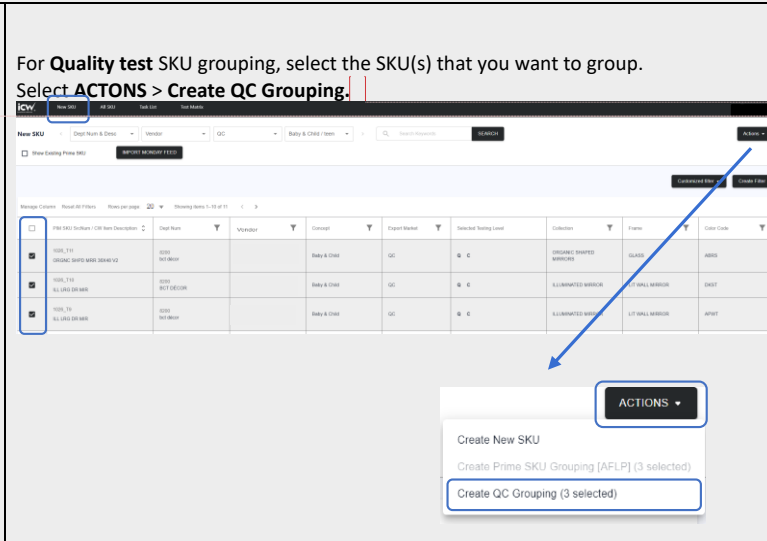
4 Create SKU Grouping

(New SKU page)

For **Regulatory test** SKU grouping, select the SKU(s) that you want to group.
Select **ACTIONS > Create Prime SKU Grouping**.



For **Quality test** SKU grouping, select the SKU(s) that you want to group.
Select **ACTIONS > Create QC Grouping**.

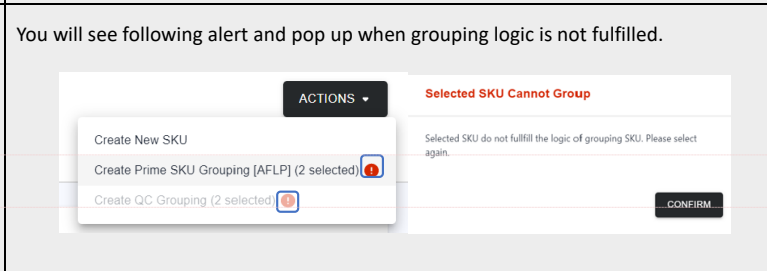


SKU Grouping Logic:

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

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

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



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

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

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

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

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

(Continued on next page)

Select the Test Matrix for Prime SKU

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

Decide the Prime SKU

Assign New SKU as a Prime SKU:

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

Decide the Prime SKU

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

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

Existing Prime SKU logic to show:

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

Build Prime-PIM SKU relationship at test level

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

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

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

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

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

Updated image to show bulk sku grouping case

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

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

Validity Date

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

Commented [A22]: 20221101 Moved from step 2 to step 3;

Updated from "Continue" to "Submit"

Commented [A23]: 20230217 Added SKU Grouping Comment

Commented [A19]: 20221101 Moved from step 1 to step 2;

added the test level result for existing prime SKU

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

Validity date

Commented [A24]: 20230208

-Indicate **This test level is not applicable** per assigned test

matrix when it's applicable for all involved export markets.

Assign Prime/Pim is not required.

Commented [A21]: 20230208 Updated Existing Prime SKU

logic

5 Approval of Test Report and Result

(All SKU page)

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

The screenshot shows the 'All SKU' page with the 'Important Status' filter set to 'Completed'. The table displays test tasks with their statuses and results. Key annotations include:

- Star icon for 'Important Status'.
- 'Completed - Fail (54)' filter.
- 'Rejected - Request CAP (121)' filter.
- 'Completed (453)' filter.
- Table columns: PIM SKU, Dept Num, Desc, Vendor, Export Market, Concept, and Test Matrix.

Select Report to view.

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

The screenshot shows the 'Report & Result' page for 'LULUL LING DIAMOND 13321'. Key annotations include:

- 'Report & Result' tab.
- 'MAKE APPROVAL' button.
- 'Overall Result' table with columns: Testing Level, Result, Report, Issue Date, Handled Prime SKU, and Tested Test Matrix.

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

The screenshot shows the 'Approval Result' dialog box. Key annotations include:

- 'Select Approval Result' section with radio buttons for 'Approved', 'Conditional Approved', 'Rejected - Update Report', and 'Rejected - Request CAP'.
- 'Testing Report Details' toggle.
- 'CONFIRM' button.

Commented [A29]: 20221101 Updated image to show Approval Result is renamed from "Concessional Approved"

Commented [A30]: 20230208 Updated image to show Tested Test Matrix

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

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

Commented [A27]: 20230803 Added function of export report

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

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

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

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

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

Commented [A35]: 20240501 Added the **Test Code** for each Test Item in **All SKU> Test Matrix Detail**, in line with Test It

Commented [A36]: 20230208 Updated Report&Result and SKU Grouping and Test Matrix Detail



6 Approval of CAP and Retest

(ALL SKU page)

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

★ Important Status ▾

More Status ▾

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

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

[illegible]

Select	VIEW CAP.
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[illegible]

Commented [A37]: 20221101 Updated wording from "CAP Report" to "VIEW CAP" in user guide, no change in UI

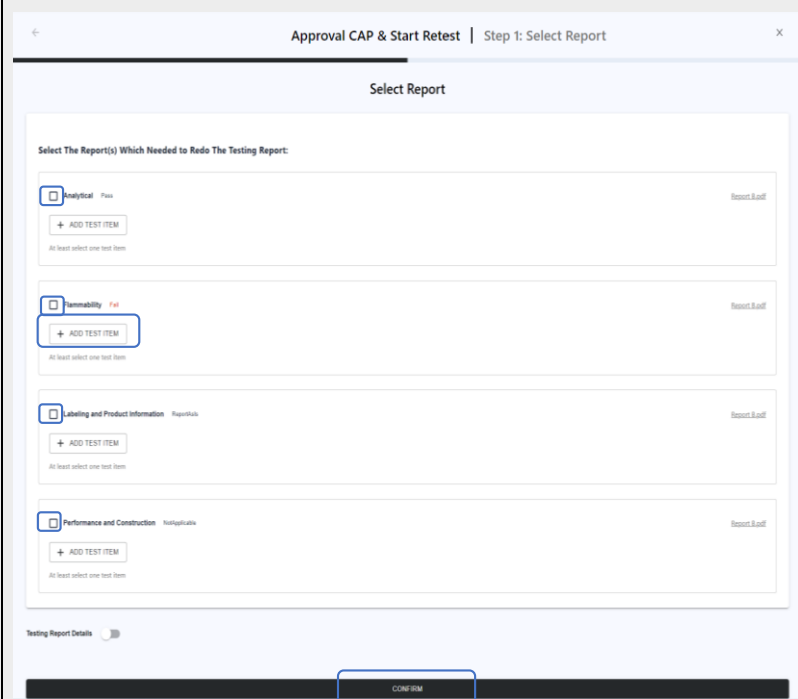
Commented [A38]: 20230411 Hidden back and close button from View CAP.

Commented [A39]: 20230208 Updated image for Tested Test Matrix

(Continued on next page)

Approve CAP

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



Approval CAP & Start Retest | Step 1: Select Report

Select Report

Select The Report(s) Which Needed to Redo The Testing Report:

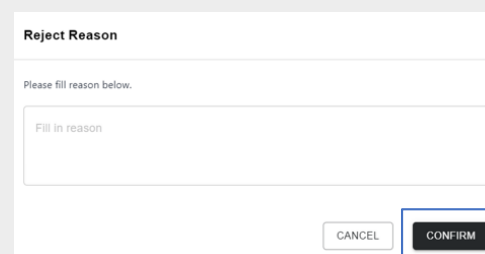
- ☒ Analytical Pass Report & add
- ☒ Terminability Fail Report & add
- ☒ Labeling and Product Information Report & add
- ☒ Performance and Construction MultiApplication Report & add

Testing Report Details

CONFIRM

Reject CAP

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



Reject Reason

Please fill reason below.

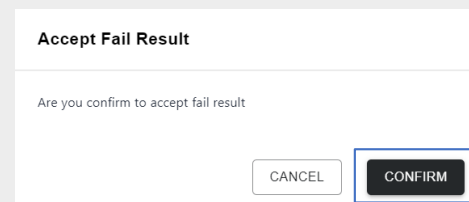
Fill in reason

CANCEL CONFIRM

ACCEPT FAIL RESULT

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

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



Accept Fail Result

Are you confirm to accept fail result

CANCEL CONFIRM

7 Exceptional Handling

(NEW SKU page / ALL SKU page)

(ALL SKU page)

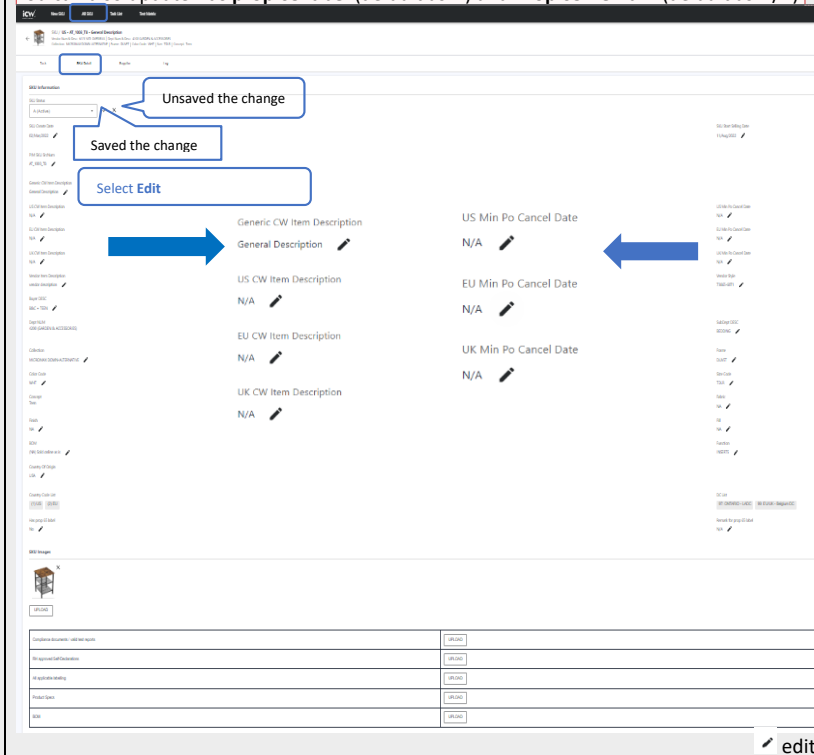
Edit SKU Details

Select the SKU that you would like to make changes.

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

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

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



Unsaved the change

Saved the change

Select Edit

Generic CW Item Description

US Min Po Cancel Date

EU Min Po Cancel Date

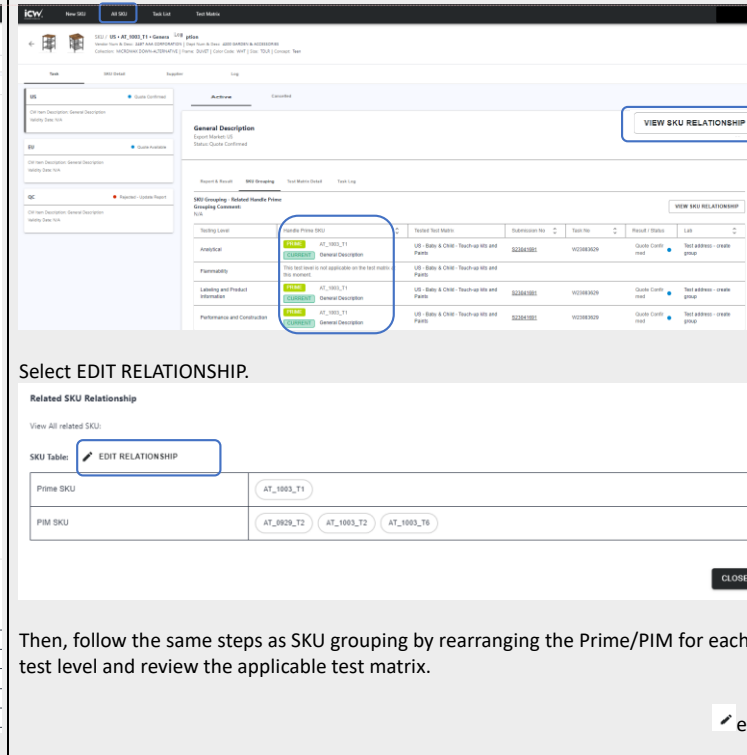
UK Min Po Cancel Date

edit

Edit SKU Grouping

Select the SKU that you would like to make changes.

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



VIEW SKU RELATIONSHIP

Select EDIT RELATIONSHIP.

Related SKU Relationship

View All related SKU:

SKU Table:	EDIT RELATIONSHIP
Prime SKU	AT_1003_T1
PIM SKU	AT_0929_T2, AT_1003_T2, AT_1003_T6

edit

Commented [A40]: 20231009 Enhanced SKU Detail>CW item Description

Commented [A41]: 20230411 Enable "Log" in All SKU

Commented [A42]: 20230911 Enable PIM SKU SrcNum edit. During edit, the system would check PIM SKU SrcNum + Supplier ID combination is unique.

Commented [A44]: 20230208 Updated image to show Tested Test Matrix

Commented [A45]: 20230411 Enable "Log" and "Task Log" in All SKU

Commented [A46]: 20230217 Updated image for SKU Grouping Comment

Commented [A43]: 20221101 Added Prop 65 handling; Updated image.

(NEW SKU page)

Bulk Delete Task

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



New SKU
All SKU
Task List
Test Matrix

New SKU
Dept Num & Desc
THE FINISHING T...
Export Market
Concept
Search Keywords
SEARCH
IMPORT MONDAY FEED

Manage Column
Reset All Filters
Rows per page: 20
Showing items 1-20 of 111

	PIM SKU SroNum / CW Item Description	Dept Num	Vendor	Concept	Export Market	Selected Testing Level	Collection	Frame	Color Code	Fabric	Fill
☐	10138827CRWL GAEL RND 80	6200 DINING TABLES		CORE	US	A F L P	GAEL	ROUND	CRWL	NA	GAEL
☒	GAEL RECT 84	6200 DINING TABLES		CORE	QC	Q C	GAEL	RECTANGLE	CRWL	NA	GAEL
☐	GAEL RECT 84	6200 DINING TABLES		CORE	US	A F L P	GAEL	RECTANGLE	CRWL	NA	GAEL
☒	GAEL RECT 98	6200 DINING TABLES		CORE	QC	Q C	GAEL	RECTANGLE	CRWL	NA	GAEL

Create New SKU

Create Prime SKU Grouping (AFLP) (2 selected)

Create QC Grouping (2 selected)

Bulk Delete (2 selected)

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

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

Delete 2 Task(s)

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

Fill in reason of delete task

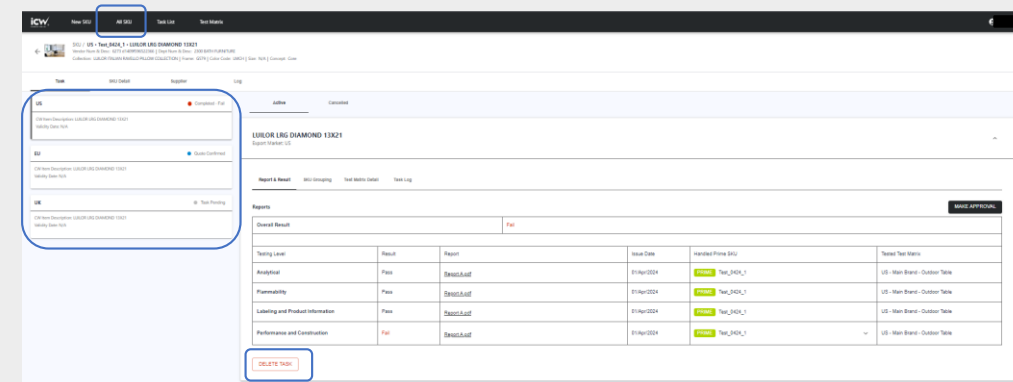
CANCEL
CONFIRM

Commented [A47]: 20230411 Added bulk delete function in New SKU page

(ALL SKU page)

Delete Task

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



Note:

- The task can be deleted prior “Make Approval”.
- Task cannot be deleted when the Task status is:
Approved / Conditionally approved / Completed-Pending / Rejected- Request CAP/ Rejected - Revise report / CAP pending approval / CAP rejected / Task Pending (Retest)
- Resume approved/rejected task to “Completed” or “Completed fail” before delete.

Commented [A48]: 20230208 Updated image for Tested Test Matrix

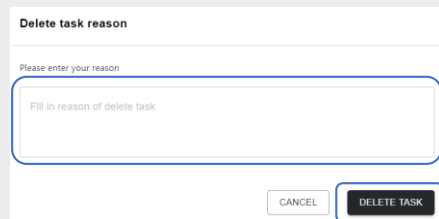
Commented [A49]: 20230411 Enable "Log" and "Task Log" in All SKU

Commented [A50]: 20240501 RH team can resume the tasks even in Completed / Completed-Fail status.

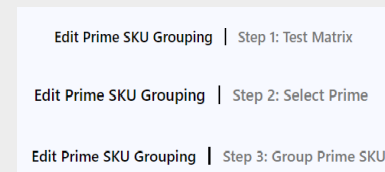
Commented [A51]: 20221101 Added Delete Task Reason

Commented [A52]: 20221101 Updated image for task require SKU re-grouping

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



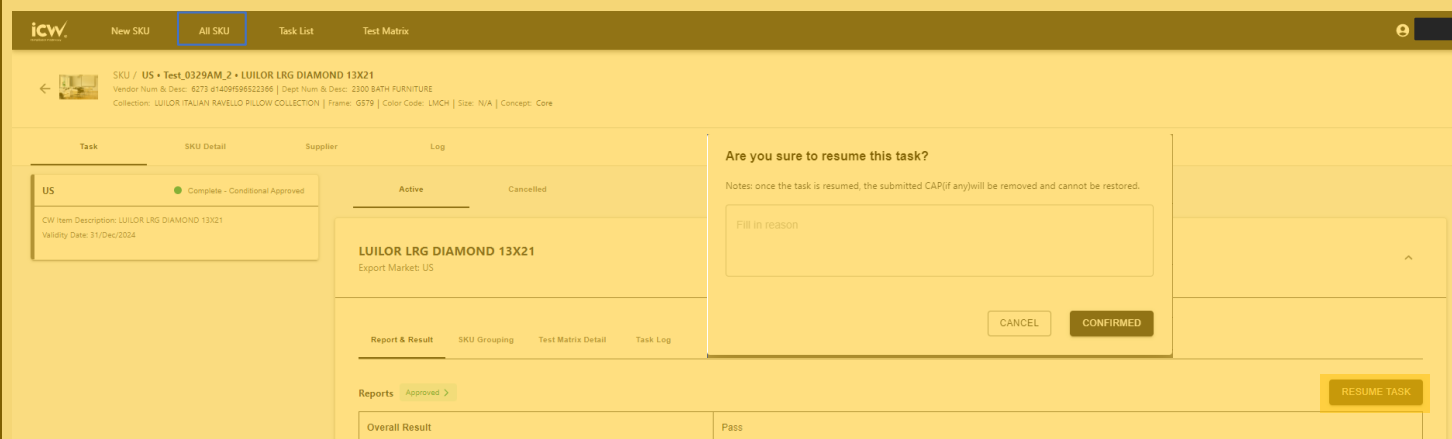
Following screen would pop up when the task cannot be deleted and require SKU re-grouping i.e. a PRIME SKU with PIM SKU linked to it.



(ALL SKU page)

Resume Task

Select the test task that you want to resume. Select **RESUME TASK**.



The screenshot shows the 'Resume Task' interface on the icw platform. The top navigation bar includes 'New SKU', 'All SKU' (highlighted), 'Task List', and 'Test Matrix'. The main content area displays a task for 'LUILOR LRG DIAMOND 13X21' with a status of 'Complete - Conditional Approved'. A modal window titled 'Are you sure to resume this task?' is open, showing a 'Fill in reason' field and 'CANCEL' and 'CONFIRMED' buttons. A 'RESUME TASK' button is visible in the bottom right corner of the task details section.

Commented [A53]: 20240501 RH team can resume the tasks in specific status.

Note:

- Task will be resumed to "Completed" or "Completed-Fail" when the Task status is: Approved / Conditionally approved / Completed-Pending / Rejected- Request CAP / Rejected - Revise report / CAP pending approval / CAP rejected / Task pending (Retest)
- Cancelled task cannot be resumed.
- The resume function is applicable for the latest task request of each market only.
- When re-test submission is involved, the resume function is applicable for the re-test submission but not the initial submission.
- When the re-test submission has been acknowledged by vendor, the re-test submission task can only be resumed after vendor cancels it.

8 Task Status Overview

(New SKU page)

New SKU									
New SKU < Dept Num & Desc Vendor Export Market Concept > Q Search Keywords SEARCH Actions									
IMPORT MONDAY FEED									
Customized filter Create Filter									
Manage Columns Reset All Filters Rows per page: 20 Showing Items 1-20 of 168									
☐	PM SKU StNum / CW Item Description	Dept Num	Vendor	Concept	Export Market	Selected Testing Level	Collection	Frame	Color Code
☐	1025150W10B ADDITION RND 54-72	8200 BCT DECOR		BABY_AND_CHILD	QC	Q C	ILLUMINATED MIRROR	GLASS	DKST
☐	1026_T11 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Baby & Child	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
☐	1026_T11 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Baby & Child	EU	A F L P	ORGANIC SHAPED MIRRORS	GLASS	ABRS
☐	1026_T10 ILL LRG DR MIR	8200 BCT DECOR		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	DKST
☐	1026_T9 ILL LRG DR MIR	8200 bct decor		Baby & Child	QC	Q C	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
☐	1026_T9 ILL LRG DR MIR	8200 bct decor		Baby & Child	US	A F L P	ILLUMINATED MIRROR	LIT WALL MIRROR	APWT
☐	1026_T8 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Teen	QC	Q C	ORGANIC SHAPED MIRRORS	GLASS	ABRS
☐	1026_T8 ORGNC SHPD MRR 36X48 V2	8200 bct decor		Teen	US	A F L P	ORGANIC SHAPED MIRRORS	GLASS	ABRS

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

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

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

You can create **Customized filter**.

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

Commented [A54]: 20231227 SKU overall status logic update

Commented [A55]: 20221101 Add the wording and updated image with "Create/Customized Filter" feature

Commented [A56]: 20230217 Enhanced Header Filter with "search" feature

Commented [A57]: 20230208 Sort in alphabetical order for **Dept Num & Desc** and **Vendor** header filter, with updated image

(All SKU page)

Commented [A58]: 20240501 Update the presentation of SKU status priority and definition

SKU	Require Testing	Icon
Full PIM SKU: Triangle shape icon	No (Share result of Prime)	▲ or ▲
PRIME SKU & HALF PRIME SKU: Circle shape icon	Yes	● or ●
Priority:		 Red > Gray > Blue > Yellow > Orange > Purple > Green
Priority	Status	Definition for Prime
HIGHEST ↓	● ▲ CAP Rejected	Buyer reviewed and rejected the CAP submitted by vendor. Waiting for Vendor to revise the CAP and submit again.
↓	● ▲ Rejected - Request CAP	Buyer reviewed and rejected the SKU's report and result. Waiting for vendor to upload CAP.
↓	● ▲ Rejected - Update Report	Buyer reviewed and rejected the SKU's report and result. Waiting for Lab to update the report.
↓	● ▲ Completed - Fail	Lab completed the task with FAIL result.
↓	● ▲ CAP Pending Approval	Vendor submitted the CAP and the CAP is waiting for buyer's approval.
↓	● ▲ Task Pending	The SKU is grouped and assigned as PRIME. Waiting for vendor to acknowledge and open task.
↓	● ▲ Task Pending (Retest)	The SKU walked through the CAP flow and has a retest test request. Waiting for vendor to acknowledge and open task.
↓	● ▲ Waiting for Lab Quote	The task is waiting for lab to advise the quote.
↓	● ▲ Quote Available	Lab provided the quote to vendor.
↓	● ▲ Quote Confirmed	Vendor confirmed the quote OR Vendor skipped the quote process.
↓	● ▲ Sample Sent	Vendor sent the sample and advised the sample sending information
↓	● ▲ Sample Received	Lab received the sample and advised the sample receiver information
↓	● ▲ Pending	The task is pended by lab.
↓	● ▲ In Progress	The testing is undergoing in lab.
↓	● ▲ In Progress - Update Result and Reports	Lab uploaded the report and result.
↓	● ▲ Completed	Lab completed the task with PASS result.
↓	● ▲ Completed - Pending	Applicable for Half Prime SKU only. The Prime SKU is approved, but the linked SKU is not, while the linked test result is either Pass, information only, Not applicable or Empty. It is shown in SKU level (All SKU page).
↓	● ▲ Completed - Conditional approved	The Prime SKU and all linked Prime SKU are conditionally approved. Ready to ship now.
↓	● ▲ Completed - Approved	The Prime SKU and all linked Prime SKU are approved. Ready to ship now.
↓	● ▲ Cancelled	The task is cancelled. It is shown in Task level (Task list page).
LOWEST ↓	● ▲ Rejected	Vendor selected another lab to proceed with the testing and rejected the lab's quotation. It is shown in lab UI & Task level only (Task list page).

(All SKU page)

You can filter on Important Status for Report and CAP Approval.

You can create **Customized filter** and export data.

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

You can view the **Log and Task Log**.

icw

New SKU

All SKU

Task List

Test Matrix

th@icw.io

All SKU

Dept Num & Desc

Vendor

Export Market

Concept

Search Keywords

SEARCH

Filter task status

★ Important Status

More Status

Customized filter

Create Filter

EXPORT REPORT

Manage Column

Reset All Filters

Rows per page: 20

Showing items 1-20 of 27116

PIM SKU StrNum / CW Item Description	Dept NUM / DESC	Vendor Num	Concept	Regulatory US Test	EU	UK	Quality Test QC	Collection	Frame
Mtest_1218_01 Generic Description	5900 Leather Upholstered	----	Teen	●	▲	●	▲	MICROMAX DOWN-ALTERNATIVE	DUVET
Test_1215_11 LUILOR LRG DIAMOND 13X21	5700 Fabric Upholstered		Core	●	●	▲	●	LUILOR ITALIAN RAVELLO PILLOW COLLECTION	G579
Test_1215_4 LUILOR LRG DIAMOND 13X21	5700 Fabric Upholstered		Core	●	▲	▲	●	LUILOR ITALIAN RAVELLO PILLOW COLLECTION	G579
Test_1215_3 LUILOR LRG DIAMOND 13X21	5700 Fabric Upholstered		Core	●	●	●	●	LUILOR ITALIAN RAVELLO PILLOW COLLECTION	G579
Test_1215_2 LUILOR LRG DIAMOND 13X21	5700 Fabric Upholstered		Core	●	●	●	●	LUILOR ITALIAN RAVELLO PILLOW COLLECTION	G579
Test_1215_1 LUILOR LRG DIAMOND 13X21	5700 Fabric Upholstered		Core	●	●	▲	●	LUILOR ITALIAN RAVELLO PILLOW COLLECTION	G579
AT_1213_1400BC_T1 AT_1213_T1	1400 BEDROOM TEXTILES		Baby & Child	●	●	●	●	MICROMAX DOWN-ALTERNATIVE	DUVET
AT_1213_T1_1400BC AT_1213_T1	1400 BEDROOM TEXTILES		Baby & Child	●	●	●	●	MICROMAX DOWN-ALTERNATIVE	DUVET

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

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

Note:

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

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

Commented [A59]: 20230217 Enhanced Header Filter with "search" feature

Commented [A60]: 20230208 Sort in alphabetical order for Dept Num & Desc and Vendor header filter, with updated image

Commented [A61]: 20221101 Added the wording and updated image with "Create/Customized Filter" and "Export" feature

Commented [A62]: 20230911 added export report feature

Commented [A63]: 20240501 Show the **Pending Reason in Log** when LAB update task status to "Pending" with reason provided.

Commented [A64]: 20230411 Enable "Log" and "Task Log" in All SKU

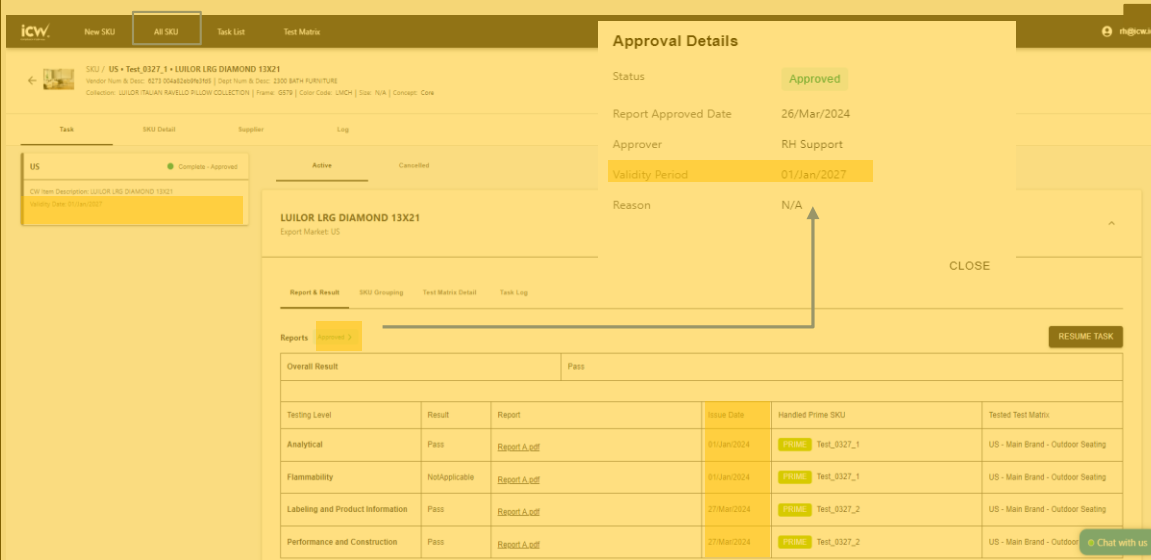
Commented [A65]: 20221205 Enhanced "Export" feature: export one after another

(All SKU page)

Validity date

The **Validity Period** of a task is calculated based on the concept (Baby & Child: 1 year; Teen / Modern / Core: 3 years) and the earliest report **Issue Date** (which is input by Lab as date of today or before, when uploading the report & result), known as the own validity date.

The overall SKU **Validity Date** of an export market is calculated based on the earliest overall validity date among the connected PRIME SKUs.



Approval Details

SKU / US • Test_0327_1 • LUILOR LRG DIAMOND 13X21
Vendor Item & Desc: 8275 DIAMOND PRIME | Dept Item & Desc: 2300 BATH FURNITURE
Collection: LUILOR ITALIAN RAVELLO PULLOW COLLECTION | Name: 8275 | Color Code: UNCH | Size: N/A | Concept: Core

Task: US • Complete - Approved

Report Approved Date: 26/Mar/2024
Approver: RH Support
Validity Period: 01/Jan/2027
Reason: N/A

Overall Result: Pass

Testing Level	Result	Report	Issue Date	Handled Prime SKU	Tested Test Matrix
Analytical	Pass	Report_A.pdf	27/Mar/2024	PRIME Test_0327_1	US - Main Brand - Outdoor Seating
Flammability	NotApplicable	Report_A.pdf	27/Mar/2024	PRIME Test_0327_1	US - Main Brand - Outdoor Seating
Labeling and Product Information	Pass	Report_A.pdf	27/Mar/2024	PRIME Test_0327_2	US - Main Brand - Outdoor Seating
Performance and Construction	Pass	Report_A.pdf	27/Mar/2024	PRIME Test_0327_2	US - Main Brand - Outdoor Seating

Note:

1. No matter the SKU is FULL PRIME, FULL PIM or HALF PRIME/ HALF PIM, overall **Validity Date** is determined by the earliest overall validity date among the connected PRIME SKUs.
2. The Validity Date for each export market card is the overall validity, while the Validity Period in the Approval Details is the own validity date for the Prime SKU itself.
3. The overall validity Date will only be shown when the task is approved or conditionally approved in the latest export market card.
4. The renewal logic and Validity Period are applicable for Regulatory only (US, EU, UK), not applicable for QC tasks.

Commented [A66]: 20240501 Validity date update

(Task List page)

icwv

New SGTAS SGT

Task List

Test Matrix

Brand

Sub Category

Export Market

Concept

Search Reports

SEARCH

Important Status

More Status

Reset All Filters

Rows per page: 50

Showing items 1-80 of 8475

Task No.	PRM SKU Software / CDR Item Description	Vendor Num / DESC	Testing Country	Testing Level Result	Progress	Lab	Requested Date	ECD
S2410888	10T18000PCN Riv QWR N STD BMS	8273 #1409569522386	US	✓ A → F → L → P	Completed	UL Admin	09-Apr-2024	09-Apr-2024
S2410887	10T18000PCN Riv QWR N STD BMS	8273 #1409569522386	US	✓ A ✓ F ✓ L ✓ P	CAP Approved	UL Admin	09-Apr-2024	13-Apr-2024
S2410886 12180178	403Sec705a 802Vap0500004118a0	8273 #1409569522386	US	✓ A ✓ F ✓ L ✓ P	Complete - Conditional Approval	UL Admin	07-Apr-2024	18-Apr-2024
S2410885	Test_0401_3 LULUOR LRS DIAMOND 13K21	8273 #1409569522386	US	✓ A ✓ F → L → P	Quote Confirmed	UL Admin	01-Apr-2024	N/A
S2410884	Test_0401_12 LULUOR LRS DIAMOND 13K21	8273 #1409569522386	US	✓ A ✓ F ✓ L ✓ P	Quote Confirmed	UL Admin	01-Apr-2024	N/A
S2410883	Test_0401_7 LULUOR LRS DIAMOND 13K21	8273 #1409569522386	US	→ A → F ✓ L ✓ P	Quote Confirmed	UL Admin	01-Apr-2024	N/A
S2410882	Test_0401_3 LULUOR LRS DIAMOND 13K21	8273 #1409569522386	US	✓ A ✓ F ✓ L ✓ P	Complete - Conditional Approval	UL Admin	01-Apr-2024	09-Apr-2024
S2410881	Test_0401_3 LULUOR LRS DIAMOND 13K21	8273 #1409569522386	US	✓ A → F ✓ L ✓ P	Completed - Fail	UL Admin	01-Apr-2024	01-Apr-2024
S2410880	Test_0401_3 LULUOR LRS DIAMOND 13K21	8273 #1409569522386	US	→ A ✓ F ✓ L → P	In Progress - Update Result & Reports	UL Admin	01-Apr-2024	24-Apr-2024
S2410879	Test_0401_4 LULUOR LRS DIAMOND 13K21	8273 #1409569522386	US	✓ A → F ✓ L → P	In Progress - Update Result & Reports	UL Admin	01-Apr-2024	26-Apr-2024
S2410878	Test_0401_3 LULUOR LRS DIAMOND 13K21	8273 #1409569522386	US	✓ A → F ✓ L ✓ P	Complete - Approved	UL Admin	01-Apr-2024	23-Apr-2024
S2410877	Test_0401_3	8273 #1409569522386	US	✓ A ✓ F → L → P	Complete - Approved	UL Admin	01-Apr-2024	01-Apr-2024

Rows per page: 50

Showing items 1-80 of 8475

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

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

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

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

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

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

You can sort **ECD**.

You can view the Log for each test task.

Update Test Matrix by adding Test Code.

Commented [A67]: 20231227 The Approval status: **CAP** approved / Complete – Approved / Complete – Conditional Approved are reflected in Progress in Task list. The Completed status icon is changed from green to orange.

Commented [A68]: 20221101 Updated image to show "Completed-Fail" when test level result is fail

Commented [A69]: 20221101 Updated from "Pass" to "Non-Fail" result

Commented [A70]: 20221101 Updated from "Not applicable" to "Not requested"

Commented [A71]: 20230208 Added Vendor Name and Sort Vendor Name in alphabetical order for **Vendor Num / DESC** table filter.

Commented [A72]: 20230217 Enhanced Header Filter with "search" feature; Add the wording for locating SKU Grouping Comment and TRF

Commented [A73]: 20240501 User can sort ECD in Task list page.

Commented [A74]: 20230411 Enable "Log" in Task List

Commented [A75]: 20240501 Show the **Pending Reason in Log** when LAB update task status to "Pending" with reason provided.

Commented [A76]: 20240501 Added the **Test Code** for each Test Item in **Task List>Test Matrix**, in line with Test Item Code

9 Test Matrix > Test Item

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

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

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

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

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

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

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

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

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

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

EXPORT ITEMS

Commented [A77]: 20221205 Added "Export" feature

Commented [A78]: 20230911 Revising wording from sub-category to category

Commented [A79]: 20230411 Sorted Sub-Category in alphabetical order in Test Item page.

Commented [A80]: 20221205 Added "Export" feature

10 Test Matrix > Test Matrix

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

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

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

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

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

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

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

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

Commented [A81]: 20221205 Added "Export" feature

Commented [A82]: 20230411 Allow the search of Test Items by Test Code (unique ID generated by system automatically for each Test Item).

Commented [A83]: 20230911 Revising wording from sub-category to category

Commented [A84]: 20221205 Added filter and search feature when creating Test Matrix

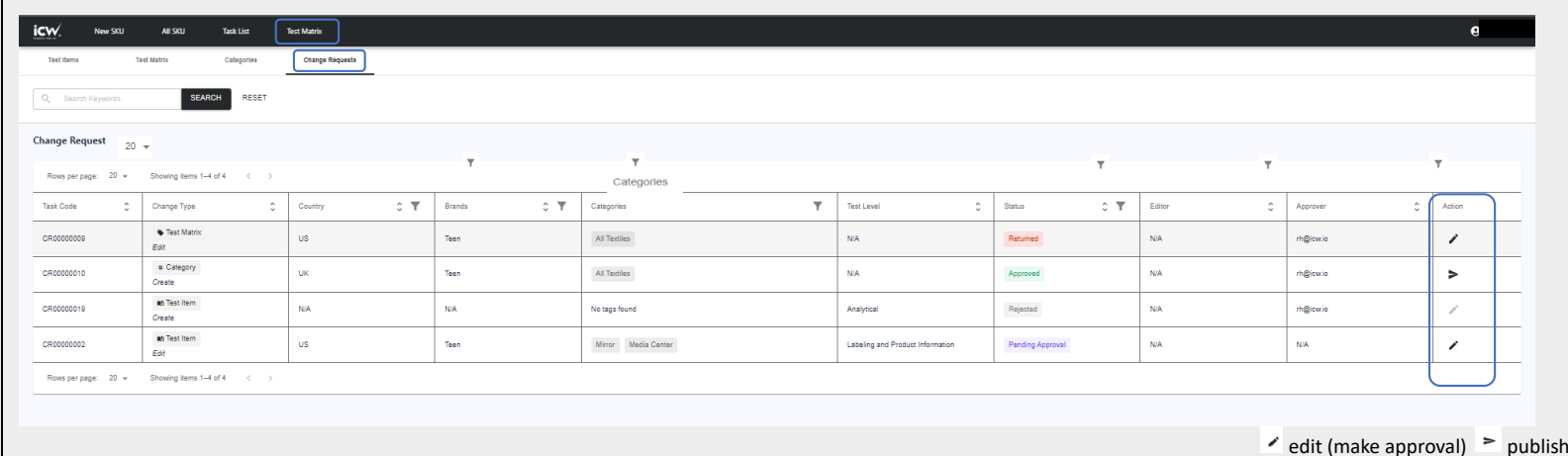
Commented [A86]: 20221205 Updated image

Commented [A85]: 20221205 Updated image

Commented [A87]: 20221205 Added "Export" feature

11 Test Matrix > Change Request

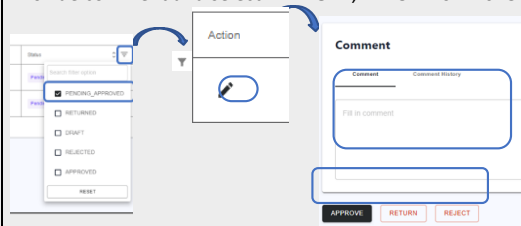
Overview of Change Request for Test Items, Test Matrix and Categories, where you can **view**, **edit (approve, reject, return)** or **publish**.



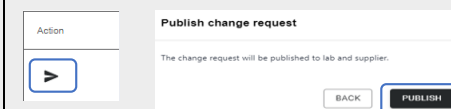
Task Code	Change Type	Country	Brands	Categories	Test Level	Status	Editor	Approver	Action
CR00000009	Test Matrix Edit	US	Teen	All Textiles	N/A	Returned	N/A	rh@icw.io	[Edit]
CR00000010	Category Create	UK	Teen	All Textiles	N/A	Approved	N/A	rh@icw.io	[Approve]
CR00000010	Test Item Create	N/A	N/A	No tags found	Analytical	Rejected	N/A	rh@icw.io	[Reject]
CR00000002	Test Item Edit	US	Teen	Mirror Media Center	Labeling and Product Information	Pending Approval	N/A	N/A	[Publish]

Commented [A88]: 20230911 Revising wording from sub-category to category

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



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



Note:

- Publish is applicable for all change type.
- Email notification is sent automatically to all Agent, Vendor, Lab Admin and Lab Location when published for change type related to Test Item and Test Matrix only.
- Comment in **Test Matrix > Change Requests** can be viewed by all RH users.

Commented [A89]: 20221101 Updated publish handling

Commented [A90]: 20240501 Comment in **Test Matrix > Change Requests** can be viewed by all RH users.

12 Test Matrix > Categories

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

icwv

New SKU

All SKU

Task List

Test Matrix

9

Test Items

Test Matrix

Categories

Change Requests

Q

Search Keywords

SEARCH

RESET

EXPORT

Actions

Categories

TAG VIEW

Rows per page: 20

Showing 10 Categories

<

>

Sub-Category

Country	Brand	Category	Sub-Category	Last Updated	Action
US	Teen	0118Test	test1 test2 test3	18/Jan/2023 9:18 am	
US	Teen	0117Test	test1 test2	18/Jan/2023 8:42 am	
US	Teen	1017Test	1017Test	17/Jan/2023 11:49 pm	
US	Main Brand	Upholstery Fabric and Leather	Fabric Leather	05/Jan/2023 4:32 pm	
UK	Main Brand	Upholstery Fabric and Leather	Fabric Leather	05/Jan/2023 4:32 pm	

edit (make approval)
 publish

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

Select **SUBMIT FOR APPROVAL** to proceed.

Create Sub-category

Country

Brand

Category

Sub-category

Change Reason

SUBMIT FOR APPROVAL

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

Select **Submit for Approval** to proceed.

Action

Change Reason

Fill in change reason

SUBMIT FOR APPROVAL

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



Commented [A91]: 20230208 Remove Create Brand feature

Commented [A92]: 20221205 Adding "Export" feature

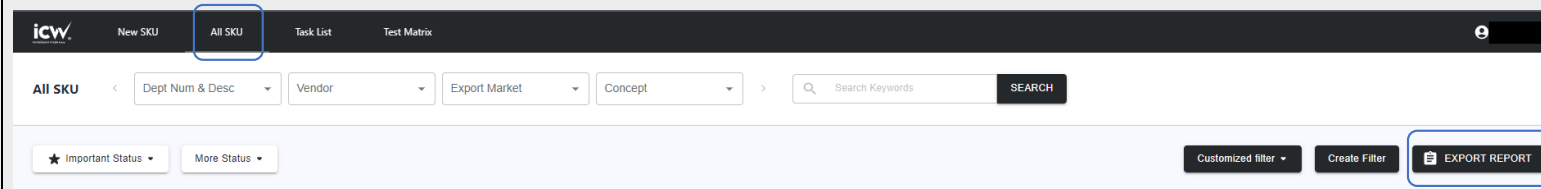
Commented [A93]: 20230911 Revising wording from sub-category to category; Change Product Example to Sub-Category

Commented [A94]: 20221205 Added "Export" feature

13 | Export Report

(All SKU page)

Select "All SKU" > "EXPORT REPORT"



The screenshot shows the 'All SKU' page in the icwv system. The 'All SKU' tab is selected in the top navigation bar. Below the navigation bar, there are filters for 'Dept Num & Desc', 'Vendor', 'Export Market', and 'Concept'. A search bar with 'Search Keywords' and a 'SEARCH' button is also present. At the bottom right, there are buttons for 'Customized filter', 'Create Filter', and 'EXPORT REPORT' (which is highlighted with a red box).

Commented [A95]: 20230911 Added "Export Report" session

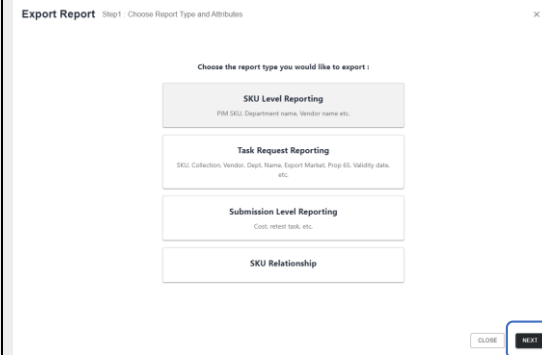
Commented [A96]: 20231009-Hidden the Export feature in ALL SKU page.

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

Four public templates:

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

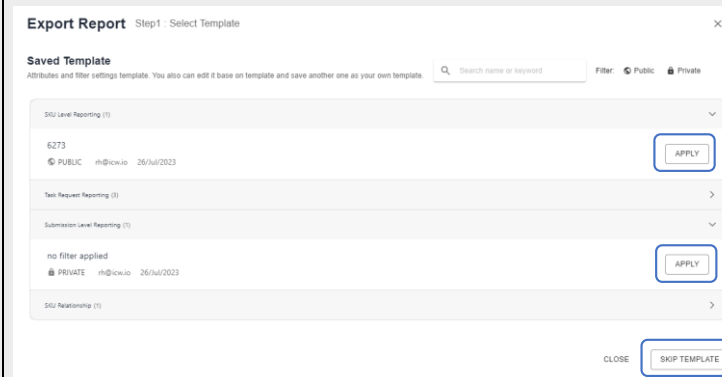
Select the report type and select **NEXT**.



The screenshot shows the 'Export Report' dialog box, Step 1: Choose Report Type and Attributes. It lists four report types: 'SKU Level Reporting' (PIM SKU, Department name, Vendor name etc.), 'Task Request Reporting' (SKU Collection, Vendor, Dept. Name, Export Market, Prop 65, Validity date, etc.), 'Submission Level Reporting' (Cost, report task, etc.), and 'SKU Relationship'. The 'NEXT' button is highlighted with a red box.

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

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



The screenshot shows the 'Export Report' dialog box, Step 1: Select Template. It displays a list of saved templates. The first template is 'SKU Level Reporting (1)' with attributes '6273', 'PUBLIC', and 'm@icw.io' dated '26/Jul/2023'. The 'APPLY' button for this template is highlighted with a red box. Other templates include 'Task Request Reporting (1)', 'Submission Level Reporting (1)', and 'SKU Relationship (1)'. The 'SKIP TEMPLATE' button is also visible at the bottom right.

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

Select attributes and select **NEXT**.

Export Report

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

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

Unselected Attributes (38/32)

Vendor Num / Vendor Name

RIM SKU Num / CW Item Description

Frame

Color Code

Size Code

Dept Num / Dept DESC

Vendor Style / Vendor Item Description

Country of Origin

>

<

Selected Attributes (2/32)

Collection

Concept

Actions: CLEAR SELECTED

BACK

NEXT

Customize attributes and select **NEXT**.

Export Report

Step2: Customize Attributes and Filters | SKU Level Reporting

SKU Level Reporting

USE TEMPLATE

Collection

Concept

Search

Select All

Baby & Child

CORE

MODERN

TEEN

☒

☒

☐

☐

The data you would like to show in the report

Selected (0)

Collection(277)

uAll filters selected blocks collapsed. See all filters.

Concept(2)

Baby & Child

CORE

Selected Attributes (2/32)

RESET FILTERS

SAVE AS TEMPLATE

Number of data result (26609)

BACK

NEXT

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

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

Export Report

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

☐ No, do not save as template

☒ Yes, save as template

Template Name

Select or add a template name

Public Template

BACK

EXPORT

Preview Report Data and select **EXPORT**.

Export Report

Step3: Preview Report Data| SKU Level Reporting

Preview Report Data

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

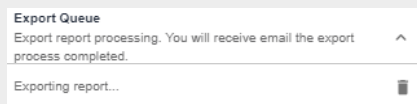
Vendor Num / DESC	RIM SKU Num / CW Item Description	Dept Num & DESC	Collection	Frame	Color Code	Size Code	Concept	Vendor Style	Country of Origin	Frame	F

BACK

EXPORT

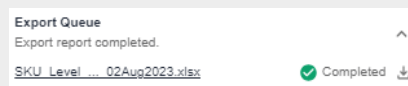
23

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



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

Select  to download the report.



Downloaded report will then be removed from Export Queue.

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

14 Appendix

Monday Feed Template	 Monday_Feed.xlsx
TRF Template	 RH_EXPORT_TRF_TEMPLATE.docx
CAP Template	 RH_EXPORT_CAP_TEMPLATE.docx
Export Report Templates	 SKU_Level_Reporting
	 Task_Request_Reporting
	 Submission_Level_Reporting
	 SKU_Relationship_Reporting

Commented [A97]: 20230411 Updated the Monday Feed Template by introducing a new column called "QC"

Commented [A98]: 20231227 Added 2 questions on the TRF for vendors to fill in.
Added Testing PO Number information in TRF.

Commented [A99]: 20230911 Added Export Report Templates

Commented [A100]: 20231227 Added 9 attributes in submission level reporting.

Commented [A101]: 20231009 Updated EXPORT REPORT>SKU relationship