

# ADMIN USER GUIDE – RH

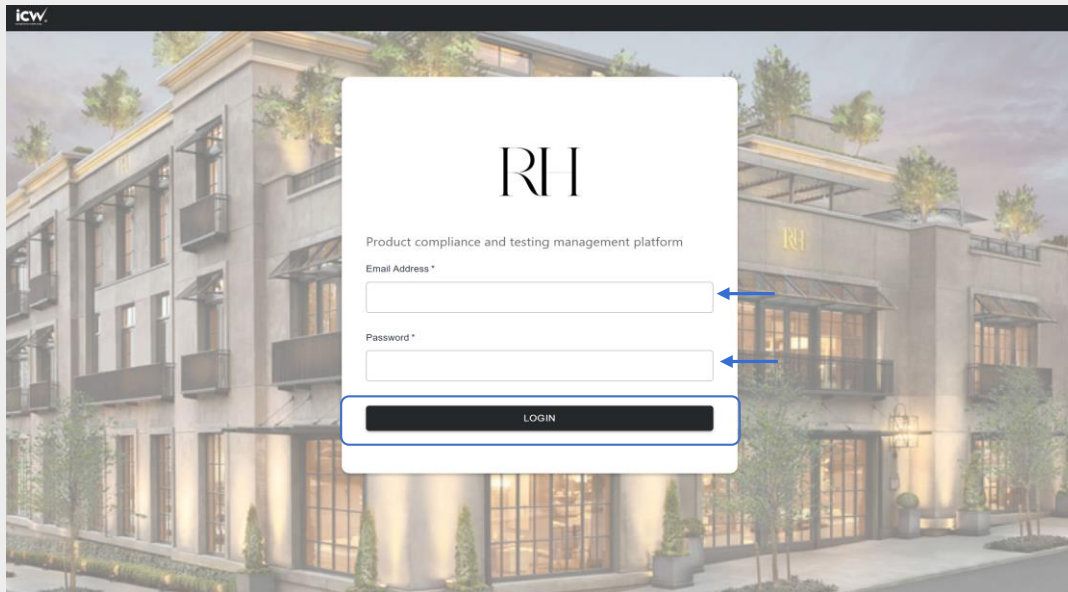
Product Compliance and Testing Management Platform – Admin

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## 2 Login



Log in to the platform:

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

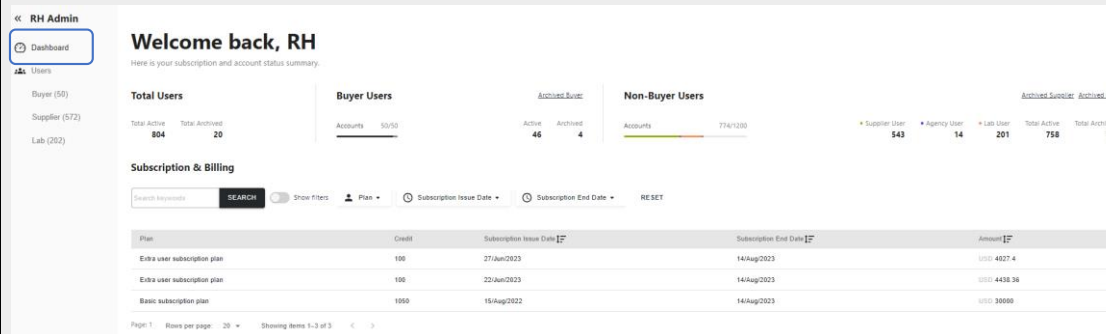
You can now start managing users of RH, agents, vendors, and laboratories.

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

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

### 3 Dashboard

#### Select Dashboard



**Welcome back, RH**  
Here is your subscription and account status summary.

**Total Users**  
Total Active: 804, Total Archived: 20

**Buyer Users**  
Accounts: 50/50  
Active: 46, Archived: 4

**Non-Buyer Users**  
Accounts: 774/1200  
Supplier User: 543, Agency User: 14, Lab User: 201, Total Active: 758, Total Archived: 16

**Subscription & Billing**  
Search keywords: [ ] SEARCH Show filters Plan Subscription Issue Date Subscription End Date RESET

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

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.

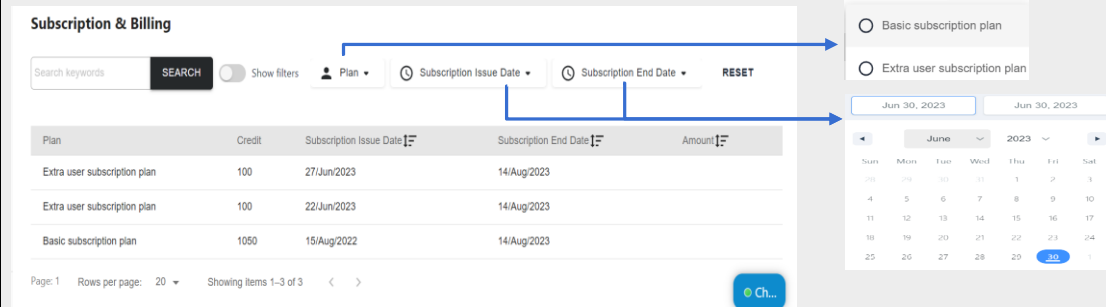
-**Archived user:** user without access to the platform in current subscription period.

-**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

Annotations: Blue arrows point from the 'Subscription Issue Date' and 'Subscription End Date' filters to the date range selection interface on the right.

**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.
- You can identify the Admin users.

« RH Admin

Dashboard

Users

Buyer (59)

Supplier (440)

Lab (154)

Option List

Testing PO Number

### Buyer

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

User Name: 1 X

Page: 1 Rows per page: 20 Showing items 1–10 of 10

<input type="checkbox"/>	User Name	Login Email	Role	Status	Created Date	Archived Date	Updated Date	Valid Date	Departments	
<input type="checkbox"/>	Donovan Yu Admin	dyu@rh.com	Compliance	Active	16/Jul/2023	N/A	16/Jul/2023	14/Aug/2025	N/A	
<input type="checkbox"/>	Eugenia Jing Admin	eijing@rh.com	Compliance	Active	26/Oct/2023	N/A	13/Sep/2024	14/Aug/2025	8700 Fabric Upholst. 2	
<input type="checkbox"/>	Kaelan O'Malley Admin	kmoginnis@rh.com	Compliance	Active	16/Jul/2023	N/A	24/Sep/2024	14/Aug/2025	N/A	
<input type="checkbox"/>	Marcus Young Admin	myoung1@rh.com	Compliance	Active	24/Sep/2024	N/A	25/Sep/2024	14/Aug/2025		
<input type="checkbox"/>	Megan Mcweeney Admin	mmcweeney@rh.com	Compliance Main	Active	26/Oct/2023	N/A	20/Sep/2024	14/Aug/2025	8000 BCT FURNITURE	
<input type="checkbox"/>	Melinda Gentry Admin	mgentry@rh.com	Compliance Main	Active	26/May/2024	N/A	13/Jun/2024	14/Aug/2025		
<input type="checkbox"/>	Michelle Perez Admin	michelp@rh.com	Compliance	Active	26/Oct/2023	N/A	20/Sep/2024	14/Aug/2025	8400 OUTDOOR FURN... 2	
<input type="checkbox"/>	Roddy Castro Admin	roastro@rh.com	Compliance Main	Active	26/Oct/2023	N/A	19/Dec/2023	14/Aug/2025	8101 CASE GOODS 3	
<input type="checkbox"/>	Shirley Ran Admin	sran@rh.com	Compliance	Active	09/Mar/2023	N/A	20/Sep/2023	14/Aug/2025	2000 BATH FURNITURE 2	
<input type="checkbox"/>	Susan Kurniawan Admin	skurniawan@rh.com	Compliance Main	Active	26/Oct/2023	N/A	19/Dec/2023	14/Aug/2025	1000 FLOOR COVERINGS 2	

Commented [A1]: 20240930 Adding "Admin" access right indicator.

**Note:** For any admin user create/removal request, please contact [support\\_rh@icwv.io](mailto:support_rh@icwv.io) for assistance.

## 4.2 Buyer: Create Users

« RH Admin

Dashboard

Users

Buyer (56)

Search keywords

SEARCH

Hide filters

Created Date

Archived Date

RESET

Users

56

CREATE

Buyer

»

Create Buyer

Access Right

Role \*

Select role

Compliance

Compliance Main

Quality

Quality Main

Role Description

Compliance

- Right to approve both compliance & quality task
- Edit right of test matrix module

Compliance Main

- Right to approve both compliance & quality task
- Edit & Approve right of test matrix module

Quality

- Right to approve quality task

Quality Main

- Right to approve quality task
- Edit right of quality test item

User Info

Login Email \*

Enter login email

User Name \*

Enter user name

Notification Email \*

Enter notification email

Access Right

Role \*

Select role

Department

User will get email notification from the select department.

+ SELECT DEPARTMENT

Select at least one department that you wanted to add to this buyer.

Cannot find the department?

The department may not exist, you may create this user for first, then go to user detail to add the department.

OKAY

Select Department

Search department

1200 WINDOW HWY & COVERINGS

1400 BEDROOM TEXTILES

1500 FLOOR COVERINGS

1600 PILLOWS THROWS & SEASONAL

Notes:

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

### 4.3 Buyer: Edit Users

Click onto the buyer user profile

« RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

Lab (262)

Buyer

Search keywords SEARCH Hide filters Created Date Archived Date RESET

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

<input type="checkbox"/>	User Name	Login Email	Role	Status	Created Date	Archived Date	Updated Date	Valid Date	Departments	
<input type="checkbox"/>	Anthony Yuen	ayuen@rh.com	Quality	Active	26/Oct/2022	N/A	19/Dec/2022	14/Aug/2023	2700 Fabric & wat	
<input type="checkbox"/>	Bennie Zhong	bzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4200 GARDEN & ACCE...	

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

× skurniawan@rh.com Active ARCHIVE ACCOUNT

User Info

Access Right

User Info

Login Email skurniawan@rh.com

Username Susan Kurniawan CHANGE

Notification Email ⓘ skurniawan@rh.com CHANGE

#### Notes:

- Once a user account is created, you cannot change the Login Email.
- Notification email is the email for receiving notifications.



**Access Right >** Select **CHANGE** to update user role. Select **+ ADD DEPARTMENT** or remove department.

×

skurniawan@rh.com

Active

ARCHIVE ACCOUNT

User Info

Access Right

Access Right

Role ⓘ

Compliance Main ⓘ

CHANGE

Department

1500

FLOOR COVERINGS

2301

HARDWARE

4000

HOME ACCESSORIES

+ ADD DEPARTMENT

✕

✕

✕

Role Description

Compliance

- Right to approve both compliance & quality task
- Edit right of test matrix module

Compliance Main ⓘ

- Right to approve both compliance & quality task
- Edit & Approve right of test matrix module

Quality

- Right to approve quality task

Quality Main ⓘ

- Right to approve quality task
- Edit right of quality test item

Select Department

SEARCH DEPARTMENT

NEW BEDROOM TEXTILES ⓘ

NEW FLOOR COVERINGS ⓘ

1200

WINDOW FRAM & COVERINGS

1400

BEDROOM TEXTILES

1500

FLOOR COVERINGS

1500

PILLOWS THROWS & SEASONAL

CANCEL

SAVE

#### Notes:

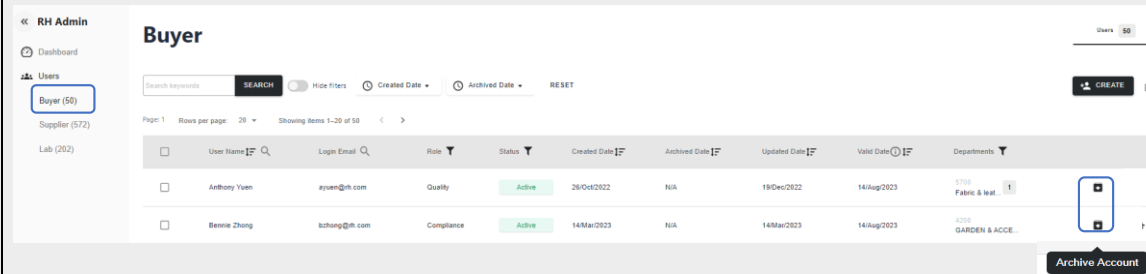
- Should you require to add a new department, please send your request to [support\\_rh@icw.io](mailto:support_rh@icw.io).

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## 4.4 Buyer: Archive and Unarchive Users

### Archive user

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



Buyer

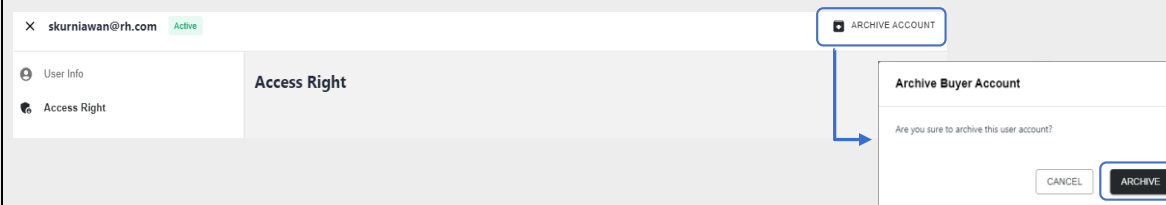
Search keywords SEARCH Hide filters Created Date Archived Date RESET

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

	User Name	Login Email	Role	Status	Created Date	Archived Date	Updated Date	Valid Date	Departments
<input type="checkbox"/>	Anthony Yuen	ayuen@rh.com	Quality	Active	26/Oct/2022	N/A	19/Oct/2022	14/Aug/2023	2700 Fabric & Text 1
<input type="checkbox"/>	Bennie Zhong	bzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4200 GARDEN & ACCE...

Archive Account

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



skurniawan@rh.com Active

User Info Access Right

Access Right

ARCHIVE ACCOUNT

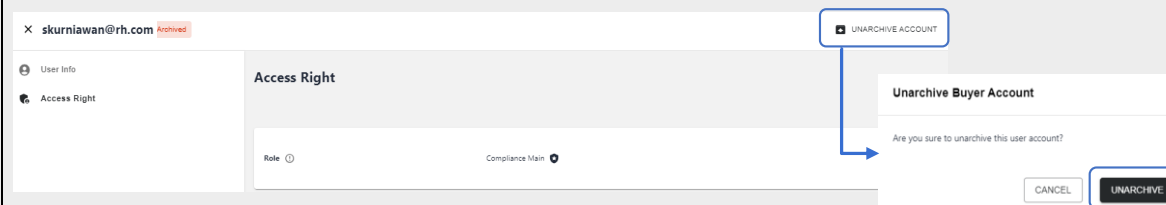
Archive Buyer Account

Are you sure to archive this user account?

CANCEL ARCHIVE

### Unarchive user

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



skurniawan@rh.com Archived

User Info Access Right

Access Right

UNARCHIVE ACCOUNT

Unarchive Buyer Account

Are you sure to unarchive this user account?

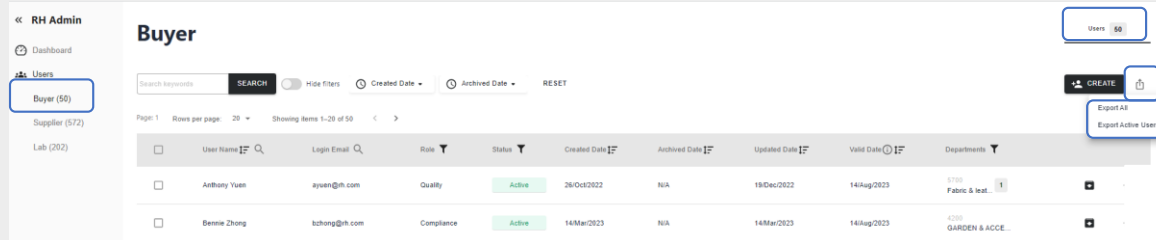
CANCEL UNARCHIVE

### Notes:

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

## 4.5 Buyer: Export Users

Select Buyer > Export All or Export Active Users



**Buyer**

Users: 50

Search Keywords:  SEARCH Hide filters Created Date Archived Date RESET

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

<input type="checkbox"/>	User Name	Login Email	Role	Status	Created Date	Archived Date	Updated Date	Valid Date	Departments
<input type="checkbox"/>	Anthony Yuen	ayuen@rh.com	Quality	Active	26/Oct/2022	N/A	19/Dec/2022	14/Aug/2023	5750 Fabric & leat... 1
<input type="checkbox"/>	Bennie Zhong	bzhong@rh.com	Compliance	Active	14/Mar/2023	N/A	14/Mar/2023	14/Aug/2023	4200 GARDEN & ACCE...

Export All Export Active Users

### Notes:

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

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

## 5 Supplier and Agency User Account Maintenance

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

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

<< RH Admin
 

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

## Supplier

SEARCH

☐ Hide filters

Created Date
 

RESET

CREATE

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

Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
8381 DECO TEXTIL	FLATWORLD	Supplier Company	Active	25/Oct/2022	23/Jun/2023	1
3817 DELTA EXPORTS INTERNATIONAL	FLATWORLD	Supplier Company	Archived	25/Oct/2022	21/Jun/2023	1
SUPPLIER_AGENCY FLATWORLD	FLATWORLD	Agency Company	Active	26/Oct/2022	21/Jun/2023	9

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

<< RH Admin
 

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

## Supplier

SEARCH

☐ Hide filters

Created Date
  Archived Date
 

RESET

CREATE

Sort By: Created Date

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

Supplier No. / Name	Login Email	Notification Email	User Name	Agent	User Type	Status	Created Date	Archived Date	Updated Date	Valid Date
5374 LIBECO-LEGAE	compliance@libeco.com	compliance@libeco.com	Compliance	N/A	Supplier User	Active	17/Jul/2023	N/A	17/Jul/2023	14/Aug/2023
7886 Savema SpA	compliance@savema.com	compliance@savema.com	Andrea Lazzarini	N/A	Supplier User	Archived	16/Jul/2023	N/A	16/Jul/2023	14/Aug/2023

#### Notes:

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

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## 5.2 Supplier: Create company

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

Supplier

Companies 352 Users 352

SEARCH Show filters RESET

Page 1 Rows per page: 10 Showing items 1-10 of 112

Supplier ID	Supplier Name	Company Type	Status	Created Date	Updated Date	Action Users
1001	ACE BAYOU CORPORATION	Supplier Company	Active	20/04/2023	20/04/2023	1
1002	ACE BAYOU CORPORATION	Supplier Company	Active	20/04/2023	20/04/2023	1
1003	ACE BAYOU CORPORATION	Supplier Company	Active	20/04/2023	20/04/2023	1
1004	ACE BAYOU CORPORATION	Supplier Company	Active	20/04/2023	20/04/2023	1

Supplier Company

Agency Company

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

**Company Info**

Supplier ID \*  Enter supplier ID

Supplier Name \*  Enter supplier name

Sub Supplier ID  Enter Supplier ID

Press enter to add new tag

Agency Company  Select agency company

Cannot find the agent?

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

**Supplier Address**

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

Enter supplier address

**Contact Name**

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

Enter contact name

**Contact Number**

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

Enter contact number

**Contact Email**

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

Enter contact email

**Users**

Create user for this company.

No user created for this company

**Agency Company**

Agency0011 Agency0028 Agency01024 Select agency company

Agency0011 Agency0028 Agency031124 Agency0311242 Agency123

**Cannot Find The Agent?**

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

**Login Email**  Enter login email

**User Name**  Enter user name

**Email Notification**  Enter email notification

### Notes:

Sub Supplier ID should be different from Supplier ID.

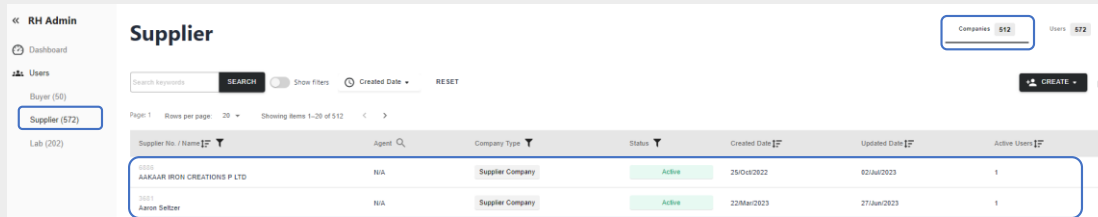
One Supplier can be linked to multiple Agency Companies.

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

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

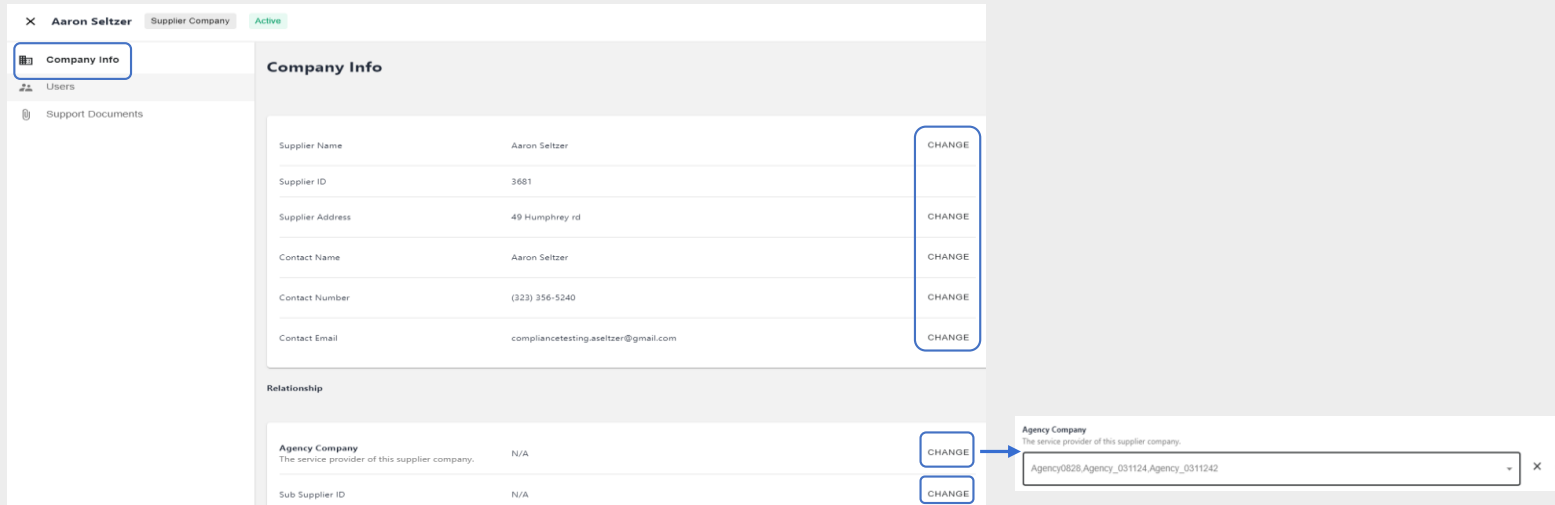
### 5.3 Supplier: Edit Users

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



Supplier No. / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
1000 AAKAAR WIGN CREATIONS P LTD	N/A	Supplier Company	Active	25/Oct/2022	02/Jul/2023	1
1001 Aaron Seltzer	N/A	Supplier Company	Active	22/Mar/2023	27/Jun/2023	1

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



**Company Info**

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

**Relationship**

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

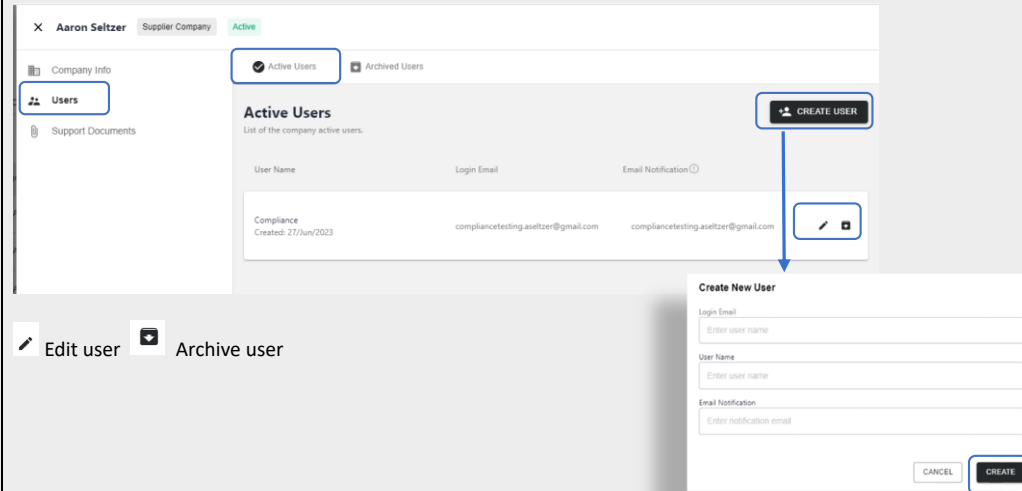
Agency Company  
The service provider of this supplier company.

Agency0826.Agency\_031124.Agency\_0311242

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

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

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



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

User Name	Login Email	Email Notification
Compliance Created: 27/jun/2023	complancetesting.aseltzer@gmail.com	complancetesting.aseltzer@gmail.com

**Create New User**

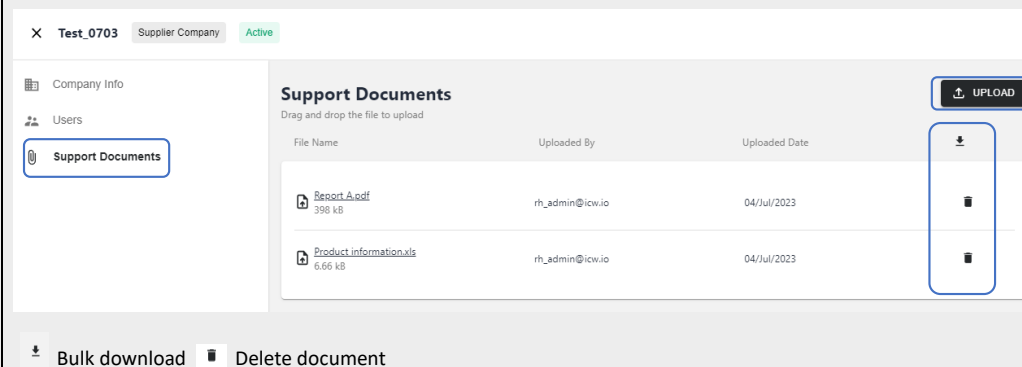
Login Email  
Enter user name

User Name  
Enter user name

Email Notification  
Enter notification email

CANCEL CREATE

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



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

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

**UPLOAD**

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

#### Notes:

When supplier users are listed in the Archived Users list, it is not possible to create users with the same login email address. Please unarchive the user directly.

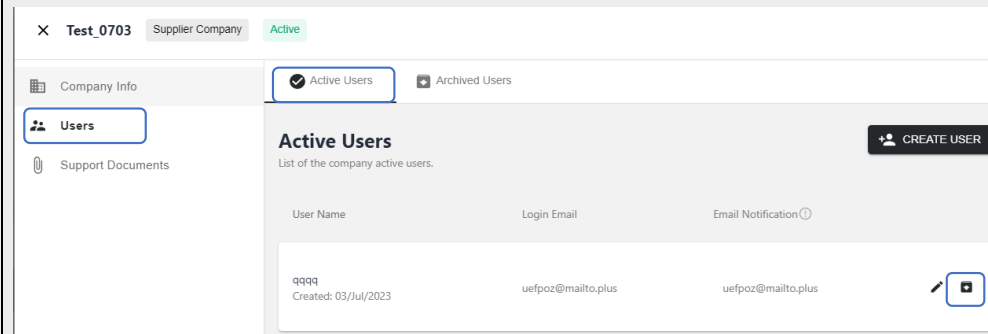
(Continued on next page)

## 5.4 Supplier: Archive and Unarchive

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

### Archive User:

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



Test\_0703 Supplier Company Active

Company Info

Users

Support Documents

Active Users

List of the company active users.

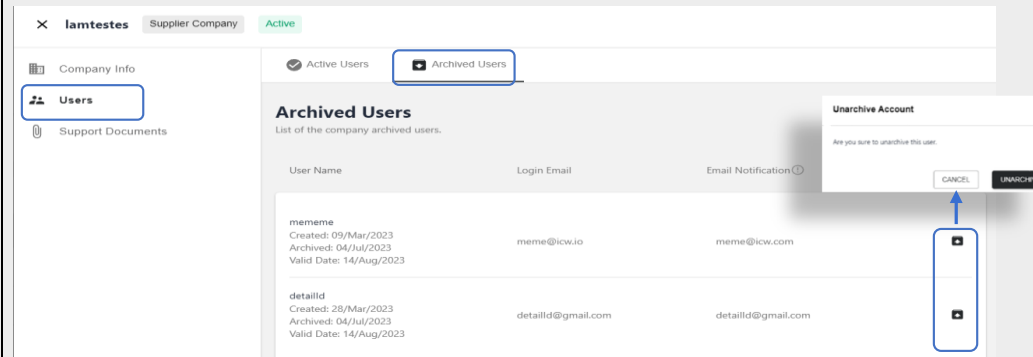
CREATE USER

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

Archive user

### Unarchive User:

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



lamtestes Supplier Company Active

Company Info

Users

Support Documents

Active Users

Archived Users

List of the company archived users.

Unarchive Account

Are you sure to unarchive this user?

CANCEL UNARCHIVE

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

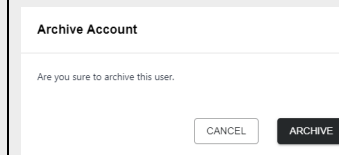
Unarchive user

### Notes:

- The archived users will be counted as subscription users within the current subscription period.
- If the supplier has outstanding tasks, the last supplier user cannot be archived.
- If the supplier does not have any outstanding task, the supplier company will also be deactivated once the last supplier user is archived.
- Create a SKU or Import Monday Feed is workable when supplier is active with active user.

### Some tips when archiving Supplier users:

1. More than one existing Supplier users

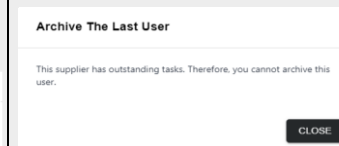


Archive Account

Are you sure to archive this user.

CANCEL ARCHIVE

2. Archive the last Supplier user with outstanding tasks

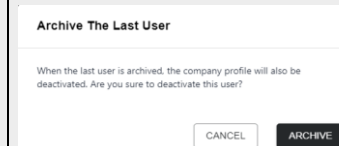


Archive The Last User

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

CLOSE

3. Archive the last Supplier user without outstanding task



Archive The Last User

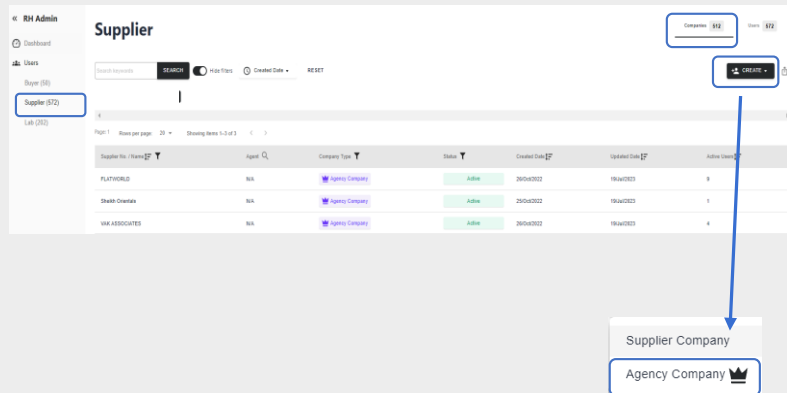
When the last user is archived, the company profile will also be deactivated. Are you sure to deactivate this user?

CANCEL ARCHIVE



## 5.5 Agency: Create Company

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

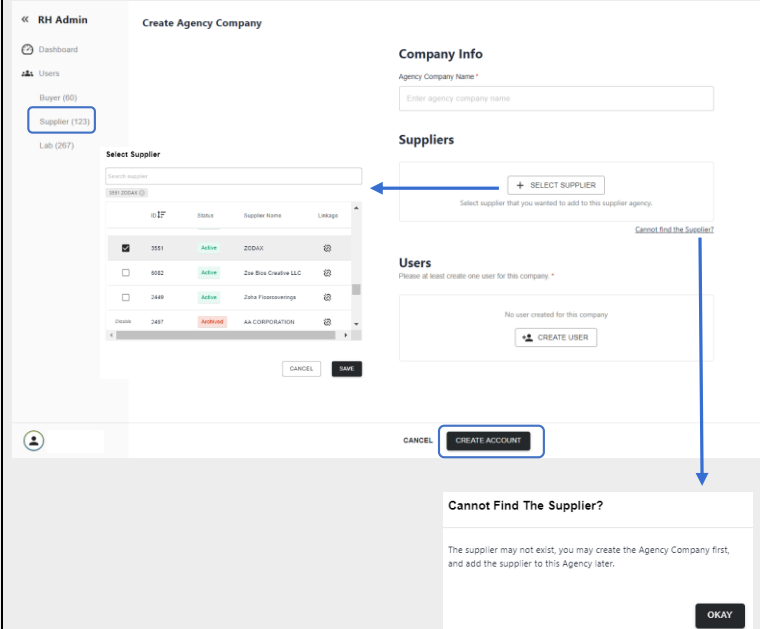


Supplier Companies

Supplier No. / Name	Agency	Company Type	Status	Created Date	Updated Date	Active
PLAYWORLD	NA	Agency Company	Active	20/04/2022	19/04/2023	1
Shahin Creative	NA	Agency Company	Active	20/04/2022	19/04/2023	1
WAK ASSOCIATES	NA	Agency Company	Active	20/04/2022	19/04/2023	1

Supplier Company  
Agency Company

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



Create Agency Company

Company Info

Agency Company Name \*

Suppliers

+ SELECT SUPPLIER

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

Cannot find the Supplier?

Users

Please at least create one user for this company \*

No user created for this company

CREATE USER

Cannot Find The Supplier?

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

OKAY

### Notes:

One Supplier can be linked to multiple Agency Companies.

Commented [A4]: 20240501 RH can link the Supplier company to multiple Agency Companies.

## 5.6 Agency: Edit Users

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

<< RH Admin

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

# Supplier

Companies 512
Users 572

SEARCH

☐ Hide filters

Created Date
RESET

CREATE

Company Type: Agency Company X

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

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

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

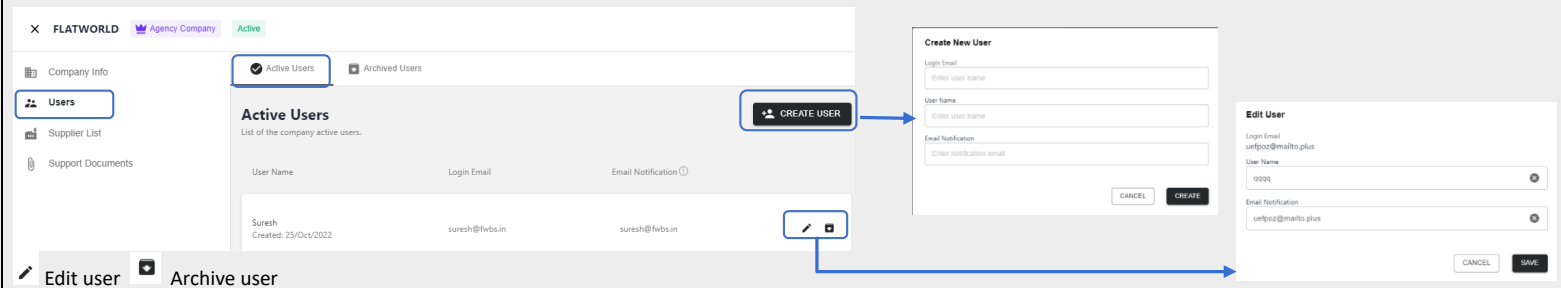
X FLATWORLD Agency Company Active

Company Info
Users
Supplier List
Support Documents

## Company Info

Agency Company Name
FLATWORLD
CHANGE

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



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

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

**Create New User**

Login Email  
Enter user name

User Name  
Enter user name

Email Notification  
Enter notification email

CANCEL CREATE

**Edit User**

Login Email  
suresh@fwbs.in

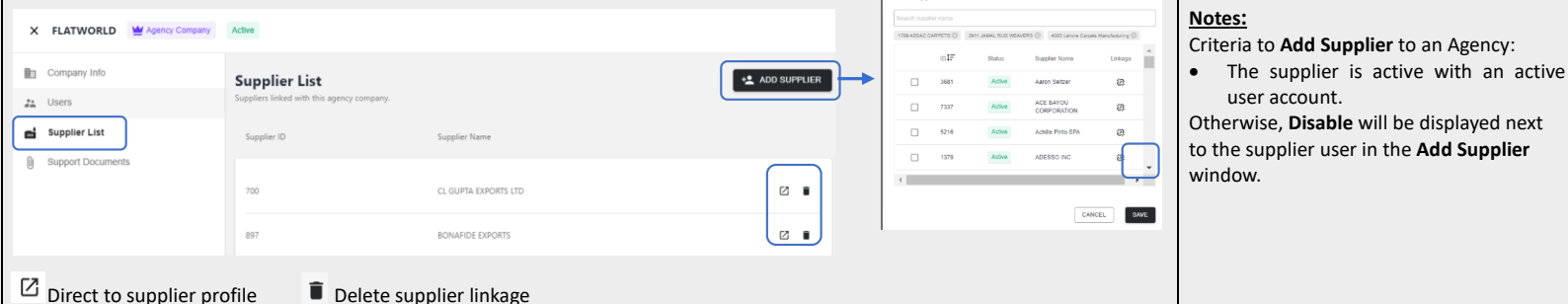
User Name  
SURESH

Email Notification  
suresh@fwbs.in

CANCEL SAVE

Edit user Archive user

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



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

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

**Add Supplier**

Search supplier name

1708-ARABIC CARPETS 3811-JARAL FLOO WEAVERS 4303-Larisa Deyan Manufacturing

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

CANCEL SAVE

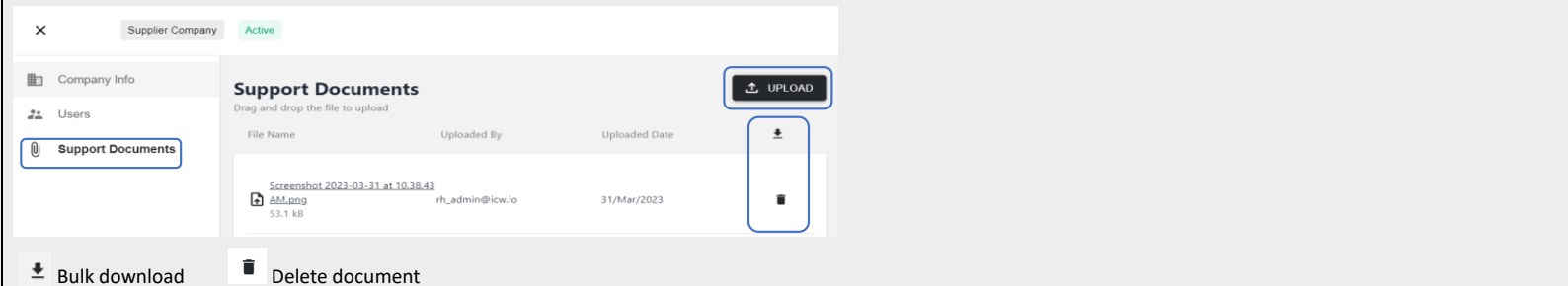
Direct to supplier profile Delete supplier linkage

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

- The supplier is active with an active user account.

Otherwise, **Disable** will be displayed next to the supplier user in the **Add Supplier** window.

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



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

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

**UPLOAD**

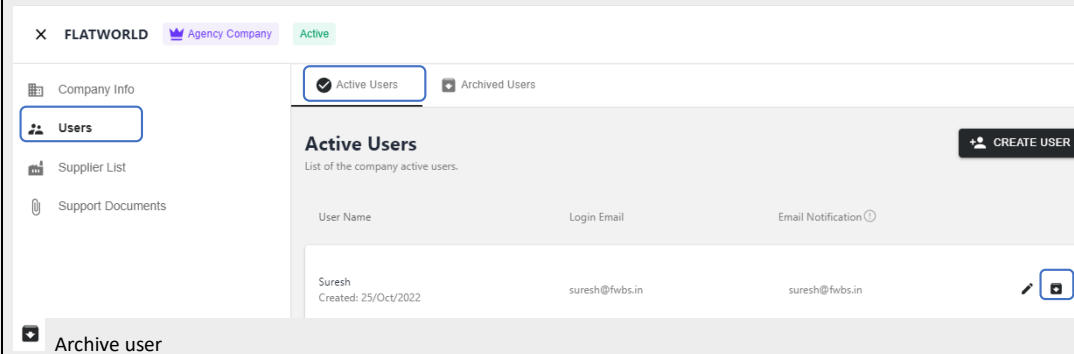
Bulk download Delete document

## 5.7 Agency: Archive and Unarchive

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

### Archive User:

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



FLATWORLD Agency Company Active

Company Info

Users

Supplier List

Support Documents

Active Users

List of the company active users.

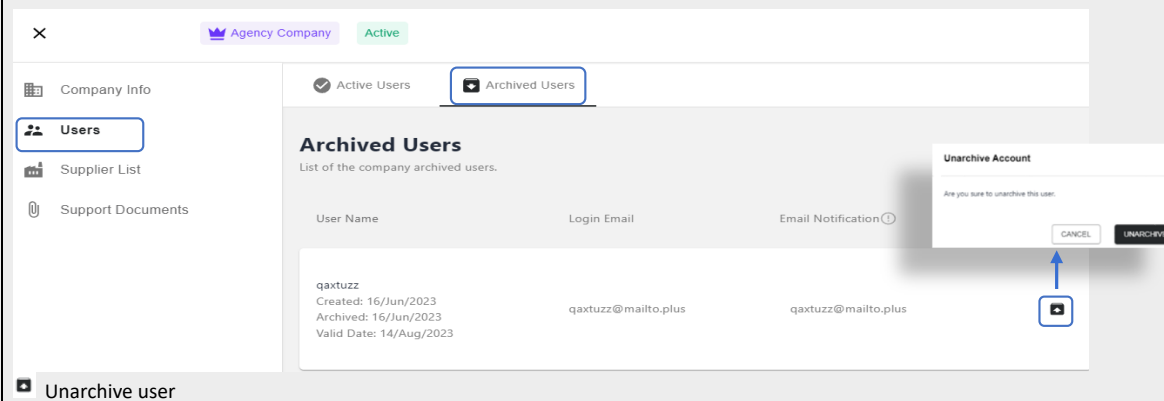
CREATE USER

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

Archive user

### Unarchive User:

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



Agency Company Active

Company Info

Users

Supplier List

Support Documents

Active Users

Archived Users

List of the company archived users.

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

Unarchive user

Unarchive Account

Are you sure to unarchive this user?

CANCEL UNARCHIVE

### Notes:

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

### Some tips when archiving Agency users:

#### 1. More than one existing Agency users

Archive Account

Are you sure to archive this user.

CANCEL ARCHIVE

#### 2. Archive the last Agency user

Archive The Last User

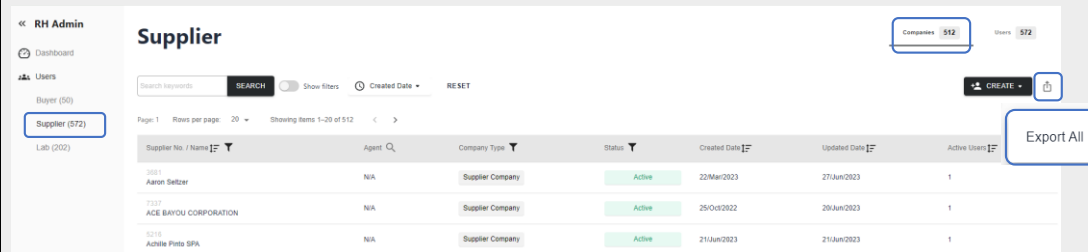
When the last user is archived, the company profile will also be deactivated. Are you sure to deactivate this user?

CANCEL ARCHIVE

## 5.8 Export Companies and Users

### Export Supplier and Agency Company

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



Supplier (572)

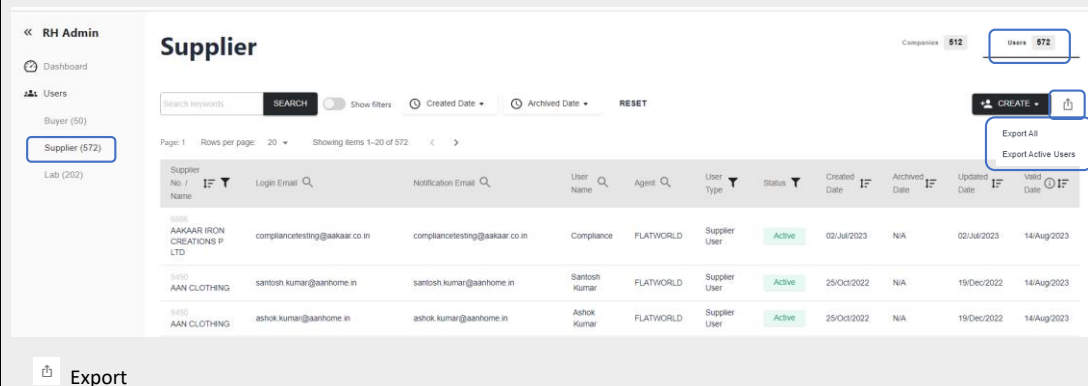
Companies: 512 Users: 572

Export All

Supplier No / Name	Agent	Company Type	Status	Created Date	Updated Date	Active Users
2081 Aaron Selzer	N/A	Supplier Company	Active	22/Mar/2023	27/Jun/2023	1
7337 ACE BAYOU CORPORATION	N/A	Supplier Company	Active	25/Oct/2022	26/Jun/2023	1
5216 Achille Pinto SPA	N/A	Supplier Company	Active	21/Jun/2023	21/Jun/2023	1

### Export Supplier and Agency Users

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



Supplier (572)

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
6595 AAKAAR IRON CREATIONS P LTD	compliance@testing@akaar.co.in	compliance@testing@akaar.co.in	Compliance	FLATWORLD	Supplier User	Active	02/Jul/2023	N/A	02/Jul/2023	14/Aug/2023
9493 AAN CLOTHING	santosh.kumar@aanhome.in	santosh.kumar@aanhome.in	Santosh Kumar	FLATWORLD	Supplier User	Active	25/Oct/2022	N/A	19/Dec/2022	14/Aug/2023
9493 AAN CLOTHING	ashok.kumar@aanhome.in	ashok.kumar@aanhome.in	Ashok Kumar	FLATWORLD	Supplier User	Active	25/Oct/2022	N/A	19/Dec/2022	14/Aug/2023

Export

### Notes:

#### Supplier and Agency Company

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

#### Supplier and Agency Users

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

## 6 Lab User Account Maintenance

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

An overview of all the active Lab Groups.

<< RH Admin
 

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

## Lab

Search keywords  
☐ Hide filters

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

Lab Group	Company Type	Updated Date	Created Date	Active Users
TUV SUD	Lab Group	18/Jul/2023	25/Oct/2022	2

Locations 83 Groups 12 Users 202

An overview of all the active Lab Locations.

<< RH Admin
 

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

## Lab

Search keywords  
☐ Show filters

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

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
API LAB TESTING	API LAB TESTING	Lab Location	Active	23/Oct/2022	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
 

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

## Lab

Search keywords  
☐ Show filters

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

Locations 83 Groups 12 Users 202

#### Notes:

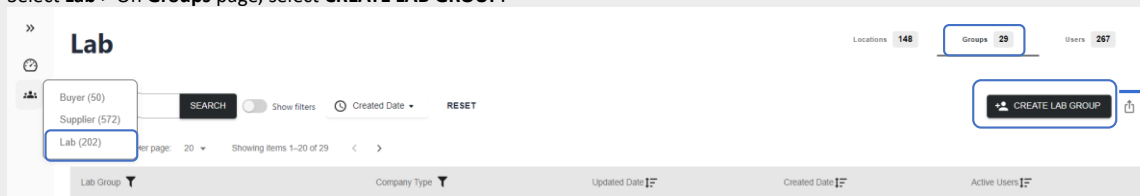
- You can search the Lab by using the **search keywords** bar.
- You can use table search, filter, and sorting function. You can reset or remove the setting that you have applied

21

## 6.2 Lab: Create Lab Group

### Create Lab Group

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



Lab

Locations 148 Groups 29 Users 267

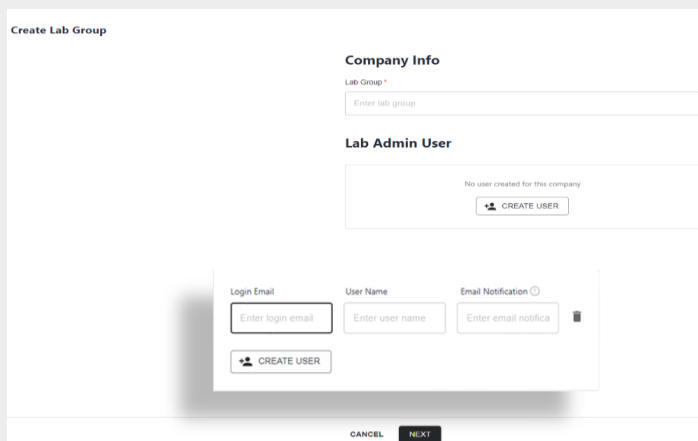
Buyer (50) Supplier (572) Lab (202)

SEARCH Show filters Created Date RESET

per page: 20 Showing items 1-20 of 29

Lab Group Company Type Updated Date Created Date Active Users

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



Create Lab Group

**Company Info**

Lab Group \*

Enter lab group

**Lab Admin User**

No user created for this company

CREATE USER

Login Email User Name Email Notification

Enter login email Enter user name Enter email notifica

CREATE USER

CANCEL NEXT

### Notes:

You can create multiple Lab Admin Users.

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

**Create Lab Group**

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

+ CREATE LAB LOCATION

CANCEL BACK **CREATE ACCOUNT**

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

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

**Lab Location #1**  
Lab Location \* Contact Number

top

Lab Location Address

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

No user created for this company

+ CREATE USER

+ CREATE LAB LOCATION

Login Email User Name Email Notification ⓘ

Enter login email Enter user name Enter email notif

+ CREATE USER

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

### 6.3 Lab: Manage Lab Group

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

« RH Admin

Dashboard

Users

Buyer (50)

Supplier (572)

**Lab (202)**

**Lab**

Locations 83 Groups 12 Users 202

SEARCH Hide filters Created Date RESET

+ CREATE LAB GROUP

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

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



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

X BV Lab Group

Company Info
   
 Users
   
 Lab Locations
   
 Support Documents

### Company Info

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

Lab Group BV
 

CHANGE

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

X BV Lab Group

Company Info
   
 Users
   
 Lab Locations
   
 Support Documents

Active Users
 Archived Users

### Active Users

List of the company active users.

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

CREATE USER

Edit user

Archive user

Bulk download

Delete document

#### Create New User

Login Email  
 Enter user name

User Name  
 Enter user name

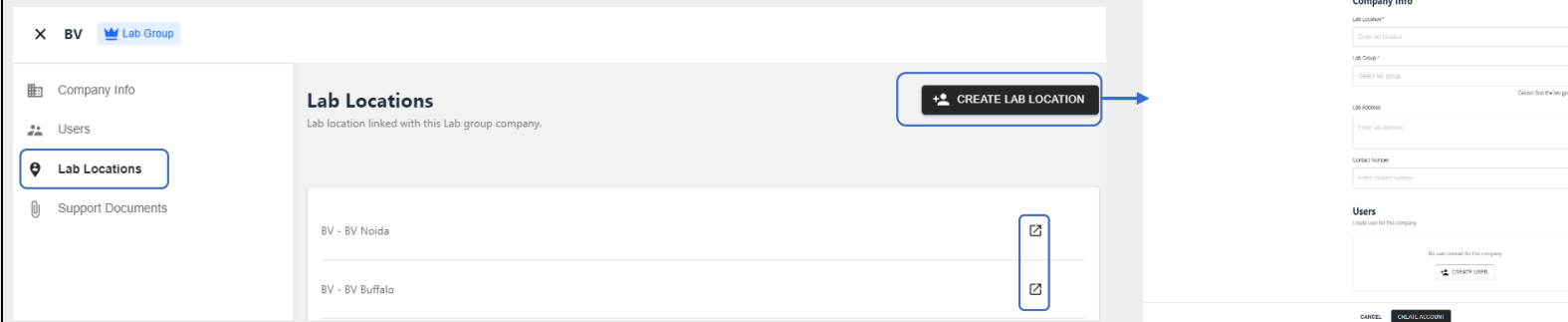
Email Notification  
 Enter notification email

CANCEL CREATE

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

**Notes:**

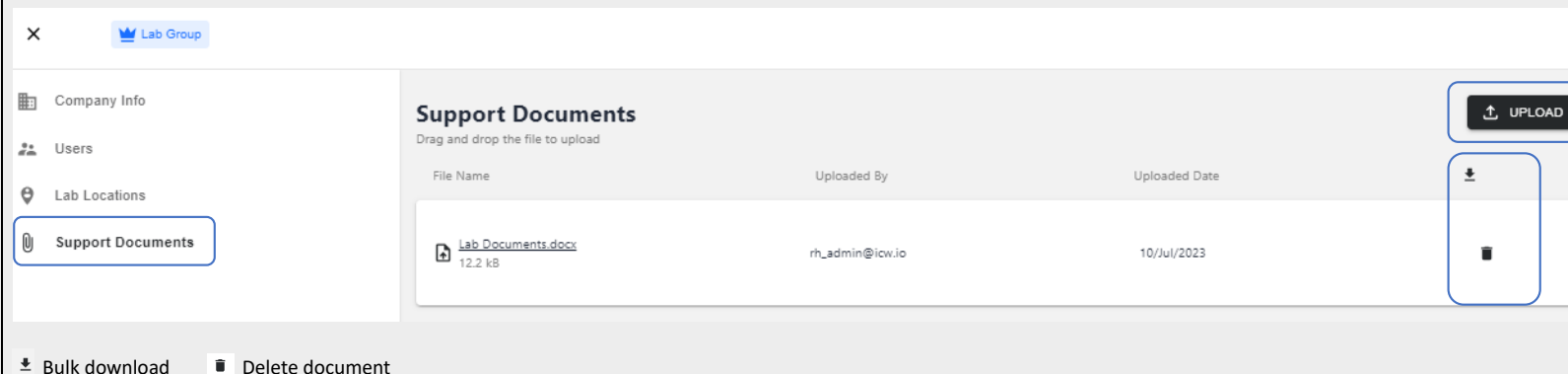
Please go back to **Lab > Locations** page to update the Lab Group for that Lab Location, otherwise, it cannot be selected by Supplier during Acknowledge and Quote flow.



The screenshot shows the 'Lab Locations' page for a company 'BV'. The left sidebar has a 'Lab Locations' tab selected. The main area shows a list of lab locations: 'BV - BV Noida' and 'BV - BV Buffalo'. A 'CREATE LAB LOCATION' button is highlighted with a blue box and an arrow pointing to a modal window titled 'Create Lab Location'. The modal contains fields for 'Lab Location', 'Lab Group', 'Lab Address', and 'Contact Number', along with a 'Users' section for creating a user for the company.

[Direct to lab location profile](#)

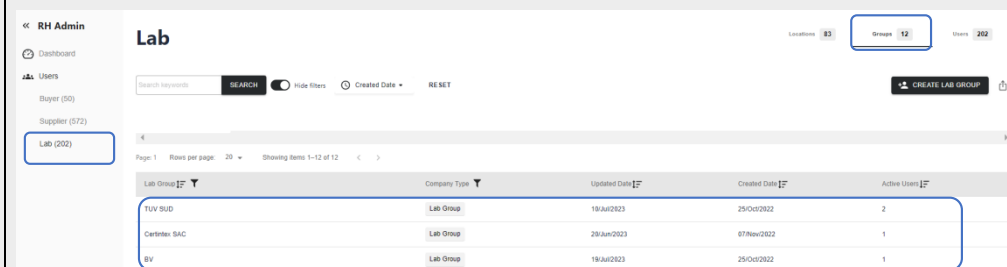
Select **Support Documents** > Select **UPLOAD**, **Bulk Download** or **Delete document** for document management.



The screenshot shows the 'Support Documents' page. The left sidebar has a 'Support Documents' tab selected. The main area shows a table of documents with columns: File Name, Uploaded By, and Uploaded Date. A document named 'Lab Documents.docx' (12.2 kB) is listed, uploaded by 'rh\_admin@icw.io' on '10/Jul/2023'. An 'UPLOAD' button is highlighted with a blue box. Below the table, there are buttons for 'Bulk download' and 'Delete document'.

## 6.4 Lab: Archive and Unarchive Lab Group

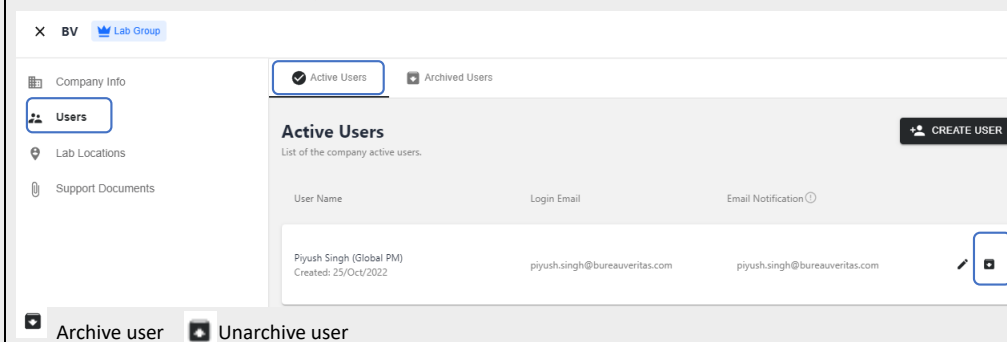
Select **Lab** > On **Groups** page, select the Lab Group to continue.



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

### Archive User

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



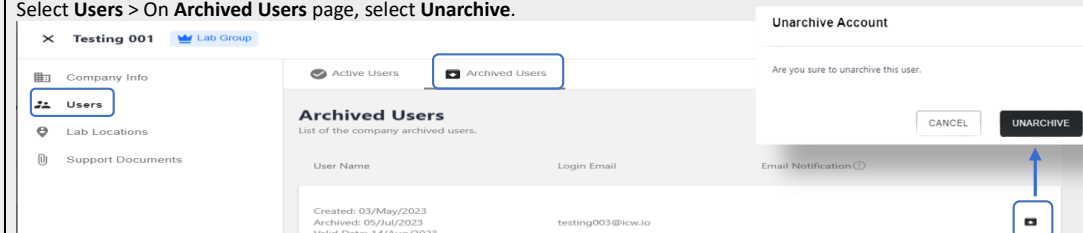
**Active Users**  
List of the company active users.

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

Archive user    Unarchive user

### Unarchive User

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



**Archived Users**  
List of the company archived users.

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

Unarchive Account

Are you sure to unarchive this user.

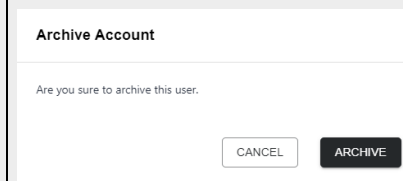
CANCEL    UNARCHIVE

### Notes:

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

### Some tips when archiving Lab Admin users:

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

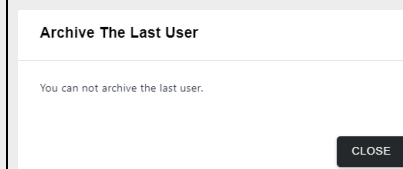


**Archive Account**

Are you sure to archive this user.

CANCEL    ARCHIVE

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



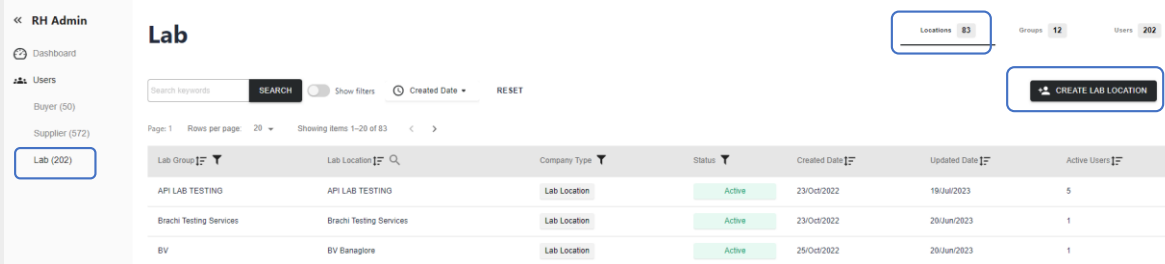
**Archive The Last User**

You can not archive the last user.

CLOSE

## 6.5 Lab: Create Lab Location

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



**Lab**

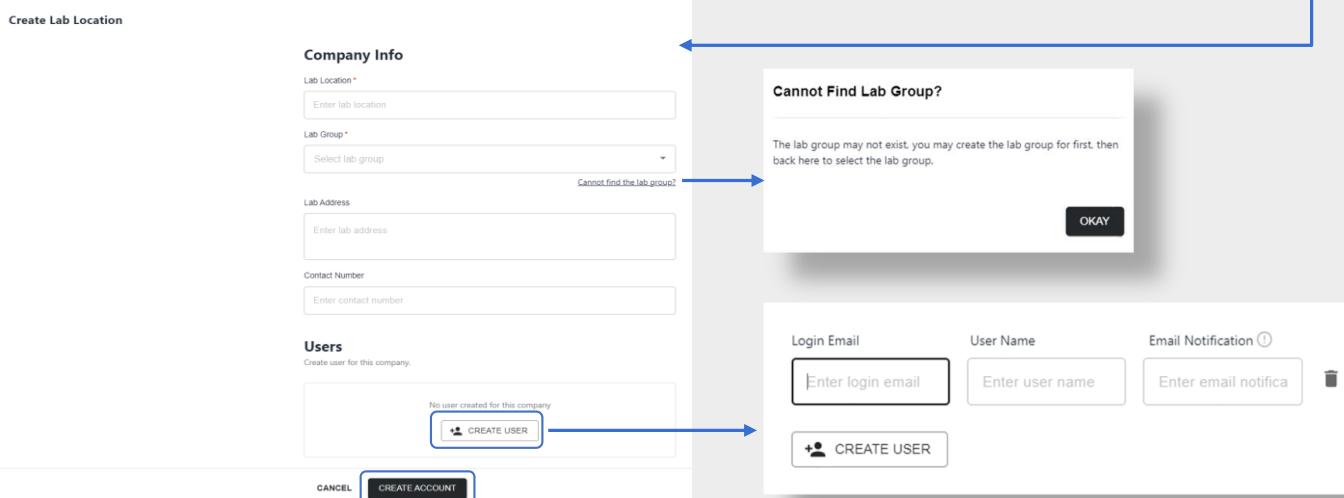
Locations: 83 Groups: 12 Users: 202

SEARCH Show filters Created Date RESET

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

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

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



**Create Lab Location**

**Company Info**

Lab Location \*

Enter lab location

Lab Group \*

Select lab group

Cannot find the lab group?

Lab Address

Enter lab address

Contact Number

Enter contact number

**Users**

Create user for this company.

No user created for this company

CREATE USER

CANCEL CREATE ACCOUNT

**Cannot Find Lab Group?**

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

OKAY

**Login Email**

Enter login email

**User Name**

Enter user name

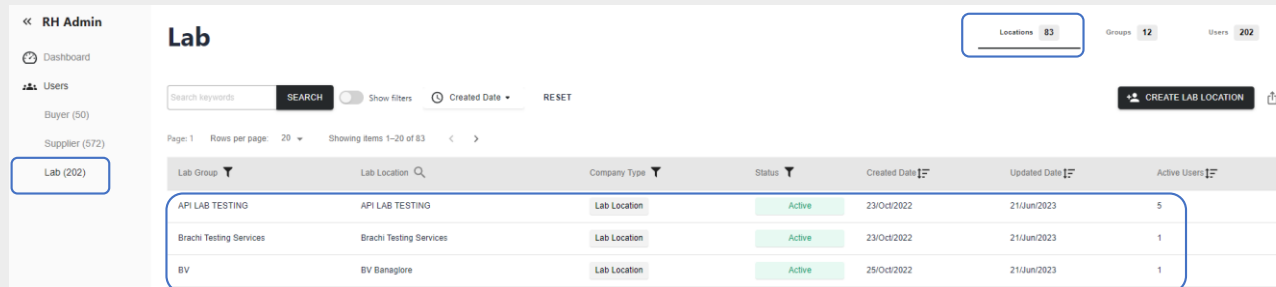
**Email Notification**

Enter email notifica

CREATE USER

## 6.6 Lab: Manage Lab Location

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



**Lab**

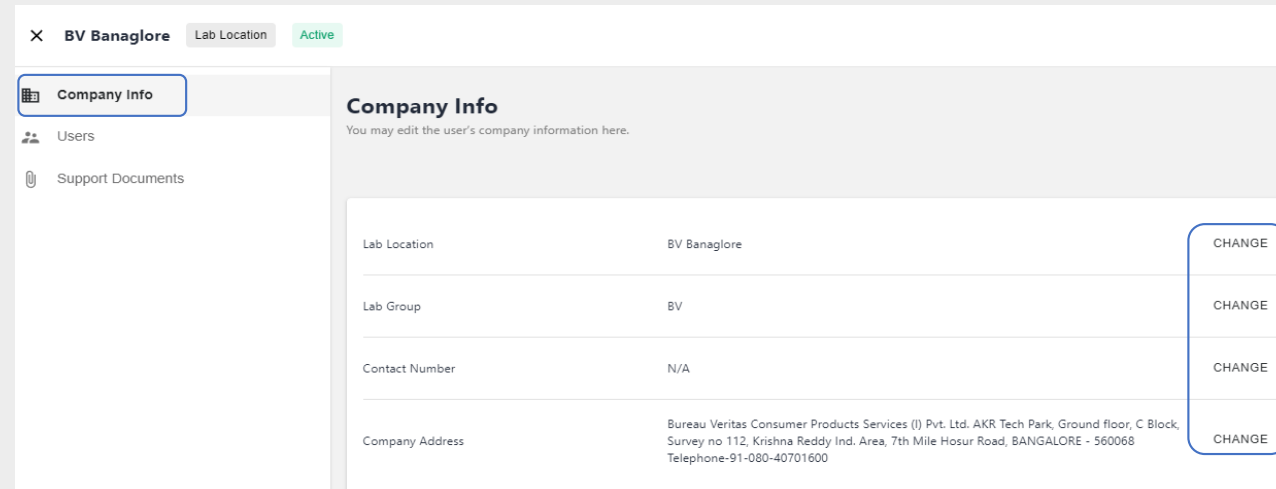
Locations: 83 | Groups: 12 | Users: 202

Search keywords:  SEARCH Show filters Created Date RESET

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

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

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

X BV Banaglore
 Lab Location Active

Company Info
 Users
 Support Documents

Active Users
 Archived Users

CREATE USER

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

Create New User
 Login Email
 Enter user name
 User Name
 Enter user name
 Email Notification
 Enter notification email
 CANCEL CREATE

Edit User
 Login Email
 david.schmidt@bureauveritas.com1
 User Name
 Email Notification
 CANCEL SAVE

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

X Lab Location Active

Company Info
 Users
 Support Documents

Support Documents
 Drag and drop the file to upload

UPLOAD

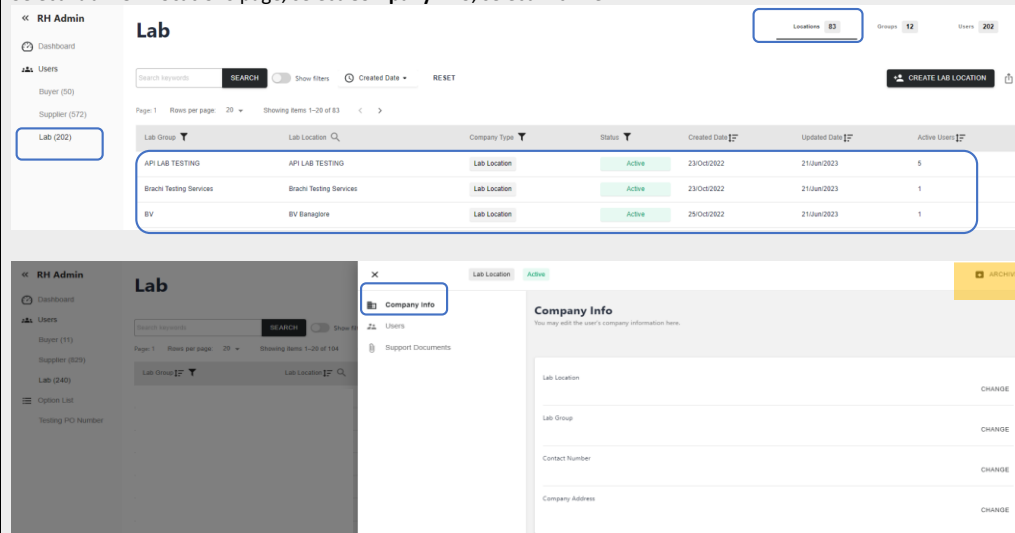
File Name	Uploaded By	Uploaded Date
Same SKU & Market With Multiple Outs tanding_Tasks_updated_NotHighlighted _not_deleted.xlsx 25.1 kB	rh_admin@icw.io	08/May/2023

Edit user
 Archive user
 Bulk download
 Delete document

## 6.7 Lab: Archive and Unarchive Lab Location

### Archive Lab location

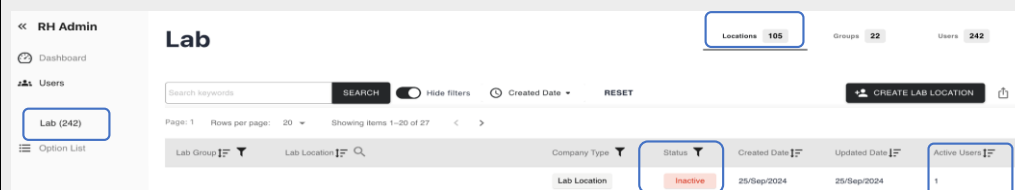
Select Lab > On **Locations** page, select **Company info**, select Archive.



The screenshot shows the 'Lab' management interface. On the left sidebar, 'Lab (202)' is selected. The main area displays a table of lab locations. The first row is highlighted, and the 'Archive' button is visible in the top right corner. Below the table, the 'Company Info' modal is open, showing fields for Lab Location, Lab Group, Contact Number, and Company Address, each with a 'CHANGE' button.

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
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

The archived Lab location status will be changed to **Inactive**.



The screenshot shows the 'Lab' management interface after the archive action. The 'Lab (242)' is selected in the sidebar. The table now shows the status of the lab location as 'Inactive'.

Lab Group	Lab Location	Company Type	Status	Created Date	Updated Date	Active Users
	Lab Location		Inactive	25/Sep/2024	25/Sep/2024	1

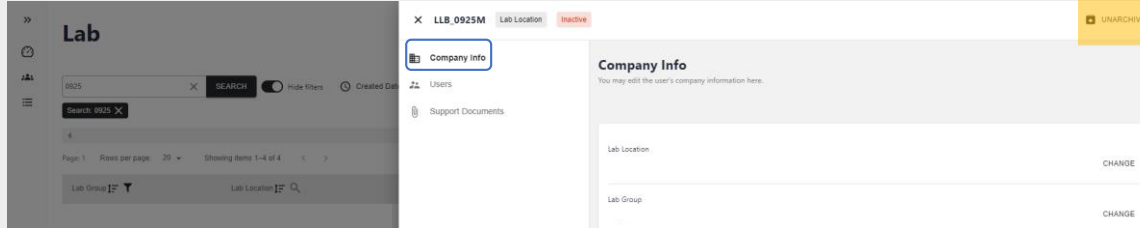
### Notes:

- The "Archived" lab location will appear as "Inactive" in Admin. Vendors will no longer be able to view or select the lab during the acknowledge tasks flow.
- "Archive" a lab location does not "Archive" the users associated with that location.
- Users of the "Inactive" lab location who remain "Active" will still have access to the platform and can manage existing tasks as usual.

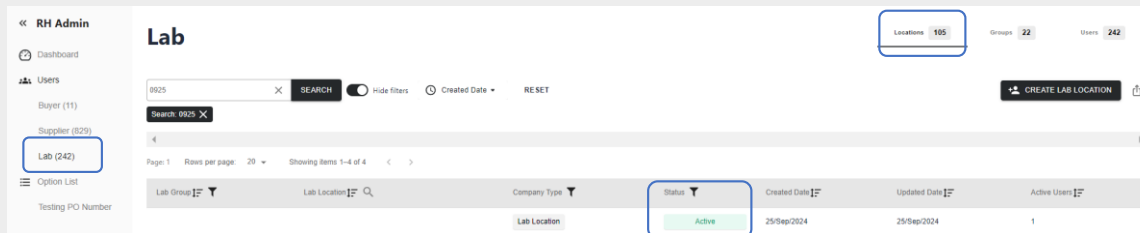
Commented [A5]: 20240930:Adding "Archive" and "Unarchive" Lab location function.

## Unarchive Lab location

Select Lab > On **Locations** page, select **Company info**, select **Unarchive**.



The unarchived Lab location status will be changed to **Active**.



### Note:

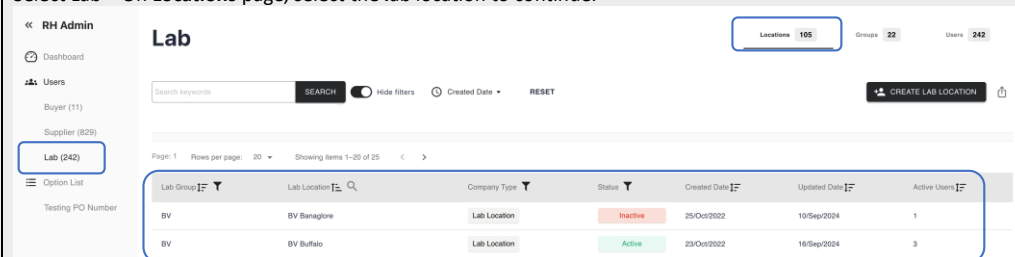
There are two ways to unarchive a lab location:

- Manually "Unarchive" a lab location if there are any active users associated with it.
- If there are no active users, at least one new user must be created for the lab location, or an archived user must be "Unarchived". This will automatically update the lab location status to "Active".

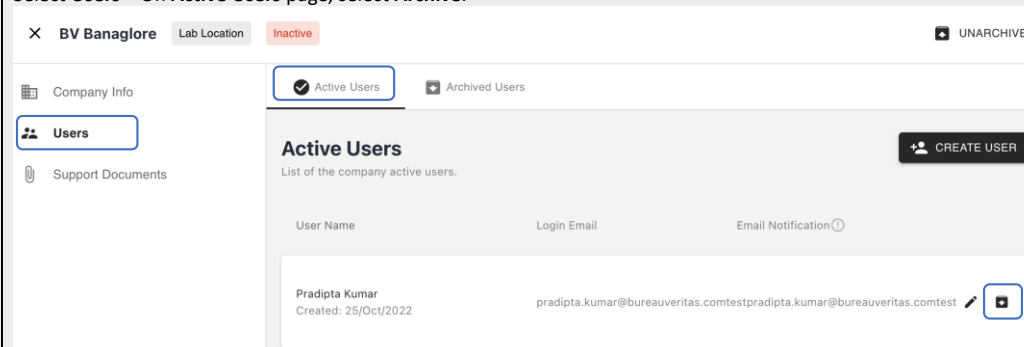




## Archive User

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



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



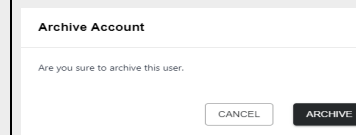
 Archive user  Unarchive user

## Note:

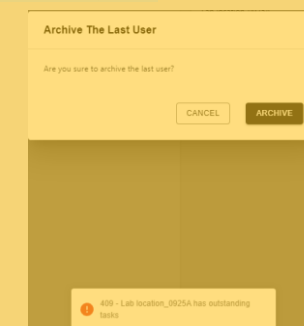
- The archived users will be counted as subscription users within the current subscription period.
- No notification email will be sent to an archived user.

## Some tips when archiving Lab Location users:

### 1. More than one Lab location users



2. Allow to archive the last Lab location user if it doesn't involve outstanding tasks. Error message will pop up if the lab location that you want to archive involves outstanding tasks.



3. Active users could associate with Active or Inactive lab locations.

Commented [A6]: 20240930: updating tips of archive/unarchive lab location users.

## Unarchive User

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

X
BV Banaglore
Lab Location
Inactive
UNARCHIVE

Company Info
Users
Support Documents

Active Users
Archived Users

### Archived Users

List of the company archived users.

User Name	Login Email	Email Notification
Pradipta Kumar Created: 25/Oct/2022 Archived: 30/Sep/2024 Valid Date: 14/Aug/2024	pradipta.kumar@bureauveritas.comtestpradipta.kumar@bureauveritas.comtest	<div>UNARCHIVE</div>

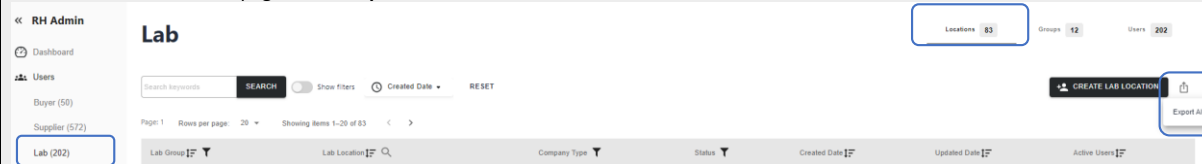
## Some tips when unarchiving Lab Location users:

- “Unarchive” users from an Inactive Lab location will “Active” the lab location again.

## 6.8 Lab: Export Groups, Locations and Users

### Export Lab Locations

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



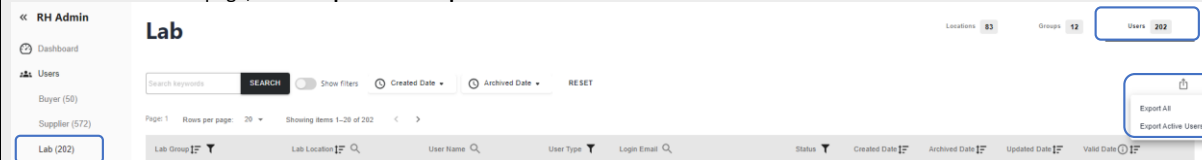
### Export Lab Groups

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



### Export Lab users

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



Export

### Notes:

#### Lab Company:

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

#### Lab Users:

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

## 7 Testing PO Number Maintenance

### 7.1 Buyer: Testing PO Number Database

#### Overall view of Testing PO Number

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

<< RH Admin
 

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

### 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 N/A QC N/A	US N/A EU N/A UK ukm 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

Log

**Testing PO Number**  
Add the testing PO number for the concept.

Baby & Child

US	N/A	ADD
EU	N/A	ADD
UK	N/A	ADD
QC	N/A	ADD

**Add Testing PO Number**

8200 BCT DECOR / Baby & Child / US

New Testing PO Number \*

Remarks

CANCEL SAVE

### Edit Testing PO Number

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

Select **Department Desc** > select **EDIT NUMBER** > input **New Testing PO Number** and **Remarks** (mandatory) > **SAVE**.

X 2300 BATH FURNITURE

\$ Testing PO Number

Log

**Testing PO Number**  
Add the testing PO number for the concept.

Baby & Child

US	Test_1	Suppliers 0	DELETE	EDIT NUMBER
EU	Test_2	Suppliers 0	DELETE	EDIT NUMBER
UK	okay2	Suppliers 2	DELETE	EDIT NUMBER
QC	test4	Suppliers 1	DELETE	EDIT NUMBER

**Edit Testing PO Number**

2300 BATH FURNITURE / Baby & Child / US

Current Testing PO Number  
Test\_1

New Testing PO Number \*

Remarks \*

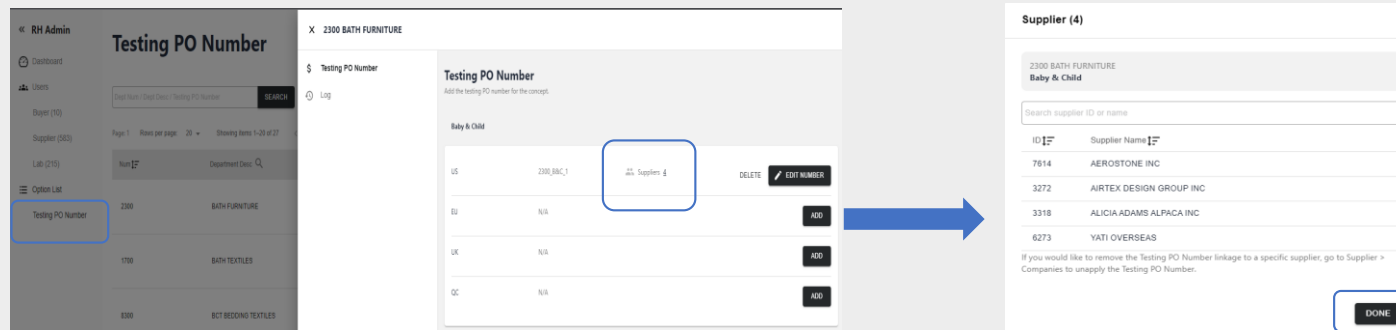
CANCEL SAVE

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

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

#### View Testing PO Number linkage to Suppliers

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



**Testing PO Number**

2300 BATH FURNITURE

Testing PO Number

Add the testing PO number for the concept.

Baby & Child

Country	Testing PO Number	Suppliers	Actions
US	2300_BAB_1	Suppliers 4	DELETE EDIT NUMBER
EU	N/A		ADD
UK	N/A		ADD
OC	N/A		ADD

**Supplier (4)**

2300 BATH FURNITURE  
Baby & Child

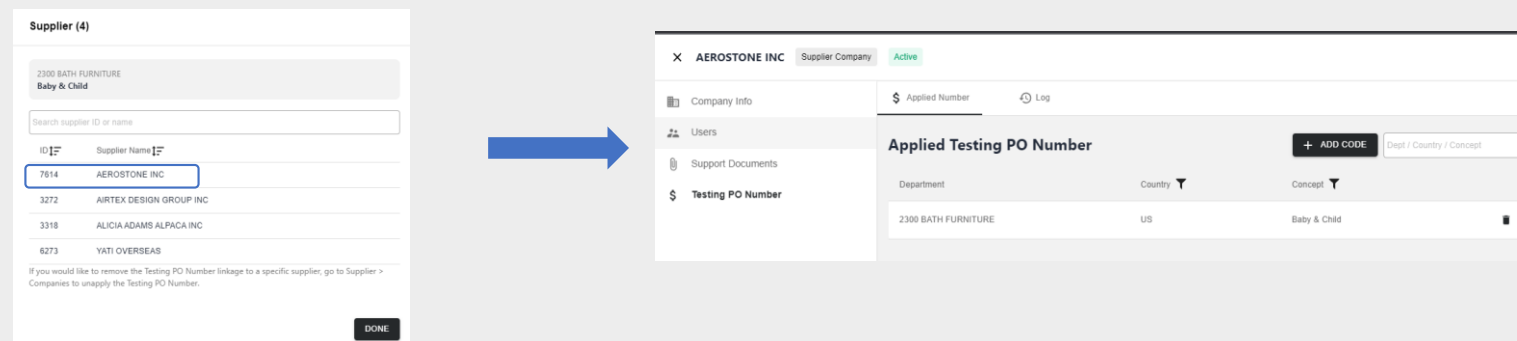
Search supplier ID or name

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

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

DONE

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



**Supplier (4)**

2300 BATH FURNITURE  
Baby & Child

Search supplier ID or name

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

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

DONE

**AEROSTONE INC** Supplier Company Active

Company Info Applied Number Log

Users Support Documents

**Testing PO Number**

**Applied Testing PO Number**

+ ADD CODE Dept / Country / Concept

Department	Country	Concept
2300 BATH FURNITURE	US	Baby & Child

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

## 7.4 Buyer: Delete Testing PO Number

### Delete Testing PO Number

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

X
2300 BATH FURNITURE

\$
Testing PO Number

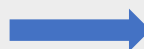
Log

Testing PO Number

Add the testing PO number for the concept.

Baby & Child

US	Test_1	Suppliers 0	DELETE	EDIT NUMBER
EU	Test_2	Suppliers 0	DELETE	EDIT NUMBER
UK	okay2	Suppliers 2	DELETE	EDIT NUMBER
QC	test4	Suppliers 1	DELETE	EDIT NUMBER



Delete Testing PO Number

Delete the following testing PO number?

2300 BATH FURNITURE / Baby & Child / US  
Test\_1

Remarks \*

Enter remarks

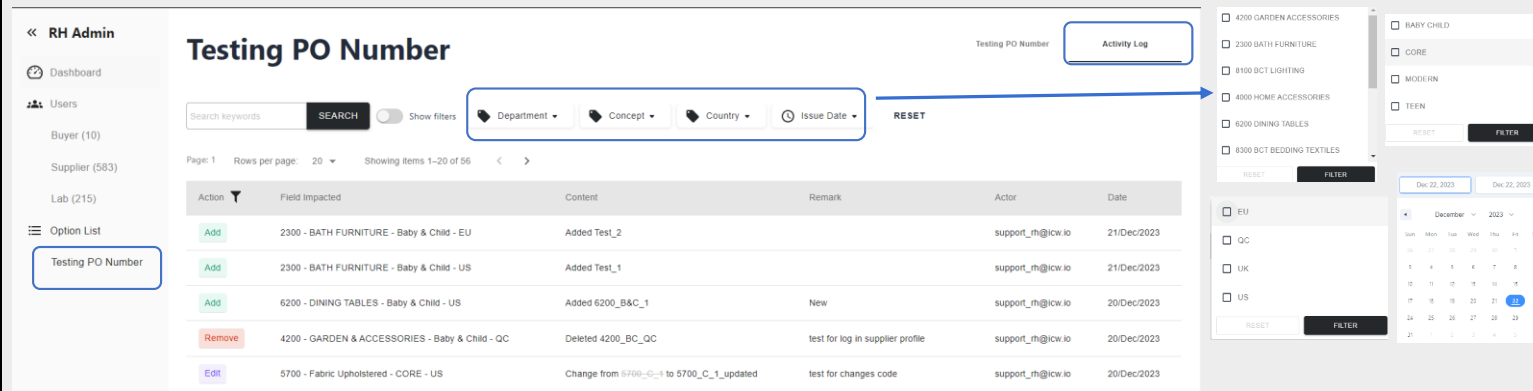
CANCEL
DELETE

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

## 7.5 Buyer: View Testing PO Number Activity Log

### Testing PO Number Activity Log (Overall)

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



**Testing PO Number**

Testing PO Number **Activity Log**

Search keywords  **SEARCH** ☐ Show filters

Department  Concept  Country  Issue Date  **RESET**

Page: 1 Rows per page: 20 Showing items 1-20 of 56

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

4200 GARDEN ACCESSORIES  
2300 BATH FURNITURE  
8100 BCT LIGHTING  
4000 HOME ACCESSORIES  
6200 DINING TABLES  
8300 BCT BEDDING TEXTILES

BABY CHILD  
CORE  
MODERN  
TEEN

RESET **FILTER**

Dec 22, 2023 Dec 22, 2023

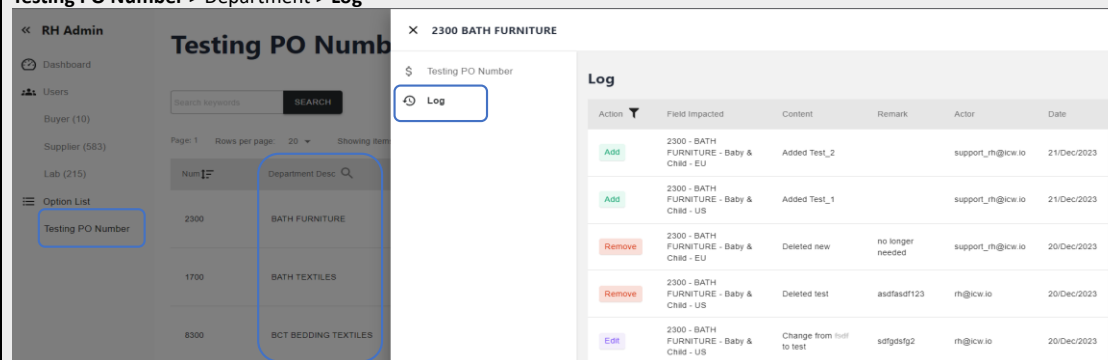
EU  
QC  
UK  
US

RESET **FILTER**

December 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**

2300 BATH FURNITURE

Testing PO Number **Log**

Search keywords  **SEARCH** ☐ Show filters

Department  Concept  Country  Issue Date  **RESET**

Page: 1 Rows per page: 20 Showing items 1-20 of 56

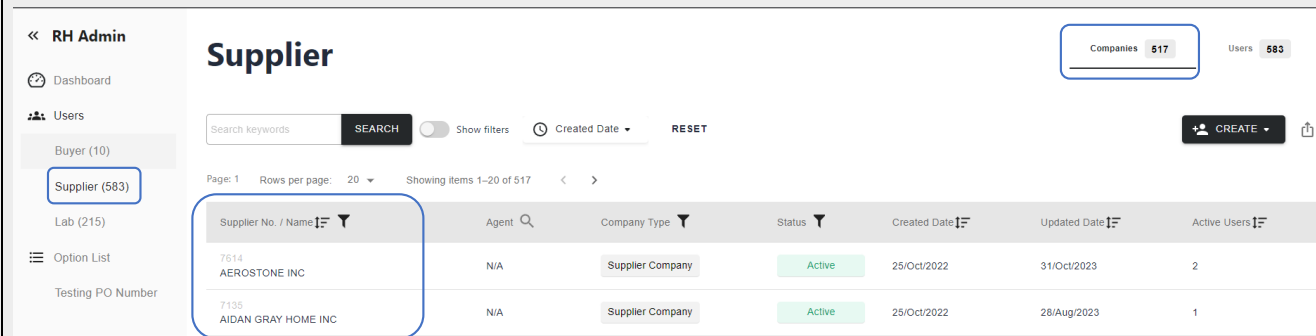
Action	Field Impacted	Content	Remark	Actor	Date
Add	2300 - BATH FURNITURE - Baby & Child - EU	Added Test_2		support_th@icw.io	21/Dec/2023
Add	2300 - BATH FURNITURE - Baby & Child - US	Added Test_1		support_th@icw.io	21/Dec/2023
Remove	2300 - BATH FURNITURE - Baby & Child - EU	Deleted new	no longer needed	support_th@icw.io	20/Dec/2023
Remove	2300 - BATH FURNITURE - Baby & Child - US	Deleted test	asdfsdf123	rh@icw.io	20/Dec/2023
Edit	2300 - BATH FURNITURE - Baby & Child - US	Change from 1000 to test	sdfgdsfg2	rh@icw.io	20/Dec/2023



## 7.6 Buyer: Apply Testing PO Number to Supplier

### Apply Testing PO Number to Suppliers

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



**Supplier**

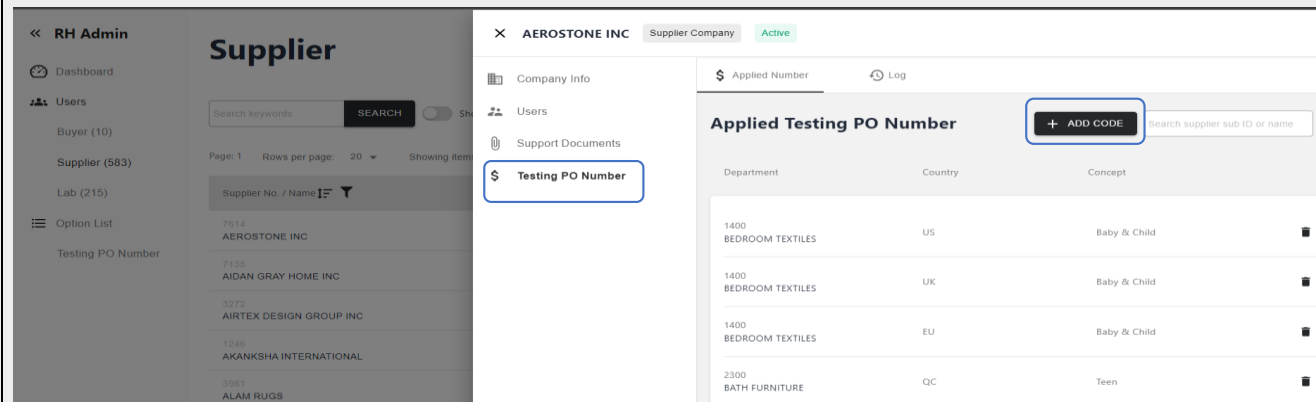
Companies: 517 Users: 583

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

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

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

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



**Supplier**

Company Info: **AEROSTONE INC** Supplier Company Active

Users Support Documents

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

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

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

**Apply Testing PO Number**

Select department.

2300 BATH FURNITURE →

1700 BATH TEXTILES →

8300 BCT BEDDING TEXTILES →

8200 BCT DECOR →

8000 BCT FURNITURE →

CANCEL

➔

**Apply Testing PO Number**

Select testing PO number.

2300 BATH FURNITURE (0/3)
 

✕

Baby & Child (1/4)
 

✕

Baby & Child	US	Test_1	<input checked="" type="checkbox"/>
Baby & Child	EU	Test_2	<input type="checkbox"/>
Baby & Child	UK	okay2	<input type="checkbox"/>
Baby & Child	QC	test4	<input type="checkbox"/>
Teen (0/4)			<input type="checkbox"/>
Core (0/4)			<input type="checkbox"/>

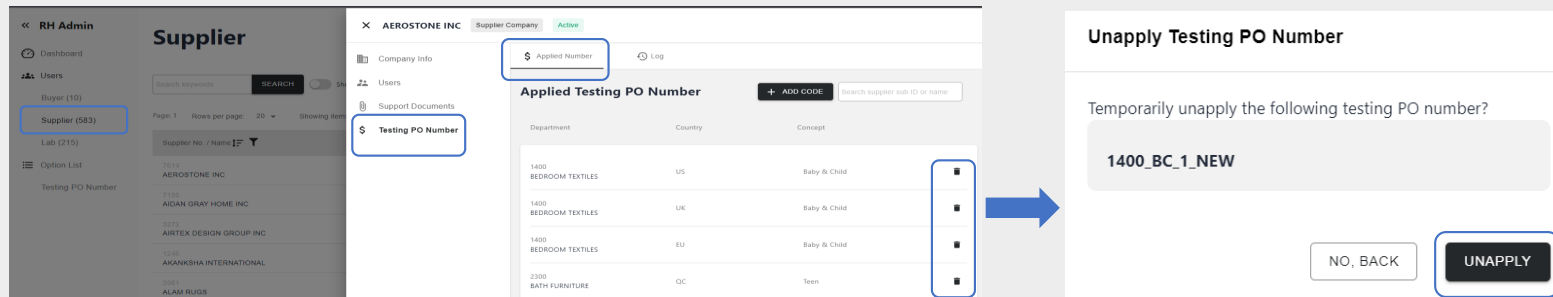
BACK ADD

**Note:** Testing PO Number can be added to Supplier only if it exists in the Testing PO Number Database.  
 Testing PO Number will be applied on TRF and Invoices session of each Task when the supplier confirms a new quote.

## 7.7 Buyer: Unapply Testing PO Number to Supplier

### Unapplied Testing PO Number to Supplier

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



**Supplier**

**AEROSTONE INC** Supplier Company Active

Company Info Applied Number Log

Users Support Documents

**Testing PO Number**

**Applied Testing PO Number** + ADD CODE Search supplier sub ID or name

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

**Unapply Testing PO Number**

Temporarily unapply the following testing PO number?

**1400\_BC\_1\_NEW**

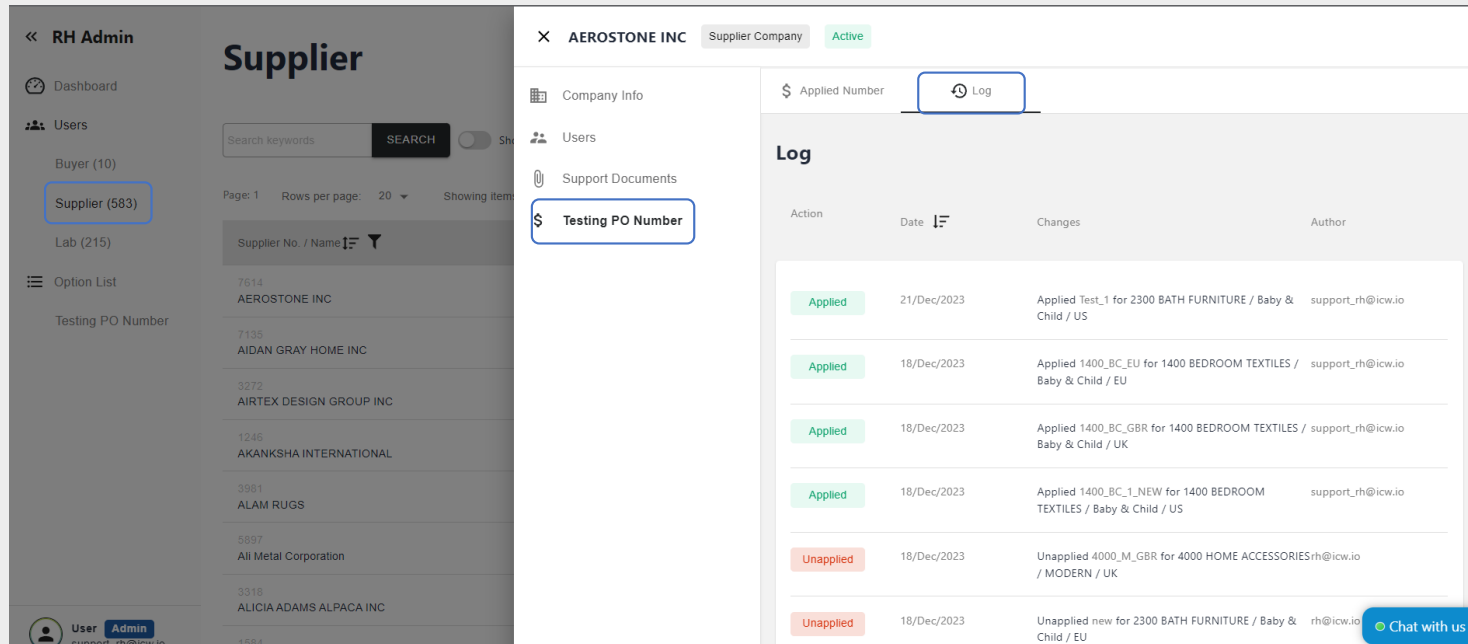
NO, BACK UNAPPLY

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

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

### Supplier Testing PO Number Log

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



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

Action	Date	Changes	Author
Applied	21/Dec/2023	Applied Test_1 for 2300 BATH FURNITURE / Baby & Child / US	support_rh@icw.io
Applied	18/Dec/2023	Applied 1400_BC_EU for 1400 BEDROOM TEXTILES / Baby & Child / EU	support_rh@icw.io
Applied	18/Dec/2023	Applied 1400_BC_GBR for 1400 BEDROOM TEXTILES / Baby & Child / UK	support_rh@icw.io
Applied	18/Dec/2023	Applied 1400_BC_1_NEW for 1400 BEDROOM TEXTILES / Baby & Child / US	support_rh@icw.io
Unapplied	18/Dec/2023	Unapplied 4000_M_GBR for 4000 HOME ACCESSORIES / MODERN / UK	rh@icw.io
Unapplied	18/Dec/2023	Unapplied new for 2300 BATH FURNITURE / Baby & Child / EU	rh@icw.io

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