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OneSource Connect

FEB 2025

Upload Service
(Previously Integration)



BUREAU
VERITAS



Enhancements SERVICES

Integration is now “Upload Service”

- ✓ **Upload Service** allows our clients to have services performed outside of BV integrated into their **Track Service** module for visibility to results and ability to conduct waivers and reviews.

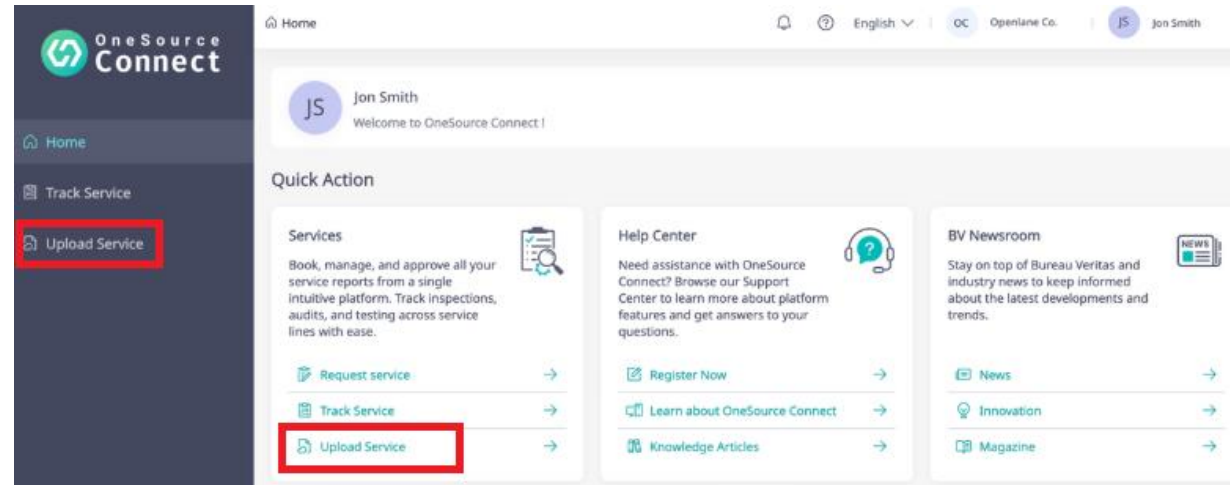
Learn More



INTEGRATING MY
PROGRAM DATA



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Each **Upload Service** form is a custom setup per service line for each retailer/program client. The parties responsible for upload are granted “vendor” access to enter details and upload documents.

Vendor access to a program/retailer profile can only be granted with the permission of the program/retailer.

The following are the **Upload Service** functions covered in this guide:

- Accessing.
- Completing Data and Uploading Documents.
- Editing and Copying.

ACCESSING UPLOAD SERVICE

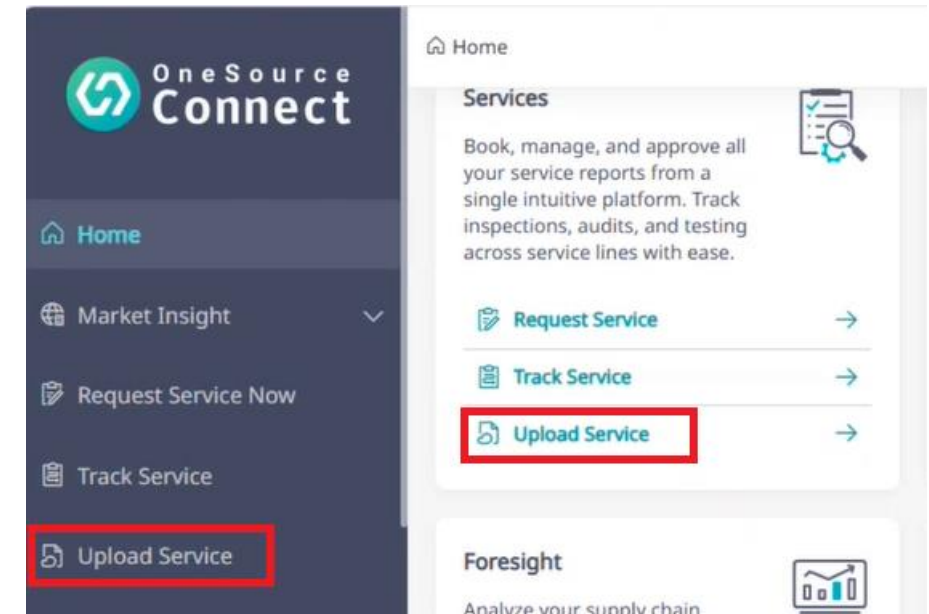
- Go to app.onesourceconnect.com and enter your user name and password as provided by BV.
 - Be sure that if you are copying and pasting you do not capture extra spaces before or after the password. This often results in an invalid password error message.
- Choose **Upload Service**
 - Note: Users may have access to multiple modules.
 - You may also choose **Program Requirements** to view the program/retailers protocols, **Request Service** to request a service, or **Track Service** to view services.



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A screenshot of the OneSource Connect Sign In page. The page has a teal header with the text "Welcome to OneSource Connect". Below the header, there is a "Sign In" section with two input fields: "Email address / Account name" and "Password". Both fields have placeholder text "Please input email or account name" and "Please input your password" respectively. There are also links for "Forgot password?" and a "Keep me signed in" checkbox. A "Sign In" button is at the bottom right of the sign in section.



ACCESSING CLIENT FORM



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1. Select “Retailer/Buyer” for which report must be uploaded.
2. Select the “Service” as Testing.
3. Select the party which has performed the service under “Performed By” field.
4. Select the “Lab Location” from the drop-down menu
5. Select the “Product Line” for which the report is to be uploaded.
6. Click on next page and fill in the details in different sections of upload form.

Upload Service

Third Party Information

* Retailer / Buyer	1	* Service	2	* Performed By	3
AbleTech Manufacturing Works		Testing		Crestview Precision Engineering Factory	
* Lab Location	4	* Product Line	5		
NOIDA		AUTOMOTIVE			

6

Cancel Next

ACCESSING CLIENT FORM



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- Press **Edit** to go back to previous page.
- Press **Submit Request** to proceed next sections to complete date fields.

Upload Testing Service

Third Party Information [Edit](#)

Retailer/Buyer [Redacted]	Lab Location NOIDA	Product Line SOFTLINES	Performed By [Redacted]
------------------------------	-----------------------	---------------------------	----------------------------

[Cancel](#) [Save as Draft](#) [Submit Request](#)

COMPLETING DATA FIELDS



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- Enter values or choose from the drop downs to make selections.
- Fields with the **red asterisk (*) signs** are mandatory fields.
- Check the “?” for more details or suggestions on how to complete the field.

* Order Received Date:

* Is Retest Report?:

Sample Detail

* Sample Description

11 / 255

Care Label Submitted

☐ Yes ☐ No

* Sample (Order) Description:

Phase:

* Supplier Number ⓘ:

Factory Number ⓘ:

Factory Company name:

Mill Number ⓘ:

Mill Name:

* Product type:

Private Brand Name:

COMPLETING DATA FIELDS



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Report No. Vendors **must** enter information in this field that will be used to identify the request. The following sequence is mandatory. **PLEASE do not alter in any way.** Enter the **first five letters of the VENDOR'S NAME** (use the name as shown on the World Market PO) and **today's date**.

VNAMEYYYYMMDD

For example: If the Vendor is named "ABC Trading." and today's date is "September 01, 2020"

The **Report No** would be ABCTR20200901

► When creating multiple reports in one day, add a letter to the sequence.

Example: ABCTR20200901a, ABCTR20200901b, and ABCTR20200901c

* Report Number ⓘ 123456 ⓘ	* Report Status LOGGED OUT ▼	* Report Date 13/02/2025 ⓘ
* Expiration Date 20/02/2025 ⓘ	* Service Result PASS ▼	

INCOMPLETE RECORD – “SAVE AS DRAFT”



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Not able to finish your submission?

- If, at any point, you are NOT ready to complete your submission, choose “**Save as Draft**” at the bottom of the page.
- The entry will be saved as a draft for further editing at a later date.
- The retailer/program client **does not** have the visibility to see your draft entries.

A screenshot of a web form interface. At the bottom right, there are three buttons: "Cancel", "Save as Draft" (highlighted with a hand cursor), and "Submit Request". Below these buttons is a footer bar containing links: "Contact Us", "Data Protection Policy", "GDPR Rights Exercise Portal", "Terms of Use", "Legal Notice", and "Cookie Policy".

UPLOADING DOCUMENTS – “SERVICE REPORTS”



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- Under **Service Reports**, upload the related files.
- Select from the **Document Type** drop down.
- To upload file, click on the '**Browse or drag and drop File Here**' and locate the document saved on your computer (or drag the file to upload). Once you have selected the file and it has finished uploading, you can see the file name at the bottom of this section. If have multiple documents, click '**Add Document**' to repeat the uploading steps.
- File name cannot contain spaces.

Service Report

#1.

PDF,XLS,DOC,XLSX,DOCX,JPG,MSG,and ZIP file format are accepted;Maximum file size should not exceed 20 MB.

Document Type Remark

Report Remark

0 / 255

Upload File

Browse or drag and drop File Here

33931500266.PDF

+ Add Document

SERVICE DETAILS AND RESULTS



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Adding Test Lines – Test Result Summary

At least one test line must be entered to submit the record.

- Enter the specific **Sample Description** related to the test line.
- Choose an available **Test Name** from the drop down list.
- Choose the appropriate test result rating from the **Test Result** list.

A screenshot of the "Test Result Summary" form in the OneSource Connect system. The form is titled "Test Result Summary" with a dropdown arrow. Below the title is a section labeled "Test Details". Inside this section, there is a header for "#1. Test Result" with two small icons on the right. The form contains three main input fields: a text box for "* Sample Description", a dropdown menu for "* Test Name" with the placeholder text "Select Test Name", and a dropdown menu for "* Test Result" with the placeholder text "Select Test Result". At the bottom of the form, there is a button labeled "+ Add Test Result".

Test Result Summary

Test Details

#1. Test Result

* Sample Description

* Test Name

Select Test Name

* Test Result

Select Test Result

+ Add Test Result

COMPLETING THE UPLOAD REQUEST



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- Once you have completed all required fields, uploaded all of the necessary, click '**Submit Request**'.
- Can be edited on the form by clicking on '**Edit**' button present on top right corner of the form.
- Click on '**Cancel**' button if record is not to be submitted.

Upload Testing Service

Third Party Information [Edit](#)

Retailer/Buyer AbleTech Manufacturing Works	Lab Location NOIDA	Product Line AUTOMOTIVE	Performed By Crestview Precision Engineering Factory
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[Cancel](#) [Save as Draft](#) [Submit Request](#)

[Contact Us](#) | [Data Protection Policy](#) | [GDPR Rights Exercise Portal](#) | [Terms of Use](#) | [Legal Notice](#) | [Cookie Policy](#)

COMPLETING THE UPLOAD REQUEST



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- Submitted record can be accessed through 'Track Service'.

Service Result Submitted!

Order No. **TPITB02001687**

[Track Your Service](#)

OneSource Connect

Home

Track Service

Upload Service

Home > Track Services

English | HF HIGH FASHL... | TN tpiuser nord

Export Share Download

Filter: Default View

Current View: Default View

Review Status Order No. Report No. Service Type

Service Status Service Result Product Line Lab Location

Applicant Name Client Name

+ Manage Filters Manage Display Columns

Dynamic Criteria Enable Dynamic Criteria

10 Filter(s) / 10 Column(s) Reset Value Cancel Save as New View Apply

<input type="checkbox"/> Review Status	Order No.	Report No.	Service Type	Service Status	Service Result	Product Line	Lab Location	Action
<input type="checkbox"/> Not Reviewed	TPITB02001687	234567	Testing	Service Completed	PASS	SOFTLINES	SUPPLIER IN-HOUSE	Copy

EDITING & COPYING A SUBMITTED RECORD



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- Before the service is reviewed by the client, you can click **Edit** and make edits if necessary.
- You can use the Copy function to create additional upload, this will save you time when the values entered in the form are similar. Find the Order you want to edit, and click on **Copy** button of the Order. Make all your desired updates on the Order and click '**Submit Request**'.

Testing
TPITB02001687 3rd Parties

Report No. 234567

Service Completed

Share + Add Remark **Edit** **Copy**

Booking Information Service Information Sample Information Testing Res...

Applicant HIGH FASHION GARMENT INTERNATIONAL CO LTD

Address
1ST FLOOR, BUILDING 6, DALI (CHINA) CO., LTD

Contact
tpiuser nord
-
tpiuser.nord@fashiontest.com

Service Result
PASS

RPT
96243660370.pdf

SUPPORT PORTAL

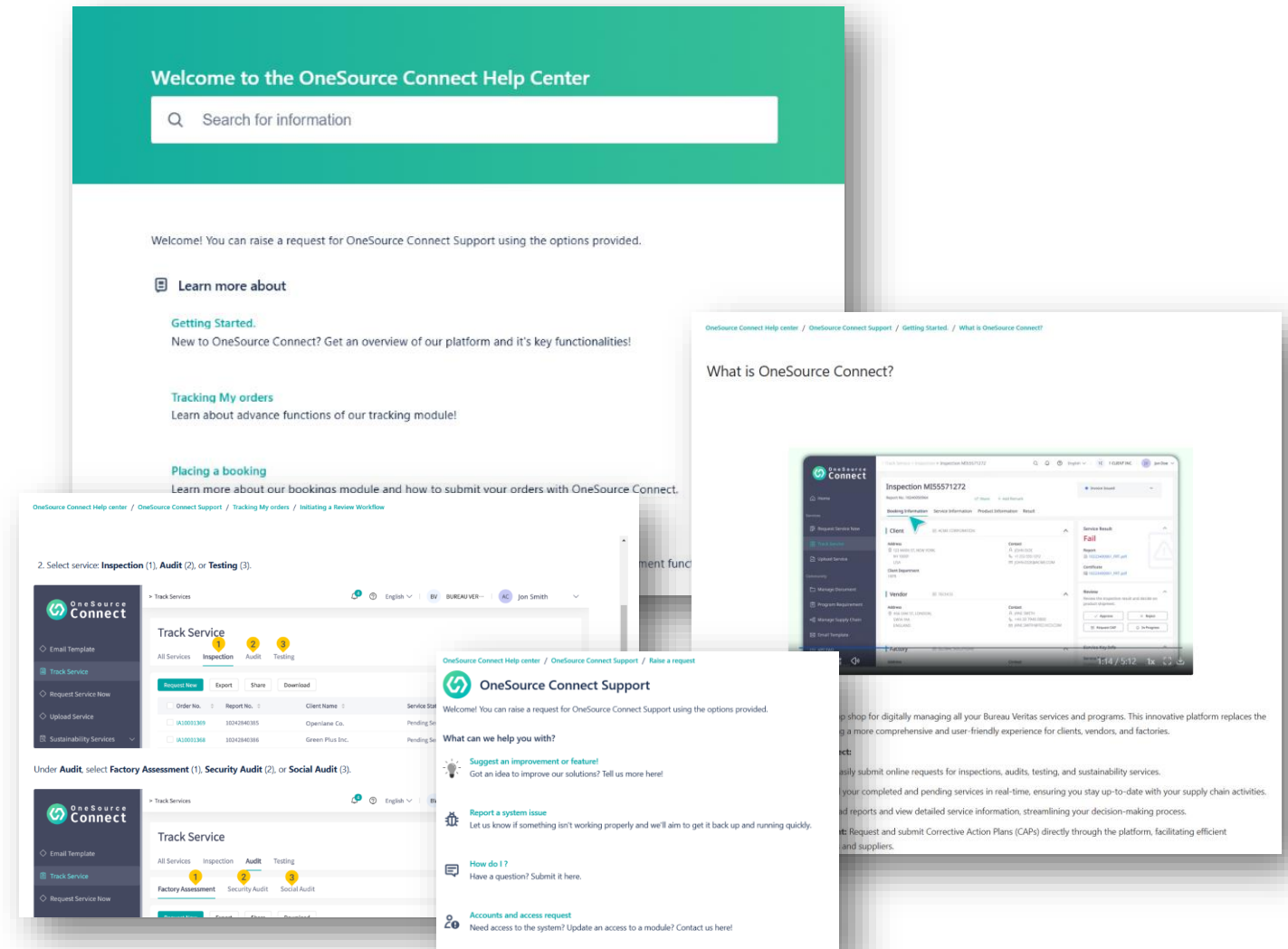


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The OneSource Connect support portal (<https://www.support.onesourceconnect.com/>) is the online user guide to help both BV users and external users to use OneSource Connect.

- › It contains overview video of the main functionalities of the system.
- › In depth Knowledge articles for more advanced understanding
- › Raise defects or asks questions about the application.



HOW TO REGISTER WITH YOUR EMAIL

1. Enter your email address
2. Click “next”
3. Check your email to finish signup
4. Click “Sign up”
5. Fill in the corresponding information and then click “Sign up”



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OneSource Connect Help center

Welcome to OneSource Connect Help Center
Please sign-in if you already have an account, or register a new account by email

Enter your email to log in or sign up

Email address:

1

2 Next

← Back

OneSource Connect Help center

Check your email to finish signup
We've sent a private signup link to

3

Resend signup link

Finish signing up to OneSource Connect Help center Inbox x

OneSource Connect Help center <jira@bv-dcs.atlassian.net> to me

Almost done!

Follow the link below to finish signing up to OneSource Connect Help center. For security, don't share this link with anyone.

4 Sign up

OneSource Connect Help center

Sign up to continue

Email address

Full name

Choose a password

By clicking *Sign up*, you agree to the [Privacy Policy](#) and this [Notice and Disclaimer](#).

5 Sign up

HOW TO RAISE AN ISSUE

Go to

<https://www.support.onesourceconnect.com/>

1. Click “Need to raise a request” at the bottom of the Articles list

2. Select which issue you want to raise

- › “Report A system issue” for any bugs you may encounter
- › “How do I” if you need assistance in using the application
- › “Account & Access request” to get support

3. Fill in the corresponding form

OneSource Connect Help center / OneSource Connect Support



OneSource Connect Support

Welcome! You can raise a request for OneSource Connect Support using the options provided.

Learn more about

Getting Started.

New to OneSource Connect? Get an overview of our platform and it's key functionalities!

Tracking My orders

Learn about advance functions of our tracking module!

Placing a booking

Learn more about our bookings module and how to submit your orders with OneSource Connect.

Managing Corrective action plans and product disposition

Streamline your operations by unleashing the power of our disposition and CAPA management functionalities.

Managing my account's settings

OneSource connect allows for powerful customization. Learn how to leverage your account's settings to manage your accounts, teams and Suppliers.

Manage your suppliers with Community

OneSource Connect allows you to manage your supply chain at scale! Find here how to collaborate with your suppliers!

Sustainable Claim Verification

Streamlining sustainable claim validation workflow and helping businesses manage claim proof documents.

Transaction Certificate & Scope Certificate

Learn more about Transaction Certificate & Scope Certificate and how to submit your applications.

Market Insight

Protocols and documents management

Manage and share your program documents and protocols seamlessly with factories and suppliers.

Integrating my program data

Learn more about our Upload Service and how to integrate other third party reports through One Source Connect.

Need to raise a request? Contact us.

OneSource Connect Help center / OneSource Connect Support / Raise a request



OneSource Connect Support

Welcome! You can raise a request for OneSource Connect Support using the options provided.

What can we help you with?



Report a system issue

Let us know if something isn't working properly and we'll aim to get it back up and running quickly.



How do I?

Have a question? Submit it here.



Accounts and access request

Need access to the system? Update an access to a module? Contact us here!

What can we help you with?

How do I?

Have a question? Submit it here.

Before submitting a request, please take a moment to review our Frequently Asked Questions (FAQ) in the support portal. Many common questions and issues are addressed there, which may provide you with an immediate solution. If you don't find an answer to your specific concern in the FAQ, then please proceed to submit a request.

Required fields are marked with an asterisk *

Raise this request on behalf of *

Enter name or email...

Module

Submitter (Submitting For) Name

What is your question or general request? *

Description *

Normal text

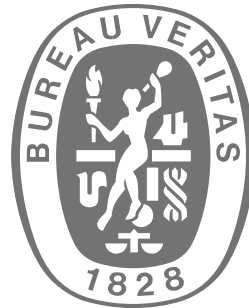
B I ... A ...

Attachment

Drag and drop files, paste screenshots, or browse

Browse

Send Cancel



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Shaping a World of Trust

