

Revised: October 04, 2021



# BV OneSource Testing Integration (Formerly known as Third Party Interface) for World Market



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VERITAS**

*Move Forward with Confidence*

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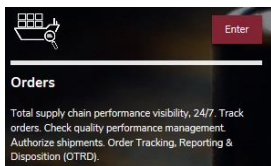
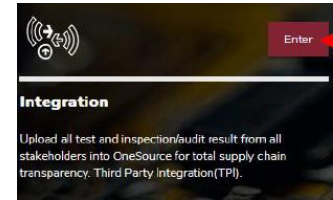
- ▶ BV's Integration allows vendors to submit testing waiver requests to World Market QA. Instead of e-mailing the QA team, the vendor will submit waiver requests using Integration. To complete your waiver request, simply follow the instructions in this guide, and your completed submission will be sent to World Market QA for approval. **Vendors will no longer request TWF's via e-mail.** Vendors must use Integration to request a waiver. The URL for accessing Integration is [www.bvonesource.com](http://www.bvonesource.com)
- ▶ Product Disposition Waiver (PD Waiver) is the document replacing Testing Waiver Forms (TWF's). Like the TWF, the PD Waiver will allow you to book shipment with the forwarder.
- ▶ To obtain access to Integration, you must submit an application to BV. The "*BV One Source Application*" form can be found on the World Market Vendor Relations website (website below).
- ▶ Follow the instructions on the form and submit to the BV contact specified on the Application. You will receive your Login and Password to BV One Source within 2-4 weeks. Note: While completing the application, include all email contacts who usually receive Test Waivers.

World Market Vendor Relations website: <http://www.worldmarketcorp.com/vendor-relations/>  
login: cp03      password: cp03

Continued...

# Introduction Continued

- ▶ Once you are set up to use BV OneSource, your login and password will allow you to: Create Integration Requests -AND- View BV OneSource Entries\*
- ▶ Before contacting World Market QA through Integration, a Group Testing Form (GTF) must already be approved by the QA team, and necessary testing must be completed.
  - As soon as your purchase order is placed, reach out to [Q.A@cpwm.com](mailto:Q.A@cpwm.com) with a completed GTF for approval.
- ▶ Do not use Integration for failing Full Test Reports. A World Market QA Analyst will contact you shortly after the failing report is issued. Follow the instructions and the link in that email to resolve the failure.
- ▶ In the unlikely event a World Market team member does not contact you within 5 business days of your Integration submission, you can send an email (include SKU numbers) to [Q.A@cpwm.com](mailto:Q.A@cpwm.com). Please avoid sending emails earlier as it can cause further delays.
- ▶ The following slides will provide directions on completing a request entry in Integration.

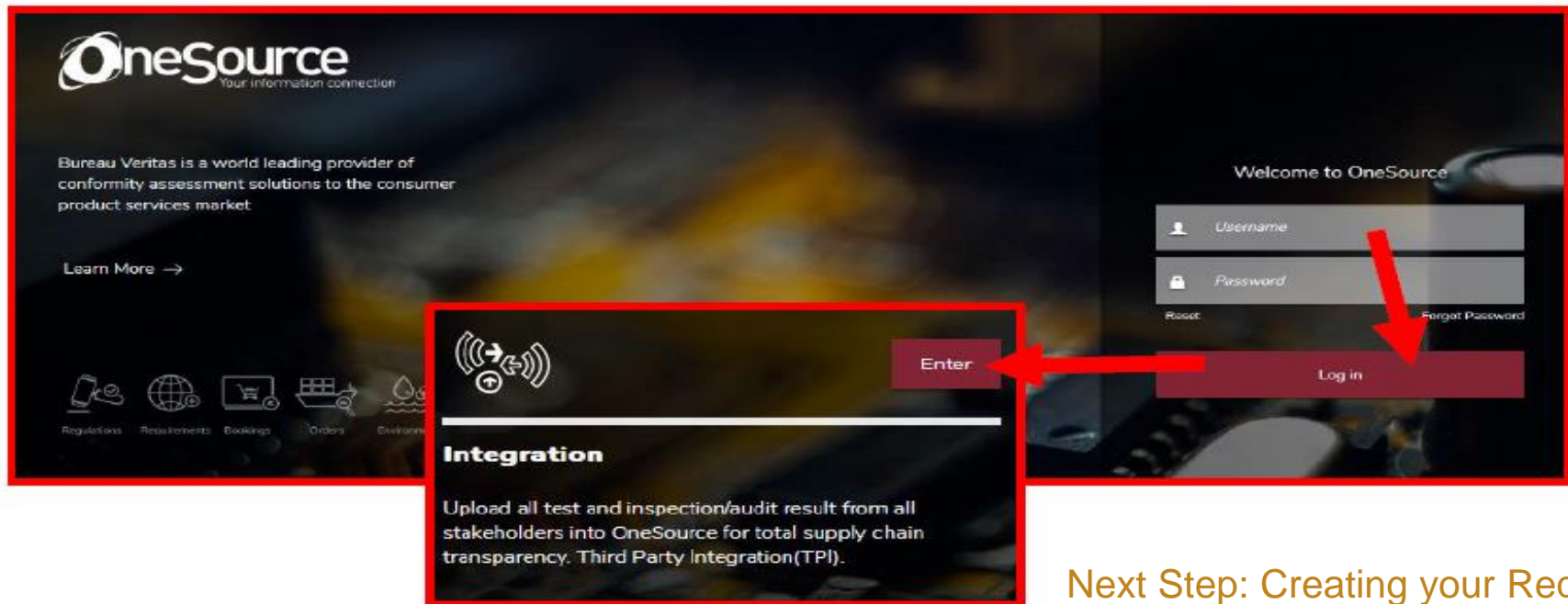


\* to view entries, and track your PD Waiver Requests, login to <https://www.bvonesource.com> select **Orders** then **Vendor View**

Next Step: Logging in

# Logging In to Integration to Upload a New request

- ▶ Access the following URL and enter your username and password as provided by BV. [www.bvonesource.com](http://www.bvonesource.com)
- ▶ 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.
- ▶ If offered the option to select a module, choose “Integration” and click Enter.



The screenshot shows the OneSource login page. On the left, the OneSource logo and a navigation menu are visible. The main content area features a 'Welcome to OneSource' heading and a login form with fields for 'Username' and 'Password', and a 'Log in' button. A red box highlights the 'Integration' module in the navigation menu, which includes an 'Enter' button. Another red box highlights the 'Log in' button in the login form. Red arrows point from the 'Log in' button to the 'Enter' button.

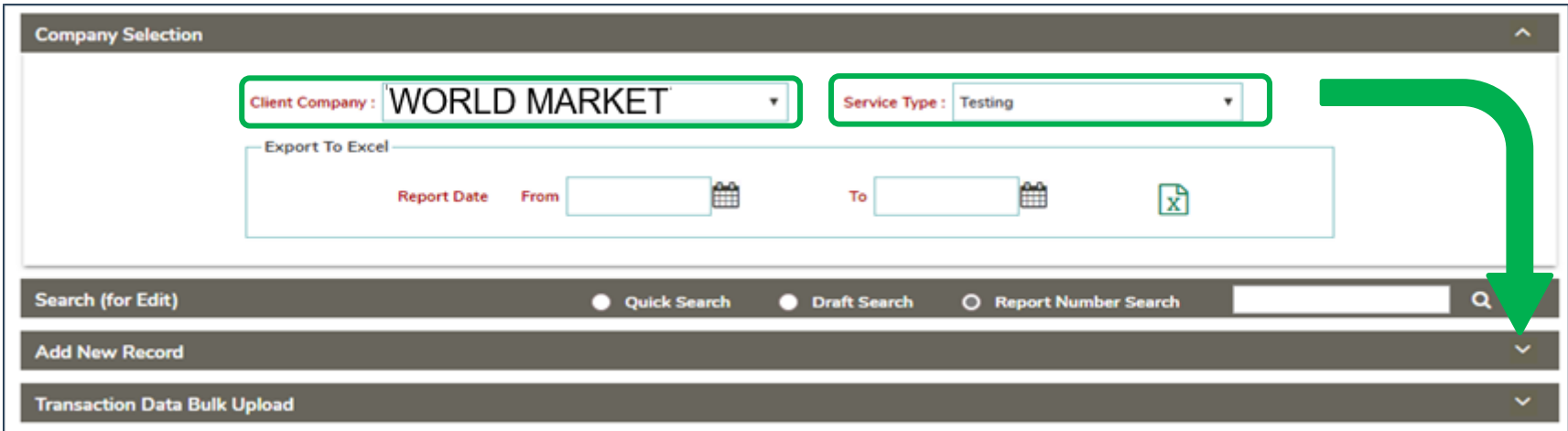
**Integration**


Upload all test and inspection/audit result from all stakeholders into OneSource for total supply chain transparency. Third Party Integration(TPI).

Next Step: Creating your Request

# Adding a New Request

- ▶ Select the **Client Company** “WORLD MARKET” and **Service Type** “TESTING”
- ▶ In the “Add New Record” Tab, click on the Down Arrow.

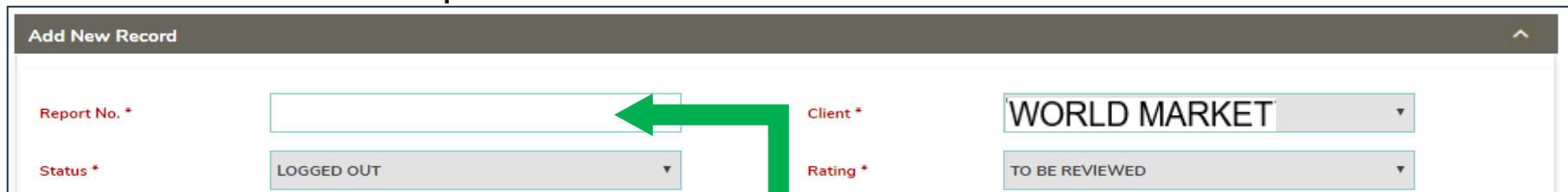


- ▶ Note: To view your past entries, you can use the “Export to Excel” function. Simply type in the date-range of the entries, and click the excel icon. 

Next Step: Completing Data Fields

# Completing Data Fields

Complete all of the fields listed in this screen.



**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**
- ▶ The system will show you an error message if an invalid report number is entered, or if the number is already in use.

❌ Invalid Report No, Report No must be between 4 and 20 characters.

❌ Report number already exists. Please input a different report number to proceed.

- ▶ NOTE: Some World Market vendors may share the same Report No. If you receive an error, please add a letter to your **Report No** until the submission is successful. Example: **INDIA20200901a**

Continued...

# Completing Data Fields, Continued

Add New Record

Report No. *	<input type="text"/>	Client *	WORLD MARKET
Status *	LOGGED OUT	Rating *	TO BE REVIEWED

**Client:** World Market  
**Status:** LOGGED OUT  
**Rating:** TO BE REVIEWED

**These three fields are pre-populated,  
DO NOT CHANGE these fields, or  
World Market QA will not receive your request**

Continued...

## Tip: Not able to finish entry?

- While doing your entry, If at any point you are *not* ready to submit the request, choose “**Save as Draft**” at the bottom of the page.

Save as Draft

Save and Submit

Reset Data

- The request will be saved for further editing at a later date.
- When you are ready to come back to your entry, use the “**Quick Search**” function and search for the Report No.

Search (for Edit)

Quick Search

Draft Search

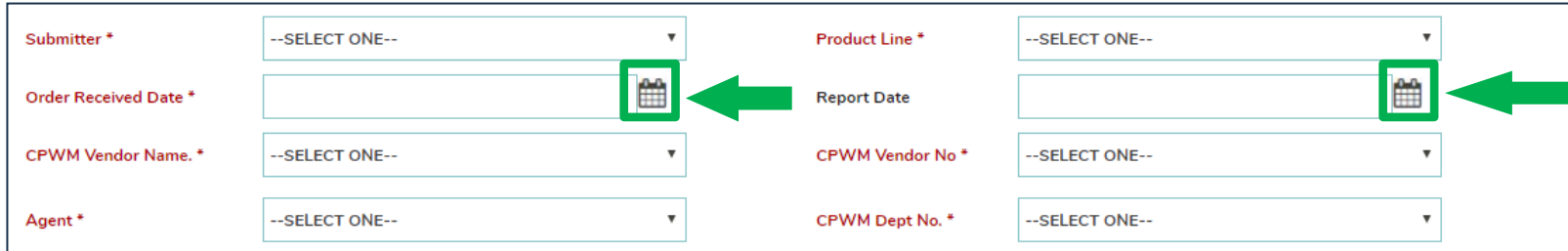
Report Number Search

- World Market **does not** have the visibility to see your Draft entries.



# Completing Data Fields, Continued

Submitter *	--SELECT ONE--	Product Line *	--SELECT ONE--
Order Received Date *	<input type="text"/>	Report Date	<input type="text"/>
CPWM Vendor Name. *	--SELECT ONE--	CPWM Vendor No *	--SELECT ONE--
Agent *	--SELECT ONE--	CPWM Dept No. *	--SELECT ONE--



**Submitter:** Select your Company Name, or “ADD NEW ENTRY” to add your company.

**Product Line:** Select the applicable product line for this request. If you are unsure, select “HARDLINES”

**Order Received Date:** -AND- **Report Date:** Use the Calendar button to select **Today's Date** in both fields.

**Vendor Name:** As it is written on the World Market PO, select your Company Name, or “ADD NEW ENTRY”.

**Vendor No.:** As it is written on the World Market PO, enter the vendor number.

**Agent:** Select the World Market Agent that you work with, or “ADD NEW ENTRY”. If you do not work with a World Market agent, choose “N/A”.

**Dept. No.:** MUST BE ACCURATE, If you are not certain, verify number written on your World Market PO  
**QA will not receive your request if Dept. No. is incorrect**

Continued...

# Completing Data Fields, Continued



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CPWM SKU No. *	<input type="text"/>	Country of Origin *	--SELECT ONE-- ▼
Third Party Comments	<input type="text"/>	Lab / Location *	--SELECT ONE-- ▼
Additional Email.	--SELECT ONE-- ▼	Submitter Email. *	--SELECT ONE-- ▼

**SKU No.:** Include **ALL SKU's** as listed on the approved World Market Group Testing Form (GTF), separated by commas. SKU numbers must be listed in numerical order, Lowest to Highest  
**Example:** If World Market QA approves four grouped SKU's, include all four SKU's in the **SKU No.** field

CPWM SKU No. *	456456, 567567, 678678, 789789
----------------	--------------------------------

**If SKU's are incorrect, you will NOT be able to ship.**

**Country of Origin** Choose the **Country of Origin** from the provided drop down.

**Third Party Comments:** Here you will provide information just as you would in a TWF email request.  
**Example:** Please approve this PD Waiver request for SKU's 333444, 444333, 444444, 444555 and 555444. Full testing is complete for SKU 444444 with passing results. Attached are the Full Test report, and the approved GTF.

**Lab / Location:** --- IMPORTANT ---- (see next page)

**Submitter Email & Additional Email:** Verify *all* emails who will be receiving BV PD Waivers are present. If you wish to add, change, or remove an email in the dropdown, select **--ADD NEW ENTRY--** . You must type all email addresses in *your* company who will be receiving PD Waivers, separated by comma's.

**Example:** QA1@cpwm.com, QA2@cpwm.com, QA3@cpwm.com, QA4@cpwm.com, QA5@cpwm.com

Continued...

# Completing Data Fields, Lab/Location

Lab / Location \*

**If you do not complete this field correctly, you WILL BE CHARGED a fee**

**Lab / Location:** Enter BV and the City of the first BV report uploaded. Examples: “BV Shanghai”, “BV Buffalo”, “BV Shenzhen”, “BV Turkey”, “BV Taiwan”. If you first type “BV” followed by any location, you will not be charged a fee.

**URGENT NOTE:** If you do *not* type “BV” in this field, there will be a fee of \$2. BV will submit monthly invoices that your company is required to pay.


However, entries that **do** list BV and a lab location in this field, will **not** be charge \$2 for the entry. If you have concerns regarding this fee, **PRIOR** to submission in Integration, contact [QA@cpwm.com](mailto:QA@cpwm.com)

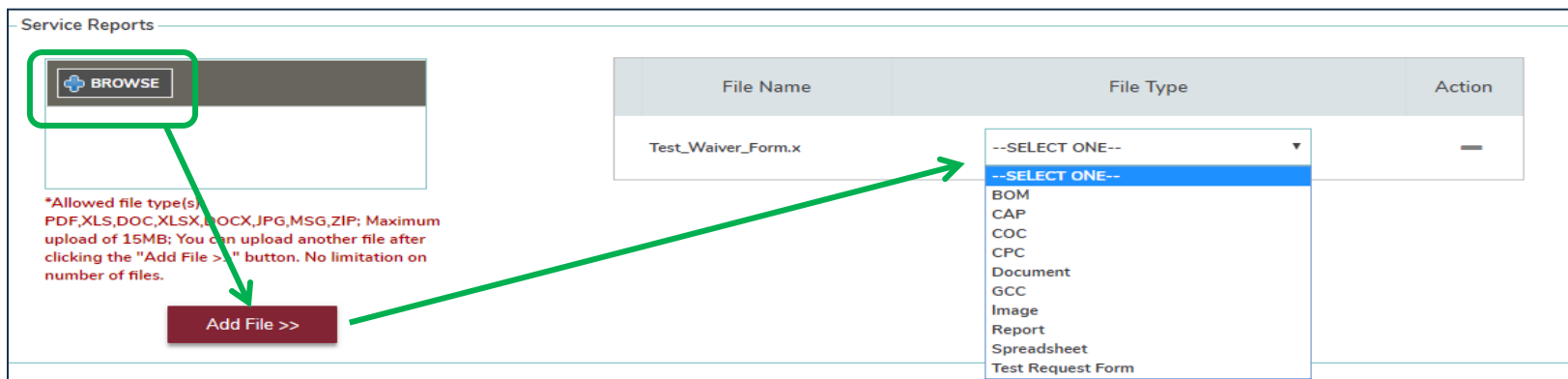
Examples:

- ▶ Lab / Location \*  = No Charge to you.
- ▶ Lab / Location \*  = A \$2 charge to you.
- ▶ Lab / Location \*  = No Charge to you.
- ▶ Lab / Location \*  ← Not Tested? = A \$2 charge to you.

Next Step: Uploading Attachments

# Uploading Documents

- ▶ Now that data fields are filled in, it is time to upload all applicable documents.
- ▶ Under **Service Reports** Click on the **+ BROWSE** button and locate the document you wish to upload, saved on your computer.
- ▶ Allowed File Types: PDF, XLS, DOC, XLSX, DOCX, JPG, MSG, & ZIP
- ▶ Once a file is chosen and finishes uploading, click **Add File >>** You **MUST** upload all documents required by World Market QA in to this request. All documents you would have previously submitted in your TWF e-mail request, must be uploaded. Note: Total of all added files cannot exceed 15mb.  Trying to upload a file with size more than 15 MB, please upload a file which will not exceed the limit.
- ▶ Once added, choose the **File Type**, see below for file type descriptions. If you are unsure, choose "Document"



BOM = Bill of Materials  
 COC = Certificate Of Compliance  
 Document = Word Document  
 Image = Care Label, etc...  
 Spreadsheet = GTF, etc...

CAP = Corrective Action Plan  
 CPC = Children's Product Certificate  
 GCC = General Certificate of Conformity  
 Report = Test Report

Next Step: Test Details

# Dynamic Test Details

- ▶ After you have completed uploading all applicable documents, in order to submit your request to World Market, you must complete the following
- ▶ **Sample Description:** Enter World Market Description of first SKU on GTF.
- ▶ **Test Name:** Always select “GENERIC TEST”
- ▶ **Test Result:** Always select “TO BE REVIEWED”

Dynamic Test Details				
Sl.No.	Sample Description	Test Name	Test Result	
1	<input type="text" value="Description of first SKU on GTF"/>	<input type="text" value="GENERIC TEST"/>	<input type="text" value="TO BE REVIEWED"/>	<input type="button" value="−"/>

Failure to complete the above will result in your request not being submitted to QA

Next Step: Verify Entry & Submit Request

# Completing the Request - Submitting

- ▶ Once you have completed all fields, uploaded all necessary documents, added test details and **verified all data fields**, click on “Save and Submit”.

\*To complete and submit this record, please click "Save and Submit". If further information is required, or the Record is not yet ready to be submitted, please click "Save as Draft".

Save as Draft

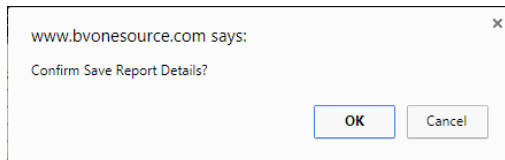
Save and Submit

Reset Data

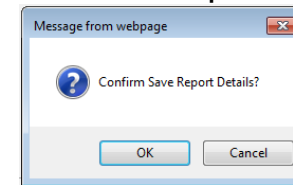
- ▶ When clicking “**Save and Submit**,” you will be asked to confirm entry. Click Okay to confirm.


Examples:

Chrome



Internet Explorer




- ▶ Your request has now been transmitted for World Market QA Review and is available for searching in Integration. When your entry is successful, you will get a message similar to this: 
- ▶ Congratulations! Your request has been submitted, you do not need to contact World Market. An Analyst will review your request and issue a PD Waiver. If the Analyst has questions, or if documents are missing, you will be contacted through BV OneSource.

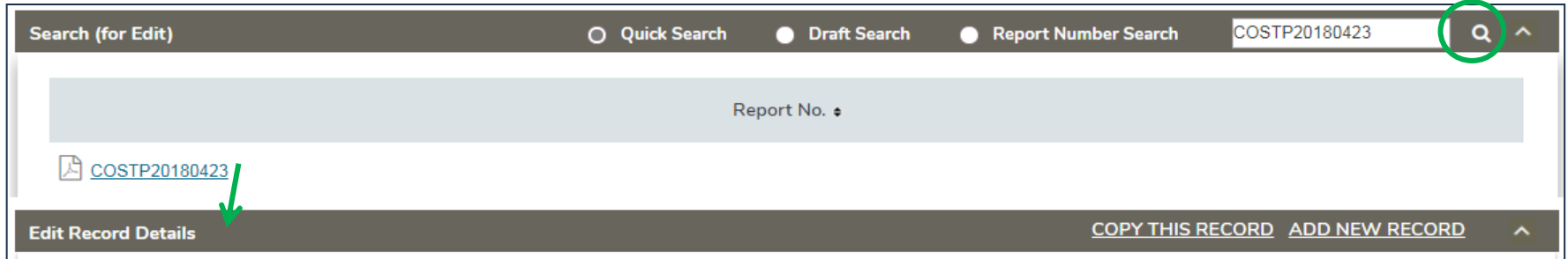
Request Submitted! Next Step Editing Tips

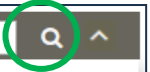



# Copying and Editing requests


# Editing a Submitted request


- ▶ Search for your entry with “**Quick Search**” and click on the Report No. hyper link.
- ▶ Update fields, upload documents, or update Test Criteria as needed then click  at the bottom of the page.



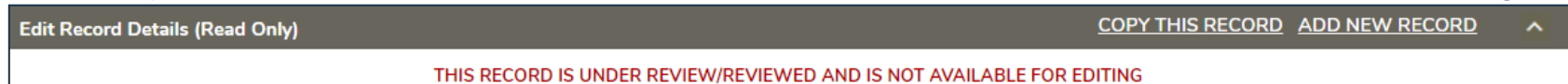
Search (for Edit)  Quick Search  Draft Search  Report Number Search  


Report No. 

 [COSTP20180423](#)

Edit Record Details [COPY THIS RECORD](#) [ADD NEW RECORD](#) 

- ▶ **IMPORTANT NOTE:** If World Market QA is processing your request, or has issued a waiver, you will not be able to edit a submitted request. You will see this error message.

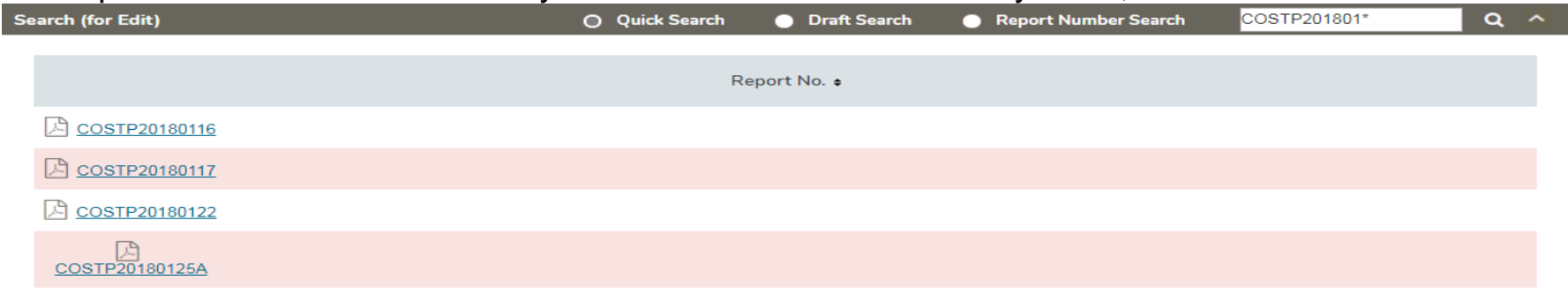



Edit Record Details (Read Only) [COPY THIS RECORD](#) [ADD NEW RECORD](#) 


THIS RECORD IS UNDER REVIEW/REVIEWED AND IS NOT AVAILABLE FOR EDITING


## \*\*\*Searching Tips\*\*\*


Search through several entries by adding an asterisk, such as: [VNAME\\*](#) or [VNAME2020\\*](#)  
Example: To search for all entries you have submitted for January 2020, search for [VNAME202001\\*](#)





Search (for Edit)  Quick Search  Draft Search  Report Number Search  

Report No. 

 [COSTP20180116](#)

 [COSTP20180117](#)

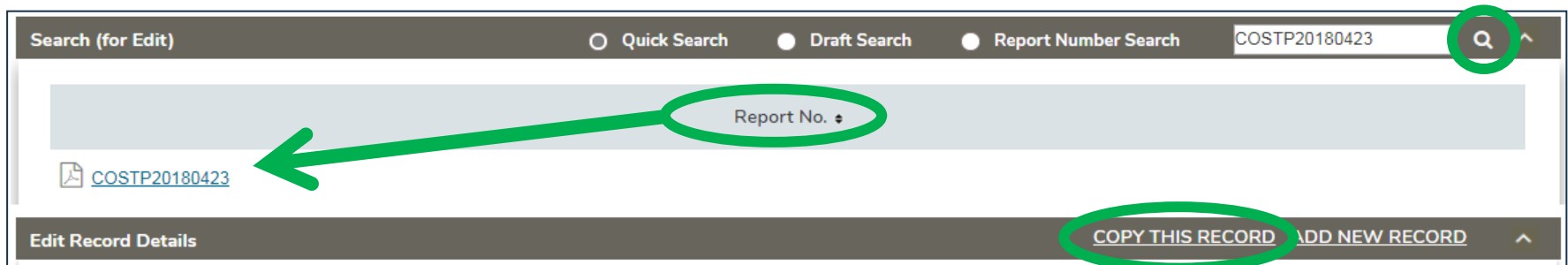
 [COSTP20180122](#)

 [COSTP20180125A](#)



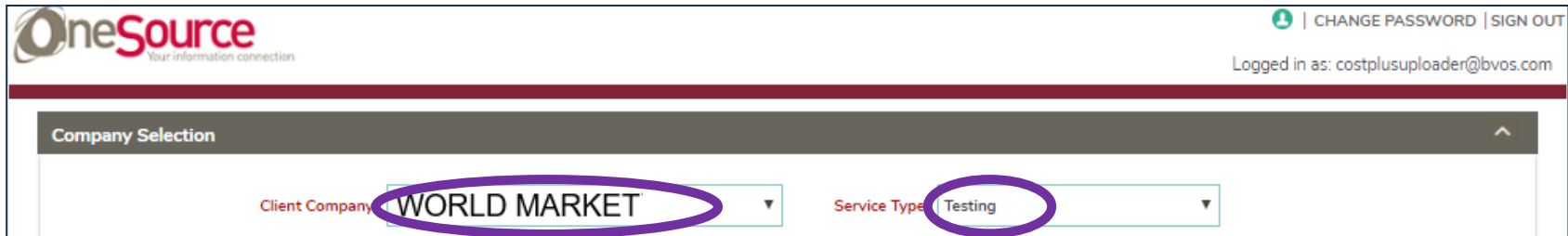
# Coping a Submitted request

- ▶ A previously submitted request can be used to copy details to a new request. Helpful if you already have details entered and do not want to re-enter.
- ▶ Search the Report No. with “**Quick Search**”, click on the Report No. hyper link and then choose “**COPY THIS RECORD**”.
- ▶ Update any fields, as applicable, then save as a new request by clicking “Save and Submit”.
- Note: When copying requests, be sure to edit and update **all appropriate fields**, or your request may not be processed.



# Integration Cheat Sheet

Do not change **these** fields



OneSource  
Your information connection

CHANGE PASSWORD | SIGN OUT  
Logged in as: costplusuploader@bvos.com

Company Selection

Client Company: **WORLD MARKET** Service Type: **Testing**



Report No. \*

Client \* **WORLD MARKET**

Status \* **LOGGED OUT**

Rating \* **TO BE REVIEWED**

***If you change these settings – QA will not receive your request***

# Cheat Sheet Continued

## ▶ New Record Template: Edit Fields in Green ONLY

Note: If **Highlighted** fields are incorrect, World Market QA will not receive your request.

**Add New Record**

Report No. *	VNAMEYYYYMMDD	Client *	WORLD MARKET
Status *	LOGGED OUT	Rating *	TO BE REVIEWED
Submitter *	Your Company	Product Line *	Hardlines / Softlines / Toys
Order Received Date *	Today's Date	Report Date	Today's Date
CPWM Vendor Name. *	MUST Match PO	CPWM Vendor No. *	Vendor No. must match PO
Agent *	If no agent, choose N/A	CPWM Dept No. *	Written on PO - IMPORTANT
CPWM SKU No. *	All Grouped SKU's - IMPORTANT	Country of Origin *	Choose Country of Origin
Third Party Comments	Waiver Request Proposal (Same as you would in email body of TWF request)	Lab / Location *	Lab name Lab city (ex. BV Shanghai)
Additional Email.		Submitter Email. *	

(Emails missing from these two fields will NOT receive PD Waiver Communications)

**Service Reports**

**BROWSE** Select Files for Waiver Approval

\*Allowed file type(s): PDF,XLS,DOC,XLSX,DOCK,JPG,MSG,ZIP; Maximum upload of 15MB; You can upload another file after clicking the "Add File >>" button. No limitation on number of files.

Add File >>

File Name	File Type	Action
Document 1.pdf	Choose File Type	—
Document 2.PDF	Choose File Type	—
Document 3.pdf	Choose File Type	—

**Dynamic Test Details**

Sl.No.	Sample Description	Test Name	Test Result	
1	First Grouped SKU Description	"GENERIC TEST"	"To Be Reviewed"	+

**Do Not Edit**

Contact [Q.A@cpwm.com](mailto:Q.A@cpwm.com) with any questions



***Move Forward with Confidence***