Online Applications

Supplier Help Document

Online Application for Testing Help Document

BEFORE STARTING

• You must have a PDF reader application such as Adobe Reader, Preview (MacOS), etc. for viewing and printing additional color forms and other reference documents.

• You must have a modern, standards-compliant web browser. Acceptable browsers include any recent version of Chrome, Firefox, Safari, or any chromium-based browser (Edge, Opera, Vivaldi, Brave, etc.).

• You will also be asked to print your completed application. If you do not have access to a printer from your computer, talk to your computer/network support staff for assistance. The printed copy of the application must always accompany the sample to the laboratory.

• If you make a mistake on an application, you may edit it for up to one hour after submission with the link provided in the 'RECENT APPLICATIONS' section of the main screen. If you have already sent the sample to the laboratory, please contact customer relations.
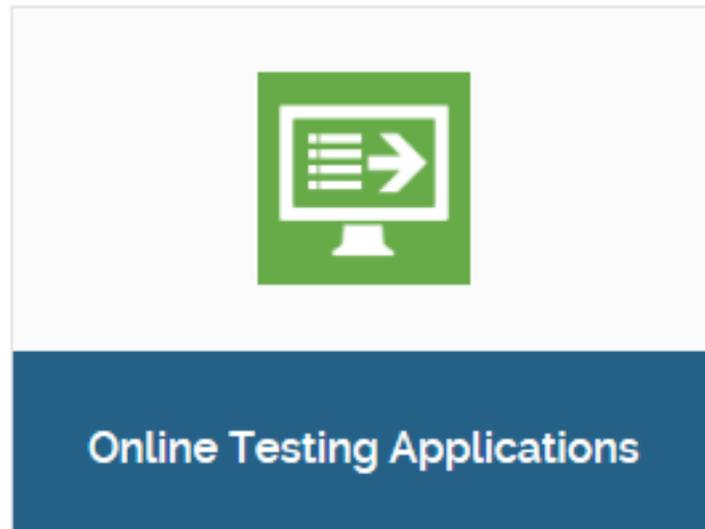
ACCESSING THE ONLINE APPLICATION

To access the Online Testing Application Tool, click on the link in the e-mail that you received -or- type the following URL into your browser's Address line:

https://www.consumertesting.com/

Enter your user id and password and click on the Login button. Alternatively, your client Retailer may have a link from their system to ours. If available, this link is the preferred way to access Online Applications.

After you have logged in to our system, you will be taken to the Main Menu Page. To access Online Applications click the Online Testing Applications button:

The Main Screen:

- All applications for testing are listed by category in the center of the screen.
- Links to your recent application submissions are provided below the category listing. A link to view all submissions is also provided.
- Account maintenance and help functions are available via dropdown menus at the top of the page.
- Forms are grouped into 'sets'. You can select the set at the top of the screen.

RECENT APPLICATIONS

Your recent application submissions are listed in the 'RECENT APPLICATIONS' section of the home page:

There are three possible statuses for an application:

SUBMITTED: Appears normally; this application has been submitted and has passed its window for further edits. Clicking on the description will load a copy of the application suitable for printing.

EDITABLE: Appears with a red clock icon; can be edited by clicking on the icon or description.

DRAFT: Appears with the paper/pencil icon; can be edited by clicking on the icon or description. DRAFT applications will stay in this status until the application is submitted or deleted. DRAFT applications can act as template applications. See USING DRAFTS AS TEMPLATES below.

Depending on the type and status of an application, there are a couple of actions that can be taken on the application:

⬜ : Create a new application based on the selected application (copy)

🗑 : Delete the application entirely (DRAFT applications only)

USING DRAFTS AS TEMPLATES

Through the creative use of DRAFT applications, you can build applications that have been pre-filled with your frequently repeated information without having to re-type that information each time you complete a new application. For example, if you frequently use the same factory for your items, you can save an application with the factory information completed so you do not have to enter that information on future submissions. Below is an example of how to use a DRAFT application as a template.

First, open the application for which you would like to create the template. Complete the application with the information you would like filled in future applications — you do not need to be concerned with the required fields at this point. We recommend using the word 'TEMPLATE' in the Item Description field to make the application easier to find later, although you can use any name/description you like. Once you have the desired information entered, click the 'Save Draft' button. You can then click on the UL logo at the top left of the screen to return to the main OTA page and exit the application form.

When you want to load the template application as a new, blank copy, go to the 'View All Applications' page and click the View Incomplete button (View Incomplete). Find the draft template you just created and click the (copy) link to create a new application with your previously saved information 3717667 (copy)   Standard Factory TEMPLATE [DRAFT] ⊗ DELETE . You can also use the search function on the 'View All Applications' page to locate one of your template (draft) applications.

FLAGGING STATUS

Depending on your user and company configurations in the system, you may have access to a display reporting your flagged styles:

Flagged styles are those that have been flagged as needing testing before they can be shipped. The report is listed by scheduled ship date.

VIEW / EDIT ACCOUNT INFORMATION

You can edit the information used to pre-populate the forms with your company and contact information. To manage this information, select 'Autofill Information' from the Tools menu at the top of the page.

This will take you into the Autofill Information Screen.

Supplier Information		Company: Select...

First Name

Last Name

Telephone Number

Company

Email Address

Separate multiple emails with comma (,)

(also default for Sample Received Notification and Send Report To fields on all forms)

Street Address

Supplier Number / HVN

City, State, Zip

Billing Information		☐ Same as Supplier Information

First Name

Last Name

Make your desired entries and click 'Save'. You can cancel by clicking 'Home' in the main menu or the UL logo at the top of the page. If your account is connected to multiple companies, you will have Company: selector at the top of the page to save autofill information for that specific company. Each company will have its own unique autofill information.

COMPLETING & SUBMITTING AN APPLICATION

From the Main Page, click on the application form to start with a new, blank form. For Walmart suppliers, you may have an additional option on the main page: "Do you want to start with a Walmart Item Number?" Refer to "Starting Applications with a Walmart Item Number" at the end of this document for more information about this feature.

Do you want to start with a Walmart Item Number?

FLAGGED

Web-Based Forms

All of the Online Testing Applications forms are web-based and can therefore be completed within the web browser window. The general workflow for the web-based forms goes as follows: complete and submit form, print the confirmation page, and include the printout with the sample. All of these web forms allow you to save a draft of your current form so you can complete the form at a later time.

Required fields are labeled in bold with a red asterisk. These are the minimum fields that must be completed in order to submit the form. If you miss any required fields, you will receive a message when you submit the form:

☑ I agree to all Terms & Conditions

SUBMIT AND CONTINUE (PRINT PDF)

Please complete all required fields indicated above.
Don't forget to accept the Terms & Conditions above.

Additional Options:
=> Multiple Style Entry - forms that support multiple styles provide a couple of options for entering style information. If you have a relatively small number of styles to enter, they can be easily entered into the form itself:

☐ Upload Multiple Style Numbers

Walmart Style Number *	Item Number	UPC Number	
Master for Assortments	Master for Assortments	Master for Assortments	Add Style

To enter additional styles, click the add style button (+) to enter the additional style(s). Added rows can be removed by clicking the remove button (x):

If you have a large number of styles, you can copy/paste the information from a spreadsheet containing the style information directly into the application. Check the option for 'Prefer to paste values from a Multiple Style Number Worksheet?' to access the multiple style number section:

=> File Upload - most forms allow for the attachment of multiple files to the application. File attachments can be used for additional testing instructions or clarifications, assembly instructions, bill of materials, data sheets, or any other documentation you feel would be beneficial for the testing team. Simply click the 'Upload files…' button to select the file(s) you wish to attach to your application:

Clicking on a file name will allow you to review the file you have attached to the application. You can also choose to delete any of the files you have uploaded before the application is submitted.

=> Additional Options - the top of each form has a few additional options:
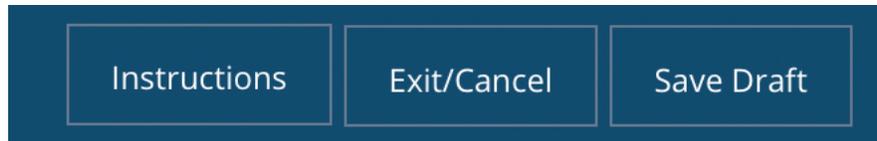
The 'Instructions' button provides some basic instructions for completing the form. Exit/ Cancel will delete any unsaved changes and take you back to the OTA home page. Finally, the 'Save Draft' button will save the form in its current state, allowing you to return at a later time to complete the form for final submission. A saved Draft will appear on the list of Recent Applications on the Online Testing Applications home page.

Once a form is submitted, you will receive a confirmation message on screen, and your browser's print dialog will be presented.

Once back at the Main screen, you will see your recently submitted applications in the list under Recent Applications. Applications submitted within the last hour are editable and have a red clock icon (🕐) next to them to indicate this status. Clicking on the clock icon or the description will re-open the application for editing. When editing a previously saved form, but sure to re-submit the form so that changes are saved. The applications are listed in Recent Applications in order by date from newest to oldest.

REVIEWING PREVIOUS SUBMISSIONS

All applications can be reviewed by selecting View All Applications from the menu:
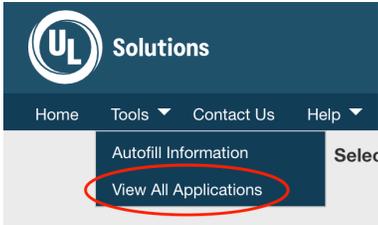
The View All Applications page provides a listing of previous applications submitted by all users for all of your companies by date of submission. You can search your previous submissions by entering an Application ID, Item Number, or Style Number and hitting the Search button. The system will return all matching application submissions including incomplete and draft applications.

The View All Applications report will allow you to not only see the applications you have submitted, it will also allow you to duplicate a submission and view test results from that application when available.

Draft applications are indicated by a red 'X' icon. Clicking this icon will permanently delete the draft application. Deleted draft applications are not recoverable.

STARTING APPLICATIONS WITH A WALMART ITEM NUMBER

Many Walmart suppliers will have the option to start an application with a Walmart Item Number. Those suppliers will have an additional option on the OTA main page: "Do you want to start with a Walmart Item Number?" Clicking this link will open the Item Selection

	Begin Application from Item Selection			✕
	Filter Items			

| Style / Vendor Stock N | -or- | Walmart Item Number | -or- | UPC Number | -or- | Dept | | Filter Items |

Select	Style / Vendor Stock Number	Item Number	UPC Number	Item Description
		Select filter above...		

Tool:

Tips for using the search tools:

- Enter as much of the Style Number, Item Number, UPC Number, and / or Department Number as you know for the desired items and click 'Filter Items'.
- You can use % and * as wildcard characters (not needed at beginning or end of your entry).
- You may enter multiple values in each entry field, separated by commas.
- Entering a portion of an entry will find that portion anywhere within the full value (i.e. '23' will find '23124','12345', '55123').

			Filter Items				
90*3		-or-	Item Number	-or-	UPC Number	-or-	Dept # Filter Items

Select	Style Number	Item Number	UPC Number	Item Description
☐	90923			VELCRO SQUARE WHDJCT
☐	9053			HEAVYDUTY STAPLES II
☐	90943			VELCRO HD BLK 1M BCR VELCRO HD BLK 1M BCR
☐	9013			TACKS DAISY 24CT DECO TACKS
☐	90349			VELCRO SQUARES WHITE 2808 MOD CAT 176
☐	90073			VELCRO SQUARES WHITE 2808 MOD CAT 176
☐	90320			VELCRO SEW ON WHITE

Search example and results:
So, searching for the style number 90*3 finds '90' + any number of characters + '3' anywhere within the style number.

Once you have completed a search, select the items you'd like included in your application by clicking the 'Select' checkbox, and choose the form you'd like to complete:
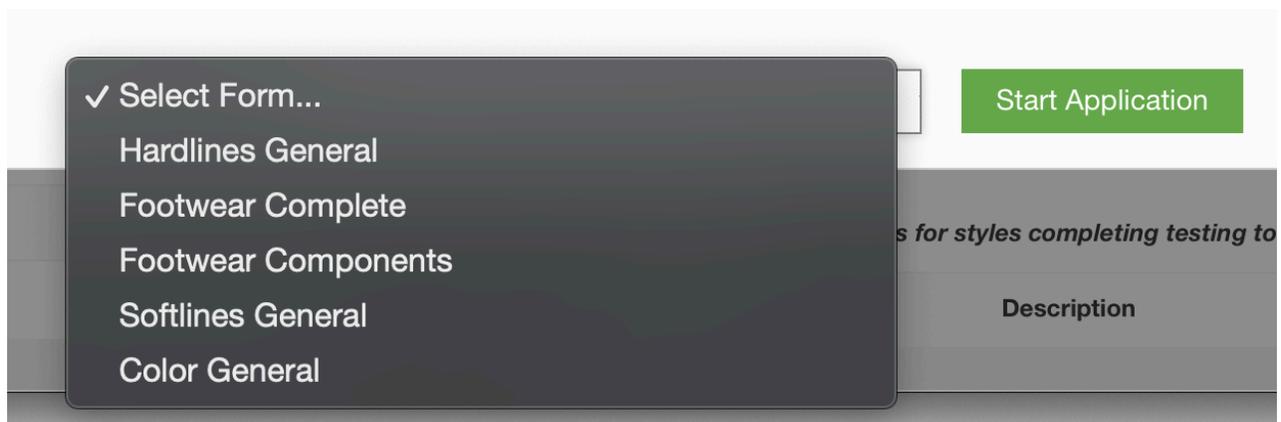
Finally, click 'Start Application' to transfer the checked items to the selected form. You can then complete the testing application form as usual.