

How To: Completing the User ID Form to Access DataLink For QVC, HSN & Zulily Vendor/Factory

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COMPLETING THE QVC/HSN/ZULILY REGISTRATION FORM - VENDOR



Upon receipt of the QVC/HSN/zulily Vendor and Factory User Registration Form please fill in the below information if you are a **VENDOR**:

- **Account Type** *(Specify if you are a Vendor or Factory – If you are a factory, please refer to Slide 3.)*
- **Vendor Name** *(Please fill in your company name)*
- **Vendor ID** *(Please fill in your Vendor ID)*
- **QVC/HSN/zulily** *(Please specify which brand you will be submitting under for testing.)*
- **Factory Name** ***(Required)**. Please list the name of your Factory/Factories in order to later select them within the Factory Dropdown list on Online Test Request Form.)*
- **Location** *(Please list the **country** where your company is located)*
- **Key Contact** *(Please list the **First and Last Name of the main contact** that will be accessing the portal on your company's behalf.)*
- **Email Address/User Name** *(Please enter the **email address for the main contact** that will be accessing the portal on your company's behalf. This will become your User Name.)*
- **Telephone Number** *(Please enter the company telephone number.)*
- **Address** *(Please list your full Vendor address (company address))*

COMPLETING THE QVC/HSN/ZULILY REGISTRATION FORM - FACTORY



Upon receipt of the QVC/HSN/zulily Vendor and Factory User Registration Form please fill in the below information if you are a **FACTORY**:

- **Account Type** *(Specify if you are a Vendor or Factory – If you are a vendor, please refer to Slide 2.)*
- **Vendor Name** *(Please fill in the Vendor Company Name associated with your factory)*
- **Vendor ID** *(Please fill in the Vendor ID for this Vendor)*
- **QVC/HSN/zulily** *(Please specify which brand you will be submitting under for testing.)*
- **Factory Name** *(Please list your Factory Name)*
- **Location** *(Please list the **country** where your factory is located)*
- **Key Contact** *(Please list the **First and Last Name of the main contact** that will be accessing the portal on your factory's behalf.)*
- **Email Address/User Name** *(Please enter the **email address for the main contact** that will be accessing the portal on your factory's behalf. This will become your User Name.)*
- **Telephone Number** *(Please enter the factory telephone number.)*
- **Address** *(Please list your full Factory address (company address))*

COMPLETING THE QVC/HSN/ZULILY REGISTRATION FORM



Example Entry:				
Account Type (Vendor Account / Factory Account)	Vendor Name	Vendor ID (must provide)	QVC/Zulily/ HSN	Factory Name
			Intertek	

Please advise your request for Factory account or Supplier account

If you request for Factory Account, please fill in related Vendor name
If you request for supplier account, please fill in your company name.

Please Provide your company name if you request for Factory Account.
If you are a Vendor Account, please include the Factory Name associated with you.

Location (Country)	Key Contact Person (First Name, Last Name)	Email Address/ User Name	Telephone Number	Address
UK	John Smith	john.smith@intertek.com	+44 7583509238	

Please input your name - one name per cell

Please input your email address - one email address per cell

Please enter your address as registered with buyer/ Client

SUBMITTING THE VENDOR/FACTORY REGISTRATION FORM



Once all fields in the Vendor/Factory Registration Form have been filled in, please submit your completed form to Intertek at the below email address:

DataLink Portal Administrator at Intertek: datalink.portal.administrator@intertek.com

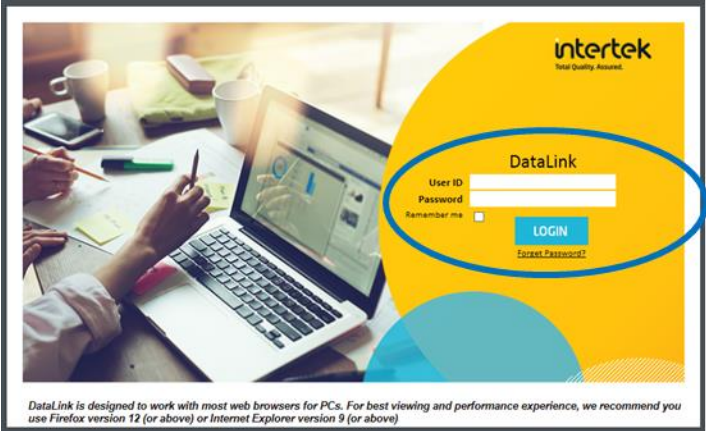
When submitting please ensure all fields are completed to avoid any additional delays.

Once the team has received the completed form you will receive your User ID and Password for accessing the site within a couple of business days.

GETTING STARTED - LOG IN (AFTER RECEIVING YOUR LOGIN CREDENTIALS)



Log In - <https://datalink.intertek.com>



Reset Password - You may reset password by clicking the “Forget Password?” link at <http://datalink.intertek.com>. User ID is your email address.




GETTING STARTED – AFTER LOG IN




You will land on the **Main** page once logged in. You may

1. Download a copy of the **DataLink User Guide**
2. Complete an online **Test Request Form** for test submission
3. Search for **test requests** already submitted or **reports** issued


DataLink User Guide (Vendor/Factory)

 DataLink Quick Reference Guide for QVC Vendor and Factory
(22-Oct-2019)

Online Request Form

 QVC Online Test Request Form

Test Requests/Reports Search

 QVC Test Request/Report Search (Vendor)

SITE USE & ACCESS



For additional details on navigating the system please refer to the User Guide within the DataLink home page.

For any questions associated with the site or logging in please contact Intertek at the below address:

Datalink.Portal.Administrator@intertek.com