



CONTROLUNION

ICU 제품 추가 매뉴얼



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고객사 계정 로그인



1.1 로그인

계약 시 설정하신 계정(이메일주소)과 비밀번호로 로그인



크롬 사용 필수 (인터넷 익스플로어 불가)



Welcome to the Control Union Certifications System - Please Login

Username	<input type="text" value="Username"/>
Password	<input type="password" value="*****"/> 
Language	<input type="text" value="English"/> 

[Reset password](#)

1.2 비밀번호 분실 시 재설정 방법

- <https://certifications.controlunion.com/icu/en/login/reset> 링크 클릭
- Username(이메일주소)기재 후 Reset password버튼 클릭

Control Union Certifications System - Password Reset

Username

[Back to login](#)



1.3 ICU 비밀번호 설정 및 로그인

Username으로 등록한 메일함에서 자동메일 찾아 링크 클릭

no-reply@controlunion.com

→ 메일 보낸사람

Your User Account for the Control Union Certification Service

Dear . Thank you very much for requesting access to the

Your User Account for the Control Union Certification Service



certification@controlunion.com

받는 사람

← 회신 ← 전체 회신 → 전달 ...

2020-07-15 (수) 오후 3:19

Dear

Thank you very much for requesting access to the Certification Services of Control Union. If you have not personally requested access to the Certification Services, then your system administrator, or your Control Union certifier has requested access on your behalf.

Please click on the link below to choose and set your own password. Please note, the password should be ~~known only by you and should not be shared.~~

<https://orca.controlunion.com/test/cert-tex/en/login/reset/dcb279db-f896-456d-b0a9-be5b49c13068>

→ 비밀번호 설정 링크

Helpful information:

In case the link does not work for you, then please copy the link and paste the entire link into your browser.

In case of other questions or difficulties, please contact your local Control Union office.

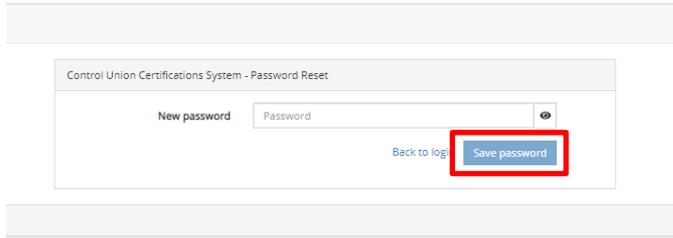
Please find access to our portal here: <https://certificationportal.controlunion.com/>.

Kind regards,
Control Union Textile Operations Team



1.4 비밀번호 설정

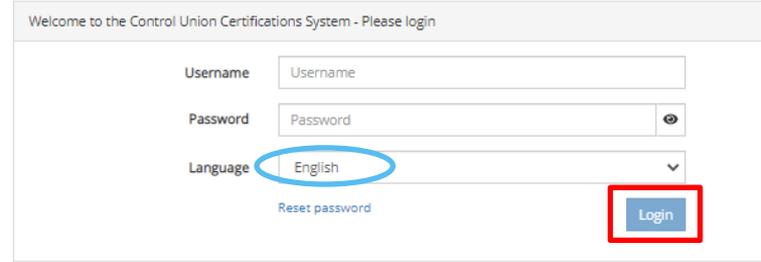
받으신 메일의 첫번째 링크를 클릭하시면 아래와 같은 창이 생성됩니다.



Control Union Certifications System - Password Reset

New password

[Back to login](#)



Welcome to the Control Union Certifications System - Please login

Username

Password

Language

[Reset password](#)

앞으로 사용하실 비밀번호를 입력 후
Save password 버튼을 클릭하세요

하기 링크를 눌러 로그인 하세요.

<https://certifications.controlunion.com/icu/en/login>



제품 추가 등록



2.1 제품추가 등록

로그인 후 PORTAL 탭을 클릭

CU-CERT - Test v1.9.10 **PORTAL** ACTIONS HELP AMY_KIMES@NAVER.COM

PORTAL 클릭

My actions 0 of 0

#	Client name	Contract number	Program group name	Action name	Due date	Escalation 1	Escalation 2
---	-------------	-----------------	--------------------	-------------	----------	--------------	--------------

Company actions 3 of 3

#	Client name	Contract number	Program group name	Action name	Due date	Escalation 1	Escalation 2	
1	Amy Kim		Sustainable Textiles	CL Upload Logo Documents	2019-01-14	2019-01-21	2019-01-28 🔥	✓
2	Amy Kim		Sustainable Textiles	CL Upload Logo Documents	2019-01-25	2019-02-01	2019-02-08 🔥	✓
3	Amy Kim		Sustainable Textiles	CL Upload Logo Documents	2019-02-14	2019-02-21	2019-02-28 🔥	✓

Powered by ORCA Build: 2019-07-10



2.1 제품추가 등록

Sustainable textiles 탭에서 Add product 글자 클릭

(1)

MY COMPANY

SUSTAINABLE TEXTILES

My actions

My actions	68
Open company actions	20
Incoming shipments	2
Open NCs	2
Request new service	+

My scope

Stock material	+
My TCs	+
Units	
Start logo approval	+
Add product	+

My documents

Contracts & dossier

Logos

(2)



2.1 제품추가 등록

PRODUCTS 탭에서  버튼을 클릭

(1)

DOSSIER NC AUDITS **PRODUCTS** COMPONENTS UNITS

Apply for scope change

Category: Detail: Standard name:
 GRS NL / GRS
 RCS NL / RCS Module status: Show inactive products:

(2)

#	Product category	Product detail	Material composition	Product numbers	Standard	Label	Current module status	
1	Babies' apparel (PC0003)	Activewear, sportswear (PD0008)	[Outshell] 50% Polyester (RM0186) + 50% Recycled post-consumer Polyester (RM0189)		GRS NL / GRS	-	certified ✓	
2	Dyed fabrics (PC0025)	Woven fabrics (PD0059)	Dyed fabrics (PC0025) / Woven fabrics (PD0059) - 93% Recycled post-consumer Polyester (RM0189) + 7% Elastane (Spandex) (RM0160)		GRS NL / GRS	GRS	new	
3	Dyed fabrics (PC0025)	Woven fabrics (PD0059)	Dyed fabrics (PC0025) / Woven fabrics (PD0059) - 93% Recycled post-consumer Polyester (RM0189) + 7% Elastane (Spandex) (RM0160)		GRS NL / GRS	GRS	new	

2.1.1 일반 제품추가 등록

판매하실 인증품의 정보를 기재

DOSSIER NC AUDITS PRODUCTS NEW PRODUCT x COMPONENTS UNITS

This product is based on components Yes No 부분인증을 하지 않는 일반 제품인 경우는 NO 클릭

Category *

Babies' apparel (PC0003) **제품의 분류**

Product Details *

Babies' clothing (PD0013) **제품의 상세정보**

Trade name 1 *

CU 123 **업체에서 사용하는 제품명 기재 (*한글기재 불가)**

+ Add trade name

Category : 제품의 분류 선택 (엑셀파일 참고)

Product details : 제품의 상세정보 선택 (엑셀파일 참고)

Trade name : 업체에서 사용하는 제품명 (한글기재x)
주요 TC 상에 표기 되지 않습니다.

Category description

Category description **공란**

Product detail description

Detail description **공란**

+ Add article number

Category description : 작성하지 않습니다.

Product detail description : 작성하지 않습니다.

Article number: 판매 제품명 또는 코드 입력 (한글기재x)
입력하지 않으셔도 문제없습니다.

2.1 제품추가 등록

판매하실 인증품의 정보를 기재

Program 1 *
 GRS NL 인증 프로그램

Modules: GRS

+ Add program

Contained raw material

Raw material 1 * 	Percentage *
Recycled post-consumer Polyester RM0189	0.00 %

+ Add material 함유된 원료 선택

%기재
*소수점 기재 불가

Program : 인증 프로그램 선택

Contained raw material : 해당 제품의 혼용율 기재
 - 버튼 을 클릭하여 원료 항목 추가 가능
 - %가 총 100%가 되어야 저장 가능합니다.

Label grade

Label grade will be selected automatically based on the raw materials.

라벨 그레이드
원료에 따라 자동선택

*GRS 라벨

- GRS: 인증원료 총량 50% 이상인 경우
- NO label: 인증원료 중량이 50% 미만
- n/a : Reclaimed materials 로 만들어진 경우

Claimed material programs

GRS NL

*RCS 라벨

- Recycled claim standard 100 : 인증원료 95%이상 함유
- Recycled claim standard Blended : 인증원료 5~95% 함유

*OCS 라벨

- OCS100 : 인증원료 95%이상 함유
- OCS Blended : 인증원료 5%~94% 함유

*GOTS 라벨

- Organic : 인증원료 95%이상 함유
- Made with Organic : 인증원료 70~94% 함유
- Organic In Conversion : 인증원료 95%이상 함유(전환기 유기농)
- Made with Organic In Conversion : 인증원료 70~94% 함유(전환기 유기농)



2.1 제품등록 - 예시

예시) 가공지

Category *	<input type="text" value="Dyed fabrics (PC0025)"/>	Category description (max. 255 characters)	<input type="text" value="Category description"/>
Product Details *	<input type="text" value="Woven fabrics (PD0059)"/>	Product detail description (max. 255 characters)	<input type="text" value="Detail description"/>
Trade name 1 *	<input type="text" value="ABC-123"/>	<input type="button" value="+ Add article number"/>	
	<input type="button" value="+ Add trade name"/>		
Program 1 *	<input type="text" value="GRS NL"/>	Label grade	Label grade will be selected automatically based on the raw materials.
Modules:	<input checked="" type="checkbox"/> GRS		
	<input type="button" value="+ Add program"/>		
Contained raw material			
Raw material 1 * 	<input type="text" value="Recycled post-consumer Polyester RM0189"/>	Percentage *	<input type="text" value="0.00"/> %
	<input type="button" value="+ Add material"/>	Claimed material programs	<input type="button" value="GRS NL"/>



2.1 제품등록 - 예시

예시) 제직물

Category *	<input type="text" value="Dyed fabrics (PC0025)"/>	Category description (max. 255 characters)	<input type="text" value="Category description"/>
Product Details *	<input type="text" value="Woven fabrics (PD0059)"/>	Product detail description (max. 255 characters)	<input type="text" value="Detail description"/>
Trade name 1 *	<input type="text" value="ABC-123"/>	<input type="button" value="+ Add article number"/>	
<input type="button" value="+ Add trade name"/>			
Program 1 *	<input type="text" value="GRS NL"/>	Label grade	Label grade will be selected automatically based on the raw materials.
Modules:	<input checked="" type="checkbox"/> GRS		
<input type="button" value="+ Add program"/>			
Contained raw material		Percentage *	Claimed material programs
Raw material 1 * 	<input type="text" value="Recycled post-consumer Polyester RM0189"/>	<input type="text" value="0.00"/> %	<input type="button" value="GRS NL"/>
<input type="button" value="+ Add material"/>			



2.1제품추가 등록 - 예시

예시) 가먼트

This product is based on components Yes No

Category *

Women's apparel (PC0002)

Product Details *

T-shirts, singlets (PD0007)

Trade name 1 *

ABC 123

+ Add trade name

Program 1 *

GRS NL

Modules: GRS

+ Add program

Contained raw material

Raw material 1 * 

Recycled post-consumer Polyester RM0189

Percentage *

50

%

Raw material 2 * 

Cotton RM0102

Percentage *

50

%

+ Add material

Category description (max. 255 characters)

Category description

Product detail description (max. 255 characters)

Detail description

Article number 1

Article number

+ Add article number

Label grade

GRS

Claimed material programs

GRS NL

Claimed material programs



2.2 제품의 공정 추가

제품등록 완료 확인 후 공정 추가 진행

Product: Dyed fabrics (PC0025) / Knitted fabrics (PD0058) - 95% Recycled post-consumer Polyester (RM0189) + 5% Elastane (Spandex) (RM0160)

Edit 

Approve

- GRS NL: GRS 95%, Status: new , Label grade: GRS

Validation: 

Processing chains

Add existing processing chain +

Create processing chain +

Please add units and processes!

Add existing processing chain

기존에 사용하시는 공정 있으시다면 클릭하신 후 연결

Create new processing chain

새로 공정 추가 필요하실 때 클릭 후 등록



2.3 부분인증 제품 (Components 등록)

부분인증 제품은 가먼트의 걸감, 안감 등 부분에 대한 인증입니다.

(1)

DOSSIER NC AUDITS **PRODUCTS** **COMPONENTS** UNITS

Apply for component approval

Category

Show all

Detail

Standard name 

Show all
GRS NL / GRS
RCS NL / RCS

Module status

Show all

Show inactive components

Yes

No

(2)

#	Component category	Component detail	Material composition	Standard	Label	Current module status
---	--------------------	------------------	----------------------	----------	-------	-----------------------

+ Component



2.3 부분인증 제품 (Components 등록)

Component Details *

Outshell **부분인증 부분**

+ Add article number

Program 1 *

GRS NL

Modules: GRS

+ Add program

Contained raw material

Raw material 1 *

Recycled post-consumer Polyester RM0189

Percentage *

100

%

+ Add material

Category *

Men's apparel (PC0001) **가먼트 종류**

Label grade *

Label grade will be selected automatically based on the raw materials.

Claimed material programs

GRS NL

완료 후 Save

Save



2.3 부분인증 제품 (Components 등록)

DOSSIER NC AUDITS PRODUCTS COMPONENTS UNITS FARMS

(2)

Apply for component approval

승인요청 클릭

Category

Detail

Standard name ⓘ

Module status

Show inactive components

Yes

No

Show all



Show all
OCS NL / OCS
RCS NL / RCS
GOTS NL / GOTS

Show all



Component category

Component detail

Material composition

Article numbers

Standard

Label

Current module status

+ Component

1 Men's apparel (PC0001)

Outshell

100% Recycled post-consumer Polyester (RM0189)

GRS NL / GRS

GRS

new

(1)

Discontinue



추가한 Component가 제대로 등록되었는지 확인

2.3 부분인증 제품 (Components 등록)

Select all components (1)

Components to be approved:

#	Category	Component detail	Material composition	Status	Action
1	Men's apparel (PC0001)	Outshell	100% Recycled post-consumer Polyester (RM0189)	GRS NL: GRS new ?	Select
2	Women's apparel (PC0002)	Outshell	100% Recycled post-consumer Polyamide (Nylon) (RM0185)	GRS NL: GRS new ?	Select

승인 요청할 Component 모두 Select 한 후 Start 클릭 또는, Select all components 클릭

Items per page: 10 1 - 2 of 2 < >

Close Start (2)

Start 클릭 후 cu에 승인요청 연락 필수



2.3 부분인증 제품 (Components 등록)

Show inactive components Yes No

Standard	Label	Current module status	+ Component	
GRS NL / GRS	GRS	certified ✓	Discontinue	
GRS NL / GRS	GRS	approved ✓	Discontinue	

CU에서 신청완료 후 approved 상태가 되었는지 확인



2.3 부분인증 제품 (Components 등록)

판매하실 인증품의 정보를 기재합니다.

DOSSIER NC AUDITS PRODUCTS NEW PRODUCT x COMPONENTS UNITS

This product is based on components Yes No **부분 인증을 하는 제품은 YES 클릭**

Category *
Babies' apparel (PC0003) **제품의 분류**

Product Details *
Babies' clothing (PD0013) **제품의 상세정보**

Trade name 1 *
CU 123 **업체에서 사용하는 제품명 기재 (*한글기재 불가)**

+ Add trade name

Category description
Category description

Product detail description
Detail description **공란으로 둡니다**

+ Add article number

Category : 제품의 분류 선택 (엑셀파일 참고)

Product details : 제품의 상세정보 선택 (엑셀파일 참고)

Trade name : 업체에서 사용하는 제품명 (한글기재x)
추후, TC 상에 표기 되지 않습니다. 

Category description : 작성하지 않습니다.

Product detail description : 작성하지 않습니다.

Article number: Seller의 제품명 또는 제품 코드 입력
(한글기재x)

2.3 부분인증 제품 (Components 등록)

제품에 해당하는 Component 추가 및 선택
부분인증 제품이 2가지 이상인 경우 Add component 클릭 후 추가

Component 1 *  제품에 해당하는 Component 추가 및 선택

Start typing to find a component

[Outshell] Babies' apparel (PC0003) - 50% Polyester (RM0186) + 50% Recycled post-consumer Polyester (RM0189) - GRS NL

[Lining] Women's apparel (PC0002) - 50% Recycled post-consumer Polyester (RM0189) + 50% Polyester (RM0186) - GRS NL

 Add component

Product Programs

제품 선택 완료 후 Save 눌러 저장

Save



2.3 제품공정 추가

제품과 레시피 등록 완료 확인 후 공정 추가 진행

DOSSIER NC AUDITS PRODUCTS [LINING] 50% RECYCLE... x COMPONENTS UNITS

Product: Women's apparel (PC0002) / Activewear, sportswear (PD0008) - [Lining] 50% Recycled post-consumer Polyester (RM0189) + 50% Polyester (RM0186)

Edit  Approve

• GRS NL: GRS, Status: new

Validation: 

Processing chains

Add existing processing chain +

Create processing chain +

Please add units and processes!

Add existing processing chain

기존에 사용하시는 공정 있으시다면 클릭하신 후 연결

Create new processing chain

새로 공정 추가 필요하실 때 클릭 후 등록



2.3 등록 완료 후 인증서 재발행 요청

****등록 완료 후 컨트롤유니온 섬유팀 CM파트로(tcmkorea@controlunion.com) 연락 부탁드립니다.****

- 추가제품 내용 검토 후, 유관부서에 인증서 재발행을 요청드릴 예정입니다.
- 인증서 재발행까지 최대 1주일정도 소요될 수 있습니다.
- 등록하신 대표메일로 재발행 된 인증서가 발송됩니다.
- 인증서 재발행은 인증기간 내 최대 5회까지 무료로 진행되며 이후에는 건 당 2만원의 추가요금이 부과 됩니다.



감사합니다.



Korea Textile

< textilekorea@controlunion.com >

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