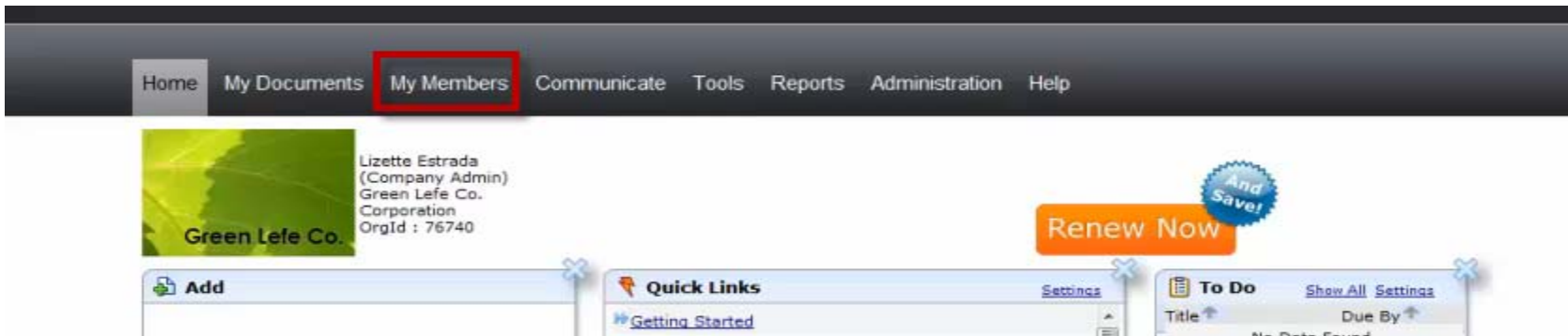


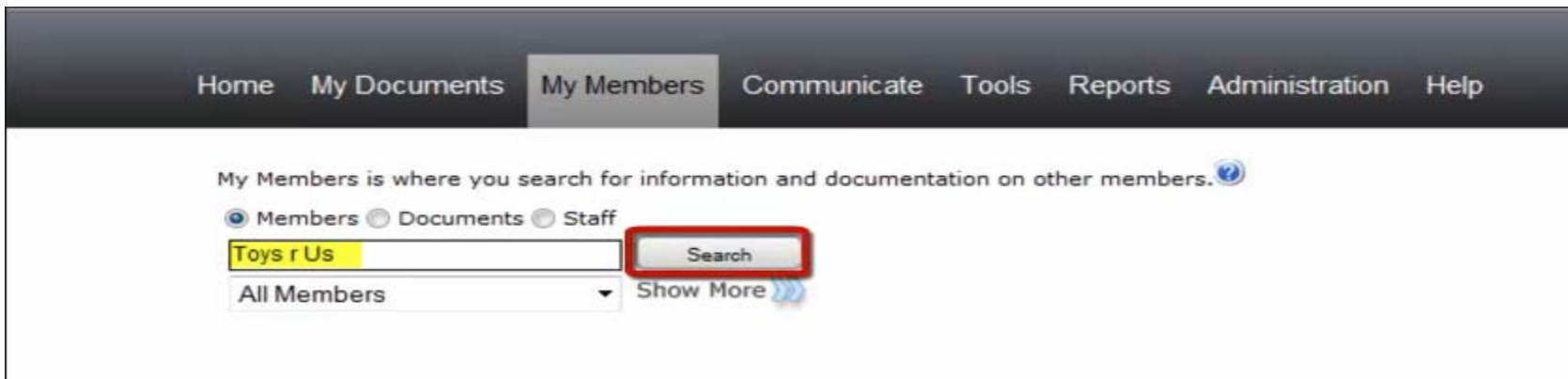
# Toys “R” Us Vendor Profile SmartForm



In order to view the Vendor Profile SmartForm, you must first add Toys R Us to your Company Member List. Click [My Members](#).



Type “Toys R Us” in the search box and click [Search](#).



Click **Add** to place Toys R Us on to your Company Member List.

-Advanced Search-


All Members [View All](#)

Member Name	City	Facility	Company Members Add/Remove
<a href="#">Toys R Us</a>	Wayne	TRU Corpor...	 <b>Add</b>

1 Record(s) displayed.


-Advanced Search-

All Members [View All](#)

Member Name	City	Facility	Company Members Add/Remove
<a href="#">Toys R Us</a>	Wayne	TRU Corpor...	 <b>Drop</b>

1 Record(s) displayed.

Company Members [View All](#)

Member Name	City	Facility	Company Members Add/Remove
<a href="#">Toys R Us</a>	Wayne	TRU Corpor...	 <b>Drop</b>

1 Record(s) displayed.

Home My Documents My Members Communicate Tools Reports Administration Help

**Green Life Co.**  
Lizette Estrada  
(Company Admin)  
Green Life Co.  
Corporation  
OrgId : 76740

**Add**  
Document Product  
Enter name above

**Quick Links**  
Getting Started  
Personal Member List  
My Documents > Global View  
My Documents > List View  
My Documents > Certifications

**Compliance Summary**  
Renew Now  
And Save!  
You are **75%** compliant with Toys R Us  
Become Compliant

**Messages**  
In Date Who Subject  
Feb-17-2012 9:21:26 AM Alba Anquilo Data Connection for alba inc.  
Feb-17-2012 12:12:06 PM Alba Anquilo Data Connection for alba inc.

Once Toys R Us has been added to the Company Member List, the Compliance Summary box will be displayed on the Home tab. Click **Become Compliant**.

From the list of requirements, click [Submit SmartForm \(Vendor Profile\)](#).

**Compliance Dashboard** You are 75% compliant with Toys R Us

Member: Toys R Us    Status: - All -    Action Needed: - All -

Customer ↑	Action Needed ↑	Date Requested ↑	Due By ↑	Completed ↑	Date Completed ↑
Toys R Us	Login and View Compliance			✓	Oct-11-2010
Toys R Us	<a href="#">Pay iCiX Membership</a>			✓	
Toys R Us	<a href="#">Fill in Missing Profile Info</a>			✓	Oct-21-2010
Toys R Us	<a href="#">Submit SmartForm (Vendor Profile)</a>			○	

A window will appear, providing important guidelines regarding the submission of the SmartForm. Click **OK** to continue.

**Warning: JavaScript Window - SmartForm Notification**

Welcome to the iCiX SmartForm. Please complete this form and click Submit. Required fields are marked in red.

To submit this SmartForm you must have an active iCiX username and password.

**Note:** For Internet security this form will only remain open for 60 minutes. When the form is complete, click the submit button and follow the instructions.

If you have any questions or need assistance, please contact iCiX Member Support by visiting [www.icix.com](http://www.icix.com).

**OK**

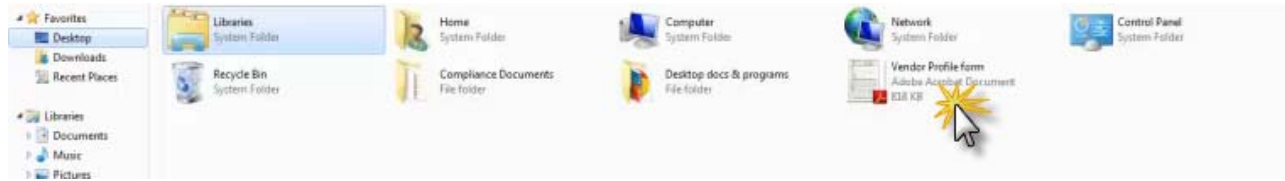
**TIP:** Save the blank SmartForm to your computer in order to save your ongoing work.

The screenshot displays the iCiX SmartForm interface. At the top, a purple banner contains the text: "Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records." Below this is a green toolbar with icons for help, print, save, and refresh. The save icon is circled in red, and a red arrow points from it to a "Save As" dialog box. The dialog box is open to the Desktop location and shows the following details:

- Save in: Desktop
- Recent Places: Desktop, Libraries, Computer, Network
- Libraries: Libraries (System Folder), Computer (System Folder), Compliance Documents (File folder)
- Home: Home (System Folder)
- Network: Network (System Folder)
- Desktop docs & programs: Desktop docs & programs (File folder)
- File name: Vendor Profile form
- Save as type: Adobe PDF Files (\*.pdf)

The background interface shows the ToysRUs logo, "Page 1 of 13", and the title "Vendor Profile". The "General Information" section includes input fields for "Vendor Name" and "Street Address".

After saving the SmartForm, open it to start entering information.



The fields underlined in red are mandatory in order to successfully submit the SmartForm.

A screenshot of a web browser displaying the 'iCiX SmartForm' 'Vendor Profile' page. The page has a purple header with a warning message: 'Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.' Below the header is a green navigation bar with icons for help, print, save, and refresh, and the text 'iCiX SmartForm'. The main content area features the ToysRUs logo and the title 'Vendor Profile'. Below the title is 'Page 1 of 13' and a grey bar labeled 'General Information'. The form contains several input fields with red underlines indicating mandatory fields: Vendor Name, Street Address, City/State/Country, Web Site Address, Primary Contact Name, and Email. There are also fields for Submit Date, Fax #, Title, and Phone.

Proceed to fill out the SmartForm. Enter your vendor name, address, contact information, etc.

Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. Highlight Existing Fields

**iCiX SmartForm**

**Toys R Us**

Page 1 of 13

**Vendor Profile**

**General Information**

Vendor Name  Submit Date

Street Address

City/State/Country

Web Site Address  Fax #

Primary Contact Name

Email

Secondary Contact Name

Email

Year Business Established

Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records. Highlight Existing Fields

**Factory Information**

Factory Name

Factory Address

City  State/Province/Region

Country

Company Owned?  Yes  No Registered

Owner/President Name   
 Email  Phone

QA Manager Name   
 Email  Phone

Production Manager Name   
 Email  Phone

Compliance Manager Name   
 Email  Phone

Operations Manager Name

Enter the factory information for each factory that supplies Toys R Us.



Please fill out the following form. You cannot save data typed into this form.  
Please print your completed form if you would like a copy for your records.

Highlight Existing Fields

### Production Curve (% by Month)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total

Add Additional Factory?

Factory Name \_\_\_\_\_

Factory Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Region \_\_\_\_\_

Country \_\_\_\_\_

Company Owned?  Yes  No Registered

Owner/President Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

QA Manager Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

If additional factories supply Toys R Us, click Add Additional Factory to enter the information.

Please fill out the following form. You cannot save data typed into this form.  
Please print your completed form if you would like a copy for your records.

Highlight Existing Fields

### Production Curve (% by Month)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
												0%

Signature

Signature

Warning: JavaScript Window - ICIX

**i** You are about to Submit your ICIX SmartForm. Click Yes to confirm that you have completed this form, or click Cancel to review or edit the form before submission.

Remember you cannot save a partially completed version of this form, it must be submitted in its entirety.

Due to the length of this form it may take several seconds to submit to the server. Please keep your window open during this time.

OK Cancel

icix

Submit

Once you have completed the SmartForm, click Submit.

Enter your username and password to complete submission. Your digital signature will be applied at the time of submission.

**Submission** iCIX SmartForm

Please enter your iCIX login details to apply your digital signature to this document.

I confirm that the information provided in this form is true and accurate to the best of my knowledge.

Username:

Password:

[Apply Signature](#) [Close](#)

Not an ICIX member?  
[Sign Up](#)  
[About SmartForms](#)  
[About iCIX](#)

**Submission** iCIX SmartForm

Please assign the following information to the submission of document:

Assign Category:

(note, the category assignment is optional and you may add the document without selecting a category)

[About SmartForms](#)  
[About iCIX](#)

**Submission** iCIX SmartForm

**Submission Status: Successful.**  
Your Receipt

[About SmartForms](#)  
[About iCIX](#)

Organization Name **Green Lefe Co.**  
Person Name **Lizette Estrada**  
Person Title **Implementation**  
Document Title **Vendor Profile**  
Receipt No **50741**  
Date/Time **Mar 2 2012 11:24AM (+12:0 GMT)**

[View Submission](#) [Print Receipt](#) [Close](#)

Help: Chat Phone Email

Home **My Documents** My Members Communicate Tools Reports Administration Help

All List **Certifications** Products Compliance Documents Document Logs

**Add**  
 Document  Product  
  
 Enter name above

Find

Document Title	Description	Date Added
<a href="#">Walmart Supplier Liabi...</a>		Oct-26-2010

1 Record(s) displayed.

Product Name	Internal (Supplier) Number	Date Added
<a href="#">Green Pants</a>	32658974521	Jan-26-2012
<a href="#">Orange shirt</a>	986323187521	Jan-26-2012
<a href="#">Yellow scarf</a>	986531548635	Jan-26-2012
<a href="#">Purple Shoes</a>	986532154	Jan-26-2012

7 Record(s) displayed.

Document Title	Description	Date Added
<a href="#">Vendor Profile</a>		Mar-2-2012
<a href="#">WESupplierCenter...</a>		Dec-7-2011
<a href="#">WBContactInformati...</a>		Dec-7-2011

3 Record(s) displayed.

The SmartForm will be saved in the My Documents tab, listed under “Compliance Documents”. It is automatically shared with Toys R Us.