

Once logged in you will be presented with the main product information screen.

This will display product that you supply to Coach House.

COACH HOUSE Hello JimmyP3@coachhouse.com Logout Home How To Packaging Guide

Packaging Setup Search:

* <input type="checkbox"/>	CoachHouse Code	Description	Supplier Code	Inner Quantity	Outer Quantity	Secondary Packaging	Tertiary Packaging
<input type="checkbox"/>	CH233	CH TREES WALL ART	Product A	1	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CH232	CH SQUARE LOVE WALL ART	Product B	1	8	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH216	CH XMAS TREE MTL CARD-HLDR.	Product C	1	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CH220	CH COCKEREL WEATHER VANE(D)	Product D	1	12	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH226	CH "GOLD XMAS TREE" CARD-HLDR.	Product E	1	12	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH253	CH "MERRY CHRISTMAS" WALL ART	Product F	2	24	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH259	CH GOLD TREE CARD HOLDER	Product G	4	12	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH260	CH GOLD TREE CARD RACK SM	Product H	4	12	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH261	CH SM REINDEER CARD RACK	Product I	6	24	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH262	CH MED REINDEER CARD RACK	Product J	4	12	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH263	CH LG REINDEER CARD RACK	Product K	4	12	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH264	CH STOOD DEER CARD RACK	Product L	4	12	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH265	CH GOLD BIRDCAGE CARD HOLDER	Product M	2	6	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH266	CH STAY A WHILE METAL SIGN	Product N	2	16	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH269	CH PINEAPPLE TRIO LED LIT METAL SIGN	Product O	1	2	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH273	CH SM GLD ORNATE MTL TREE	Product P	2	2	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH274	CH MD GLD ORNATE MTL TREE	Product Q	1	2	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CH275	CH LG GLD ORNATE MTL TREE	Product R	1	2	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 18 of 18 entries Previous **1** Next

Toward the top of the screen is your user menu

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Click on your user name to change your password

Reset Password

Current password

New password

Confirm new password

Update password

Password

- Must be a minimum 6 characters
- Contain at least one non alphanumeric character
- Contain at least one lower case (a-z)
- Contain at least one upper case (A-Z)

Click Home to view the Product Information Screen

Click on Packaging Guide to download packaging guidance notes.

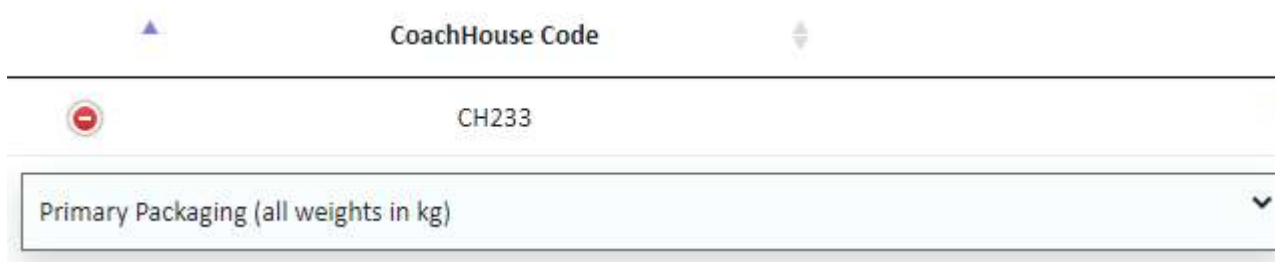
Navigate the Product Information screen

Each Line has an option to expand:



A screenshot of a product information line. At the top, there is a blue upward-pointing triangle and the text "CoachHouse Code". Below this, a horizontal line separates the header from the data. On the left side of the data row, there is a green circular button with a white plus sign. To the right of the button, the text "CH233" is displayed.

Click the green button to view the packaging type which needs recording:



A screenshot of the expanded product information line. At the top, there is a blue upward-pointing triangle, the text "CoachHouse Code", and a grey downward-pointing triangle. Below this, a horizontal line separates the header from the data. On the left side of the data row, there is a red circular button with a white minus sign. To the right of the button, the text "CH233" is displayed. Below the data row, there is a light blue rectangular box containing the text "Primary Packaging (all weights in kg)" and a grey downward-pointing triangle on the right side.

By default primary packaging needs to be recorded.

If Secondary and Tertiary packaging need to be recorded then simply tick the options Secondary Packaging and Tertiary Packaging on the product information line.



A screenshot of a product information line. At the top, there are two grey downward-pointing triangles. Below them, the text "Secondary Packaging" and "Tertiary Packaging" are displayed. Below this, a horizontal line separates the header from the data. On the left side of the data row, there is a blue square button with a white checkmark. To the right of the button, there is another blue square button with a white checkmark.

This will then activate the Secondary and Tertiary Packaging options against the product line:



CoachHouse Code	Description	Supplier Code	Inner Quantity	Outer Quantity	Secor
CH233	CH TREES WALL ART	Product A	1	6	
Primary Packaging (all weights in kg)					
Secondary Packaging (all weights in kg)					
Tertiary Packaging (all weights in kg)					

You will see a drop down options for each of the packaging options:



Three light blue rectangular boxes, each containing a drop-down menu. The first box contains the text "Primary Packaging (all weights in kg)" and a grey downward-pointing triangle on the right side. The second box contains the text "Secondary Packaging (all weights in kg)" and a grey downward-pointing triangle on the right side. The third box contains the text "Tertiary Packaging (all weights in kg)" and a grey downward-pointing triangle on the right side.

If you activate Secondary and/or Tertiary options, but fail to enter in the relevant details, the screen will highlight red:



HQ198	STEPPED ALUMIN. LAMP W/SHD	14201	1	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Updating Product Information:

If you expand the packaging option you will be presented with the following (e.g.Primary):

CoachHouse Code

CH233

Primary Packaging (all weights in kg)

Not Applicable

Paper Or Cardboard Weight 0.00

Plastic Weight 0.00

Contains 30% Recycled Plastic

Wood Weight 0.00

Select... 0.00

Select... 0.00

Secondary Packaging (all weights in kg)

Tertiary Packaging (all weights in kg)

You will need to enter the weight (in kg) of each of the options available.

For Plastic we do have an extra requirement – whether the product contains a minimum of 30% Recycled plastics. If the product does, then simply check the option.

If the option is not applicable, simply tick the Not Applicable option.

If there are other packaging types that need to be recorded, these can be selected from the options at the bottom of the screen

Select... 0.00

Extra Features

Once all options for all active packaging types have been filled in the product line will appear green.

If you need to filter for Outstanding product lines simply type Outstanding in the Search Box.

If you need to filter for Completed product lines simply type Completed in the Search Box.