

WORK FLOW GUIDELINES

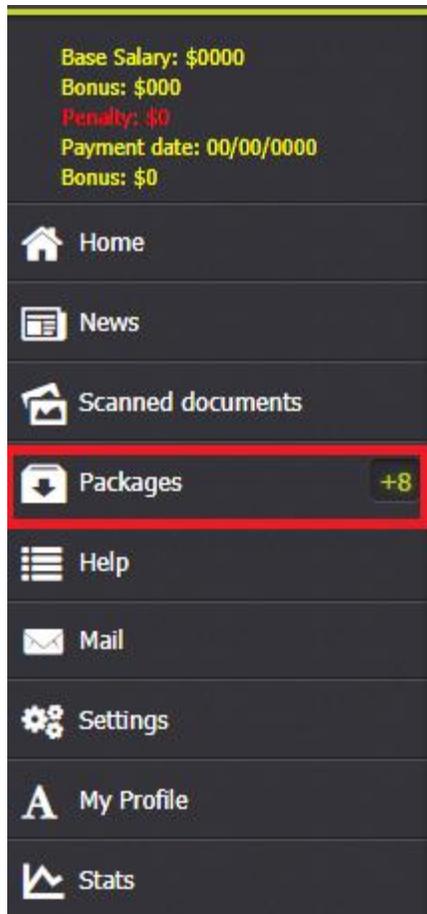
STEP BY STEP INSTRUCTION

1. Receive the item at home/ Pick up the item from facility or store locations

1.1 Pick-up packages will have additional \$60 bonus on top of the \$40 per successful package as they are VIP packages and customers paid premium for the packages to be picked up as safety precaution for the items they ordered. The VIP bonus will not reflect on the dashboard but can be seen on your payslip every time we release your paycheck.

2. Report the Package on the dashboard

2.1 Click Packages Tab on the dashboard



2.2 Click "RECEIVED" button for the package that corresponds the tracking number of the item you receive.

Tracking Information	Contents	Outgoing Shipping Label	Special Instructions	Hold address	Status
1Z0X0000000000000000 n/a	packing list photo receipt	n/a			Not Received Received Sent
1Z0X0000000000000000 n/a	packing list photo receipt	n/a			Not Received Received Sent
1Z0X0000000000000000 n/a	packing list photo receipt	n/a			Not Received Received Sent

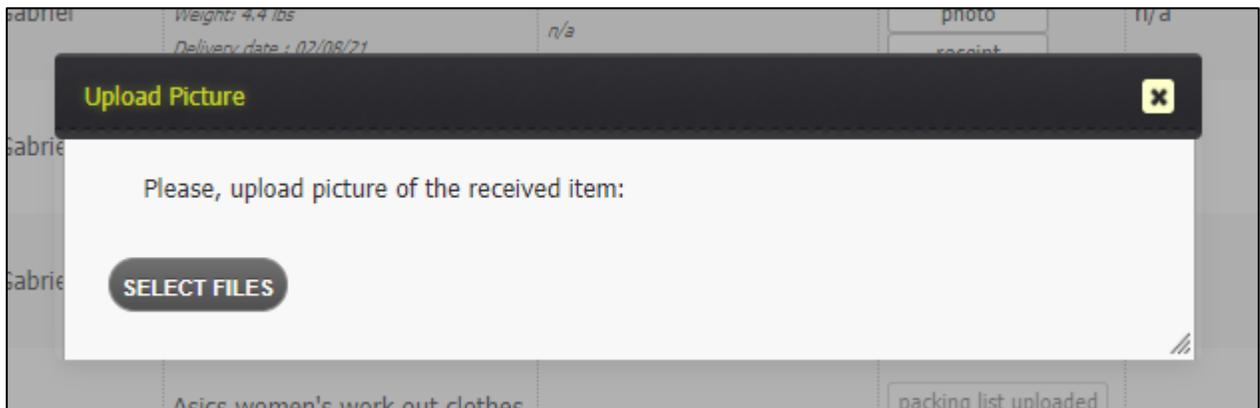
3. Upload item pictures

3.1 This is the most important part as you need to take a photo of the item you received.

3.2 Click the “Photo” button and a pop up will appear

Product Description	Tracking Information	Contents	Outgoing Shipping Label
SAMPLE , QTY: 9 Weight: 4.4 lbs Delivery date : 02/08/21	1Z0X0000000000000000 n/a	packing list photo receipt	n/a
SAMPLE Weight: 4.4 lbs Delivery date : 02/08/21	1Z0X0000000000000000 n/a	packing list photo receipt	n/a
SAMPLE Weight: 8.8 lbs Delivery date : 02/08/21	1Z0X0000000000000000 n/a	packing list photo receipt	n/a

3.3 Click “SELECT FILES” and browse the picture you need to upload



3.3.1 For the item picture, you need to open the SHIPPING BOX and look for the side of the **MANUFACTURERS BOX** that has the model number of the item or any markings that will distinguish that we are getting the right item like the logo or the official brand of the item. E.g., Apple, Samsung, Sony, PS5 etc., further instructions will be given to those packages that doesn't have model number or any markings and no manufacturers box. **NOTE: WE ARE NOT ALLOWED TO OPEN OR BREAK THE SEALS OF THE MANUFACTURERS BOX. ALL ITEMS IN ONE ORDER HAS TO BE VISIBLE ON THE ITEM PICTURE YOU WILL BE UPLOADING.** Some order has quantity of more than one and that's why we need to see all the items in one picture to make sure that we have the right quantity of the items based on the order that is stated on the dashboard. Dashboard will only allow you to upload 1 picture for each category.



3.3.2 Upload the invoice/packing list that corresponds to the tracking number of the item you received. You can disregard the invoice/packing list if there isn't any that is included on the package. After taking a picture, discard the packing list and **DO NOT** include it anymore on the package to prevent double taxation once we ship it to our customers.

on	Tracking Information	Contents	Outgoing Shipping Label
	1Z9X93221300096241 n/a	packing list photo receipt	n/a
	1Z9X93221300096107 n/a	packing list photo receipt	n/a
	1Z9X93221300093002 n/a	packing list photo receipt	n/a

4. Shipping Label

4.1 Click "Request Shipping Label" on the Dashboard after you upload the item picture and the packing list/invoice

Contents	Outgoing Shipping Label	Special Instructions	Hold address	Status
packing list photo receipt	Request Shipping Label			Not Received Received Sent

4.2 Shipping label will be provided after we confirmed that we got the right item and as soon as the customer completes their payment for shipping and handling cost.

4.3 You will be notified once the label is available. Click the "Download" button and print out the label.

Contents	Outgoing Shipping Label	Special Instructions	Hold address	Status
packing list item uploaded receipt	770000000000 (Fedex SAMPLE) Download			Not Received Received Sent
packing list uploaded				Not Received

5. Remove old shipping label from the package before attaching the new one

5.1 Please make sure to remove the old label completely as it might cause confusion on delivery and will have our package lost in the warehouse of UPS, FedEx or USPS. Old labels should be removed, erased or covered with the new label. **NOTE: MAKE SURE OLD LABEL WILL NO LONGER VISIBLE.** After that, attach the new label, if you are using regular paper for your label, put tape all over the label to protect it from tearing apart.

6. Send out pack to our shipping partner (FedEx, UPS, USPS)

6.1 It is indicated on the label if the package should be dropped off to UPS, FedEx or USPS. It is highly recommended to drop them off at their actual store/facility to make sure that we will be getting the receipt. If you don't have any nearby facility that will receive your package, kindly get in touch with your Supervisors for further instructions.



7. Upload Paper Receipt Picture or Screenshot of Email or SMS confirmation on the dashboard.

7.1 Click "Sent" button after uploading receipt picture for the bonus to reflect on the dashboard. **Note: Bonus might reflect after a few hours.**

