

# HOW TO HANDLE THE PACKAGE

Please follow instruction provided

# ATTENDANCE AND MONITORING



1- Log in to your dashboard at least 3 times every day, Mon- Fri and at least once every weekend

\* First login has to be done anytime before 9 AM in the morning everyday. Second and Third log in is flexible. This is your attendance and will be closely monitored.



# REPORTING

Report the packages as soon as they arrive and post the pictures (latest within 3 hours from the delivery time)

\*Photos to Upload :

**Product - The item inside of the package. You are allowed to open the carrier's box but not the Manufacturer's box.**

Invoice - The paper inside the package ( Optional)



carrier's box or shipping box allowed to open



MANUFACTURER BOX NOT ALLOWED TO OPEN OR EVEN REMOVED THE PLASTIC

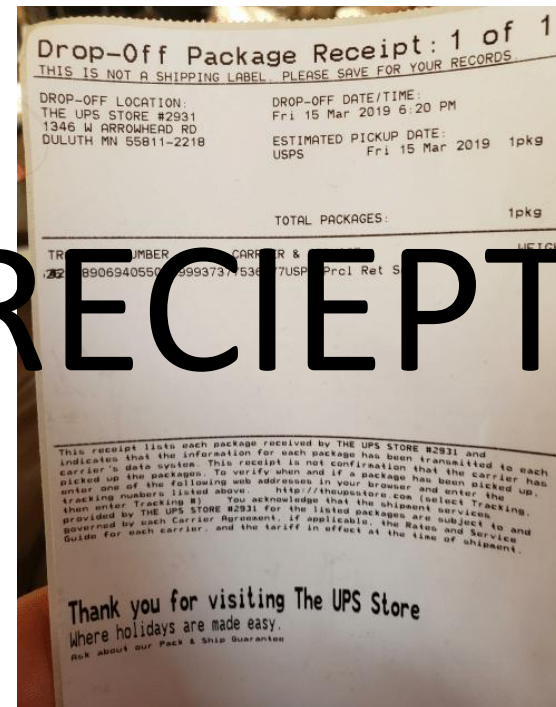
# IMPORTANT NOTE

Products must remain in the product box when you are taking photos - **you should never take them out from the product box.** Otherwise if a product box looks like it has been opened before and then re-sealed, then the product can be considered used by our customers. Before taking this photo make sure you have carefully **removed all old shipping labels, old invoices, branded wrapping, old marketing materials and all remainders of duct tape from the outer shipping box. Never send out a package with an old invoice or an old shipping label still present.** Do not cause any new dents, tears or scratches to the product box. If you need to remove a sticker or a label from a box, use hair dryer to heat up the sticker before slowly peeling it off. You are only allowed to open outer brown or white shipping boxes and shipping envelopes during inspection, not the branded product box. When shipping with UPS make sure that the FBA section (which is usually the right part of shipping label) is also present on the box. If you use an extra outer box, make sure that the old package is safely secured within the new one, preventing any movement of the initial package. All packaging should be bound up carefully with two-inch adhesive tape. Make sure you use proper dunnage to pack your shipments and use appropriate void fill. Accepted forms of packing materials include: foam sheets or cushioning, air pillows, bubble wrap, full sheets of paper. The following forms of packing materials are not allowed: all types of packing peanuts, crinkle wrap, shredded paper.

# SENDING THE PACKAGE

Send out packages on the very same day that the outgoing shipping label is provided and ask for the receipt.

**What is the receipt needed?**



**SAMPLE RECEIPT**