

HOW TO UPLOAD PHOTOS ON YOUR DASHBOARD

Once we received a package we need to upload photos on your dashboard for verification purposes, the Item Photo, Packing List and Drop off receipt.

Copies
packing list uploaded
item uploaded
receipt
packing list
photo
receipt

ITEM PHOTO

GUIDELINES:

- We need to open carrier box and take a picture of what's inside the box.

Example of carrier boxes:

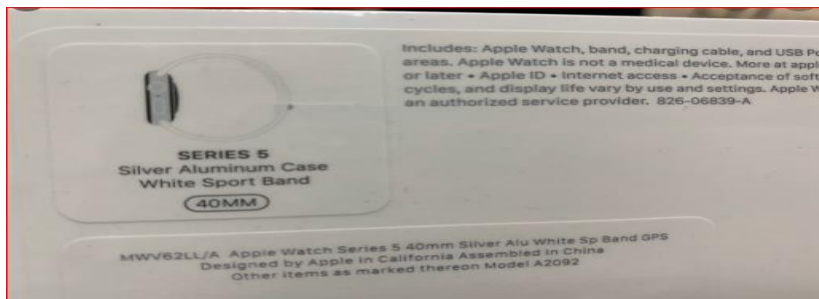
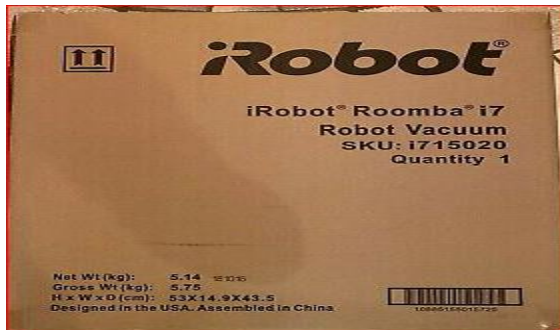


CORRECT PHOTO:



- We are not allowed to open manufacturer branded box, so we will take a photo of the box showing the make and model of the product.

Example of Manufacturer Boxes and the correct way to take pictures



PACKING LIST

An **invoice** is a commercial document that itemizes and records a transaction between a buyer and a seller.

Common Mistakes:

An invoice is not the **incoming tracking number outside the box.**

It is a paper document that came in with the package.

IMPORTANT:

If the package came in with an invoice, upload it.

If the package has no packing list included, disregard upload.

EXAMPLE OF AN INVOICE:

CONTAINER PACKING LIST						Page 1 of 2
ABC Exports ABC Exports 12345 Main Street Sydney, NSW 1500 Australia TEL: +61 2 9999 9999 Email: info@abc.com.au			Export Invoice No & Date 12345 30 Jan 2018		Bill of Lading No 12345	
Consignee ABC Imports 12345 Main Street Sydney, NSW 1500 Australia TEL: +61 2 9999 9999 Email: info@abc.com.au			Buyer (Final Consignee) ABC Imports 12345 Main Street Sydney, NSW 1500 Australia			
Method of Dispatch Full Container Load (FCL)		Type of Shipment General Cargo		Country of Origin of Goods Australia	Country of Final Destination Australia	
Place of Origin Sydney, NSW 1500		Packing Information Date of Departure 30 Jan 2018				
Point of Loading Long Beach, California		Point of Discharge Sydney, Australia				
Container No T123456789		Description of Goods BAR STOOLS, BAR TABLES, FOLDABLE		No. of Packages 400	Net Weight (kg) 11000.00	
		Gross Weight (kg) 11000.00	Measurements (cm) 20.00			
Total This Page 400 11000.00 kg 11000.00 kg 20.00 m ³		Consignment Total 400 11000.00 kg 11000.00 kg 20.00 m ³				
Additional Information Place and Date of Issue Sydney, NSW 1500 30 Jan 2018			Signature/Company ABC Exports Name of Authorized Signatory JANE DOE			

Item Number	Color	Size	Description	Quantity	Ordered
1076	CP6	L	SIG V-STRING - PINKSKYWT	241076	1
1076	DL3	L	SIG V-STRING - BLACK	241076	1
076	U51	L	SIG V-STRING - HOTPINKSTP	241076	1
076	465	L	SIG V-STRING - BRTMRLD	241076	1
076	608	L	SIG V-STRING - NUDE	241076	1
443	S66	L	TOPS: BTS 3/33 CAMI - SUGARBABY	270045	1
49	3H4	34C	BS CORE MADI PU BAND-SORYSLEMS	295143	1
57	39G	M	BS CORE FERN TONGA - SOURYELLOW	306476	1

OFF RETURNS AT SELECT STORES. SEE BACK OF THE INVOICE OR VICTORIASSCEN

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DROPOFF RECEIPTS

Every package sent needs to have a paper drop-off receipt. Please make sure to secure a drop-off receipt from the drop-off location for us to verify that package is already dropped off and for us to present to the customers and carriers for any purposes it may serve.

Note: 1 receipt = 1 package

****In the event that you only have 1 receipt for multiple packages, you may proceed with uploading 1 picture per package**

