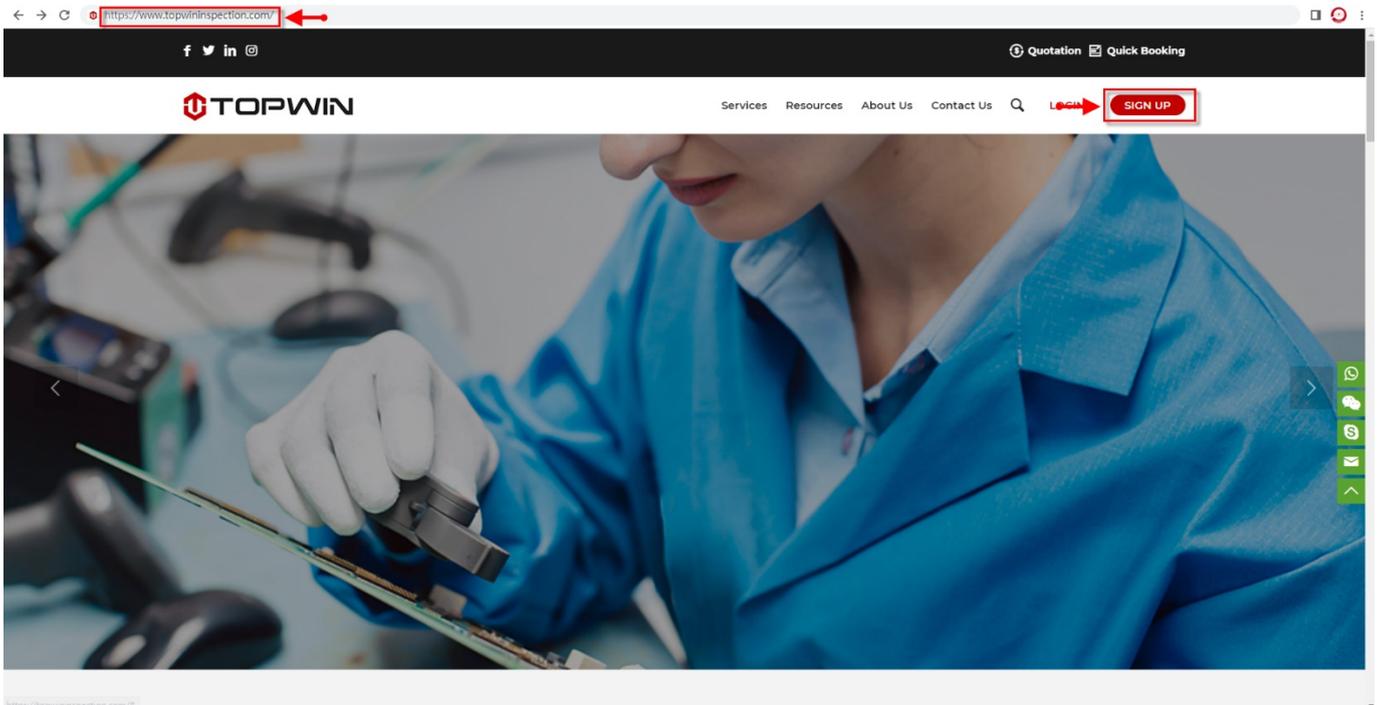


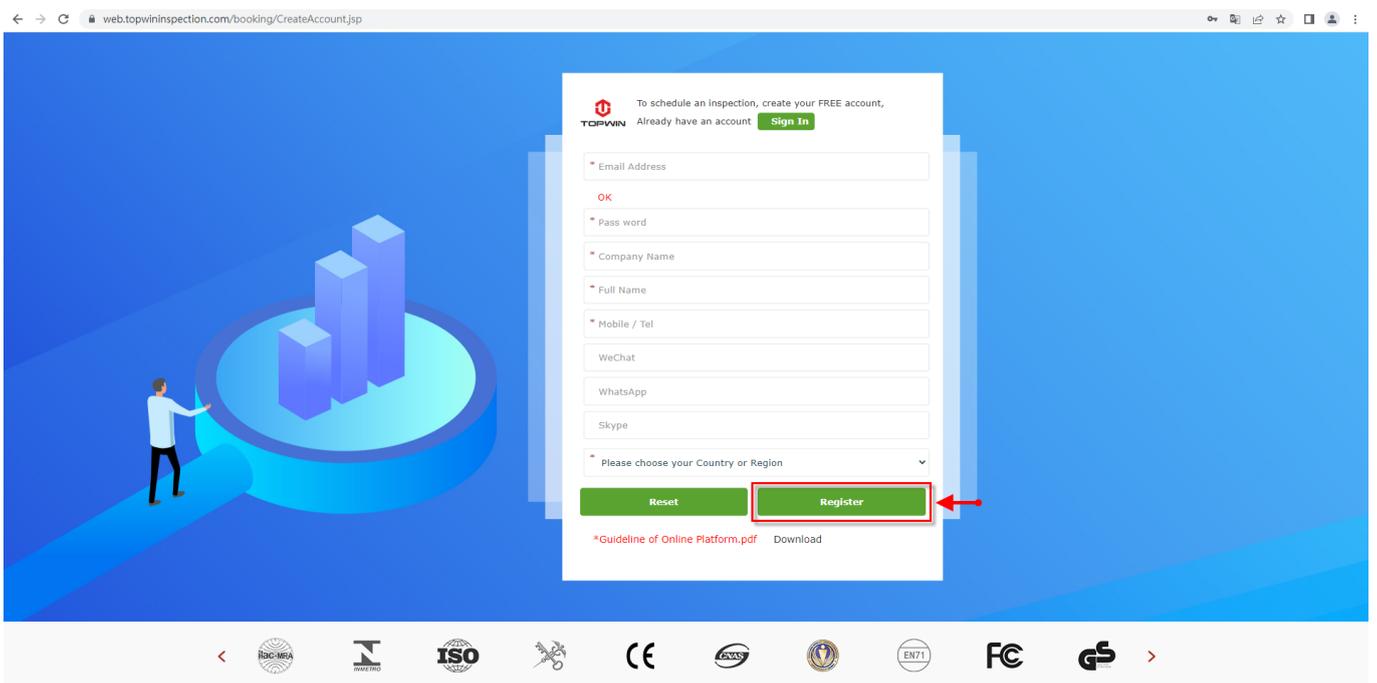
On-line Booking Platform Guideline

Part 1: 2 Quick steps to easily Create an Account from Online Platform

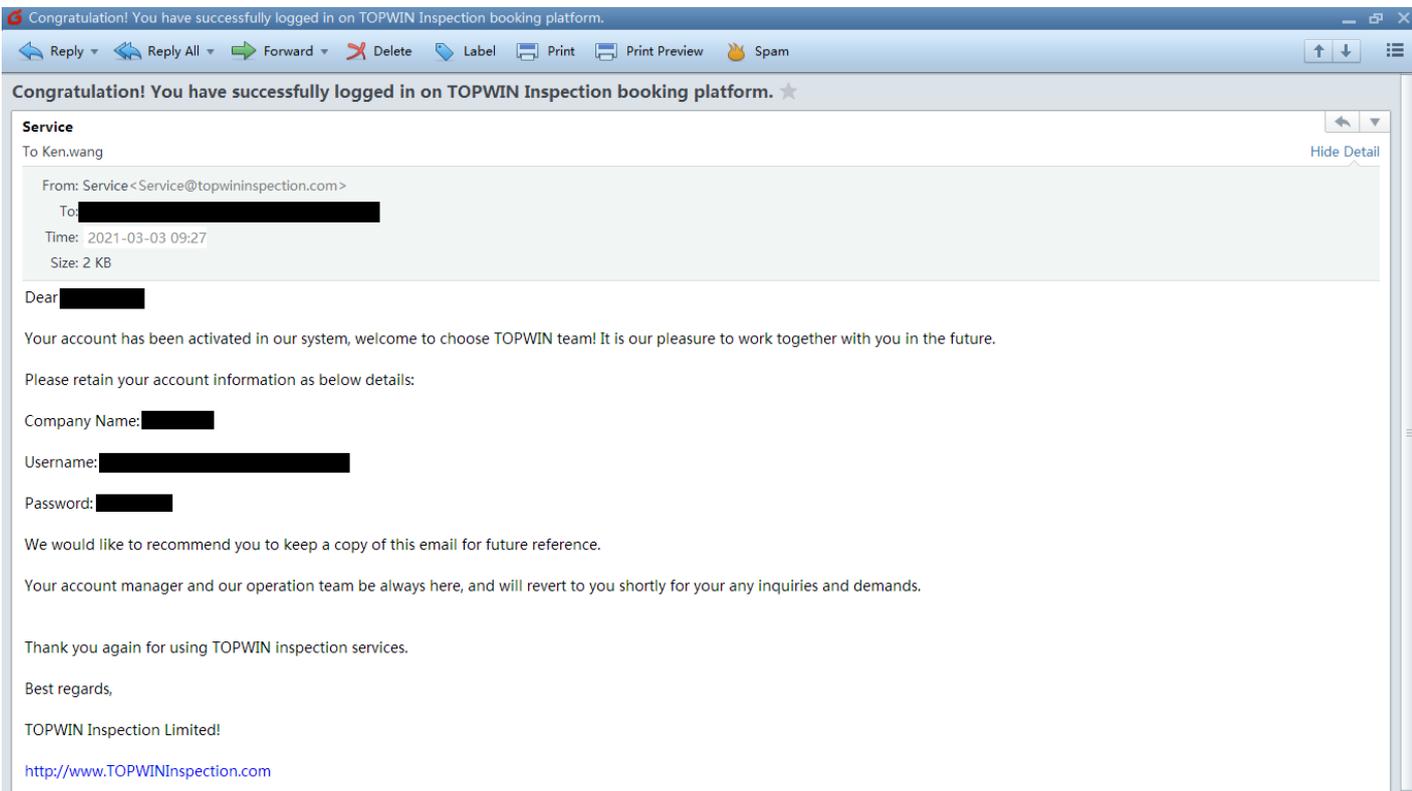
1. **Browse TOPWIN website at www.topwininspection.com, and click SIGN UP to begin:**



2. **Complete the information as required, the items with *are mandatory:**

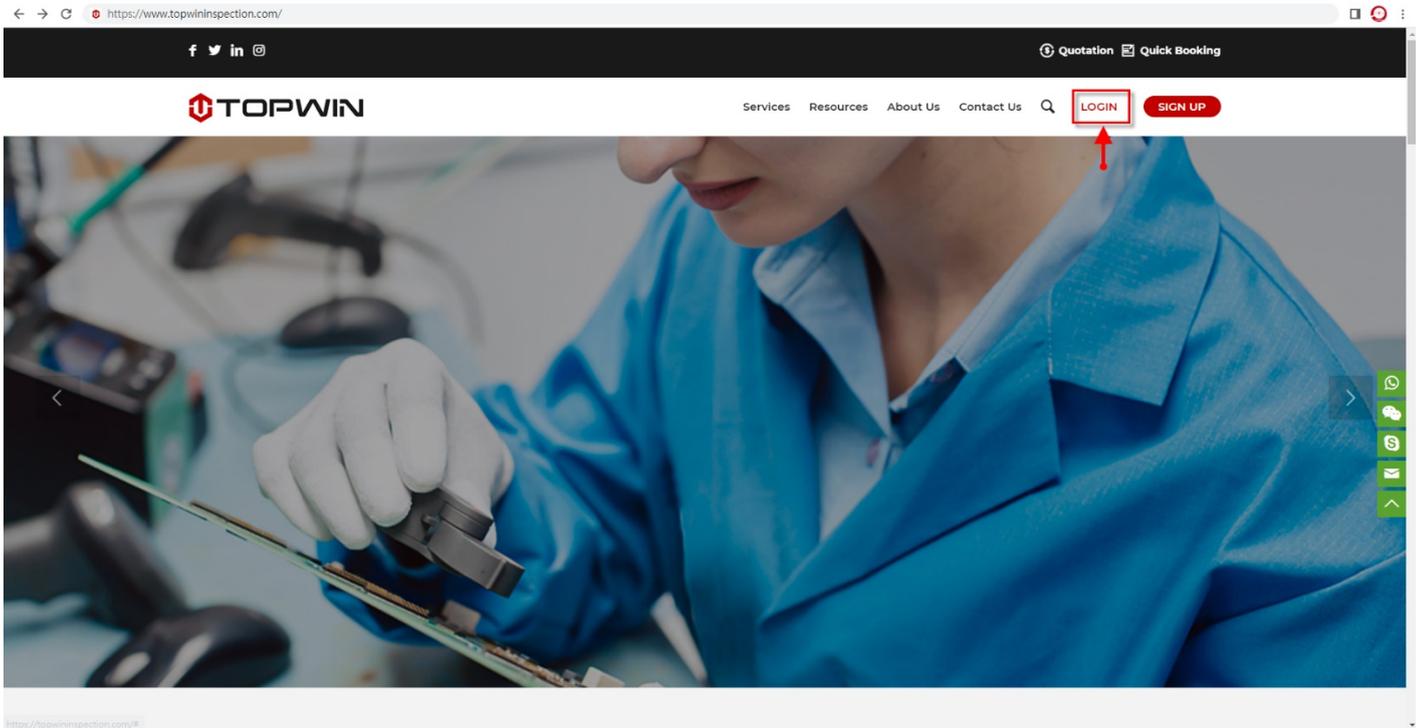


3. After submitting the registration, you will receive a message of successful notification launched from our system.

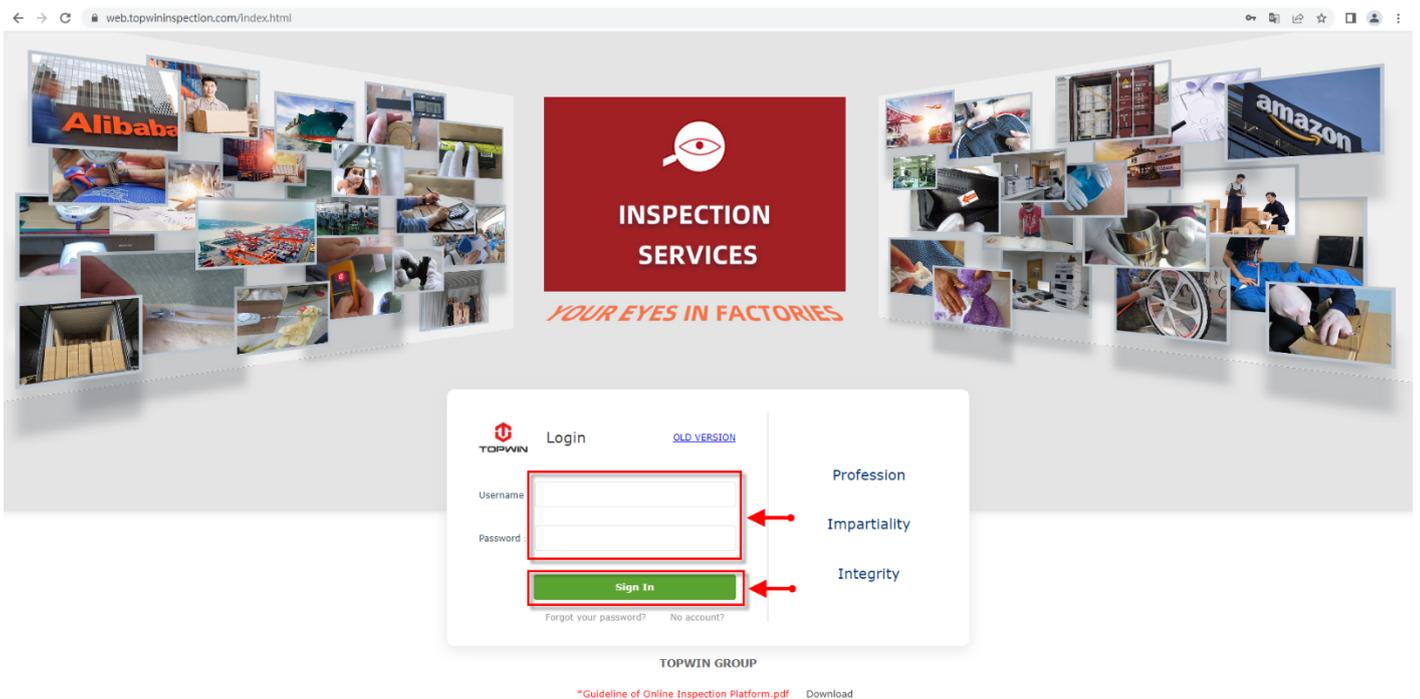


Part 2: How to manage your account and make the booking on-line system

1. Click "LOGIN" tag Login on TOPWIN Inspection website:



2. Input your username and password and click " Sign In "to access your account.



3. Booking system interface:

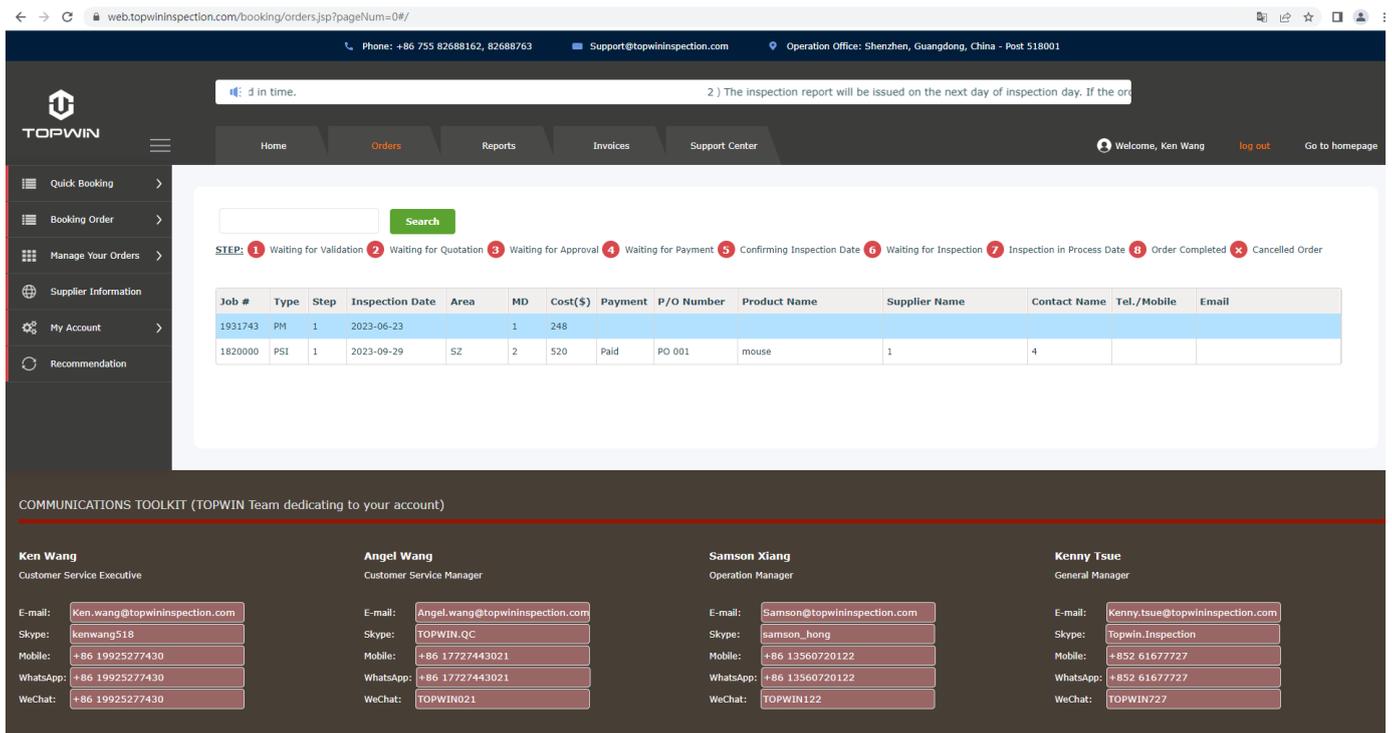
- **Orders:** Manage your pending orders.
- **Reports:** Download your reports online.
- **Supports Center:** Including "How to Select Services", "How to Get Started", "What's AQL?", "Guideline of Online Inspection Platform".
- **Quick Booking:** Booking an Inspection, Audit order quickly.
- **Booking Order:** Booking an Inspection, Audit, Lab Test order normally.
- **Manage your orders:** Manage your Pending Orders, Completed Orders, Cancelled orders.
- **Supplier Information:** Manage your suppliers.
- **My Account:** Manage your account information.
- **Recommendation:** Commission for recommendation.
- **Search:** You can search the orders by product name, PO number, factory etc.

There are 9 steps for the order:

- ✓ Step 1: Waiting for validation
- ✓ Step 2: Waiting for Quotation
- ✓ Step 3: Waiting for Approval
- ✓ Step 4: Waiting for Payment
- ✓ Step 5: Confirming Inspection Date
- ✓ Step 6: Waiting for Inspection
- ✓ Step 7: Inspection in Process Date
- ✓ Step 8: Order Completed
- ✓ Step x: Cancelled

*KIND REMIND:

1. You may click different menu buttons "Home", "Orders", "Reports" and "Support Center" to review the statistics as you want, for instance: click the "Orders" to view the order details.
2. You may click other submenus to filter the functions as what you want.



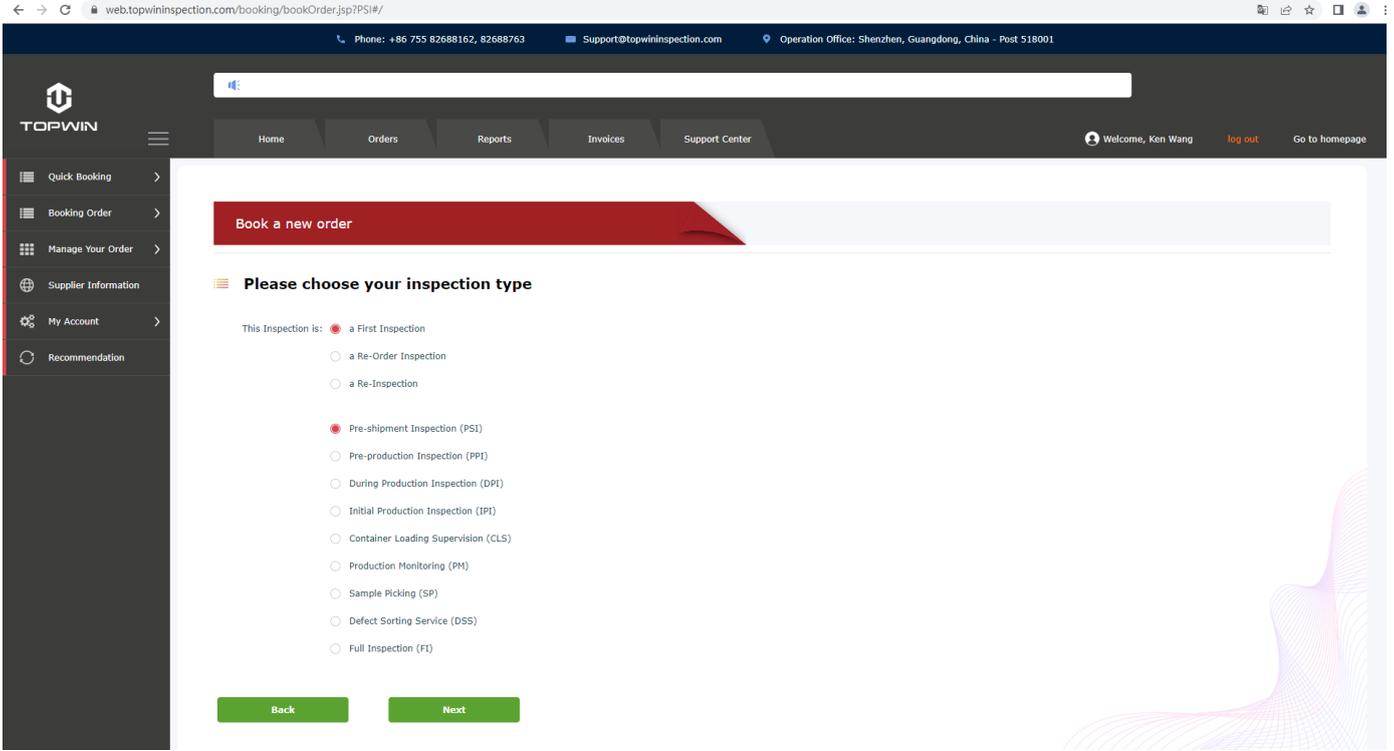
The screenshot shows the 'Orders' page in the TOPWIN booking system. At the top, there is a navigation bar with 'Home', 'Orders', 'Reports', 'Invoices', and 'Support Center'. Below this is a search bar and a progress indicator for the 9 steps of the order process. A table lists the orders, with columns for Job #, Type, Step, Inspection Date, Area, MD, Cost(\$), Payment, P/O Number, Product Name, Supplier Name, Contact Name, Tel./Mobile, and Email. Two orders are visible: one for a mouse and one for a PSI inspection.

Job #	Type	Step	Inspection Date	Area	MD	Cost(\$)	Payment	P/O Number	Product Name	Supplier Name	Contact Name	Tel./Mobile	Email
1931743	PH	1	2023-06-23		1	248							
1820000	PSI	1	2023-09-29	SZ	2	520	Paid	PO 001	mouse	1	4		

Below the table, there is a 'COMMUNICATIONS TOOLKIT' section with contact information for Ken Wang, Angel Wang, Samson Xiang, and Kenny Tsue, including their titles, email addresses, and phone numbers for various channels like Skype, Mobile, WhatsApp, and WeChat.

4. Booking an inspection order (*In order to save time, it is feasible to only input the important information)

4.1 Choose your inspection order type and click "Next".



web.topwininspection.com/booking/bookOrder.jsp?PSI#/
Phone: +86 755 82688162, 82688763 | Support@topwininspection.com | Operation Office: Shenzhen, Guangdong, China - Post 518001

TOPWIN

Home | Orders | Reports | Invoices | Support Center

Welcome, Ken Wang | log out | Go to homepage

Quick Booking | Booking Order | Manage Your Order | Supplier Information | My Account | Recommendation

Book a new order

Please choose your inspection type

This Inspection is: a First Inspection

a Re-Order Inspection

a Re-Inspection

Pre-shipment Inspection (PSI)

Pre-production Inspection (PPI)

During Production Inspection (DPI)

Initial Production Inspection (IPI)

Container Loading Supervision (CLS)

Production Monitoring (PM)

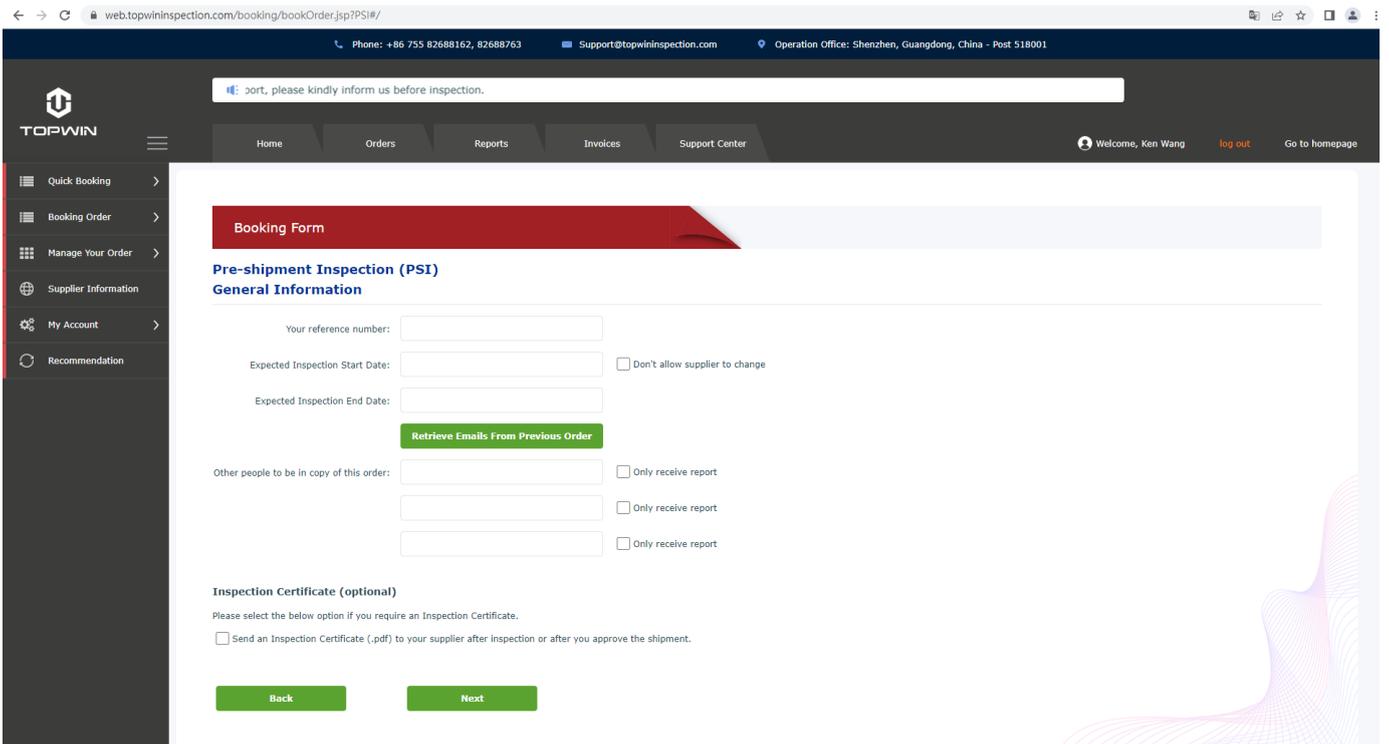
Sample Picking (SP)

Defect Sorting Service (DSS)

Full Inspection (FI)

Back | Next

4.2 Input your reference number, desired inspection date, expected shipment date, email address in copy, inspection certificate information.



web.topwininspection.com/booking/bookOrder.jsp?PSI#/
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TOPWIN

Home | Orders | Reports | Invoices | Support Center

Welcome, Ken Wang | log out | Go to homepage

Quick Booking | Booking Order | Manage Your Order | Supplier Information | My Account | Recommendation

Booking Form

Pre-shipment Inspection (PSI)

General Information

Your reference number:

Expected Inspection Start Date: Don't allow supplier to change

Expected Inspection End Date:

Other people to be in copy of this order: Only receive report

Only receive report

Only receive report

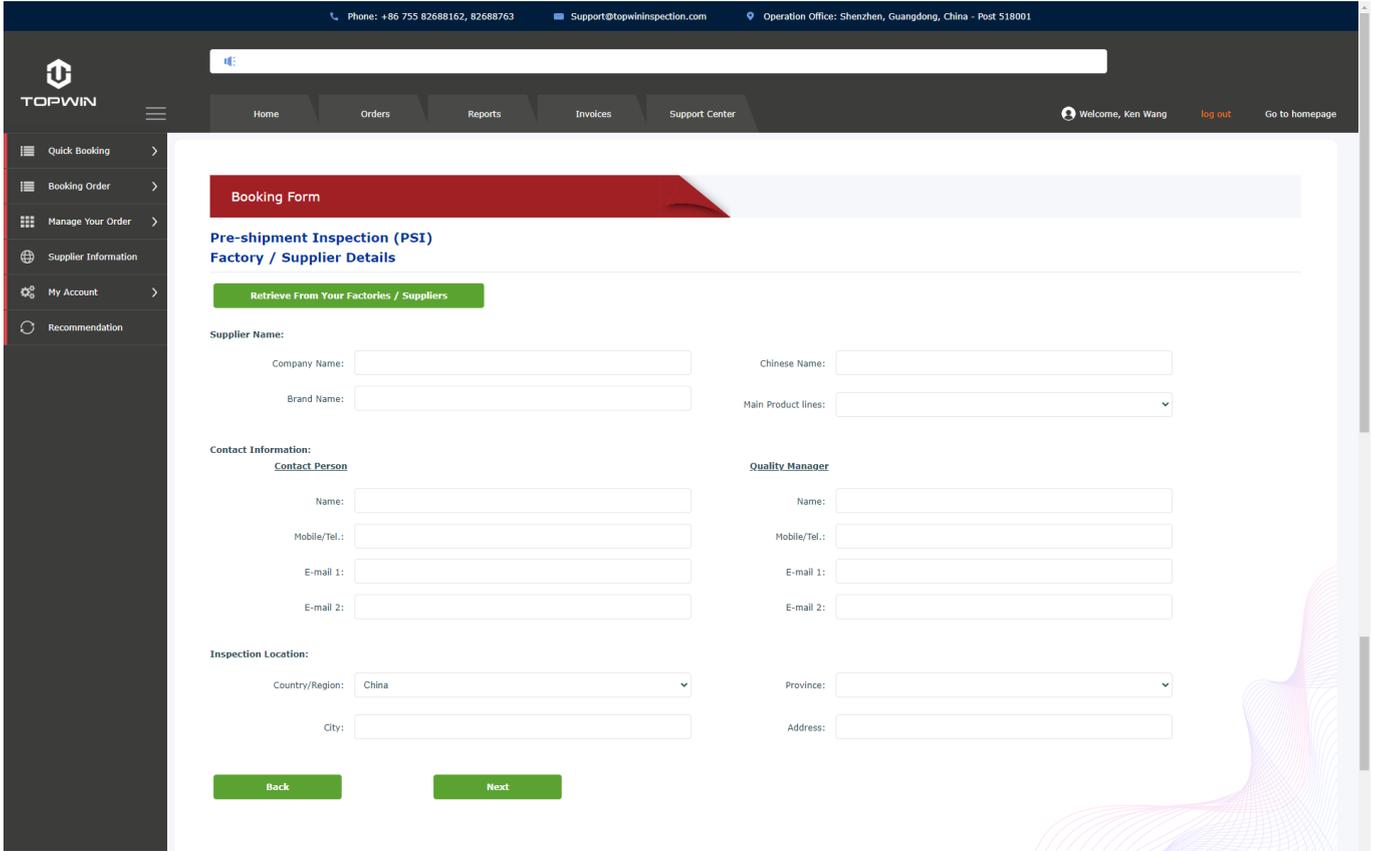
Inspection Certificate (optional)

Please select the below option if you require an Inspection Certificate.

Send an Inspection Certificate (.pdf) to your supplier after inspection or after you approve the shipment.

Back | Next

4.3 Input the factory or supplier information.



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Home | Orders | Reports | Invoices | Support Center | Welcome, Ken Wang | log out | Go to homepage

Booking Form

Pre-shipment Inspection (PSI)
Factory / Supplier Details

Retrieve From Your Factories / Suppliers

Supplier Name:

Company Name: Chinese Name:
 Brand Name: Main Product lines:

Contact Information:

Contact Person

Name: Mobile/Tel.:
 E-mail 1: E-mail 2:

Quality Manager

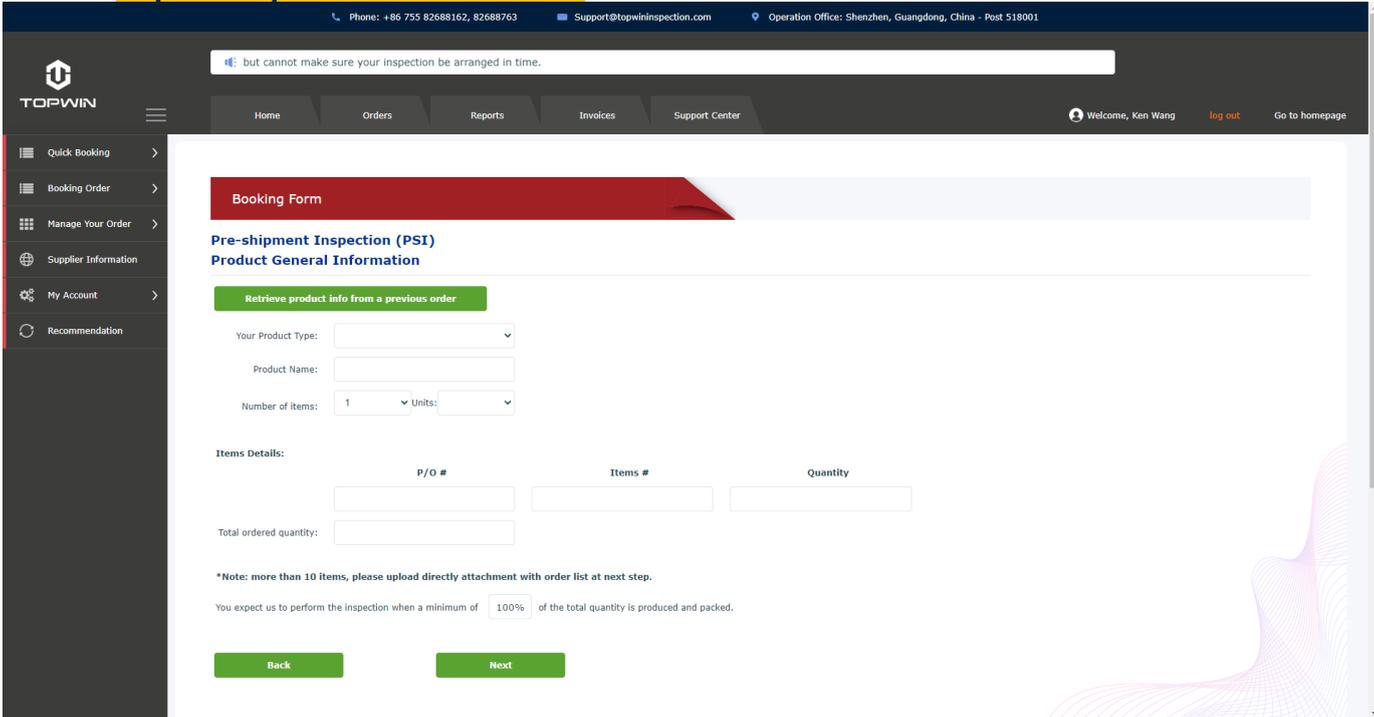
Name: Mobile/Tel.:
 E-mail 1: E-mail 2:

Inspection Location:

Country/Region: Province:
 City: Address:

Back Next

4.4 Input the product information.



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Home | Orders | Reports | Invoices | Support Center | Welcome, Ken Wang | log out | Go to homepage

Booking Form

Pre-shipment Inspection (PSI)
Product General Information

Retrieve product info from a previous order

Your Product Type:
 Product Name:
 Number of items: Units:

Items Details:

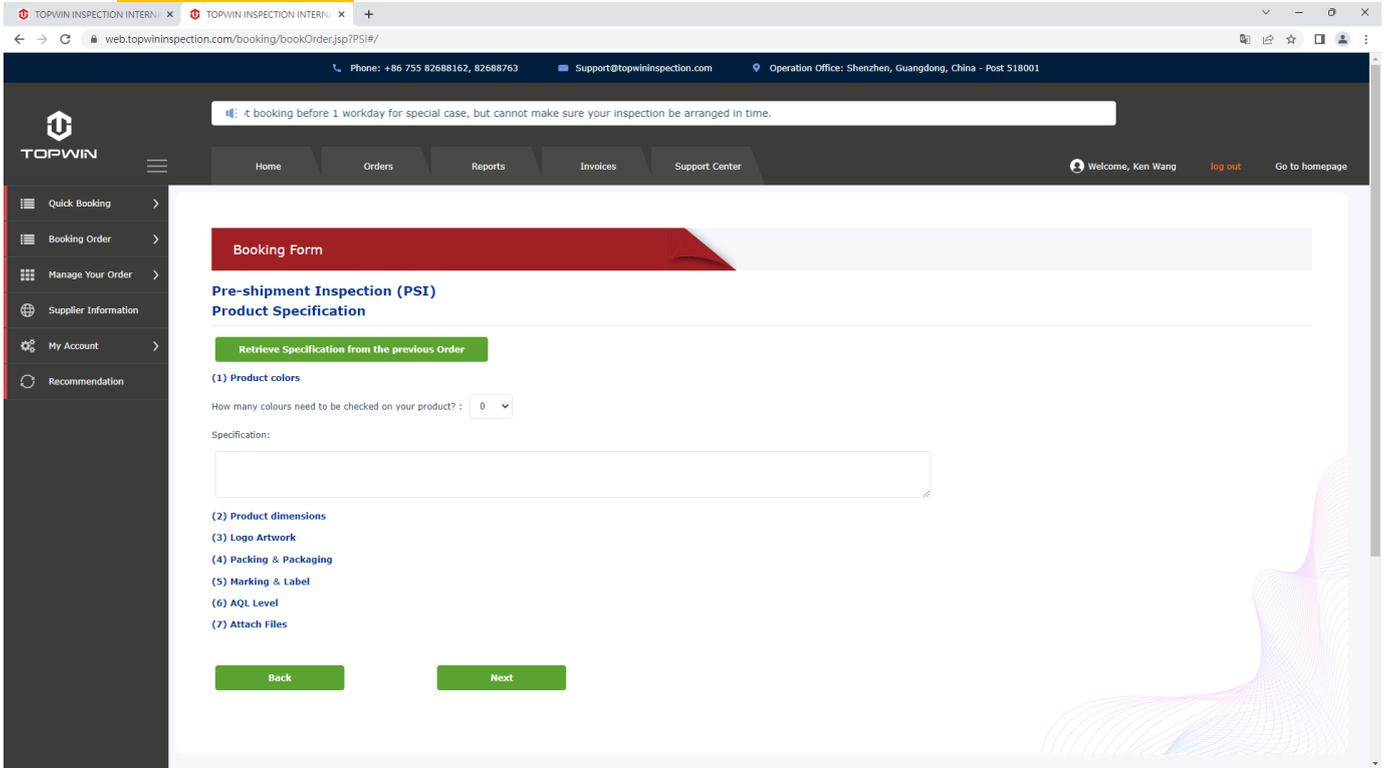
P/O #	Items #	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total ordered quantity:

*Note: more than 10 items, please upload directly attachment with order list at next step.
 You expect us to perform the inspection when a minimum of of the total quantity is produced and packed.

Back Next

4.5 Specify the details, for e.g. product colors, product dimensions, logo artwork, packing & packaging, marking & label, AQL level and upload the specification documents etc.



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it booking before 1 workday for special case, but cannot make sure your inspection be arranged in time.

Booking Form

Pre-shipment Inspection (PSI)
Product Specification

Retrieve Specification from the previous Order

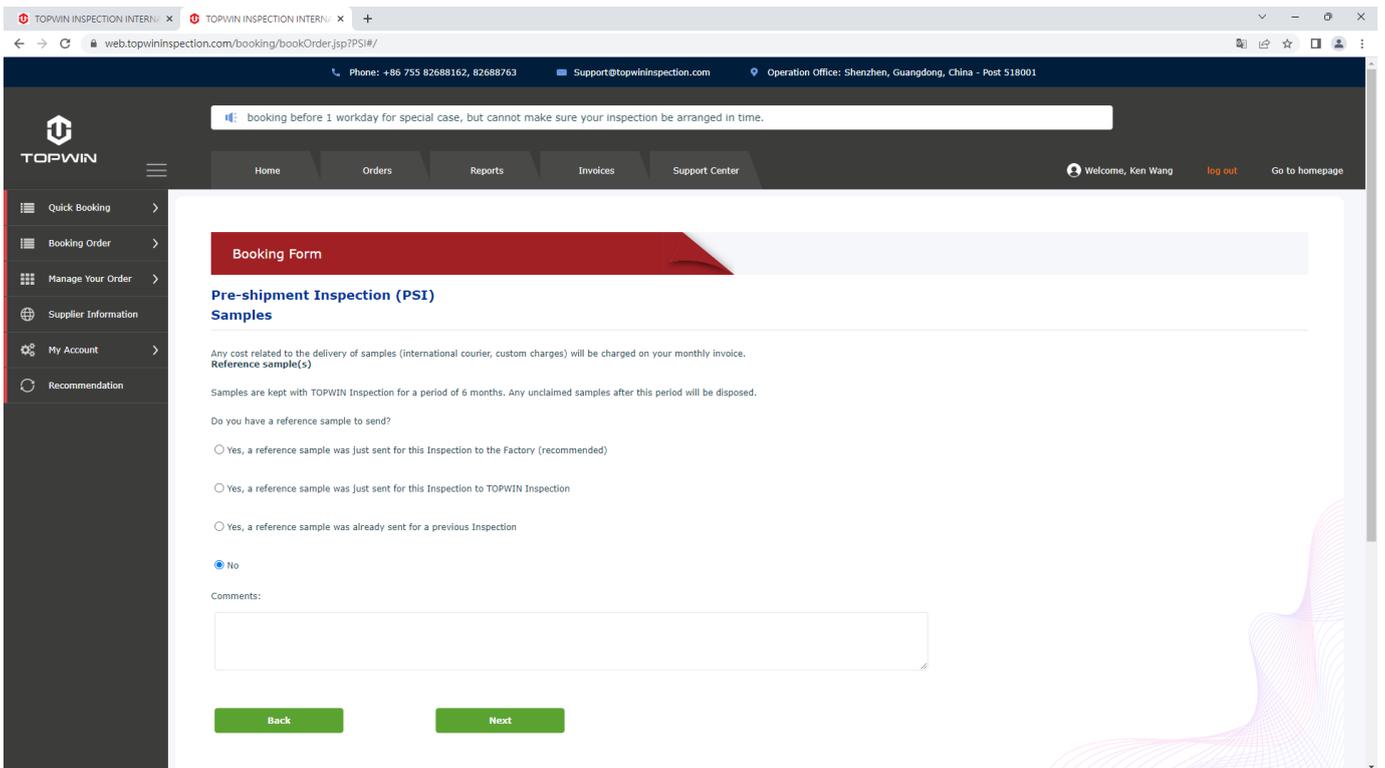
(1) Product colors
 How many colours need to be checked on your product? : 0

Specification:

(2) Product dimensions
 (3) Logo Artwork
 (4) Packing & Packaging
 (5) Marking & Label
 (6) AQL Level
 (7) Attach Files

Back Next

4.6 Give the instructions for your approval/reference samples, and specify your comments for the reference samples, defective samples or production sample.



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booking before 1 workday for special case, but cannot make sure your inspection be arranged in time.

Booking Form

Pre-shipment Inspection (PSI)
Samples

Any cost related to the delivery of samples (international courier, custom charges) will be charged on your monthly invoice.
Reference sample(s)

Samples are kept with TOPWIN Inspection for a period of 6 months. Any unclaimed samples after this period will be disposed.

Do you have a reference sample to send?

Yes, a reference sample was just sent for this Inspection to the Factory (recommended)

Yes, a reference sample was just sent for this Inspection to TOPWIN Inspection

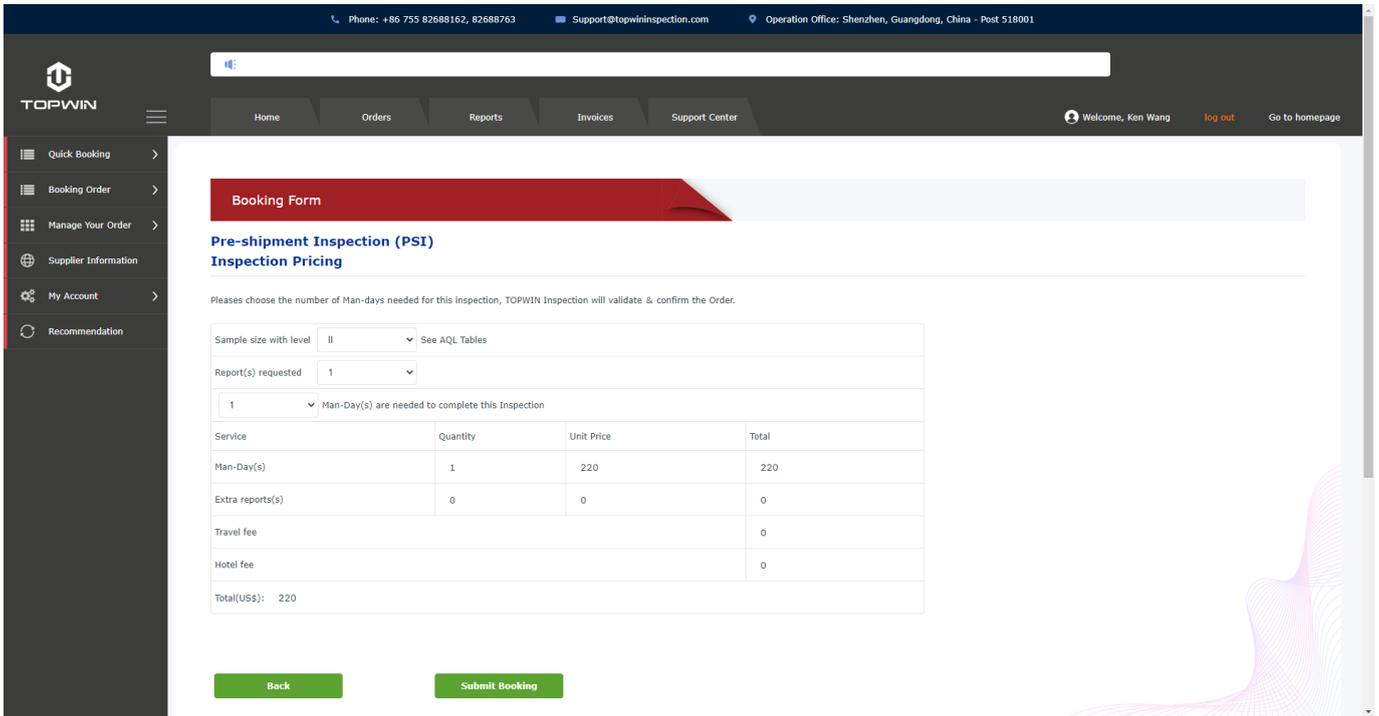
Yes, a reference sample was already sent for a previous Inspection

No

Comments:

Back Next

4.7 Choose the options of man-day, numbers of report, then submit the booking for our team's confirmation and validation.



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Welcome, Ken Wang | log out | Go to homepage

Booking Form

Pre-shipment Inspection (PSI) Inspection Pricing

Please choose the number of Man-days needed for this inspection, TOPWIN Inspection will validate & confirm the Order.

Sample size with level: II | See AQL Tables

Report(s) requested: 1

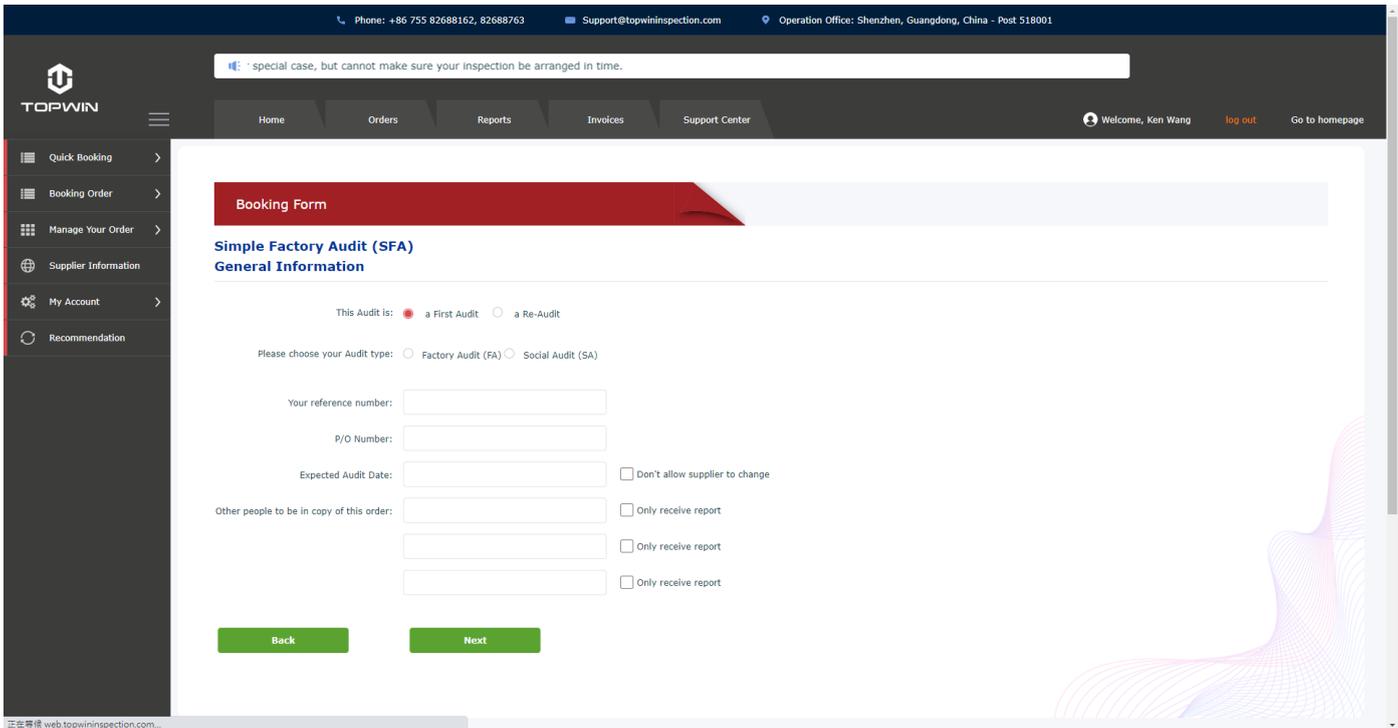
1 Man-Day(s) are needed to complete this Inspection

Service	Quantity	Unit Price	Total
Man-Day(s)	1	220	220
Extra reports(s)	0	0	0
Travel fee			0
Hotel fee			0
Total(US\$):			220

Back | Submit Booking

5. Book a factory audit order.

5.1 Input your reference number, PO number, desired audit date, email address in copy, then go to next steps.



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Booking Form

Simple Factory Audit (SFA) General Information

This Audit is: a First Audit a Re-Audit

Please choose your Audit type: Factory Audit (FA) Social Audit (SA)

Your reference number:

P/O Number:

Expected Audit Date: Don't allow supplier to change

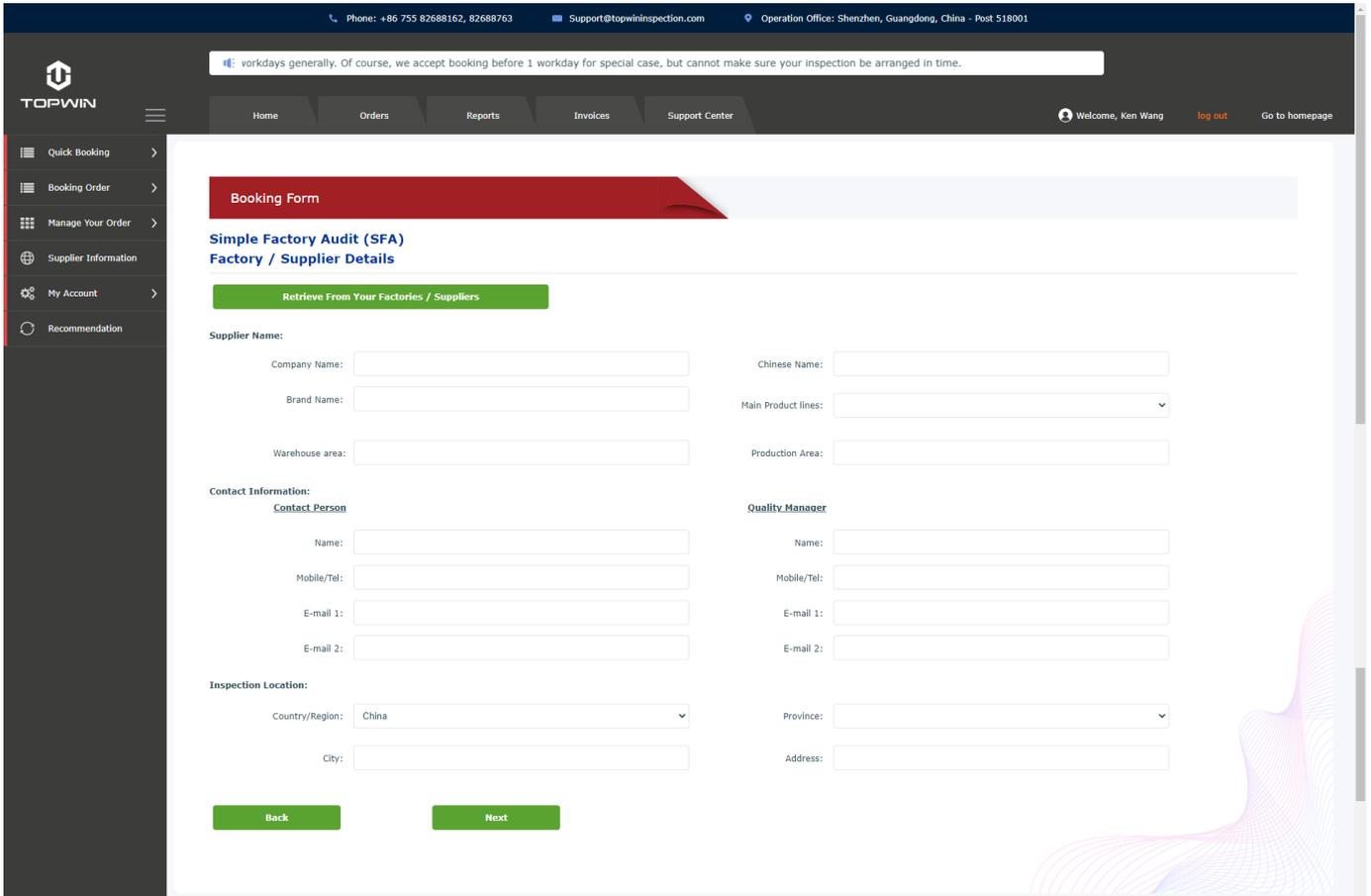
Other people to be in copy of this order: Only receive report

Only receive report

Only receive report

Back | Next

5.2 Input the factory or supplier information, then go to next steps.



workdays generally. Of course, we accept booking before 1 workday for special case, but cannot make sure your inspection be arranged in time.

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Booking Form

Simple Factory Audit (SFA) Factory / Supplier Details

Retrieve From Your Factories / Suppliers

Supplier Name:

Company Name: Chinese Name:

Brand Name: Main Product lines:

Warehouse area: Production Area:

Contact Information:

Contact Person

Name: Mobile/Tel:

E-mail 1: E-mail 2:

Quality Manager

Name: Mobile/Tel:

E-mail 1: E-mail 2:

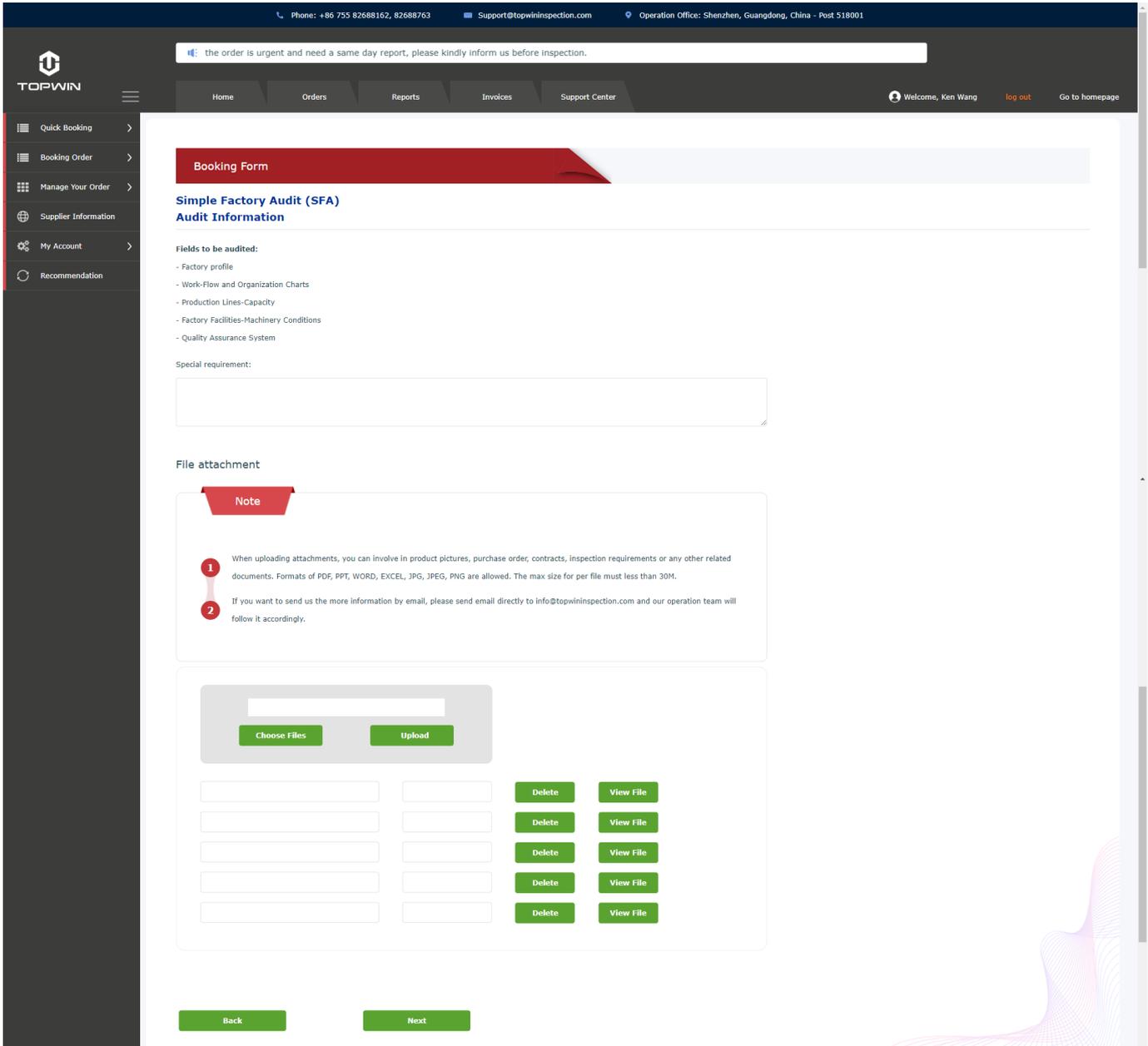
Inspection Location:

Country/Region: Province:

City: Address:

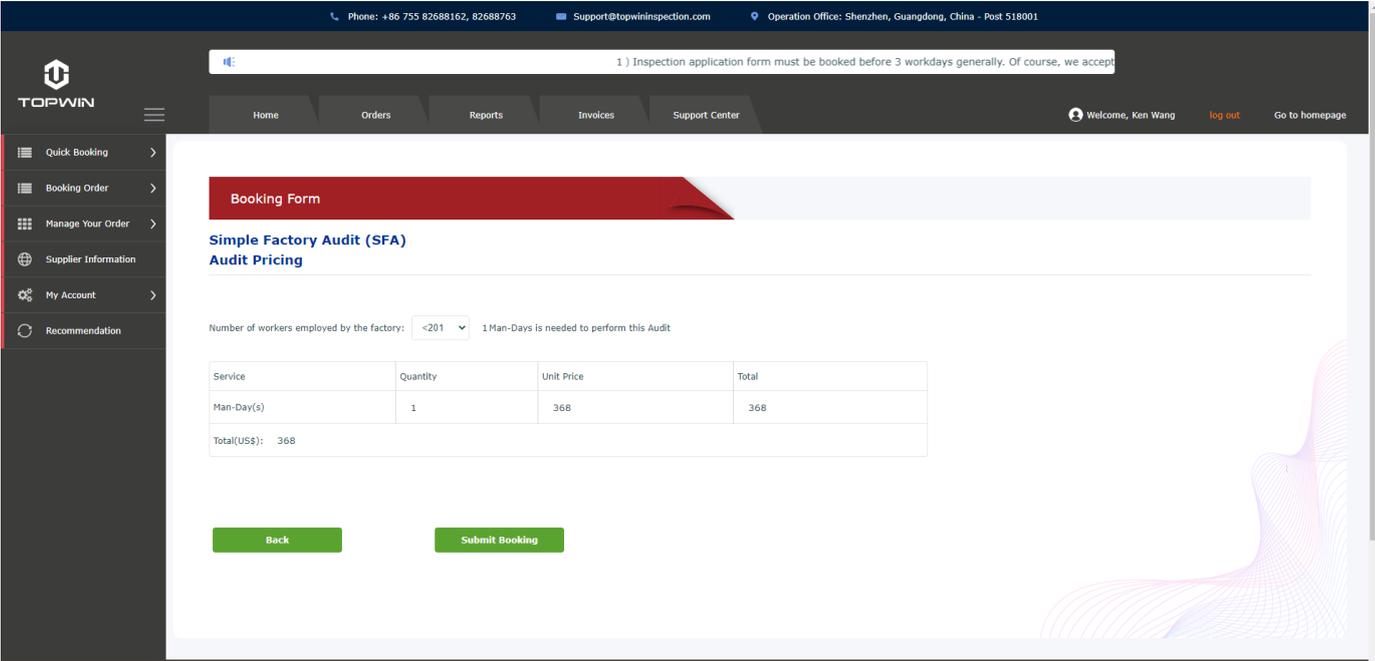
Back Next

5.3 Specify your special requirements & instruction, and upload your specification documents.



The screenshot displays the 'Simple Factory Audit (SFA) Audit Information' form within the TOPWIN web application. The interface includes a top navigation bar with contact information and a search bar. A sidebar on the left contains menu items such as 'Quick Booking', 'Booking Order', and 'My Account'. The main content area features a 'Booking Form' header and a list of 'Fields to be audited' including factory profile, organization charts, production lines, and quality assurance systems. A 'Special requirement' text area is provided for user input. Below this is a 'File attachment' section with a 'Note' detailing upload guidelines (supported formats: PDF, PPT, WORD, EXCEL, JPG, JPEG, PNG; max size: 30M) and a list of uploaded files with 'Delete' and 'View File' buttons. At the bottom of the form are 'Back' and 'Next' navigation buttons.

5.4 Finally submit the booking.



1) Inspection application form must be booked before 3 workdays generally. Of course, we accept

Home Orders Reports Invoices Support Center Welcome, Ken Wang log out Go to homepage

Booking Form

Simple Factory Audit (SFA) Audit Pricing

Number of workers employed by the factory: <201 1 Man-Days is needed to perform this Audit

Service	Quantity	Unit Price	Total
Man-Day(s)	1	368	368
Total(US\$):			368

Back Submit Booking

Part 3: Useful information for the booking completion

After your submission and the booking is successfully completed, TOPWIN Inspection team will closely follow-up your order to validate the workload & Man-Day and confirm the inspection dates with your supplier. You are always kept contacted and updated for any further information and progresses.

Please note that the followings are the main contact information for you at TOPWIN Inspection, you are warmly welcomed at any time for any inquiries and questions.

Website: www.TOPWINInspection.com

E-mail: Support@TOPWINInspection.com

SHENZHEN: ROOM 602, 6/F, TOWER C, CHINTO TECHNOLOGY BUILDING, LONGHUA NEW DISTRICT, SHENZHEN CITY, GUANGDONG PROVINCE, CHINA.

Tel: +86 755 82688162/82688163

Hong Kong: ROOMS 1318-19, 13/F, HOLLYWOOD PLAZA, 610 NATHAN ROAD, MONGKOK, KOWLOON, HONGKONG.

Tel: +852 39917982, 61677727, 68768122