

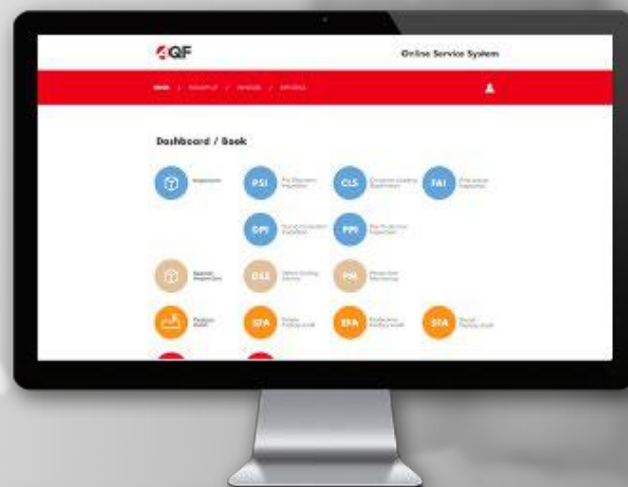
## Thank you for choosing AQF!

In this step-by-step guide, you'll learn how to log into your account on AQF Online and book services at your convenience. Click the link to the relevant section below to jump there directly.

If you have any questions about how to use AQF Online, please feel free to contact your dedicated account manager at any time.

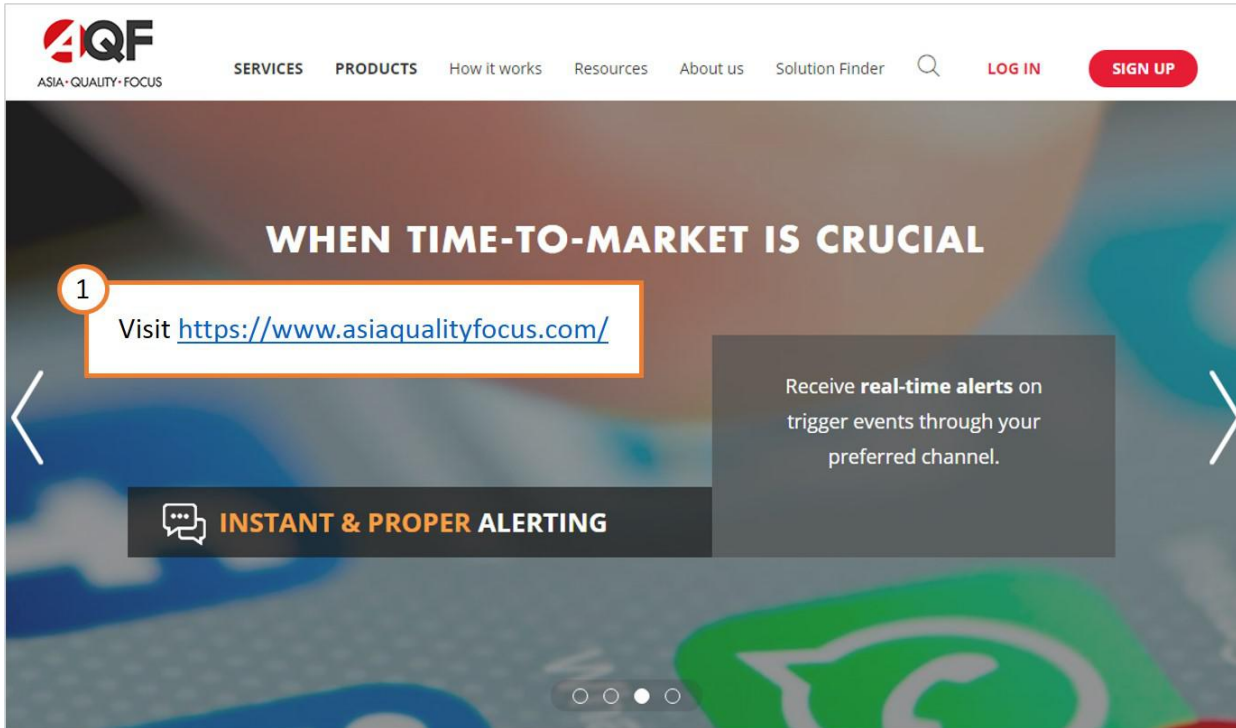
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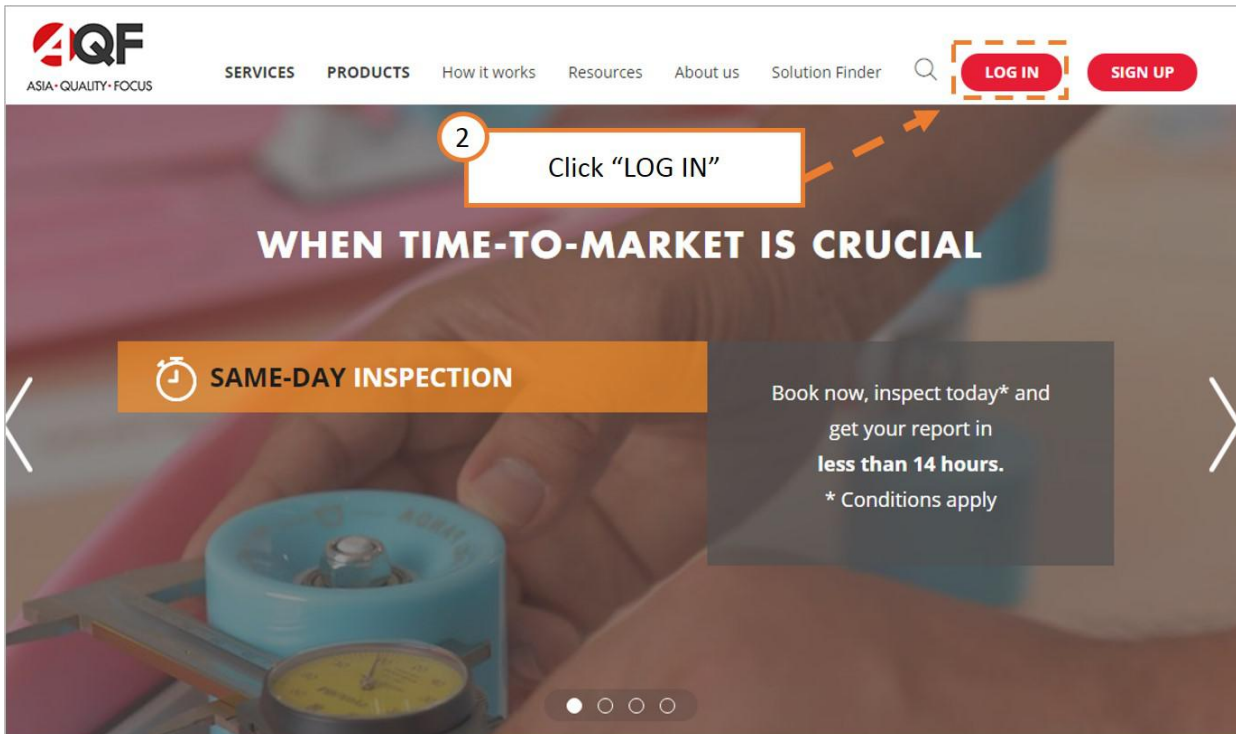


## Logging in to AQF Online

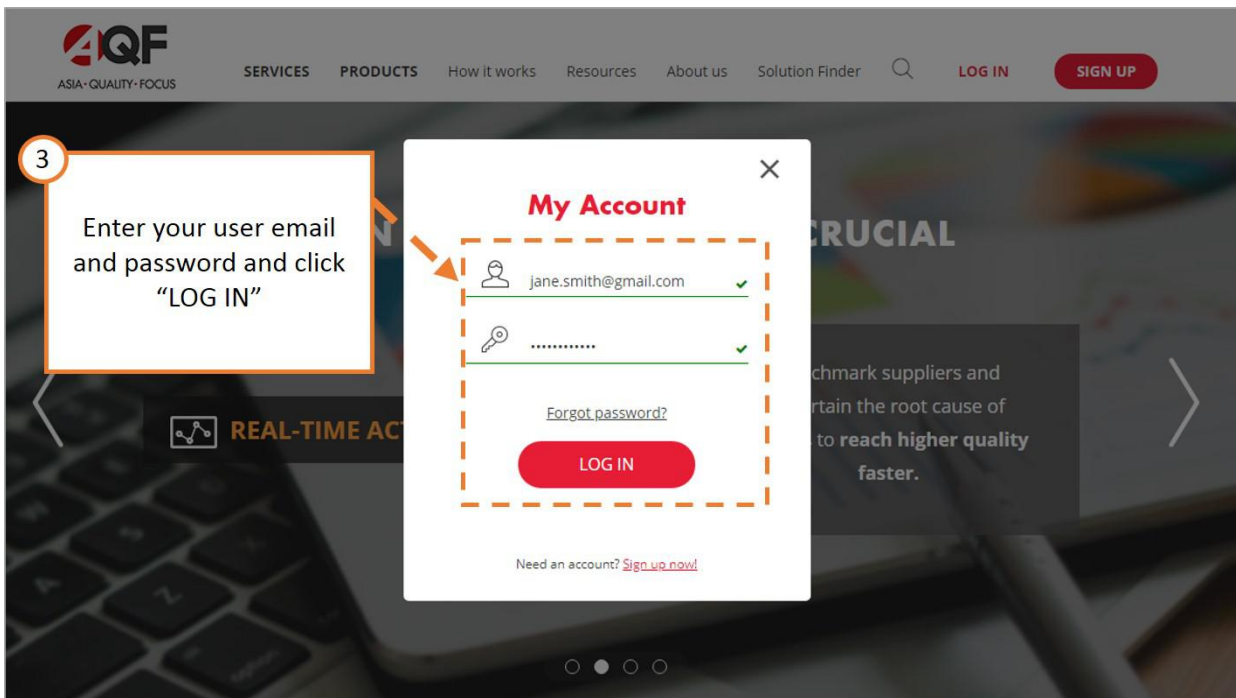
### Step 1.



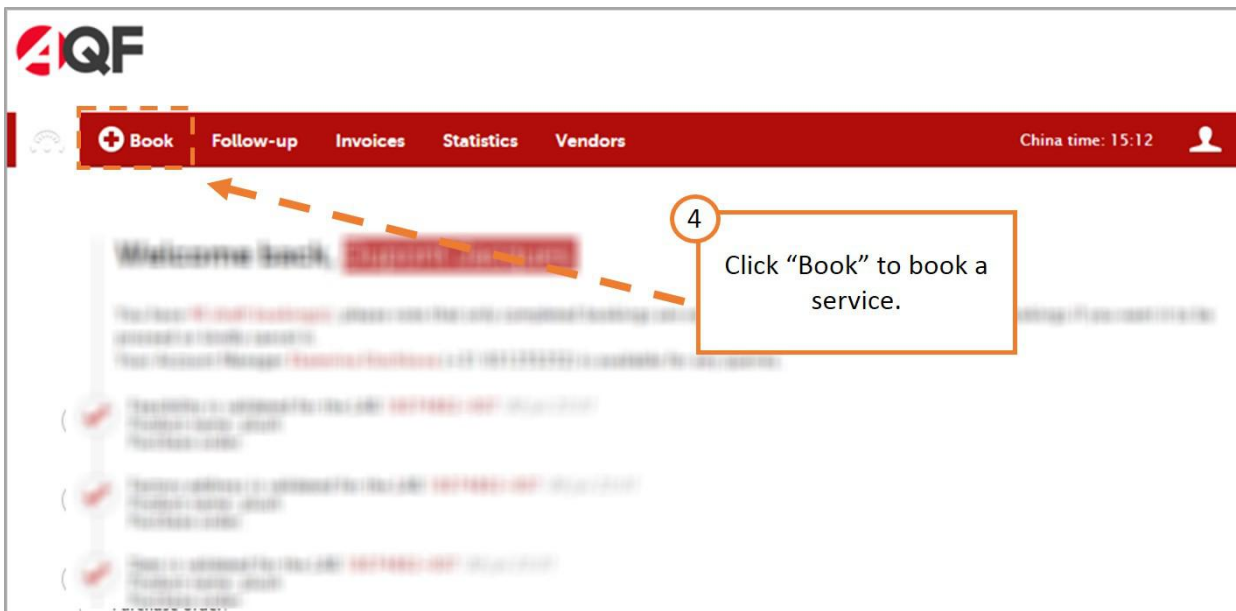
### Step 2.



## Step 3.



## Step 4.



[↑ Back to Top](#)

# Booking services

## Inspection

### Step 1.

The screenshot displays the AQF online booking interface. At the top, there is a navigation bar with the AQF logo and a menu containing 'Book', 'Follow-up', 'Invoices', 'Statistics', and 'Vendors'. The 'Book' tab is currently selected. Below the navigation bar, the page title 'Dashboard / Book' is visible. A callout box with the number '1' and an arrow points to a group of inspection services enclosed in a dashed orange border. The services are arranged in three rows:

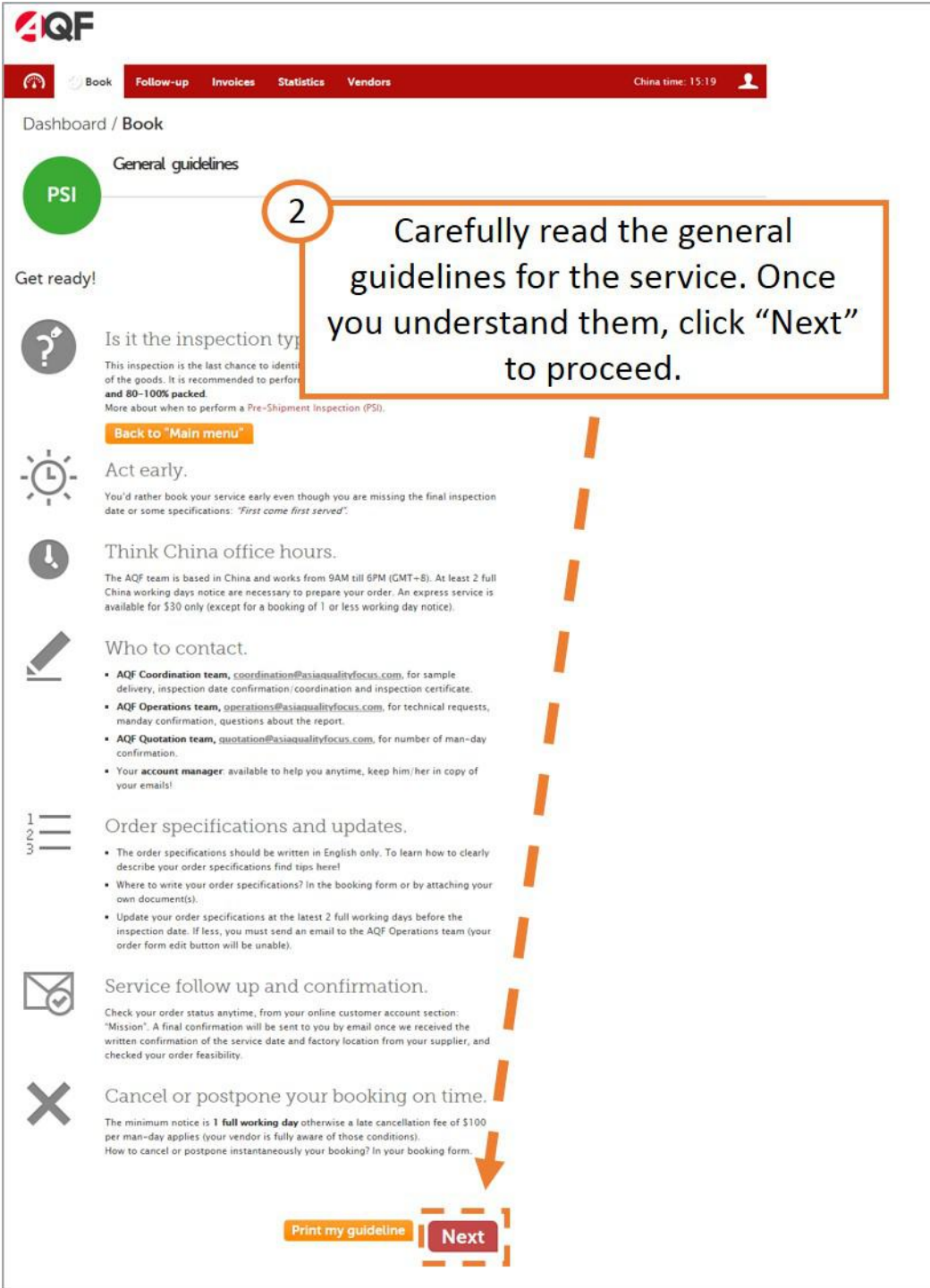
- Row 1 (Green Circles):**
  - Inspection (Icon: Box)
  - PSI Pre Shipment Inspection
  - CLS Container Loading Supervision
  - DPI During Production Inspection
- Row 2 (Green Circles):**
  - PPI Pre Production Inspection
- Row 3 (Beige Circles):**
  - Inspection + (Icon: Box)
  - DSS Defect Sorting Service
  - PM Production Monitoring

Below the dashed border, there are four more services in orange circles:

- Supplier Audit (Icon: Factory)
- SQA Supplier Qualification Audit
- EFA Extensive Factory Audit
- SA Social Factory Audit

A callout box with the number '1' and an arrow points to the group of services enclosed in a dashed orange border, with the text: "Click one of the inspection services in green or beige".

## Step 2.



The screenshot shows the AQF online booking interface. At the top, there is a navigation bar with links: [Book](#), [Follow-up](#), [Invoices](#), [Statistics](#), and [Vendors](#). The user is currently on the [Book](#) page. The main content area is titled "Dashboard / Book" and features a sidebar with a "PSI" button and a "General guidelines" section. The "General guidelines" section contains several items: "Get ready!", "Is it the inspection type?", "Act early.", "Think China office hours.", "Who to contact.", "Order specifications and updates.", "Service follow up and confirmation.", and "Cancel or postpone your booking on time." A dashed orange arrow points from the "Next" button in the "Get ready!" section to the "Next" button at the bottom of the page. A callout box with the number "2" and the text "Carefully read the general guidelines for the service. Once you understand them, click 'Next' to proceed." is overlaid on the "Get ready!" section.

**2** Carefully read the general guidelines for the service. Once you understand them, click "Next" to proceed.

**Get ready!**

**Is it the inspection type?**

This inspection is the last chance to identify any issues with the goods. It is recommended to perform this inspection **and 80-100% packed**.  
More about when to perform a Pre-Shipment Inspection (PSI).

[Back to "Main menu"](#)

**Act early.**

You'd rather book your service early even though you are missing the final inspection date or some specifications: *"First come first served"*.

**Think China office hours.**

The AQF team is based in China and works from 9AM till 6PM (GMT+8). At least 2 full China working days notice are necessary to prepare your order. An express service is available for \$30 only (except for a booking of 1 or less working day notice).

**Who to contact.**

- **AQF Coordination team**, [coordination@asiaqualityfocus.com](mailto:coordination@asiaqualityfocus.com), for sample delivery, inspection date confirmation/coordination and inspection certificate.
- **AQF Operations team**, [operations@asiaqualityfocus.com](mailto:operations@asiaqualityfocus.com), for technical requests, manday confirmation, questions about the report.
- **AQF Quotation team**, [quotation@asiaqualityfocus.com](mailto:quotation@asiaqualityfocus.com), for number of man-day confirmation.
- Your **account manager**: available to help you anytime, keep him/her in copy of your emails!

**Order specifications and updates.**

- The order specifications should be written in English only. To learn how to clearly describe your order specifications find tips [here](#)!
- Where to write your order specifications? In the booking form or by attaching your own document(s).
- Update your order specifications at the latest 2 full working days before the inspection date. If less, you must send an email to the AQF Operations team (your order form edit button will be unable).

**Service follow up and confirmation.**

Check your order status anytime, from your online customer account section: "Mission". A final confirmation will be sent to you by email once we received the written confirmation of the service date and factory location from your supplier, and checked your order feasibility.

**Cancel or postpone your booking on time.**

The minimum notice is **1 full working day** otherwise a late cancellation fee of \$100 per man-day applies (your vendor is fully aware of those conditions).  
How to cancel or postpone instantaneously your booking? In your booking form.

[Print my guideline](#) [Next](#)



## Step 3.

### 1.1 General information



If the date of the service has to be changed, you will be automatically informed by email about the new date and the reason for change.

Service date \*
08/28/2018

☐
The vendor cannot modify the date

Expected shipment date \*
08/30/2018

Service location
Select a value...

Contact name

Contact phone

Product line \*
Select a value...

Min % of products to be finished \*
100

Min % of products to be finished & packed \*
100

Destination country for your goods \*
France

My reference for this inspection

Quantity unit \*
Pieces

#### Important notice

##### Sameday Inspection +\$100

This service is limited to specific products and regions (to be extended over time).

Choose an alternative date to save money:

• August 29: no extra fee  
Terms and conditions apply

3

Fill in the relevant general information. All fields with "\*" are required.

### References

	Invoice#	PO#	SKU#	Name	Quantity	Product type
					Total: 0	

Add one reference

Import multiple references

Click "Add one reference" to add each item or SKU that you need inspected.

Destination country for your goods \*

Errors

## Add one reference

Fill in relevant product information. All fields with "\*" are required.

Invoice#

PO#

SKU#

Name \*

Quantity \*

Product type

New product type

**Submit**

1.2

1.2.1 Vendor company details

## References

<input type="checkbox"/>	Invoice#	PO#	SKU#	Name	Quantity	Product type
Total: 0						

**Add one reference** **Import multiple references**

You can also add items or SKUs in bulk by clicking "Import multiple references".

Product category

## Import multiple references

Please upload your references list as an Excel file, with column names in the first line.

No file chosen

## References

<input type="checkbox"/>	Invoice#	PO#	SKU#	Name
--------------------------	----------	-----	------	------

**Add one reference** **Import multiple references**

When adding multiple references, import these as an Excel file.

## Import multiple references

Invoice number (PI)

Purchase order number (PO)

Model number (SKU)

Product name

Quantity

**Product**

SKU #

QTY

STYLE

INVOICE #

Example PO.xlsx

Then “map” each column in your Excel file by choosing the column name that corresponds to each value in the reference.

	A	B	C	D	E
1	Product	SKU #	QTY	STYLE	INVOICE #
2	Women's sneaker	BLK-001	1200	Black	NR0098
3	Women's sneaker	GRY-001	1500	Grey	NR0098
4	Women's sneaker	RED-002	3000	Red	NR0098

## Import multiple references

Invoice number (PI)

Purchase order number (PO)

Model number (SKU)

Product name

Quantity

**QTY**

Product

SKU #

STYLE

INVOICE #

Example PO.xlsx

	A	B	C	D	E
1	Product	SKU #	QTY	STYLE	INVOICE #
2	Women's sneaker	BLK-001	1200	Black	NR0098
3	Women's sneaker	GRY-001	1500	Grey	NR0098
4	Women's sneaker	RED-002	3000	Red	NR0098

## References

	Invoice#	PO#	SKU#	Name	Quantity	Product type	
<input type="checkbox"/>	NR0098		BLK-001	Women's sneaker	1200		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="add"/>
<input type="checkbox"/>	NR0098		GRY-001	Women's sneaker	1500		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="add"/>
<input type="checkbox"/>	NR0098		RED-002	Women's sneaker	3000		<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="add"/>
Total: 5700							

[Add one reference](#)

[Import multiple references](#)

## 1.2 Vendor Details

### 1.2.1 Vendor company details

Click “submit” and check that the references have been added in the correct columns.



## Step 4.

### 1.2 Vendor Details

#### 1.2.1 Vendor company details

Vendor preset

Vendor company name \*

Company phone number

Address

Zone \*

City \*

City \*

District

Do you know the exact nature of your vendor ?

☐ Factory

☐ Trading company

☐ Agent

☐ Services company

4

Fill in the relevant details for new vendors. All fields with "\*" are required.

Please fill in your supplier's phone number if you have it. This helps us coordinate your booking faster.

#### 1.2.2 Vendor contacts

Firstname

LastName \*

Email address \*

Phone number

Mobile phone

Add another contact

## Step 5.

Dashboard / Book



### 2.1 Attachments

Please upload all relevant documents concerning your order (Purchase Order, artworks, checklists, specifications, pictures, quality manual, measurement table, etc.). Remember to correctly name your files. Max upload: 10 files/20 Mb per attachment.

Drop files to attach, or browse.

5

Upload any documents with relevant information for your product. We highly recommend including any CAD drawings, sizing charts, tolerances and product photos.

In case you have more than 10 files, you can compress them in one or more ".zip" files and upload them.

## Step 6.

### 2.2 Booking Details



Please note that no field is mandatory on this page. We will review your attachments and complete the booking as well. However, keep in mind that the more information and specs you provide us, the more value you will get out of our service.

#### 2.2.1 Product Specifications

My General criteria for the product

▼ More...

#### 2.2.2 Labeling & Marking

My general criteria for the product(s)

▼ More...

#### 2.2.3 Packing & Packaging

My general criteria for the product(s)

▼ More...

6

Fill in any specific requirements or checkpoints you'd like us to focus on during your inspection.

## Step 7.

### 2.3 Specific Instructions

Past issues you faced with this product

Special tools required

For AQF

For the vendor

AQF Emails notifications (Send a copy to other persons)

☐ Yes
 ☒ No

Final Report (Send a copy to other persons)

☐ Yes
 ☒ No

Get your report faster! Same-Day reporting (+USD 30)

☐

7

Fill in any other specific instructions you'd like your supplier or AQF team to follow during inspection. Then click "Next".

For your information

Your information input here will be automatically shared with your vendor.

Add any email contacts you'd like to receive AQF email notifications (e.g. booking confirmations) or the finished inspection report.

Check this box to receive your inspection report same day as the service (for an additional charge).

## Step 8.

### 3.1 Approval samples

Please do your maximum to send us approved samples as it can only help to have a more reliable quality control. Ideally please send directly to the factory in a sealed package.

Will you provide us with reference/golden sample(s) ?

☐ Yes
 ☒ No

8

Let us know if you plan to provide us approval samples for reference during inspection.

### 3.2 Production Samples

Do you want us to collect samples from mass production ?

☐ Yes
 ☒ No

Let us know if you'd like us to collect any production samples during inspection.

Previous

Next







## Step 9.

### 4.1 Inspection Scope

**i** Below are the main sections of a PSI report. Note that AQF recommends a full inspection scope, in order to have all sections executed by the inspector(s). However, for cost reasons and in case you are mixing some references, you can decide to remove some sections/checks if you need to save time for the inspector.

9

Tailor your desired inspection scope and report type.

	Workmanship and Basic Function check	<input checked="" type="checkbox"/>
	Quantity Check	<input checked="" type="checkbox"/>
	Packaging/Packing/Shipping Marks	<input checked="" type="checkbox"/>
	Product Labeling/Marking and other specifications check	<input checked="" type="checkbox"/>
	Dimensions & Weight check	<input checked="" type="checkbox"/>
	Specific On site tests	<input checked="" type="checkbox"/>

### 4.2 Inspection Report Type

**i** Knowing that an AQF inspector can usually manage 1 report per booking per man-day

Choose the level of details for your report.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individual	Multi products	Batch	Customized	Not sure

## Step 10.

### 4.3 Quantity to inspect per day

**i** According to you, how many pieces can be inspected per man-day (1 man-day = 1 inspector during 1 day of work) ? Our operations team will review your choice and will get back to you if needed.

Based on experience,

how many pieces can be inspected in 1 day of work? \*

10

If you have prior experience inspecting this product, enter your estimation of how many pieces can be inspected in 1 workday.

## Step 11.

### 4.4 Sampling



#### Which Acceptable Quality Limit to choose?

AQL level II or III per reference are the only options that ensure the liability of the inspection result. See our [Terms and Conditions](#).

Choose your sampling plan

Sampling size 315



**Level II offers a higher sample size.**

It is the best compromise, the risk/cost ratio is well-balanced.

Number of mandays : 2

Budget estimated :

11

Choose your desired sampling plan based on AQL. We recommend "Level II".

## Step 12.

### 4.5 Acceptable Quality Limits



AQL determines the number of pieces with defects that you are willing to tolerate. Defects are divided in three types: Critical, Major and Minor. The most commonly AQL used is Critical 0, Major 2.5, Minor 4.

For critical defects

Accepted : 0

Rejected : 1

For major defects

Accepted : 14

Rejected : 15

For minor defects

Accepted : 21

Rejected : 22

12

Choose your desired defect tolerances or let your AQF team determine the standard.



## Step 13.

### 5.1 Overview

Service name Pre Shipment Inspection  
 Service date 2018-08-28  
 Vendor name example  
 Country China

13

Confirm the details of your inspection booking.

### References

Invoice#	PO#	SKU#	Name	Quantity	Product type
01100	93005	BET001	Bethesda	2500	Glass

AQL Level II  
 AQL defects levels Critical: 0 Major: 2.5 Minor: 4  
 Sampling size 125

## Step 14.

### 5.2 Pricing



This price will be subject to confirmation by our operations team after reviewing your whole booking and specifications and evaluating the workload.

#	Service	Unit Price	Quantity	Total
1	Pre Shipment Inspection	298.00	1.00	298.00
Grand total				\$ 298.00

### 5.3 Payment

Your service shall be prepaid.

Prepayment is due upon receipt of the proforma invoice sent to you once your service is confirmed by AQF team.

14

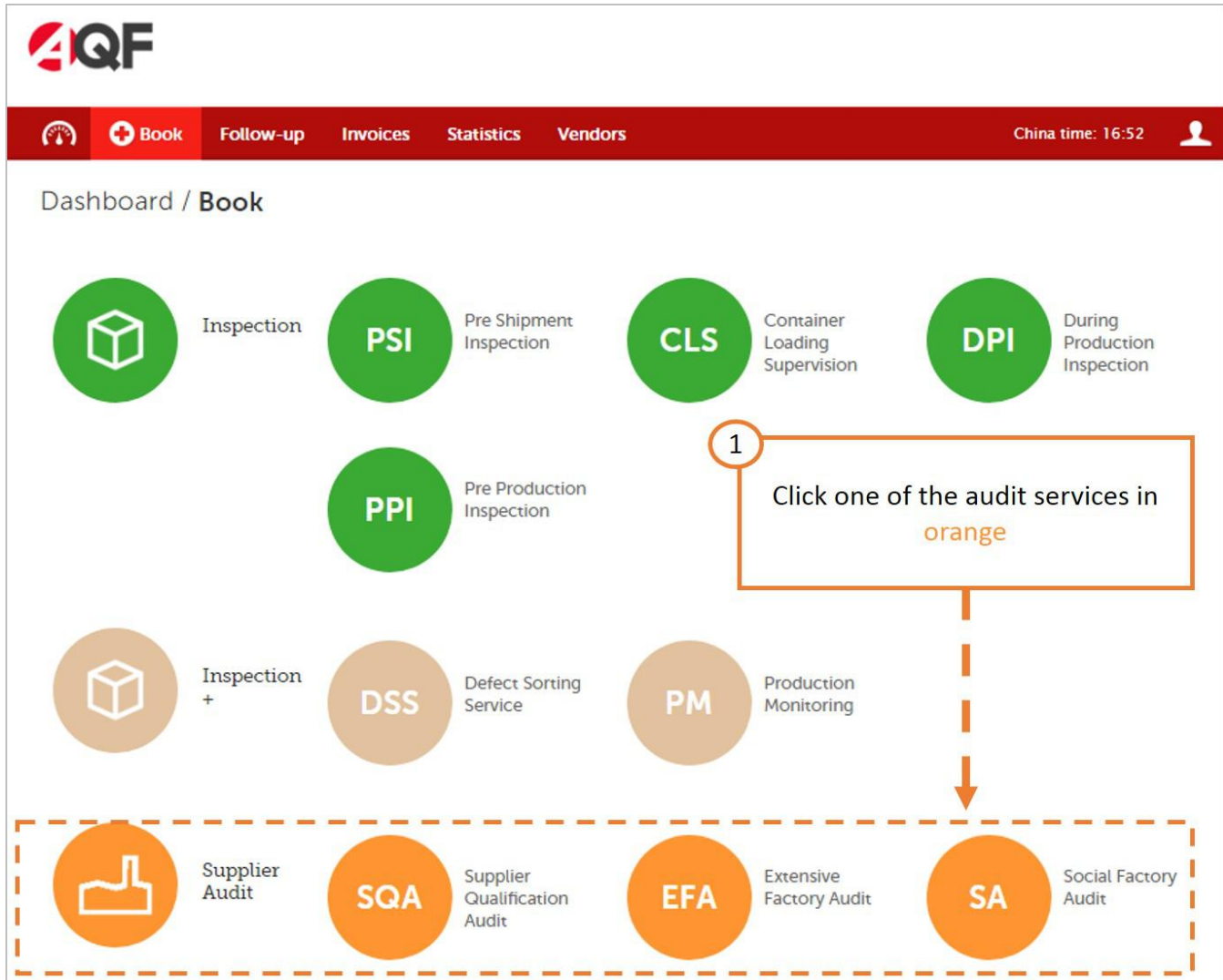
After reviewing pricing details, click “Confirm booking”, and AQF will follow up with you to confirm.

Previous

Confirm booking

## Factory audits

### Step 1.



**AQF**

Dashboard / **Book**

China time: 16:52

Navigation: Home, **Book**, Follow-up, Invoices, Statistics, Vendors

**Green Tiles:**

- Inspection (Icon: Box)
- PSI** Pre Shipment Inspection
- CLS** Container Loading Supervision
- DPI** During Production Inspection
- PPI** Pre Production Inspection

**Light Brown Tiles:**

- Inspection + (Icon: Box)
- DSS** Defect Sorting Service
- PM** Production Monitoring

**Orange Tiles (Highlighted):**

- SA** Supplier Audit (Icon: Factory)
- SQA** Supplier Qualification Audit
- EFA** Extensive Factory Audit
- SA** Social Factory Audit

1 Click one of the audit services in orange

## Step 2.



**2** Carefully read the general guidelines for the service. Once you understand them, click "Next" to proceed.

**Dashboard / Book**

**General guidelines**

**SQA**

**Get ready!**

**Is it the factory audit type that you need?**

With 1 man-day, this audit provides enough information to **verify the supplier reliability and ability to manufacture** the product of interest. .  
More about the Supplier Qualification Audit (SQA)

**Back to "Main menu"**

**Act early.**

You'd rather book your service early even though you are missing the final audit date or some specifications: *"First come first served"*.

**Think China office hours.**

The AQF team is based in China and works from 9AM till 6PM (GMT+8). At least 2 full China working days notice are necessary to prepare your order. An express service is available for \$30 only (except for a booking of 1 or less working day notice).

**Who to contact.**

- **AQF Coordination team**, [coordination@asiaqualityfocus.com](mailto:coordination@asiaqualityfocus.com): for sample delivery, factory audit date confirmation/ coordination.
- **AQF Operations team**, [operations@asiaqualityfocus.com](mailto:operations@asiaqualityfocus.com): for technical requests, manday confirmation, questions about the report.
- **AQF Quotation team**, [quotation@asiaqualityfocus.com](mailto:quotation@asiaqualityfocus.com): for number of man-day confirmation.
- Your **account manager**: available to help you anytime, keep him/her in copy of your emails!

**Order specifications and updates.**

- The order specifications should be written in English only.
- Where to write your order specifications? In the booking form or by attaching your own document(s).
- Update your order specifications at the latest 2 full working days before the factory audit date. If less, you must send an email to the AQF Operations team (your order form edit button will be unable).

**Service follow up and confirmation.**

Check your order status anytime, from your online customer account section: "Mission". A final confirmation will be sent to you by email once we received the written confirmation of the service date and factory location from your supplier, and checked your order feasibility.

**Cancel or postpone your booking on time.**

The minimum notice is **1 full working day** otherwise a late cancellation fee of \$100 per man-day applies (your vendor is fully aware of those conditions). How to cancel or postpone instantaneously your booking? In your booking form.

**Print my guideline** **Next**

## Step 3.

### 1.1 General information



If the date of the service has to be changed, you will be automatically informed by email about the new date and the reason for change.

Service date \*

☐ The vendor cannot modify the date

Product name \*

Product category \*

Destination country for your goods \*

My reference for this audit

New purchase order \* ☒ Yes ☐ No

3

Fill in the relevant general information. All fields with "\*" are required.

## Step 4.

### 1.2 Vendor Details

#### 1.2.1 Vendor company details

Vendor preset

Vendor company name \*

Company phone number

Address

Zone \*

City \*

City \*

District

Do you know the exact nature of your vendor ?

- ☐ Factory
- ☐ Trading company
- ☐ Agent
- ☐ Services company

4

Fill in the relevant details for new vendors. All fields with "\*" are required.

**Please fill in your supplier's phone number if you have it.**  
This helps us coordinate your booking faster.

#### 1.2.2 Vendor contacts

Firstname

Lastname \*

Email address \*


Phone number

Mobile phone

**Add another contact**

## Step 5.

Dashboard / Book



1

General information

2


Specifications Instructions

3

Overview

**2.1 Attachments**

**i** Please upload all relevant documents concerning your order (Purchase Order, artworks, checklists, specifications, pictures, quality manual, measurement table, etc.). Remember to correctly name your files. Max upload: 10 files/20 Mb per attachment.



5

Upload any documents with relevant information for your product.

In case you have more than 10 files, you can compress them in one or more ".zip" files and upload them.

## Step 6.

**2.2 Details on your project**

Describe your project/possible order with this factory

What quantity would you like to produce ?

0

List your main criteria for the selection of your supplier

6

List any specific criteria or other details you'd like AQF to focus on during the audit.



## Step 7.

### 2.3 Specific Instructions

AQF Emails notifications (Send a copy to other persons)

☐ Yes

☒ No

Final Report (Send a copy to other persons)

☒ Yes

☐ No

Enter emails addresses \*

Previous

Next

**Important information**

These addresses are in addition to your default email copy list in your profile, [click here](#) to edit it.

**7**

Add any email contacts you'd like to receive AQF email notifications (e.g. booking confirmations) or the finished inspection report.

## Step 8.

Dashboard / Book



1

☒

General information

2

☒

Specifications Instructions

3

☒

Overview

**8**

Confirm the details of your audit booking.

### 3.1 Overview

Service name	Supplier Qualification Audit
Service date	2018-09-05
Vendor name	Example vendor
Country	China

## Step 9.

### 3.2 Pricing



This price will be subject to confirmation by our operations team after reviewing your whole booking and specifications and evaluating the workload.

#	Service	Unit Price	Quantity	Total
1	Supplier Qualification Audit	298.00	1	298.00
Grand total				\$ 298.00

### 3.3 Payment

Your service shall be prepaid.

Prepayment is due upon receipt of the proforma invoice sent to you once your service is confirmed by AQF team.

9

After reviewing pricing details, click “Confirm booking”, and AQF will follow up with you to confirm.

Previous

Confirm booking

[↑ Back to Top](#)


## Lab testing

### Step 1.

The screenshot shows the AQF online dashboard. At the top, there is a red navigation bar with the AQF logo, a 'Book' button, and links for 'Follow-up', 'Invoices', 'Statistics', and 'Vendors'. The user's location is set to 'China' with a time of 17:39. Below the navigation bar, the main content area is titled 'Dashboard / Book'. It features a grid of service tiles: 'Inspection' (green cube icon), 'PSI' (Pre Shipment Inspection, green circle), 'CLS' (Container Loading Supervision, green circle), 'DPI' (During Production Inspection, green circle), 'PPI' (Pre Production Inspection, green circle), 'Inspection +', 'DSS' (Defect Sorting Service, orange circle), 'PM' (Production Monitoring, orange circle), 'Supplier Audit' (orange factory icon), 'SQA' (Supplier Qualification Audit, orange circle), 'EFA' (Extensive Factory Audit, orange circle), and 'SA' (Social Factory Audit, orange circle). At the bottom, there is a section for 'Laboratory Testing' (blue flask icon) and a 'LAB' tile (blue circle). A dashed orange arrow points from a callout box labeled '1' to the 'LAB' tile. The callout box contains the text: 'Click the laboratory testing service in blue'. To the right of the 'LAB' tile, it says 'POWERED BY WORMS SAFETY LABORATORIES' and 'Verify your product safety! Get an instant quote and manage your lab testing in a fast and convenient way by relying on accredited facilities from WORMS SAFETY LABORATORIES.'

## Step 2.

Dashboard / Book




POWERED BY  
**WORMS SAFETY  
LABORATORIES**

1 Quotation

2 Booking

3 Overview



**Welcome to AQF Lab testing**

Is your testing request related to another service?

the service (Order#, PO, Product name)

SEARCH

**i Save time!**

Search for the audit, inspection or lab testing service and the relevant product information will automatically appear in your test request.

**General product information**

Product name \*

Product category \*

Preferred standards \*

PO number

2

Search for a previous booking to save time or enter new product information manually.

## Step 3.

### ● Save time by selecting one of our packages\*

**BASIC**  
**US\$252**

Limit the risk of consumer injury with a selection of tests based on European domestic seating requirements.

**Standards**  
EN 12520 (Durability test excluded) ?

**Lead-time**  
5 days

**Samples needed**  
1 pc

**CHOOSE**

**ADVANCED**  
**US\$405**

Increase consumer protection against potential injury over a longer period of time with added durability tests based on European domestic seating requirements.

**Standards**  
EN 12520 (all included) ?

**Lead-time**  
10 days

**Samples needed**  
1 pc

**CHOOSE**

3

Choose from “basic” or “advanced” testing packages based on your chosen standard and budget...

### ● Or select from our catalogue of 100+ tests

Find a specific test using the search facility or choose from the list available below.

Search for test

...manually select individual tests from AQF's catalogue...

Test	Lead time	Quantity	Price	
16 CFR 1500.48 & 49 : 2012 – Sharp Point And Sharp Edge	5		US\$50	BOOK
16 CFR Part 1610 – STANDARD FOR THE FLAMMABILITY OF CLOTHING TEXTILES	5		US\$35	BOOK
1994/62/EC – HEAVY METAL TEST IN PACKAGING	5		US\$55	BOOK
2014/79/EU – TCEP, TCP, TDCP CONTENT	5		US\$150	BOOK
2015/2030/EU – Short Chain chlorinated Paraffins (SCCP) content	5		US\$100	BOOK

...or click “request for quote” to consult a lab technician directly about the testing you need.

**REQUEST FOR QUOTE**

#### REQUEST FOR QUOTE



By requesting for a quote, you will be put in contact with WORMS SAFETY LABORATORIES. The quotation process will continue via email with the laboratory directly. An expert from the lab will contact you soon to further discuss.


Tell us about your needs

If you choose “request for quote”, tell us about your specific testing needs in the text box provided.



## Step 4.

Dashboard / Book



POWERED BY  
**WORMS SAFETY  
LABORATORIES**

1 Quotation ✓

2 **Booking**

3 Overview

4

Upload any documents with relevant information for your product. We highly recommend including any CAD drawings, artwork, tolerances and product photos.

### 2.1 Product complementary information (optional)

**i** Save time and avoid potential delays by providing additional information so we can assess the suitability of your samples for testing and move forward with the testing process.  
i.e product pictures (top, bottom, sides), packaging artwork, instruction manual, bill of materials and more.

Drop files to attach, or browse.

In case you have more than 10 files, you can compress them in one or more ".zip" files and upload them.

## Step 5.

### 2.2 Samples (required)

**i** To test your product, we need samples.  
Should you require an independent party to select appropriate test samples, AQF is available to provide this expert service.

Samples needed 1 pc

How will the samples be delivered to the laboratory? \*

- ☐ The vendor will send the samples to the lab.
- ☐ AQF will send the samples to the lab.
- ☐ I will send the samples to the lab.

5

Tell us how the product samples will be sent to the lab.

## Step 6.

### 2.3 Report delivery (optional)



#### Keep control of your tight schedules

Help us understand your deadlines so we can manage your lab testing as efficiently as possible.

When would you like to receive the report? mm/dd/yyyy



6

Let us know any specific requirements you have for who should receive the final lab report and what company name should be shown on the report.

#### Final report

☐ Yes

Should we send a copy to other people?

☒ No

#### Company name on the report

☒ Yes

Should we mention another company on the report?


☐ No

Required company name


Required address

## Step 7.

Dashboard / Book



POWERED BY



1 Quotation ✓  
2 Booking ✓  
3 Overview

7 Confirm the details of your lab testing booking.

### 3.1 Overview

Product name	Chair BLK
Product category	Furniture
Region of reference for standards	EU
Lead-time	5 days
Samples needed	1 pc
How will the samples be delivered to the laboratory?	I will send the samples to the lab.

## Step 8.

### 3.2 Pricing

**i** If the samples received require other testing than the ones requested we will contact you for clarification.

#	Service	Unit Price	Quantity	Total
1	Package Basic	252.00	1.00	252.00
Grand total				\$ 252.00

### 3.3 Payment

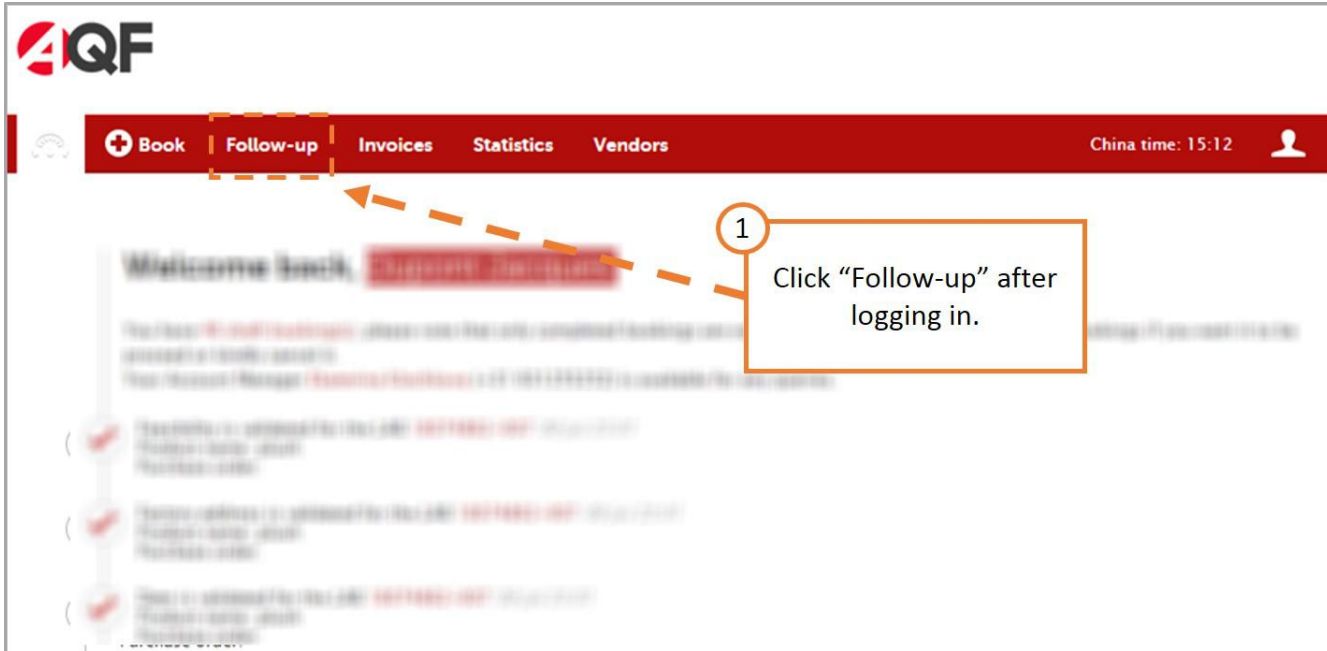
Your service shall be prepaid.  
 Prepayment is due upon receipt of the proforma invoice sent to you once your service is confirmed by AQF team.

Previous
Confirm booking

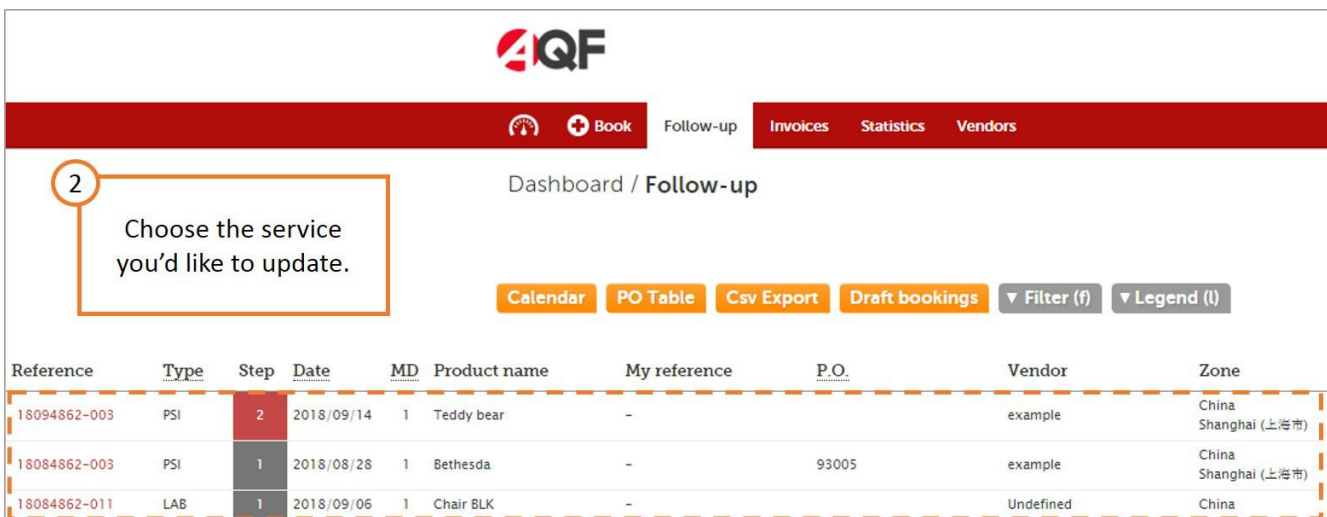
8 After reviewing pricing details, click "Confirm booking", and AQF will follow up with you to confirm.

## Updating existing bookings

### Step 1.



### Step 2.



## Step 3.

[Book](#)
[Follow-up](#)
[Invoices](#)
[Statistics](#)
[Vendors](#)

China time: 11:35

Dashboard / Follow-up / **Summary**

Step 1 # 18104862-002 : bags | PSI | 2.00 MD | SL | TEST ACCOUNT AQF | 18-10-20 | example

[Summary](#)
[Booking](#)

3

Click the "Booking" tab.

### Summary

[Change service type](#)
[Cancel this order](#)

	Workflow	Date
1 . Creation of booking	In progress	2018/10/17 11:17
2 . Validation of booking	Pending	2018/10/17 11:17
3 . Generation of protocol	Pending	2018/10/17 11:17
4 . Report	Pending	2018/10/17 11:17
5 . Evaluation	Pending	2018/10/17 11:17
6 . Invoice	Pending	2018/10/17 11:17

## Step 4.

[Book](#)
[Follow-up](#)
[Invoices](#)
[Statistics](#)
[Vendors](#)

China time: 11:35

Dashboard / Follow-up / **Booking**

Step 1 # 18104862-002 : bags | PSI | 2.00 MD | SL | TEST ACCOUNT AQF | 18-10-20 | example

[Summary](#)
[Booking](#)

1

General information

2

Specifications Instructions

3

Sample(s)

4

Inspection Scope and AQL

5

Overview

### 1.1 General information

Service date	2018-10-20
Expected shipment date	2018-10-31
Product line	Soft Lines
Product category	Bags & Luggages
Min % of products to be finished	100
Min % of products to be finished & packed	100
Destination country for your goods	France
Quantity unit	Pieces

4

Click "Edit" at the bottom.

### References

Invoice#	PO#	SKU#	Name	Quantity	Product type
			asdasd	13444	

Total: **13444**

[Edit](#)
[Next](#)



## Step 5.

### 5.2 Pricing

**i** This price will be subject to evaluating the workload.

your whole booking and specifications and

#	Service	Unit Price	Quantity	Total
1	Pre Shipment Inspection	298.00	2.00	596.00
<b>Grand total</b>				<b>\$ 596.00</b>

5 Click "Next" to navigate to and update the relevant sections and then click "Confirm booking".

### 5.3 Payment

Your service shall be prepaid.  
Prepayment is due upon receipt of the proforma invoice sent to you once your service is confirmed by AQF team.

Previous

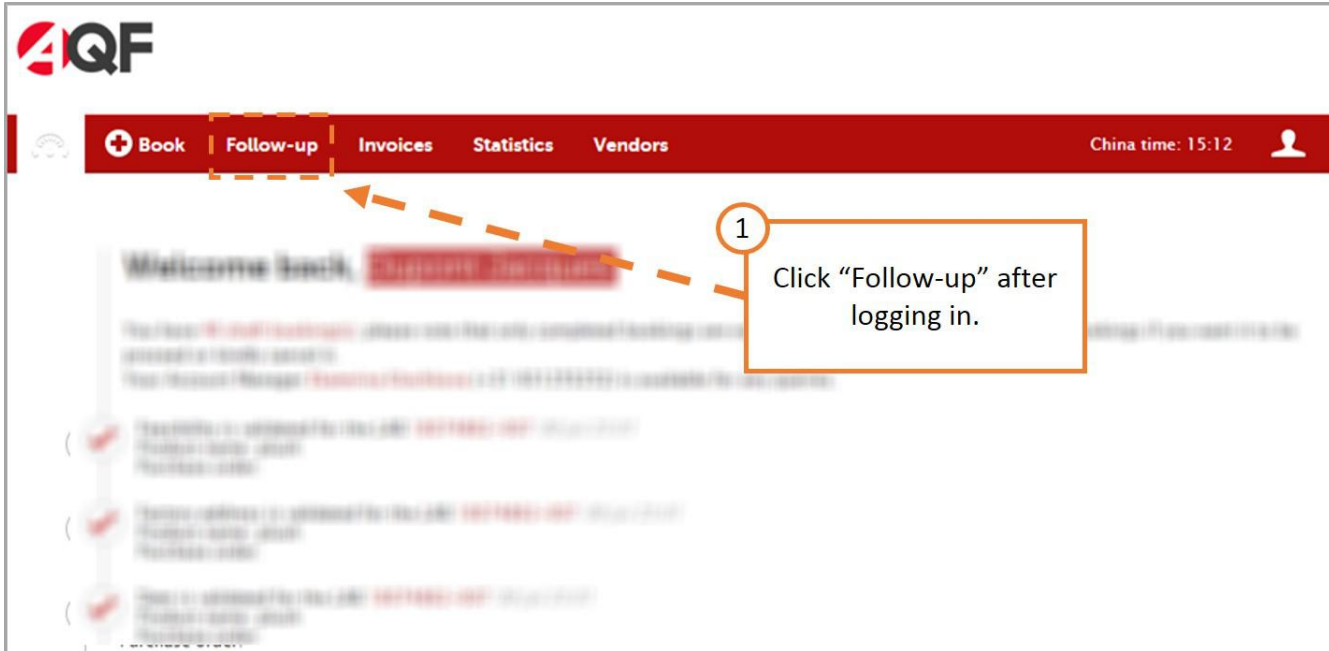
Confirm booking

You're welcome to update bookings up to 24 hours before the scheduled service date. Please contact your account manager if you need to update a booking less than 24 hours ahead of the service date.

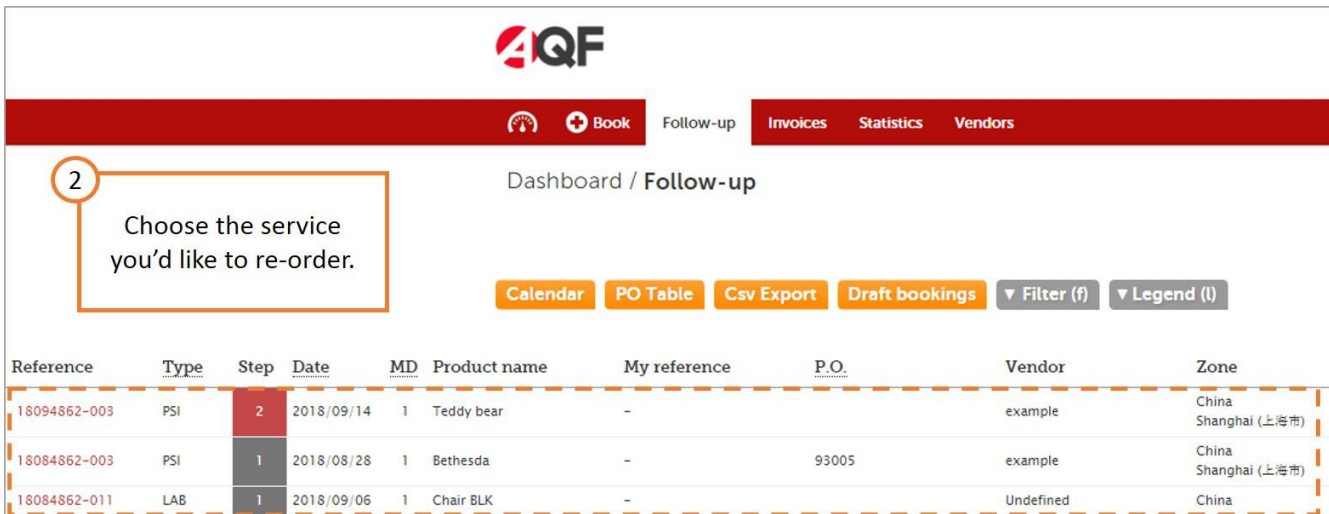
[↑ Back to Top](#)

## Re-ordering services

### Step 1.



### Step 2.



## Step 3.

Dashboard / Follow-up / **Summary**

Step 2 # 18094862-003 : soft-toys | PSI | 1.00 MD | TY | TEST ACCOUNT AQF | 18-09-14 | example

Summary Booking Re-Order Invoice Attachments

**Summary**

Cancel this order Reorder

Click "Reorder"

	Workflow	Date
1 . Creation of booking	Done	2018/09/06 19:40
2 . Validation of booking	In progress	2018/09/06 19:40
2.1 . Date	Pending	2018/09/06 19:40
2.2 . Vendor & factories	Pending	2018/09/06 19:40
2.3 . Feasibility	Pending	2018/09/06 19:40
3 . Generation of protocol	Pending	2018/09/06 19:40
4 . Report	Pending	2018/09/06 19:40
5 . Evaluation	Pending	2018/09/06 19:40
6 . Invoice	Pending	2018/09/06 19:40

## Step 4.

You want to :

**Re-order**

Inspection of a repeat order (different production batch for the same type of products) :

Service type \* (PSI) Pre Shipment Inspection

Submit

**Re-inspect**

Inspection of the same production batch because of a previous failed inspection

Service type \* (PSI) Pre Shipment Inspection

Is the vendor supposed to pay for this re-inspection ? \* No

What check points do you want AQF to focus on ? \*

Submit

If this is a repeat production batch for the same types of products, choose your desired service and click "Submit"...

...or if you want to book a re-inspection following a failed inspection, fill in the required information and click "Submit"


- Re-inspection fee is paid by "client company name" (you may charge back to the vendor this cost).  
 - Re-inspection fee is to be paid by the vendor, and AQF can arrange the inspection even the money is not received, we guarantee the payment. If the supplier does not pay AQF in one month, please charge to us.  
 - Re-inspection fee is to be paid by the vendor, and no inspection will be arranged if AQF did not receive the money.

## Step 5.


### 1.1 General information





If the date of the service has to be changed, you will be automatically informed by email about the new date and the reason for change.


Service date \* 09/10/2018 


The vendor cannot modify the date ☐


Expected shipment date \* 09/29/2018 

Product line \* Toys 


Product category \* Soft Toys 

Min % of products to be finished \* 100 

Min % of products to be finished & packed \* 100 

Destination country for your goods \* France 

My reference for this inspection

Quantity unit \* Pieces 

5

Verify the general information for the new booking.

If you chose “re-order” in the previous step, remember to update the service date and PO#. If you chose “re-inspect” in the previous step, remember to update the service date.

Invoice#	PO#	SKU#	Name	Quantity *	Product type
<input type="text"/>	<input type="text"/>	<input type="text"/>	Teddy bear	1500	<div>Plush To... </div> <div>New product type</div>
Total: 1500					

## Step 6.

### 1.2 Vendor Details

#### 1.2.1 Vendor company details

Vendor preset example | 2018-09-11 | China, 上海市 ...

**Edit vendor**

Vendor company name example

Company phone number

Address

Zone 上海市 - Shanghai

City 上海市 - Shanghai

District

Do you know the exact nature of your vendor ?

- ☒ Factory
- ☐ Trading company
- ☐ Agent
- ☐ Services company

6 All vendor information will remain the same as for the original booking.

Click “update vendor default information” if there are changes...

#### 1.2.2 Vendor contacts

Firstname

Lastname asda

Email address asdasdas@gmail.com

Phone number

Mobile phone

**Save for this booking only**

**Update vendor default information**

#### 1.2.3 Vendor options

Do you want to be in copy of all emails to your vendor ?

- ☐ Yes
- ☒ No

...or click “Next” if nothing has changed.

### 1.3 Inspection Certificate

Do you pay by Letter of Credit (L/C) and require an inspection certificate ?

- ☐ Yes
- ☒ No

**Next**



## Step 7.

**2.3 Specific Instructions**

Past issues you faced with this product

Special tools required

For AQF

For the vendor

AQF Emails notifications (Send a copy to other persons) ☐ Yes  
☐ No

Final Report (Send a copy to other persons) ☐ Yes  
☒ No

Get your report faster! Same-Day reporting (+USD 30) ☐

**7** Let us know if you have any new specific instructions you'd like us to follow for the service. Then click "Next".

**Previous** **Next**

## Step 8.

### 3.1 Approval samples

**i** Please do your maximum to send us approved samples as it can only help to have a more reliable quality control. Ideally please send directly to the factory in a sealed package.

Will you provide us with reference/golden sample(s) ? ☐ Yes ☒ No

### 3.2 Production Samples

Do you want us to collect samples from mass production ? ☐ Yes ☒ No

8

Let us know if you'll provide approval samples or would like us to collect samples from mass production during this repeat service. Then click "Next".

Previous

Next

## Step 9.

### 4.4 Sampling

**i** Which Acceptable Quality Limit to choose?  
AQL level II or III per reference are the only options that ensure the liability of the inspection result. See our [Terms and Conditions](#).

Choose your sampling plan

Sampling size 125

**Level II offers a higher sample size.**  
It is the best compromise, the risk/cost ratio is balanced.

Number of mandays : 1

Budget estimated :

9

All scope, sampling and AQL settings will remain the same as for the original booking.

### 4.5 Acceptable Quality Limits

**i** AQL determines the number of pieces with defects that you are willing to tolerate. Defects are divided in three types: Critical, Major and Minor. The most commonly AQL used is Critical 0, Major 2.5, Minor 4.

For critical defects   
Accepted : 0  
Rejected : 1

For major defects   
Accepted : 7  
Rejected : 8

For minor defects   
Accepted : 10  
Rejected : 11

Update any settings if you have new requirements for this service, or click "Next".

Previous

Next

## Step 10.

### 5.1 Overview

Service name

Pre Shipment Inspection

Service date

2018-09-10

Vendor name

example

Country

China

#### References

Invoice#	PO#	SKU#	Name	Quantity	Product type
			Teddy bear	1 500	Plush Toys (20cm < height ≤ 50cm)

AQL

Level II


AQL defects levels

Critical: 0 Major: 2.5 Minor: 4

Sampling size

125

### 5.2 Pricing



This price will be subject to confirmation by our operations team after reviewing your whole booking and specifications and evaluating the workload.

#	Service	Unit Price	Quantity	Total
1	Pre Shipment Inspection	298.00	1.00	298.00
<b>Grand total</b>				<b>\$ 298.00</b>

### 5.3 Payment

Your service shall be prepaid.

Prepayment is due upon receipt of the proforma invoice sent to you once your service is confirmed by AQF team.

Previous

Confirm booking

10

Carefully review the service details.

Click “Confirm booking”, and AQF will follow up with you to confirm.

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## Contact us

Feel free to contact us if you need additional support with any of the below. Please keep your account manager in CC in any email communications.

**Services coordination:** [coordination@asiaqualityfocus.com](mailto:coordination@asiaqualityfocus.com)

- Sample delivery
- Inspection date confirmation or coordination
- Inspection certificate

**Technical requests or questions about your report(s):**

- Hardline goods division: [hl@asiaqualityfocus.com](mailto:hl@asiaqualityfocus.com)
- Softline goods division: [sl@asiaqualityfocus.com](mailto:sl@asiaqualityfocus.com)
- Electronics and electrical division: [ee@asiaqualityfocus.com](mailto:ee@asiaqualityfocus.com)
- Auditing division: [audit@asiaqualityfocus.com](mailto:audit@asiaqualityfocus.com)

**Quotation(s):**

- Inspection: [quotation@asiaqualityfocus.com](mailto:quotation@asiaqualityfocus.com)
- Audit: [audit@asiaqualityfocus.com](mailto:audit@asiaqualityfocus.com)
- Lab testing: you can request a quote online from your private account

**Lab testing:**

- Quote follow-up: [labtesting@asiaqualityfocus.com](mailto:labtesting@asiaqualityfocus.com)
- Online orders: [labtesting@asiaqualityfocus.com](mailto:labtesting@asiaqualityfocus.com)

**Accounting:**

- Invoices: [invoice@asiaqualityfocus.com](mailto:invoice@asiaqualityfocus.com)
- Payments: [accounting@asiaqualityfocus.com](mailto:accounting@asiaqualityfocus.com)

**For any other questions:** [clientsupport@asiaqualityfocus.com](mailto:clientsupport@asiaqualityfocus.com)

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