

# 1. Product Specification

Tasks	Status
1.1 Product Specification	<input checked="" type="checkbox"/>
1.2 File Attachments	<input checked="" type="checkbox"/>
1.3 Product Packaging	<input type="checkbox"/>
1.4 Design Freelancers	<input type="checkbox"/>
1.5 Product Compliance	<input type="checkbox"/>
1.6 Task List	<input type="checkbox"/>

The project manager helps you understand and keep track of the step-by-step process each time you intend to launch a new product.

## Key Points

1. You can manage multiple products at the same time
2. You can reach out to support when you have questions or need help with the process
3. Our partners can also help you discuss process, order samples and manage the order process with suppliers

# Process Overview

## Module 1: Product Specification

### **Provided Support**

1. We will help you fill out the template and create a product specification.
2. If needed, we can also provide guidance on file formats, finding designers and product compliance requirements.

### **Project Tasks**

- 1.1 Product Specification (1A)
- 1.2 File Attachments
- 1.3 Product Packaging
- 1.4 Design Freelancers
- 1.5 Product Compliance
- 1.6 Task list

### **Document Templates**

- 1A Product Specification

## Module 2: Supplier Search

### **Provided Support**

1. We will help you identify relevant suppliers
2. We will guide you on how to request quotations from the suppliers

### **Project Tasks**

- 2.1 Request Supplier List
- 2.2 Request for Quotation (RFQ)
- 2.3 Select Supplier
- 2.4 Task list

### **Document Templates**

- 2A Supplier Overview

# Process Overview

## Module 3: Product Samples

### **Provided Support**

1. We help you prepare the product sample order documentation and guide you step-by-step through the process. You can order suppliers from one or more suppliers.
2. We also provide guidance on how to deal with failed product samples

### **Project Tasks**

- 3.1 Order Product Samples (3A)
- 3.2 Product Sample Errors (3B)
- 3.3 Task list

### **Document Templates**

- 3A Product Sample Order
- 3B Product Sample Defects

## Module 4: Production

### **Provided Support**

1. We help you prepare the order terms before you place your order
2. We review the invoice before you pay
3. We help you book quality inspections
4. We help you book lab testing
5. We guide you on how to manage the shipping process

### **Project Tasks**

- 4.1 Production Manual
- 4.2 Deposit Payment
- 4.3 Production
- 4.4 Quality Inspection
- 4.5 Product Lab Testing
- 4.6 Balance Payment
- 4.7 Book Shipment
- 4.8 Task list

### **Document Templates**

- 4A Production Manual
- 4B Quality Inspection Checklist
- 4C Purchase Order

### **Partner Services**

- Quality Inspections
- Lab Testing
- Shipping