

Module 1. Create Product Specification

Tutorials

- 1.0 Introduction
- 1.1 Create Product Specification
- 1.2 Research Product Regulations
- 1.3 Create Label Files
- 1.4 Create Design Files
- 1.5 Task List

Attachments (PDF)

- 1.7: Pricing Your Product
- 1.8: Calculate Your Costs
- 1.9: Setting Your Timeline
- 1.10: Private Label Products
- 1.11: Product Packaging
- 1.12: Trademarks & patents
- 1.13: File Formats & Measurements

Material Guides (PDF)

- Material Guide: Metal
- Material Guide: Leather
- Material Guide: Plastics
- Material Guide: Textiles
- Material Guide: Electronics

Document Templates

- Template 1A: Product Specification Document

Videos

- [Tutorial] Create Product Specification Video
- [Template] Product Spec Sheet File

Module 2. Supplier Research

Tutorials

- 2.0 Introduction
- 2.1 Create Supplier RFQ File
- 2.2 Create a Supplier Shortlist
- 2.3 Send RFQ File Package to Suppliers
- 2.4 Select Suppliers
- 2.5 Task List
- 2.6 Factory Visit (Optional)

Videos

- [Tutorial] Supplier Research
- [Tutorial] Using Alibaba.com
- [Tutorial] Using Globalsources.com
- [Template] Supplier RFQ File
- [Template] Supplier RFQ Overview

Document Templates

- Template 2A: Supplier RFQ
- Template 2B: RFQ Overview
- Template 2C: Supplier Letter
- Email Template #2: RFQ

Attachments (PDF)

- 2.8 Supplier communication guide
- 2.9 Price negotiation guide
- 2.10 Factory Visit: Checklist
- 2.11: Factory Visit: Visa Invitation Letter

Module 3. Product Sample Development

Tutorials

- 3.0 Introduction
- 3.1 Create Sample Order Sheet
- 3.2 Non-Disclosure Agreement (NDA)
- 3.3 Sample Production
- 3.4 Task List

Videos

- [Tutorial Video] Product Sample Development
- [Template Video] Sample Order sheet
- [Template Video] NDA Template
- [Template Video] Sample Revision Overview

Document Templates

- Template 3A: Sample Order Sheet
- Template 3B: Non-Disclosure Agreement
- Template 3C: Sample Revision Overview
- Email Template #2: Sample Order Sheet

Module 4. Production & Quality Control

Tutorials

- 4.0 Introduction
- 4.1 Order Terms
- 4.2 Deposit Payment
- 4.3 Production
- 4.4 Quality Control
- 4.5 Laboratory Testing
- 4.6 Balance Payment
- 4.7 Task List

Videos

- [Tutorial] Production & Quality Control
- [Template] Sales Agreement

Document Templates

- Template 4A: Order Terms
- Template 4B: Quality Control Checklist
- Template 4C: Purchase Order
- Email Template #3: Order Confirmation

Attachments (PDF)

- 4.8 Imported Materials
- 4.9 Using Multiple Suppliers

Module 5. Shipping, Taxes & Customs

- 5.0 Introduction
- 5.1 Incoterms
- 5.2 FCL and LCL Shipping
- 5.3 Shipping Costs
- 5.4 Freight Documents
- 5.5 Restrictions and Regulations
- 5.6 Export Packaging
- 5.7 Insurance
- 5.8 Air Freight
- 5.9A Import Duties: US
- 5.9B Import Duties: EU
- 5.9C Import Duties: Australia
- 5.10A Other Taxes and Fees: US
- 5.10B Other Taxes and Fees: EU
- 5.10C Other Taxes and Fees: Australia
- 5.11A Tax Calculation: US
- 5.11B Tax Calculation: EU
- 5.11C Tax Calculation: Australia
- 5.12 Checklist

Module 6. Product Regulations

- 6.0 Introduction
- 6.1 Product Compliance FAQ
- 6.2 Supplier Compliance Check
- 6.3A Overview: United States
- 6.3B Overview: European Union
- 6.3C Overview: Australia
- 6.4A Task List: United States
- 6.4B Task List: European Union
- 6.4C Task List: Australia
- 6.5 Attachment: Label Files
- 6.6 Attachment: Document Samples