



User Manual

How to place an order for an Inspection

Step 1: Buyer registers with Goodada.com **(for New Buyers)**

Step 2: Buyer logs onto website **(for Returning Buyers)**

Step 3: Buyer selects the Inspection tab an inspection order

Step 4: Buyer inputs Information on the Inspection Request form

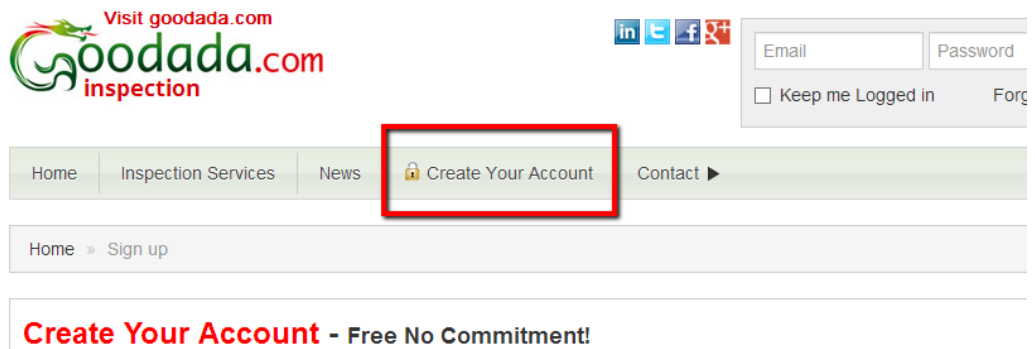
Step 5: Inspector confirms order

Step 6: Buyer pays for Inspection

Step 7: Inspector conducts inspection and uploads report

Step 1: Buyer registers with Goodada

- Click on “Create Your Account” button.



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Goodada.com
inspection

in t f +

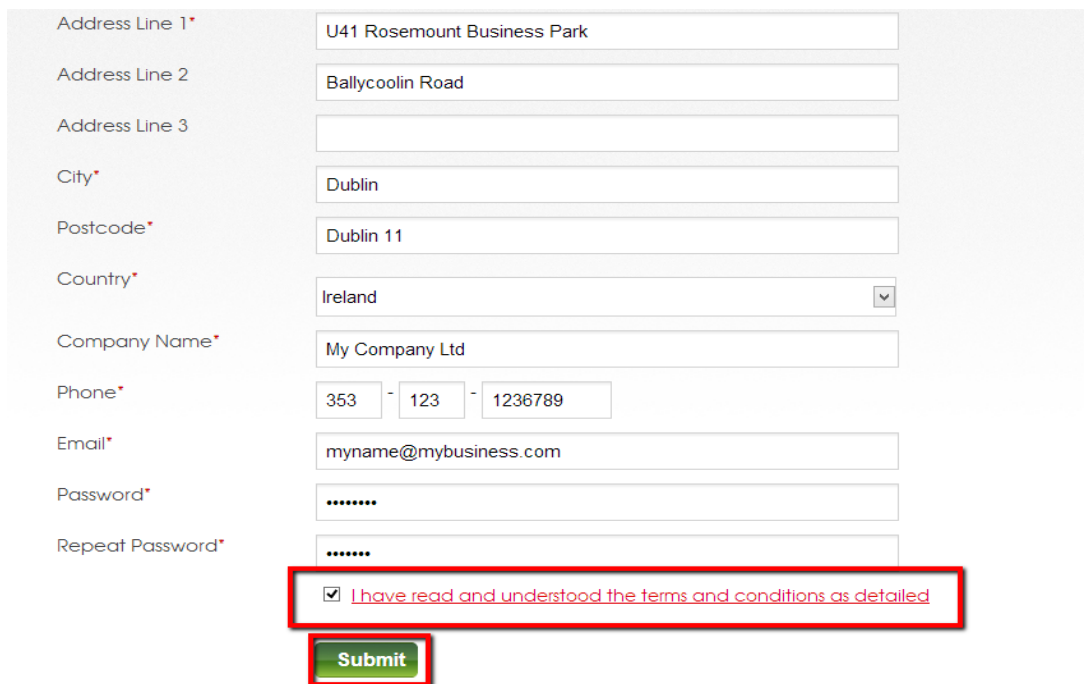
Email Password
 Keep me Logged in Forg

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Home » Sign up

Create Your Account - Free No Commitment!

- Buyer completes the application form including the correct email address
- Buyer clicks submit button



Address Line 1* U41 Rosemount Business Park

Address Line 2 Ballycoolin Road

Address Line 3

City* Dublin

Postcode* Dublin 11

Country* Ireland ▼

Company Name* My Company Ltd

Phone* 353 - 123 - 1236789

Email* myname@mybusiness.com

Password*

Repeat Password*

[I have read and understood the terms and conditions as detailed](#)

Submit

Step 2: Buyer logs onto the website

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Email Password

Keep me Logged in [Forgot Your Password?](#)

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Step 3: Buyer selects the Inspection tab an inspection order

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Home **Order Inspection** Order Quotation Inspections Contact Us

[Home](#) » [Inspections History](#)

Inspections History

Unconfirmed Order Confirmed Order Payment Required Ordered Delayed Pass Fail

Inspection Number	Factory name	Location	Inspection Type	Order Ref	Scheduled date	Inspection date	Payment Status	Report	Status
160113051	Batman	Batman	Factory Audit	Batman	16/01/2013	16/01/2013	Payment Received	Download	Fail
150113048	Gloria	Gloria	Factory Audit	Gloria	14/01/2013	15/01/2013	Payment Received	Download	Pass
150113046	Hugo Chavez Factory	Colombo	Supplier Verification	123243	14/01/2013	15/01/2013	Payment Received	Download	Fail
180113045	Da Vinci	Da Vinci	Production Monitoring	Da Vinci	18/01/2013	18/01/2013	Payment Received	Download	Pass
100113043	Mr. Sam Sung	Mr. Sam Sung	Factory Audit	Mr. Sam Sung	10/01/2013	10/01/2013	Payment Received	Download	Pass



Step 4: Buyer inputs Information on the Inspection Request form

The Buyer must input information in the following sections

4.1 Basic Inspection Information - (Inspection Details)

- Select the type of Inspection that you require.
- Input if this is a re inspection
- Input your Inspection reference number
- Select the dates that you require the inspection to take place
- Select your shipping date

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[Home](#) | **[Order Inspection](#)** | [Order Quotation](#) | [Inspections](#) | [Contact Us](#)

[Home](#) » [Inspections History](#) » Inspection Request Form

Inspection Request Form

Basic Inspection Information

*Inspection Type Factory Audit  Early Production Inspection  During Production Inspection  Finished Goods Inspection  Container Loading Inspection  Production Monitoring  Lab Testing  Social Audit  Supplier Verification  Other

Is this a Re-inspection Yes No
Re-inspection refers to the inspection of a order that has been inspected before

P/O No.
P/O No. refers to the order number used by you and your supplier throughout your transaction. This is for your own reference

*Desired inspection date (Beijing Time)

*Shipping date (Beijing Time)

4.2 Inspection Location Information & If you require an additional person to receive the report - (Area where Inspection is required to take place)

- Factory Name
- Inspection Location
- Contact Person and their details
- Name and email address of additional recipient of inspection report (if required)

Inspection Location Information

*Factory name

*Inspection Location City

Street Address

*Contact Person: Mr

His/Her Position

*Email

*Mobile 86 - -

Tel 86 - -

Fax 86 - -

Inspection Report Receiver Information

Do you require the completed inspection report sent to an additional email address other than the account email?

Yes No

Contact Name

Contact Email Address

Confirm Email Address

4.3 Inspection Requirements – Information on what is required to be inspected including

- Product Information (Names and quantities of product)
- Product Specifications (Colour, Dimensions, Weight, Materials)
- Packing (Labels, Manuals, Packing Specifications)

Inspection Requirements

* Product Information Please list the names and quantities of the products that you want inspected. Please Upload attachments or describe in the box below.

[Choose File](#) No file chosen

[Add another file](#)
You can attach at most 3 files up to 5MB in size.

* Main Requirements Please describe your main inspection requirements such as checking for product colour, material, quality, etc. Please Upload attachments or describe in the box below.

[Choose File](#) No file chosen

[Add another file](#)
You can attach at most 3 files up to 5MB in size.

* Packing List If the goods you are inspecting already have shipping containers, please list the shipping mark, dimensions, weight, etc. Please Upload attachments or describe in the box below.

4.4 Inspection Receives Confirmation that Order has been placed

- Note this may take a few minutes
- Progress can be followed on upload progress reader on bottom left

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Home | **Order Inspection** | Order Quotation | Inspections | Contact Us

[Home](#) » [Inspections History](#) » Inspection Request Form

Inspection Request Form

Please wait while your order is being processed...

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Uploading (10%)...

- You will be redirected back to your Inspections History Panel
- Your order will be classed as “unconfirmed” in the Inspections History Panel
- You do not have to pay until the inspection has been accepted by Goodada

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Home | Order Inspection | Order Quotation | **Inspections** | Contact Us

[Home](#) » [Inspections History](#)

Inspections History

Unconfirmed Order Confirmed Order Payment Required Ordered Delayed Pass Fail

Inspection Number	Factory name	Location	Inspection Type	Order Ref	Scheduled date	Inspection date	Payment Status	Report	Status
160113054	Qingdao Bed Factory	Qingdao	Factory Audit		16/01/2013	16/01/2013	Payment Required	Pending	Unconfirmed Order
160113051	Batman	Batman	Factory Audit	Batman	16/01/2013	16/01/2013	Payment Received	Download	Fail
150113048	Gloria	Gloria	Factory Audit	Gloria	14/01/2013	15/01/2013	Payment Received	Download	Pass

Step 5: Inspector confirms order

Step 6: Buyer pays for Inspection

- On the Inspections History Control Panel you will see the status of your order as “Confirmed”
- Please click on “Pay” in the corresponding Payment status
- This will direct you to payment section which is operated by PayPal for the processing of you order



Home Order Inspection Order Quotation **Inspections** Contact Us

[Home](#) » Inspections History

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Unconfirmed Order
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 Payment Required
 Ordered
 Delayed
 Pass
 Fail

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160113054	Qingdao Bed Factory	Qingdao	Factory Audit		16/01/2013	16/01/2013	Pay	Pending	Confirmed Order
160113051	Batman	Batman	Factory Audit	Batman	16/01/2013	16/01/2013	Payment Received	Download	Fail
150113048	Gloria	Gloria	Factory Audit	Gloria	14/01/2013	15/01/2013	Payment Received	Download	Pass

- Buyer is directed to PayPal window
- Buyer completes out the PayPal information

Your order summary

Descriptions	Amount
Inspection order #7 Item price: \$288.00 Quantity: 1	\$288.00
Item total	\$288.00
Total \$288.00 USD	

Choose a way to pay

PayPal processes payments more securely for cosmin eugen's Test Store.

[▶ Have a PayPal account?](#) **PayPal**
 Log in to your account to pay

[▼ Don't have a PayPal account?](#)
 Pay with your debit or credit card as a PayPal guest

Country:

Card type:

Card number:

Expiry date: /

CSC:

[What is this?](#)

First name:

Last name:

Address line 1:

Address line 2 (optional):

Town/City:

- Buyer reviews information
- Buyer confirms payment

Your order summary

Descriptions	Amount
Inspection order #7 Item price: \$288.00 Quantity: 1	\$288.00
Item total	\$288.00
	Total \$288.00 USD

Review your information

[Pay Now](#)

Postal address [Change](#)

James Bond
 28 Moneypenny Street
 M Block
 Manchester, London
 HM007
 United Kingdom

Note to seller: [Add](#)

Payment methods

VISA Credit/Debit Card : Visa/Delta/Electron XXXX-XXXX-XXXX-3229 \$288.00 USD

This transaction will appear on your bill as PayPal *COSMINEUGEN.



Contact information

JB@HM.com

[Pay Now](#)

*Payments processed by **PayPal***

- Buyer returns to their Inspection History Control Panel and will see the status of their inspection turn blue and have “Ordered” this confirms that payment has been processed

Home
Order Inspection
Order Quotation
Inspections
Contact Us

[Home](#) » Inspections History

Inspections History

Unconfirmed Order
 Confirmed Order
 Payment Required
 Ordered
 Delayed
 Pass
 Fail

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150113048	Gloria	Gloria	Factory Audit	Gloria	14/01/2013	15/01/2013	Payment	Download	Pass

Step 7: Inspector conducts inspection and uploads report

- Buyer can download information from their Inspection Control panel
- Results are colour coded
- Report available at “Download” function



Home Order Inspection Order Quotation **Inspections** Contact Us

[Home](#) » Inspections History

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