

## A. Printing and attaching labels

Steps:

1. Downloading the label
2. Printing & pasting the label
3. Required information, printing & pasting of invoices

### 1. Downloading the label

You will receive a label directly to your inbox for each order sold. The labels will be in PDF.

Sample label:



2. Print the label & paste it on the package.
3. Fill in the required information on the invoice

Sample invoice:

COMMERCIAL INVOICE			
Invoice Number:	NC100000	Date:	2018.07.13
Order Number:	11507		
From: Mike	Send To: Jorge		
Linio's Legal Entity (eg Linio LLC)	Rivadeo 1000		
Linio's Address in China	Córdoba		
Address' second line	Tel: 0500000000		
China	Tax Id: 2020000000		
	Argentina		
Quantity/Pcs	Description	Unit Price	Total Value
3	Silicone Snore Free Nose Clip Beige	\$2.68	\$8.040000000000001
	H.S. CODE: 621133		
Currency: USD Dollars		Invoice Total	US\$8.040000000000001
Declaration Statement:			
I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION ON THIS INVOICE IS TRUE AND CORRECT .			
Shipper Signature: Mike		2018.07.13	

The following fields are **mandatory**:

- Name
- Surname
- Tax ID (CUIT/CUIL/CPF)
- Address
- ZIP Code
- Country
- **FOB Value in USD**
- Product description

## B. Packing and shipping

### Packing rules

- All packages must have the correct label
- All packages must have an invoice for the entire order; **the invoice must be pasted on the outside of the package and be visible to customs officials**
- The invoice must show the FOB value – **do not include destination's shipping costs/duties/taxes!**

### How to pack

E.g.: order NC1008888 has 6 products:



### [OK]

1 order – 1 package with all products: 1 invoice = 1 label

- E.g.: Package NC10038888 = [A, B, C, D, E, F]**AND**
  - Invoice for Products A, B, C, D, E, F
  - 1 label NC1003888

Package 1: products A, B, C,  
D, E, F



[OK]

1 order – many packages  
MANY PACKAGES = MANY LABELS:

- Package NC1008888 1/3 = Products A **AND**
  - o Label NC1003888 **1/3** **AND**
  - o 1 invoice for ALL products: A, B, C, D, E, F
- Package NC1008888 2/3 = Products B, C **AND**
  - o Label NC1003888 **2/3** **AND**
  - o 1 invoice for ALL products: A, B, C, D, E, F
- Package 3 = Product D, E, F **AND**
  - o Label NC1003888 **3/3** **AND**
  - o 1 invoice for ALL products: A, B, C, D, E, F

Package 1: product A

Package 2: products B, C



Package 3: products D, E, F

## [NOT OK]

### 1 package with all products - more than 1 invoice

- E.g.: Package NC10038888 = [A, B, C, D, E, F]
  - Invoice for Products A, B, C
  - Invoice for Products D, E, F

Package 1: products A, B, C,  
D, E, F



## [NOT OK]

### 1 package with all products - no invoice

- E.g.: Package NC10038888 = [A, B, C, D, E, F]
  - Label NC1003888

Package 1: products A, B, C,  
D, E, F



## [NOT OK]

### 2 packages with 2 different invoices

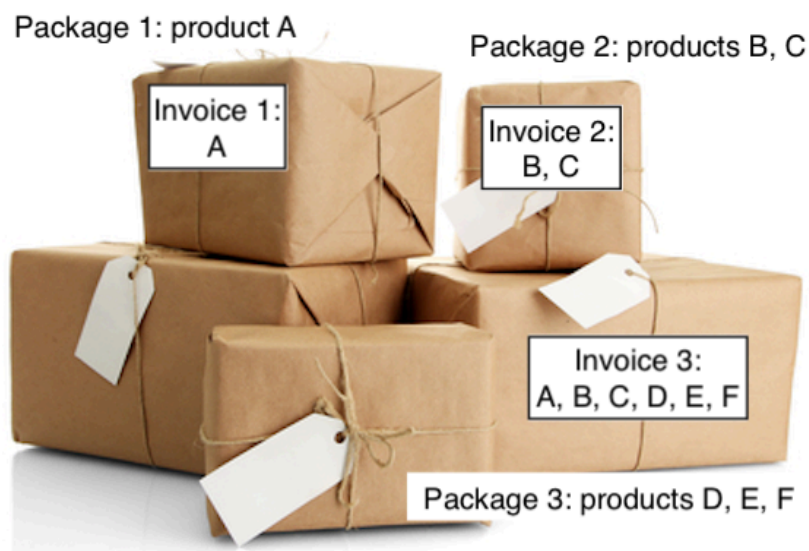
- Package NC1003888 1/2 = Products A, B, C
  - o Label NC1003888 **1/2**
  - o 1 invoice for Products A, B, C, D, E, F
- Package NC1003888 2/2 = Products D, E, F
  - o Label NC1003888 **2/2**
  - o 1 invoice for Products D, E, F



## [NOT OK]

### Many packages with many different invoices

- Package NC1008888 1/3 = Product A
  - o Label NC1003888 **1/3**
  - o 1 invoice for Products A
- Package NC1008888 2/3 = Products B, C
  - o Label NC1003888 **2/3**
  - o 1 invoice for Products B, C
- Package NC1008888 3/3 = Products D, E, F
  - o Label NC1003888 **3/3**
  - o 1 invoice for Products A, B, C, D, E, F



## [NOT OK]

### Many packages with only 1 invoice

- Package NC1008888 1/3 = Product A
  - o Label NC1003888 **1/3**
  - o Invoice for products A, B, C, D, E, F
- Package NC1008888 2/3 = Products B, C
  - o Label NC1003888 **2/3**
- Package NC1008888 3/3 = Products D, E, F
  - o Label NC1003888 **3/3**



## C. Pick-ups/dropshippings

**Please talk to your account manager to understand your warehouse-delivery options and follow the instructions accordingly.**

Please follow the instructions on the relevant table to ensure your items are shipped.

### Pickups – Only if items are being picked-up

Tuesdays	Deadline
<b>Send pre-pick up confirmation</b>	<b>11:00 am</b>

- Send list of items to be shipped via **email** to nocnoc
- Arrange collection with Asendia
- Send arranged pick-up time to nocnoc group chat

Wednesdays	
<b>Pick-up</b>	<b>19:00</b>

*Deadline for packages to have been picked-up*

<b>Send pick-up confirmation</b>	<b>22:00</b>
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- Send **WeChat msg** to **OPS: [Your company]**  
**/Asendia/nocnoc chat**
- Confirm packages were picked-up

### Dropshipping – Only if items are being dropshipped

Tuesdays	
<b>Orders upload deadline</b>	<b>11:00 am</b>

*Deadline to upload orders*

*Orders not uploaded will ship next week*

<b>Send shipment information</b>	<b>11:00 am</b>
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- Send tracking number of packages being dropshipped to nocnoc and Asendia via **email**
- Send excel list of items dropshipped to nocnoc and Asendia via **email**

<b>Upload orders to nocnoc system</b>	<b>23:59</b>
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*Upload all orders sold during the day to nocnoc platform*

- Note; any orders uploaded from this point onwards will be shipped next week

## Wednesdays

**Deadline for packages to arrive in SZ WH 18:00**

- Please check below for information

**Send dropship confirmation 22:00**

Send **WeChat msg** to **OPS: [Your company]/Asendia/nocnoc chat**

- Confirm packages arrived to WH on time

## Warehouse address & working hours

Working hours 辦工時間	Monday – Saturday ( non-inclusive of Public Holiday) 星期一至星期六(公眾假期除外) 09:30 – 18:30
Delivery Address 送貨地址	<b>Asendia Hong Kong Ltd</b> 香港新界荃灣德士古道 98 號, 五方集團中心 5 樓 5/F, ADP Pentagon Centre 98 Texaco Road, Tsuen Wan, Hong Kong Tel : 2690 1005  <b>添富國際有限公司</b> Enrich Gain International Limited 深圳市南山区沙河西路丰泽园仓储配送中心 3 号楼 1 层 1/F, No.3 Cangchupeisong Center, Fengzeyuan Shahexi Road, Nanshan, Shenzhen, China Tel :0755-8385 4608

## ALL CONTACT MUST BE MADE THROUGH THE CHANNELS BELOW AS REQUIRED

Points of contact	Name	Mode	Details
<i>Operations</i>			
<b>nocnoc (always copy both)</b>	Marcos	E-mail	<a href="mailto:marcos@nocnocgroup.com">marcos@nocnocgroup.com</a>
		WeChat ID	marcos_nocnoc
	Ilan	E-mail	<a href="mailto:ilan@nocnocgroup.com">ilan@nocnocgroup.com</a>
		WeChat ID	ilanbajarlia
<b>nocnoc WeChat group</b>	OPS: [your company]/nocnoc	WeChat group	
<b>Asendia (always email both)</b>	Kevin	E-mail	<a href="mailto:kevin.kwan@asendia.com">kevin.kwan@asendia.com</a>
		WeChat ID	NervKevin
	Mandy	E-mail	<a href="mailto:mandy.yuen@asendia.com">mandy.yuen@asendia.com</a>
		WeChat ID	asendia_operations_5
	OPS group	WeChat group	OPS: [your company]/nocnoc
		WeChat group	OPS: [your company]
OPS + Asendia	WeChat group	/Asendia/nocnoc	