

Registration as new client:

- 1. Registration / Activation** – When you open tic-service.company/tic-sera-login in the browser. The following screen will appear, please click the Create an account.



Login

Username:


Password:

Login

Forgot Password? Reset here

Not registered? [Create an account](#)

- 1.1** Please kindly fill up the information needed, after you fill up please read the Terms and Condition then press the **Submit** button.



Register Account

Terms of Address:

Company Name:

Telephone:

Password:

Full Name:

Country:

Email / Username:

Confirm Password:

Terms and Conditions

1. General

Unless otherwise specifically and expressly agreed in writing by TIC-SERA Limited, all services provided by TIC-SERA Limited are governed by the following general conditions of service, which prevail any purchase terms and conditions.

Services carried out by TIC-SERA, on behalf of an entity or individual from whom the instructions to act have originated (hereinafter called the "Customers") will be carried out by using techniques and processes that permit an independent, impartial and objective approach. The end result of the Service will consist in a certificate or document (hereinafter called the "Report") communicating the collection of information TIC has been requested to supply and will be delivered as a fax, a written document or an online report.

No other party than the Customer shall be entitled to give instructions to TIC, particularly on the scope of inspection or delivery of Report, unless so authorized by the Customer.

2. Provision of Services

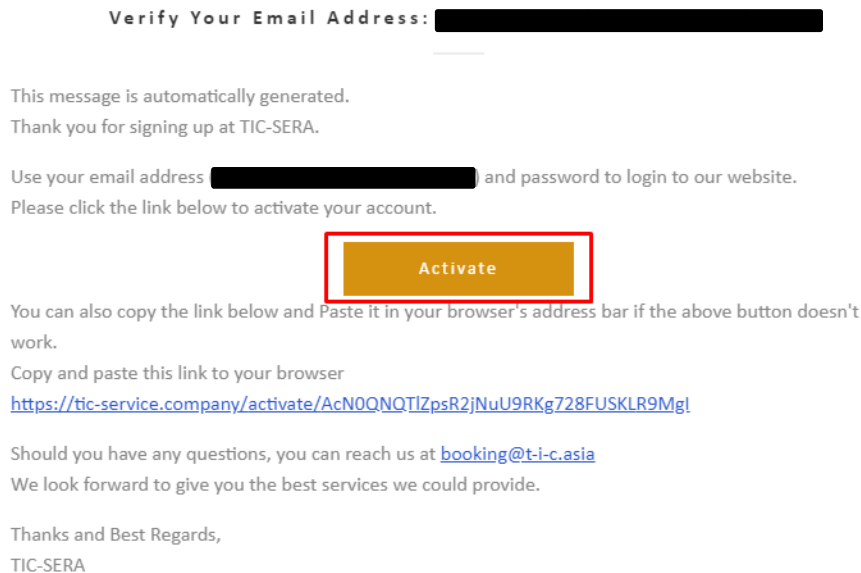
TIC in the capacity of an independent third party, supplies information in the form of ascertainment or recommendations for the special purpose of contributing to the prevention of the risks to which the beneficiaries of its services are exposed, and of helping them assure the quality of their products. TIC's services (hereinafter called the "Services") consist of work performed by TIC.

By Clicking the Submit button, you agree on our terms and conditions.

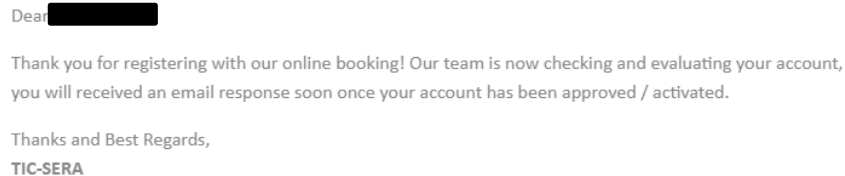
Back to login

Submit

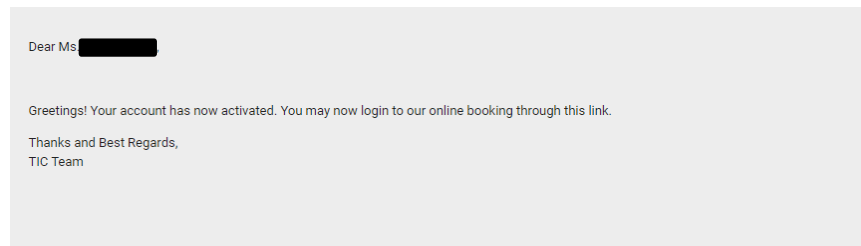
1.2 You will get an email like this on your personal email. Then please click the Activate button



1.3 After you click the Activate button, you will not able to log in to our Dashboard. Please wait for the email of our Admin. But you will get an email like this, just to know that your request has been checking and evaluating of our team.



1.4 Please wait for the email that your account has been activated. When your account is already activated you will get an email like this



2. Log in – Please enter your username: and password:



Login

Username:


Password:

Login

Forgot Password? [Reset here](#)

Not registered? [Create an account](#)

3. Account settings – when you press the log in button, the following screen will appear. Please kindly follow the steps.



Fel Maniquis

Online

NEW FUNCTION

New Order

My Orders

Supplier Management

Product Management

Account Settings

Greetings! You're one step away on using our online booking system.

Please setup first the following to continue and click finish button once all details below has been set.

Update Company Details.

Add Invoice Address Details.

Set Up your default AOL Settings.

Finish

Account Settings

Account Details

Username:

Full Name:

Fel Maniquis

Password:

Edit account details

3.1 Kindly set up first the following:

a. Update Company Details

Company Details

Company Name:	SERA	Email:	
Phone:		Country:	Philippines
City:		Zip:	
Street Name:		House Number:	
Building Name:			

Edit company details


b. Add Invoice Address Details

Invoice Address Details

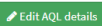
Country:		City:	
Zip Code:		Street Name:	
House Number:		Building Name:	

Edit invoice details


c. Contact Person details

Contact Person Details				
Name	Email	Tel #	Mobile #	Actions
<div>  </div>				

d. Set up your default AQL Settings

AQL Details			
Normal Level:	I	Special Level:	S1
Major:	0.065	Minor:	0.065
<div>  </div>			


3.2 Once all the information needed has been set. Please click the finish button



Fei Maniquis
Online

MAIN NAVIGATION

- New Order
- My Orders
- Supplier Management
- Product Management
- Account Settings



Greetings! You're one step away on using our online booking system.

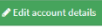
Please setup first the following to continue and click finish button once all details below has been set.

- Update Company Details.
- Add Invoice Address Details.
- Set Up your default AQL Settings.


Account Settings

Account Details

Username:		Full Name:	Fei Maniquis
Password:	*****		




3.3 The following screen will appear



Fei Maniquis
Online

MAIN NAVIGATION

- New Order
- My Orders
- Supplier Management
- Product Management
- Account Settings



Greetings! You're one step away on using our online booking system.

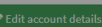
Please setup first the following to continue and click finish button once all details below has been set.


- Update Company Details.
- Add Invoice Address Details.
- Set Up your default AQL Settings.

Account Settings

Account Details


Username:		Full Name:	Fei Maniquis
Password:	*****		



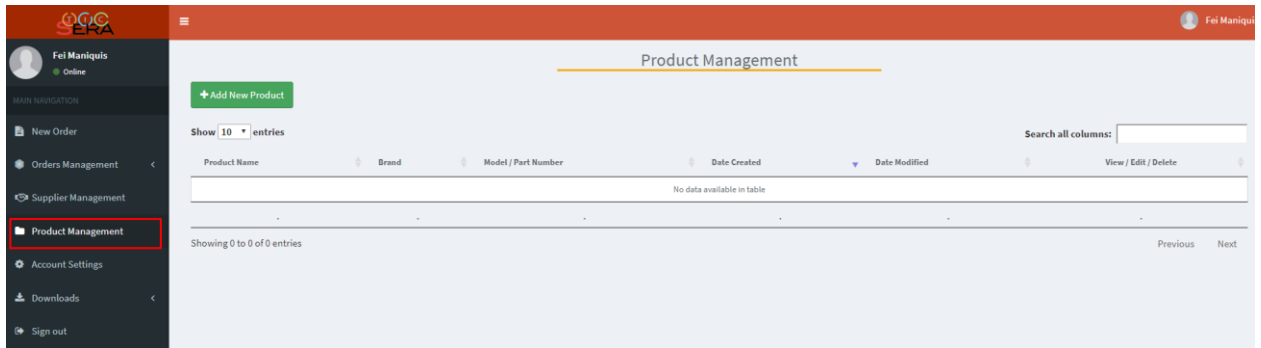


Success!

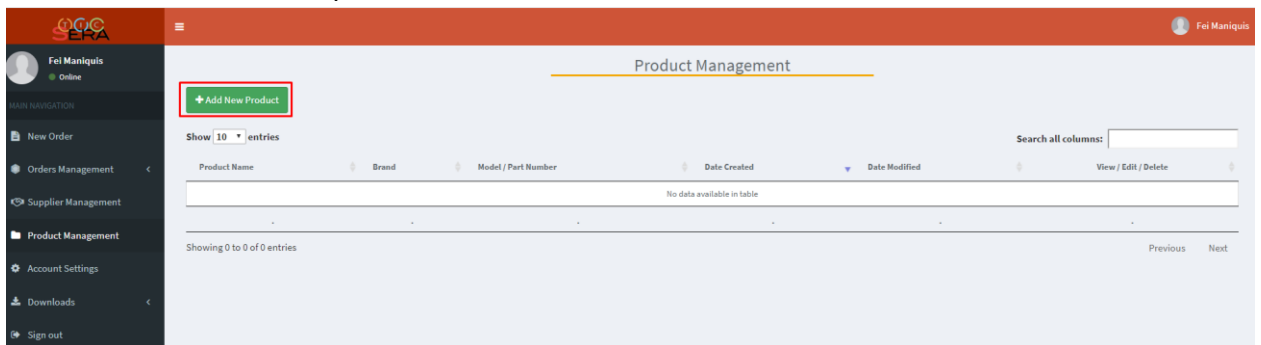
You may now use our booking website. Thank you



4. Product Management



4.1 Select the Add new product



4.2 Kindly fill up the information needed, then press the Save Product Details

Add New Product

Product Name

Model/Part no.

Brand

Unit

Product Category

Product Sub-Category

Product Photo :

Choose Option

Product Spec / Technical Details :

Choose Option

Art Work :

Choose Option

Shipping Mark :

Choose Option

Packing Details :

Choose Option

Other Photos :

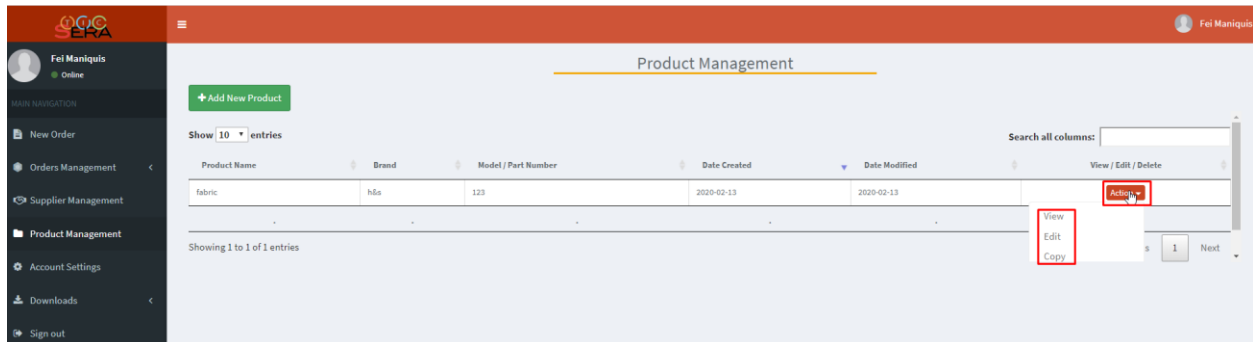
Choose Option

Additional Information

Cancel

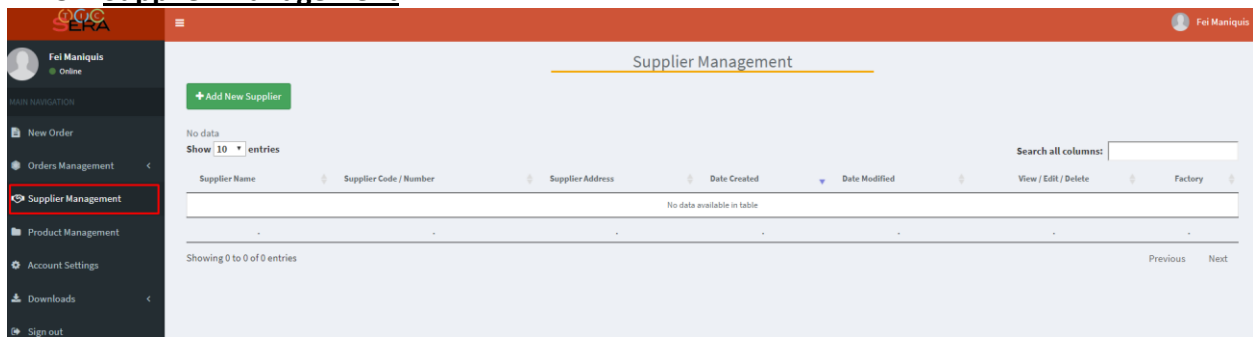
Save Product Details

4.3 If you want something to view, edit or delete with the product you input. Kindly select this button.



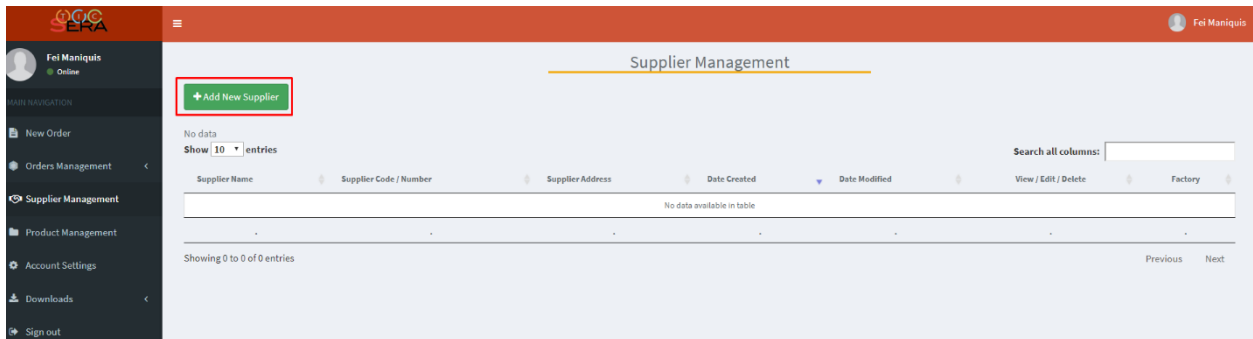
The screenshot shows the 'Product Management' dashboard. On the left is a sidebar with navigation links: New Order, Orders Management, Supplier Management, Product Management (highlighted), Account Settings, Downloads, and Sign out. The main area has a '+ Add New Product' button and a table with columns: Product Name, Brand, Model / Part Number, Date Created, Date Modified, and View / Edit / Delete. A search bar is at the top right. A context menu is open over the 'View / Edit / Delete' column, showing options: View, Edit, and Copy. The table shows one entry with Product Name 'fabric', Brand 'h&s', Model / Part Number '123', Date Created '2020-02-13', and Date Modified '2020-02-13'.

5 Supplier Management



The screenshot shows the 'Supplier Management' dashboard. The sidebar is the same as in the previous screenshot, with 'Supplier Management' highlighted. The main area has a '+ Add New Supplier' button (highlighted with a red box) and a table with columns: Supplier Name, Supplier Code / Number, Supplier Address, Date Created, Date Modified, View / Edit / Delete, and Factory. A search bar is at the top right. The table is empty, showing 'No data available in table'. The status at the bottom says 'Showing 0 to 0 of 0 entries'.

5.1 Select the Add new Supplier



This screenshot is identical to the one above, showing the 'Supplier Management' dashboard with the '+ Add New Supplier' button highlighted. It shows the sidebar, the main area with the button, the empty table, and the status 'Showing 0 to 0 of 0 entries'.

5.2 Kindly fill up the information needed, then press the Save supplier Details.

5.3 In case you want to add new contact person, please press the button Add new contact person

Add New Supplier
✕

* Supplier Name

* Supplier Code / Number

* Country

Select Country ▼

* Supplier City (English)

* Supplier Address (English)

Supplier City (Local Language)

Supplier Address (Local Language)

Supplier Contact Person

* Contact Person

* Email Address

* Mobile Number

* Telephone Number

Skype

We Chat

WhatsApp

QQ Mail

+ Add more contact person

☐ Please check if this supplier is same as factory.

Cancel

Save Supplier Details

5.4 If the supplier and factory is same, please click this button.

Add New Supplier ×

* Supplier Name * Supplier Code / Number * Country

* Supplier City (English) * Supplier Address (English)

Supplier City (Local Language) Supplier Address (Local Language)

Supplier Contact Person

* Contact Person * Email Address * Mobile Number

* Telephone Number Skype We Chat

WhatsApp QQ Mail

[+ Add more contact person](#)

☐ Please check if this supplier is same as factory.

[Cancel](#) [Save Supplier Details](#)

5.5 But if the supplier and factory is not same, please go to view button

Supplier Management

[+ Add New Supplier](#)

Show 10 entries

Supplier Name	Supplier Code / Number	Supplier Address	Date Created	Date Modified	View / Edit / Delete	Factory
ABC	3144	abc	2020-02-13	2020-02-13	Action	View

Showing 1 to 1 of 1 entries

Previous 1 Next

5.6 Please click the Add New Factory, then fill up the information needed and click the Save factory Details

Factory Management

[Back to supplier](#) [+ Add New Factory](#)

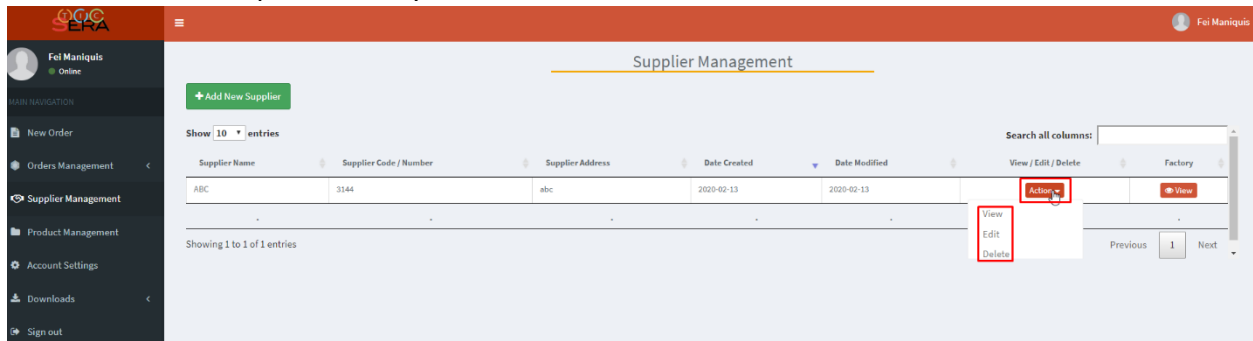
Show 10 entries

Supplier Name	Factory Name	Factory Code / Number	Factory Address	Date Created	View / Edit / Delete
No data available in table					

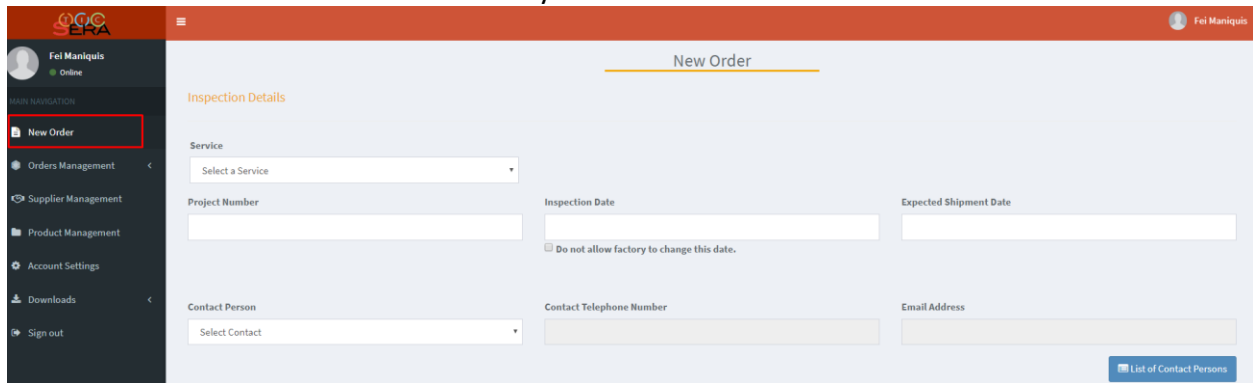
Showing 0 to 0 of 0 entries

Previous Next

5.7 If you want something to View/Edit/Delete, on your supplier and factory you will see the action button, please kindly click that button.



6. New Order - Go to New order on your MAIN NAVIGATION

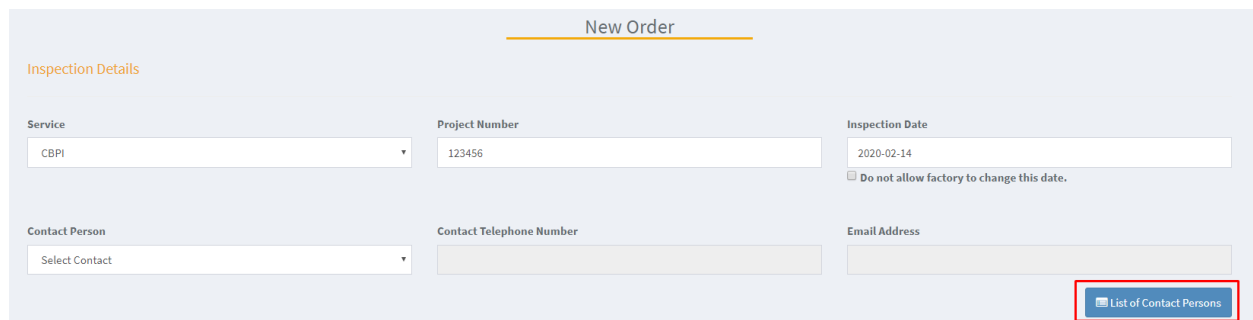


The screenshot shows the 'New Order' form. On the left sidebar, 'New Order' is highlighted with a red box. The form has several fields: 'Service' (a dropdown menu), 'Project Number' (a text field), 'Inspection Date' (a text field with a checkbox 'Do not allow factory to change this date.'), 'Expected Shipment Date' (a text field), 'Contact Person' (a dropdown menu), 'Contact Telephone Number' (a text field), and 'Email Address' (a text field). At the bottom right, there is a button labeled 'List of Contact Persons'.

6.1 Kindly fill up the all information needed for the successful request inspection.

6.1.1 Inspection details – Kindly fill up the information needed.

In case you want something to update the detail of your contact person, kindly press this button.



This screenshot is a closer view of the 'New Order' form. The 'Service' dropdown is set to 'CBPI'. The 'Project Number' is '123456'. The 'Inspection Date' is '2020-02-14'. The 'Contact Person' dropdown is set to 'Select Contact'. The 'List of Contact Persons' button at the bottom right is highlighted with a red box.

6.1.2 Factory & Supplier Details – Kindly fill up the information needed.

In case you want to Add new Factory or Add new Supplier kindly select this button as you can see below.

Factory & Supplier Details

Supplier Julie ▼			Supplier Address Cabanatuan City, Nueva ecija			<div>+ Add New Supplier</div>
Supplier Contact Person Eloisa ▼			Contact Telephone Number (Supplier) [Redacted]		Email Address [Redacted]	
Factory Name Select Factory ▼			Factory Address G			<div>+ Add New Factory</div>
Factory Contact Person Enrica ▼			Contact Telephone Number (Factory) [Redacted]		Email Address [Redacted]	

6.1.3 Product Details – Kindly fill up the information needed; in case you want to Add new Product please select this button. (But if the service is CBPI there's no need to fill up the product details).

Product Details

Product Name
 fabric ▼ Search here

Product Category
 Garment ▼ +

Product Sub-Category
 Leather garment ▼ +

Brand
 h&s

PO Number
 [Redacted]

Model / Part No.
 123

Qty
 3000 +

View Attachments

+ Add More Products

- **For add more product**, in case your product is more than one. Kindly select this button to Add More Product.

Product Details

[+ Add New Product](#)

Product Name
 [Search here](#)

Product Category
 [+](#)

Product Sub-Category
 [+](#)

Brand

PO Number

Model / Part No.

Qty
 [+](#)

[+ Add More Products](#)

Requirements

- For **Requirements**, **Memo / Notes** and **Other attachments**, please kindly fill up the information needed. Then kindly select the **Submit button**.

Requirements

Memo / Notes

Other attachment

[Submit](#)

7. The booking team will receive your inspection request, and we'll process right away.

7.1 After reviewing all the details, the booking team we'll come back to you if the Inspection is Confirmed and released or maybe just a little bit question for the confirmation.

Dear [REDACTED]

Thank you for booking with us, our booking team is now reviewing your inspection details below and you will get a response shortly.

[Redirect me to Dashboard](#)

Inspection Details

Client	SERA
Project Client Number	123456
Inspection Service	CBPI - No Serial
Inspection Date	2020-02-14

Factory Details

Factory Name :	[REDACTED]
Factory Address :	[REDACTED]
Factory Address (Local) :	DEF
Factory Contact :	JULIE
Factory Contact Person # :	[REDACTED]
Factory Contact Person # :	[REDACTED]
Factory Contact Email :	[REDACTED]

Other Details

Requirements :	TEST
Memo / Notes :	TEST

Thanks and Best Regards

7.2 When your inspection request is confirmed and released, you will get an email like this.

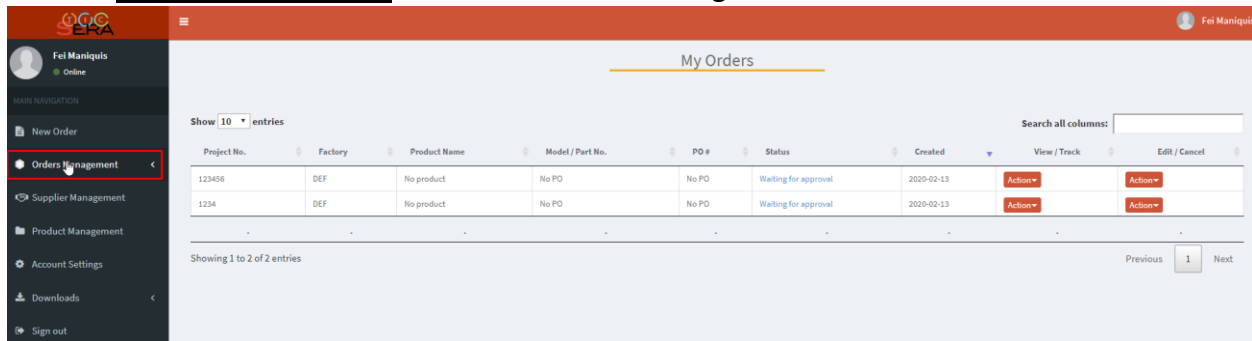
Dear [REDACTED]

Your booking is confirmed and released on 2020-02-14 at [REDACTED] We'll send the report once finished.

Thanks for your trust and good cooperation.

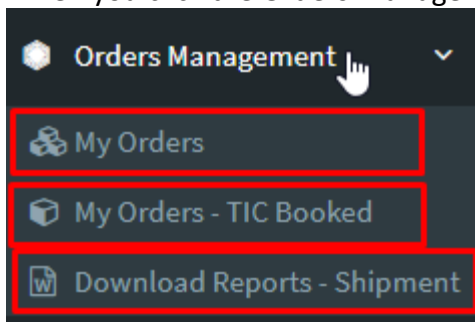
Your sincere,
TIC Team

8. Orders Management – Click the Orders Management



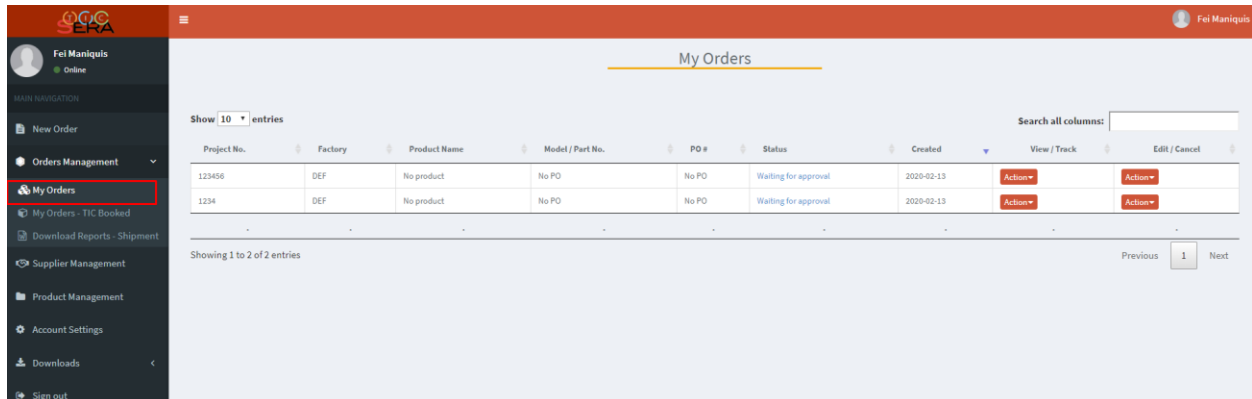
Project No.	Factory	Product Name	Model / Part No.	PO #	Status	Created	View / Track	Edit / Cancel
123456	DEF	No product	No PO	No PO	Waiting for approval	2020-02-13	Action	Action
1234	DEF	No product	No PO	No PO	Waiting for approval	2020-02-13	Action	Action

8.1 When you click the Orders Management you will see these three icons.



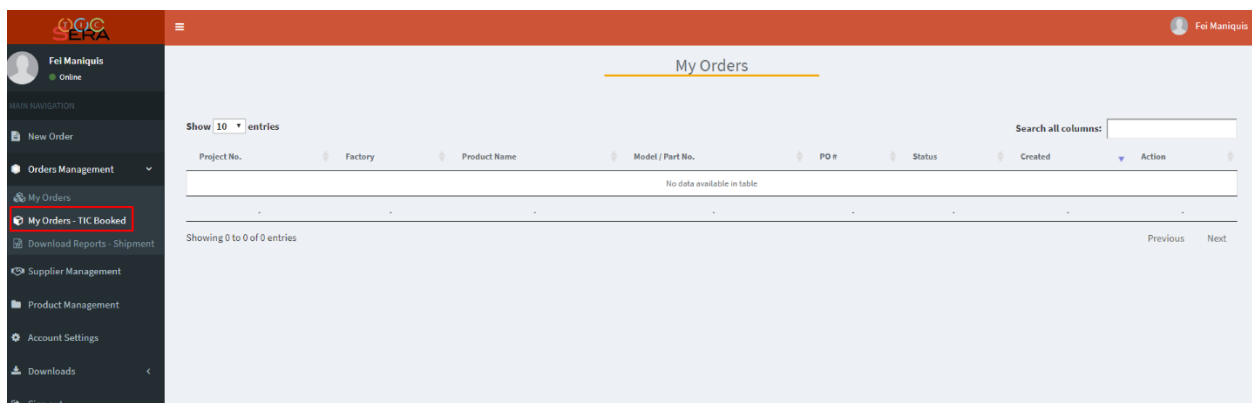
- My Orders
- My Orders - TIC Booked
- Download Reports - Shipment

8.2 In My Orders - You will see all your request inspection and booked by yourself.



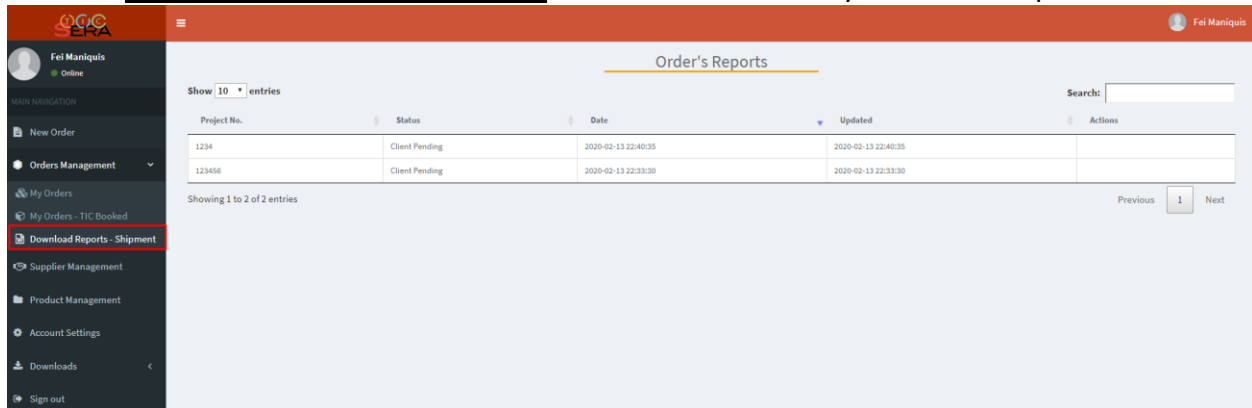
Project No.	Factory	Product Name	Model / Part No.	PO #	Status	Created	View / Track	Edit / Cancel
123456	DEF	No product	No PO	No PO	Waiting for approval	2020-02-13	Action	Action
1234	DEF	No product	No PO	No PO	Waiting for approval	2020-02-13	Action	Action

8.3 In My Orders – TIC Booked – You will see all your request inspection and booked by TIC.



Project No.	Factory	Product Name	Model / Part No.	PO #	Status	Created	Action
No data available in table							

8.4 In Download reports – Shipment – You will see here all your order's report.



Project No.	Status	Date	Updated	Actions
1234	Client Pending	2020-02-13 22:40:35	2020-02-13 22:40:35	
123456	Client Pending	2020-02-13 22:33:30	2020-02-13 22:33:30	

9. When the inspection is done, our team will review your inspection report. To make sure all details and information are in the report. When we finish reviewing your report, we will send it right away.

9.1 When we already send your report, you will receive an email.
You can download it directly by using the link below,

Download Report for Report Number: [REDACTED]

Hi [REDACTED]

The Inspection Report has been uploaded, you can now check it on our online booking using the link below. Please kindly also confirm your shipment.

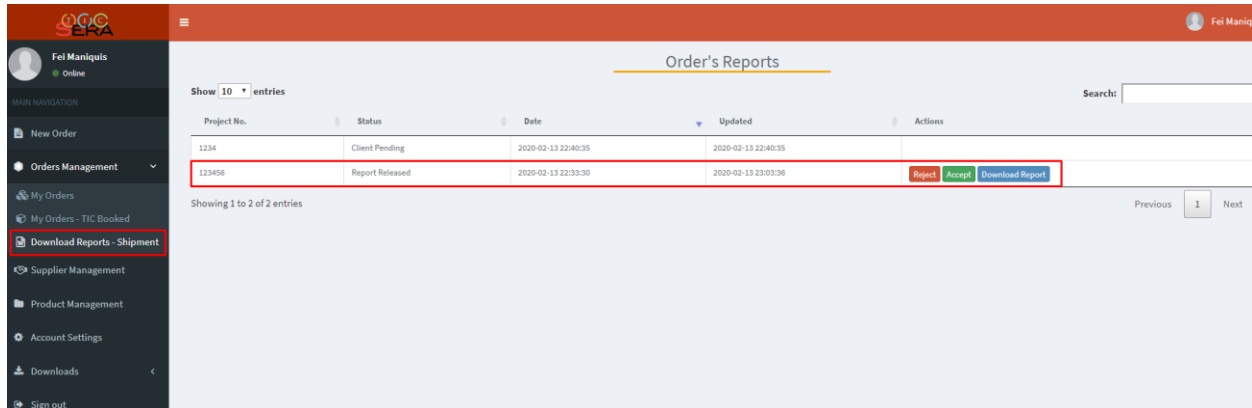
- Reference Number : [REDACTED]
- Factory : [REDACTED]
- Inspection Date : February 05, 2020
- Download Link : [Download as zip](#)

MY ACCOUNT

Thanks and Best Regards,

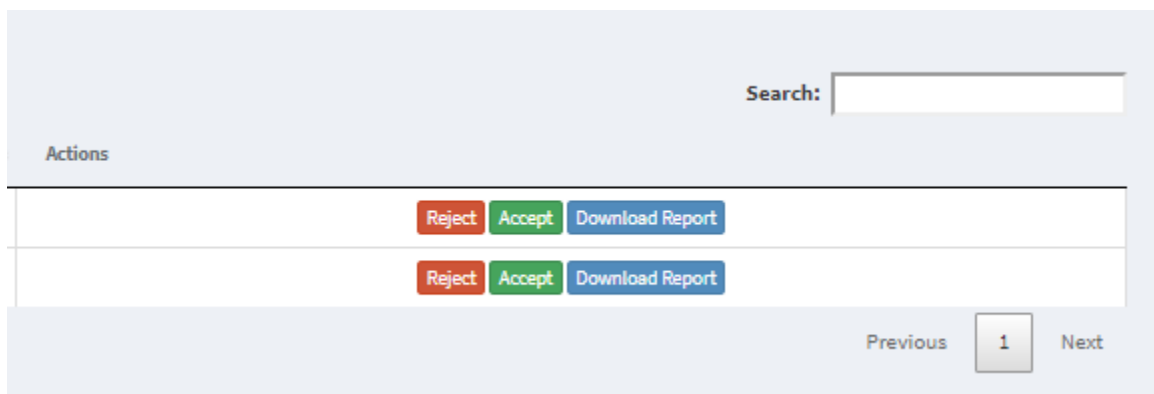
[REDACTED]

- 9.2 Or you can click the MY ACCOUNT button, then log in your account.
Go to Orders management after that, go to Download Reports - shipment.
You will see here also the report.

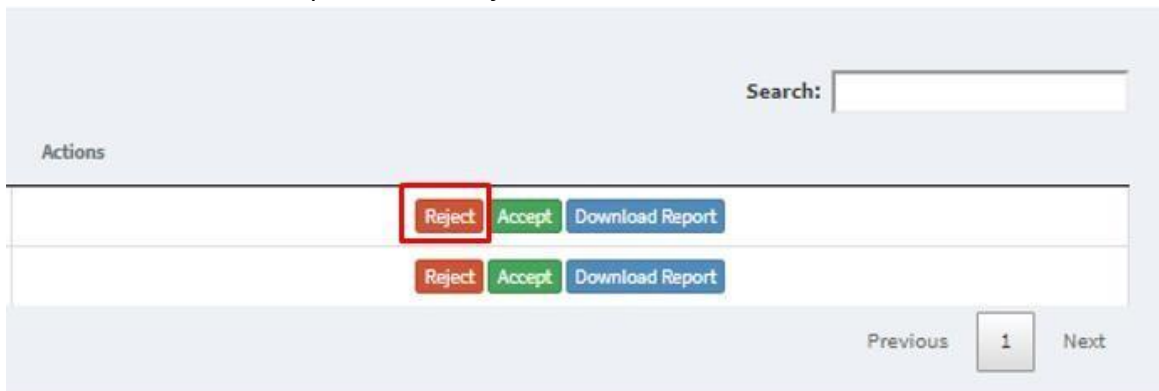


Project No.	Status	Date	Updated	Actions
1234	Client Pending	2020-02-13 22:40:35	2020-02-13 22:40:35	
123456	Report Released	2020-02-13 22:53:30	2020-02-13 23:03:36	Reject Accept Download Report

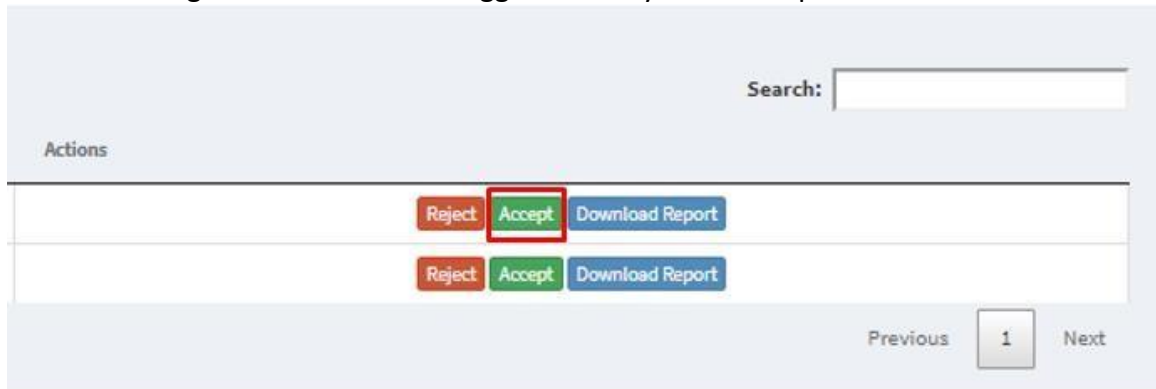
- 9.3 There is three icons which is reject, accept and download report.



- You can click the Reject button, if you have serious question or comments, our team will receive that the report will be rejected. Therefore, we can fix all the issue.



- You can click the Accept button, just to know that our report will be accepted. You can also give us comment or suggestion for you next inspection.



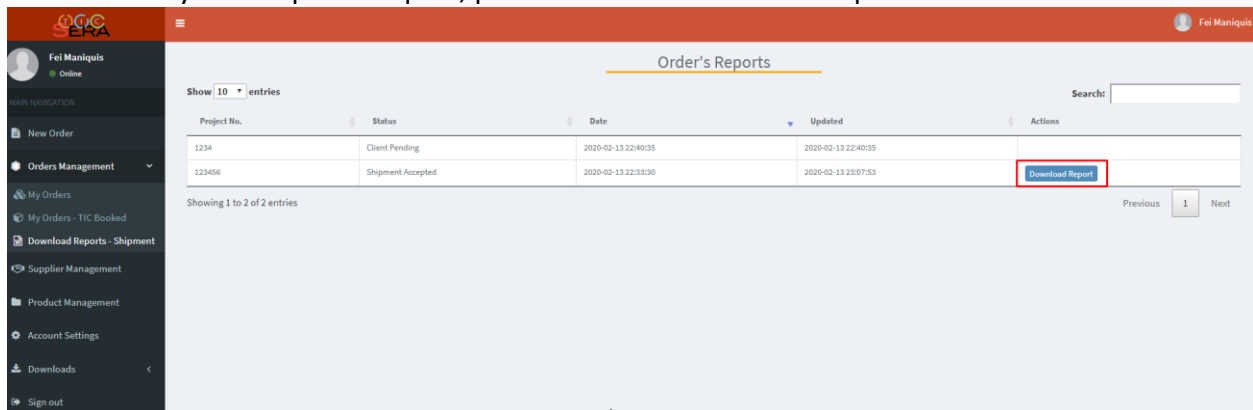
Search:

Actions

Reject	Accept	Download Report
Reject	Accept	Download Report

Previous 1 Next

- Once you accept the report, please click the Download Report



Order's Reports

Show 10 entries

Search:

Project No.	Status	Date	Updated	Actions
1234	Client Pending	2020-02-13 22:40:35	2020-02-13 22:40:35	
123456	Shipment Accepted	2020-02-13 22:33:30	2020-02-13 23:07:53	Download Report

Showing 1 to 2 of 2 entries

Previous 1 Next

--End--