Golf Ball Submissions Guide V1

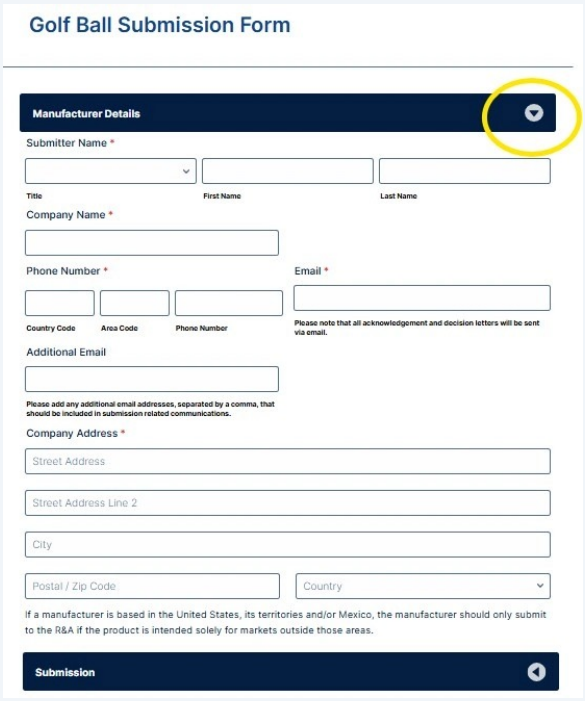
This guide covers the step-by-step process for submitting your golf ball/s for conformance testing.

Start Submission

1 Click on link sent by email to open the online submission form.

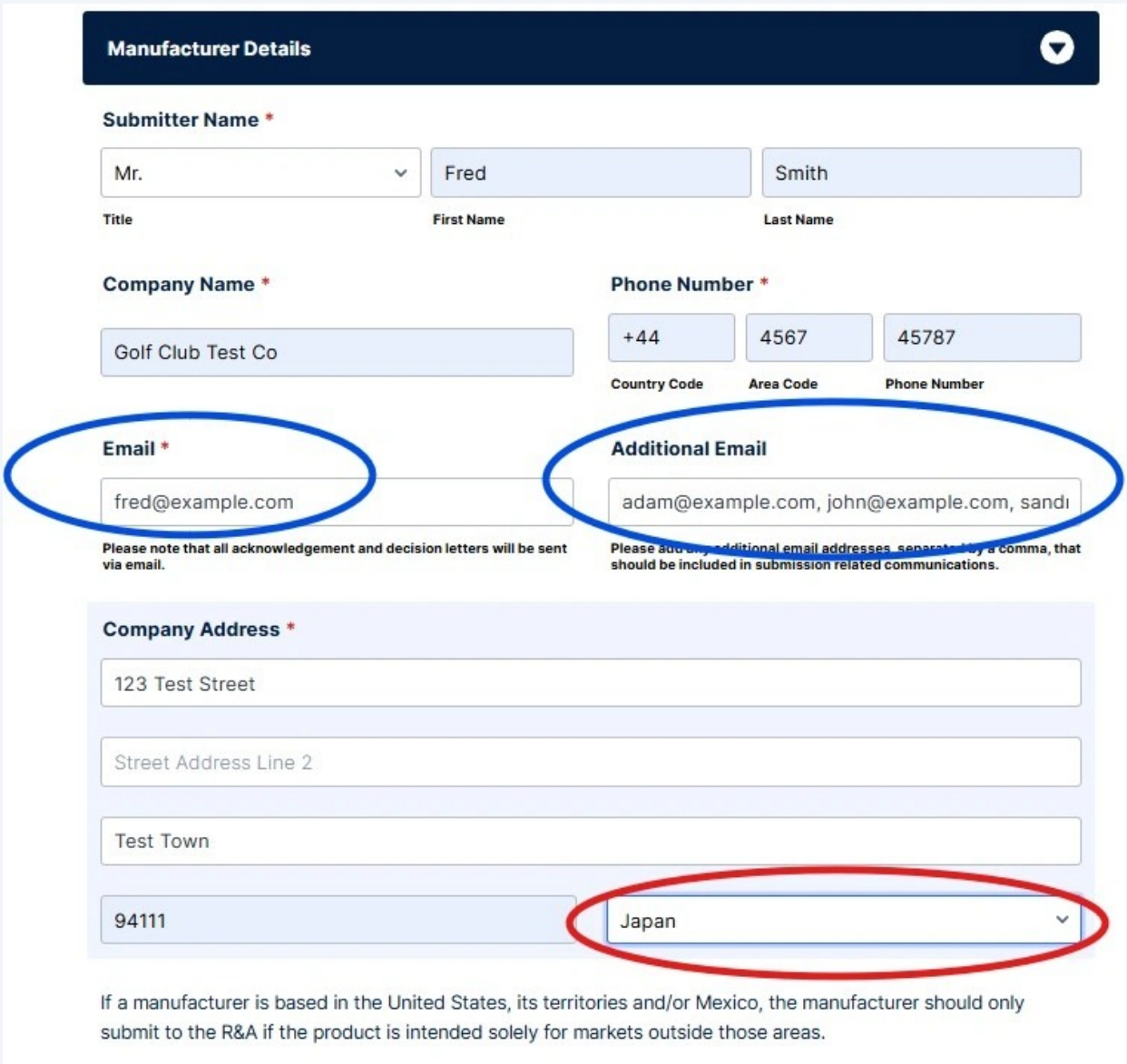
Manufacturer Details

2 Expand the 'Manufacturer Details' section by clicking on the arrow



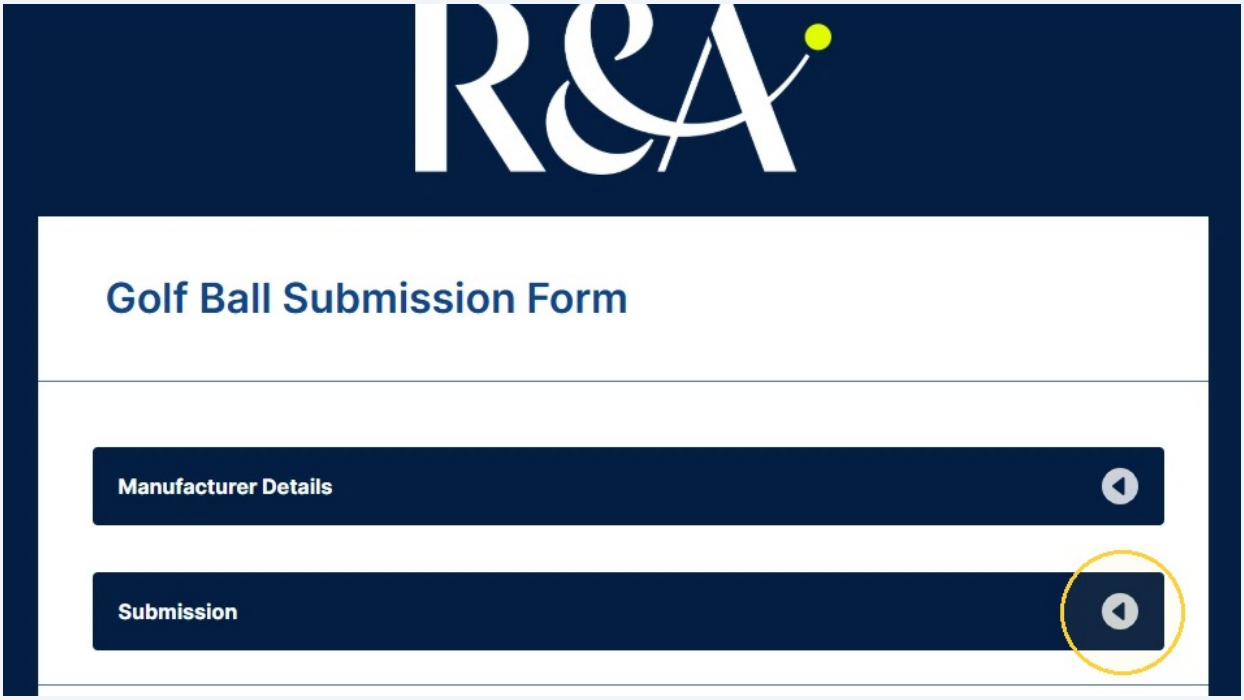
3 Complete all details, ensuring that the email address is correct as this will be used for all communication relating to the submission. If you require additional individuals to be added into these communications, please add all additional email addresses in the relevant box.

The country selector is a drop down menu and search can be narrowed by typing the first letter of your country.



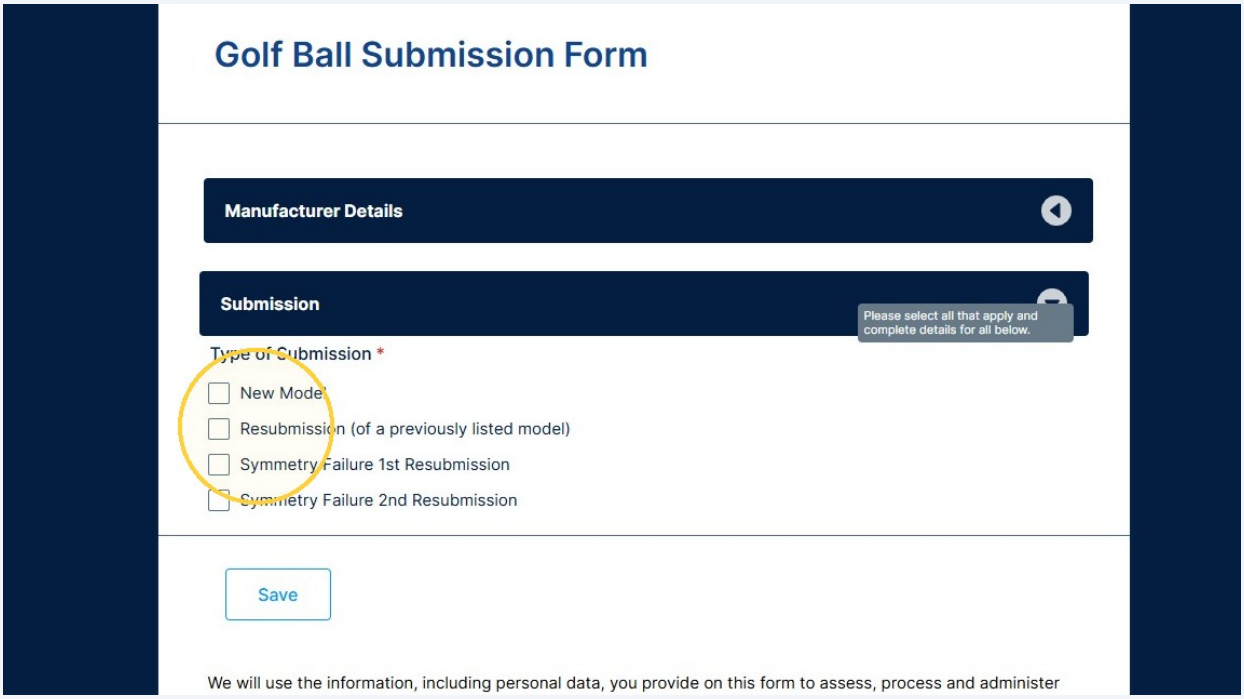
Submission Details

4 Expand the 'Submission Details' section.



5 Select the 'Submission Type', noting that you can select all that apply to this submission. For example, if you intend to submit both new models and resubmission of balls due to expire, please select both 'new models' and 'resubmission'.

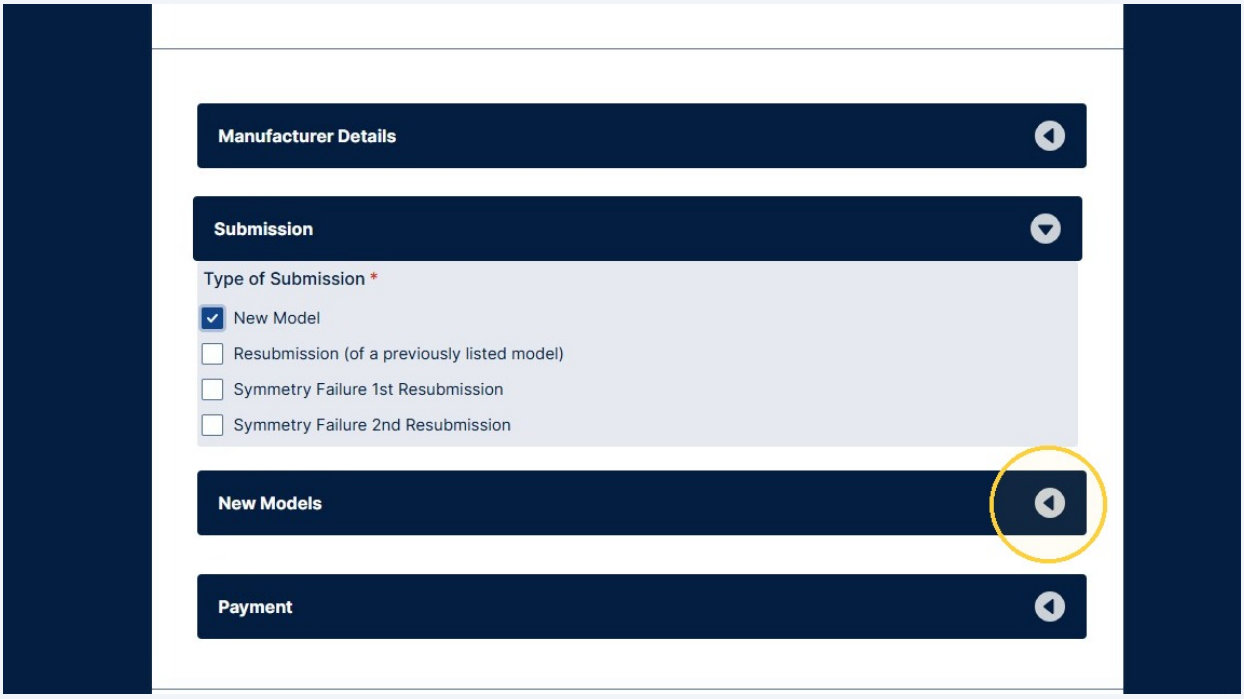
Your selection here will tailor the rest of the form.



New Model Submissions

6 If you selected 'New Model', the 'New Models' section will appear.

Expand this section.

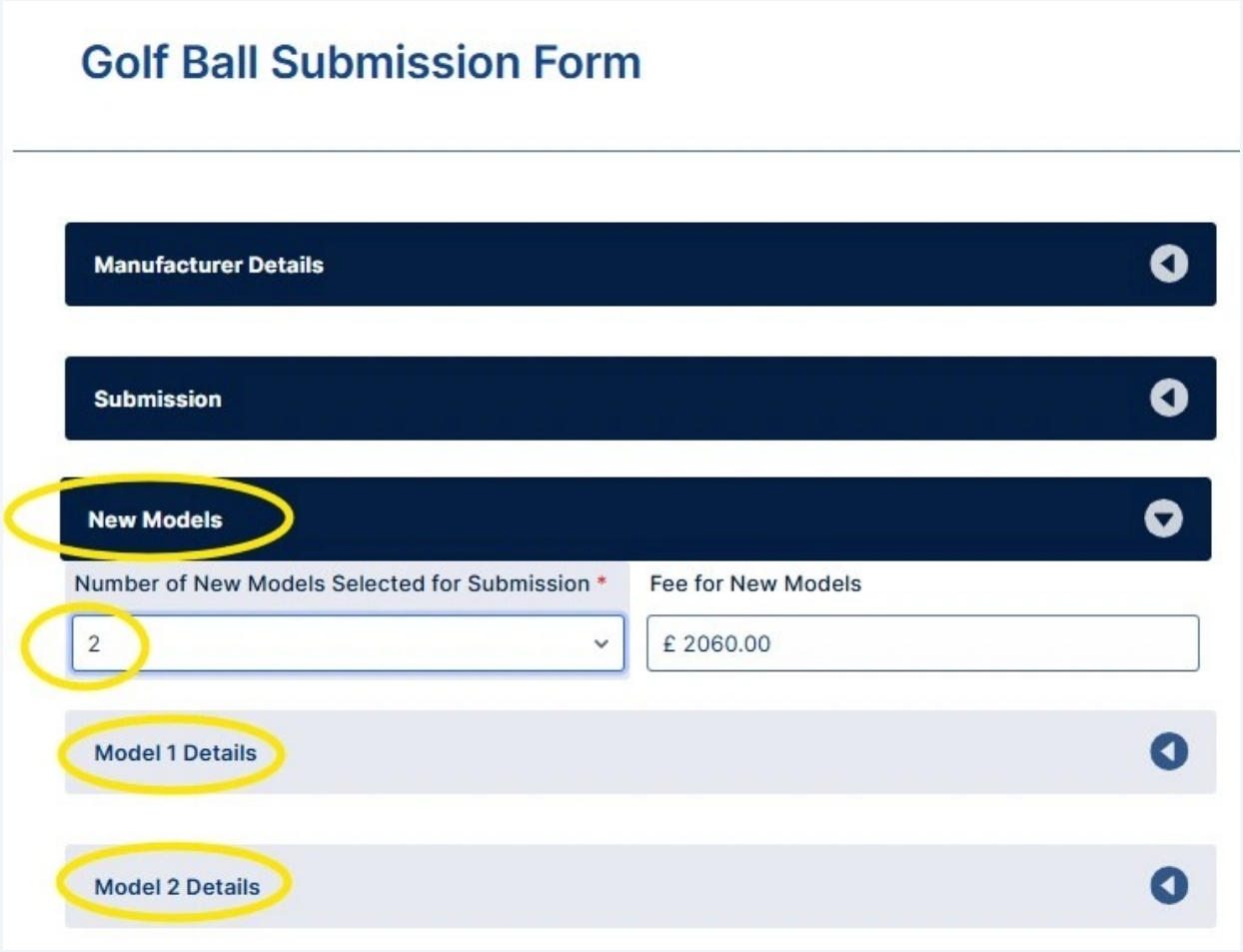


7

Select the 'Number of New Models Selected for Submission'.

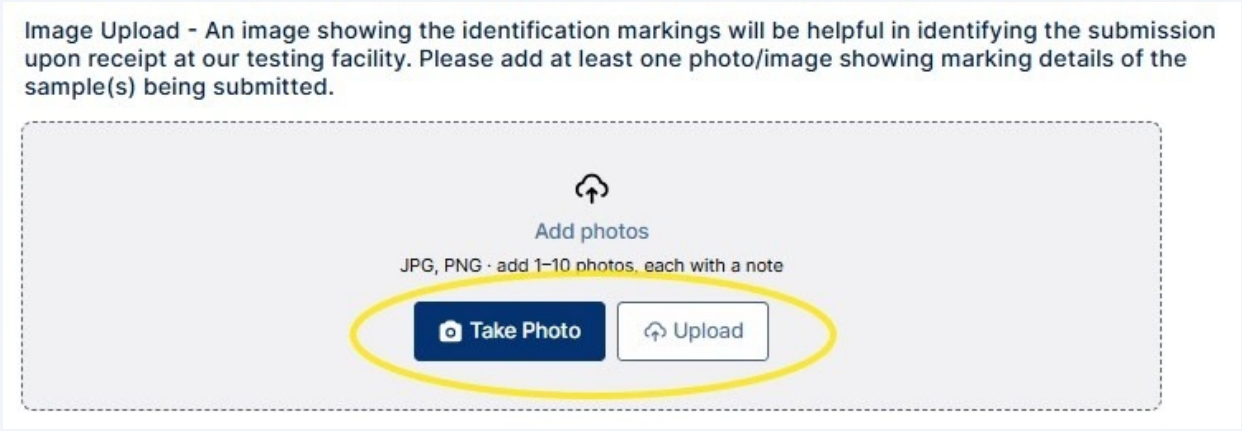
'Fee for New Models' will be automatically calculated and sections for each New Model will appear.

Expand each section to compete details.



8 Fill in the details for Model 1. Complete all details as required.

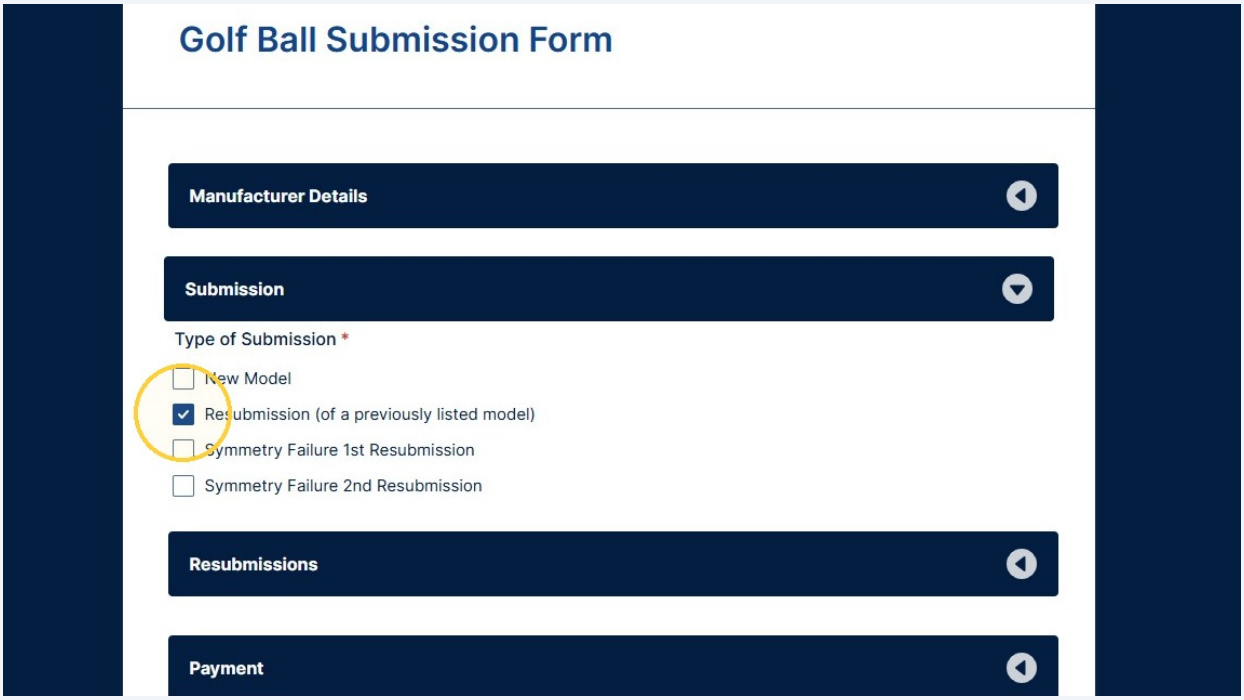
We no longer require you to give an explanation of the markings on all pole and seams. We do, however, require an image of either the ball, showing the unique marking, or of the marking description. This will allow us to easily identify the sample when it arrives at our testing facility.



9 Repeat for each New Model you wish to submit.

Resubmissions

10 If you selected 'Resubmission', the 'Resubmissions' section will appear. Expand this section.



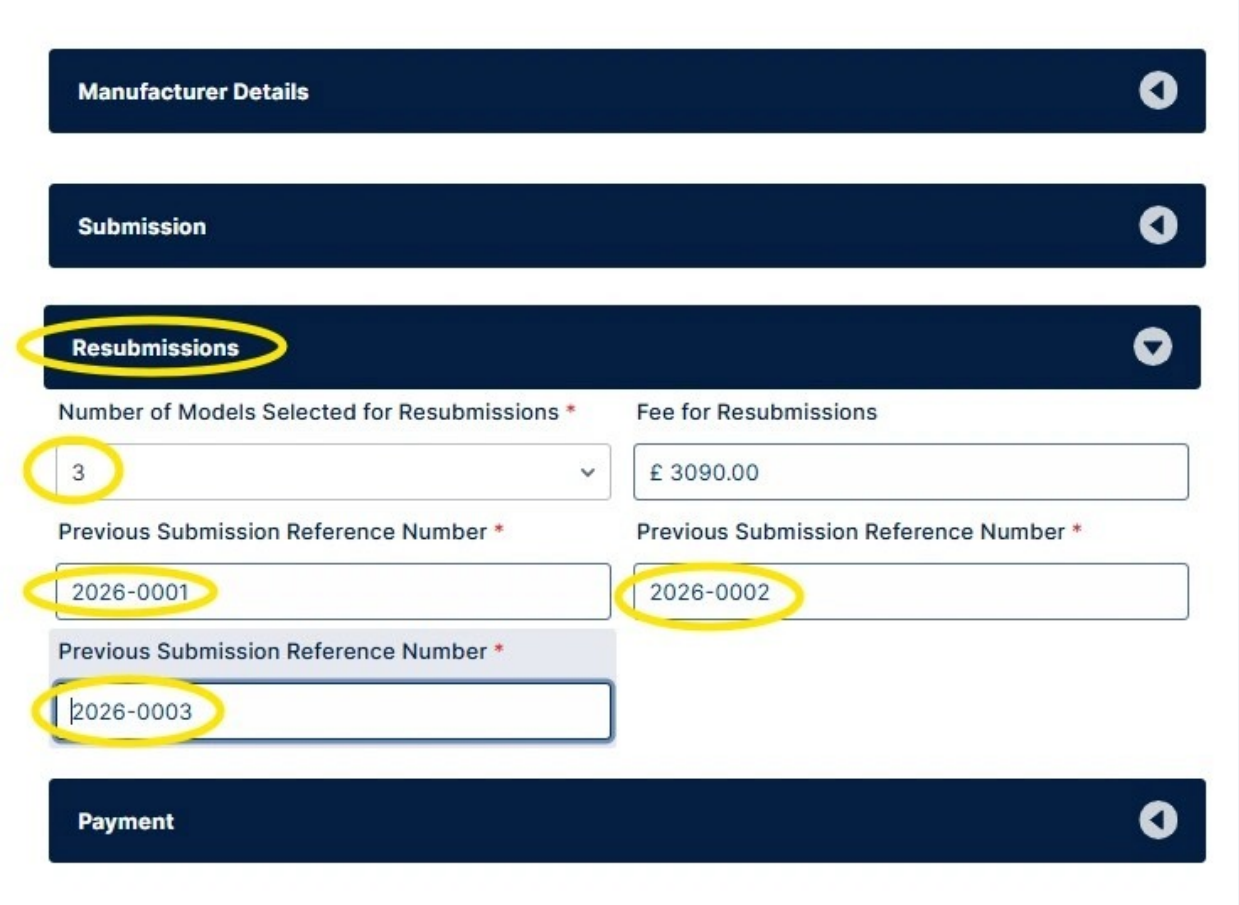
11

Select the 'Number of Models Selected for Resubmissions'.

For resubmissions of balls previously tested and included on the List of Conforming Golf Balls, you will have been sent by email a list of balls due for resubmission. Please use the relevant submission number for each ball being resubmitted to ensure the correct details are used for processing the samples.

This has replaced our previous request for all pole and seam markings to allow a much simpler process for manufacturers. Please ensure that you use the correct number for each model.

No image is required for resubmission.



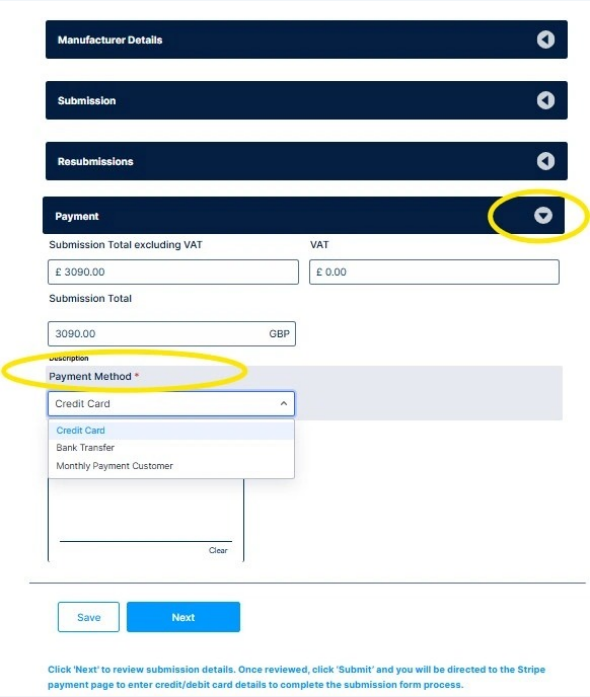
Payment and Review

12

Expand the 'Payment' section.

The submission costs will be calculated automatically based on what you entered throughout the form.

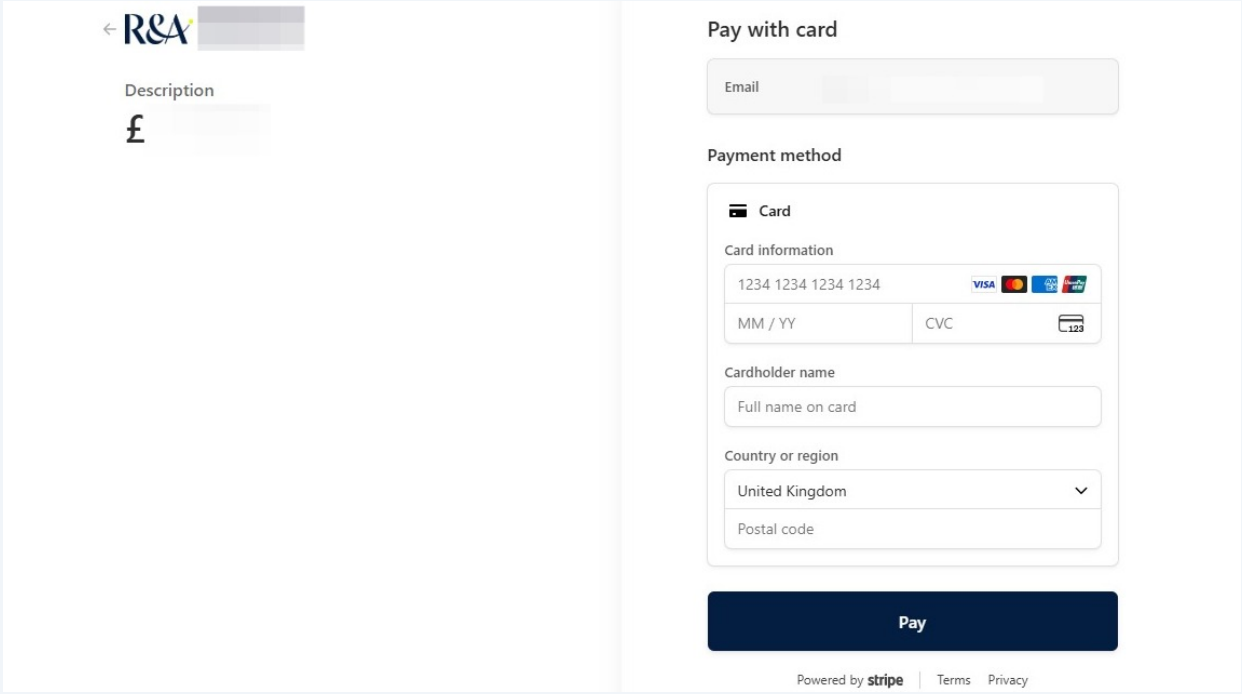
To pay and submit, please select your 'Payment Method'.



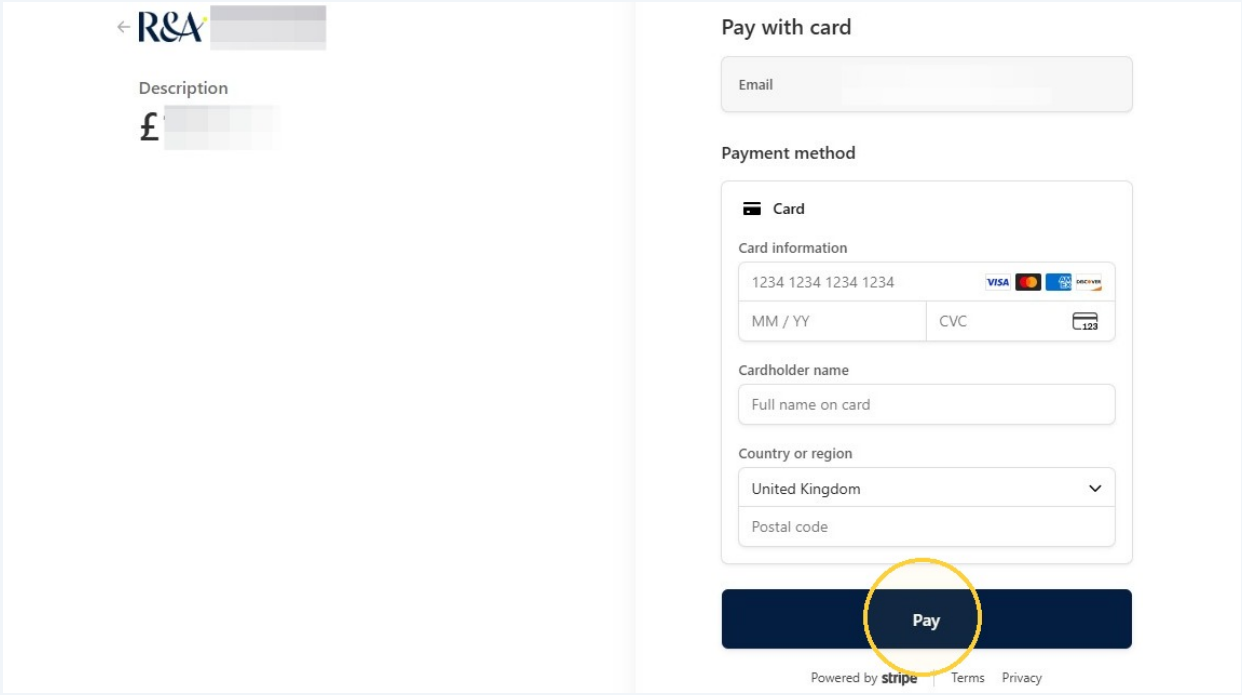
Credit Card Payments

⚠ You will need to **Review & Submit** your form before following these steps for credit card payments.

13 If you selected 'Credit Card' as your payment method, you will be redirected to this screen.

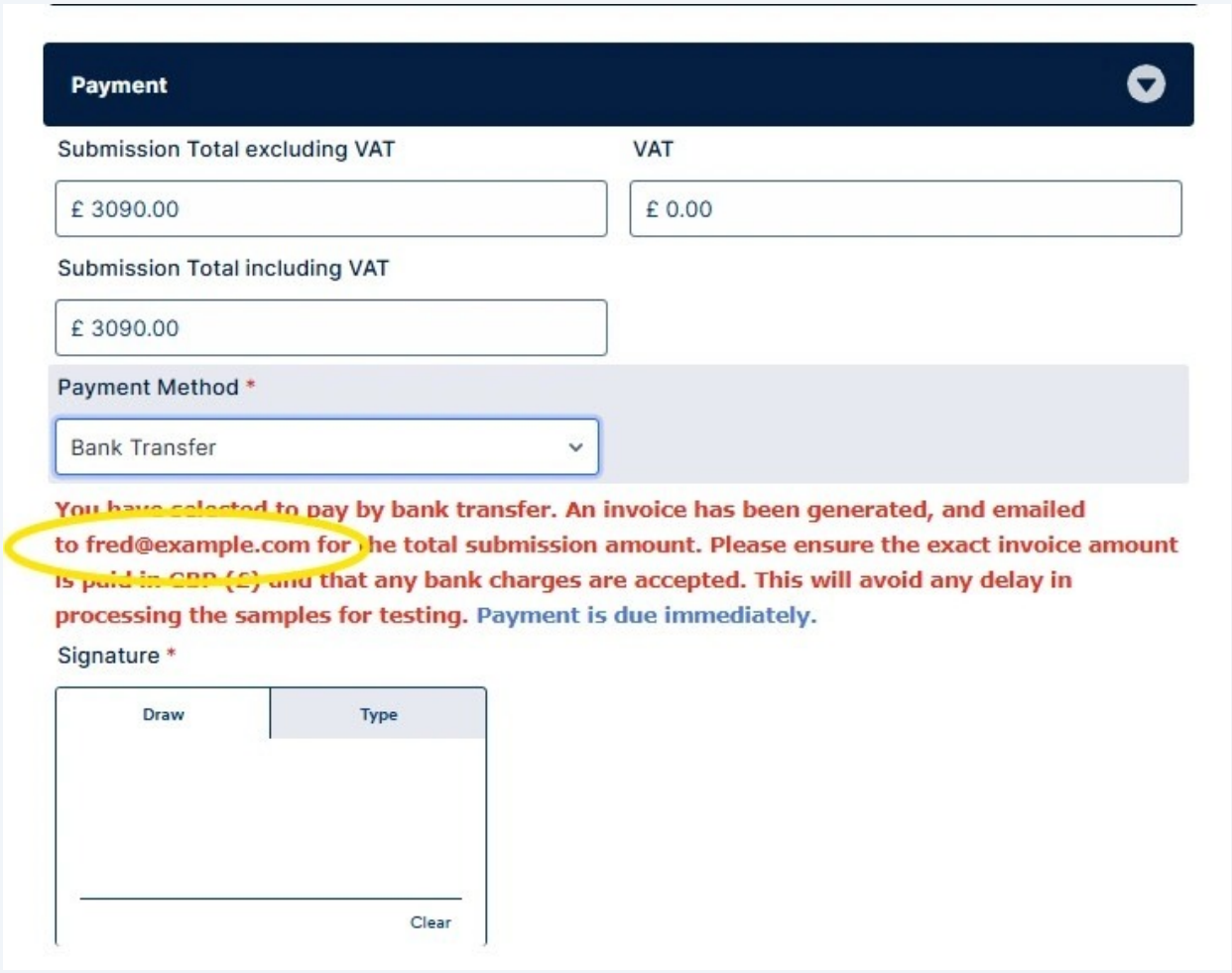


14 Enter your card details and click 'Pay'.



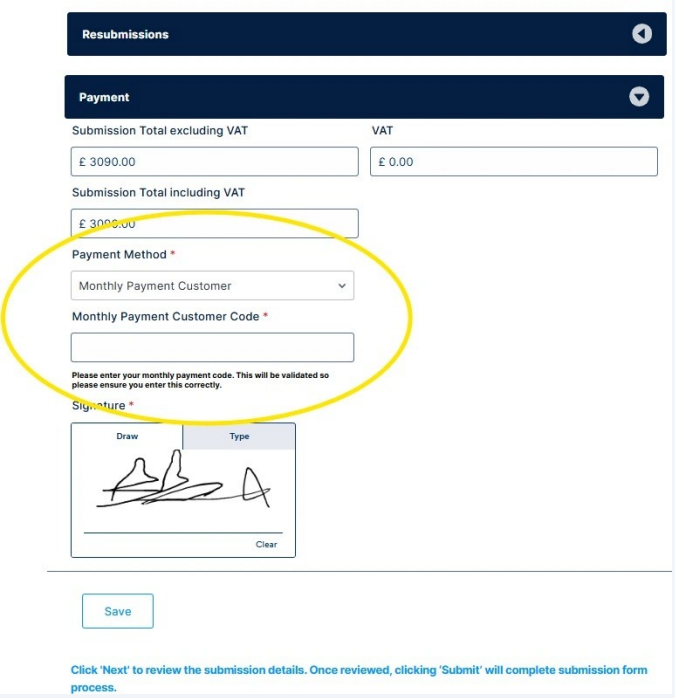
Bank Transfer Payments

15 If you select 'Bank Transfer' as your payment method, an invoice will be automatically generated and sent to the email you entered.
Please follow the instructions in the email to pay.



Monthly Invoice Payments

16 If you have selected 'Monthly Payment Customer', you will be prompted to enter your customer code. This will be verified so please ensure it is entered exactly as it was provided.

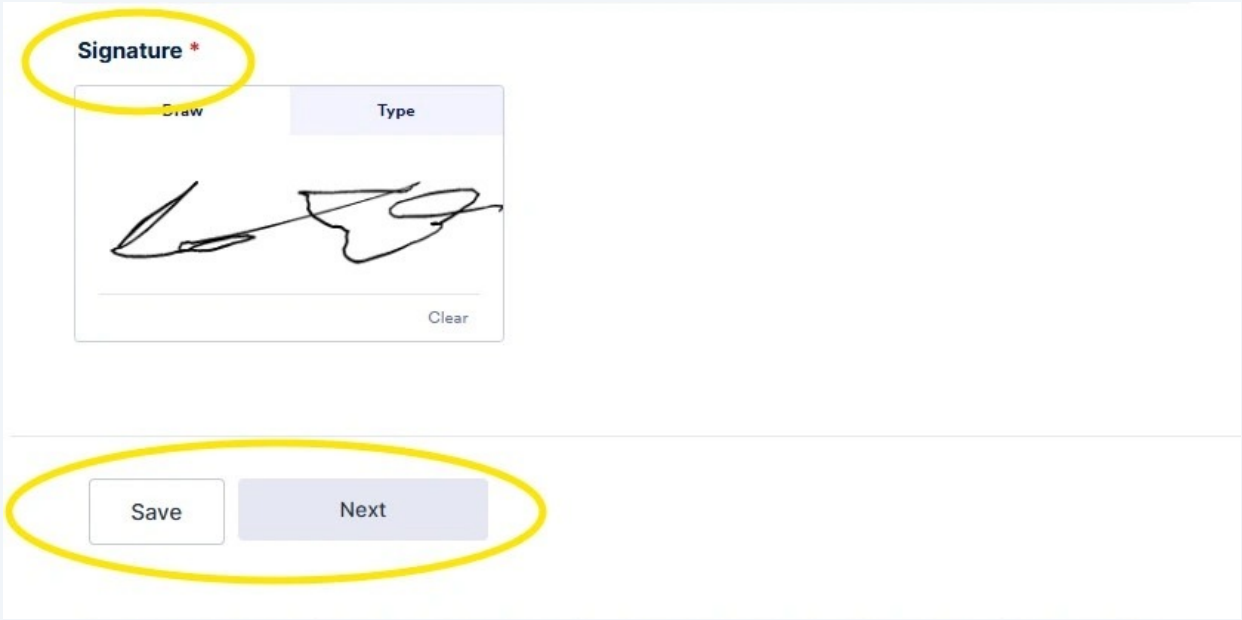


Review and Submit

17 Add your signature to verify your submission.

If you have not been able to complete all the details, there is an option to save the submission. This will send a link to the email address completed in the manufacturer details to allow you to come back to complete later.

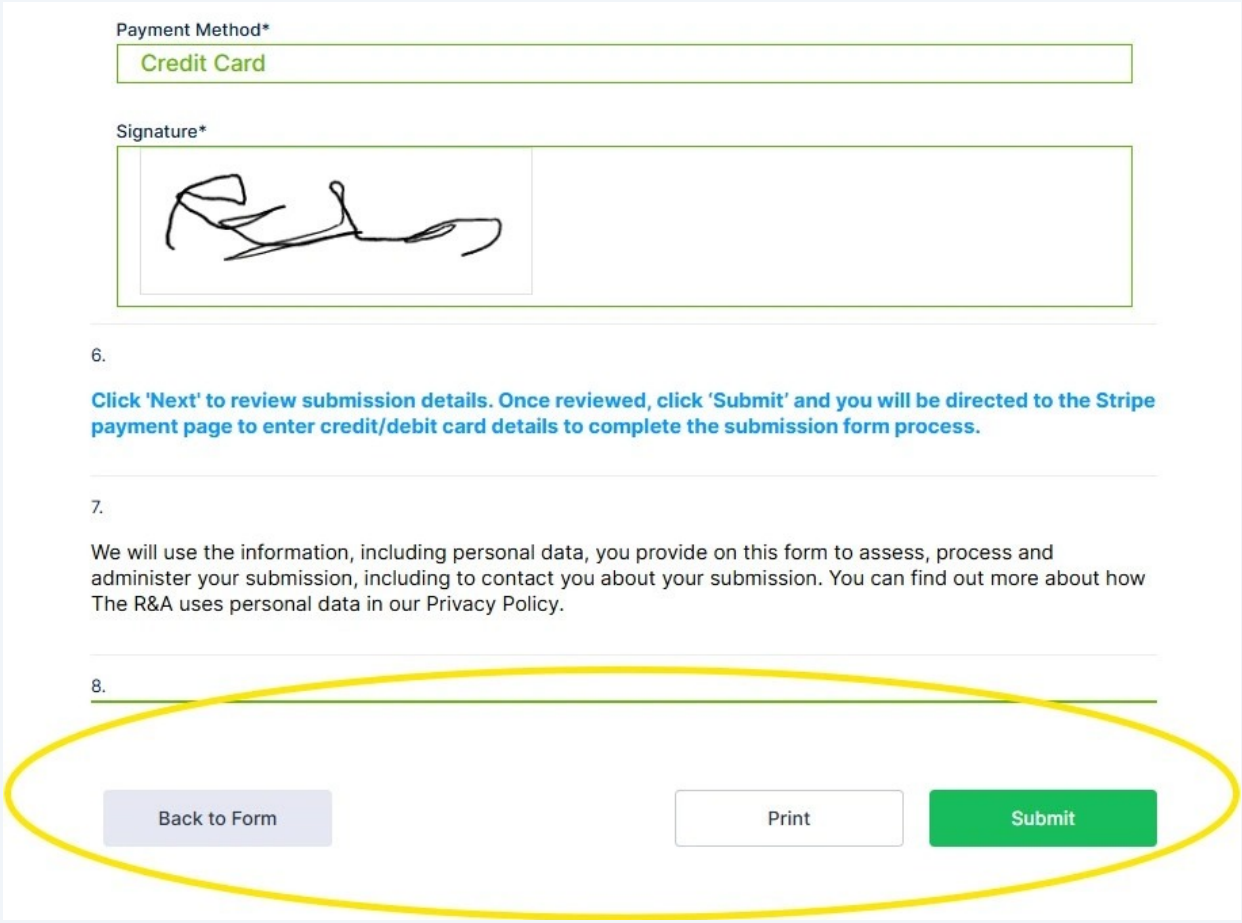
If you are ready to proceed, click 'Next' to review and submit.



18 To confirm all the details entered are correct and proceed with the submission, click 'Submit'.

Should you wish to amend any details, click 'back to Form' and then repeat this process.

You can also print the submission form here but please note that a PDF will be sent to your email with submission details.



Submission Complete

19 Thank you, your submission is now complete. Please check your email for confirmation and shipping details.

