Golf Ball Test Service Submissions Guide V1

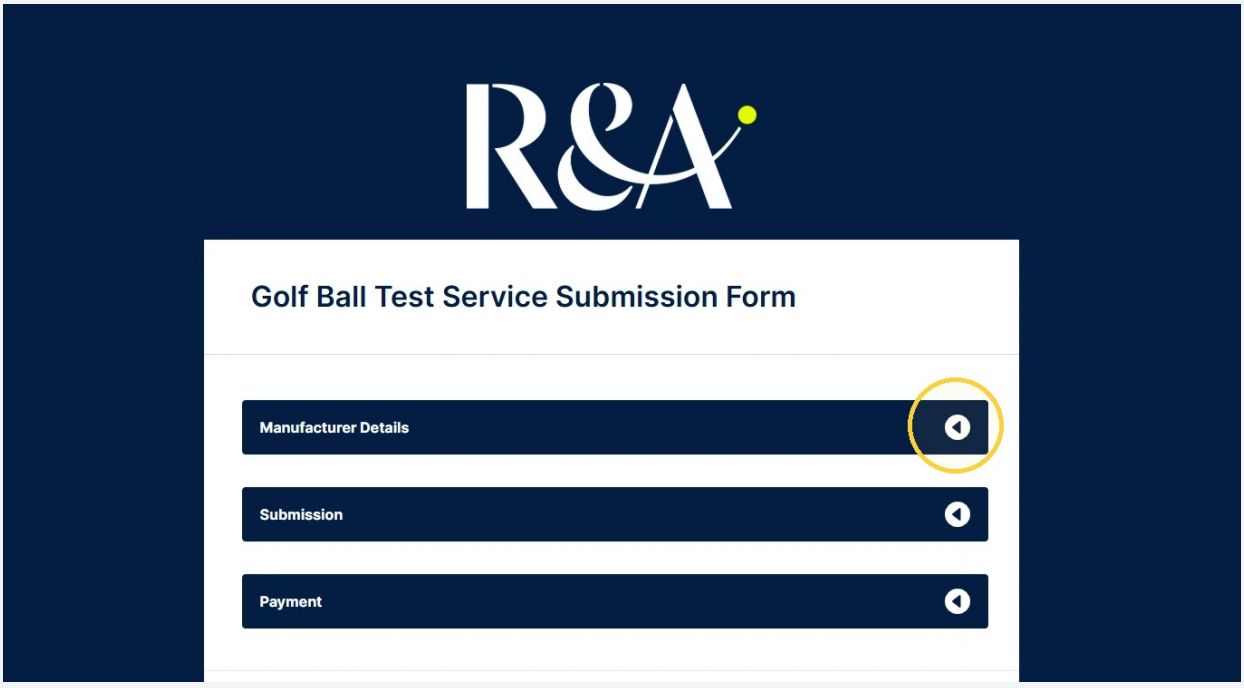
This guide covers the step-by-step process for submitting your Golf Ball Test Services.

Start Submission

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

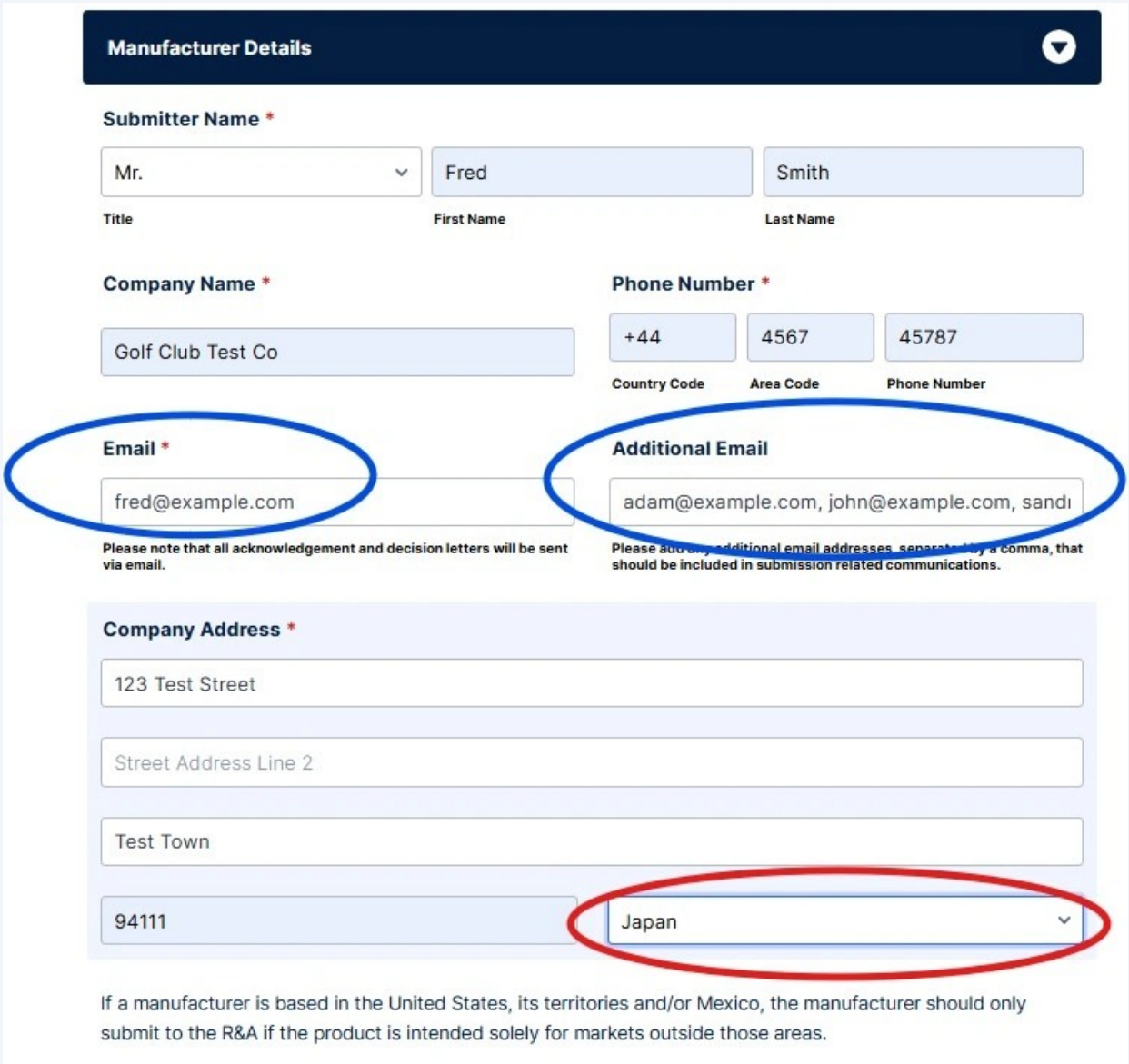
Manufacturer Details

2 Expand the 'Manufacturer Details' section.



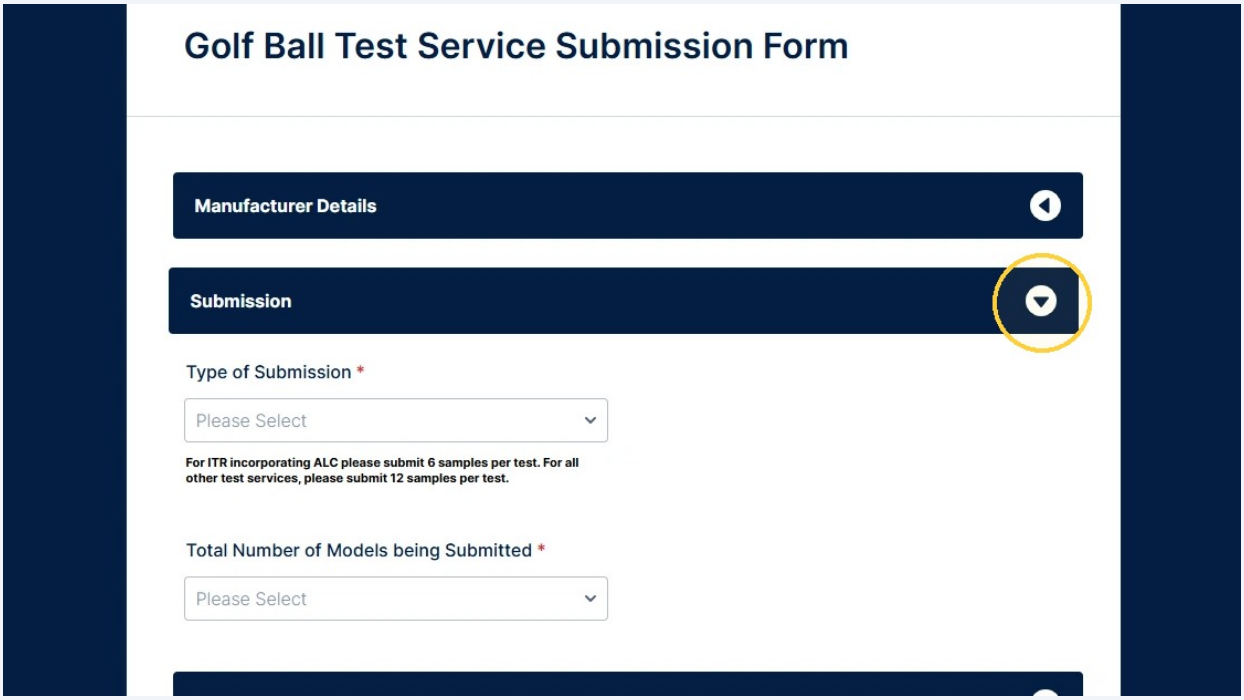
3 Complete all details, ensuring that the email address is correct as this will be used for all communication relating to the submission. If you require additional individuals to be added into these communications, please add all additional email addresses in the relevant box.

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



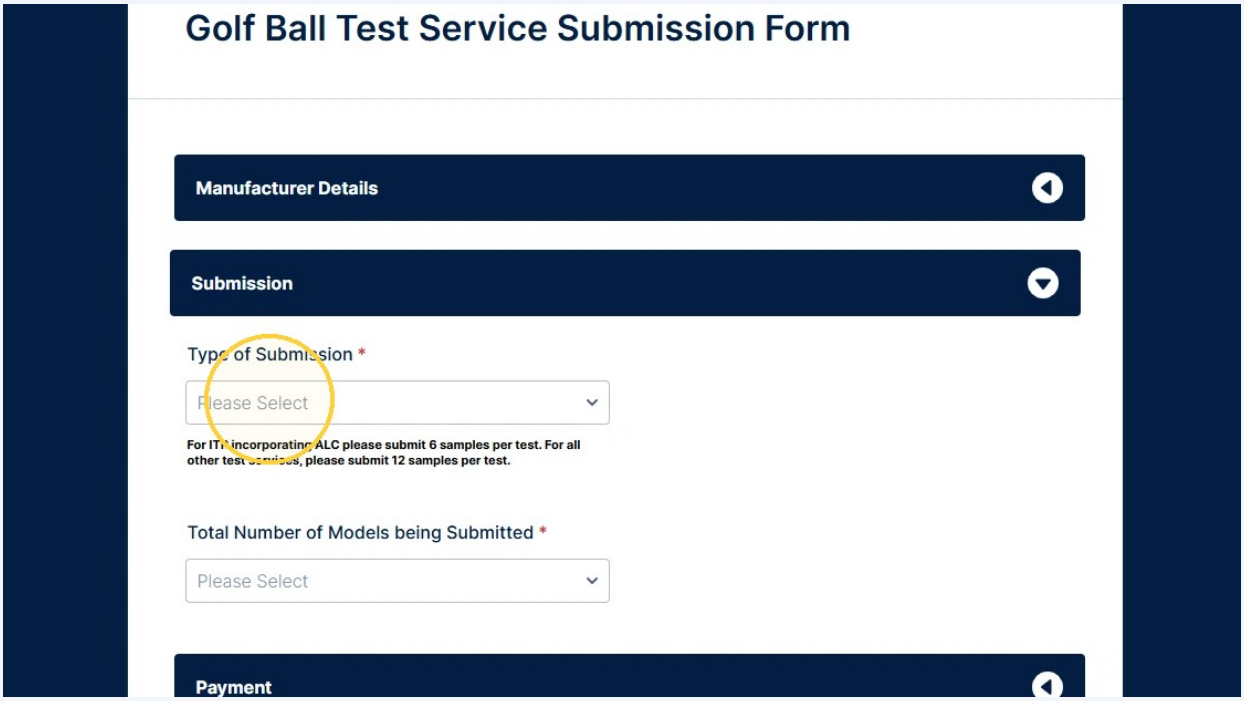
Submission Details

4 Expand the 'Submission' section.



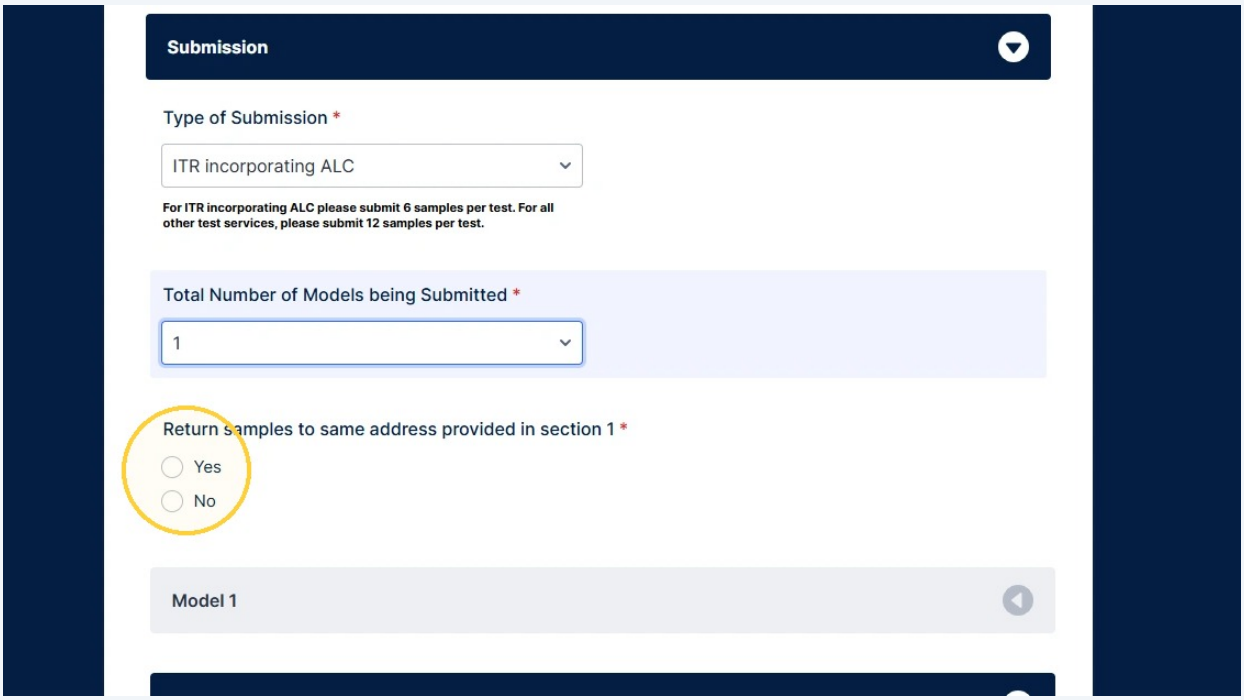
5 Select the 'Type of Submission' for this submission. Only one type of Test Service can be selected per form.

Your selection here will tailor the rest of the form.



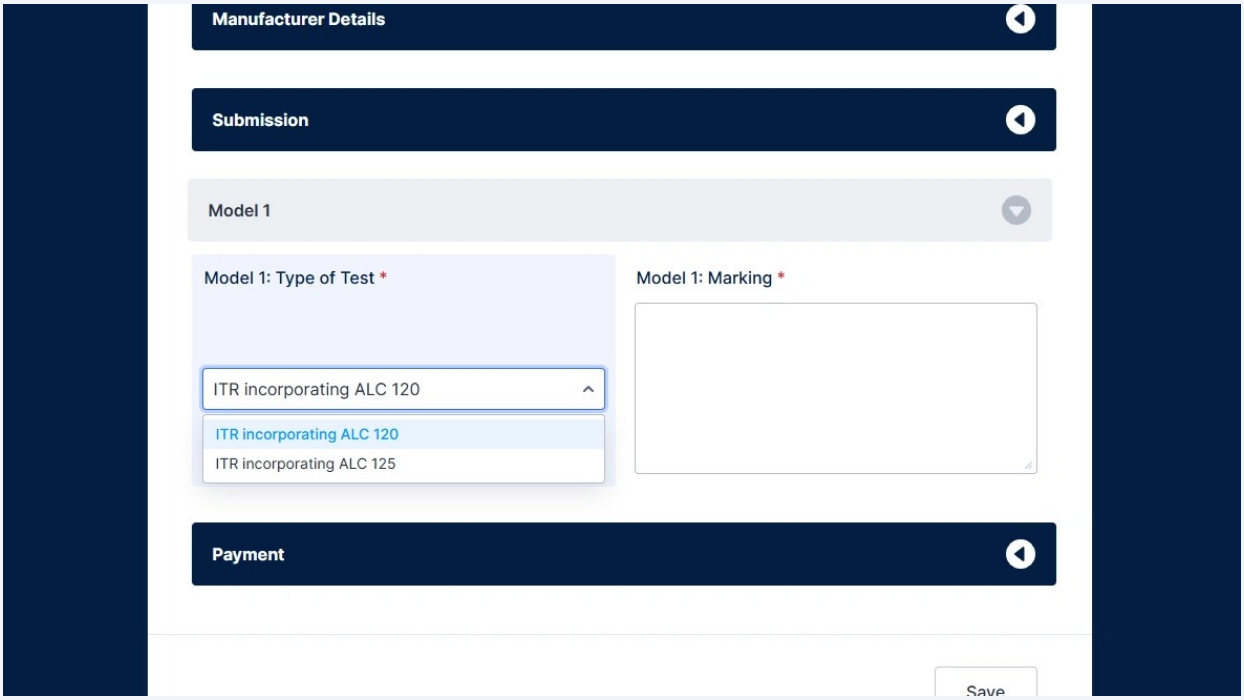
6 Confirm if the samples should be returned to the same address provided in section 1.

If you select 'No', you will be asked to provide an alternative address.



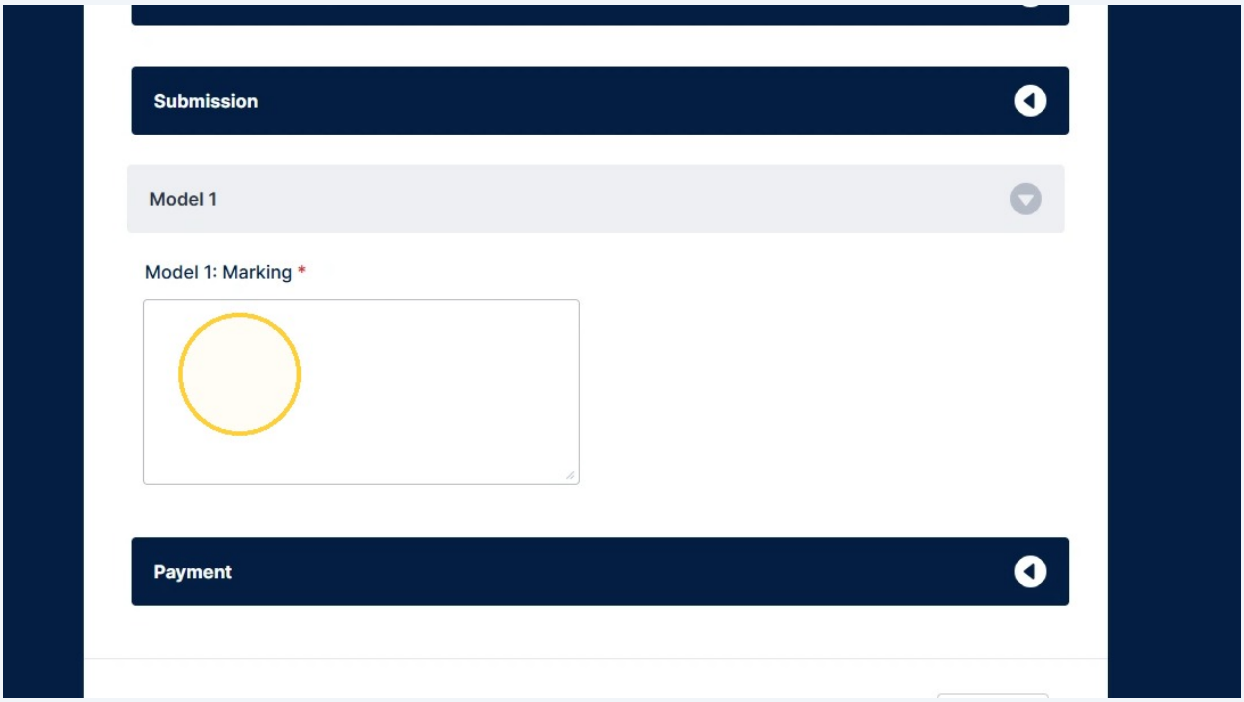
ITR incorporating ALC

7 If you selected 'ITR incorporating ALC', select 'Type of Test' and enter the 'Marking' for each model.



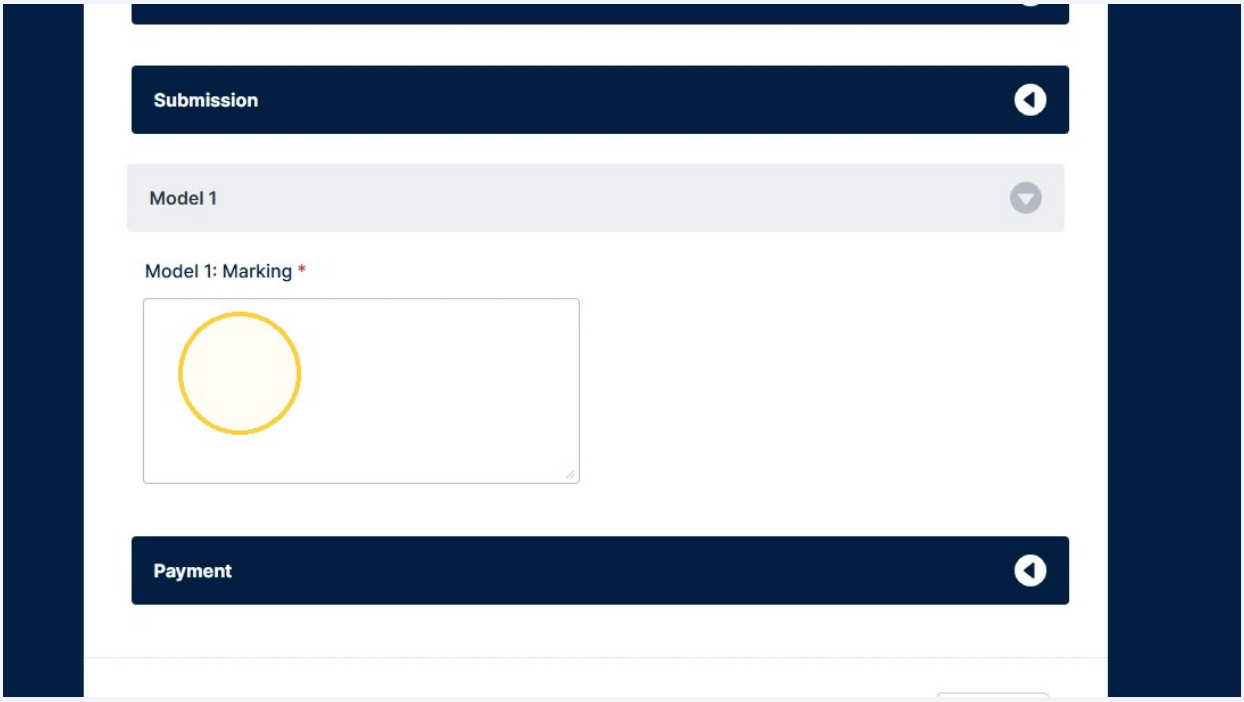
Size, Weight and IV

8 If you selected 'Size, Weight, and IV', enter the 'Marking' for each model.



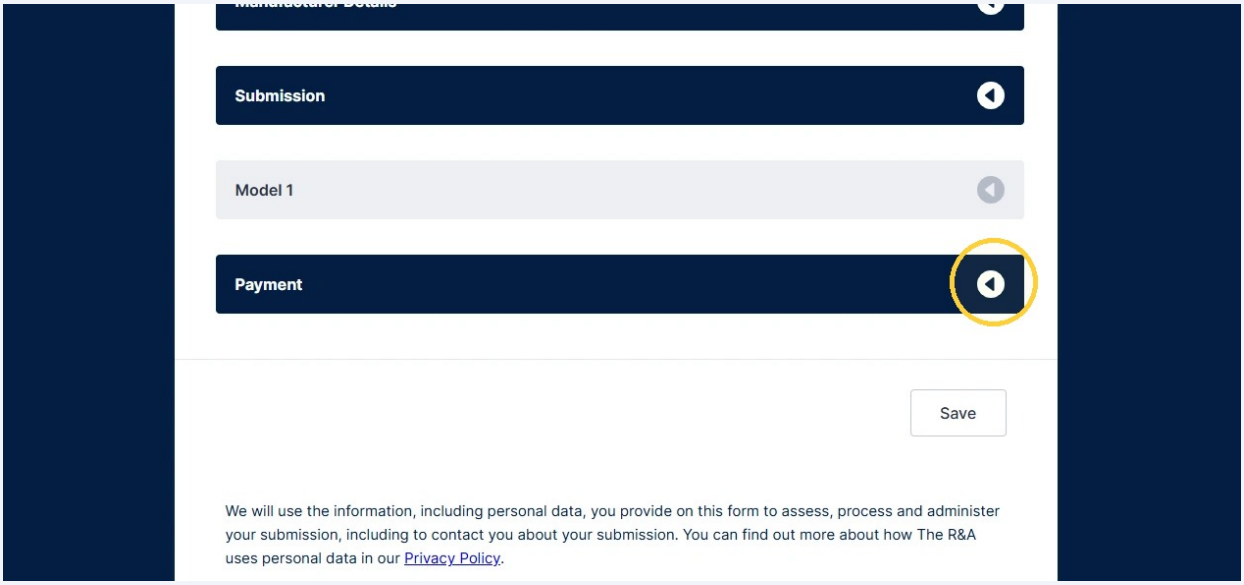
IV

9 If you selected 'IV', enter the 'Marking' for each model.



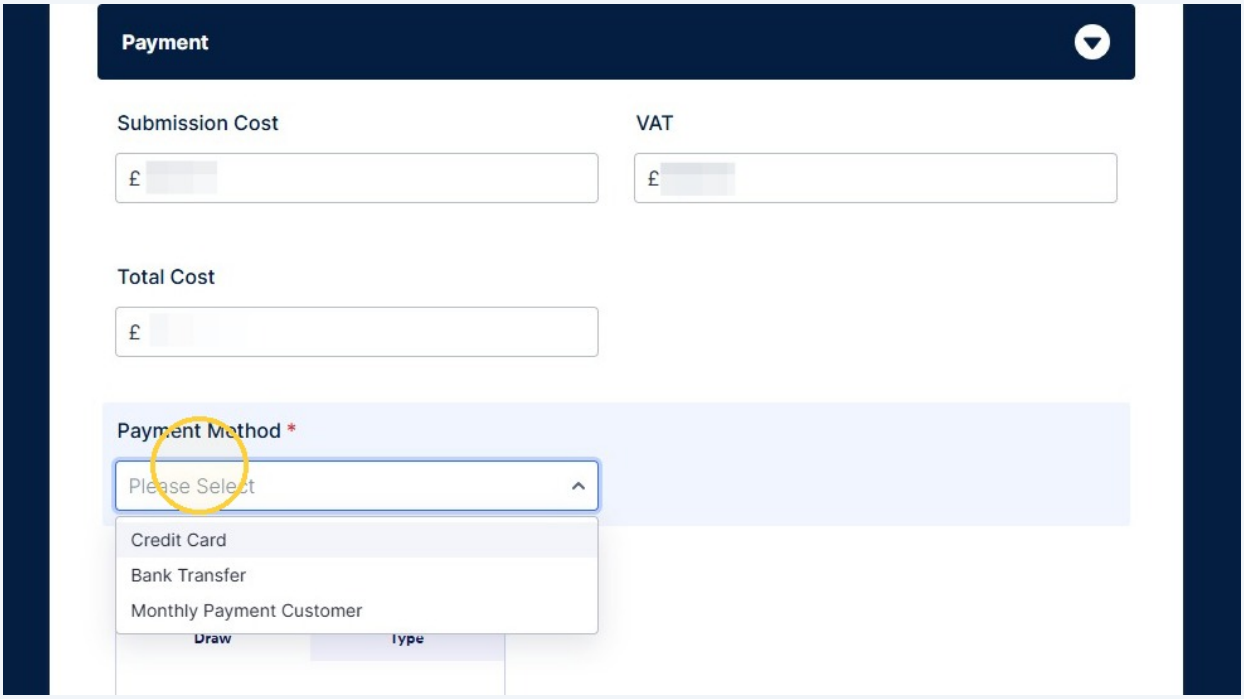
Payment and Review

10 Expand the 'Payment' section.



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

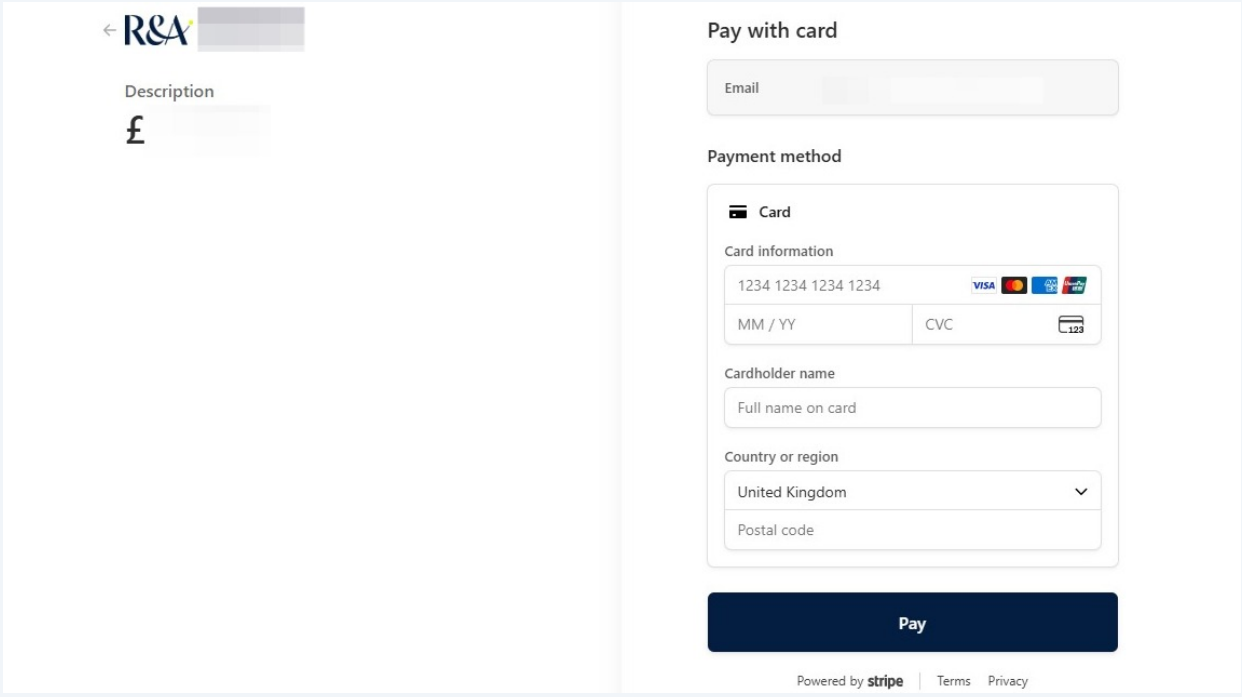
To pay and submit, please select your 'Payment Method'.



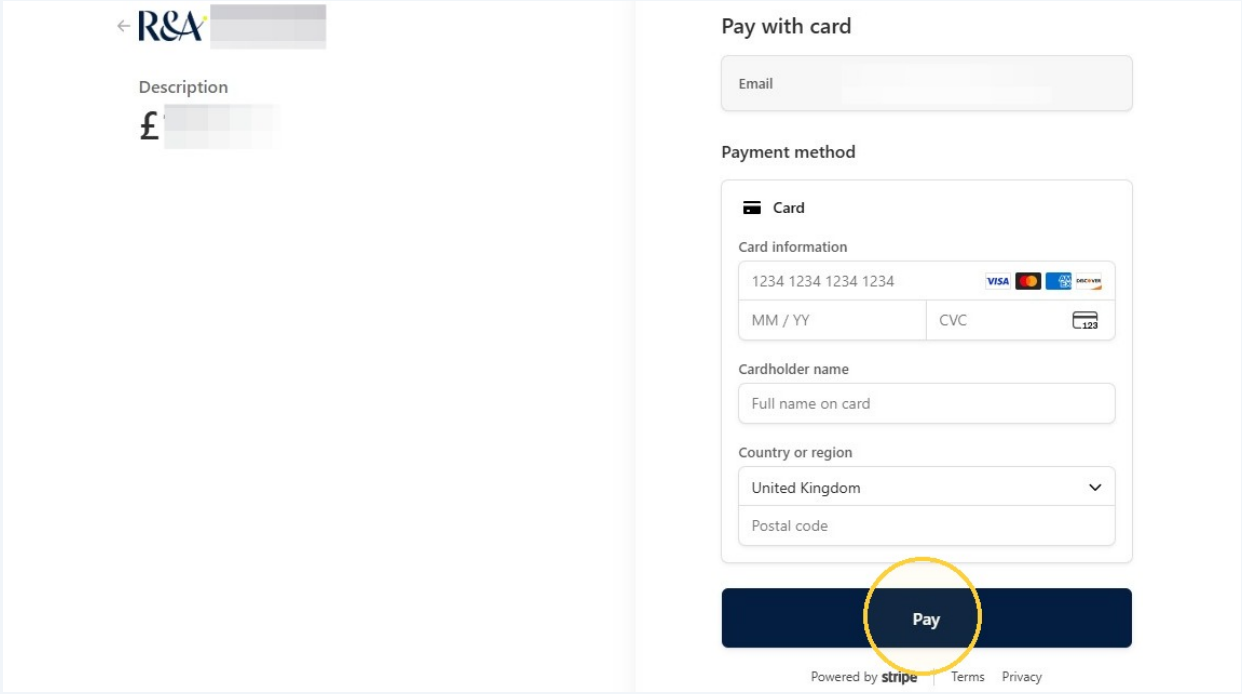
Credit Card Payments

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

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

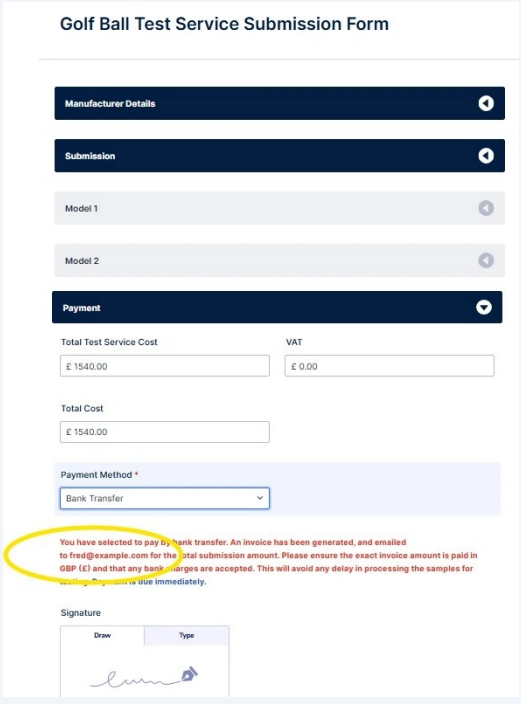


13 Enter your card details and click 'Pay'.



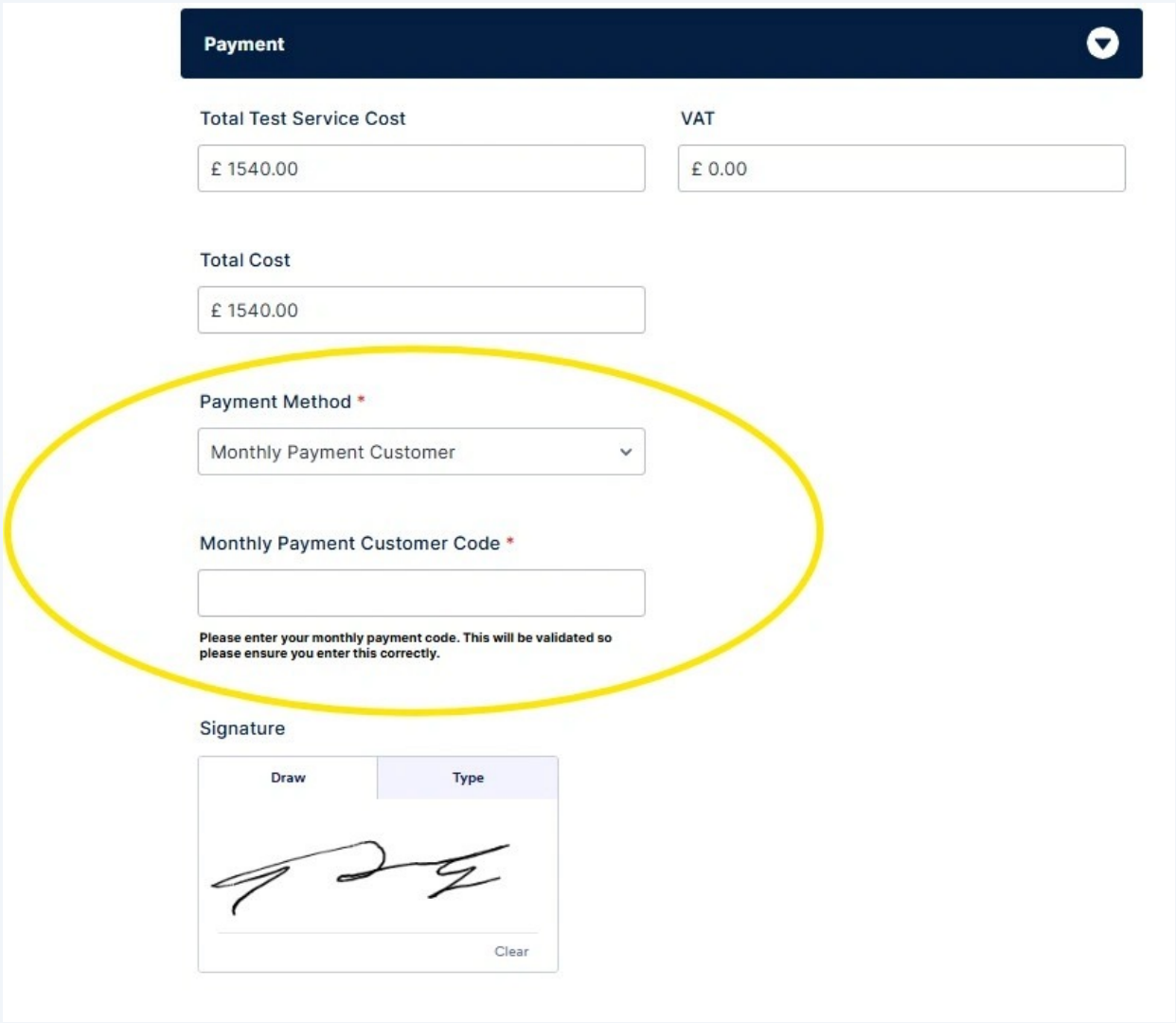
Bank Transfer Payments

14 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

15 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.

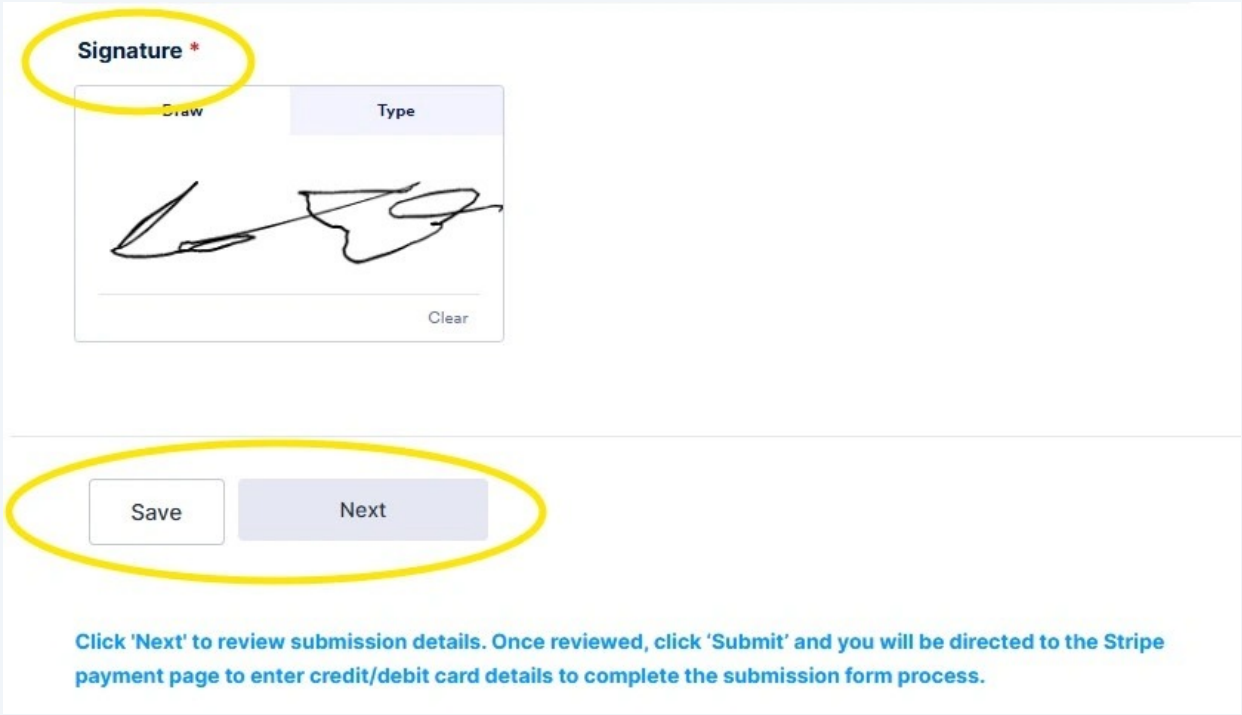


Review and Submit

16 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.

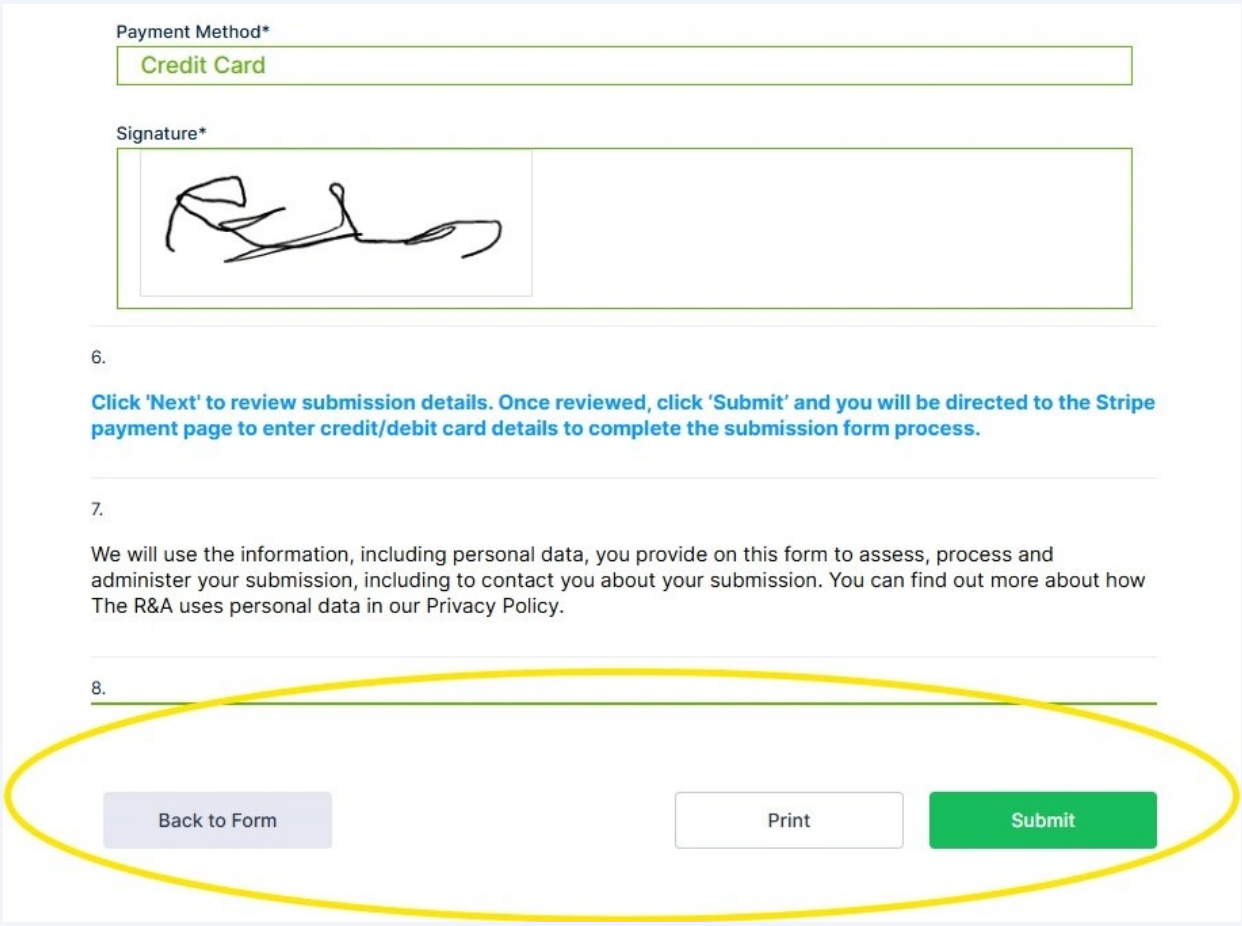
If you are ready to proceed, click 'Next' to review and submit.



17 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

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

