

- 1. Parts receiving:**
  - a. Receive completed parts from customer: count and confirm the quantity of all parts from customer via packing list.**
  - b. Receive parts from customer's vendor: count and confirm the quantity of the parts that we receive from the customer's vendor and scan all SN# into customer's inventory system.**
- 2. Prepare sample machine:**
  - a. Prepare a sample machine by following the BOM.**
- 3. Open Box:**
  - a. Open and take out the cases from their cartons. We cut the tape on the bottom of the color box to make sure the tape on top is intact and original.**
- 4. Parts collection:**
  - a. Collect all components and put them into one basket. Install CPU, DDR, M.2 onto the motherboard.**
- 5. Assembling:**
  - a. We assemble the machines by following the sample machine.**
- 6. Q.C and Injection:**
  - a. Check every machine to make sure:**
    - i. Screws: all of screws must be the correct screws.**
      - 1. All of screws must be in the right position. Make sure no screws are missed.**
    - ii. Cables:**
      - 1. All cables must be completely connected to the right slots.**
    - iii. Video card:**
    - iv. Video card must be completely plugged in to the PCI slot and the retention tab must be fully locked.**
- 7. Window injection and system burning test:**
  - a. Inject Microsoft Windows OS into every machine.**
  - b. Run check-up program make sure all of components are correct.**
  - c. Run benchmark/burning program for 30-40 mins for each machine.**

**8. DOA machines repair:**

- a. Repair all failed machines from QC to normal working order.

**9. Labeling:**

- a. Label all labels, which are provided by each customer. We make sure to not miss any labels, and that they're placed in the right position.

**10. Packing:**

- a. We scan every machine's serial number to make sure that all machines are packaged into the correct SO number.
- b. We pack all completed assembled machines into their color box. We make sure all stickers are affixed on the box and that all included accessories are placed into the box.
- c. We follow customer's requirements to palletize the machines, either 12 pcs or 18 pcs per pallet.
- d. Use shrink wrap machine to shrink wrap each pallet, following our SOP of wrapping 5 layers. The bottom and top part must be 100% secure.

**11. Delivery back to the customer:**

- a. We deliver all completed machines back to the customer.  
OR

- b. Directly ship to customer's customers:

- a. We can directly ship the machines to customer's customers, such as Costco, Walmart, Best Buy.....