

FOREVER **F** JEWELS

SUPPLIER GUIDE





Contents

Introduction

Before your start selling

How to list products

Product Guideline

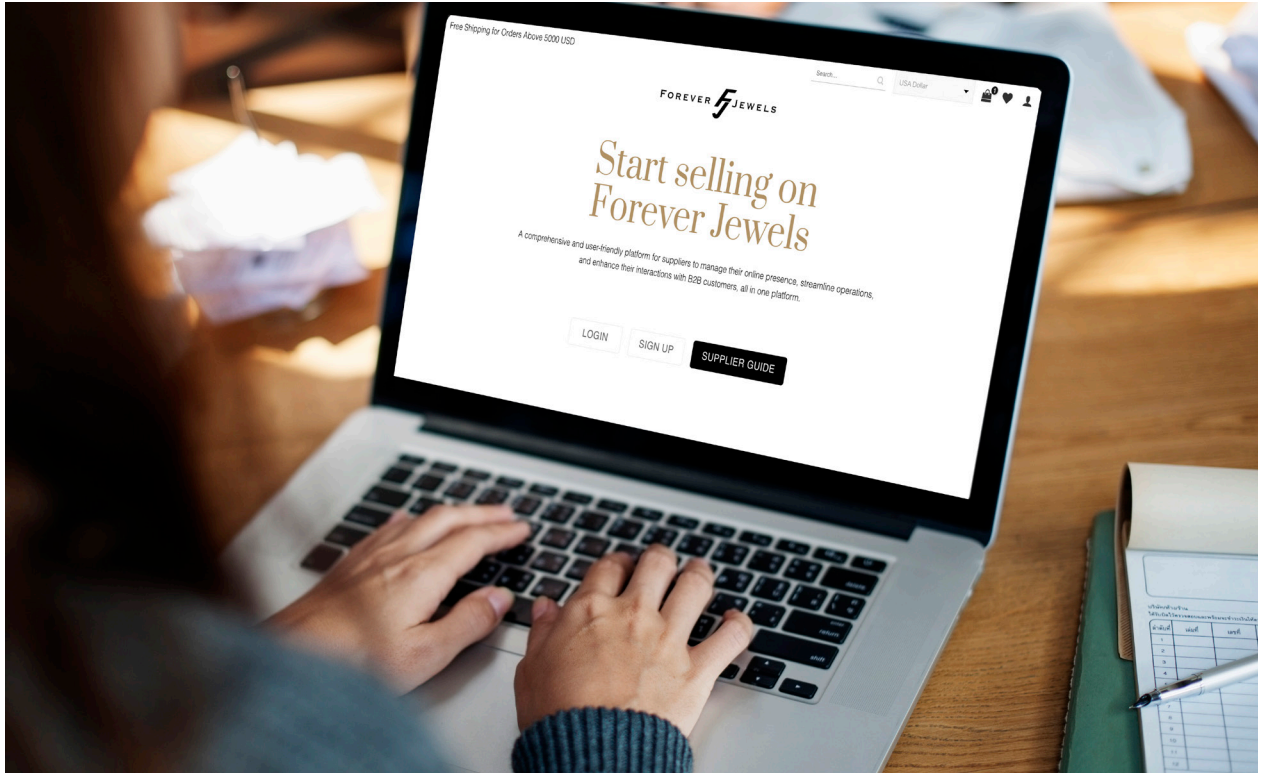
How to deliver products

Account Termination



Introduction

A comprehensive and user-friendly platform for suppliers to manage their online presence, streamline operations, and enhance their interactions with B2B customers, all in one platform.



Why Forever Jewels B2B Supplier Program?

Access to Wider Customer Base

Gain exposure to a larger customer base by tapping into our existing customer networks and gain access to new markets.

Increased Sales Opportunities

Increase sales volume by connecting with a network of retailers and distributors actively seeking jewellery products.

Reduced Customer Communication

Save time and resources by entrusting Forever Jewels with handling customer inquiries, order management, and customer service on your behalf.

Improved Supply Chain Management

Streamline your operations and improve efficiency by entrusting Forever Jewels with your deliveries and handling fees.

Marketing and Promotional Support

Gain the opportunity for marketing and promotional support, including participation in trade shows, online marketing campaigns, and advertising efforts, enhancing brand visibility and increasing customer awareness of your jewellery offerings.

Incentive Program

Gain profits from selling on Forever Jewels B2B. Suppliers may qualify for an incentive of receiving 1 USD per piece sold if an individual SKU surpasses 100 pieces sold within a month.

Before you start selling

Before becoming a supplier:

1. Ensure you understand our Supplier Program
2. Review our Supplier Contract [here](#)

What you'll need to get started:

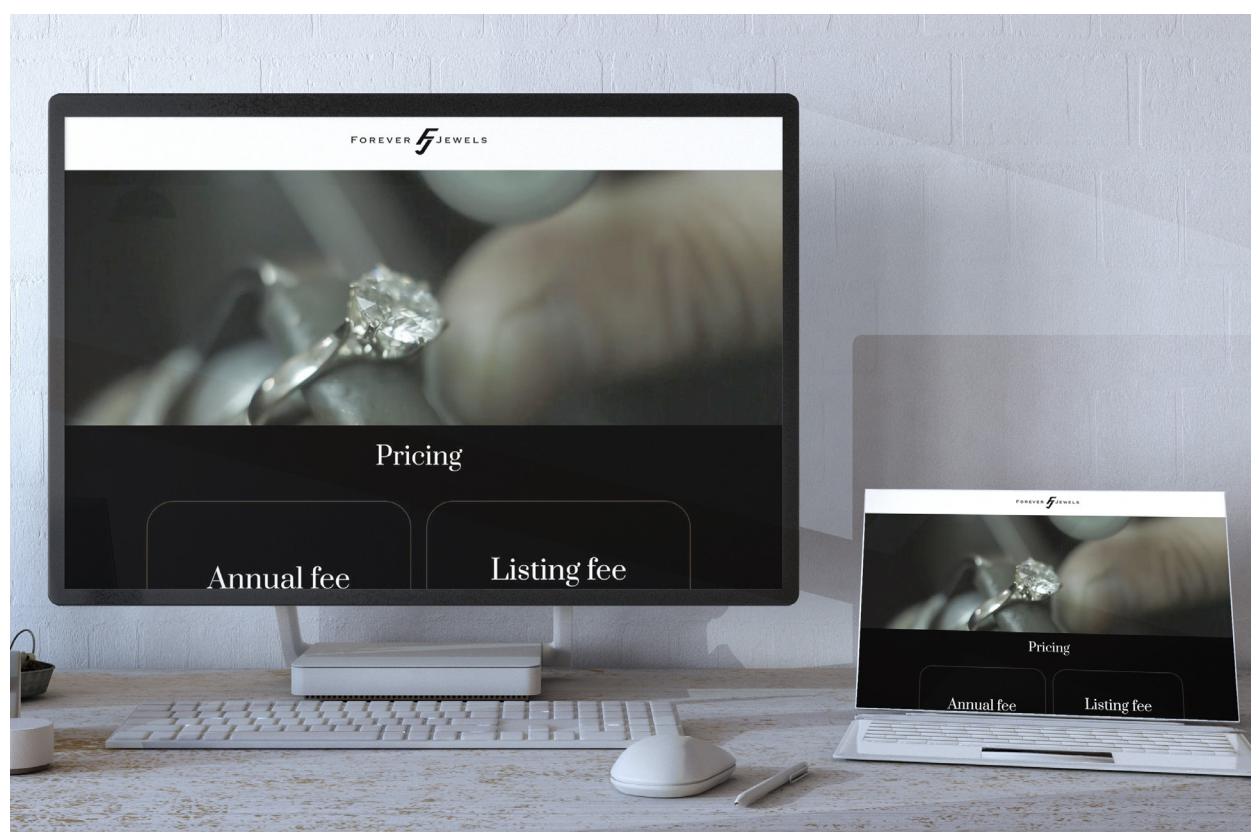
1. Bank Account Number
2. Chargeable Credit Card
3. Business Licence
4. Government Issued national ID of the Representative
5. Phone Number
6. Your Preferred Mode of Contact

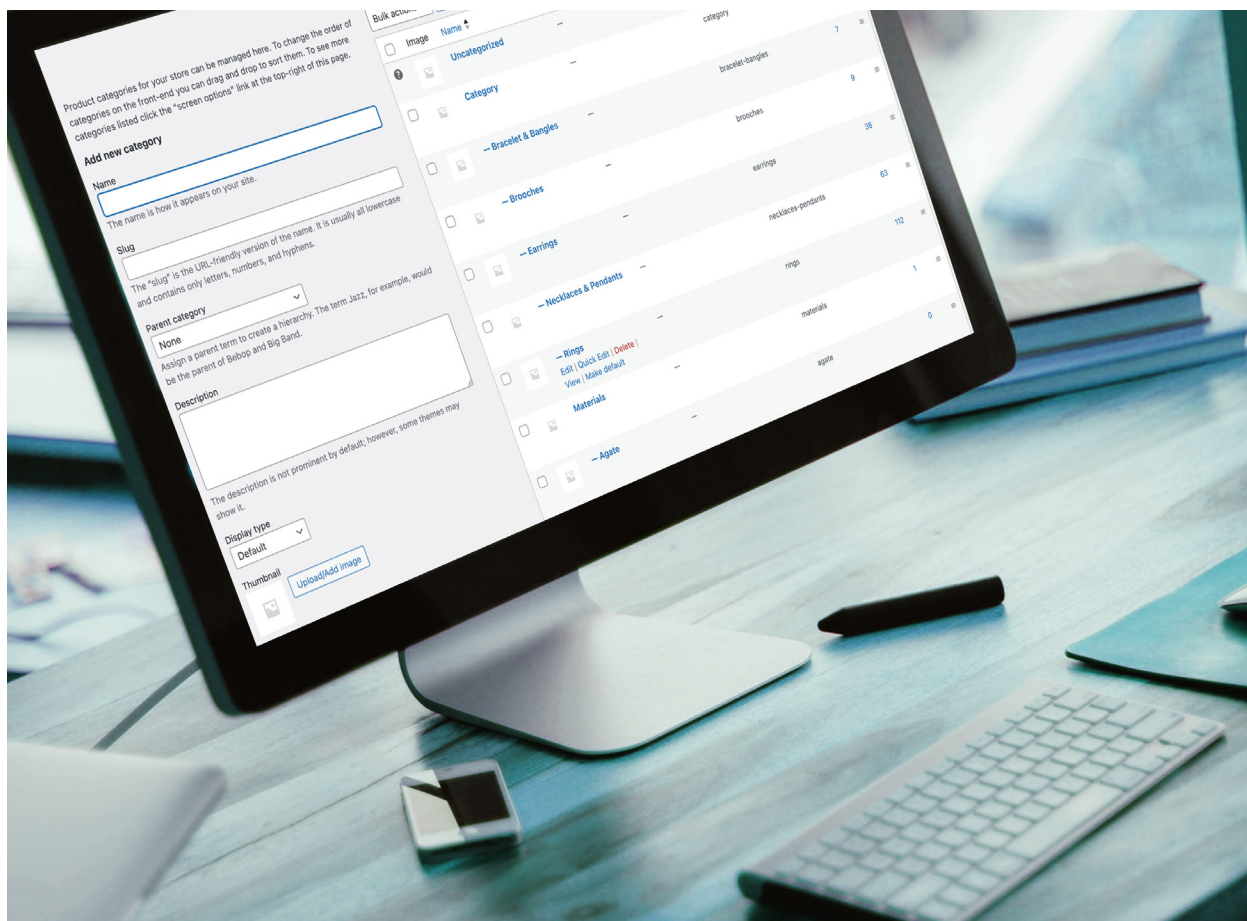
How much does it cost to sell on Forever Jewels?

Forever Jewels charge a listing fee of 5 USD per SKU which renews every month. Listing fee is waived for new suppliers for the first year.

Registration Process

1. Fill in the Supplier registration form [here](#) to apply for the Supplier program.
2. Upon approval by Forever Jewels, your account will be automatically generated, and you will receive an email containing your account information.
3. You will also be contacted by a representative from our purchase department, who will serve as your primary point of contact for any issues or inquiries you may have.





How to list products

Before listing your products, please enter your Bank Details in your account's profile page. Uploading is restricted until the Bank Details has been entered.

Please follow the product information guideline as provided in the next section. Alternatively, you may find the product guideline in your account's profile page.

To list your products on Forever Jewels B2B, follow these steps:

1. Locate the "My Products" section in your profile page.
2. Create a product listing by providing all the necessary information.
3. Once you have filled in all the details, click the submit button.
4. Our team will review your product listing within 3 business days. During the review process, our team will ensure that each item meets the required standards and appropriateness. This is to maintain the quality and relevance of the products available on Forever Jewels B2B.
5. We will send you an email to facilitate the listing payment. In this email, we will provide details regarding any products that have not been approved.
6. Your product listing will only be officially uploaded once we receive your payment.
7. Once uploaded, you will be able to view your listings in the designated "Products" section of your profile page.

Product Guideline

This Product guideline is a list of relevant information needed for each item you are selling.

Information to provide for each product:

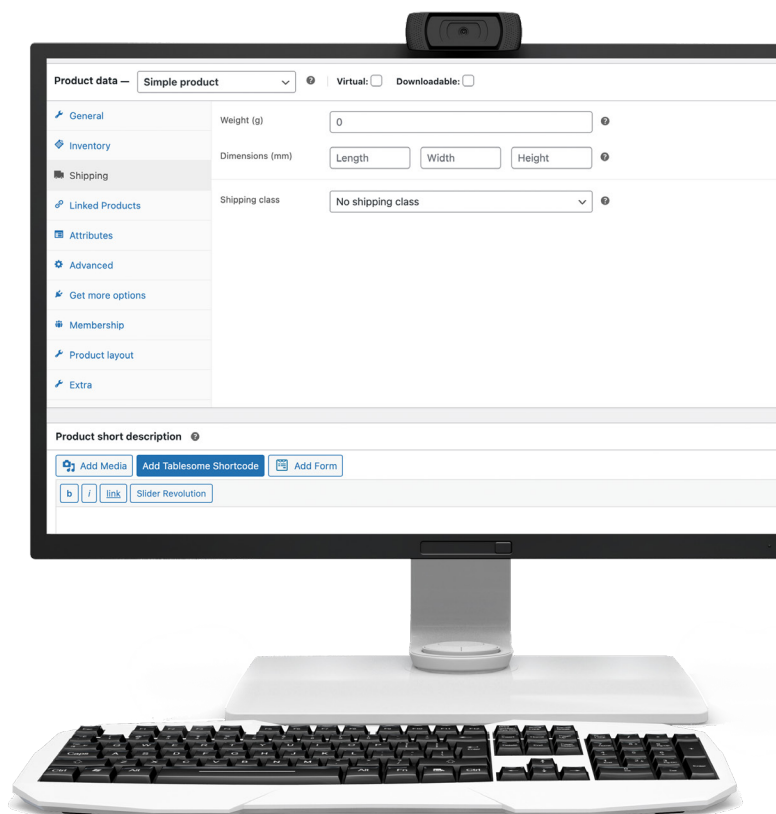
- SKU number
- Brand name (optional)
- Collection name
- Product title
- Product price (the price you want to sell for)
- Recommended retail price
- Manufacturing cost (for report purposes)
This field is designated for report purposes. If you do not wish to receive a profit report from us, you may choose to leave this blank.
- Certificate number (eg. GIAcertificate) (optional)
- Product description
- Type (eg. ring, necklace, earring, bracelet, bangle, brooch)
- Gold weight
- Stone material (eg. diamonds, emerald, pearl)
- Stone weight
- Product size options
 - Eg. ring size options: 5 to 11
 - Eg. wrist size options: 15cm, 16cm, 17cm, and 18cm
 - Eg. chain length options: 16 inch and 18 inch
- Categorization - Shape (eg. butterfly, animals, flowers, generic shapes)
- Categorization - Style (eg. classic, formal, everyday wear, fashion)
- Categorization - Materials (eg. diamond, emerald, ruby, pearls, solid gold meaning no stones)
- Categorization - Type (eg. ring, necklace, earring, bracelet, bangle, brooch)
- Categorization - Occasions (eg. valentine's day, anniversary, graduation, birthdays, christmas)
- Product photos (High Resolution)
 - White background
 - Front angle
 - Back angle
 - 45 degree angle
 - 90 degree angle
 - Top angle (depending on the product)
 - Video (either a model wearing the product, or a video of the product turning)
- Estimated number of days to produce (lead time)
 - 1-10 pieces
 - 11-20 pieces
 - 21-50 pieces
 - 51-100 pieces
 - 101-200 pieces
 - 200 pieces
 - This is so we can estimate the delivery time for the customer
- Minimum order requirement

How to deliver products

Upon customer order placement on our platform, you will receive an email to commence manufacturing the order, accompanied by the initial 50% payment as a deposit, or raw materials needed for production. In the latter case, we will deliver the raw materials within 3 working days of notifying you of the new order.

Once the orders are manufactured, please notify us through your profile page and we will arrange for a quality controller to inspect the goods.

Once everything is satisfactory, proceed to ship the products to the address specified in your account's profile page. Please notify us in your profile page once you have done so. Forever Jewels will manage all shipments services to customers.



You will receive the balance payment within 7 business days from the date we receive the order.

Forever Jewels also offers a monthly incentive for suppliers. For each individual SKU selling over 100 pieces within a month, suppliers will receive a rebate of USD 1 per piece sold.

Account Termination

You or Forever Jewels may terminate your account at any time. Once you terminate your account, it will be automatically deactivated, and you will no longer have access to it. However, if you wish to obtain a backup of your data before terminating your account, please feel free to contact us.



FOREVER  JEWELS

Unit 6, 7/F, Hunghom Commercial Centre,
Tower B, 37 Ma Tau Wai Road,
Hunghom, Hong Kong