

# Photo Upload Help File

File upload allows **.ZIP** type only.

Max. file size: 10MB

The photo must be packed/compressed in to a .ZIP file prior to upload.  
(See instructions in the document for iPhone and Android)

The photo must be taken by a mobile device with location settings switched ON.

The .ZIP file must contain a photo of the supplier's present factory floor or workplace in following formats: HEIC/HEIF, JPG, JPEG, PNG.

The .ZIP file with the photo must be uploaded directly from the same mobile device via the provided upload function.

The link for the Photo Upload page is valid for only one upload. After successful upload the page will no longer be available.

## **Browser Requirements for the Photo Upload Mobile Site:**

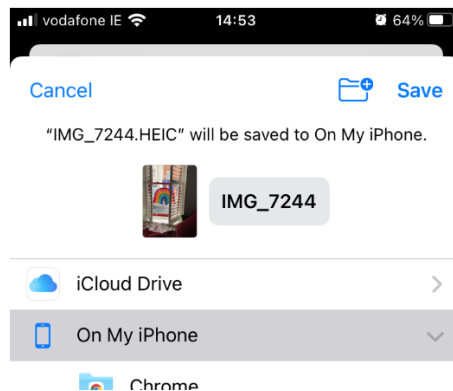
The Photo Upload is designed for the latest browser versions of Microsoft Edge, Google Chrome, Mozilla Firefox, Safari or Internet. If there are any difficulties with the form displaying, please make sure you are using the up to date versions of the above-mentioned browsers.

# Photo Taking, Storing, Compressing and Uploading Process

## iPhones & iPads

### 1. Take & Save Photo

- Open the camera app and set the location setting ON
- Take the present factory floor or workplace photo
- View the photo in "Gallery"
- Click "All Photos"
- Locate the taken photo
- Long press on the photo, a menu will open
- Click "Share"
- Scroll down and click "Save to Files", options "iCloud Drive" or "On My iPhone" open



- Click "On My iPhone" and click "Save"

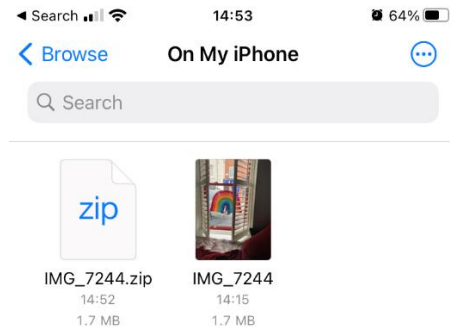
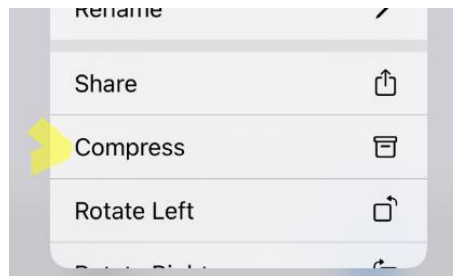
### 2. Compress Photo in to a .ZIP file

- Open "Files" app



- Click "On My Phone" or locate the photo on the app dashboard
- Locate the saved photo
- Long press on the photo, a menu will open

- Click “Compress”, a .ZIP file will be created in the same directory



- Alternatively view instruction [How to compress and uncompress documents in Files on iPhone, iPad](#)

### 3. Upload the .ZIP file

- Open the “Photo Upload Link” from the invitation email in the mobile device browser
- Click “Select Files”
- Click “Browse”
- If you are brought to other directories than “On My iPhone”, click “< Browse”, list of options will display, click “On My iPhone”, navigate to the .ZIP file which was just created and click on it.
- If you are brought to “On My iPhone”, navigate to the .ZIP file which was just created and click on it.
- The .ZIP file upload will start after few seconds, there will be set of progress bars and information displayed on the screen. Once the process is completed, click “Close”.
- If there are any issues with the photo inside the .ZIP file, an error message appears informing the user to adjust the camera location settings or take new photo no older than 24 hours.
- If the photo inside the .ZIP file is correct, a confirmation message appears, and the browser can be closed.

# Photo Taking, Storing, Compressing and Uploading Process

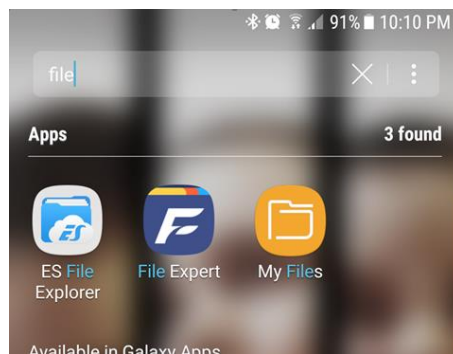
## Android Based Phones

### 1. Take & Save Photo

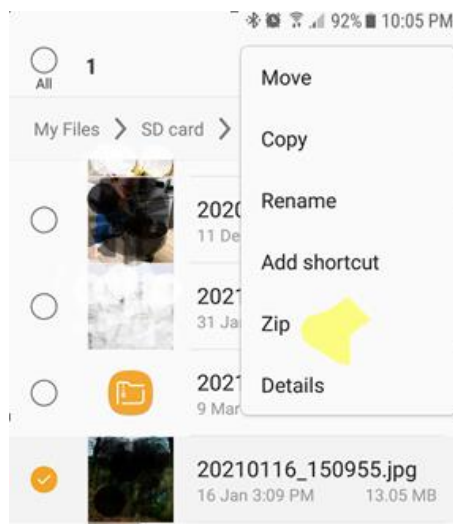
- Open the camera app and set the location setting ON
- Take the present factory floor or workplace photo
- View the photo in “Gallery”

### 2. Compress Photo in to a .ZIP file

- Open “My Files” app or another files management app available such as “File Expert”



- Locate the taken photo in the Camera directory or other used for saving photos
- Long press on the photo, the photo will be selected
- Click the dots icon on the top of the screen, menu will open



- Click “Compress” or “Zip” option, a .ZIP file creation option will open
- Click “OK” or “ZIP” and the .ZIP file will be created in the same directory

### **3. Upload the .ZIP file**

- Open the "Photo Upload Link" from the invitation email in the mobile device browser
- Click "Select Files", a select an action menu will open
- Click "Documents"
- Navigate to the directory the .ZIP file was saved. It will be the same directory as the photo was saved in to.
- Long press the .ZIP file, the .ZIP file will be selected
- Click "Open"
- The .ZIP file upload will start after few seconds, there will be set of progress bars and information displayed on the screen. Once the process is completed, click "Close".
- If there are any issues with the photo inside the .ZIP file, an error message appears informing the user to adjust the camera location settings or take new photo no older than 24 hours.
- If the photo inside the .ZIP file is correct, a confirmation message appears, and the browser can be closed.