

INVOICING PROCESS

2nd January 2016

Generating invoices is an essential part of order management. Failing to attach invoices with products ordered will hamper the process. Therefore, the accounts of sellers who have more than 5 pending invoices will be made pending.

It is mandatory for a seller to print three copies of an invoice:

- The first one for the records of the said seller;
- The second one for the Logistics Partner; and
- The third one for the buyer.

Following are the reasons why attaching invoices with the orders is essential:

- An invoice is necessary for warranty requirements/statutory requirements.
- Filling in the mandatory details like IMEI number and other details is required for further reference.
- A buyer can save the invoice for future reference or requirements.
- To avoid seizing of shipment during transit.

Constructionwale.com will issue a warning to the seller on seller having 5 pending invoices. If the seller does not take the necessary corrective action, Constructionwale.com shall be entitled to make seller's account pending for a period of one month.

A seller's account shall be reactivated on submission of an action plan by the seller which should comprise of the following details:

- Proof that the invoices have been dispatched to the buyers.
- An efficient process flow which will ensure that the invoices will be attached on the products dispatched by the seller.