Private Sale Invoice | Broker User Guide

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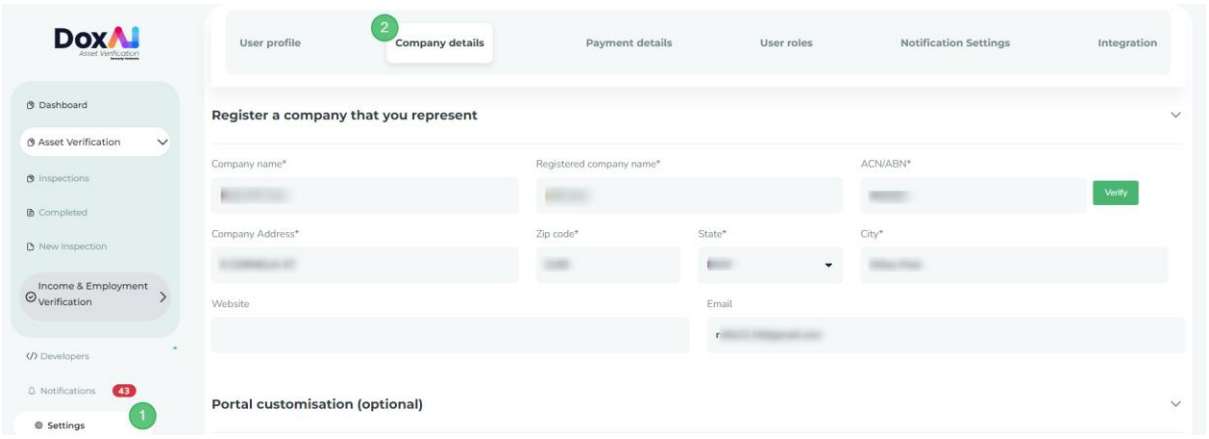
How to activate Private Sale Invoice (PSI) service?

If the selected Lender for the New Inspection request, has activated PSI- you will have options to generate Private Sale Invoice according to their preferred method.

As a Broker admin, you can generate Private Sale Invoice for your "No Lender" inspections. To enable the PSI preference go to **Settings->Company Details->Permissions-> Do you want your brokers to generate Private Sale Invoice for the seller?** to allow your brokers to generate PSI for your inspections. You can opt for one of the below options to enable PSI.

1. **Get Acknowledgement +E-Signature:** Seller will acknowledge and provide digital signature in the document.
2. **Get Acknowledgement only**: Seller will just share acknowledgement of the document.
3. **Allow user to choose**: Brokers will be prompted to select one of the above 2 options at run time.

Do not forget to click “Save & Update” to reflect the changes.

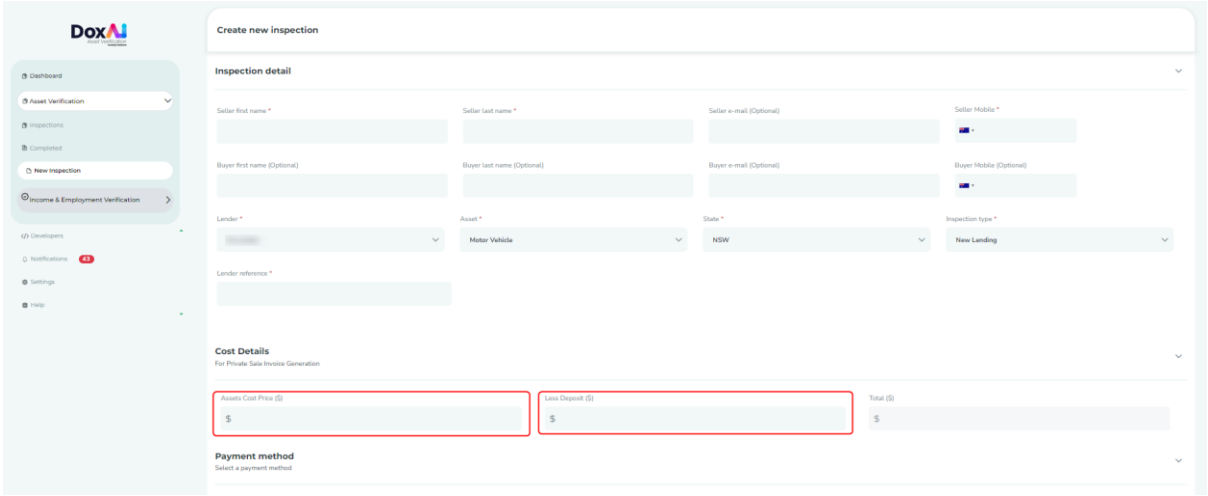


How does Private Sale Invoice (PSI) with Acknowledgement + E-Signature work for broker?

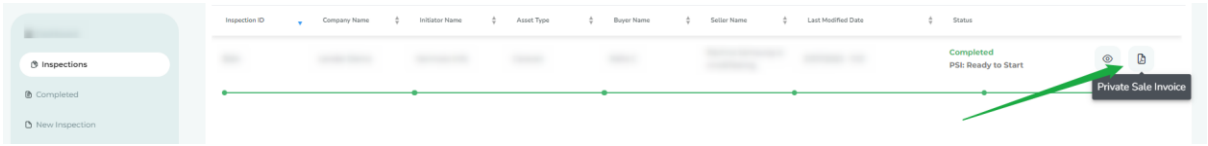
When PSI with **Get Acknowledgement + E-Signature** is enabled -

1. While creating a new inspection, you will see an optional “Cost Details” section, which will be an input for PSI. If the cost details are not available while creating the inspection, you can provide these details when you initiate the PSI after Asset verification report is

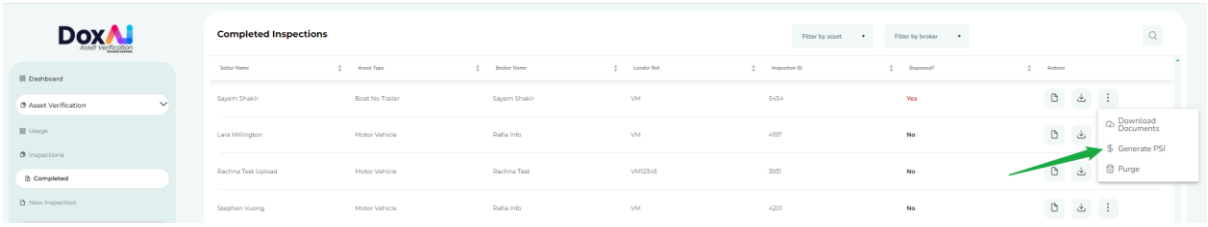
granted/completed.



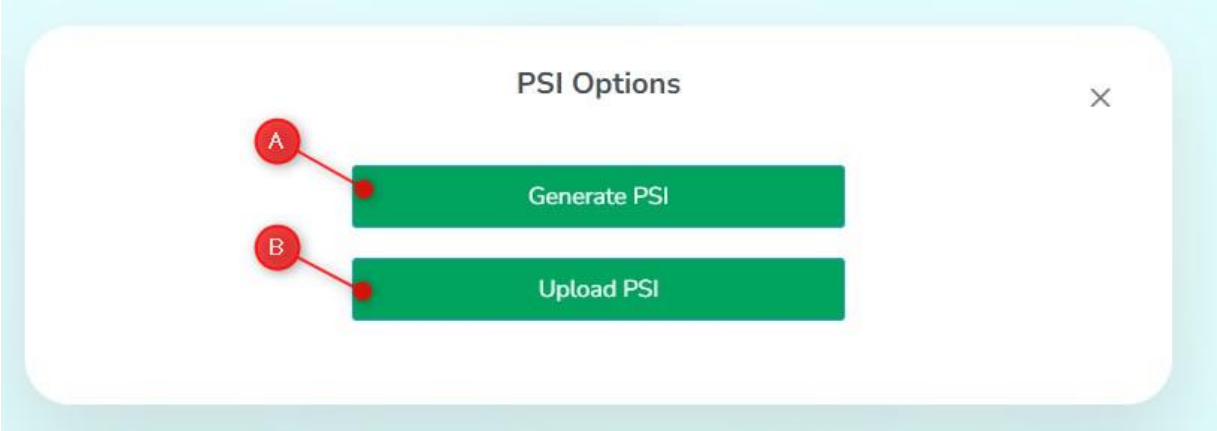
2. Once the report is “Completed”, the status will show “**PSI: Ready to Start**”. By clicking on the “ ” icon, you can start the PSI generation process.



You can also start the process from Completed tab by clicking Three dots and then “**Generate PSI**”.



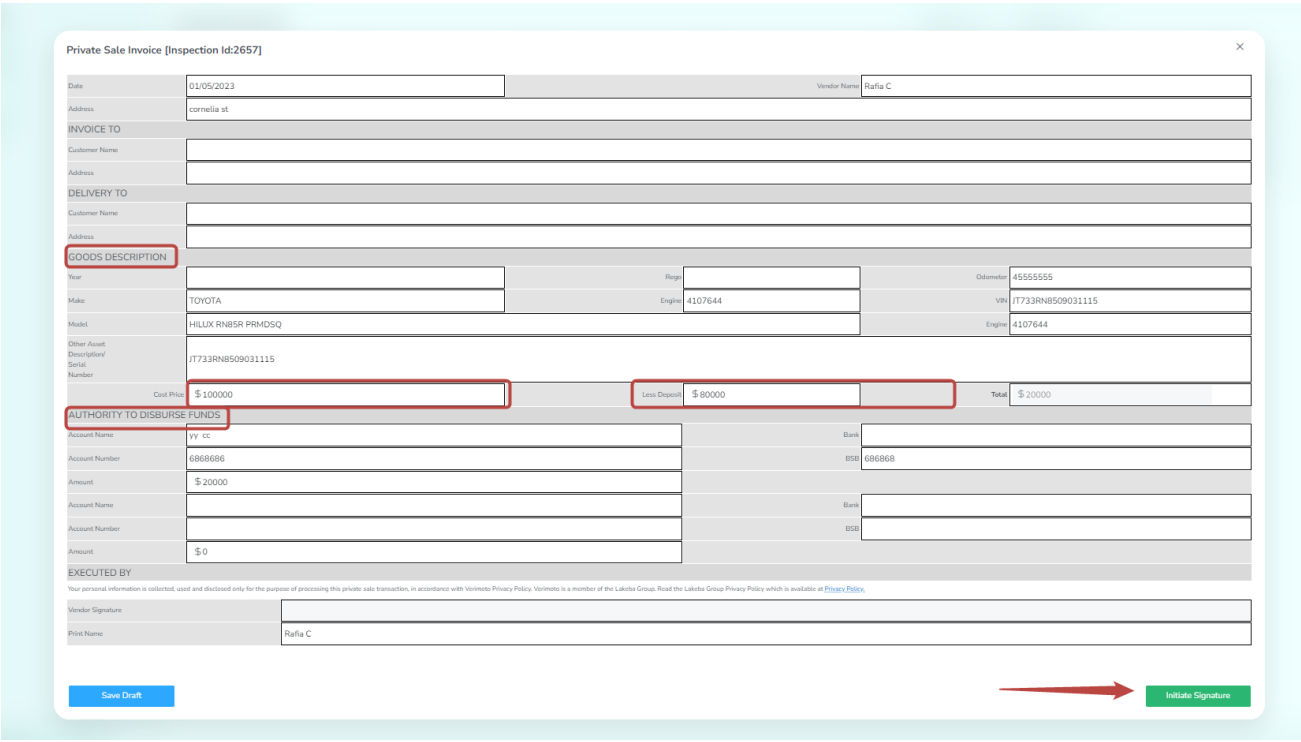
3. Next, you can proceed to select one of the below options, as applicable.
   - **A. Generate PSI-** Select this option when you want to use the predefined template, which will pre-populate the data collected from Asset report and PPSR.
   - **B. Upload PSI-** Upload your company’s PSI template and add the signature box on it to specify where you want the seller to submit their e-sign.



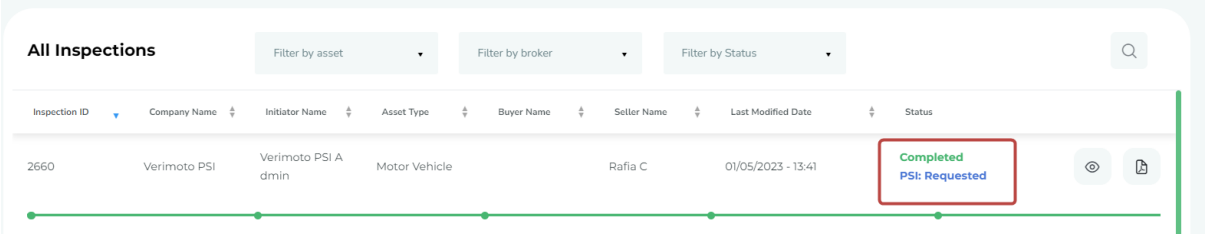
When you chose "**Generate PSI**",

- Goods Description will be pre-populated with data from PPSR and Asset report.
- Cost details will be pre-populated based on the initial input you provided while creating the inspection. You can edit it at this stage, if required.
- If cost details were not provided while creating the inspection, you can provide it at this stage.
- Authority to distribute funds will be pre-populated from the "Funds destination" provided by the seller. You can also add multiple account details, if needed.
- All the pre-populated details (except goods description) can be edited.

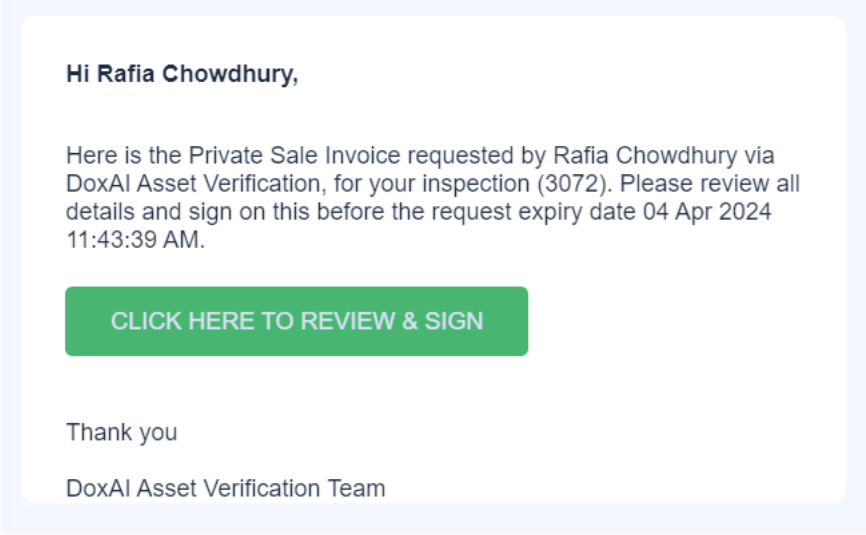
4. Once you have reviewed/edited and finalized the document, click on "**Initiate Signature**".



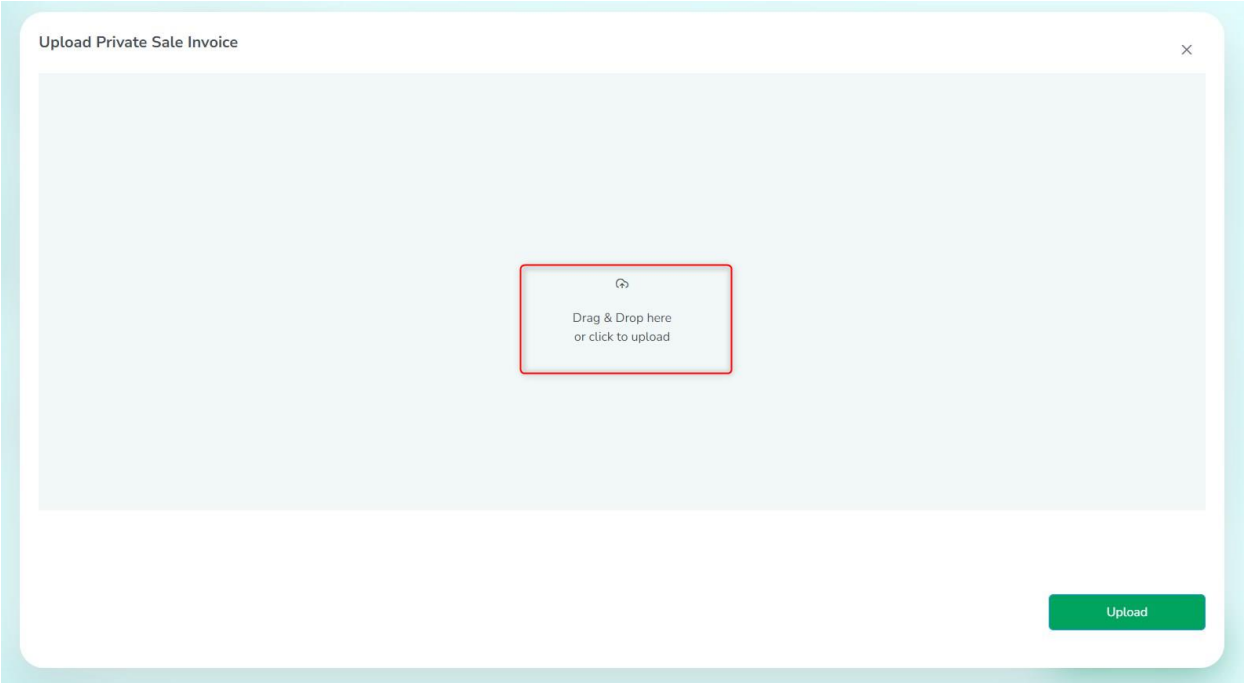
5. On click, "**Initiate Signature**", the status of the inspection will get updated in your dashboard with "PSI: Requested".



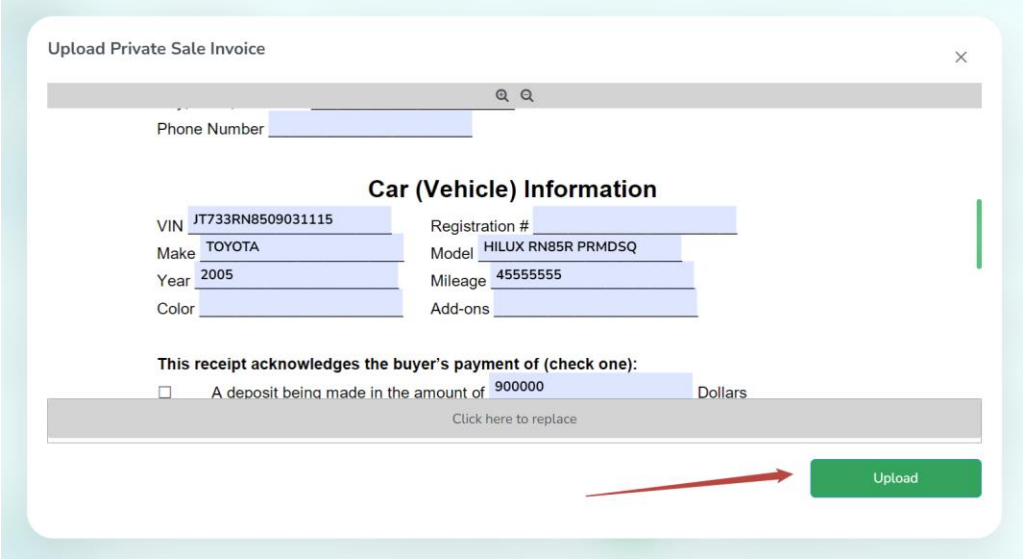
6. In parallel, the seller of the asset will receive an email request as below to sign the PSI document.



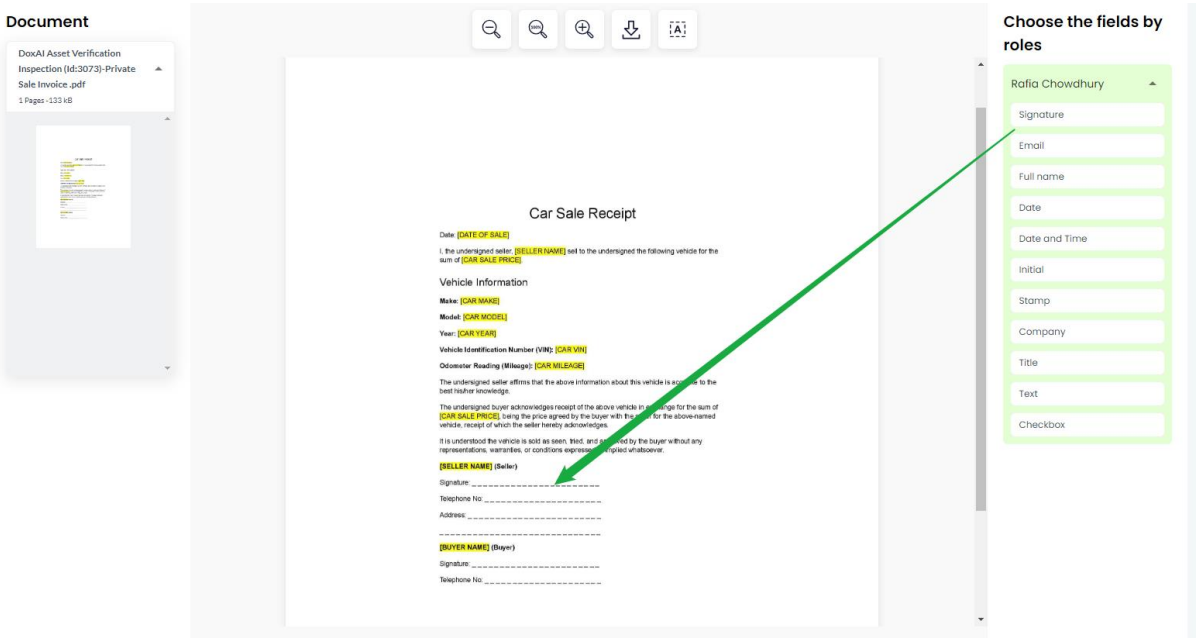
7. If you chose "**Upload PSI**", you can drag & drop the PSI document or browse to select the file.



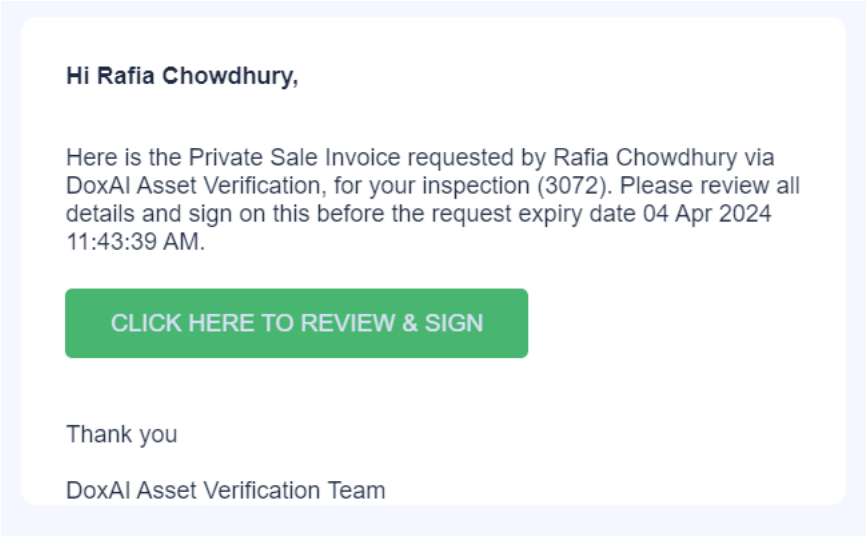
8. Select the document and click "**Upload**".



9. Once uploaded, drag and drop the signature field from right menu to the place where you want the seller to add the digital signature and click "**Save**". You can add any other available field from the right menu to the document, as required, and click "**Save**".



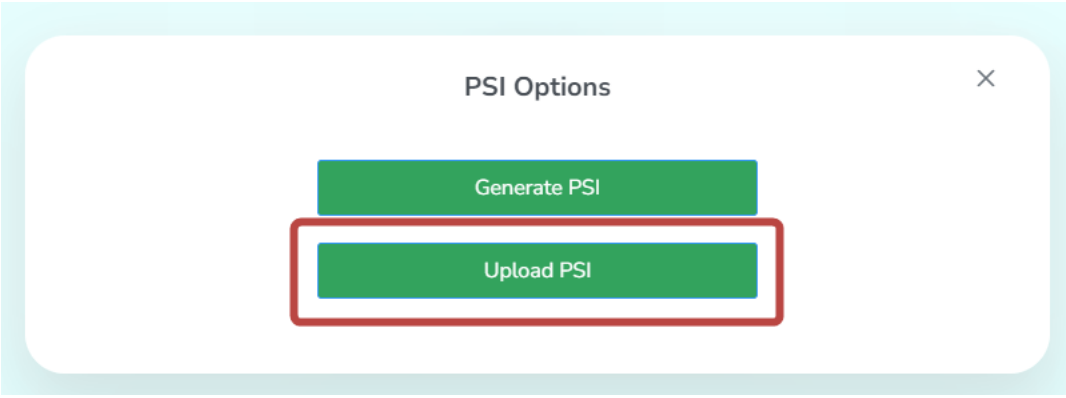
10. Seller will receive an email with a link to sign the PSI document, as shown in step 6 above.



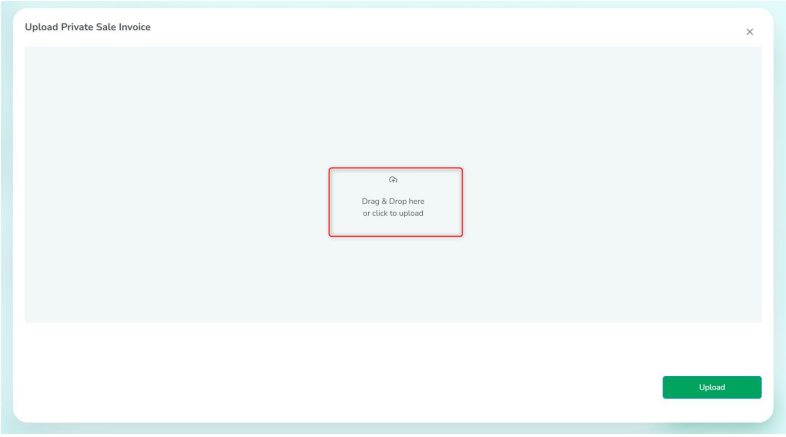
Can I upload my PSI document/template for seller's acknowledgement and signature?

Yes, you can upload your company defined PSI document and send it to seller for acknowledgement and digital signature. While creating the request for PSI,

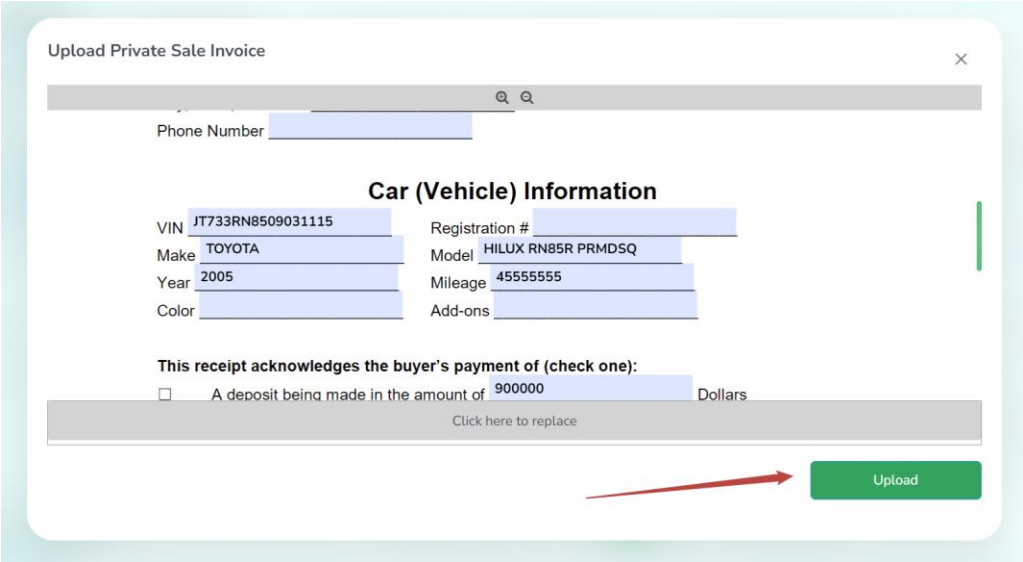
1. Choose the "Upload PSI" option in the below screen.



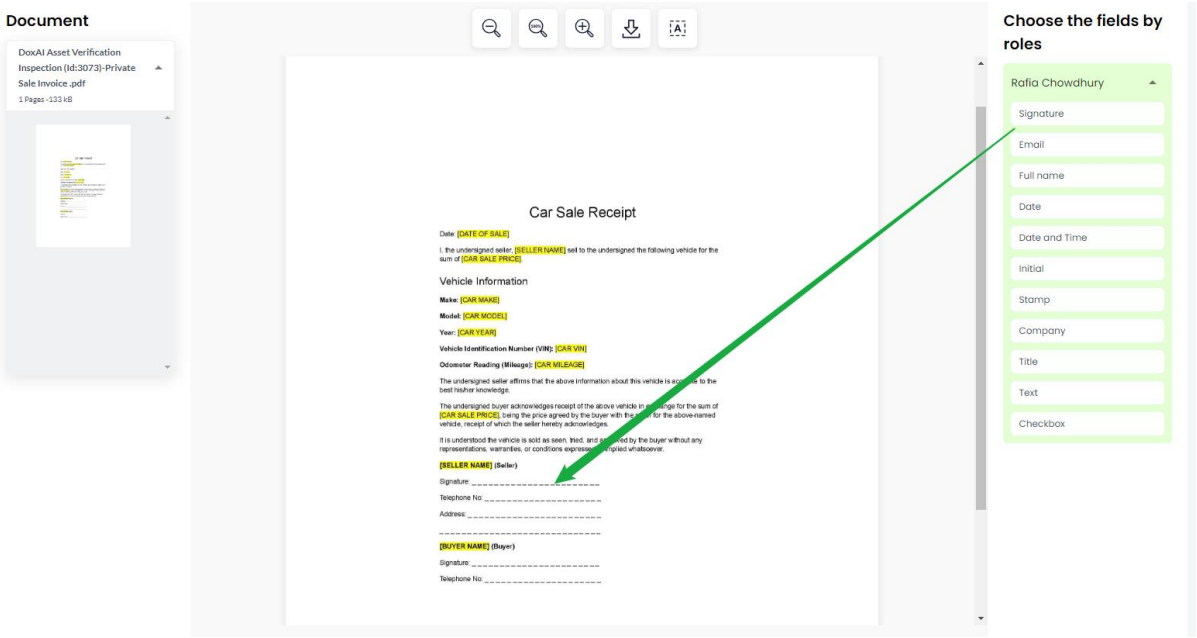
2. Next, you can drag & drop your document or browse to select the file.



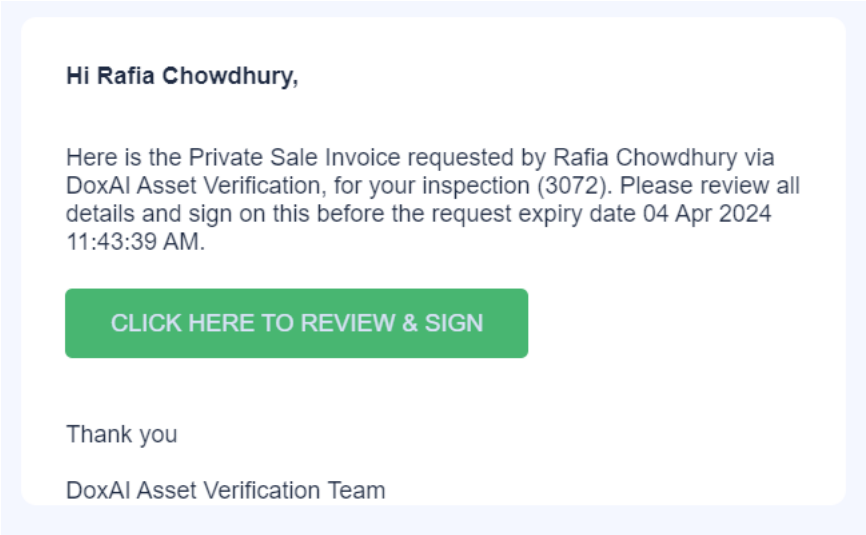
3. Select the document and click “**Upload**”.



4. Once uploaded, drag and drop the signature field from right menu to the place where you want the seller to add the digital signature and click “**Save**”. You can add any other available field from the right menu to the document, as required, and click “**Save**”.



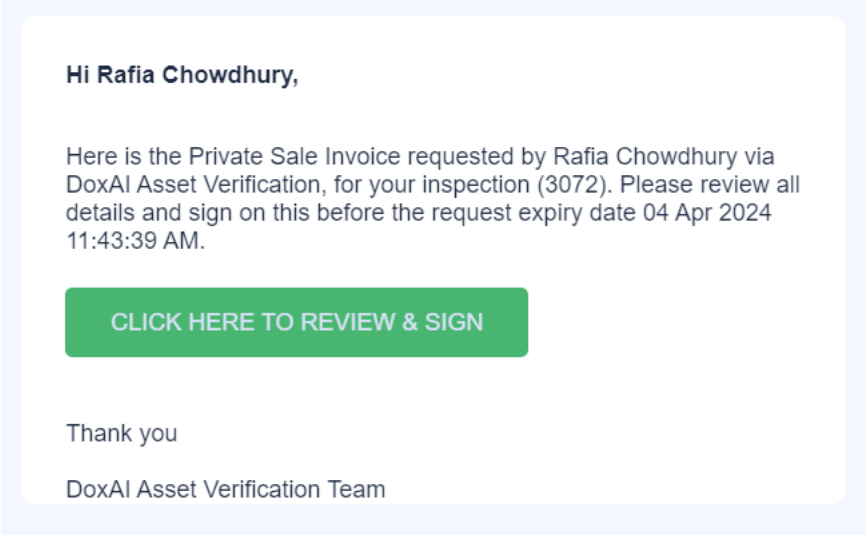
5. Seller will receive an email with a link to sign the PSI document.



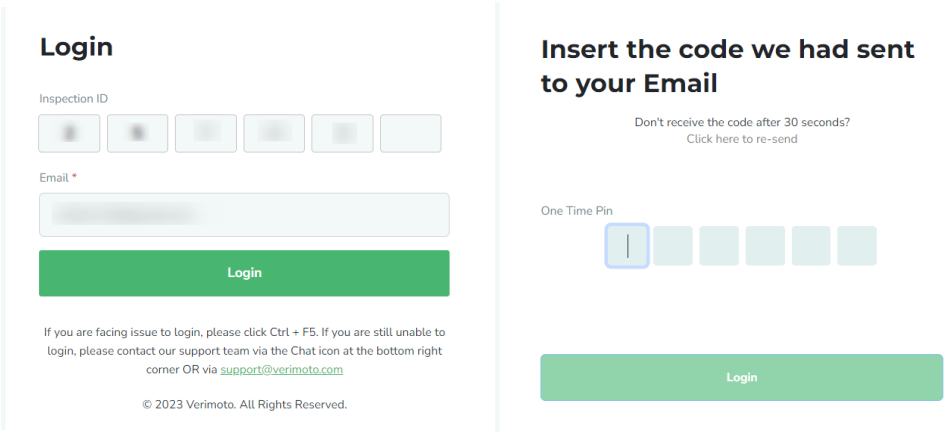
6. You can reupload the document after submitting it, however, on reupload, you will need to resubmit the request so that seller receives an updated link. The seller will receive an new email with the updated link in this case.

What are the steps for seller/vendor for PSI request with signature?

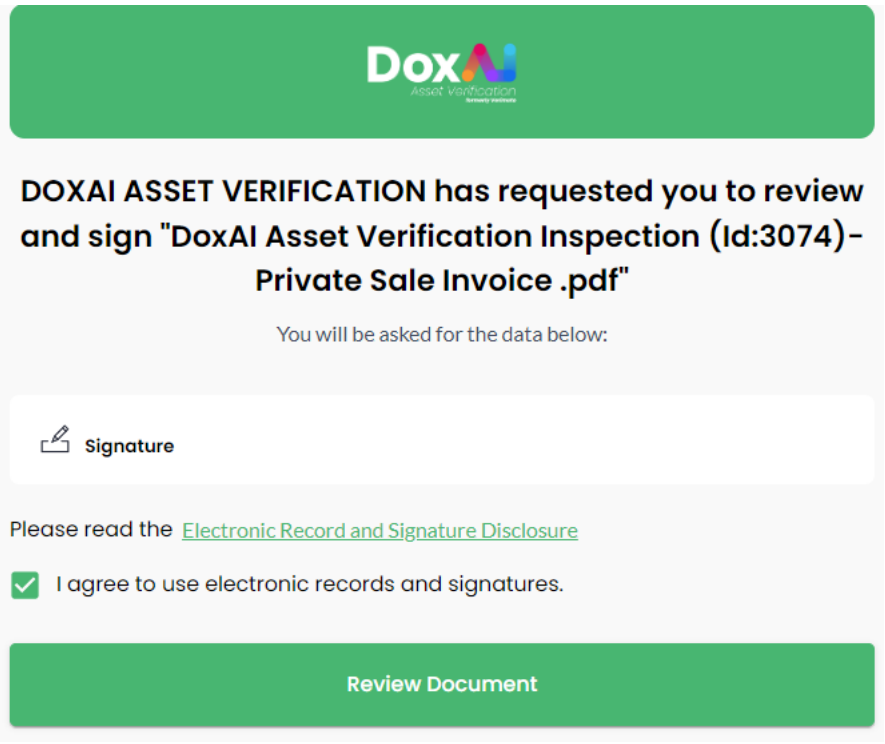
1. Once the PSI request is created, the seller of the asset will receive an email, as below, to sign the PSI document.



2. On click "**CLICK HERE TO REVIEW & SIGN**", seller will be re-directed to the login screen. On click "Login", Seller will receive a 6-digit One Time Pin in their email address.

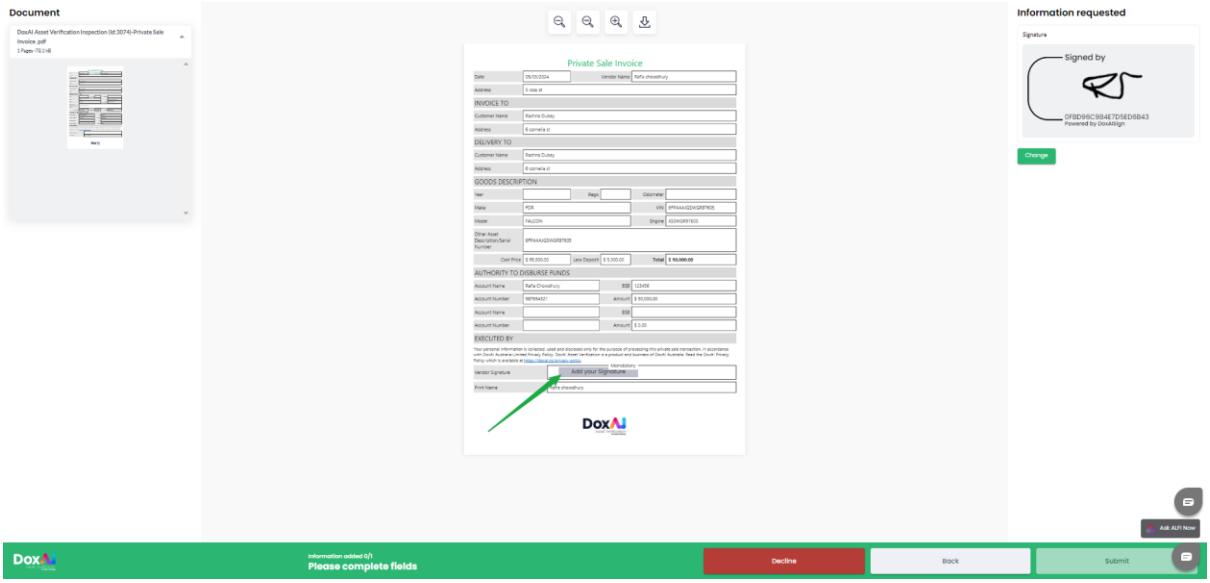


3. After providing the OTP, seller will be redirected to below page to agree to use electronic records and signature to review the document. Seller will tick the checkbox to agree and proceed to review the PSI document by clicking the **Review Document** button.

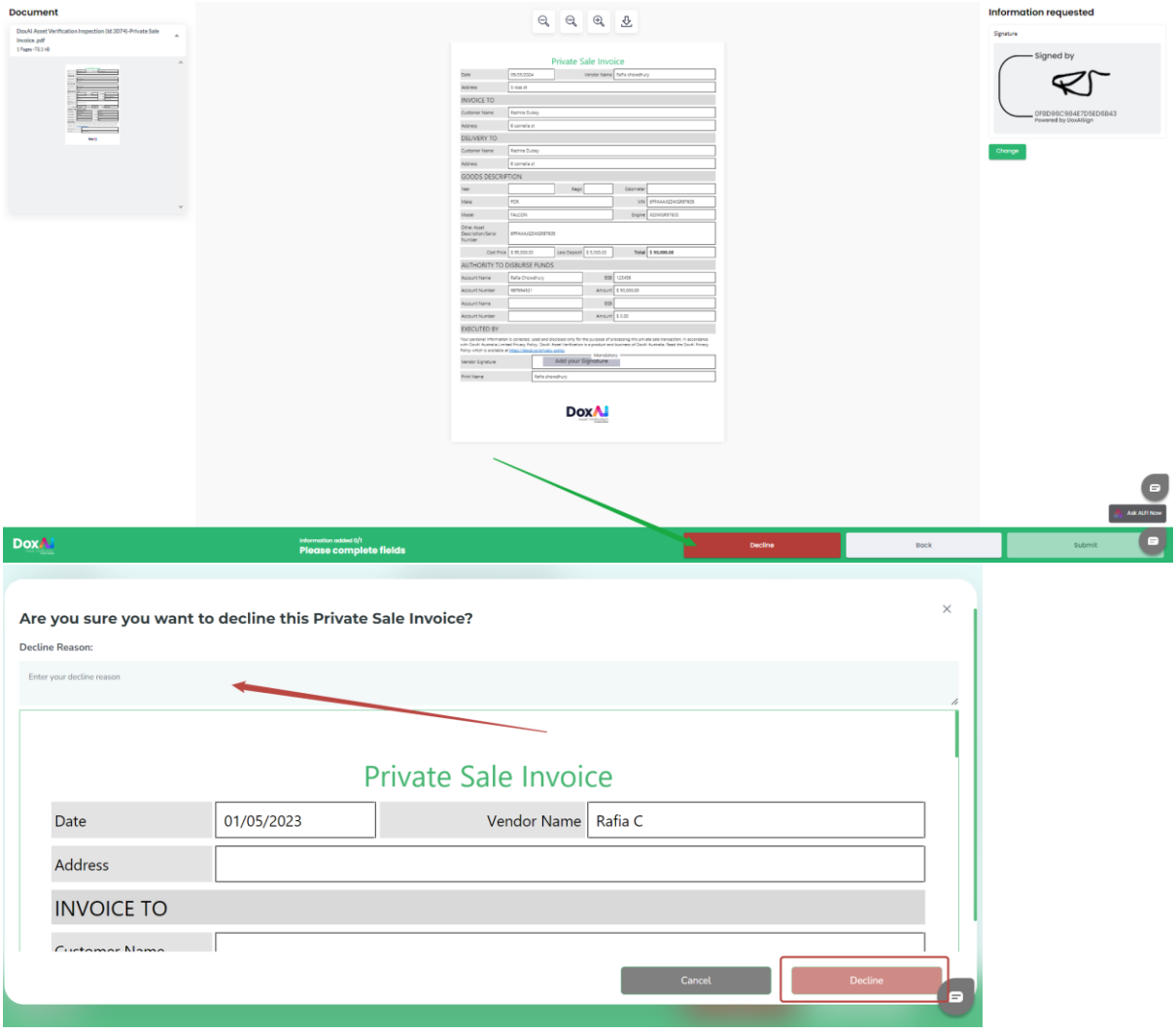


4. Seller can now review all the details and can either agree and sign or decline if any of the details need modification before they sign the document.

5. **Case 1 | Seller agrees with all details and provides digital signature:** In this case, seller will proceed to add/draw/upload their digital signature and submit the signed document document.

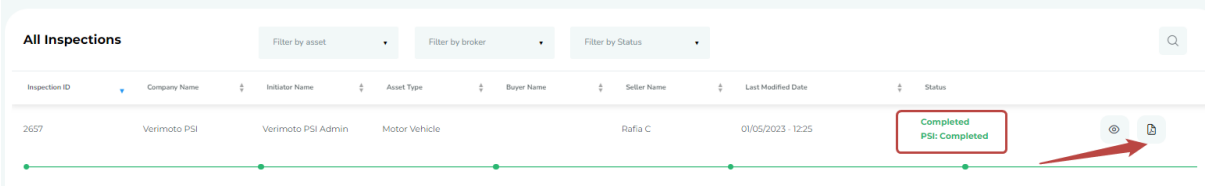


6. **Case 2 | Seller disagrees with some or all details and Decline:** In this case, the seller can click “Decline” and mention the reason.

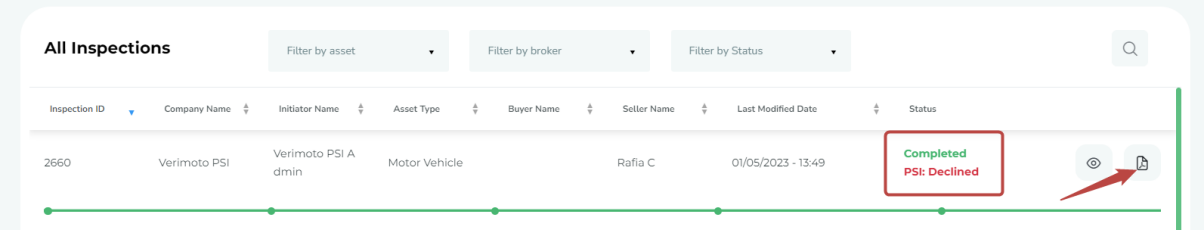


How do I track the status of PSI?

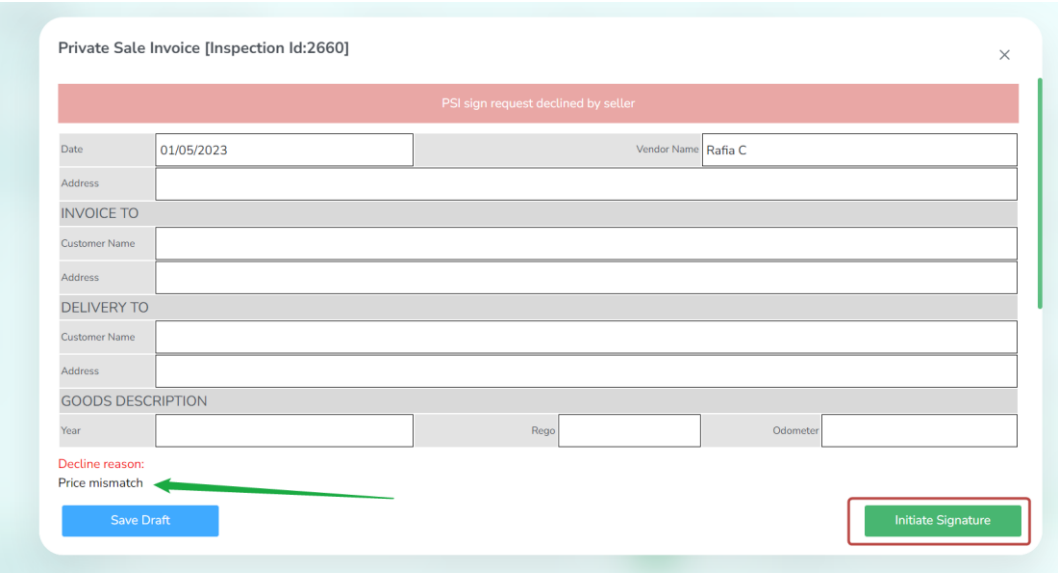
1. If PSI is signed and submitted by the seller, the status of the inspection will get updated in your dashboard with “**PSI: Completed**”. Click on the “ ” icon to view & download the signed PSI document.



2. If PSI is declined by the seller, the status of the inspection will also get updated as “**PSI: Declined**” in your dashboard. By clicking on the “ ” icon, you can view the reasons for decline.

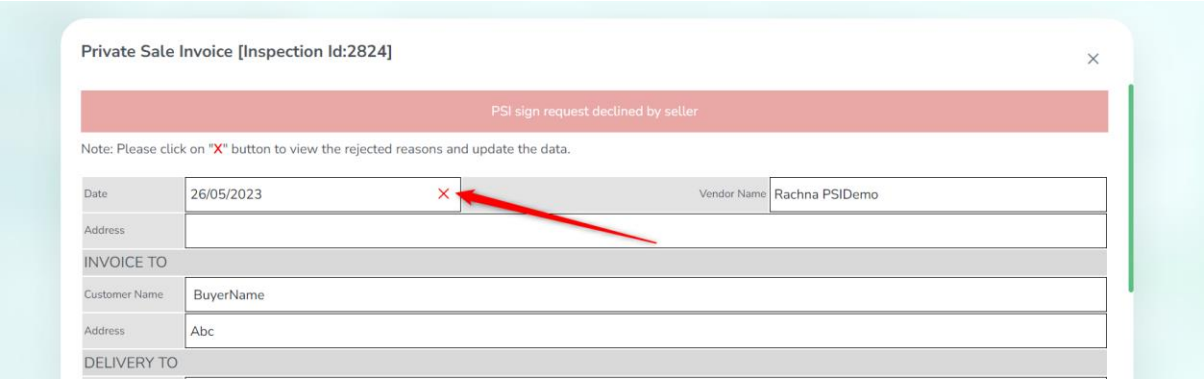


3. By clicking on the “ ” icon, you can view the reasons for decline. You can review and update the details based on declined reason and click on “**Initiate Signature**” to re-initiate the process and send email to the seller with the updated document link.

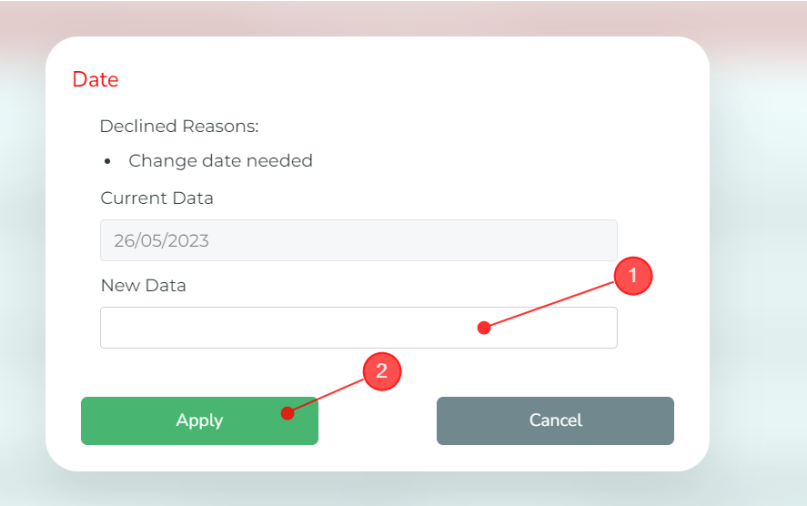


4. If the PSI was generated via portal (not uploaded), you can view the rejected reasons for specific fields and update the data in the portal to resend the request.

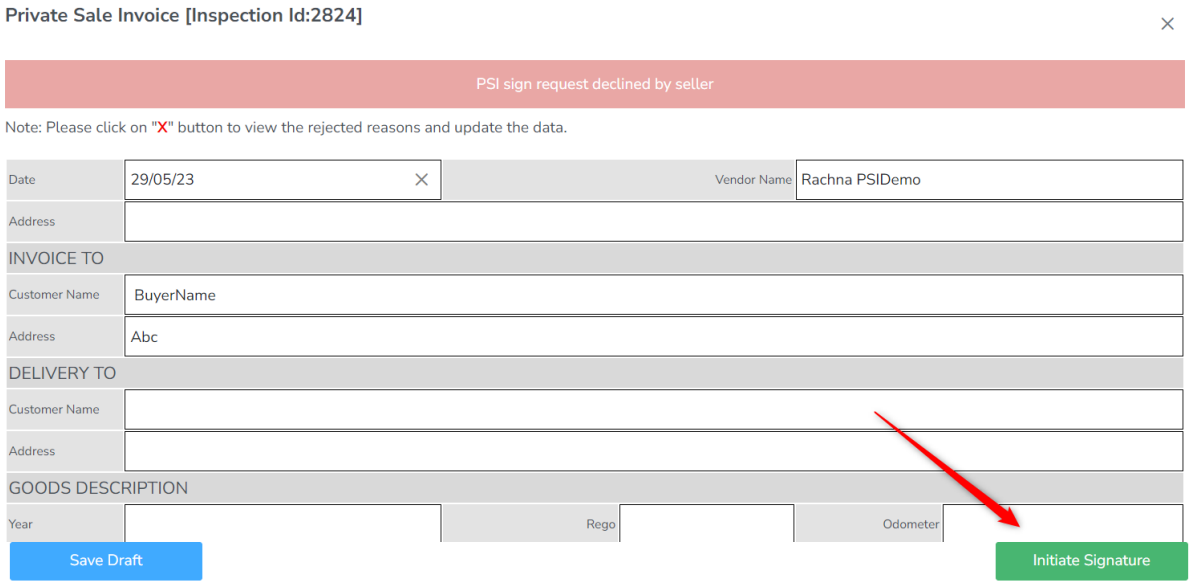
   -Click on the “X” to view the rejected reason of that field.



- Add the updated data in the “New data” field and click “Apply”.



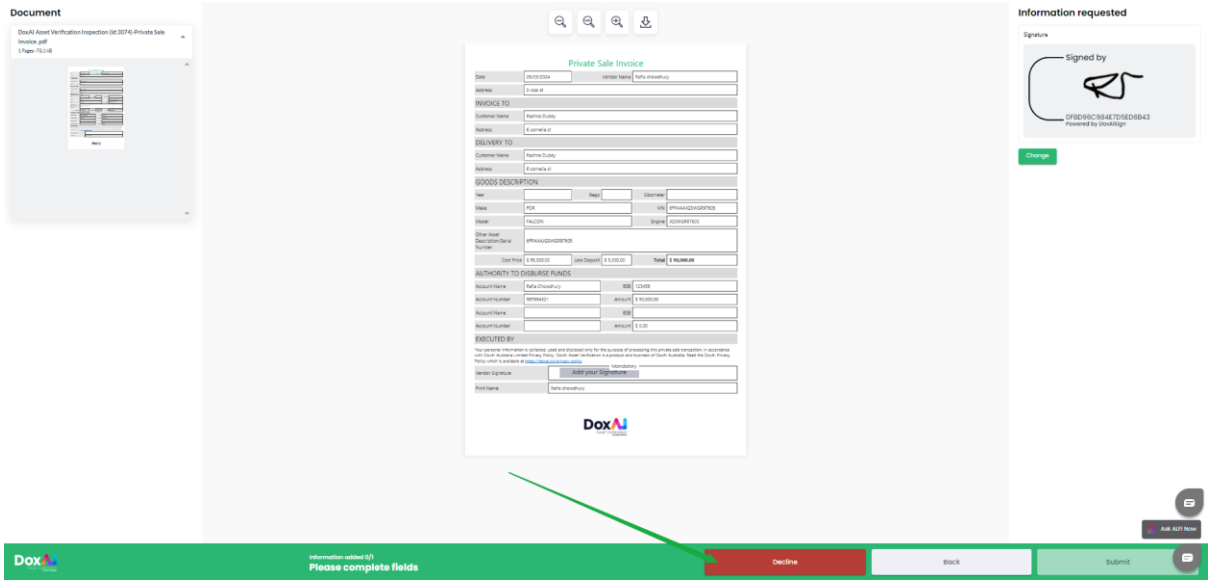
- Once the data has been updated, click on “Initiate the Signature”, and Seller will receive new request to sign the document.



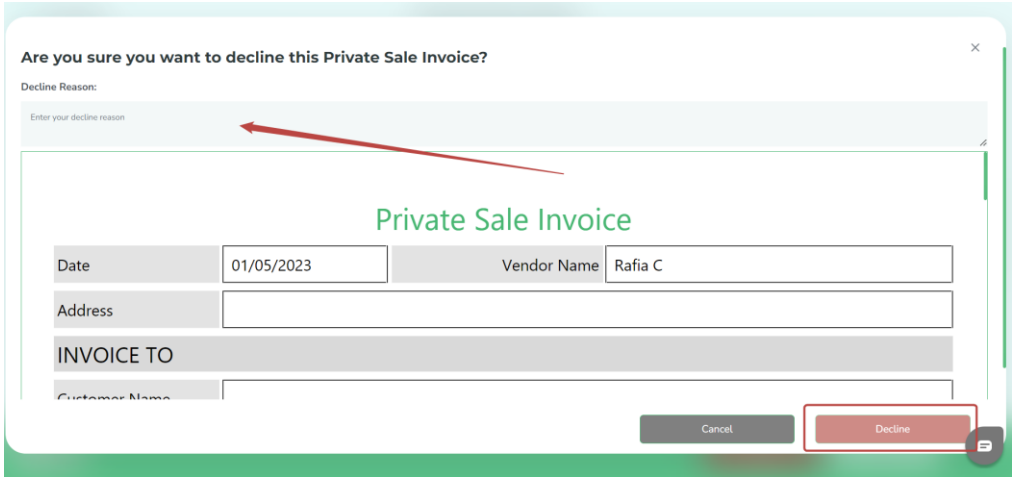
Can seller/vendor reject the PSI requested for signature?

Yes, in case of disagreement with any of the details mentioned in the PSI document, the seller can decline the request and mention the reasons.

The seller can click “**Decline**”.

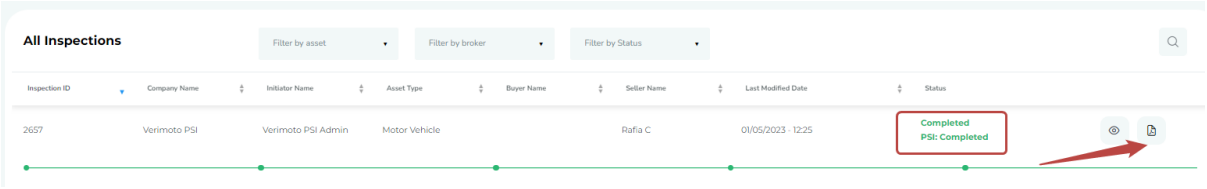


Next, on the decline screen mention the reason(s) and finally, click **Decline** to submit the reasons.

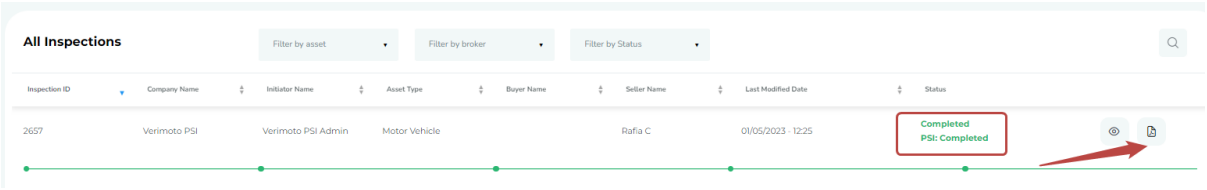


How to view/download the signed/acknowledged PSI document?

1. When PSI is signed & submitted or acknowledged & submitted by the seller, the status of the inspection will get updated in your dashboard with "**PSI: Completed**".
2. Click on the " " icon to view & download the signed PSI document.

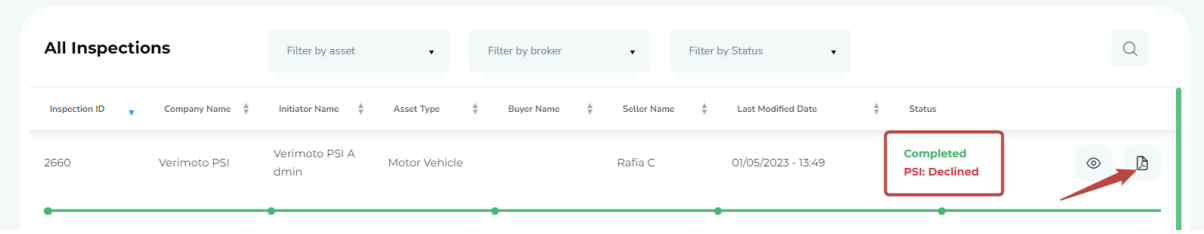


3. You can also view and download the signed PSI document from the Completed tab by clicking on three dots->"**View PSI**".

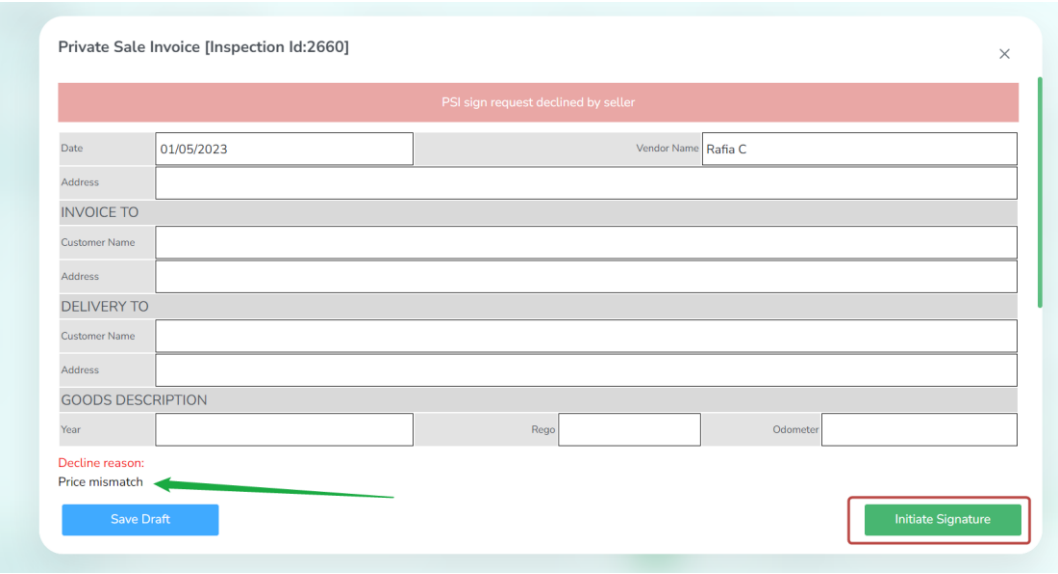


How to view the rejected reasons if a PSI document gets declined?

If PSI is declined by the seller, the status of the inspection will also get updated as "**PSI: Declined**" in your dashboard. By clicking on the " " icon, you can view the reasons for decline.

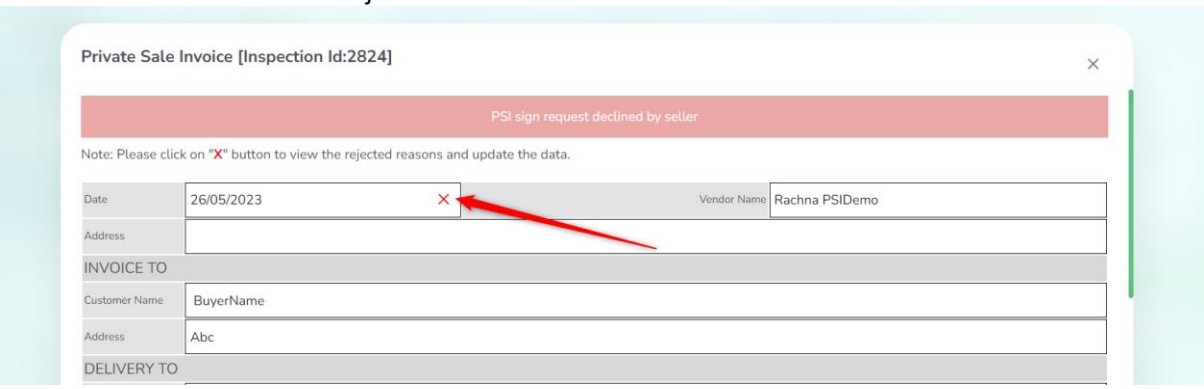


You can review and update the details based on declined reason and click on "**Initiate Signature**" to re-initiate the process and send email to the seller with the updated document link.

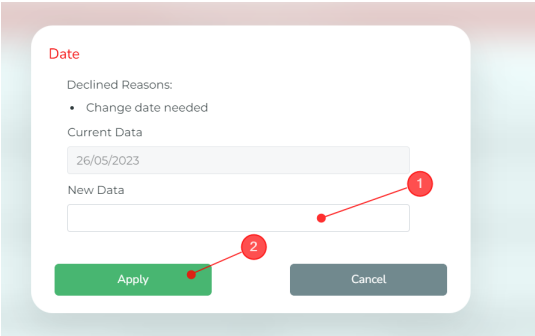


If the PSI was generated via portal (not uploaded), you can view the rejected reasons for specific fields and update the data in the portal to resend the request:

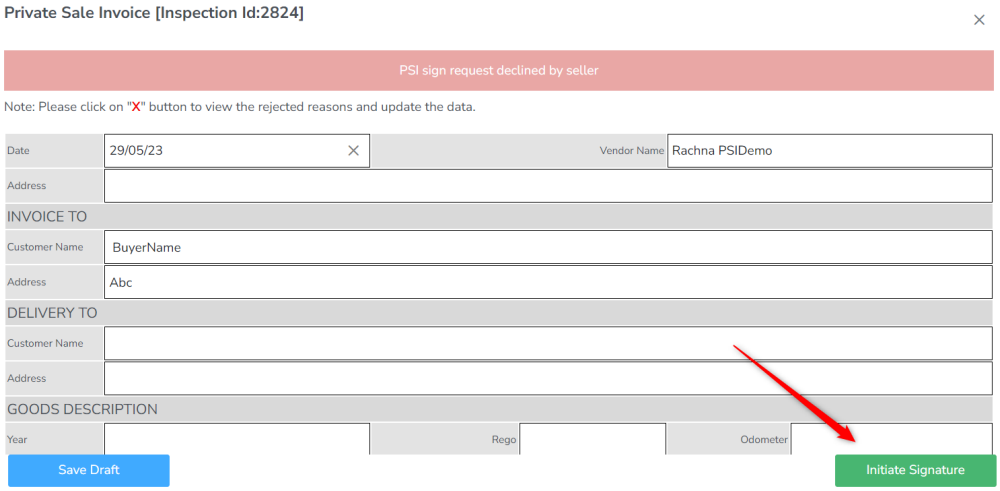
-Click on the "X" to view the rejected reason of that field.



-Add the updated data in the "New data" field and click "Apply".



- Once the data has been updated, click on “Initiate the Signature”, and Seller will receive new request to sign the document.

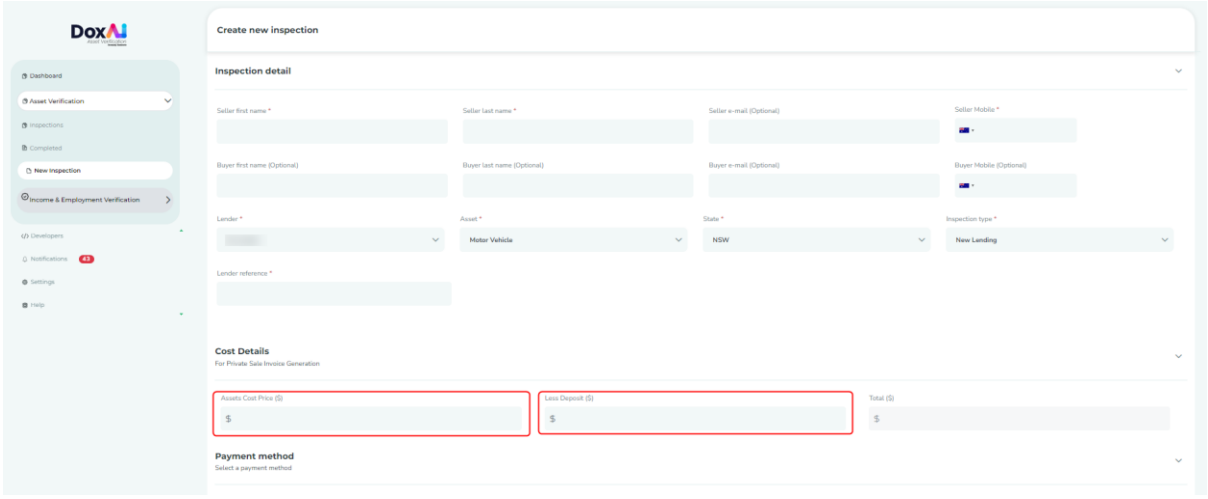


How does the Private Sale Invoice (PSI) with Acknowledgement only work?

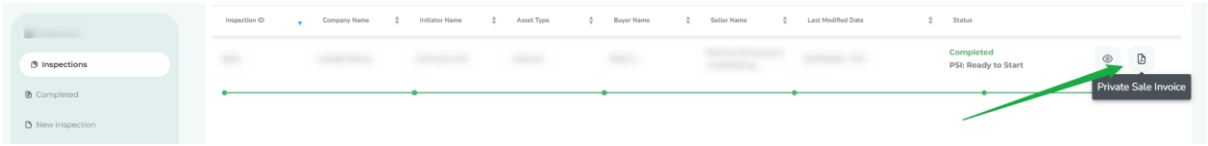
When PSI with **Get Acknowledgement only** is enabled for your company, follow the below steps.

1. While creating a new inspection, you will see an optional “Cost Details” section, which will be an input for PSI. If the cost details are not available while creating the inspection, you can provide these details when you initiate the PSI after Asset verification report is

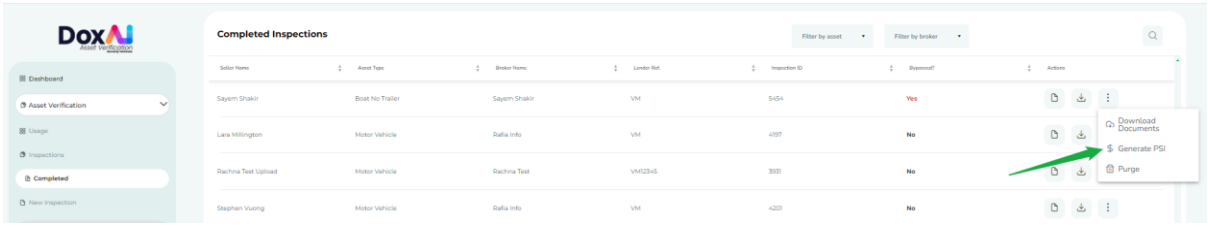
granted/completed.



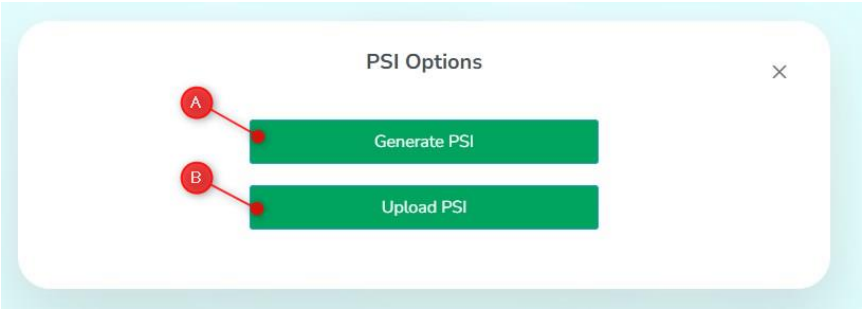
2. Once the report is “Completed”, the status will show “**PSI: Ready to Start**”. By clicking on the “ ” icon, you can start the PSI generation process.



You can also start the process from Completed tab by clicking Three dots and then “**Generate PSI**”.



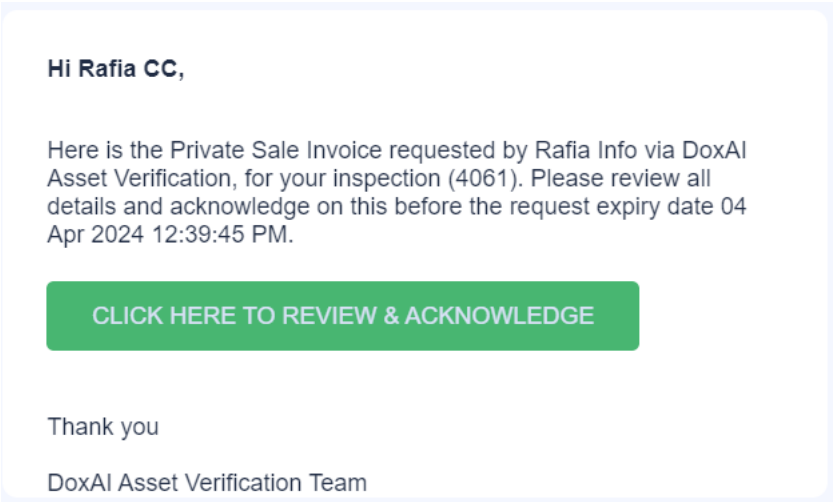
3. Next, you can proceed to select one of the below options, as applicable.
   - **A. Generate PSI-** Select this option when you want to use the predefined template, which will pre-populate the data collected from Asset report and PPSR.
   - **B. Upload PSI-** Upload your company’s PSI template and submit it to seller for acknowledgement.



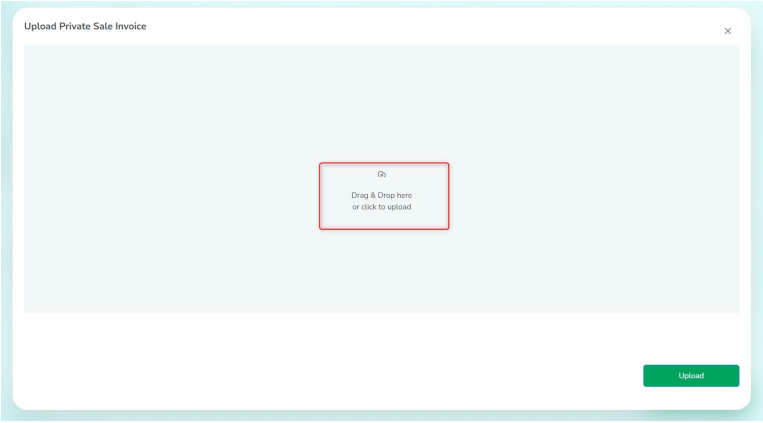
When you choose “**Generate PSI**”,

- Goods Description will be pre-populated with data from PPSR and Asset report.
- Cost details will be pre-populated based on the initial input you provided while creating the inspection. You can edit it at this stage, if required.
- If cost details were not provided while creating the inspection, you can provide it at this stage.
- Authority to distribute funds will be pre-populated from the “Funds destination” provided by the seller. You can also add multiple account details, if needed.
- All the pre-populated details (except goods description) can be edited.

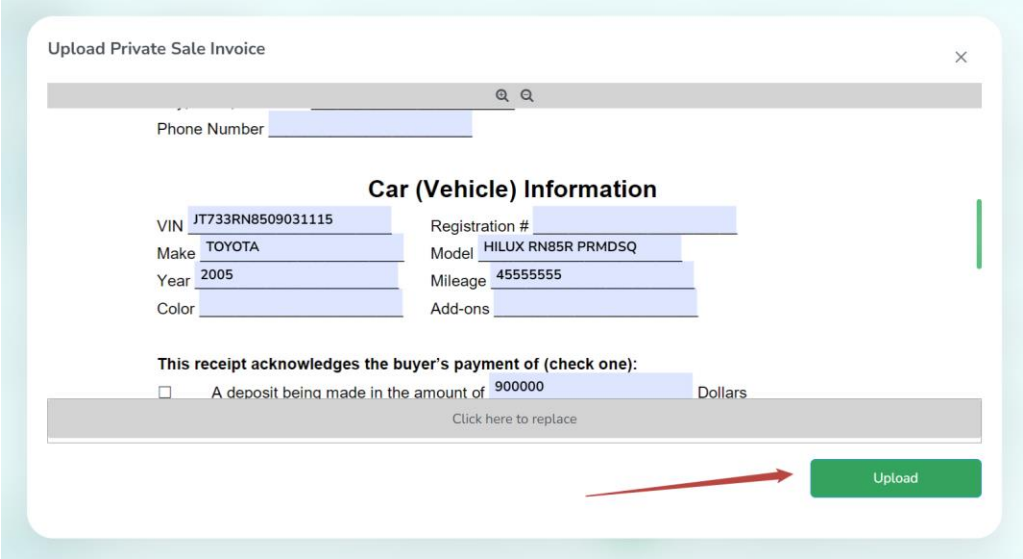
4. Finally, you can review and edit the details and submit the PSI to the seller for acknowledgement.
5. Once PSI is submitted, the seller of the asset will receive an email request as below to sign the PSI document.



6. If you chose “**Upload PSI**”, you can drag & drop the PSI document or browse to select the file.



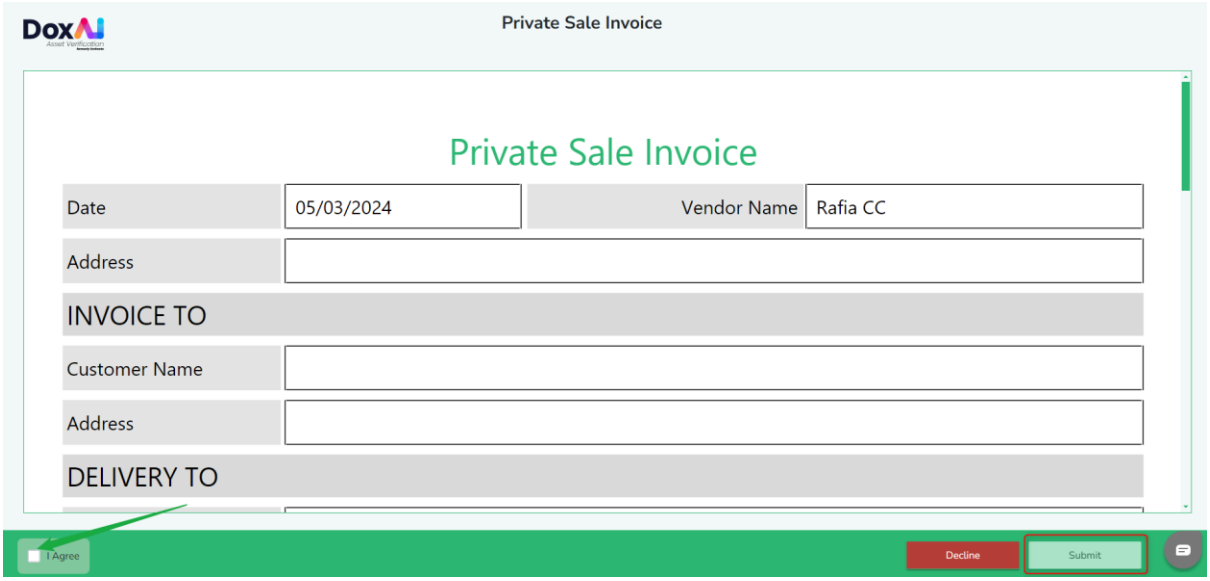
7. Select the document and click “**Upload**”.



8. The seller of the asset will receive an email to review and acknowledge the PSI document.

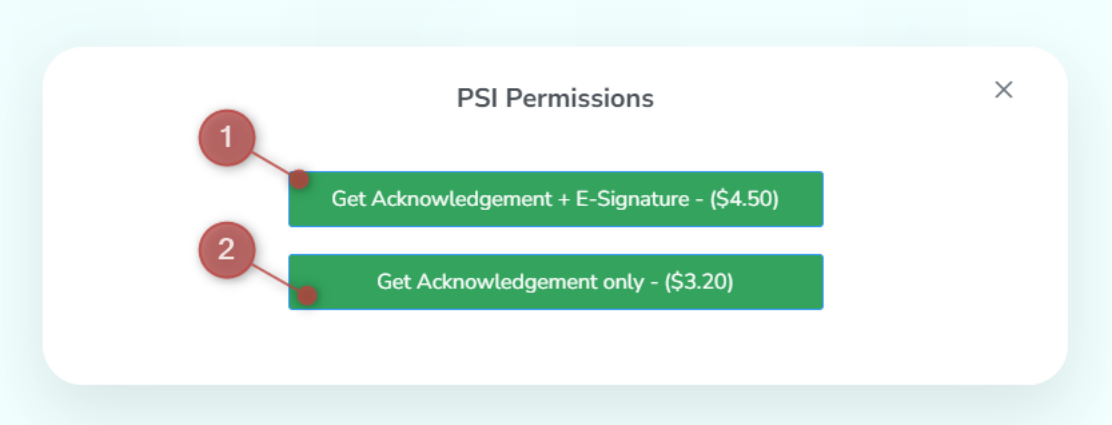
What does the seller see in case of Private Sale Invoice (PSI) with Acknowledgement only?

1. In case of PSI with acknowledgement only from seller, the seller will have a tick-box labelled with "**I Agree**" to provide acknowledgement on the document and submit the same. They will not be asked to provide their signature on the document.



2. The seller can choose to click "**Decline**" if they do not agree with the submitted details.
3. Based on seller's selection, the status will get updated for the request initiator.

Can I enable both options for PSI with and without signature to allow the users to choose it on the go as required?

Yes, in the PSI settings you can select “Allow user to choose”. This will allow the initiator to opt for any the below options when you initiate the PSI for any completed inspection. The cost is per request and excluding GST.

The “**Generate PSI**” will give you two options as shown below.