

# Private Sale Invoice | User Guide



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## How to activate Private Sale Invoice (PSI) service?

Write to [support@verimoto.com](mailto:support@verimoto.com) and mention about your interest to activate this service. Indicate whether you want to activate this service with or without digital signature. Service usage & activation fee applies.

Private Sale Invoice (PSI) can be sent to the seller to e-sign/acknowledge only when,

1. PSI is enabled for your lender company by Verimoto admin AND
2. The Asset verification report is completed.

## How to update Private Sale Invoice (PSI) preferences?

As a lender admin, you can update the PSI preference from **Settings->Company Details-> Do you want your brokers to generate Private Sale Invoice for the seller?** to allow lenders and brokers to generate PSI for your inspections. You can opt for one of the below options to enable PSI.

1. **Receive Acknowledgement +E-Signature:** Seller will acknowledge and provide digital signature in the document.
2. **Receive Acknowledgement only:** Seller will just share acknowledgement of the document.
3. **Allow user to choose:** Lender/Broker 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.

Do you want your brokers to generate Private Sale Invoice for the seller?

- Do not allow
- Receive Acknowledgement + E-Signature - (\$4.50)  
(The monthly invoice will include the PSI request charges at a rate of \$4.50 per request.)
- Receive Acknowledgement only - (\$3.20)  
(The monthly invoice will include the PSI request charges at a rate of \$3.20 per request.)
- Allow user to choose  
(The monthly invoice will include the PSI request charges at a rate of either \$4.50 or \$3.20 per request, based on the option selected at runtime.)

Lodge details


Save & Update

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

When PSI with **Receive Acknowledgement + E-Signature** is enabled for your lender company, all lenders and brokers having visibility to your lender company will see PSI option on the completed inspections. Refer to the below detailed 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.

The screenshot shows the 'Create new inspection' form. The 'Inspection detail' section includes fields for Seller first/last name, Seller e-mail (Optional), Seller Mobile, Buyer first/last name (Optional), Buyer e-mail (Optional), Buyer Mobile (Optional), Lender, Asset, State, and Inspection type. The 'More Information' section has a toggle for 'Is the Rogp already transferred on Buyer's name?'. The 'Cost Details' section, highlighted with a green box, includes 'Assets Cost Price (\$)', 'Loan Deposit (\$)', and 'Total (\$)'.

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.

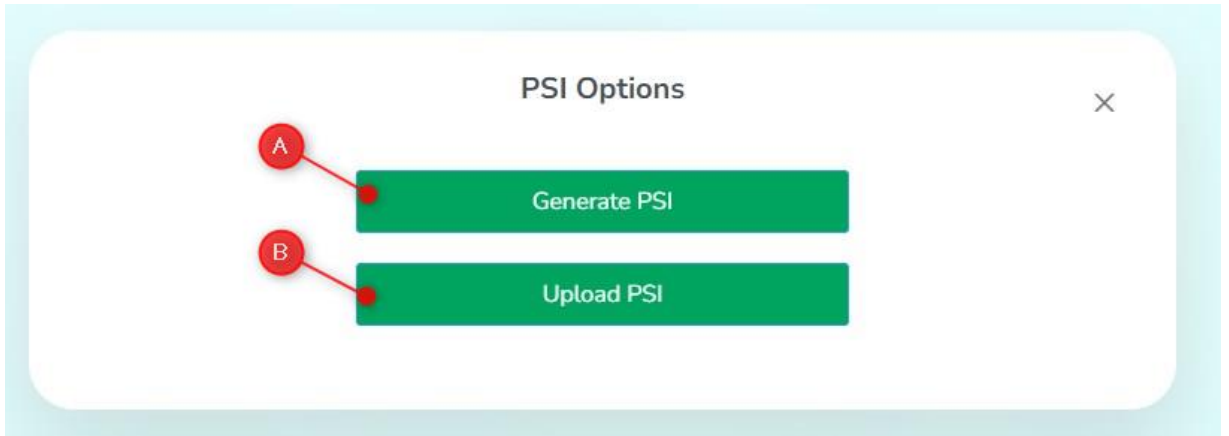
The screenshot shows a table of inspections. The status is 'Completed' and 'PSI: Ready to Start'. A green arrow points to a document icon in the actions column, which opens a 'Private Sale Invoice' modal.

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

The screenshot shows the 'Completed Inspections' table. A green arrow points to the 'Generate PSI' option in the actions menu for the first row.

Seller Name	Asset Type	Broker Name	Lender Ref.	Inspection ID	BuyerID	Action
Sayem Shakir	Boat No Trailer	Sayem Shakir	VM	5154	Yes	[Download Documents] [Generate PSI] [Purge]
Lara Millington	Motor Vehicle	Rafia Info	VM	4097	No	[Download Documents] [Generate PSI] [Purge]
Rachna Test Upload	Motor Vehicle	Rachna Test	VM2345	355	No	[Download Documents] [Generate PSI] [Purge]
Stephen Vuong	Motor Vehicle	Rafia Info	VM	4201	No	[Download Documents] [Generate PSI] [Purge]

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.

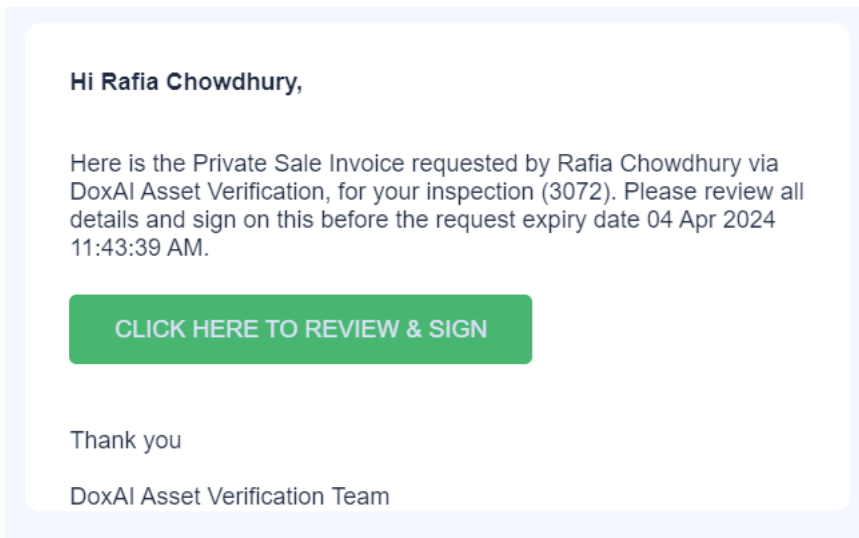
4. Once you have reviewed/edited and finalized the document, click on **“Initiate Signature”**.

 A screenshot of a "Private Sale Invoice" form for inspection ID 2657. The form includes fields for Date (01/05/2023), Vendor Name (Rafia C), and Address (cornelia st). It has sections for "INVOICE TO" and "DELIVERY TO" with fields for Customer Name and Address. The "GOODS DESCRIPTION" section contains fields for Year, Make (TOYOTA), Model (HILUX RNBSR PRMDSQ), Plate (4107644), Odometer (4555555), VIN (JT733RN8509031115), and Engine (4107644). The "AUTHORITY TO DISBURSE FUNDS" section includes fields for Cost Price (\$100000), Less Deposit (\$90000), and Total (\$20000). Below this are fields for Account Name, Account Number, and Amount for two different banks. At the bottom, there are fields for Vendor Signature and Print Name (Rafia C). A red arrow points from the right side of the form to a green "Initiate Signature" button. A blue "Save Draft" button is also visible at the bottom left.

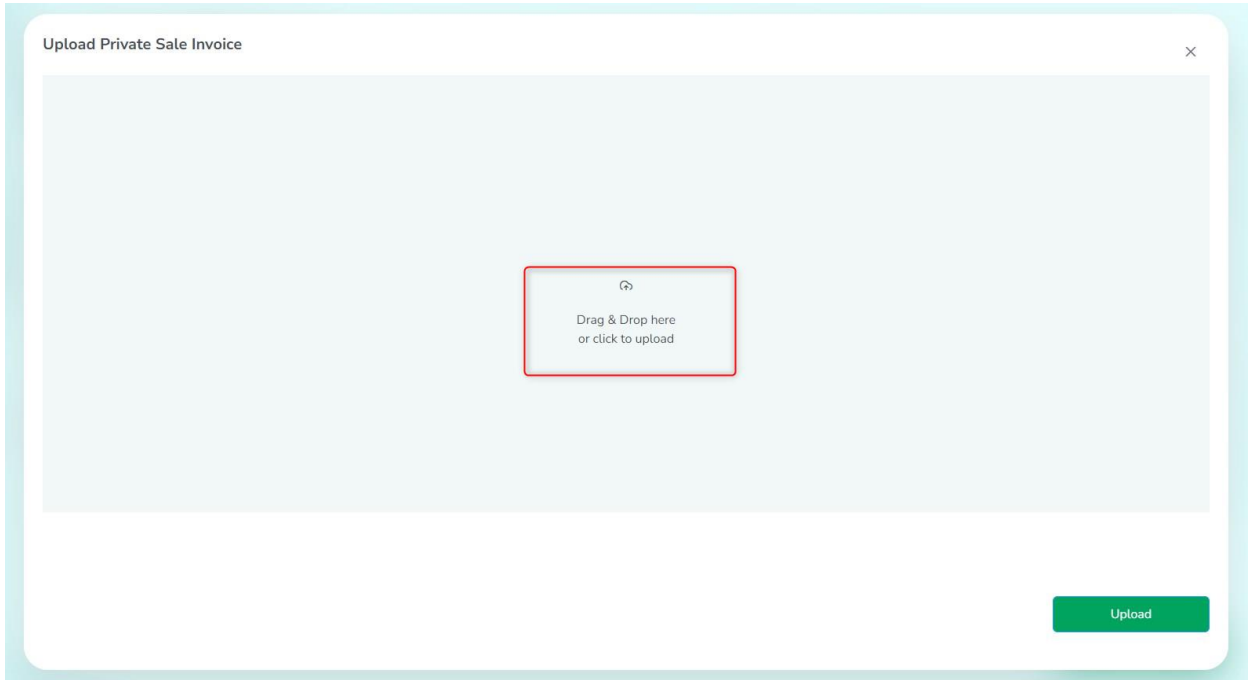
5. On click, **“Initiate Signature”**, the status of the inspection will get updated in your dashboard with **“PSI: Requested”**.

All Inspections								Filter by asset	Filter by broker	Filter by Status	Search
Inspection ID	Company Name	Initiator Name	Asset Type	Buyer Name	Seller Name	Last Modified Date	Status				
2660	Verimoto PSI	Verimoto PSI Admin	Motor Vehicle		Rafia C	01/05/2023 - 13:41	Completed 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”**.

Upload Private Sale Invoice ✕

---

Phone Number

### Car (Vehicle) Information

VIN	JT733RN8509031115	Registration #	<input type="text"/>
Make	TOYOTA	Model	HILUX RN85R PRMDSQ
Year	2005	Mileage	45555555
Color	<input type="text"/>	Add-ons	<input type="text"/>

**This receipt acknowledges the buyer's payment of (check one):**

A deposit being made in the amount of  Dollars

[Click here to replace](#)

Upload

- 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”**.

**Document**

DoxAI Asset Verification  
Inspection (d:3073)-Private  
Sale Invoice .pdf  
1 Pages - 133 KB

🔍 🔍 🔍 📄 🔍

### Car Sale Receipt

Date: [DATE OF SALE]

I, the undersigned seller, [SELLER NAME] set to the undersigned the following vehicle for the sum of [CAR SALE PRICE]

**Vehicle Information**

Make: [CAR MAKE]  
Model: [CAR MODEL]  
Year: [CAR YEAR]  
Vehicle Identification Number (VIN): [CAR VIN]  
Odometer Reading (Mileage): [CAR MILEAGE]

The undersigned seller affirms that the above information about this vehicle is accurate to the best of their knowledge.

The undersigned buyer acknowledges receipt of the above vehicle in exchange for the sum of [CAR SALE PRICE], being the price agreed by the buyer with the seller for the above-named vehicle, receipt of which the seller hereby acknowledges.

**[SELLER NAME] (Seller)**  
Signature: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Address: \_\_\_\_\_

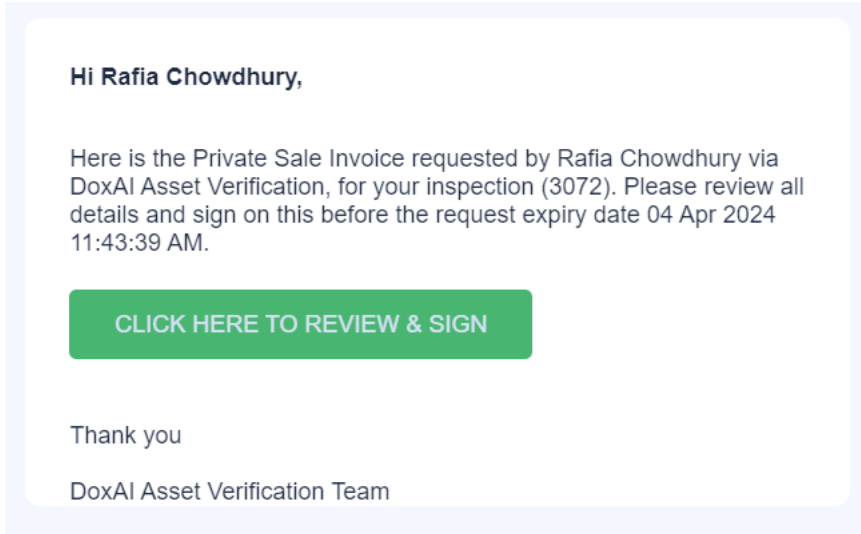
**[BUYER NAME] (Buyer)**  
Signature: \_\_\_\_\_  
Telephone No: \_\_\_\_\_

**Choose the fields by roles**

Rafia Chowdhury

- Signature
- Email
- Full name
- Date
- Date and Time
- Initial
- Stamp
- Company
- Title
- Text
- Checkbox

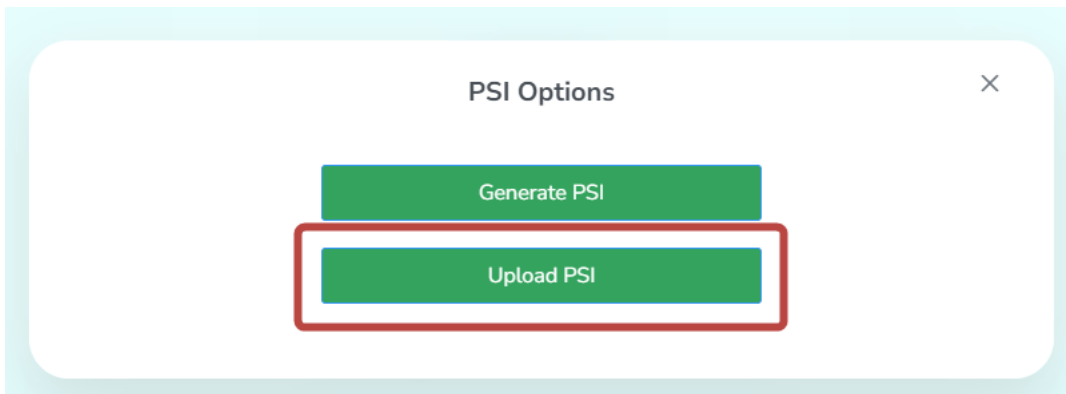
10. Seller will receive an email with a link to sign the PSI document, as shown in step 6 above.



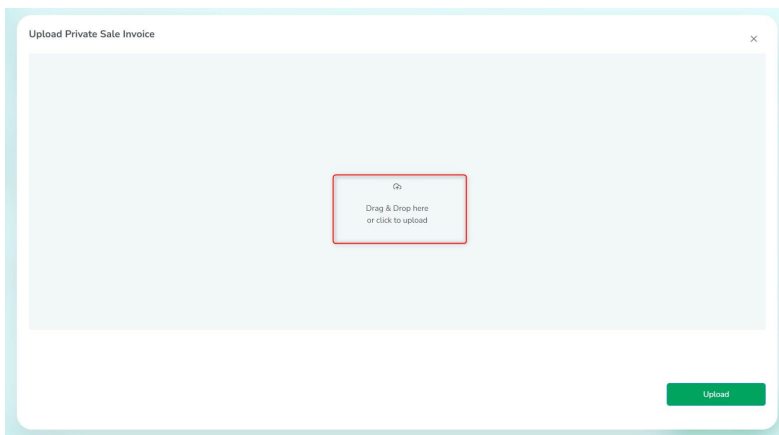
### Can I upload my PSI document/template for seller's acknowledgement and signature?

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”**.

Upload Private Sale Invoice

Phone Number

### Car (Vehicle) Information

VIN JT733RN8509031115 Registration #  
 Make TOYOTA Model HILUX RN85R PRMDSQ  
 Year 2005 Mileage 45555555  
 Color Add-ons

This receipt acknowledges the buyer's payment of (check one):  
 A deposit being made in the amount of 900000 Dollars

Click here to replace

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”**.

Document

DoxAI Asset Verification Inspection (Id:3073)-Private Sale Invoice.pdf  
 3 Pages - 133 kB

Car Sale Receipt

Date: [DATE OF SALE]  
 I, the undersigned seller, [SELLER NAME] sell to the undersigned the following vehicle for the sum of [CAR SALE PRICE].

Vehicle Information  
 Make: [CAR MAKE]  
 Model: [CAR MODEL]  
 Year: [CAR YEAR]  
 Vehicle Identification Number (VIN): [CAR VIN]  
 Odometer Reading (Mileage): [CAR MILEAGE]

The undersigned seller affirms that the above information about this vehicle is accurate to the best of their knowledge.  
 The undersigned buyer acknowledges receipt of the above vehicle in exchange for the sum of [CAR SALE PRICE], being the price agreed by the buyer with the seller for the above-named vehicle, except of which the seller hereby acknowledges.  
 It is understood that the vehicle is sold "as seen, tested, and accepted" by the buyer without any representations, warranties, or conditions expressed or implied whatsoever.

[SELLER NAME] (Seller)  
 Signature: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_  
 Address: \_\_\_\_\_

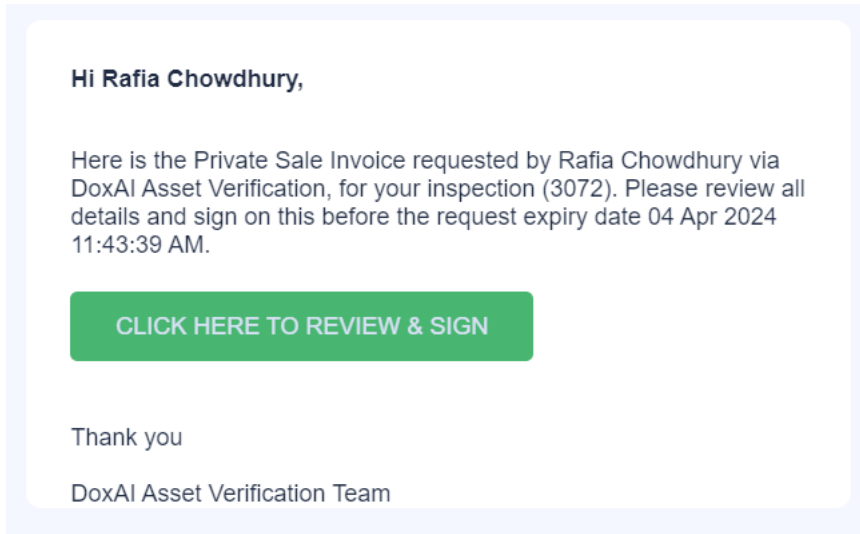
[BUYER NAME] (Buyer)  
 Signature: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_

Choose the fields by roles

Rafia Chowdhury

- Signature
- Email
- Full name
- Date
- Date and Time
- Initial
- Stamp
- Company
- Title
- Text
- Checkbox

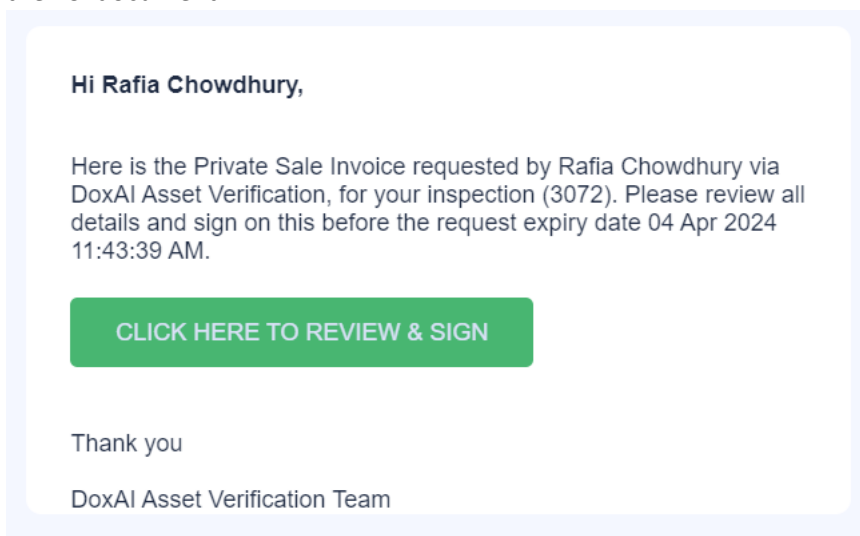
5. Seller will receive an email with a link to sign the PSI document.



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 a 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.

### Login

Inspection ID

Email \*

**Login**

If you are facing issue to login, please click Ctrl + F5. If you are still unable to login, please contact our support team via the Chat icon at the bottom right corner OR via [support@verimoto.com](mailto:support@verimoto.com)

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### Insert the code we had sent to your Email

Don't receive the code after 30 seconds?  
[Click here to re-send](#)

One Time Pin


**Login**

- 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.



**DOXAI ASSET VERIFICATION has requested you to review and sign "DoxAI Asset Verification Inspection (Id:3074)- Private Sale Invoice .pdf"**

You will be asked for the data below:

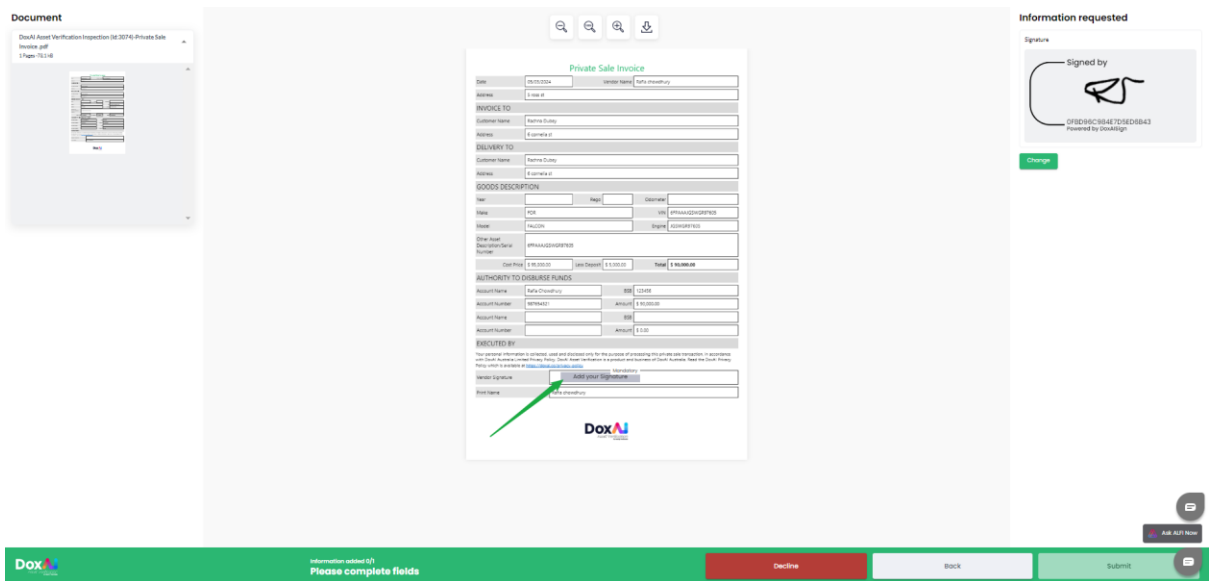
 **Signature**

Please read the [Electronic Record and Signature Disclosure](#)

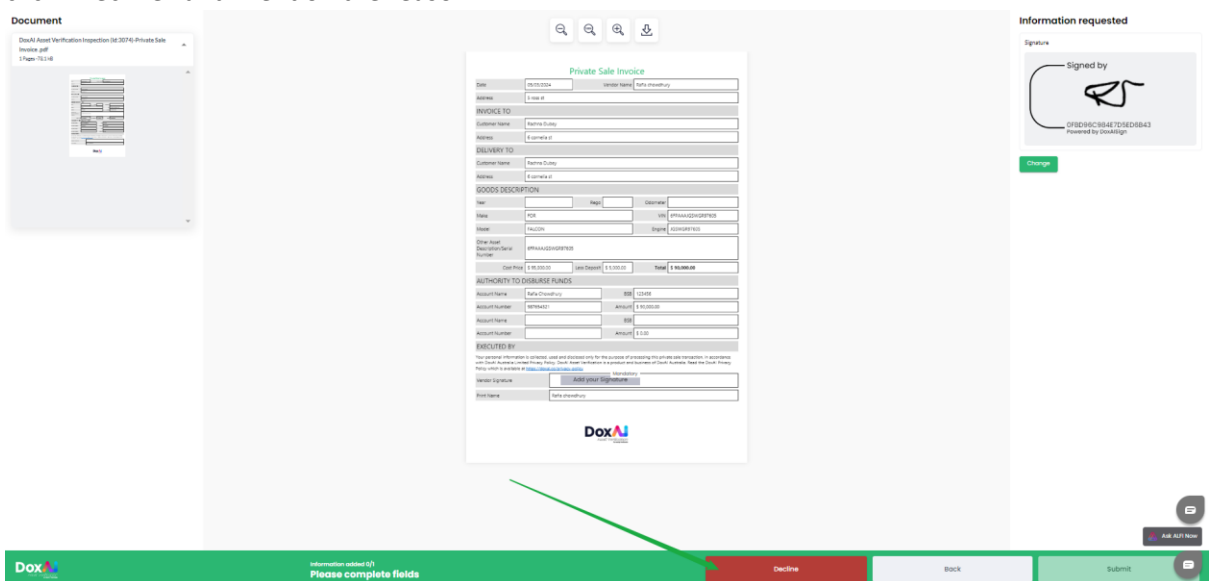
I agree to use electronic records and signatures.

**Review Document**

- 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.
- 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.



-For e-signature, seller can reject each data separately and mention the reject reason-

**DoxAI** Private Sale Invoice Sign Request

Note: To reject the data, please click on "X" button and add the reject reason

Date	05/03/2024	Vendor Name	
Address	1055 st		
<b>INVOICE TO</b>			
Customer Name			
Address	8 10/10/24 st		
<b>DELIVERY TO</b>			
Customer Name			
Address	8 cornelia st		
<b>GOODS DESCRIPTION</b>			
Year		Make	
Model		Other Asset Description/Serial Number	
Cost Price	\$ 91000	Less Deposit	\$ 5000
		Total	\$ 86000
<b>AUTHORITY TO DISBURSE FUNDS</b>			
Account Name	Rafia Chowdhury	BSB	123456
Account Number	987654	Amount	\$ 90000
Account Name		BSB	
Account Number		Amount	\$ 0
<b>EXECUTED BY</b>			
Print Name	Rafia Chowdhury		

**DoxAI** Submit

-For acknowledgement only, seller can reject the document and mention the reject reason in the text input box-

Are you sure you want to decline this Private Sale Invoice?

Decline Reason:

Enter your decline reason

**Private Sale Invoice**

Date: 01/05/2023 Vendor Name: Rafia C

Address:

**INVOICE TO**

Customer Name:

Cancel Decline

## How do I track the status of PSI?

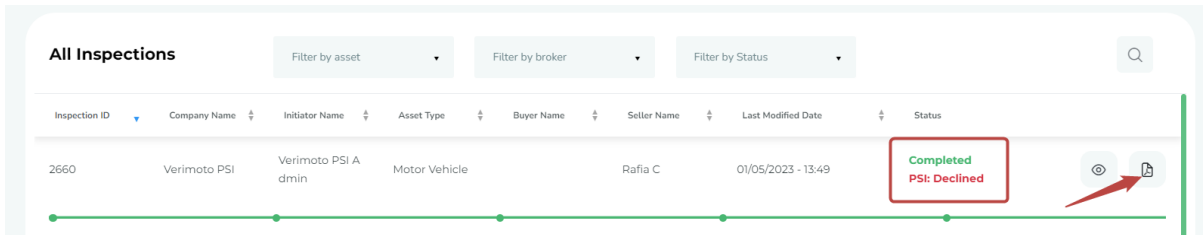
1. If PSI is signed and submitted by the seller, the status of the inspection will get updated in your dashboard with **"PSI: Completed"**. Click on the "📄" icon to view & download the signed PSI document.

**All Inspections** Filter by asset Filter by broker Filter by Status

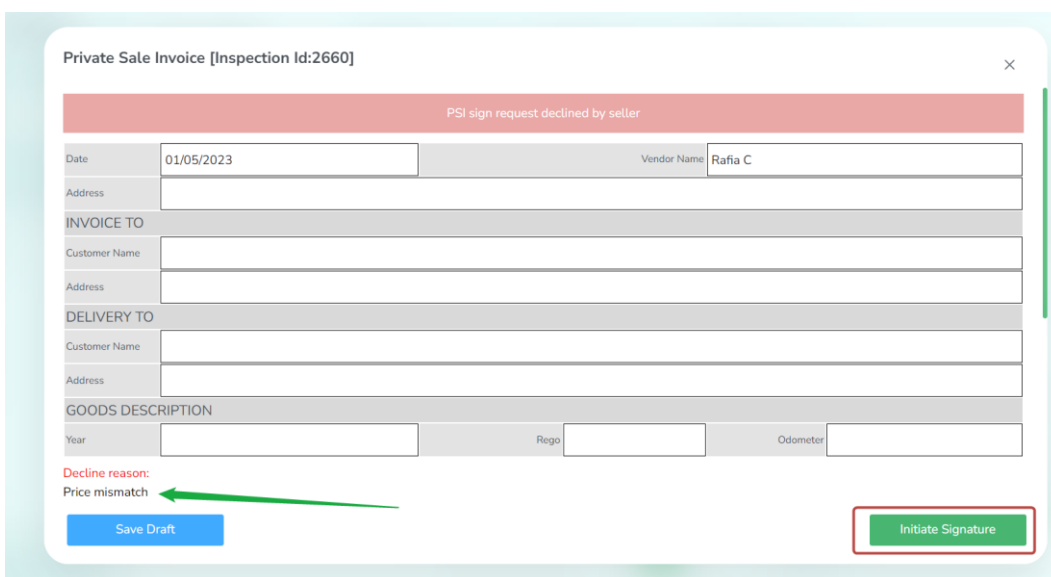
Inspection ID	Company Name	Initiator Name	Asset Type	Buyer Name	Seller Name	Last Modified Date	Status
2657	Verimoto PSI	Verimoto PSI Admin	Motor Vehicle		Rafia C	01/05/2023 - 12:25	Completed PSI: Completed

📄

- 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.

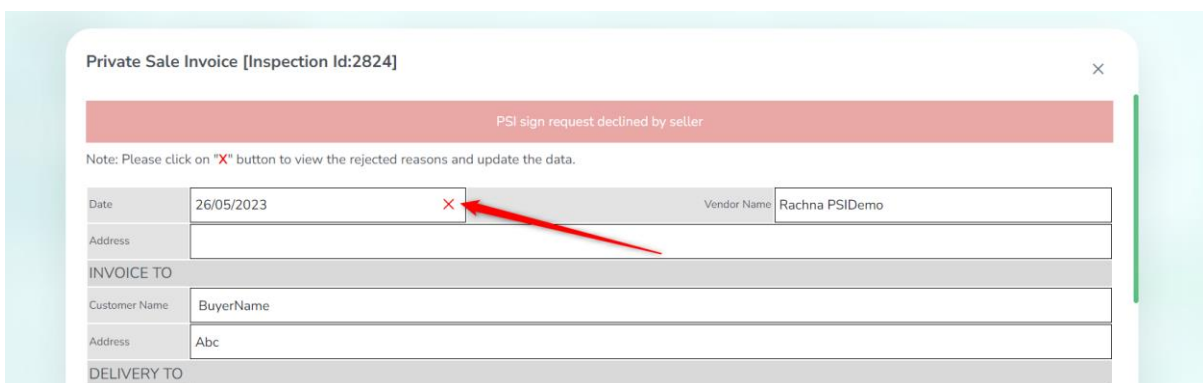


- By clicking on the “📄” icon, you can view the reasons for decline. You can review and update the details based on declined reason and click on “Initiate Signature” to re-initiate the process and send email to the seller with the updated document link.



- 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”.

**Date**

Declined Reasons:

- Change date needed

Current Data

26/05/2023

New Data

Apply Cancel

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

Private Sale Invoice [Inspection Id:2824]

×

PSI sign request declined by seller

Note: Please click on "X" button to view the rejected reasons and update the data.

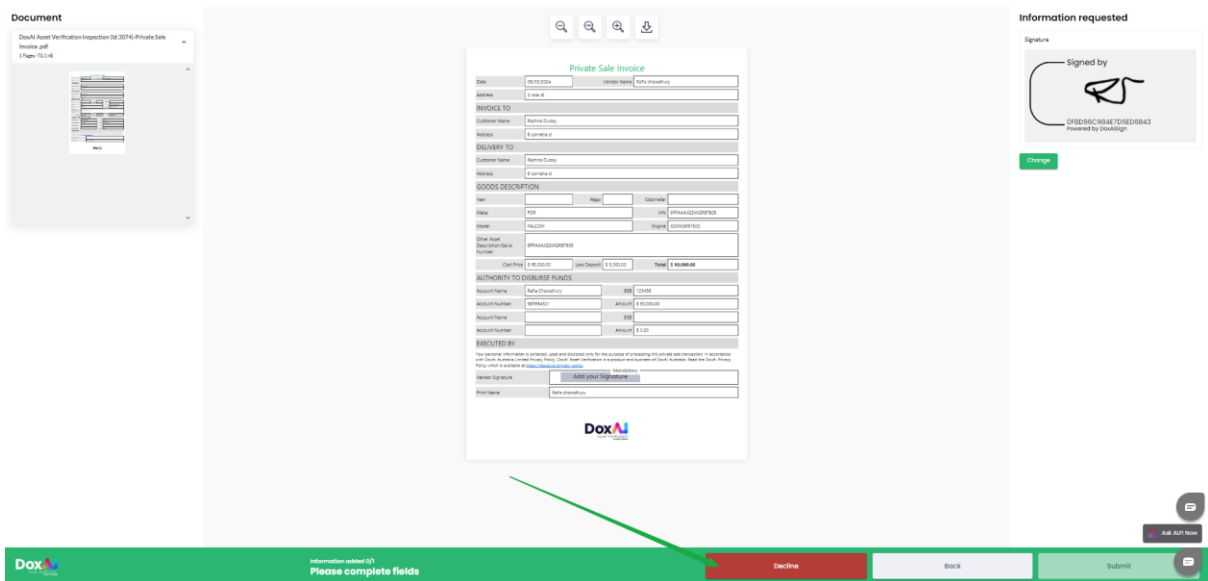
Date	29/05/23	×	Vendor Name	Rachna PSIDemo
Address				
<b>INVOICE TO</b>				
Customer Name	BuyerName			
Address	Abc			
<b>DELIVERY TO</b>				
Customer Name				
Address				
<b>GOODS DESCRIPTION</b>				
Year		Rego		Odometer

Save Draft Initiate Signature

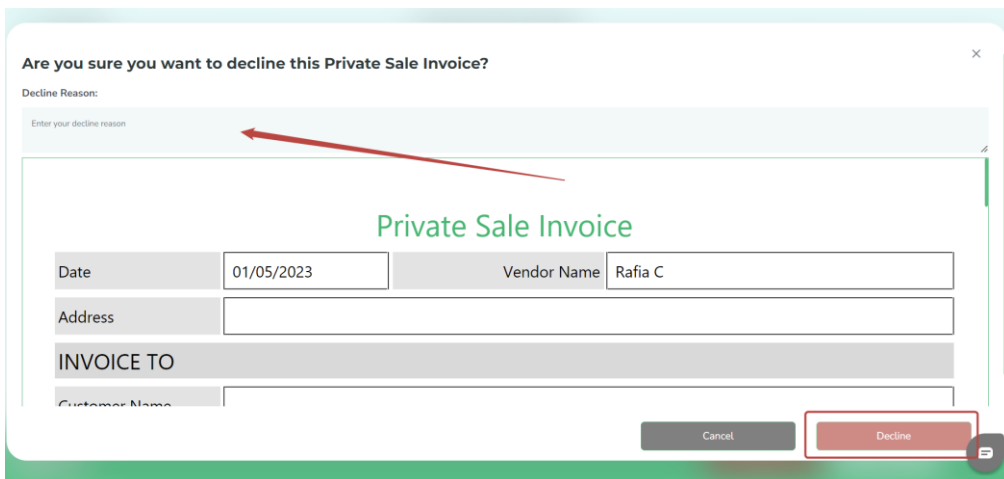
## Can seller/vendor reject the PSI requested for signature?

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**”.

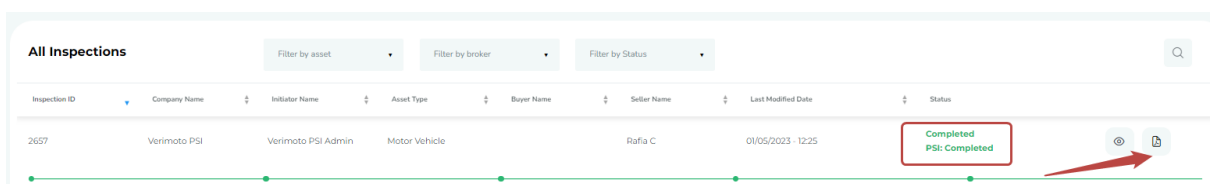


Next, on the decline screen mention the reason(s) and finally, click **Decline** to submit the reasons.



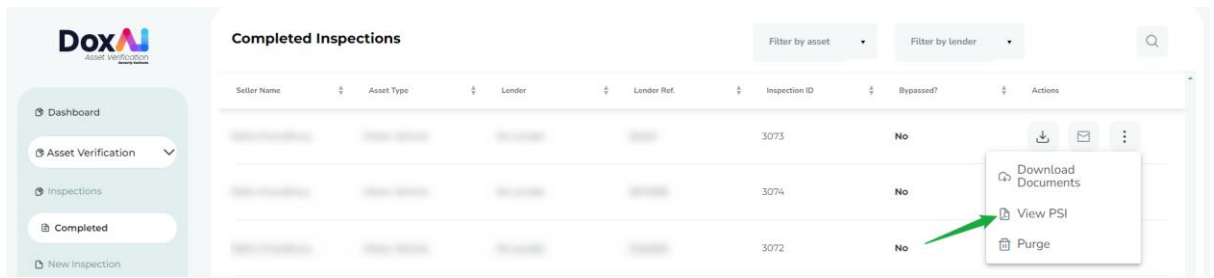
## How to view/download the signed/acknowledged PSI document?

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.



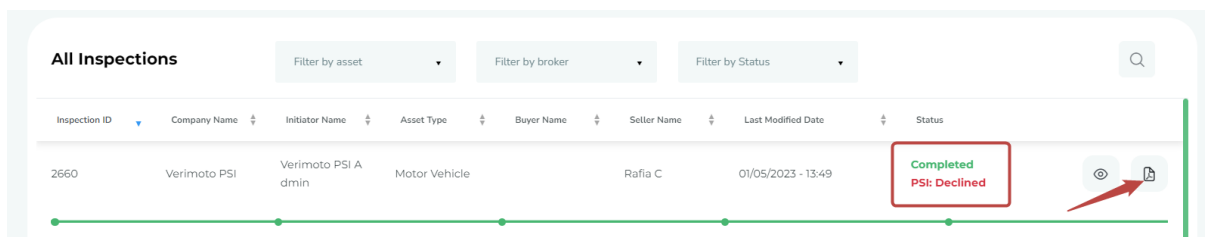
3. You can also view and download the signed PSI document from the Completed tab by clicking on three dots->**“View PSI”**.





## 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 **Receive Acknowledgement only** is enabled for your lender 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.

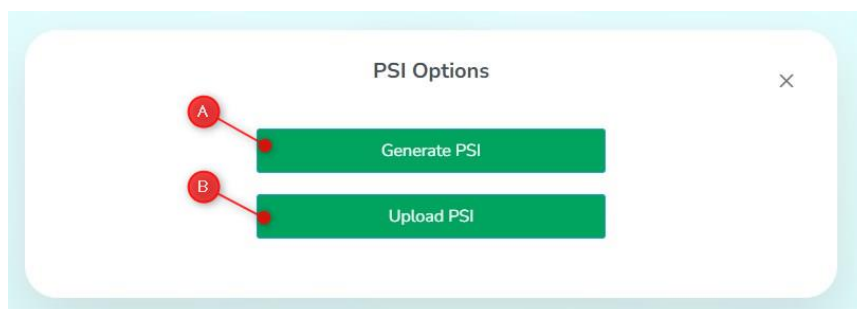
- Once the report is “Completed”, the status will show “PSI: Ready to Start”. By clicking on the “” icon, you can start the PSI generation process.

Inspection ID	Company Name	Initiator Name	Asset Type	Buyer Name	Seller Name	Last Modified Date	Status	Actions
5154	Sayem Shaker	Sayem Shaker	Boat No Trailer	Sayem Shaker	Sayem Shaker	2024-01-15 10:30:00	Completed PSI: Ready to Start	 Private Sale Invoice

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

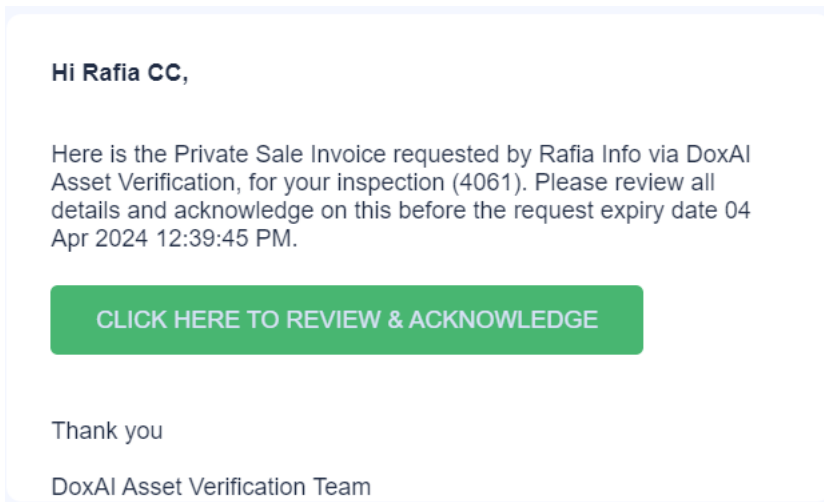
Seller Name	Asset Type	Broker Name	Lender Ref	Inspection ID	Bypassed?	Actions
Sayem Shaker	Boat No Trailer	Sayem Shaker	VM	5154	Yes	  
Lara Hillington	Motor Vehicle	Dafia Info	VM	4397	No	    
Sachina Teal Updatd	Motor Vehicle	Sachina Teal	VM(2345)	3888	No	  
Stephan Vuong	Motor Vehicle	Dafia Info	VM	4201	No	  

- Next, you can proceed to select one of the below options, as applicable.
  - 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.
  - Upload PSI-** Upload your company’s PSI template and submit it to seller for acknowledgement.

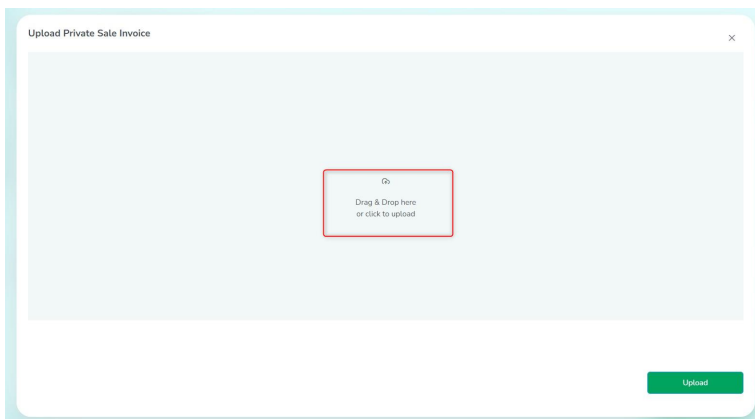


When you choose “**Generate PSI**”,

- 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**”.

Upload Private Sale Invoice

Phone Number

### Car (Vehicle) Information

VIN JT733RN8509031115 Registration #  
 Make TOYOTA Model HILUX RN85R PRMDSQ  
 Year 2005 Mileage 4555555  
 Color Add-ons

This receipt acknowledges the buyer's payment of (check one):  
 A deposit being made in the amount of 900000 Dollars  
[Click here to replace](#)

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.

Private Sale Invoice

## Private Sale Invoice

Date 05/03/2024 Vendor Name Rafia CC

Address

**INVOICE TO**

Customer Name

Address

**DELIVERY TO**

I Agree Decline Submit

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 lenders/brokers 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.

