

Private Sale Invoice | Seller User Guide

Steps for Seller in PSI request-

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



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

	Insert the code we had sent to your Email
Login	Don't receive the code after 30 seconds? Click here to re-send
Inspection ID	One Time Pin
Email *	
Login	Login

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



- 4. User can now review all the details and can either agree and sign OR share acknowledgement (dependeing on the type of request). Seller can also decline if any of the details need modification.
- 5. **Case 1 | User agrees with all details and provides digital acknowledgement/signature:** In this case, user will proceed to add/draw/upload their acknowledgement/digital signature and submit the signed document document.

Document Dock Ameri Verification Inspection (# 2074)-Private Sale Invice and Inform 1914		ଟ ି ଟି ଖି ହି			Information requested
Inter all					prov Signed by Decrement of the second of
Dox	stemation aduat 0) Please complete fields		Decline	Bock	Submit

6. Case 2 | Request was initiated via Upload PDF |User disagrees with some or all details and **Decline :** In this case, the user can click "Decline" and mention the reason.

Are you sure y	you want to decline this Private Sale	a Invoice?
Decline Reason:		
Enter your decline reason		*
	Priv	vate Sale Invoice
Date	01/05/2023	Vendor Name Rafia C
Address		
INVOIC	E TO	
Customor	Name	
		Cancel Decline

7. Case 3 | Request was initiated via Generate PSI |User disagrees with some or all details and Decline :

-If the PSI sign request was initiated via Generate PSI, Seller can reject individual data by clicking "Decline"

Document			In	formation requested
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Double of an and an angeling in the second s		<form></form>		prov Signed by United States weeked to tracking
				E Ad Add Nov
Dox	information added 0/1 Please complete fields	Decline	Bock	Submit 🕒

-By clicking the "X" button, seller can reject any of the field which they don't agree with.

Note: Please cli	k on " X " button to view the rejected reasons and u	late the data.
Date	26/05/2023 ×	Vendor Name Rachna PSIDemo
Address		
INVOICE TO		
Customer Name	BuyerName	

-On clicking the "x" button, system will show a popup to add the reasons for decline.

Decline reason		
E 11 your reason		
	_	
Apply	2	Cancel

-Once Submitted with the reject reasons, the PSI sign requester will receive an email notification for the document rejection.

	PSI sign request declined by se	slier
Note: Please cli	: on "X" button to view the rejected reasons and update the data.	
Date	26/05/2023 ×	Vendor Name Rachna PSIDemo
Address		
INVOICE TO		
Customer Name	BuyerName	

8. The PSI sign requester can view the rejected document and the reasons for decline via portal. Once requester updates the details and sends the request, seller will receive a new request link with the updated details.