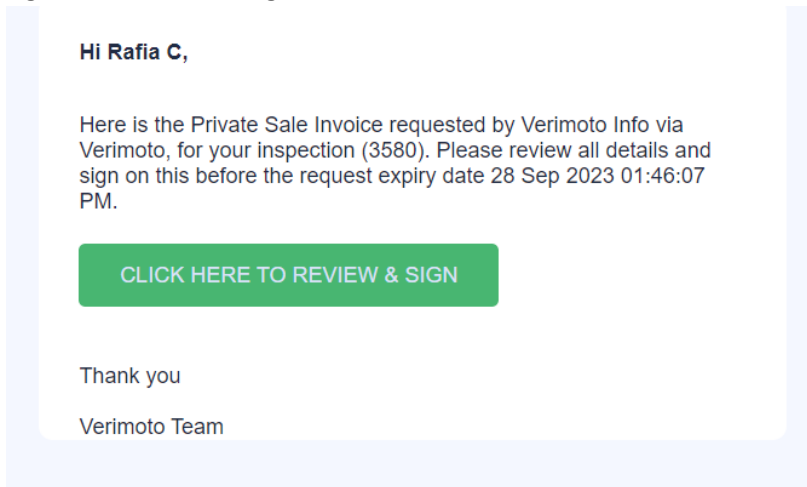




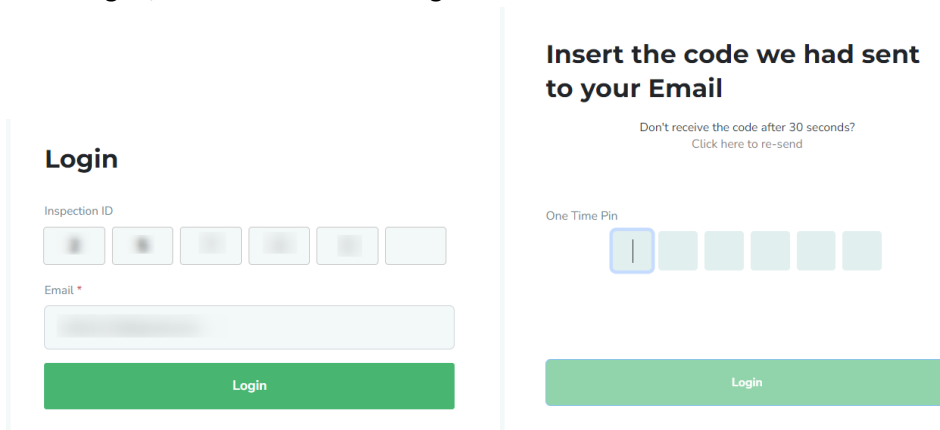
Private Sale Invoice | Seller User Guide

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.



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.



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:

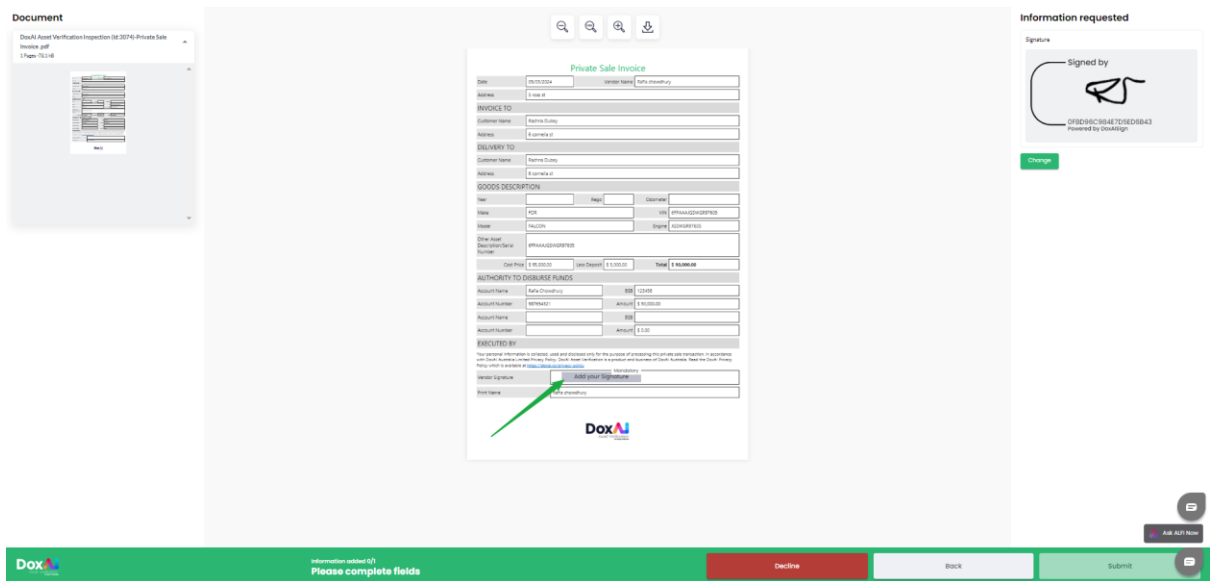
 Signature

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

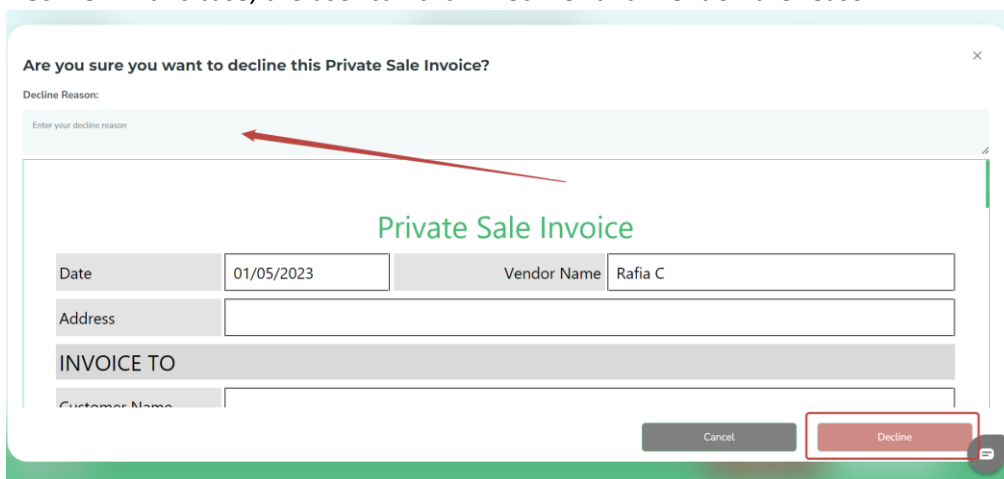
I agree to use electronic records and signatures.

Review Document

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.

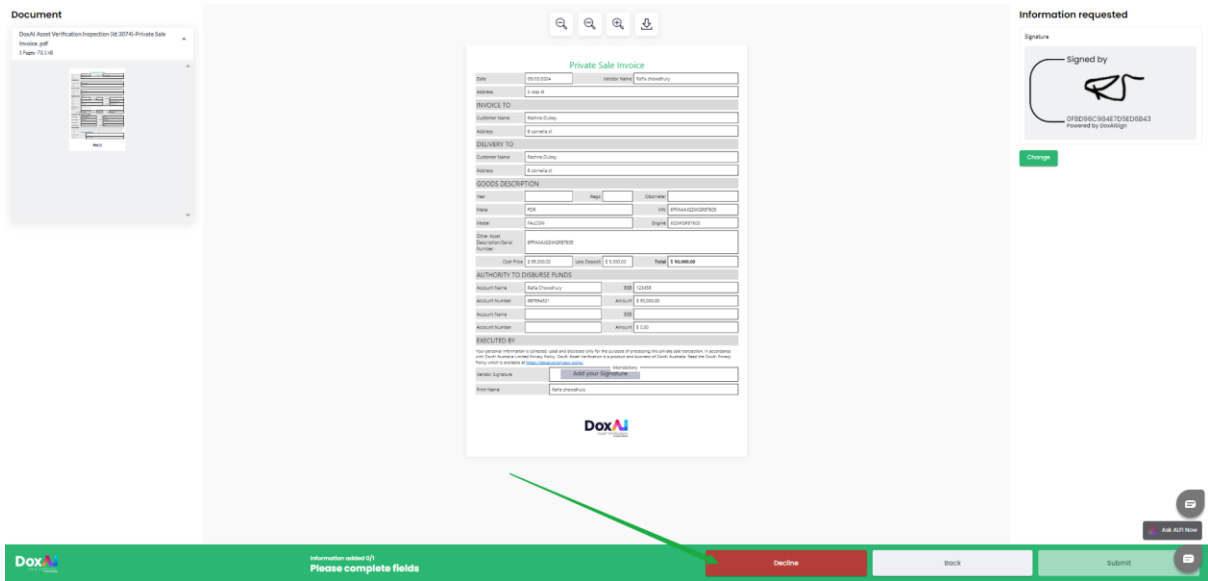


6. **Case 2 | Request was initiated via Upload PDF | User disagrees with some or all details and Decline :** In this case, the user can click “Decline” and mention the reason.

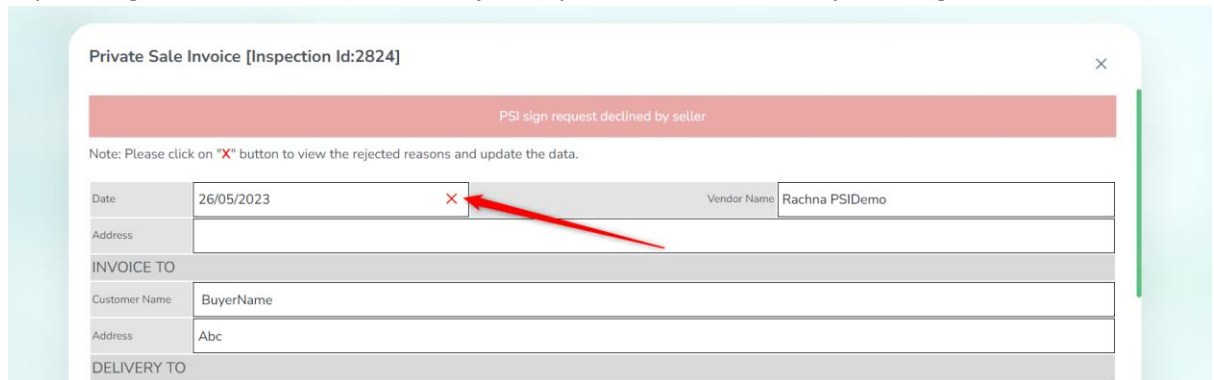


7. **Case 3 | Request was initiated via Generate PSI | User disagrees with some or all details and Decline :**

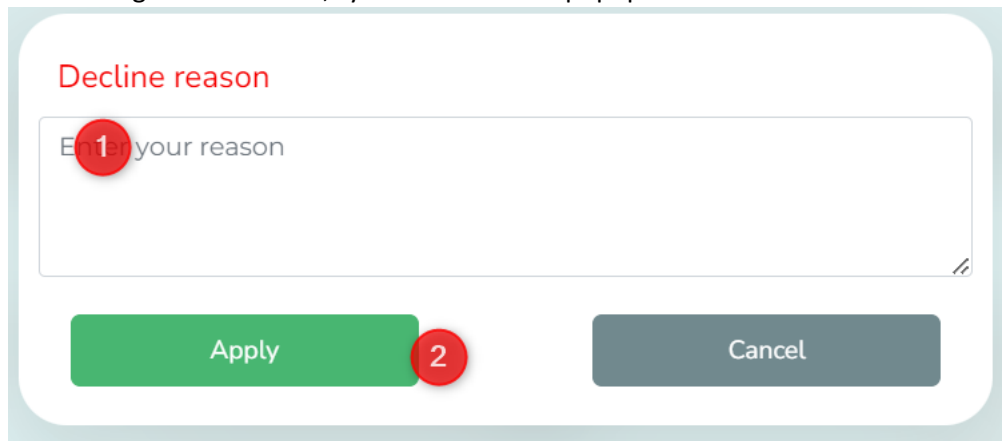
-If the PSI sign request was initiated via Generate PSI, Seller can reject individual data by clicking “Decline”



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



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



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

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	26/05/2023	X	Vendor Name	Rachna PSIDemo
Address				
INVOICE TO				
Customer Name	BuyerName			
Address	Abc			
DELIVERY TO				

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.