Private Sale Invoice | User Guide

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How to activate Private Sale Invoice (PSI) service?

Write to support@doxai.co 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.
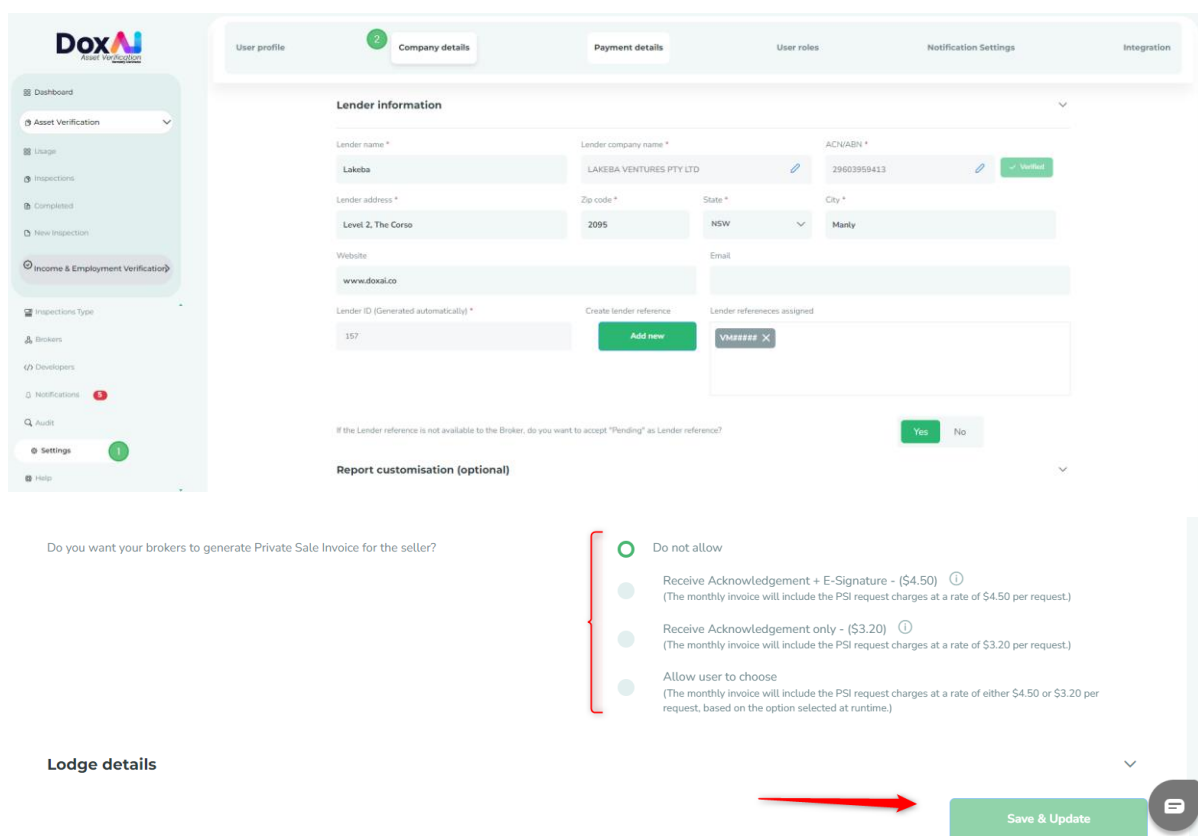
Private Sale Invoice (PSI) can be sent to the seller and/or buyer to e-sign/acknowledge only when,

1. PSI is enabled for your lender company by Asset Verification 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-> Permissions->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 while initiating the PSI.
4. Click "**Save & Update**" to reflect the changes.

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. When creating a new inspection, the "More Information" section allows you to enter optional details about the seller:
   "Does the seller have an ABN?" If answered Yes, the provided ABN will be populated in the PSI.

"Is the seller registered for GST?" If answered Yes, the "Cost Details" section of the PSI will display inclusive GST. In "Generate PSI" flow, system will generate a Tax Invoice (instead of private sale invoice).

2. You will also have 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.

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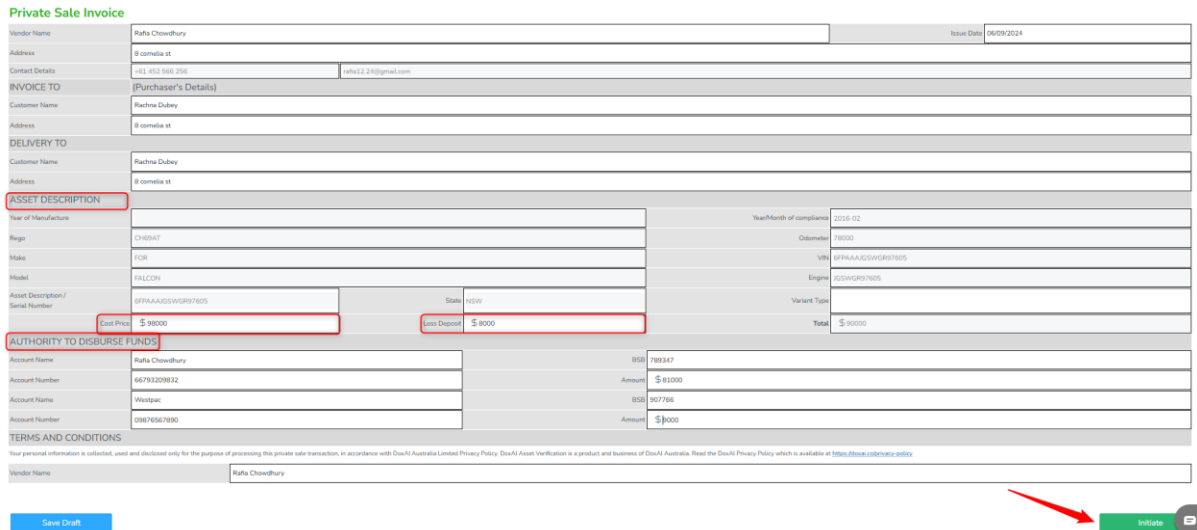
4. Next, you can proceed to select one of the below options, as applicable.
   A. Generate PSI- Select this option when you want to use the predefined template, which will pre-populate the data collected from Asset verification report and PPSR.
   B. Upload PSI- Upload your company's PSI template and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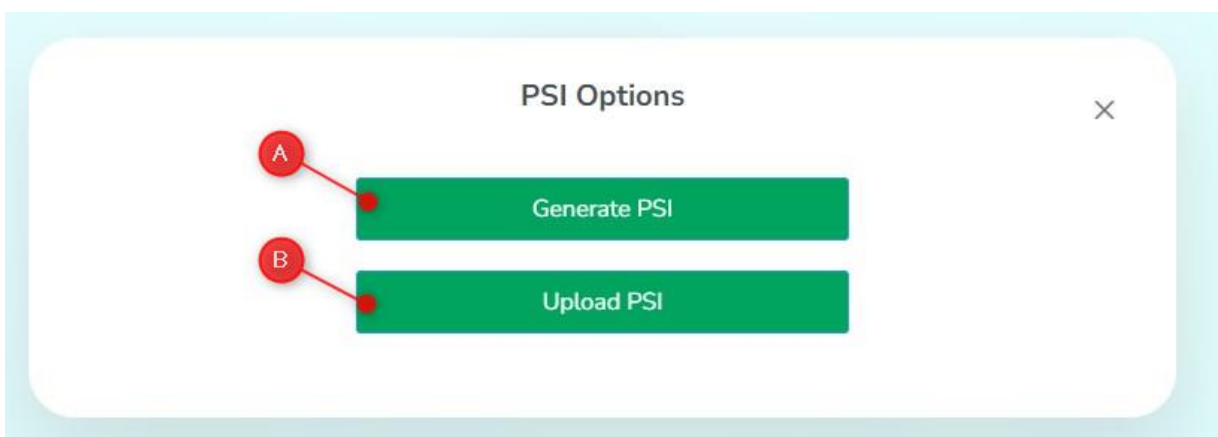
When you chose "**Generate PSI**",
   • Asset Description will be pre-populated with data from PPSR and Asset verification report.

- 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.
- If payout letter was submitted, the Financier and payee amount will get populated from the inspection report.
- All the pre-populated details (except asset description) can be edited.
- If seller is registered for GST, a Tax Invoice will get generated.

5. Once you have reviewed/edited and finalised the document, click on "**Initiate**".

6. When you click "**Initiate**," the inspection status in your dashboard will update to "**PSI: Requested**."

7. In parallel, the seller of the asset will receive an email request as below to sign the PSI document.
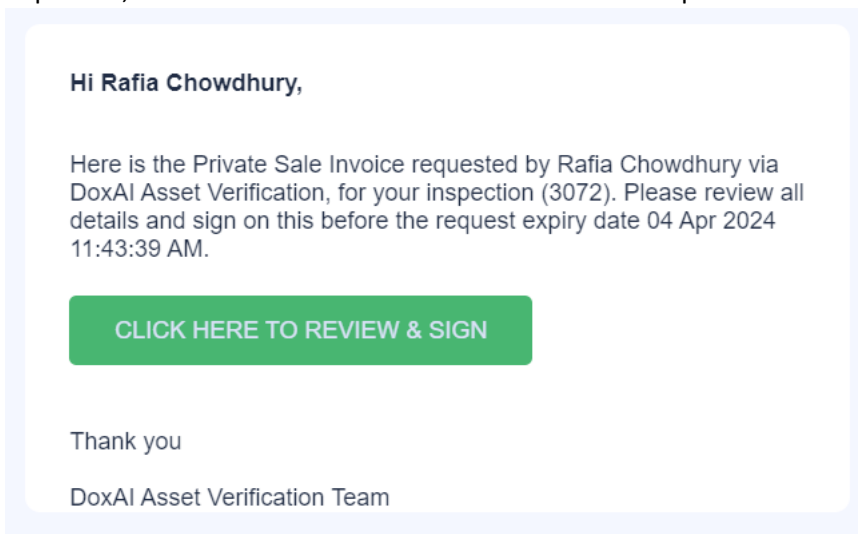
8. If you chose "**Upload PSI**", from this popup-
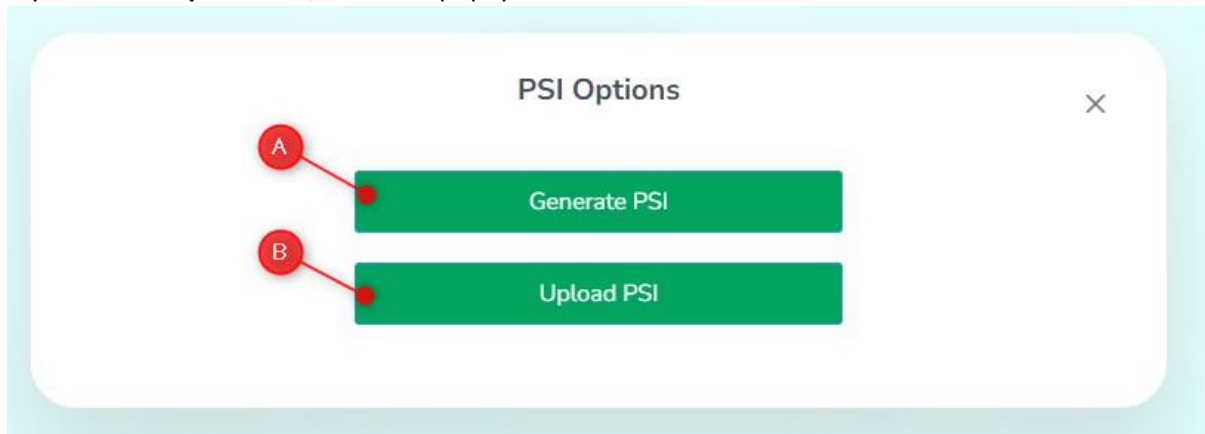
9. You can drag & drop the PSI document or browse to select the file.
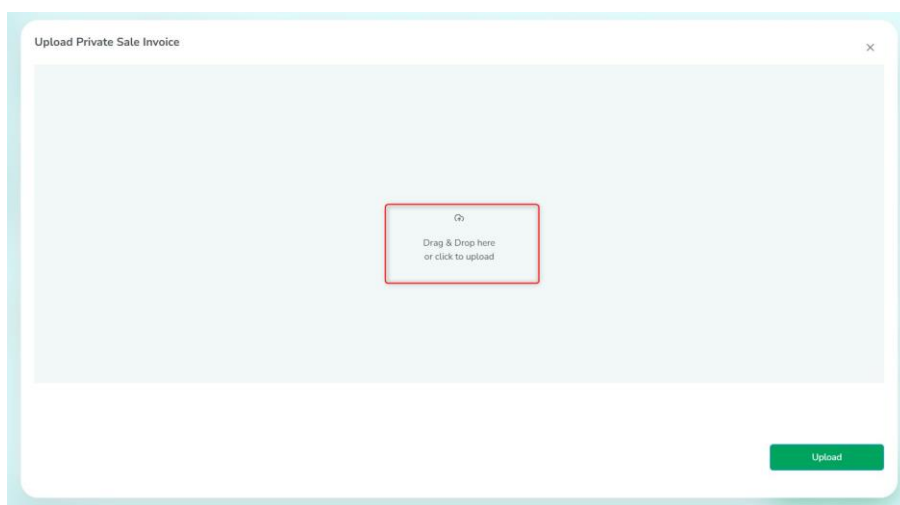
10. Select the document and click "**Upload**".

11. Once uploaded, drag and drop the signature field from the right menu to the desired location for the seller's digital signature, then click "**Save**." You can add any other required fields from the right menu and click "**Save**."

12. Seller will receive an email with a link to sign the PSI document, as shown in step 7 above.

Hi Rafia Chowdhury,

Here is the Private Sale Invoice requested by Rafia Chowdhury via DoxAI Asset Verification, for your inspection (3072). Please review all details and sign on this before the request expiry date 04 Apr 2024 11:43:39 AM.

CLICK HERE TO REVIEW & SIGN

Thank you

DoxAI Asset Verification Team

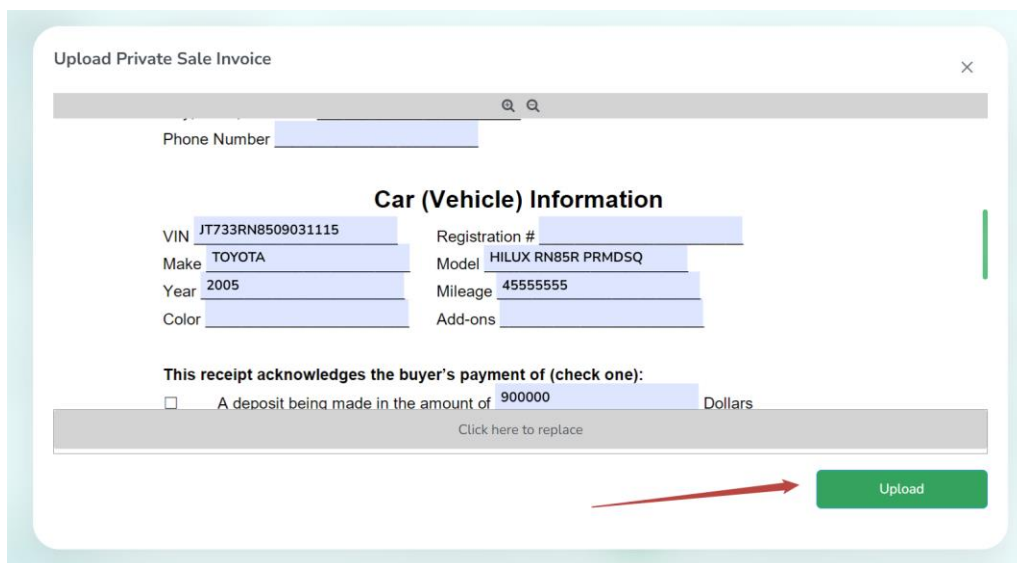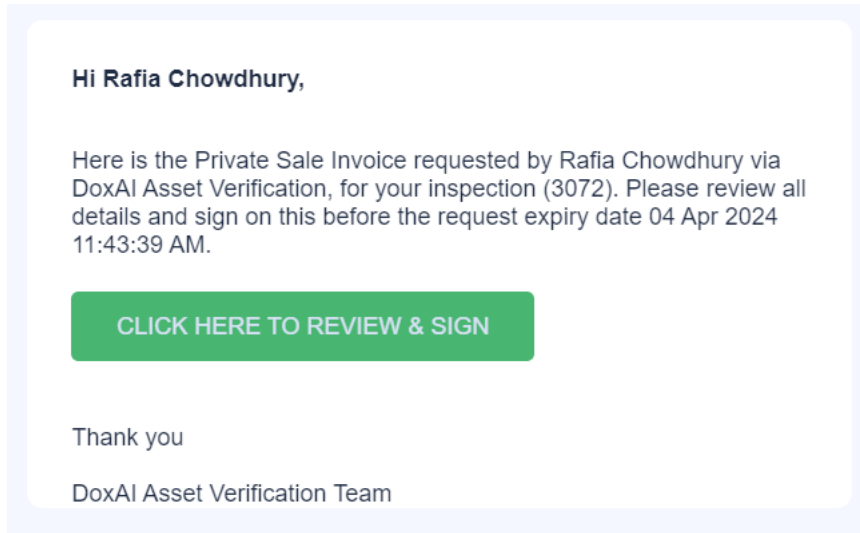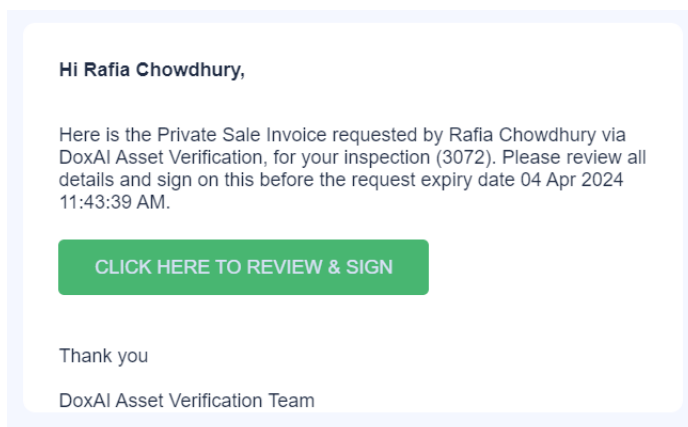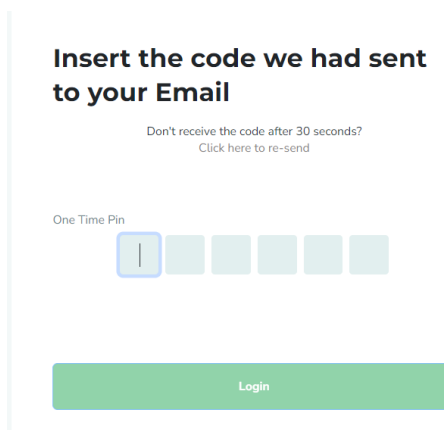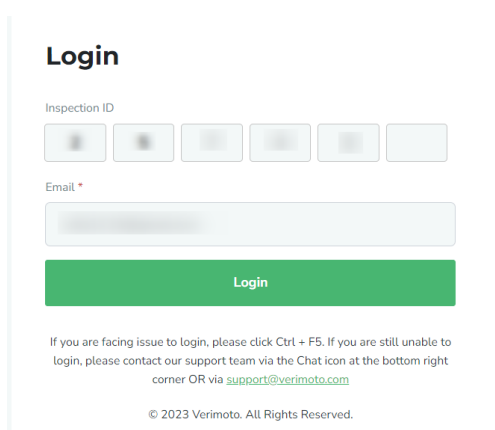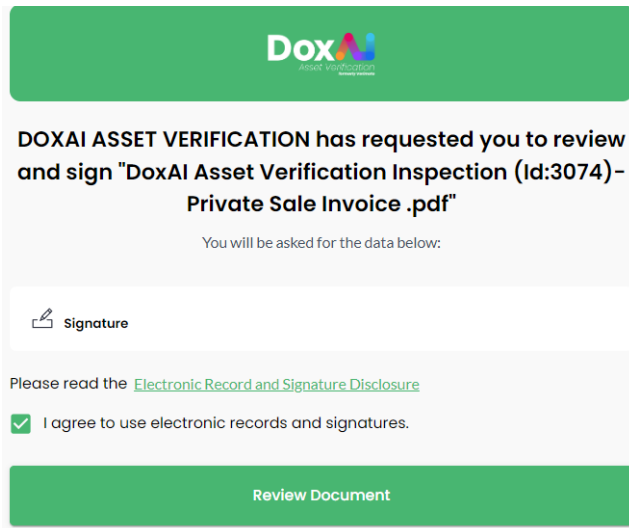## What are the steps for seller/vendor for PSI request with e-signature?

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

Hi Rafia Chowdhury,

Here is the Private Sale Invoice requested by Rafia Chowdhury via DoxAI Asset Verification, for your inspection (3072). Please review all details and sign on this before the request expiry date 04 Apr 2024 11:43:39 AM.

CLICK HERE TO REVIEW & SIGN

Thank you

DoxAI Asset Verification Team
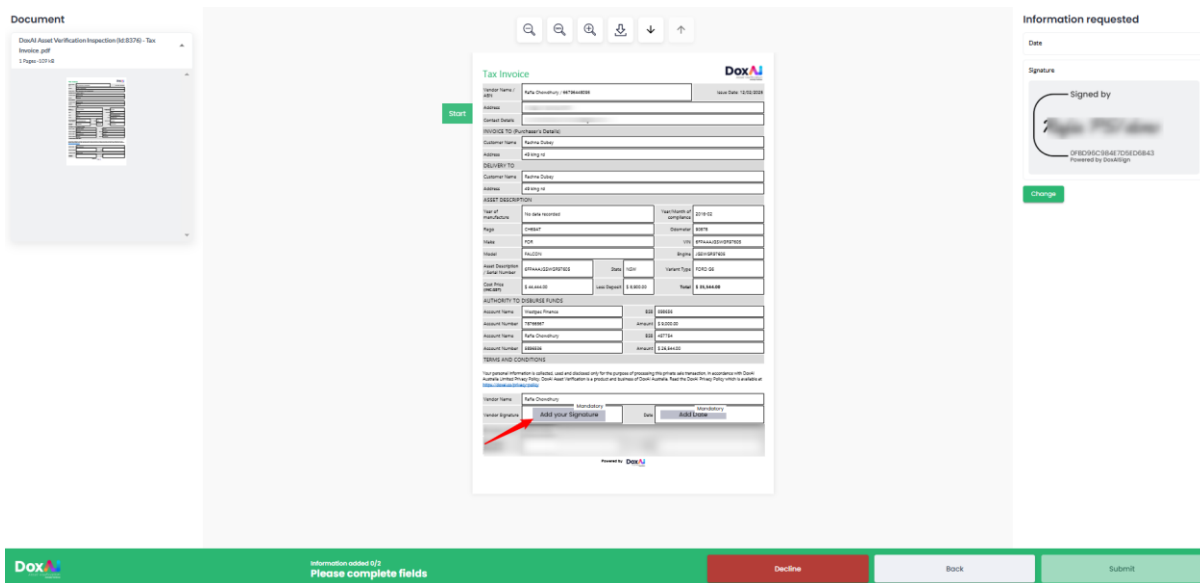
2. By clicking "**CLICK HERE TO REVIEW & SIGN**," the seller will be redirected to the login screen. After clicking "**Login**," they will receive a 6-digit One Time Pin (OTP) via email.

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

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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

3. After entering the OTP, the seller will be redirected to a page to agree to use electronic records and signatures. They will tick the checkbox to agree and proceed by clicking the "**Review Document**" button.

4. The seller can review all details and either agree and sign or decline if modifications are needed.
5. **Case 1:** If the seller agrees with all details, they will add/draw/upload their digital signature and submit the signed document.

6. **Case 2:** If the seller disagrees with some or all details, they can click "Decline" and provide the reason.

For PSI with e-signatures, the seller can reject each data point separately and mention the reason for rejection.

How do I track the status of PSI?

1. After the PSI sign request has been initiated, the status of the inspection will get updated in your dashboard with "**PSI: Requested**".

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

3. If both the seller and buyer are required to sign the document but only one has signed, the inspection status on your dashboard will update to **"PSI: Partially Signed."** Click the " " icon to view who has signed the PSI document and who is still pending.


4. If PSI is declined by the seller or buyer, 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.

Inspection ID	Seller Name	Buyer Name	Company Name	Asset Type	Lender Ref.	Initiator Name	Last Modified Date	Status
8376	Rafia Chowdhury	Rachna Dubey	LENDER DEMO ACCOUNT	Motor Vehicle	VM78900	Test User	12/02/2025 - 11:59	Completed PSI: Declined

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.

Inspection ID	Seller Name	Buyer Name	Company Name	Asset Type	Lender Ref.	Initiator Name	Last Modified Date	Status
8376	Rafia Chowdhury	Rachna Dubey	LENDER DEMO ACCOUNT	Motor Vehicle	VM78900	Test User	12/02/2025 - 11:59	Completed PSI: Declined

You can review and update the details based on declined reason and click on "**Initiate**" to re-initiate the process and send email to the seller/buyer 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:

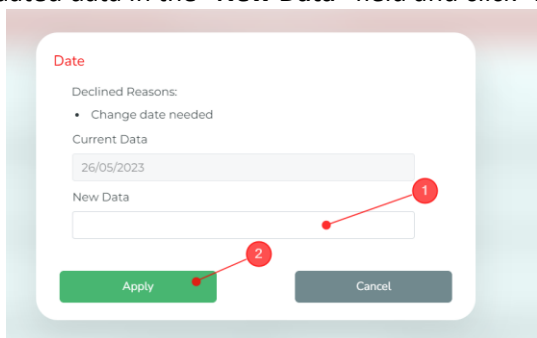Click on the "**X**" to view the rejected reason of that field.

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

Once the data has been updated, click on "**Initiate**", and Seller will receive new request to sign the document.

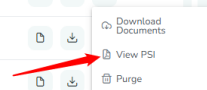## How to view/download the signed/acknowledged PSI document?

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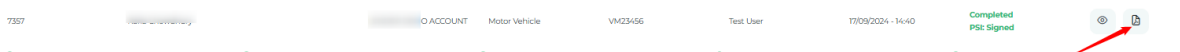
3. You can also view and download the signed PSI document from the Completed tab by clicking on three dots->"**View PSI**".

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

When **PSI with Receive Acknowledgement Only** is enabled for your lender company, users can either generate a system-automated PSI or UPLOAD a PDF copy of their PSI and send it to the seller for acknowledgement. This process follows the same flow as obtaining **E-sign + Acknowledgement**, but with one key difference: the seller will only provide acknowledgement of the document—no e-signature will be collected.

Can I request both Buyer and Seller to e-sign the document?

Yes, when proceeding to generate the PSI, you can specify whether the buyer's signature is required. If the buyer's details were not provided during inspection creation, they can be added at this stage.

If buyer details are entered and the user toggles **"Yes"** for **"Would you like to include the purchaser's signature in the Private Sale Invoice / Tax Invoice?"**, the buyer will receive a signature request via the provided email, along with the seller. The buyer can then choose to sign or decline the request, following the same process as the seller.

Can I reopen a signed PSI and resend it?

Yes, you can reopen a PSI in **Requested** or **Signed** status, update the necessary details, and resend the signature request. However, this feature is not available for uploaded Private Sale Invoices. It will not incur additional fee.