

NONI

Family Business



Directions & Guidelines To DSPs.

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1. Storage Instructions to Warehouses / RDCs and DSP for Noni Products

1. Noni Products are not to be stored in direct sun light.
2. All packs are to be kept in an up right position only.
3. FIFO (First - In - First - Out) method of stacking and issuing products to be followed.
4. A Stock Register with the following details for each product is to be maintained. Date, Opening Qty, Received Qty, Invoice/STN No., Sold Qty, DSP Inv.No., Closing Qty.
5. Invoice to be issued and maintained for each delivery.
6. Planks raised from floor level by at least 6 inches are to be used for stacking the products, so that spilled water and moisture from floor will not damage the cartons.
7. BTP Bags are to be kept within the boxes till it is issued, to avoid dust on the bags.
8. Fire appliances as per the statutory condition are to be placed at the reach of any user. The Stock Point persons are to be trained about operating procedure of the appliance. Minimum two steel buckets (painted in red and written FIRE in white) with sand and water are to be placed in the premises.
9. Ventilation should be enough for proper air circulation. Ventilators or windows to be provided in the storeroom in such a way that sunlight do not fall directly on the packs.
10. Rodents & Ants precautions to be taken. Chemicals for killing rodents/ants are not to be used.
11. Batch Nos. & Expiry dates shall be maintained in the stock register.
12. The room must be cleaned for dust at least once a day
13. The main door must be locked on closing with two pad locks for extra safety.
14. Minimum Base Quantity level of storage of the packs & BTP's is to be maintained.
15. Damaged stocks are NOT to be kept along with the fresh stock.

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2. Directions and Guidelines to DSPs

1. You shall receive Noni Product supplies and stock them in a safe place in the Sales Tax registered premises, in better arranged storing facility.
2. You shall sell the Noni Products only as pack/s and not as loose to the Noni Distributors.
3. You shall make invoice (Sample Invoice in Appendix-1) for every sale of Noni Products, maintain record of sales on daily basis.
4. You shall sell Noni Products on distributor price, only to the registered Noni Distributors with their ID Number mentioned on the invoice.
5. You shall not sell the goods on credit basis. You shall sell only on receipt of the Demand Draft in your name or cash.
6. You shall make remittances twice (or once weekly maximum).
7. You shall collect from new joining Distributors Rs. 1450/- for the Business Tool Pack (BTP) delivered, which will be included in the remittance D/D to the Company.
8. Demand Draft shall be drawn from a nationalised Bank or foreign Bank. DD drawn from agent of a Bank or from Co-operative Bank will not be accepted.
9. You shall prepare and submit Sales Tax Returns to the Sales Tax Department and pay the Tax under the respective head and send to the Company copy of the Returns and copy of Challan for the payment of Sales Tax every month. Input Tax Credit shall be availed and pay only for the difference of VAT amounts as applicable. Contact DSP office in Chennai or Warehouse/RDC for any clarification you may require in this matter.
10. Form - F for the goods despatched by Stock Transfer from Chennai or RDC must be sent to the Company every month.
11. Octroi Duty, if any paid by you on goods despatched from Chennai/RDC/Warehouse will be reimbursed to you based on the details sent to the Company in the prescribed format, along with original Octroi Receipt.
12. Batch number of the Noni Products delivered to Distributors must be written on all invoices.

13. Order Forms of Distributor shall be checked by you with your seal before the sale is made.
14. You shall promote and distribute the product without any false claim of cure or remedy or prevention to the customers and distributors.
15. You shall not sell any Noni other than Indian Divine Noni.
16. You are not permitted to make any advertisement or print catalogue on Indian Divine Noni.
17. You shall issue offer bottles only on written letters, email confirmation or from the Annouement from the Company by strictly following the instructions received from the Company.
18. You shall not accept offline order forms from Distributors. Only online booked orders shall be accepted and forwarded to the Company.
19. All Invoices shall be signed by the Distributor for receiving the product.
20. You shall send your invoices attached with relevant Distributor Orders.
21. You shall send the sales documents to Company in A4 Size (or larger size) envelopes. Please do not send sales documents folded in small envelopes.
22. Further directions and guidelines will be through circular or announcements on our website “www.nonifamily.net” as and when required for you to follow for effective functioning of DSPs, Warehouses, RDCs and Distributors.
23. DSPs shall adhere to all the rules, regulations, policies and direction / guidelines given by the company from time to time.
24. You shall submit / deliver your dockets (Sales documents and DD) to Company Warehouse in your State or your nearest RDC for despatch of stock and to forward your dockets to Chennai for activation of Distributor Orders.

Noni Family Business

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Directions and Guidelines to DSPs

- G1 Your billing price to the Distributors for Noni Pack shall be Rs. 3195/- (i.e. 3072.12 + Vat 4% = 122.88 = 3195). For BTPs VAT is not applicable. Your billing price for stock received from warehouse shall be as per the price structure provided.
- G2 You shall issue invoice for the Noni pack only at Rs. 3195/- for each pack.
- G3 You shall issue Invoice as per the sample Invoice (Appendix -1)
- G4 You shall include in your Invoice Business Tool Pack (described as Reading Books Etc...) at Rs. 1450/- for new joining Distributors (Note : You shall not apply VAT/ Sale Tax for BTPs.)
- G5 DSPs shall insist on Distributors to give payment of their order by cash or DD in the name of DSP.
- G6 DSP shall not sell the goods on credit basis. DSPs shall deliver stock only on receipt of payment in full. No Cheques or credit Card to be accepted.
- G7 DSPs shall send their order Form mentioning their quantity requirement of 800ml, 400ml and BTP., etc.
- G8 Distributor shall send their order for Noni Tools in the Attached Tools Order forms, quoting their Distributors ID Number and name of the Distributor with payment included.
- G9 DSPs shall submit to Sales Tax Department their monthly Sales Tax Return and its payment within the stipulated date by the Department.
- G10 Product return Policy by the DSPs to Warehouse :
Return or Exchange allowed only if the DSP has purchased within six months prior to expiry period. If the DSP has purchased before six months period of expiry period, product cannot be exchanged or returned.

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3. Sales Documents Forwarding Instructions for stock from Chennai

**DSPs shall send followings documents for despatch of stock from Chennai,
and for activation of Distributors Orders :**

1. DSP Invoice copy attached with Product Order & Distributor Application Form for new joining Distributors.
2. DSP Invoice copy attached with Distributor Order Form for Re-purchase Order.
3. DSP's should submit the following documents to the warehouse along with their orders and distributors invoices for activation.
 1. SPSS (DSP Stock, Purchase & Sales Summary Report)
 2. ISR (Invoice Submission Report)
 3. Copy of the same is attached herewith.
4. Demand Draft for the invoices value minus the Sales Tax and DSP Commission amounts.

Sales documents shall be sent to the Company at the following address :

Noni Family Business

12, Rajiv Gandhi Road

Perungudi

Chennai - 600 096.

Mobile : 9365882600



Noni Family Wellness Programme

(A unit of Noni BioTech Pvt. Ltd.)

DSP Name :		Code :		ISR No. :		Report Date :	
City :		From To					
		Invoice Submission Report (ISR) (To be Submitted by the DSP in Duplicate)					
		Distributor I.D.		Regular		Offer	
Invoice No.	Invoice Date	Repurchase New Joining	400ml	800ml	400ml	800ml	Total Packs
Total							

R = Repurchase ; N.J. = New Joining

DSP Seal
For Office use

Date

Signature



Noni Family Wellness Programme

(A unit of Noni BioTech Pvt. Ltd.)

DSP Stock, Purchase & Sales Summary (SPSS)

(To be Submitted by the DSP in Duplicate)

DSP Name :		City :			
Code :		SPSS No. :			
Report Date			Inv. No. From		
Total Invoices Submitted			Inv. No. To		
	Regular	Offer	Total	BTP	Remarks
Opening Stock C/F.					
Invoice submitted Nos.					
Balance Stock					
Purchased Today*					
Closing Stock C/O*					

*To be filled by the RDC Manager

Value of Pack Invoices Submitted Packs x Rs.	Rs.	Remarks
Value of BTP Invoices Submitted BTP x Rs.	Rs.	
Value of Purchase to be done now	Rs.	
Additional Purchase if any Packs x Rs. BTPs x Rs.	Rs. Rs.	
Total Value of this Purchase	Rs.	

Payment Details

Enclosed D.D. for Rs..... D.D. No.....

Dated Bank

DSP Seal

Date

Signature

For Office use

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5. Sales Report Preparations (Do's & Donts)

Do's

1. Prepare one ISR & SPSS Report when you are forwarding sales documents.
2. Prepare one ISR Report when you are forwarding sales documents.
3. Keep Copy of Reports with DSP

Do-not's

1. Do not submit the Invoice or Purchase Products without submitting. (ISR & SPSS documents)

Your Company's Name
(Agent of Noni BioTech Pvt. Ltd. Chennai - 600 096.)

Your Company's Address

Your Company's Phone



INVOICE

To	Invoice No. :
	Date :
	Order No./Application Date :
I.D. No. / Application No.	New <input type="checkbox"/> Re-Purchase <input type="checkbox"/>

S.No.	Description	S.T./VAT %	QTY	Rate (Rs.)	Taxable (Rs.)	Non-Taxable (Rs.)
1.	Divine Noni Gold Noni Drink Concentrate Pack of 3 bottles - 800ml each Batch No.					
2.	Divine Noni Gold Noni Drink Concentrate Pack of 6 bottles - 400ml each Batch No.					
3.	Divine Noni Gold Noni Drink Concentrate Pack of 4 bottles - 800ml each Batch No.					
4.	Divine Noni Gold Noni Drink Concentrate Pack of 8 bottles - 400ml each Batch No.					
5.	Reading Books, Brochures, Journals for Noni Distributors (BTP)					
				Total		

	Taxable Amount Total	Rs.	
	S.T./V.A.T.	Rs.	
	Sub Total	Rs.	
	Non Taxable Total	Rs.	
	Bill Amount	Rs.	

Rupees in Words :	VAT No. CST No. TIN No.
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<p style="text-align: center;">Statement of Understanding</p> <p>I _____ recognise that Indian Noni is for distribution in the market as a Health Enhancer. I understand that it may only be marketed as a Health Enhancer with no medicinal claims.</p> <p>I further understand that (your Company's Name) makes any remedy claims regarding this product and produce no marketing materials or information that makes any such claims. Though there may be books and other materials in the market place and on the internet that suggest medicinal value of Noni, (your Company's Name) does not sell these materials or authorised any such claims. I attest that I have read and understood the Statements of Understanding given above.</p> <p>Date: _____</p>	<p>I / We hereby certify that my/our Registration Certificate under (your State) Value Added Tax (VAT) / Sales Tax Act (ST) is in force on the date on which the sale of the goods specified in this bill / cash memorandum is made by me/us and that the transaction of sale covered by this bill / cash memorandum has been effected by me/us in the Regular course of my / our business.</p> <p style="text-align: center;">For Your Company's Name</p> <p style="text-align: center;">Signature</p>
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Customer / Distributor's Signature



From (DSP Name and Address)

.....

DSP Code :

To

Noni Family Wellness Programme

A Unit of Noni BioTech Pvt. Ltd.

RDC

.....

No. :

DSP Order Form

Date :

Products	Pack	Rate/Pack	Amount
1. Divine Noni Drink Concentrate Pack of 6 Bottles 400 ml (Regular Pack)		3091/-	
2. Divine Noni Drink Concentrate Pack of 8 Bottles 400 ml (Offer Pack)		3091/-	
3. Divine Noni Drink Concentrate Pack of 3 Bottles 800 ml (Regular Pack)		3091/-	
4. Divine Noni Drink Concentrate Pack of 4 Bottles 800 ml (Offer Pack)		3091/-	
5. Business Tools Pack		1422/-	
Total			

Special request if any :

_____ Date

_____ DSP Seal

_____ Signature

Please make Photo copies if required

8. Price Structure for Billing And Stock Transfers To DSPs

RDC/Warehouse Billing to DSP for VAT Set off - Price Structure (For non-octroi)		Bill to Distributors		Stock Transfers to DSPs
S.No.				
a	Product	Indian Divine Noni		
c	Pack size	3 × 800 ml		
d	VAT %	4.00		
e	Total BP	3091.00		
f	VAT amount	118.88		
g	DPP	3195.00		
h	RP	532.50		
i	MRP	3727.50		
Price Structure for DSP Vat set off :				
1	Price declared by Chennai to RDC / Warehouse :	2972.12	Chennai / RDC direct billing to Distributor	Chennai / RDC Stock Transfer price
2	Basic price for Billing by RDC / Warehouse	2972.12		
3	VAT @ 4% (applied by RDC / Warehouse) to DSP	118.88		
4	DSP's buying price (Items 2 + 3)	3091.00		
5	Price of item-2 to which DSP add their Margin (commn)	2972.12		
6	DSP's margin	100.00		
7	Basic Price for Billing by DSP to Distributor	3091.00		
8	VAT @ 4% (applied by DSP) to Distributor	118.88		
9	Distributor price	3195.00		
10	Distributor's margin	532.50		
11	MRP (as per Price structure for VAT set off)	3727.50		
12	MRP (as per item-1above)	3727.00		
Payment structure				
13	Company will get (excluding DSP commission)	2972.12		
14	Company will get VAT amount, which Co. has to pay	118.88		
15	Total price Co. will get (Item - 13+14)	3091.00		
16	DSP will get their commission by billing	100.00		
17	Tax payable by DSP by VAT Set off (Item 8 - 3)	4.00		
18	Distributor will get margin (Discount)	532.50		

Note : DSPs have to avail Input Tax Credit (VAT set off) and pay only difference of VAT (Rs. 4) as per above Price Structure in case of supply by billing from Warehouses / RDC / Chennai to DSPs.

9. Procedure for DSP's

for recording and reporting
shortages/damages
noticed while receiving a consignment

1. Before dispatching the goods to DSP's Warehouses will

- Weight and write weight on each packages
- Write expiry date of product packed
- Put CHECKED seal on each package.

2A. DSPs when receiving a consignment shall check for:

- Number of packages received
- Weight written on each package.
- Total weight of the packages on the L/R
- Intact condition of the packages with CHECKED seal.

DSP's are advised not to accept any package received without weight and expiry dates written and without CHECKED seal.

In case of damage to packages, DSP shall physical count the products in the packages. Any short delivery or damage to the packages will be recorded in the L/R when signing it and intimation of the same should be sent to:

- The transport company
- Warehouse and
- Head Office.

If the transport company is failing to deliver the short delivered package within one week, claim should be lodged with the transport company (with copy to Warehouse and Chennai Head Office) for value of the and freight goods not received.

2B. DSP's shall immediately physical count the goods received. If shortage or damage is noticed, the DSP will intimate to warehouse with copy to Chennai Head Office with the following information :

- Invoice/STN number
- Quantity dispatched, actual received and short received.
- Condition of the packages when received.
- Weight mentioned in dispatch documents
- Total weight mentioned in the L/R.

10. Procedure for Return of Products

Procedure for Return of Products by DSP's to Warehouses :

1. DSP desiring to return any product is required to write/email to company's Head Office with copy to respective Warehouse, with the following information to get the approval for returning the product :

Sl.No.

Product Name

Batch No.

Mfd. dte

Expiry date

Invoice No.

Date

Reason for return

2. After receiving the intimation from DSP as per item-1, Head Office may approve or reject the return of the products. DSP can return the goods only after receiving approval of H.O.
3. Once approval of Head Office is received, DSP will return the product to respective Warehouse with prescribed Proforma Invoice as per Annexure-2.

11. Under Taking by DSP

We, _____ (name of DSP), are having Distributor Stock Point in _____ (Place) for Indian Divine Noni Gold Food Drink Concentrate and other Noni Products to Noni Distributors. We hereby declare :

- that we will not sell Noni Product to Non - Distributors of Noni Products.
- that we recognize that Indian Divine Noni is for distribution in the market as a Health Enhancer with no medicinal claims.
- that we will maintain proper Stock Register to comply with Regulations of Sales Tax Department.
- that we shall pay the VAT/Sales Tax to Sales Tax Department before stipulated date every month and copy of Return and acknowledgement of Sales Tax Department for the payment received will be sent to the Company every month.
- that we shall send Form - F from Sales Tax Department to the Company for the goods received by Stock Transfer every month for inter state despatches from the Company.
- that we shall send Sales documents, Sales Reports and D.D. twice in a week as per the instructions given by the Company.
- that we will adhere to all the rules, regulations, policies and directions / guidelines by the Company from time to time.
- We shall sell Noni Products only to registered Noni Distributors.
- that we shall sell Indian Noni Products at the rate prescribed by the company.
- that we shall not make any Credit Sales.
- that we will not publish & distribute any advertisements/handouts/pamphlets etc. about the Noni Products without prior written approval from Company.

Signature :

Name :

DSP's Company Seal :

Date :

Place :