INVOICES AND STATEMENTS USER GUIDE

When stock is delivered by BBB, invoices are sent with the delivery.

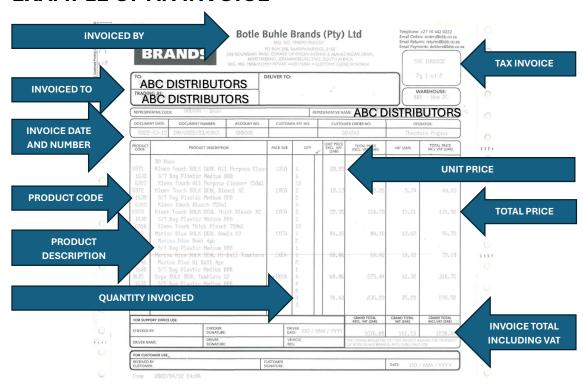
Invoices are invoiced per Brand (BBH, Puer, Orijins, Fashion and Sales Tools)

All stock received is to be checked against the invoices (the signed white copy)

If there are any variances, BBB is to be contacted within 24 hours

Once finalised, invoices are to be neatly filed away by month.

EXAMPLE OF AN INVOICE

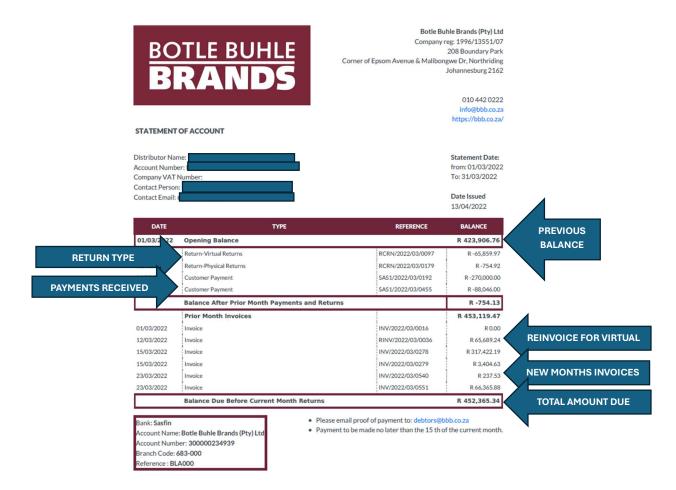


Invoices reflect the following details:

- States that it is a "Tax Invoice"
- Invoiced by
- Invoiced to
- Invoice date
- Invoice number
- Product codes
- Product descriptions
- Quantity ordered
- Unit price
- Total price
- Invoice totals (excluding and including VAT)
- VAT amount

When stock is returned to BBB (either physical or virtual) a statement is sent to the Distributor.

EXAMPLE OF A STATEMENT



Statements are a summary of all transactions that took place on a Distributors account within a certain time.

Statements reflect the following details:

- Who provided the statement
- Who the statement is for
- Statement date
- Previous balances
- Returns / Credit notes (Physical or Virtual). Reference starts with RCRN.
- Payments received
- Dates of transactions
- Values of transactions
- Amounts that are negative reflect a minus sign (credits / payments)

- Reinvoicing of virtual returns. Reference starts with RINV.
- Total amount due for payment
- Details of where payment is to be made and what reference is to be used

Check all the invoices received for the month against the statement to make sure that the invoices balance with the statement.

Any queries must be emailed to debtors@bbb.co.za.

Full payment must be made before or on the 15th of the month.

All proof of payments are to be sent to debtors@bbb.co.za.

The Statement must be filed with the invoices that have been checked for the month.