

**INVOICES
AND
STATEMENTS
USER GUIDE**

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

Invoices are invoiced per Brand (BBH, Puer, Oriijins, 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

INVOICED BY Botle Buhle Brands (Pty) Ltd
REG. NO. 1996/013591/07
PO BOX 296, RANDPARKBURG, 2156
208 BOUNDARY PARK, CORNER OF PRISON AVENUE & MAALBACH DRIVE,
NORTHBRIDGE, JOHANNESBURG, 2153, SOUTH AFRICA
REG. NO. 1996/013591/07/VAT: 4430171961 • CUSTOMS CODE: 01543404

INVOICED TO ABC DISTRIBUTORS
TRADE NAME: ABC DISTRIBUTORS

INVOICE DATE AND NUMBER 2022-03-15 191/2022/03/0303 594006

PRODUCT CODE 6971, 1630, 6307, 6372, 1630, 6309, 6973, 1630, 1304, 1630, 1630, 1630

PRODUCT DESCRIPTION 55 Hose, Kleen Touch BULK DEER. All Purpose Clean, 5/T Bag Plastic Medium BBB, Kleen Touch All Purpose Cleaner 750ml, Kleen Touch BULK DEER. Bleach X2, 5/T Bag Plastic Medium BBB, Kleen Touch Bleach 750ml, Kleen Touch BULK DEER. Thick Bleach X2, 5/T Bag Plastic Medium BBB, Kleen Touch Thick Bleach 750ml, Marina Blue BULK DEER. Bowls X2, Marina Blue Bowl 4pc, 5/T Bag Plastic Medium BBB, Marina Blue BULK DEER. Hi-Ball Tumblers, Marina Blue Hi-Ball 4pc, 5/T Bag Plastic Medium BBB, Bupa BULK DEER. Tumblers X2, 5/T Bag Plastic Medium BBB

QUANTITY INVOICED 6, 6, 12, 2, 2, 4, 5, 5, 10, 1, 2, 1, 1, 2, 1, 4, 4, 3, 3

UNIT PRICE 22.95, 19.13, 22.95, 84.16, 68.66, 68.66, 68.66, 78.43

TOTAL PRICE 1276.89, 161.53, 1236.42

INVOICE TOTAL INCLUDING VAT 1276.89, 161.53, 1236.42

TAX INVOICE Pg 1 of 2
WAREHOUSE: BBB - New DC

FOR SUPPORT OFFICE USE:
CHECKED BY: DRIVER NAME: RECEIVED BY CUSTOMER: TIME: 2022/04/12 14:06
CHECKER SIGNATURE: DRIVER SIGNATURE: CUSTOMER SIGNATURE: DATE: DD / MM / YYYY

FOR CUSTOMER USE:
RECEIVED BY CUSTOMER: CUSTOMER SIGNATURE: DATE: DD / MM / YYYY

UNIT PRICE 22.95, 19.13, 22.95, 84.16, 68.66, 68.66, 68.66, 78.43

TOTAL PRICE 1276.89, 161.53, 1236.42

INVOICE TOTAL INCLUDING VAT 1276.89, 161.53, 1236.42

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

**BOTLE BUHLE
BRANDS**

Botle Buhle Brands (Pty) Ltd
Company reg: 1996/13551/07
208 Boundary Park
Corner of Epsom Avenue & Malibongwe Dr, Northriding
Johannesburg 2162

010 442 0222
info@bbb.co.za
<https://bbb.co.za/>

STATEMENT OF ACCOUNT

Distributor Name: [REDACTED]
Account Number: [REDACTED]
Company VAT Number: [REDACTED]
Contact Person: [REDACTED]
Contact Email: [REDACTED]

Statement Date:
from: 01/03/2022
To: 31/03/2022

Date Issued
13/04/2022

DATE	TYPE	REFERENCE	BALANCE
01/03/22	Opening Balance		R 423,906.76
	Return-Virtual Returns	RCRN/2022/03/0097	R -65,859.97
	Return-Physical Returns	RCRN/2022/03/0179	R -754.92
	Customer Payment	SAS1/2022/03/0192	R -270,000.00
	Customer Payment	SAS1/2022/03/0455	R -88,046.00
	Balance After Prior Month Payments and Returns		R -754.13
	Prior Month Invoices		R 453,119.47
01/03/2022	Invoice	INV/2022/03/0016	R 0.00
12/03/2022	Invoice	RINV/2022/03/0036	R 65,689.24
15/03/2022	Invoice	INV/2022/03/0278	R 317,422.19
15/03/2022	Invoice	INV/2022/03/0279	R 3,404.63
23/03/2022	Invoice	INV/2022/03/0540	R 237.53
23/03/2022	Invoice	INV/2022/03/0551	R 66,365.88
	Balance Due Before Current Month Returns		R 452,365.34

Bank: Sasfin
Account Name: Botle Buhle Brands (Pty) Ltd
Account Number: 300000234939
Branch Code: 683-000
Reference : BLA000

- Please email proof of payment to: debtors@bbb.co.za
- Payment to be made no later than the 15 th of the current month.

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.