

# YOUR HOTLOTZ MARKETPLACE INVOICE EXPLAINED

This explainer illustrates how we have prepared an invoice for an item sold in the Hotlotz Marketplace. The item, a mother of pearl wall mirror, was sold for a fixed price of \$40.00 inc. GST.

## 1 Your registered account name and unique Hotlotz reference

Please ensure that your Hotlotz account is registered in your full legal name and pay your own invoices.

This is important as Hotlotz can only accept payments from the buyer named on the invoice. We cannot accept third-party payments from an individual or organisation that is not named as the buyer. This includes payments from a spouse or another family member.

If you need to make any changes to your personal details, it's easy to do at any time in your Hotlotz account.

Your unique Hotlotz reference (sometimes referred to as your paddle number) is also listed here. You should quote this if you contact us with any general queries about your account.

## 2 Your unique invoice number for handy reference

The invoice number shown here relates to this specific invoice. You should quote it if you contact us with any queries about this invoice.

If you pay your invoice by bank transfer or PayNow please quote this invoice number as the reference.

## 3 This line item shows the fixed price amount

The description shows the title of the item which this invoice relates to.

## 4 This shows the total GST you have paid for all taxable supplies at the prevailing rate including commission and fees.

In line with price display rules in Singapore, fixed prices are inclusive of GST. This shows the total GST that you have paid.

**TAX INVOICE**

John Doe (A100)  
123 Smith Street  
SINGAPORE 438928  
SINGAPORE

Invoice Date  
19 Apr 2022

Invoice Number  
INV-0001

Reference  
Marketplace Invoice

Hotlotz Pte. Ltd.  
201524698M

Hotlotz Pte. Ltd.  
120 Lower Delta Rd  
#01-15 Cendex Centre  
Singapore 169208  
+65 6254 7616  
hello@hotlotz.com

Description	Tax	Amount SGD
Marketplace - Fixed Price - A MOTHER OF PEARL WALL MIRROR	7%	40.00
INCLUDES LOCAL SUPPLY OF GOODS AND SERVICES 7%		2.62
<b>TOTAL SGD</b>		40.00
Less Amount Paid		40.00
<b>AMOUNT DUE SGD</b>		0.00

Due Date: 22 Apr 2022

UNDERSTANDING YOUR INVOICE

- For auction purchases, please pay your invoice immediately
- Prices are inclusive of GST, where levied
- Organise removals promptly or storage fees may apply after seven days
- To use a payment card, log into your Hotlotz account and view Invoices Awaiting Payment in the dashboard
- For bank transfers or PayNow payments, quote the invoice number above
- We cannot accept third-party payments from an individual or organisation that is not named as the winning bidder on the invoice. This includes payments from a spouse or another family member.
- We do not accept payments in cash or by cheque

DBS Bank Ltd

Account Name: Hotlotz Pte Ltd

Account Number: 0039310692

PayNow UEN: 201524698M

This is a computer-generated invoice. It does not require a stamp or a signature

For Terms & Conditions see [www.hotlotz.com/terms](http://www.hotlotz.com/terms)

You can read more about common topics and auction terms in our FAQ and Glossary sections at [hotlotz.com](http://hotlotz.com). If you need more help, please send an email to [finance@hotlotz.com](mailto:finance@hotlotz.com)