For new customers,

Receiving Customer creation form and related Excise, CST, VAT /TIN, PAN registration copy from the customer and send to TAX Dept. and finance Dept. for approval and after approval, All document along with VVF user form are send to IT for creation of Customer Code.

For this year, **104** has been created.

Ethoxylate export:

For Ethoxylate exports, VVF sells Vegarol 1214 to third party (RSPL, Esteem & Unitop) and after conversion we repurchase the Ethoxylate and export. In this transaction, a file is maintained for the sales price and purchase price ratio and the difference value payable/receivable account is maintained for the third party.

GST :-

Customer code, zone wise had been segregated and master file created and communicated to customer to forward the GST copy and along with it duly filled excel file with relevant information. The files received from the customer had been forwarded to Tax department and to IT department to maintain the same.

MIS HUL A/c & Hydrogen Gas, other Details:

Maintaining records of Sales of Vegarol 1214, Hydrogen gas, and other products, Customer wise, quantity wise on monthly Daily/weekly basis & Comparative statement of Hydrogen gas. The report is circulated to Consign Managers & MD

Details - Weekly/Monthly= Domestic Sales Details, Domestic SO List & Pending SO List.

Returns:

The goods that have been returned to the factory, return SO is created and informed to the factory as well as accounts to make necessary arrangement to take inward receipt of goods and maintain the customer ledger accordingly. For this year, **49** Returns Order has been created.

Debit/Credit Note:

Where ever there is mismatch in the amount receivable/payable, a debit/credit note is generated along with supporting documents and calculations have been done and inform Finance to take appropriate action.

Audit:

Facilitating the auditors with relevant information and documentation required by them and answering any queries raised.

**Digital Invoice :-**

For customers like Reliance, digital invoice are generated in the System as per customer requirement and the digit invoice is electronically signed and the customer is making payment upon generation of the digital invoice.

**Old outstanding amount Recover from Hindalco:-**