

PAYMENT ACCOUNTING GUIDELINES FOR PARTNERS

1. BECHEM Partners must share the payment details in the '**BECHEM payment format**' to the following mail Id's.

Accounts Team: accounts@bechemindia.com , saraswathi@bechemindia.com

Sales Team: rashmi@bechemindia.com / shilpa@bechemindia.com and to the respective BECHEM Sales Engineers.

2. If the payment details are not shared in '**BECHEM payment format**', the amount credited to BECHEM bank account will be kept under suspense account until we receive payment details in payment format.
3. Payments details received in '**BECHEM payment format**' will be accounted only on receipt of credit in BECHEM bank account.
4. Payment credited to BECHEM bank account will be accounted and adjusted to the respective Partners account on or before 12.00 PM every day. This covers the previous day's payment credited in our account and the current day payment receipt upto 12 PM. Any payment credited to BECHEM's bank account after 12.00 PM will be accounted and adjusted on the next working day.
5. In case of emergency dispatches, Partners are required to send request mail to Sales Support Team and Accounts Team. Such requests shall be taken on case to case basis.