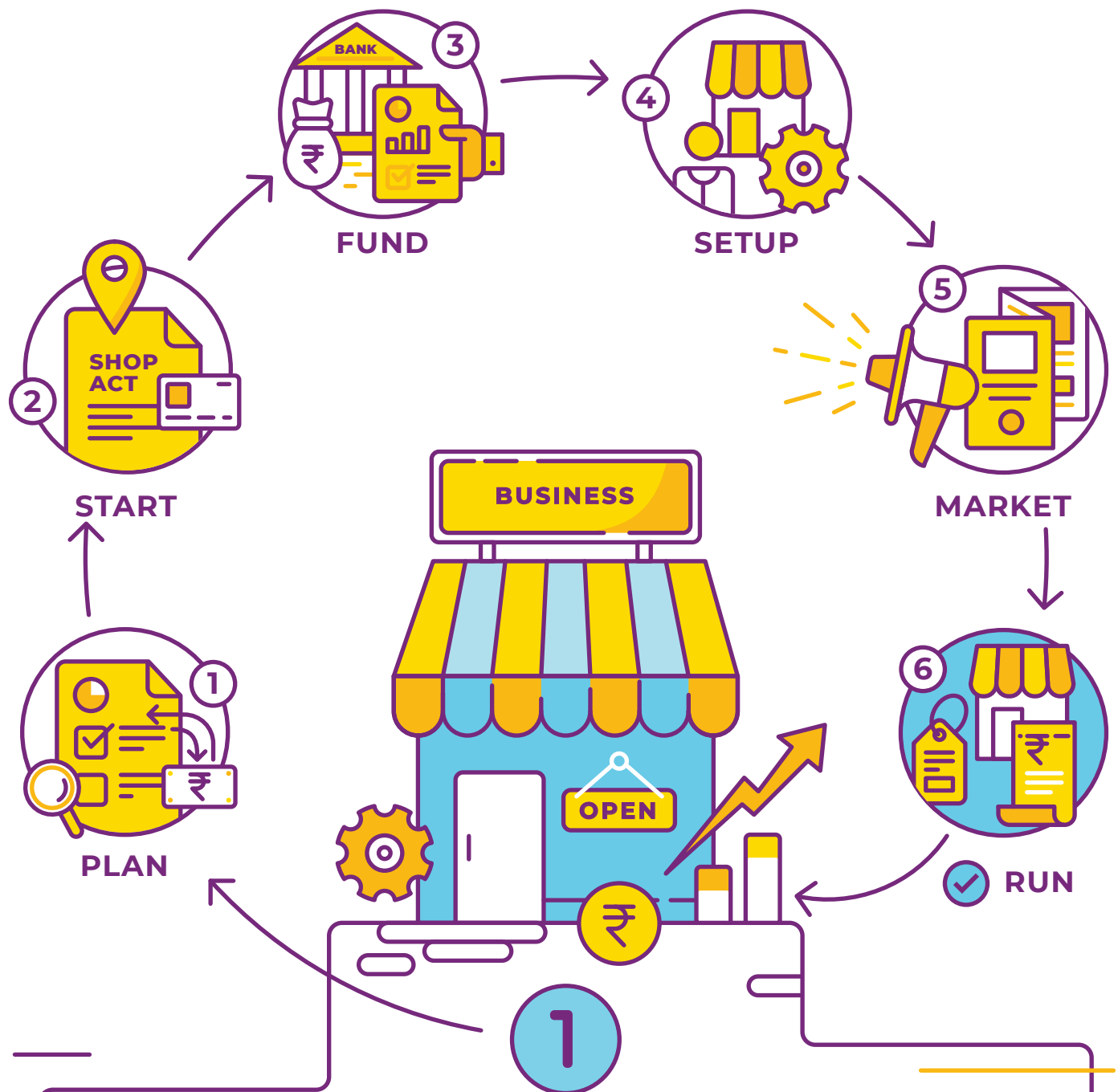


# SUBSCRIPTION MANAGEMENT CHECKLIST



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## Subscription Management

### 1. Introduction

deAzzle Web is a one-stop solution for small businesses to organize themselves and grow, as it helps automate key business processes. deAzzle Smartbiz is a Business Digitalization software aimed to simplify business functions such as subscription management. Any business that comprises of a regular set of customers, recurring billing with this set of customers, and payment collection from this customer base is referred to as a subscription business.

**For example-**

#### **Milkman**

A milkman has the same number of customers every month. He calculates and bills these customers at every month end and collects money for the service given. deAzzle Web manages these subscriptions for the milkman's business and saves the time, cost and money for this entire process.

#### **Magazine Provider**

A magazine provider is also an example of a subscription business. Customers subscribe to magazines on a monthly or annually basis. The magazine provider can maintain data of all the customers, their chosen plans and their due dates and then make use of the deAzzle system to send reminders and for payment collection.

### 2. How deAzzle Helps Businesses

- It adds and manages all regular customers at one place
- It adds subscription/billing data for all customers
- It sends out invoices and payment links to all customers in one click
- It allows customers to make payments using the SMS links for the services they have chosen
- It keeps record of who has paid and who has not yet paid the bill
- It sends reminders to all the customers who have not paid

### 3. How To Setup Your Business With deAzzle Web

- Go to <https://smartbiz.deazle.in/sign-in>
- Click on 'New Registration'
- Fill up the 'Seller Registration' form with 'Name' and 'Mobile Number'



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- Your account is thus created
- Now 'Login' to the panel with mobile number and OTP which is sent on the same mobile no.
- Add or upload subscriptions for the customers

#### **4. List Of Documents For KYC (Only If Online Payment Is A Requirement)**

Once you register your business on deAzzle Smartbiz, set up a payment method for which you need to get your KYC done. The payment merchant and the documents are listed below:

##### **Payment Merchant: Instamojo**

You need to upload the following documents in order to have your KYC done on Instamojo

- Scanned copy of Shop Act/Udyog Aadhar/Company Registration Certificate
- Scanned copy of current account cheque book's front-page details
- Scanned copy of business PAN Card/ Proprietor PAN Card

#### **5. Packages And Pricing**

- Free for one year.

#### **6. Turn Around Time (TAT)**

Following is the TAT for all deliverables under this service:

- deAzzle Smartbiz Registration: 5 to 7 mins
- Instamojo KYC: 2 to 3 days

#### **7. Deliverables**

You will get the following deliverables:

- deAzzle Web business account with Instamojo integration if online payment collection is needed



# Good Luck For Your Business.



**deAsra Foundation**

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