# Communication

### **Upgrade Your Business**



Business communication with your customer base should do more than alert them to new products and deals. Accounting information should be provided and presented in a timely manner so that appropriate decisions can be taken at the right time.

### **Business Benefits**

- ✓ Multiple Communications EMAIL, Download Link, WhatsApp, SMS and Attachments
- Cut expensive txt messaging cost and move to Unlimited WhatsApp messages
- ✓ Audit read messages
- ✓ Dedicated WhatsApp number for all
- ✓ Send 20 different Business messages
- Auto + manual + Schedule messaging
- Broadcast new offers & promotions
- ✓ Support 15 Indian Languages

## Why I need Communication System

### **16 Auto Messages**

- Bill Create
- Material Dispatch
- Outstanding Reminder
- Customer Cheque Deposit
- Customer Cheque Bounce
- PDC Balance Reminder
- Customer Payment Receipt
- Supplier Payment Paid
- Sales-Order
- Quotation
- POS Invoice
- Monthly Customer Ledger
- Monthly Outstanding
  Reminder ..... More

### **Broadcast Messages**

- Offers & Schemes
- Birthday Reminder
- Anniversary Reminder
- Customers Outstanding
- In Multi Languages
- POS customers
- No Dues to Suppliers
- No Dues to Customers

### Send 14 Attachments

- UPI QR Code
- Quotation Copy
- Invoice Copy
- Sales Order Copy
- Payment Receipt
- LR / Transporter Copy
- Ledger Copy
- Outstanding Copy
- Product Images & PDF

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# **Automating Business Communication**

For our easy understanding, let us take the example of a customer name Supreme Trader here:

### On Bill (Create/ Edit/ Delete)

Relay: Manual + Automatic

Submission Time: On transaction

Dear Supreme Trader, New Invoice Created Your Invoice No.INV-2021-2345, Date: 23-01-2021, Amt: 10,000/- has been created successfully. Click below link to download the Invoice. https:\\Download here Now total balance is 25000/-Thanks My Company



Attachment: Invoice Copy

### **Timely Payment Reminder**

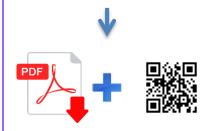
### **Relay:** Automatic

Submission Time: Schedule, you can set time, in below example it is 4 days

### Dear Supreme Trader,

Timely payment reminder This is just to remind you that the payment 10000/- will be **due after 4 days** (Invoice No: INV-2345, Dated: 23-July-2020). Your total balance (debit) is 25000/-. You can make the payment in the bank account / QR code specified on the Invoice Copy. You can also download the Invoice copy and UPI QR code sent with this message. Or click on the link given below to download the Invoice Copy. https:\\ download here Regards

My Company

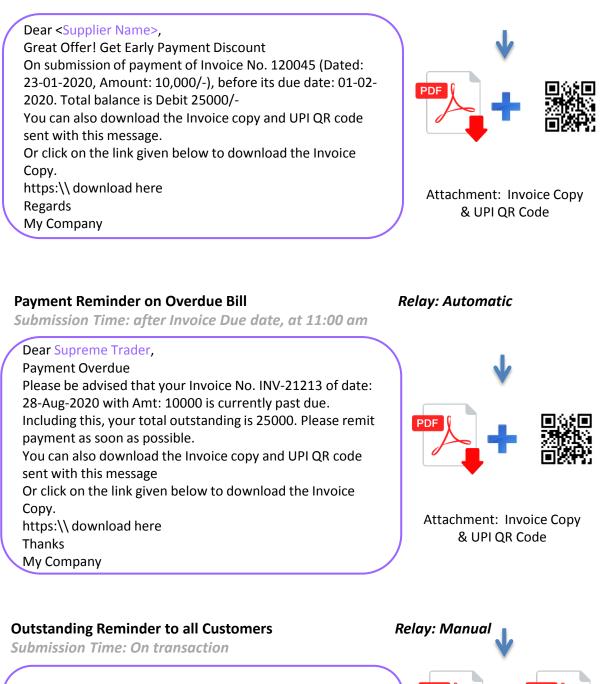


Attachment: Invoice Copy & UPI QR Code

### **Early Payment Discount offer**

**Relay:** Automatic

Submission Time: Schedule, you can set time



### Dear (Customer Name),

Outstanding Reminder This is a friendly reminder that the pending amount INR. xxxx (xxxx invoices) is overdue by xxxx, If payment has already been made please ignore this reminder. Thanks



Attachment: Pending Bills Copy with Summary

### **Payment-Received by Customer**

### Relay: Manual + Automatic

Submission Time: On transaction

### Dear Supreme Trader,

Thanks for the payment. The amount Rs.10000/- has been received by CASH. Reference No. CASH-23232, Date: 24-01-2021. Now total balance is 15000/-Regards My Company



Attachment: Payment Receipt Copy

### Customer Alert for PDC, one day before

Submission Time: One day Before, 11:00 am

### Dear Supreme Trader,

Maintain Sufficient Fund Kindly inform that your check 112345, Amount: 10000, dated:23-01-2021, IDBI Bank) will be under process for clearing tomorrow. Please keep sufficient funds in your account. Thanks My Company

### **Relay:** Automatic

### **Customer's Cheque Deposit**

Submission Time: On transaction

#### Dear Supreme Trader,

Cheque Deposit Notification Kindly inform that your check 112345, Amount: 10000, Dated: 23-01-2021, IDBI Bank) is under process for clearing. Thank you for your payment. Regards My Company Relay: Automatic

### **Broadcast Offers & Promotions to All Customers**

**Relay: Manual** 

Relay: Semi- Auto

**Relay: Semi- Auto** 

Submission Time: On transaction

Dear (Customer Name), New Product Arrive Hurry! Limited offer for New Logitech Mouse Model 450. Buy One Mouse & Get One Mouse Free . Thanks My Company Offers IMAGE/ PDF

### Wish Birthday to All Customers

Submission Time: On transaction

### Dear (Customer Name),

Happy Birthday Wishes with Offers We wish you plenty of love prosperity and long life Happy birthday. Please visit our shop today and get 5 % additional discount on purchase. Thanks My Company



Birthday IMAGE/ PDF

### Wish Anniversary to All Customers

Submission Time: On transaction

### Dear (Customer Name),

Wedding Anniversary with Offers May God rain a glowing relationship on your life! Enjoy your life and a very happy wedding to you. Please visit our shop today and get 5 % additional discount on purchase. Thanks My Company

Anniversary IMAGE/ PDF

### Customer's Sales-Order (Create/Edit/ Delete)

### Relay: Manual + Automatic

Submission Time: On transaction

### Dear Supreme Trader,

Your New Order Created Sales-Order No. SO-2131678, Date: 28-Aug-2020, Amt:20000/-. If any changes require please contact us immediately. Click below link to download the Sales-Order. Download Link: [Sales-Order Copy] Regards My Company



Attachment: Sales-Order Copy

### **Customer's Quotation**

Submission Time: On transaction

### Dear Supreme Trader,

Quotation Created Thank you very much for your interest. We are looking forward to your reply. Quotation No. EST-12321, Date: 28-Aug-2020, Amt:15000/-. Click below link to download the Quotation. Download Link: [Quotation Copy] Regards My Company

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Relay: Manual + Automatic

Attachment: Quotation Copy

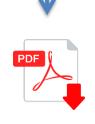
### Material Dispatch Report (sale/ Edit/ Delete)

Submission Time: On transaction

### Dear Supreme Trader

Material Dispatched to You. Material of Sale Invoice INV-131111 No. has been dispatched by Gati Logistics (Transporter Tele : 0731445544) on Date: 27-Aug-2020, Docket/LR No.: 7897. Click below link to download the Docket/LR Copy Download Link: [Docket/LR Copy] Regards My Company

### Relay: Manual + Automatic



Attachment: Transporter POD

### Monthly Ledger to All Customers

**Relay:** Automatic

Submission Time: On Beginning of a month, time: 11:00 am

### Dear (Customer Name),

Monthly Ledger Please note that your Ledger Balance Dr. 10000/- is currently outstanding. You can download the Ledger copy sent with this message Thanks My Company



### Download Monthly Ledger

### **Monthly Outstanding Reminder to All Customers**

Submission Time: On Beginning of a month, time: 11:00 am

#### Dear (Customer Name),

Outstanding Reminder This is a friendly reminder that the pending amount INR. xxxx (xxxx invoices) is overdue by xxxx, If payment has already been made please ignore this reminder. You can download the Outstanding copy and UPI QR code sent with this message. Thanks My Company

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**Relay:** Automatic

Download Monthly Outstanding

### Supplier's Bill Entry / Edit/ Delete

Submission Time: On transaction

### Dear <Supplier Name>,

We have received your Invoice No. INV112233 with Date: 27-june-2020 and Amt: 50000/-, which has been entered in our ledger. Regards My Company Relay: Manual + Automatic

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### Payment Pay to Supplier Create/ Edit/ Delete

### Relay: Manual + Automatic

Submission Time: On transaction

### Dear <Supplier Name>,

We have paid the amount of Rs. 50000/- by IDBI Bank Reference No. 123213, Date: 05-Aug-2020. Now total balance is NIL. Regards My Company



### No Dues Notification to a Customers

### **Relay:** Automatic

Submission Time: On Beginning of a month, time: 11:00 am

### Dear <Supplier Name>,

**No Dues Notification** We have no dues as of Date 29-Jun-2021. If it is discovered that some contributions have been missed, contact us immediately after receiving this notification. Regards My Company

### No Dues Notification to All Supplier

Submission Time: On Beginning of a month, time: 11:00 am

### Dear <Supplier Name>,

### **No Dues Notification**

We have no dues of Netcom-Computer till 29-Jan-2021. If it turns out that some contribution has been missed, contact us immediately. It will be difficult for us to resolve any dispute later. Total balance is NIL. Regards My Company

### **Relay:** Automatic

### **Supplier's Balance Intimations**

**Relay: Automatic** 

Submission Time: On Beginning of a month, time: 11:00 am

Dear <Supplier Name>, Monthly Ledger We have 50000/- debit/credit balance in your account. If it turns out that some contribution has been missed, please share with us. You can download the Ledger copy sent with this message Regards My Company



### **Retain inactive B2B Customers**

Submission Time: On Beginning of a month, time: 11:00 am

### Dear <Supplier Name>,

You are our valued Customer It is already been 4 months since your last purchase. We would like to offer best prices and new products range on your next order. Regards My Company

### **Retain inactive POS Customers**

Submission Time: On Beginning of a month, time: 11:00 am

### Dear <Supplier Name>,

Missing your presence It is already been 4 months since your last purchase. We would like to offer special discount and new products range on your next order. Please visit our shop. Regards My Company

....and many more communication technologies that our team is developing.

### **Relay: Automatic**

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Relay: Automatic