

**SOP for non-dealer's booking of Yarn and Fabric to be followed:-**

- a) Non dealer buyer to send the request to the respective regional marketing by email along with 10% advance of booking value (inclusive of GST) with a copy to HO mktg
- b) On receipt of email and 10% advance regional marketing team will confirm the quantity to buyer and block the goods in portal immediately. If required quantity is not available in ready stock then regional marketing team will send a request email to NTC HO-Finance for refund of advance to the buyer and accordingly inform the buyer for non-availability of goods.
- c) Regional marketing will send the Proforma invoice to buyer along with intimation to remit balance 90% payment within 48 hrs to lift the goods.
- d) In case of non- payment of balance 90% amount within 48hrs the quantity will be unblocked by regional mktg and penalty amount to be adjusted from 10% advance amount as per sales policy
- e) The entire booking of non-dealers to be uploaded in NTC MMS portal