



How the LurraLife Stockist Program works

- Stockists will start with 500 tea sachets.
- We will need the fulfilment address to send tea sachets
- We will create an email address so members can coordinate pickups with you.
- We will create an admin account for the back office so you have access to view and print invoices.
- To login to your admin account go to LurraGlobal.com Log in with the username and password we provide you. Once logged in search for the invoice by putting in the invoice #.

The Stockist is accountable for all tea. If tea cannot be accounted for, the Stockist must pay for it. Your LurraLife account will be suspended as well as the upline who vouched for the Stockist until payment is made.

1. Brand Partner will make an order as "pick up only".
2. City and email address for pickup place will be in the shipping tab.
3. Brand Partners will email the Stockist to coordinate pick up.
4. Stockist will verify the order by looking up the invoice # and making sure it has not been filled yet.
5. When Brand Partner picks up the stockist will again verify the order has not been filled and verify the person who is picking up the order.
6. Print order and have the Brand Partner **sign as collected**. Click on "view PDF invoice" then print PDF
7. Mark order as "Printed" and put "collected by _____" in the shipping tracking note.
8. Upload a picture/document of the signed invoice and save the file to send to the corporate office.

Before getting more tea the list of invoices with ID #s and Usernames for each invoice filled must be turned in to corporate to verify.

A monthly reporting call with the stockist will be made to make sure things are running smoothly.

Invoice Order Information
BV Last 30 Days all invoices: 0
Invoice #: 1056802

View PDF Invoice
View RTF Invoice

PDF

Net Amount:	\$0.00	Custom Net Amount Entered
Shipping:	\$5.95	LLShip
Sales Tax:		
Total:	\$5.95	Edit
Confirmed Paid:	Yes	
Transaction Type:	Sale Change	
Date:	2021-06-09 11:55:14 Created: 2021-06-09 11:55:14	
Date Printed:	Not Printed Do Not Ship Set ship date to a future date	

1. Mark Order Printed

Invoice Options

Credit/Reverse the Invoice

Order Options: RMA Issued, Click here
Click here to totally delete the Order | Click here to VOID the Order

View Commissions: View commissions

BV Added to Upline: BV Added to Upline (0 BV BV)
Modify BV

Credit Card/Check Payment Data: Show payment data

Invoice #: 1056802

Printed date for invoice 1056802

2. Select Date of Pick UP

Current Date: Jun

Change to: Jun

Mark As Printed: Make sure this is selected

Comment: Add Pick up Note

Change Date Click here to Save

Invoice Order Information
BV Last 30 Days all invoices: 0
Invoice #: 1056802

View PDF Invoice
View RTF Invoice

PDF

Net Amount:	\$0.00	Custom Net Amount Entered
Shipping:	\$5.95	Weight: 5 LLShip
Sales Tax:		
Total:	\$5.95	Edit
Confirmed Paid:	Yes	
Transaction Type:	Sale Change	
Date:	2021-06-09 11:55:14 Created: 2021-06-09 11:55:14	
Date Printed:	Not Printed Do Not Ship Set ship date to a future date	

Invoice Use

Username:

Placement Spon:

Enroller:

Order Entered By:

Marked Paid By:

Invoice Created f

Invoice Adc

Shipping Method:

Shipping Tracking

