

Standard Operating Procedure (SOP) for Sales Return

General Information:-

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Table of Content

Purpose.....	3
1. Handling Returned Product.....	3
1.1. Process.....	3
1.2. Action.....	3
2. Credit Note Issuance.....	4
3. Standard Products.....	4
3.1. Return Conditions.....	4

4. Customized Products.....	4
4.1 Return Condition.....	4
4.2. Module Size and Pricing Structure.....	5
5. Generation of Credit Note (CN).....	6
5.1. Process.....	6
6. Terms & Conditions.....	7
6.1. Custom Charges:.....	7
6.2. Eligible Items for Credit Notes.....	7
6.3. No Discounts on Sales Returns.....	7
7. Documentation Required.....	7
8. Advance Notification for Discontinued Products.....	7
8.1. Process	7
9. Communication Channels.....	8
10. Roles and Responsibilities.....	8
11. Process Flow.....	9

Purpose

The sales return SOP aims to provide back-end support from the company to the channel partners by accepting returned products and issuing credit notes according to the rules outlined.

1. Handling Returned Products

1.1. Process:

1.1.1. Returned products must be sent to the **Company's Headquarters (HQ)** for the inspection and processing.

1.2. Action:

1.2.1. A **challan** or a **return note** must be attached to the returned products, clearly marked as **"Sales Return"**.

Note:- If the return note or challan is missing with the returned product, the return will not be processed.

2. Credit Note Issuance

- 2.1. A **Credit Note** will be issued based on the cost of the returned product and any additional accessory charges. The final amount will be calculated after deducting the relevant charges from the product's cost.
- 2.2. **No products are eligible** for a credit note **after a six months** from the purchase date.

3. Standard Products

3.1. Return Conditions:

- 3.1.1. All standard products that are **less than six months old** and **unopened in their original packaging** are eligible for a full credit note.
- 3.1.2. **Discontinued products** will be credited based on the **current market value**, provided they are returned with the original invoice.
- 3.1.3. **Exchange of device connectors (cables)** may be **permitted** subject to the company's approval and **based on the physical condition** of the cables.
- 3.1.4. For **Cosmos backend PCB**, the credit note will be issue based on the **discount percentage** given at the time of sale. The **discounted amount will be calculated on the standard price** and the Credit Note will be issued including GST.

PCB	MRP
2S	2655
4S	3717
6S	5841
8S	7434
10S	9558

Table 3.1.4. Standard Price For Cosmos Backend PCB

* Discount will be applied as per the discount given at the time of sale.

4. Customized Products

4.1. Return Condition:

4.1.1. Touch panels less than six months old are eligible for credit note as per the value received after deducting the charges mentioned below.

4.1.2. Customized Touch Keypads are not eligible for return.

Note:- Internal matte-finish material in the touch panel fall under the customized category.

4.2. Module Size and Pricing Structure:

The following pricing structure applies based on the material type and module size.

Module Size	Acrylic			Glass			Wood Cost (INR)	Marble Cost (INR)
	Standard		Customized (INR)	Standard		Customized (INR)		
	Black (INR)	White (INR)		Black (INR)	White (INR)			
2M	263		500	500		700	700	2700
3M/4M	300		525	750		825	850	3350
6M	513		725	1000		1075	1125	4450
8M	563		775	1100		1250	1275	5100
12M	913		1125	1400		1600	1625	-
16M	1125		1375	-	-	-	1850	-
18M	1288		1575	-	-	-	2050	-

Table 4.2.1. Module Size and Pricing Structure For Touch Panels

Accessories	Standard		Customized(INR)
	Black (INR)	White (INR)	
Cat 6	343		686
RJ 11	100		200
RJ45	360		720
USB	606		1212
USB Type C	755		1510
HDMI	755		1510
13A Socket	168		168
16A Socket	182		182
6A Socket	137		137

Table 4.2.2. Pricing Structure For Touch Panel Accessories

Note:-

1. These values will be deducted from the actual price of the product, and remaining will be given as a Credit Note.
2. Other than listed accessories and customized products will not be taken back.
3. Only the products listed above, in their original condition, are eligible for return. Any products outside of this will not be accepted for return.
4. A Credit Note will be generated only if the product complies with the specified return conditions.
5. Returns will be accepted within six months from the date of billing.

5. Generation of Credit Note (CN)

5.1. Process:

5.1.1. A **Credit Note** will be generated within **one week** after receiving the returned product.

5.1.2. Important Notes:

5.1.2.1. Credit Notes will **only be issued for previous sales invoices**.

5.1.2.2. The **Billing pricing structure** and billing terms will apply. **No discounts** will be given for sales returns.

6. Terms & Conditions

6.1. Custom Charges:

6.1.1. Additional customization such as text, colors, or logos are **not eligible** for credit notes.

6.2. Eligible Items for Credit Notes:

6.2.1. Touch Interfaces, Back-end Devices and other **Smart Node Eco System** products are eligible for credit notes, according to return policies.

6.3. No Discounts on Sales Returns:

6.3.1. Sales returns will be processed based on the **regular standard discount** assigned to the partner, **regardless** of whether the original order was processed with **special discounts**.

7. Documentation Required

7.1. All relevant documents, including **sales orders, invoices, and challans**, must be attached when processing returns or replacements to ensure a smooth return process.

8. Advance Notification for Discontinued Products

8.1. Process:

8.1.1. Smart Node will notify channel partners of **discontinued products** at least **three (3) months in advance**.

9. Communication Channels

9.1. Notifications will be sent via **email** to registered channel partners.

9.2. Announcements will be posted on the **official website**.

9.3. Direct communications will be made with **key partners** regarding product discontinuations.

10. Roles and Responsibilities

Activity	Department	Responsibility
Generation of Credit Notes (CN)	Accounts	Issues Credit Notes for returned products
Report Creation for Return Materials	Support	Prepare detailed reports on return materials
Confirm Sales for Return Processing	Warehouse / Production	Verify sales transaction before processing

Table 10.1 Roles and Responsibilities

11. Process Flow

