



WINALITE INTERNATIONAL. INC.

10TH Floor AIC-Burgundy Empire Tower
ADB Avenue corner Sapphire & Garnet Roads, Ortigas Center, Pasig City

BECOMING A WINALITE SUCCESS CENTER

1. APPLICATION PROCESS

Winalite reserves the right to approve or disapprove a Winalite Success Center Application

- Submit application & requirements to Operations Department of Winalite
- Operations will process Application
 - Check application content
 - Requirements submitted
 - Validate Member Status from MIS (minimum of membership – Platinum)
- Operation to forward application to Sales for interview, evaluation and approval
- Sales to finalize and arrange schedule of ORIENTATION for WSC Operator upon approval.

2. BUSINESS ORIENTATION

➤ SALES

- Winalite Success Center Business Methodology
 - Sales
 - Training
 - Recruitment
 - Duties & Responsibilities
 - Benefits

➤ MIS

- Success Center Systems Orientation

➤ FINANCE

- Mode of Payment
 - a) Cash
 - b) Check - RELEASING OF STOCKS UPON CLEARING OF CHECKS
 - c) BANK TRANSFER/DIRECT DEPOSIT
 - Bank: **Union Bank**
 - Account Name: **Winalite International Inc.**
 - Account Number: **000-59001806-1**
 - (Option C is the fastest way to get your confirmation)
 - BUSINESS PERMITS & OTHER REQUIREMENTS
 - Secure mayor's permit
 - Register with the BIR having jurisdiction of the Success Center
 - a) DOCUMENTS NEEDED
 - BIR FORM 1906
 - Invoicing
 - a) Stockists to secure their own SALES INVOICES and OFFICIAL RECEIPTS once registered with BIR using **BIR FORM 1906**
 - b) Use BIR Form 1906
- ATTACHMENTS:**
- For New Taxpayers:
 - Job order
 - Final and clear sample of receipts and invoices (machine printed)
 - Photocopy of the following:
 - Proof of payment of Registration Fee
 - BIR Certificate of Registration
 - c) Stockists to invoice all their submitted orders
 - d) Stockists to report on a daily basis summary of invoiced orders and email it to dcapistrano@winalite.com.ph

➤ OPERATIONS

- INITIAL PURCHASE OF SUCCESS CENTER - 100 Love Moon Dynamic Sets
 - Applicant may personally pay at Head Office or deposit with **Union Bank**
 - Account Name: **Winalite International Inc.**
 - Account Number: **000-59001806-1**
- Replenishment
- Receiving of goods
- Policies & Procedures Implementation
- Reports Compliance

➤ MARKETING

- Merchandizing of use of marketing materials
- Reporting and claiming of promo item

3. PROBATIONARY PERIOD – (6 months Performance Evaluation)

- Sales & Purchases
- Inventory & Remittance
- Customer Service
- Training
- Reports Compliance
- Policies & Procedures Compliance
- Winalite Success Center Office