

Extension Warranty

Step 1: Susanna send you the online application and paypal invoice by email.

Example:

----- Original Message -----

Subject: Extended Warranty Purchase

From: Rena Sran <noreply@123contactform.com>

Date: Thu, October 12, 2017 8:34 pm

To: "ussales@ginlong.com" <ussales@ginlong.com>

Customer Information	
Full Name	Rena Sran
Address	628 Giant way
City	SanJose
State	CA
Zip	95127
Email	kulwantsran@yahoo.com
Confirm Email	kulwantsran@yahoo.com
Date (MM/DD/YYYY)	10/12/2017
Signature	Rena Sran
Installer Information	
Serial Number of Inverter	SR391016010714
Inverter Model	Solis-5K-2G-US
Date of Installation (MM/DD/YYYY)	09/20/2017
Company Name	Sunrun
Installer Contact Name	AaronTong
Installer Email	Atong@sunrun.com
Installer Phone	4155806851

You have received a new order from Online Store!




New order #25 >

Total \$520.00 PAID

Oct 5, 2017, 06:16 PM

Items

	10 Year Extended Warranty SKU: #00009 10 Year Extended Warranty: Solis-(4-5)K-2G-US Price per item: \$520.00 Quantity: 1
<hr/>	
	Subtotal \$520.00
	Total \$520.00

Customer

Joseph Garcia
joeyjade888@comcast.net

Billing Info

Joseph Garcia
6448 Eagle Ridge Drive, Vallejo, California, 94591, United States
United States
Phone 7072807610

Payment method



Step 2: Record those information on spreadsheet called “[Ginlong Solis Warranty Extension Tracking](#)”

- Example:




Serial No	Model No	# Years Warranty	Quantity	Unit Price	Sub-total	Client Name	Email	Phone	Check#	C
SR380017226090	Solis-4.6K-2G-US	10 years	1	\$520	\$520	Joseph Garv	joeyjade888@comcast.net	707-280-761	Paypal	
SR370017526274	Solis-4K-2G-US	5 years	1	\$400	\$400	Maren Anto	marenanton@gmail.com	415-699-280	Check #355	
SR350017710625	Solis-3K-2G-US	10 years	1	\$470	\$470	Tiffany L Gl	tiffany7756@att.net	885-478-678	Check #375	

Step 3: Create folder for each case

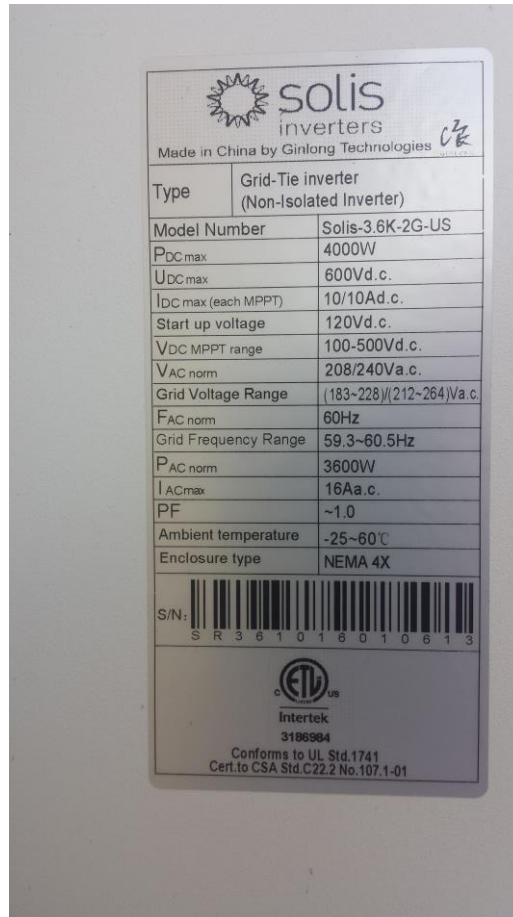
Click [here](#).

- Example

所有文件 > ... > 2017-10 > Applllication Form and Payme... > ☆ Solis_WarrantyExt_10Yr_SR350017710625 ▾

名称	更新时间/人员 ▾	大小
 Solis_WarrantyExt_10Yr_SR350017710625_receipt costco.pdf	2017年11月13日, Kathy Liu	481.4 KB
 Solis_WarrantyExt_10Yr_SR350017710625_Name plate.jpg	2017年11月13日, Kathy Liu	1.2 MB
 Solis_WarrantyExt_10Yr_SR350017710625_Application form and Check.jpg	2017年11月13日, Kathy Liu	150.5 KB

Step 4: Ask customer to provide picture of Nameplate and Proof of purchase/installation



COSTCO SPECIAL ORDER Special Order Purchase Order

PURCHASE DETAILS – Please print clearly.

Membership Number: 111855070879 Castro-1003-Woodland-CA

Member First Name: Tiffany Member Last Name: Glasser

Mailing Address: 280 Perazul Cir Suite/Apt: _____

Sacramento CA 95835 Country: _____

City: _____ State: _____ ZIP: _____ Country: _____

Phone: (916) 974-7186 Alt. Phone: _____

Email: tiffany.7756@att.net

Contact Name (If different from above): _____

Project Address (If different from above): _____ Suite/Apt: _____

City: _____ State: _____ ZIP: _____ Country: _____

COSTCO USE ONLY

WAREHOUSE NUMBER: _____

Cashier: _____

Date: _____

Validate Below Line

Whs. Personnel:
Verify quantities for each item.
(1 Qty = \$1.00)







Step 5: Generate the Certificate. Send to Susanna to check.

- Template in Box [here](#).

Step 6: Send the **PDF** to customer by email

- Save the certificate in PDF format and send to customer by email, copy susanna.huang@ginlong.com
- Upload both word and PDF version certificate to box (under each case folder)
- Example:

所有文件 > ... > Extended Warranty Manage... > 2017-07 > ☆ Certificate ▾

名称	更新时间/人员 ▾	大小
 Solis_WarrantyExt_10Yr_350016927320_Certificate.pdf	2017年7月31日, Kathy Liu	--
 Solis_WarrantyExt_10Yr_350016927320_Certificate.docx	2017年7月31日, Kathy Liu	--
 Solis_WarrantyExt_5Yr_SRB70016C22064_Certificate.pdf	2017年7月26日, Kathy Liu	--
 Solis_WarrantyExt_5Yr_SRB70016C22064_Certificate.docx	2017年7月26日, Kathy Liu	--
 Solis_WarrantyExt_10Yr_000B20016926067_Certificate.pdf	2017年7月25日, Kathy Liu	--
 Solis_WarrantyExt_10Yr_000B20016926067_Certificate.docx	2017年7月25日, Kathy Liu	--