

Qedela lokhu **ngaphambi** kokuphendula isicelo somhlinzeki seklayenti elikhulu. Amaklayenti amakhulu adinga amaphepha, isikhathi semali namandla okuletha – hhayi umyalezo omuhle wokuthengisa kuphela.

Ithuba eliqondiwe

IKHASIMENDE / ITHUBA ELIQONDIWE

INQUBO YABO YOMHLINZEKI IDINGA (IZINTO ZOKUQALA ABAZICELAYO)

Uhlu lwephakethe lomhlinzeki

Into	Unayo?	Ukuphelelwa / kuhlolwe kokugcina	Isinyathelo esidingekayo
Igama lebhizinisi neminingwane yokuxhumana			
Amadokhumenti okubhalisa			
Ukuqinisekiswa kwebhange			
Ulwazi lwentela			
Ubufakazi bekheli			
Iphrofayela yebhizinisi emfushane			
Amathemplethi e-quote / e-invoyisi			
Izinkomba / izibonelo zomsebenzi			
Umshwalense			
Amalayisense / amaphemiti / amadokhumenti ezokuphepha			

Uhlaka lwephrofayela yebhizinisi

ESIKWENZAYO NENDAWO ESISEBENZA KUYO

ESIBASIZAYO

ISIPILIYONI NEZIBONELO

UKUBHALISA, AMALAYISENSE NOMA UMSHWALENSE OFANELE

Singawuthatha yini lo msebenzi?

- UHLU LOKUHLOLA
 - ☐ Intengo nenzuzo elindelekile kuhloliwe
 - ☐ Isikhathi sokukhokha / igebe lemali liyakhokheleka
 - ☐ Abantu, amathuluzi nesikhathi kuyatholakala
 - ☐ Ububanzi nokugunyaza kuzobhalwa
 - ☐ Amaklayenti akhona ngeke ashaywe indiva

Ishidi legebe lemali

Bala imali okumele uyichithe **ngaphambi** kokuba iklayenti likhokhe.

Uhlobo lwezindleko	Inani	Kudingeka nini
Izinto zokusebenza / isitoko		
Umsebenzi		
Ezokuthutha		
Okunye		
Ingqikithi edingekayo ngaphambi kwenkokhelo		

USUKU / IMIGOMO YOKUKHOKHA YEKHASIMENDE

Amandla okuletha

IMALI — SINGALIXHASA IGEBE KUZE KUKHOKHWE?

ABANTU / AMATHULUZI — UBANI OWENZA UMSEBENZI, NGANI?

IMIYALELO / UBUBANZI — YINI OKUMELE IBHALWE?

UMTHELELA KUMAKLAYENTI AKHONA

Inkokhelo nokugunyaza

YILUPHI IDOKHUMENTI ELIGUNYAZA UMSEBENZI?

UBANI OKUMELE AGUNYAZE UMSEBENZI?

YINI OKUMELE IBONAKALE KU-INVoyisi?

ISIKHATHI SOKUKHOKHA SIQALA NINI?

● **ISEXWAYISO**

Ungathembeli kuphela esithembisweni somlomo ngomsebenzi omkhulu

Bhala ububanzi, intengo, imigomo yokukhokha nokugunyaza ngaphambi kokuzibophezele ngezindleko ezinkulu.

Into yokuqala elahlekile

INTO ELAHLEKILE

UMNIKAZI

USUKU LOKUPHELA