

How to trade and save with ACT PRO & Business Services

PRO Services

- Choose your desired package, click INQUIRE NOW.
- Log in using Member Log in details.
- Enter contact person name, email ID, phone number and message. Click SUBMIT.
- You will receive an email notification of your order inquiry.
- ACT PRO & Business Services will contact you within 2 working days, in case you did not receive any reply, you may call on the contact number at ACT PRO & Business Services page.
- Receive quote from ACT PRO & Business Services, if satisfied, prepare PO.
- Log in using Member Log in details.
- Click ADD NEW TRANSACTION. Upload the required documents like PO and Quotation. Provide the required information like Partner Name, PO Number, Order Value, PO Date, Quote Number, Quote Amount. Click SUBMIT.
- You will receive an email notification of submitted PO.
- ACT PRO & Business Services will review your PO, they may require additional information and documents.
- ACT PRO & Business Services will approve your PO if all information and documents provided are correct.
- You will receive an email notification of approved PO.
- ACT PRO & Business Services will deliver the products and/or services according to agreed terms and conditions.
- For invoice, you may call the contact number at ACT PRO & Business Services page.
- Pay for the invoice and obtain official receipt for the payment.