

How to trade and save with Urban Housekeeping

Office Cleaning 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.
- Urban Housekeeping will contact you within 24 hours, in case you did not receive any reply, you may call the contact number at Urban Housekeeping page.
- Receive quote from Urban Housekeeping, 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, Product Name, PO Number, Order Value, PO Date. Click SUBMIT.
- You will receive an email notification of submitted PO.
- Urban Housekeeping will review your PO, they may require additional information and documents.
- Urban Housekeeping will approve your PO if all information and documents provided are correct.
- You will receive an email notification of approved PO.
- Urban Housekeeping will deliver the products and/or services according to agreed terms and conditions.
- For invoice, you may call the contact number at Urban Housekeeping page.
- Pay for the invoice and obtain official receipt for the payment.