



ADDENDUM A

HUB OPERATOR CASHUP

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Cash Up overview

Driver Cash up and account recon is all managed by one operator on behalf of all HUB contracted stores.

The cash up at the HUB is facilitated by using a series of Deliverree reports to troubleshoot when the recon does not balance.

At the store level, the same applies, the managers at each store will need to align the cash up on the POS to what is reported by the HUB and RAIN Accounting.

This document pertains to the full ecosystem (where the POS software for each onboarded store integrates with BOTH Yumbi and Deliverree), this is made up of solutions provided by the following companies:

1. Yumbi – Online and call centre orders.
2. Cosoft- Aura Point of sale (POS).
3. Delivery Tribe- Deliverree Hub software.
4. RAIN Accounting- Accounting services for the HUB.

Initial setup (Full Ecosystem):

Before you get started with processing orders, there are a few important steps that need to be done to make sure the interface is set up correctly. (This applies to each step for the HUB as a whole).

This includes:

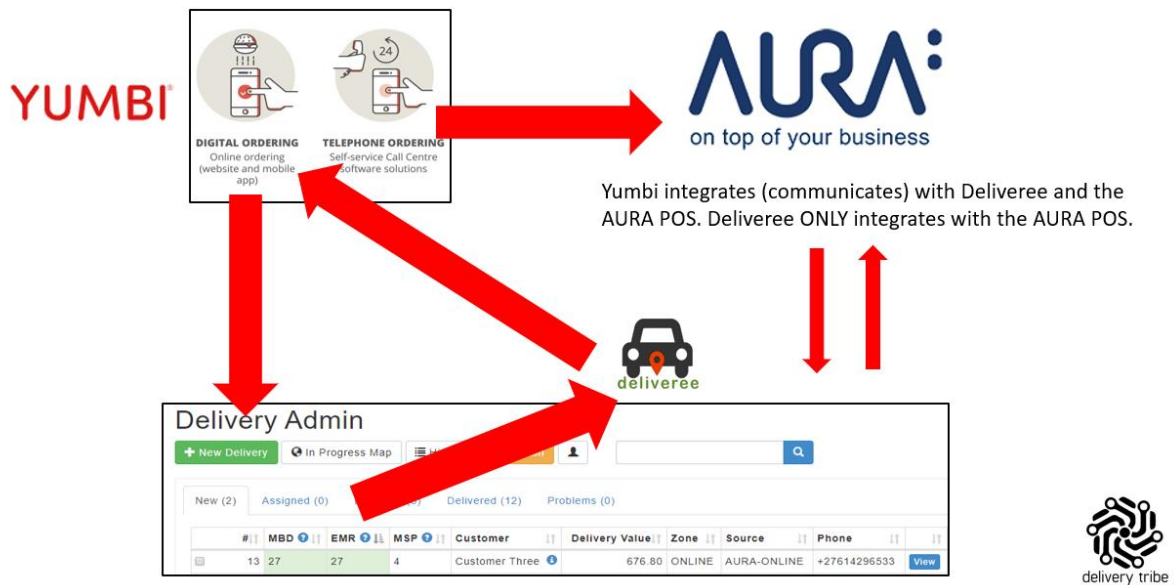
1. Ensuring all orders are coming through from Yumbi for BOTH call in orders and online orders. At ALL onboarded stores.
2. All Drivers have been Trained on how to select the correct payment options on the device in app as well as all other app functionality.
3. Ensure all stores have been Trained on how to load overring codes as well as how to do a cash up in AURA (The POS supplied by Cosoft).
4. Ensuring the HUB operator knows how to use the Deliveree Hub software and where to find the reports.
5. Ensuring that set up with RAIN accounting is complete. (The HUB Operator).
**RAIN Accounting services are only applicable when the Operator and onboarded franchisees differ. Commissions and fees then apply.*

Each Yumbi order for all stores integrates into the HUB Operator's Deliveree Instance.

All orders manually captured in AURA will also pull through to the HUB Operator's Deliveree Instance. Full integration here shows that when an order comes through from Yumbi, both the AURA POS at the store is notified (so the kitchen knows what to prepare) and the HUB will also see the orders (so that AA can run, and drivers can be effectively dispatched to pick up deliveries).

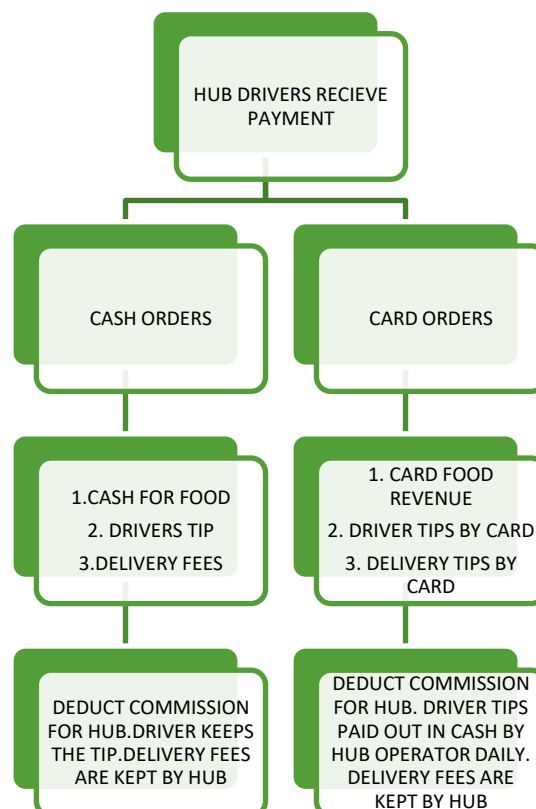
The diagram below outlines the flow/process in an integrated (full ecosystem) environment.

Deliverree integrates with the AURA POS and Yumbi.

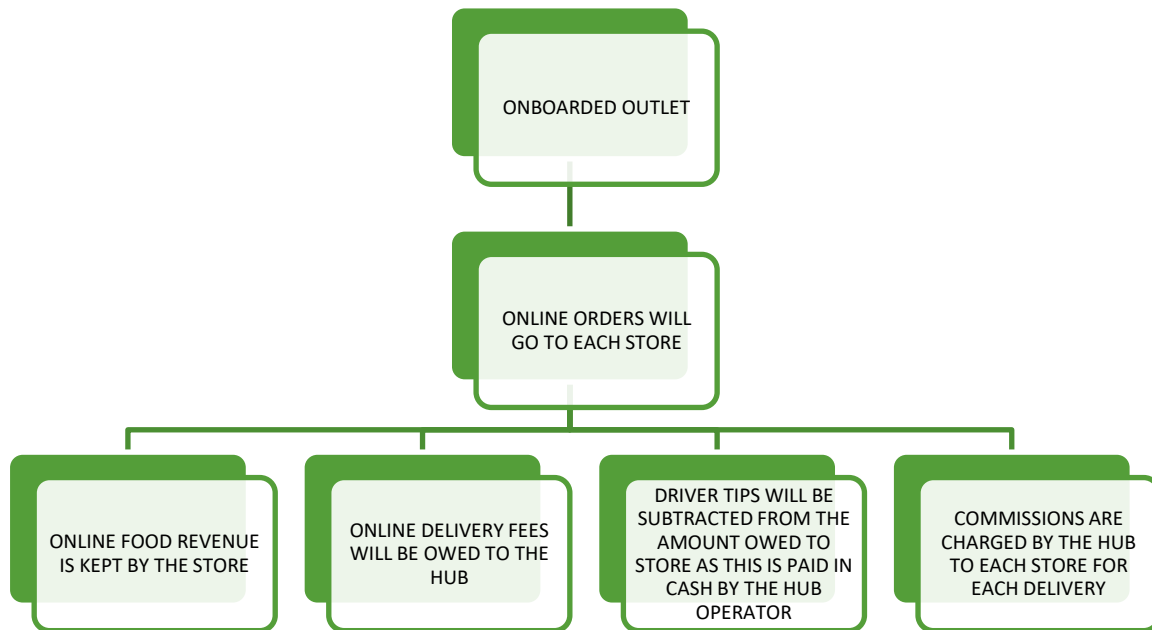


Cashflow Process- Money in and out of the HUB:

Below is a reference on how Driver's manage Cash and Card orders and how those transactions impact recon.



Below is a reference on how all online orders are managed. Bearing in mind that Yumbi will reconcile these payments directly into the onboarded Franchisee's account.



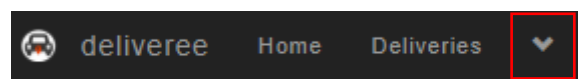
HUB Operator Cash Up and Account recon:

The first step when doing a cash up at the close of the business day is to go to the account recon report. Reports are vital as they assist the Administrators/Managers/Operators in gathering information that will assist them in better managing their Drivers and Delivery services.

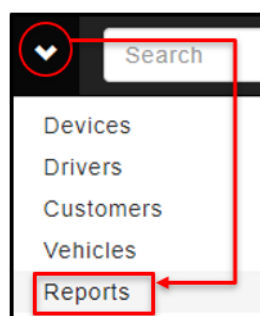
By understanding the information that the system provides, Operators can make the necessary operational changes that will improve the customer's experience. From the HUB U.I (User interface) screen, you will be able to logon and view all reports.

Follow the steps below:

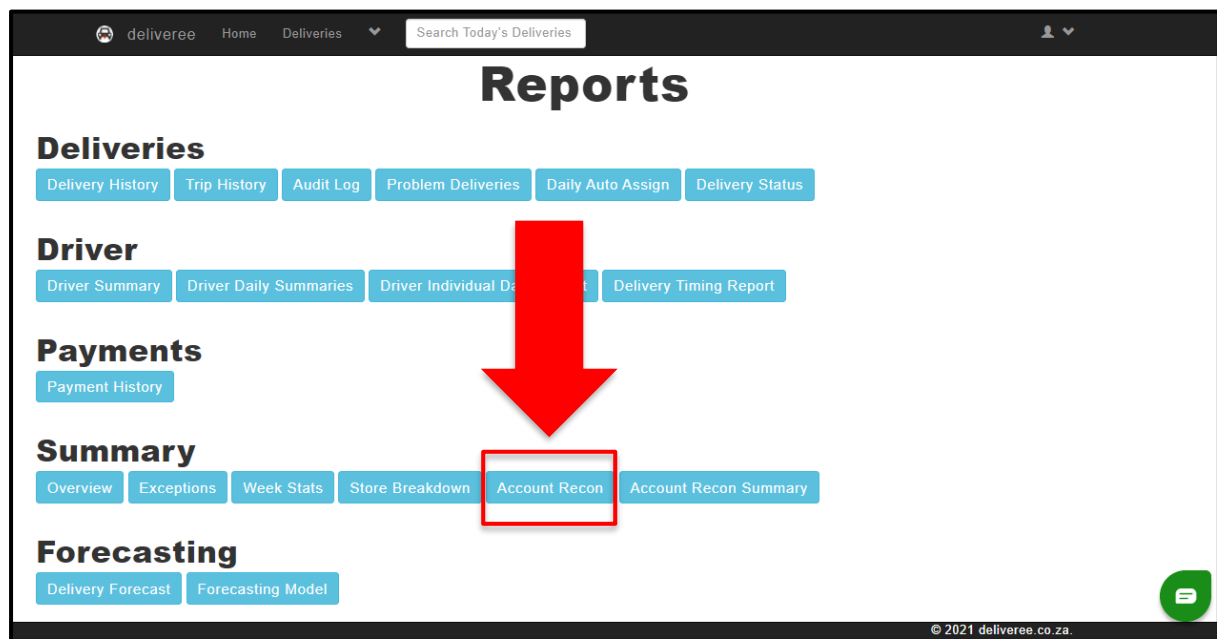
Click the dropdown arrow on the upper left-hand side of the screen.



From the dropdown menu select REPORTS.




Select Account Recon report, you will click on the report name (the blue block).



Account Recon Report

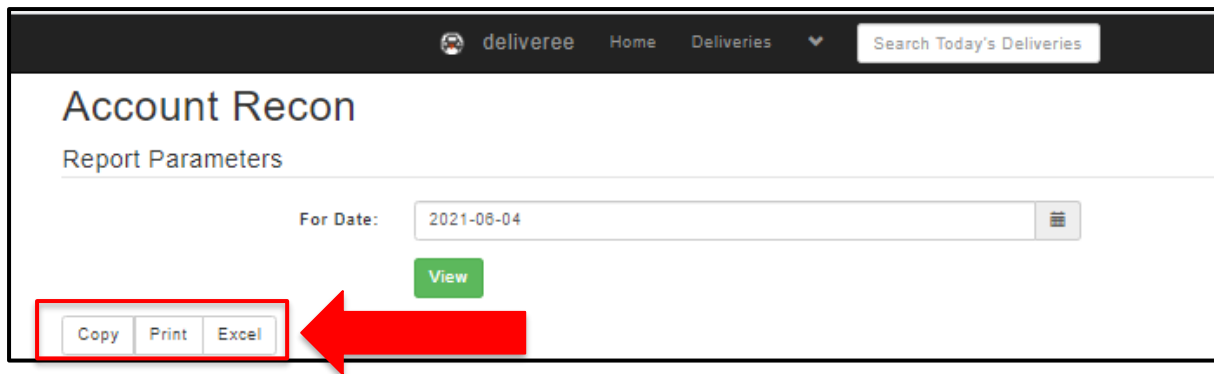
This report shows a breakdown of all revenue coming into the HUB. Delivery Tribe has automated many of the calculations to assist the HUB operator in eliminating manual work.

Data can be filtered for *one day* at a time:

To look at a previous day's recon, choose the date by clicking  then click



This report can be copied, Printed, and exported to Excel.

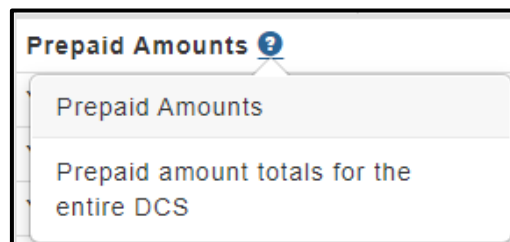


At the top of the report, you will see Prepaid amount totals, scroll down to see the Account recon per store:

This includes prepaid food revenue and delivery fees collected, and tips collected.

| | | |
|--------------------------|--------|---------------|
| Prepaid Amounts ? | | 234.70 |
| Yumbi - Food Revenue | 219.70 | |
| Yumbi - Delivery Fees | 15.00 | |
| Yumbi - Driver Tips | 0.00 | |

Hover over the (?) for more information:



Below this, the Account Recon report breaks down revenue per store (totals).

**The report will only show restaurants that have brought in revenue for the specific day.*

Each restaurant's food revenue, delivery fees and driver tips are broken down.

1. Total food revenue (payable to stores excluding delivery fees) for all HUB restaurants is added up.
2. Total delivery fees (payable to HUB) and
3. Driver tips (payable to the driver).

This can be correlated by each store using their POS-specific cash-up documents.

| ACCOUNT RECON PER STORE ? | | |
|--|--------|----------------|
| [REDACTED] | | |
| Food Revenue Collected | 813.70 | |
| Delivery Fees | 15.00 | |
| Driver Tips | 0.00 | |
| [REDACTED] | | |
| Food Revenue Collected | 0.00 | |
| Delivery Fees | 0.00 | |
| Driver Tips | 0.00 | |
| [REDACTED] | | |
| Food Revenue Collected | 610.30 | |
| Delivery Fees | 60.00 | |
| Driver Tips | 0.00 | |
| Total Food Revenue Collected (Payable to stores - excludes delivery fees) | | 1424.00 |
| Total Delivery Fees Collected (Payable to DCS) | | 75.00 |
| Total Tips Collected | | 0.00 |
| Unpaid Deliveries ? | | 199.90 |
| TOTAL ? | | 1933.60 |

Hover over the (?) for more information:

ACCOUNT RECON PER STORE ?

Account Recon Per Store
A breakdown of ALL revenue for each store (Includes Cash, Card and Online payments).

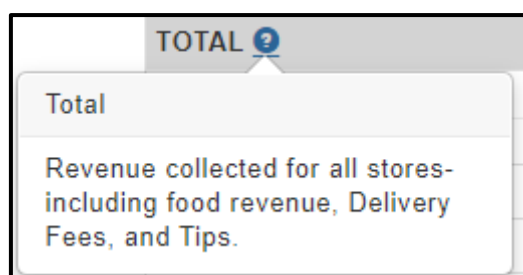
Hover over the (?) for more information on how to look for details on unpaid deliveries.

Unpaid Deliveries ?

Unpaid Deliveries
Cross-reference to the Problem History report.

The report will also tally up all revenue so that the HUB can see the total income.

Hover over the (?) for mor information.



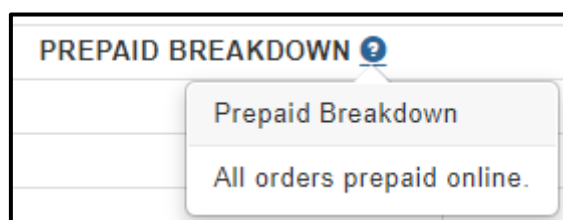
Currently, all Prepaid food orders (where Yumbi applies) are reconciled into the restaurant's account, the HUB needs to keep track of this.

The Prepaid breakdown highlights the following per restaurant:

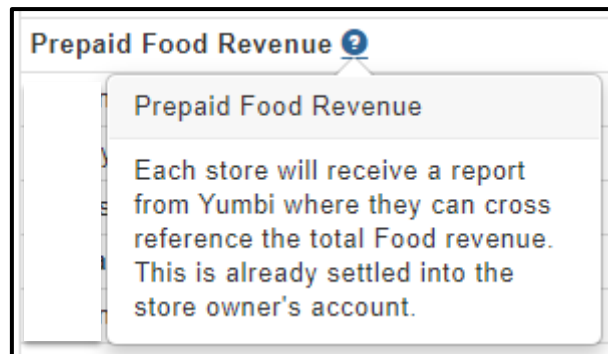
1. Prepaid Food Revenue
2. Prepaid delivery fees
3. Prepaid tips

| PREPAID BREAKDOWN ? | | | |
|------------------------|--|--------|--------|
| Prepaid Food Revenue ? | | | 219.70 |
| | | 0.00 | |
| | | 219.70 | |
| | | 0.00 | |
| Prepaid Delivery Fee ? | | | 15.00 |
| | | 0.00 | |
| | | 15.00 | |
| | | 0.00 | |
| Prepaid Tips ? | | | 0.00 |
| | | 0.00 | |
| | | 0.00 | |
| | | 0.00 | |
| TOTAL PREPAID | | | 234.70 |

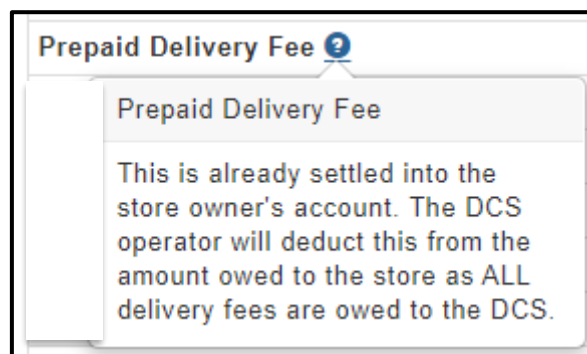
Hover over the (?) for more information:



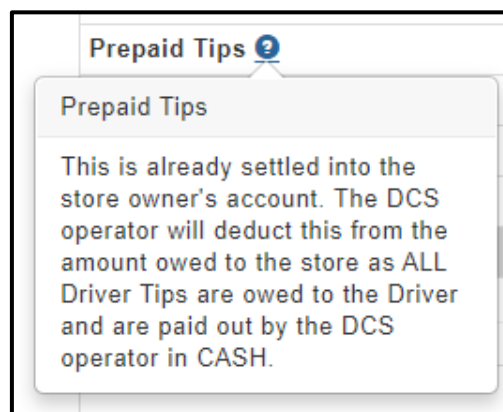
In this instance, the Account Recon Report has been built to minus any pre-paid food revenue from what is owed by the HUB to the store as that amount has already been settled into the restaurant owner's account by Yumbi.



In addition to this, the delivery fees have also been worked out in a similar fashion; the Account Recon Report has been built to minus any delivery fees from what is owed by the HUB to the store as that amount has already been settled into the restaurant owner's account by Yumbi.



Tips are paid out by the HUB operator to drivers, so the account recon report will also work out any prepaid tips for drivers and minus that which is owed to the store by the HUB operator as that amount has already been settled into the restaurant owner's account by Yumbi.



This report should match up with what the HUB operator sees on their bank statements and balance with what the store sees on their POS cashup.

Yumbi sends a daily cash up report to each onboarded Franchisee daily. (Below is a mail sent to the Store Daily).

YUMBI

R 1,289.50 YUMBI Payments

Daily Cashup Report

Steers Fontainebleau

| Date | Time | Sales | Discounts | Delivery Fee | Gratuity | Total Paid |
|------------|-------|------------|-----------|--------------|----------|------------|
| 2021-07-20 | 13:07 | R 109.80 | R 0.00 | R 15.00 | R 0.00 | R 124.80 |
| 2021-07-20 | 13:35 | R 158.70 | R 0.00 | R 15.00 | R 10.00 | R 183.70 |
| 2021-07-20 | 14:14 | R 266.80 | R 0.00 | R 0.00 | R 0.00 | R 266.80 |
| 2021-07-20 | 17:29 | R 172.60 | R 0.00 | R 0.00 | R 0.00 | R 172.60 |
| 2021-07-20 | 17:51 | R 314.40 | R 0.00 | R 0.00 | R 0.00 | R 314.40 |
| 2021-07-20 | 19:16 | R 212.20 | R 0.00 | R 15.00 | R 0.00 | R 227.20 |
| Total | | R 1,234.50 | R 0.00 | R 45.00 | R 10.00 | R 1,289.50 |

Scroll down to see Yumbi Payment Vouchers and Online payments for the day:

In-Store YUMBI Payment Vouchers

There were no vouchers redeemed during this period

Online Payment Refunds

There were no online payment refunds during this period

Settled to your account by YUMBI

| Week Day | Date | Type | Amount |
|--------------|------------|--------|-------------------|
| Thursday | 2021-07-15 | Credit | R 1,203.20 |
| Friday | 2021-07-16 | Credit | R 3,228.10 |
| Total | | | R 4,431.30 |

Payment for the above amount has been made to your bank account number

Amount: R 4,431.30 Reference:

Details of Discount Vouchers, YoYo Vouchers and Printer orders will be shown:

In-Store YUMBI Discount Vouchers

There were no YUMBI discount vouchers redeemed during this period

YoYo (formerly WiGroup) Online Vouchers

There were no YoYo vouchers redeemed during this period

YUMBI Printer Orders

The following orders were accepted via your YUMBI printer

| Order# | Yumbi# | Time | Customer | Contact | Total |
|---|--------|-------|----------|---------|-----------------|
| | | 10:43 | | | 69.90 |
| | | 11:32 | | | 104.90 |
| | | 12:24 | | | 149.60 |
| | | 13:35 | | | 158.70 |
| Total Number of YUMBI Printer Orders | | | | | 4 |
| Total | | | | | R 483.10 |

On the Account recon Report, Operators will see the CASH tender splits.

Here we see:

1. Cash Food Revenue (payable to each restaurant)
2. Cash Delivery Fees (payable to the HUB)
3. Cash Tips (payable to the drivers by the HUB operator daily in cash)
4. Cash Totals

| CASH ? | | | |
|----------------------|--|--------|--------|
| Cash Food Revenue | | | 404.50 |
| | | 254.60 | |
| | | 0.00 | |
| | | 149.90 | |
| Cash Delivery Fee | | | 30.00 |
| | | 15.00 | |
| | | 0.00 | |
| | | 15.00 | |
| Cash Tips | | | 0.00 |
| | | 0.00 | |
| | | 0.00 | |
| | | 0.00 | |
| CASH TOTAL COLLECTED | | | 434.50 |

Hover over the (?) for more information:

TENDER BREAKDOWN

CASH ?

Cash

Where a driver has selected the payment option 'CASH' in the Deliverie Driver App. Payment type can be cross-referenced and changed if drivers have made an error. Cross reference Problem Deliveries reports.

Below this, the Account recon report highlights the CARD tender splits.

Here we see:

1. Card Food Revenue (payable to each restaurant)
2. Card Delivery Fees (payable to the HUB)
3. Card Tips (payable to the drivers by the HUB operator daily- paid in cash)
4. Card Totals

| CARD (Pebble/PocketPOS/SpeedPoint) ? | | | |
|--------------------------------------|--|--------|---------|
| Card Food Revenue | | | 1019.50 |
| | | 559.10 | |
| | | 0.00 | |
| | | 460.40 | |
| Card Delivery Fee | | | 45.00 |
| | | 0.00 | |
| | | 0.00 | |
| | | 45.00 | |
| Card Tips | | | 0.00 |
| | | 0.00 | |
| | | 0.00 | |
| | | 0.00 | |
| CARD TOTAL COLLECTED | | | 1064.50 |
| TENDER TOTAL COLLECTED ? | | | 1499.00 |

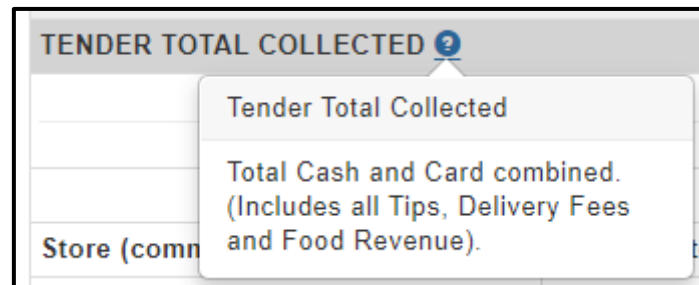
Haver over the (?) for more information:

CARD (Pebble/PocketPOS/SpeedPoint) ?

Card

This is where the driver has selected the CARD payment option (Manual CC, Payment Pebble, PocketPOS, etc) in the Deliverer Driver App. Payment type can be cross-referenced and changed if drivers have made an error. The exception is with Payment Pebble or PocketPos where transactions will fail and show as Unpaid. Cross reference Problem Deliveries reports.

The report then clearly states the combines CASH and CARD revenue TOTAL.



The Settlement block on the report provides guidance to a HUB operator the following elements:

1. Amounts owed to the Store.
2. Commission.
3. HUB Revenue.
4. Payable to store. **Where there is a pre-paid amount (credit) to the HUB – the HUB will accrue (carry it forward) and settle this amount less the accrued (amount carried forward) weekly to the relevant onboarded Franchisee’s restaurant.*

On the Account recon report- In brackets next to each restaurant name, you will see the Brand based commission fees.

| Settlement | | | | |
|--------------------|-----------------|--------------|---------------|--------------------|
| Store (commission) | Owed to Store ? | Commission ? | DCS Revenue ? | Payable to Store ? |
| | 5357.41 | 1593.58 | 1668.58 | 3763.83 |
| | 275.50 | 80.42 | 140.42 | 195.09 |
| | 3622.99 | 903.39 | 1308.39 | 2719.60 |
| | 688.50 | 149.73 | 254.73 | 538.77 |

When hovering over the ? icon, a dropdown will appear that explains how the report is calculating the revenue and essentially removing the manual labour element from the HUB cash-up.

1. The amount owed to the stores/ restaurants by the HUB operator is worked out as shown below:

| Settlement | | | | |
|--------------------|--|------------|-------------|------------------|
| Store (commission) | Owed to Store | Commission | DCS Revenue | Payable to Store |
| | Owed to Store | | 153.33 | 675.37 |
| | (Cash food revenue + Card food revenue) - Tips | | 47.96 | -47.96 |
| | (Cash/Cards/Online) - Delivery Fees (Cash/Card/Online) | | 151.55 | 518.76 |

2. The Commission amounts that the HUB operator will get is worked out as shown below:

| Settlement | | | | |
|--------------------|---------------|--|-------------|------------------|
| Store (commission) | Owed to Store | Commission | DCS Revenue | Payable to Store |
| (17%) | | Commission | | 675.37 |
| (15%) | -15.00 | ((Cash food revenue + Card food revenue + Prepaid food revenue) - Tips (Cash/Cards/Online) - Delivery Fees (Cash/Card/Online)) x Commission Percentage | | -47.96 |
| (15%) | 610.30 | | | 518.76 |

3. The HUB Revenue is worked out as shown below:

| Settlement | | | | |
|--------------------|---------------|------------|-------------|------------------|
| Store (commission) | Owed to Store | Commission | DCS Revenue | Payable to Store |
| | -15.00 | 32.96 | | |
| | 610.30 | 91.55 | | |

4. The amount payable to the Store/Restaurant by the HUB operator is worked out as shown below:

**Where there is a minus, the Store/Restaurant will need to settle that amount into the HUB operator's account.*

| Settlement | | | | |
|--------------------|---------------|------------|-------------|------------------|
| Store (commission) | Owed to Store | Commission | DCS Revenue | Payable to Store |
| | 813.70 | | | 610.30 |
| | -15.00 | 32.96 | 47.96 | -47.96 |
| | 610.30 | 91.55 | 151.55 | 518.76 |

If you scroll down further, the HUB operator will see a detailed breakdown per store with each delivery line item.

Click on the delivery number to see delivery/order detail.

Transaction Breakdown Per Store

████████████████████

Show 50 entries Search:

| ID | External ID | Status | Value | Delivery Charge | Yumbi Amount | Yumbi Tips | Cash Amount | Cash Tips | CC Amount | CC Tips |
|----------|-------------|--------|--------|-----------------|--------------|------------|-------------|-----------|-----------|---------|
| 21677507 | 529150 | 3 | 167.70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 167.70 | 0.00 |
| 21678989 | 529 | | 114.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 114.90 | 0.00 |
| 21679007 | 5291781 | 3 | 276.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 276.50 | 0.00 |
| 21679025 | 52917786 | 3 | 99.70 | 15.00 | 0.00 | 0.00 | 99.70 | 0.00 | 0.00 | 0.00 |

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At the top right above each store, there is a search bar.

Search:

| CC Amount | CC Tips |
|-----------|---------|
| 0.00 | 0.00 |

Below each restaurant name, there is an option to show either more or less entries:

Show 50 entries

You will see the store ID and Name at the top. (this is useful information when dealing with software support).

All order details will be below that.

Deliveroo Training store (Pizza) [511]

Show 10 entries Search:

| ID | External ID | Status | Value | Delivery Charge | Yumbi Amount | Yumbi Tips | Cash Amount | Cash Tips | CC Amount | CC Tips |
|----------|-------------|--------|-------|-----------------|--------------|------------|-------------|-----------|-----------|---------|
| 16086431 | | 3 | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 | 0.00 | 0.00 |
| 16088231 | | 90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16089081 | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16089090 | | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16090691 | | 3 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.00 |

Showing 1 to 5 of 5 entries Previous 1 Next

When something does not balance on the Account recon, The first cross reference that needs to be done is to look at the Problem deliveries report.

Problem deliveries Report:

This report allows you to search by day, week, or month.

All orders over the chosen period that were marked as a problem will show here.

You will see the status code of the problem and in the column next to that, you will see the status description.

Problem Deliveries

All Reports

Report Parameters

From Date: 2020-09-01

To Date: 2020-10-30

View

Show 10 entries

| Date | # | Store | Customer | Driver | Status | Status Desc | Delivery Value |
|------------|----------|-------------------------------------|--------------|--------------|--------|---------------------|----------------|
| 2020-09-09 | 10088231 | Deliverree Training store (Pizza) | CUSTOMER ONE | DRIVER THREE | 90 | Order not processed | 25.00 |
| 2020-09-30 | 10536790 | Deliverree Training store (Burgers) | CUSTOMER TWO | | 91 | Hoax | 49.00 |
| 2020-09-30 | 10537623 | Deliverree Training store (Burgers) | CUSTOMER TWO | | 90 | Order not processed | 100.00 |
| 2020-09-30 | 10541390 | Deliverree Training store (Pizza) | CUSTOMER TWO | DRIVER ONE | 92 | Could not deliver | 150.00 |

Showing 1 to 4 of 4 entries

Previous 1 Next

| Status | Status Desc |
|--------|----------------------|
| 90 | Order not processed |
| 91 | Hoax |
| 90 | Order not processed |
| 92 | Could not deliver |
| 93 | Converted to Collect |

Here the HUB operator is looking for missing money. Where an order is marked as paid and then later marked as a problem, for example the cash up will not balance.

Below are the status codes and their descriptions:

The HUB operator should be the only person marking orders off as problems essentially, this way they have the full story from the driver and can use the correct problem code to mark an order off as a problem.

With all these problem codes, the key is that the driver is returning to the store with wasted food and NO payment. (With the exception of code 93 converted to collect).

| | | | | | | | |
|-----------------------------|--------------|---------------------------|------------------------------|-------------------------|---------------------|---------------------------|----------------------------|
| Order not processed (90) | Hoax (91) | Could not deliver (92) | Converted to Collect (93) | Order Cancelled (94) | Order Wrong (95) | Late Due to Store (96) | Late Due to Driver (97) |
|-----------------------------|--------------|---------------------------|------------------------------|-------------------------|---------------------|---------------------------|----------------------------|

- 90 Order not processed. (The food was not made at the store)
- 91 Hoax (a false order).
- 92 Could not deliver.
- 93 Concerted to collect.
- 94 Order cancelled.
- 95 Order Wrong.
- 96 Late due to store.
- 97 Late due to driver.

**These codes should be created as overring codes on the POS so that they correlate.*

If anything comes up as untoward/strange, you can further investigate by using the audit log report.

| Type of problem order: | Problem code | Delivery to DCS | Commission on food revenue | Who pays the delivery fee to DCS: | PrePaid | Food |
|------------------------|--------------|-----------------|----------------------------|-----------------------------------|---------|-------------|
| Order not processed | 90 | No | No | 0 | Yes/No | |
| Could not deliver | 92 | Yes | No | Store to be invoiced R10 | Yes/No | Food Wasted |
| Converted to collect | 93 | No | No | N/A | Yes/No | |
| Order wrong | 95 | Yes | Yes | Store to be invoiced R10 | Yes/No | Food Waste |

Audit Log Report

Where there are discrepancies on the Account Recon Report, The Audit Log reports give you a breakdown of activity on the Deliverree system.

Both user actions and automatic system actions can be viewed.

The reports also show when they were changed on the web interface (Client Admin) or on the Mobile App.

Order numbers can be selected to get order details.

| Audit Log | | | | |
|-------------------|---------------------|----------|---|--|
| All Reports | | | | |
| Report Parameters | | | | |
| From Date: | 2020-02-20 | | | |
| To Date: | 2020-02-21 | | | |
| View | | | | |
| Search: | | | | |
| # | Timestamp | Delivery | Action | |
| 36542948 | 2020-02-20 13:53:50 | 1 | Delivery added from API | |
| 36542998 | 2020-02-20 13:54:51 | 2 | | |
| 36543069 | 2020-02-20 13:56:30 | 2 | Delivery assigned to driver 17210 from Mobile App | |
| 36543089 | 2020-02-20 13:57:02 | 1 | Delivery assigned to driver 17210 from Mobile App | |

On the order detail page there is an Audit option to view the audit log for that single order.

deliveree Home Deliveries Search

< Back to Delivery Admin

Delivery

External ID

Order Num

12019763

aura-65

3

Audit

Delivered

Mark As Problem

Placed

Assigned

Dispatched

Geofence

Delivered

13:59

14:01

14:01

14:01

Store

Sales Channel

Delivery Zone

Deliveree Training store (Pizza)

AURA-ONLINE

ONLINE

Driver

Trip

DRIVER FOUR

Position 1 of 1

Delivery Value

606.90

Delivery Details

1.00 x Half & Half Large Pizza
0.50 x Club
0.50 x HH Large
0.50 x Club
0.50 x HH Large
1.00 x Original

Deliver To:

14 View Point Rd, Bardene, Boksburg, 1456
(-28.110400, 27.999132)

Update

Notifications:

Yes

Delivered

Target

Estimated

14:01

14:31

14:04

Map

Deliveree Training store (Pizza)

Midrand

Sandton

Rosebank

Kempton Park

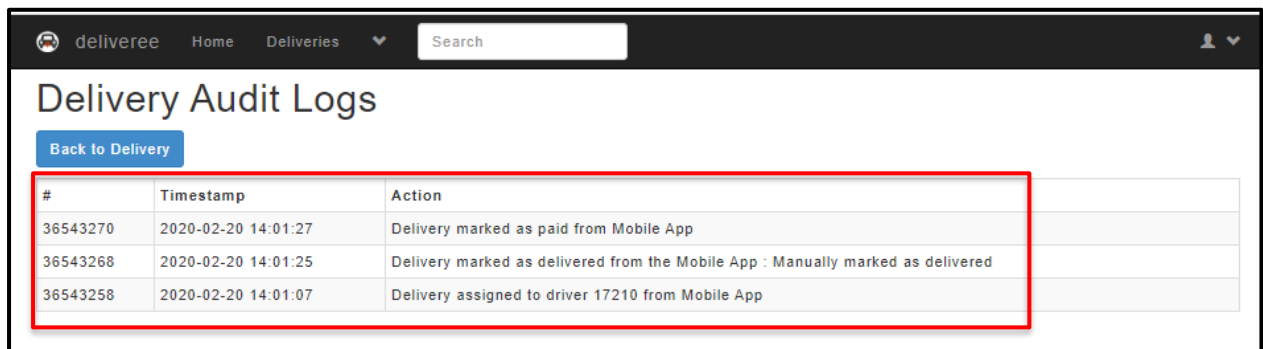
M18

M45

© 2020 deliveree.co.za.

You can now see each action taken for that specific order:

In the example below, the order was assigned, marked delivered and payment was processed on the Mobile App- This means that the driver completed each action.



| # | Timestamp | Action |
|----------|---------------------|---|
| 36543270 | 2020-02-20 14:01:27 | Delivery marked as paid from Mobile App |
| 36543268 | 2020-02-20 14:01:25 | Delivery marked as delivered from the Mobile App : Manually marked as delivered |
| 36543258 | 2020-02-20 14:01:07 | Delivery assigned to driver 17210 from Mobile App |

Any Action where it refers to the “Mobile App” means the action was done from the Deliverree driver app by a driver.

Any Action where is referring to “Client Admin” refers to an action taken on www.deliverree.co.ca by the HUB operator/ managers on the web page.

Where payment types have been incorrectly captured by a driver following the initial audit, there is an option to correct this to ensure that the correct amount of CASH and CARD transactions reflect.

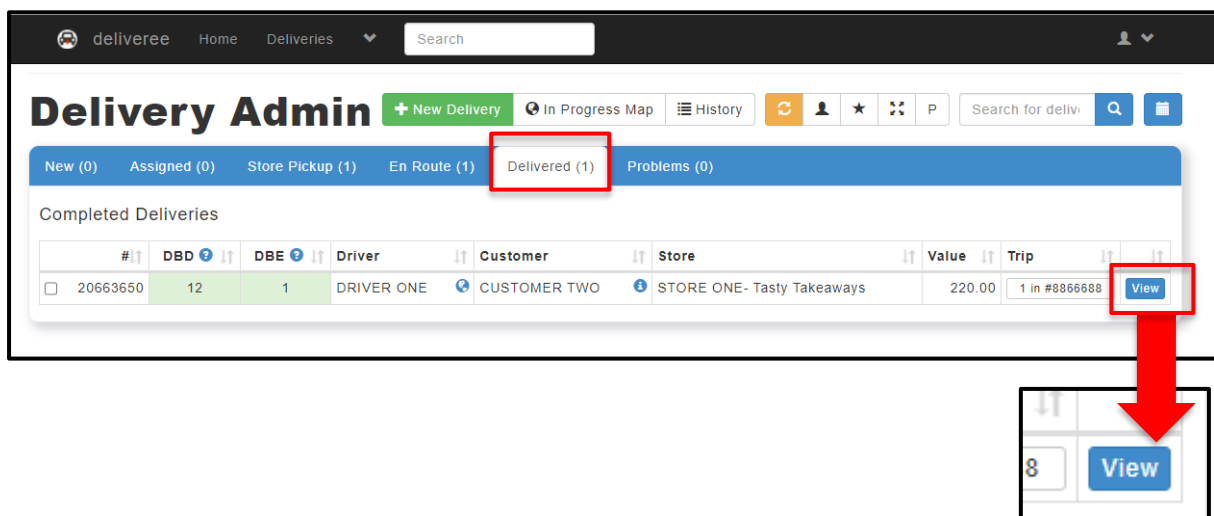
Change Payment Type on completed deliveries.

There are situations where payment types are captured incorrectly by drivers in the app. The ability to change the payment type after a delivery has been marked completed is available on the web interface.

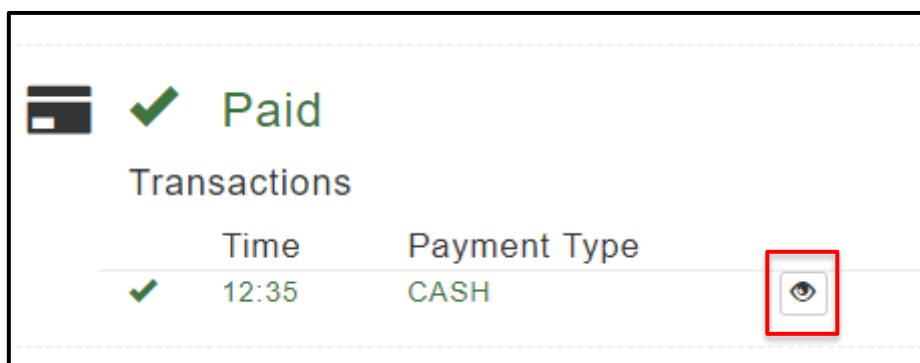
Only cash and manual CC can be changed, as the other payment types (where integration to a Banking App applies) cannot be done in error i.e., PocketPOS/Payment Pebble.


To change an incorrectly captured payment type for today's orders:

Go to Delivery Admin, Click the "Delivered" tab.



Scroll down to where you can see the delivery was paid.



Click on the  to view and edit.

Here you will see the payment details as captured by the driver in the Deliverree app.

Click on “Change Payment Type”

Payment Details for: 20663650

[Back to Delivery](#)[Change Payment Type](#)

CASH : Successful
at 2021-05-04 12:35:22

| | |
|-------------------|-------|
| transactionAmount | 25000 |
| gratuityAmount | 0 |

Payment Details for: 20663650

[Back to Delivery](#)[Change Payment Type](#)

Here you can select the actual payment type (new payment type) from a dropdown as shown below:

CASH= Physical money tendered (coins and paper notes)

MANUAL CC= Tap to pay or swiped debit/credit card

OTHER= Yumbi vouchers *where applicable*.

deliverree Home Deliveries Search

Change Payment Type for: 20663650

Current type: CASH

Payment Details

New Payment Type:

CASH

CASH

MANUALCC

OTHER

Then click

Change Payment Type

You will then see the update under “Audit Logs”.

Payment Details for: 20663650

[Back to Delivery](#) [Change Payment Type](#)

MANUALCC : Successful
at 2021-05-04 12:35:22

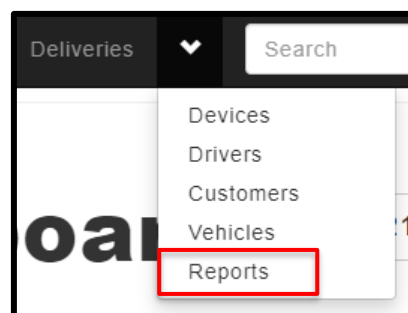
| | |
|-------------------|-------|
| transactionAmount | 25000 |
| gratuuityAmount | 0 |

Audit Logs

| # | Timestamp | Action |
|----------|---------------------|--|
| 56611710 | 2021-05-04 13:08:57 | Client changed delivery payment type from CASH to MANUALCC |

Alternatively, to change a payment type that is incorrect on the previous day's cash up, you can amend the payment type from the payment history report:

Go to reports:



Go to “Payment History”

deliverree Home Deliveries Search

Reports

Deliveries

Delivery History Trip History Audit Log Problem Deliveries Daily Auto Assign Delivery Status

Driver

Driver Summary Driver Daily Summaries Driver Individual Daily Report Delivery Timing Report

Payments

Payment History

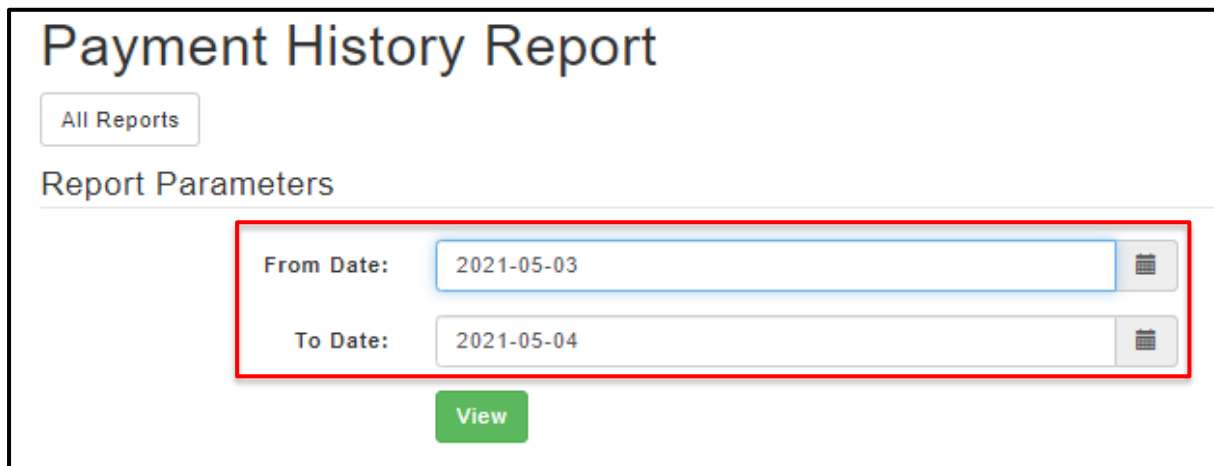
Summary

Overview Exceptions Week Stats Store Breakdown Account Recon

Forecasting

Delivery Forecast Forecasting Model

Filter the dates by choosing yesterday's date as the "from date" and today's date as the "to date":



Payment History Report

All Reports

Report Parameters


From Date: 2021-05-03

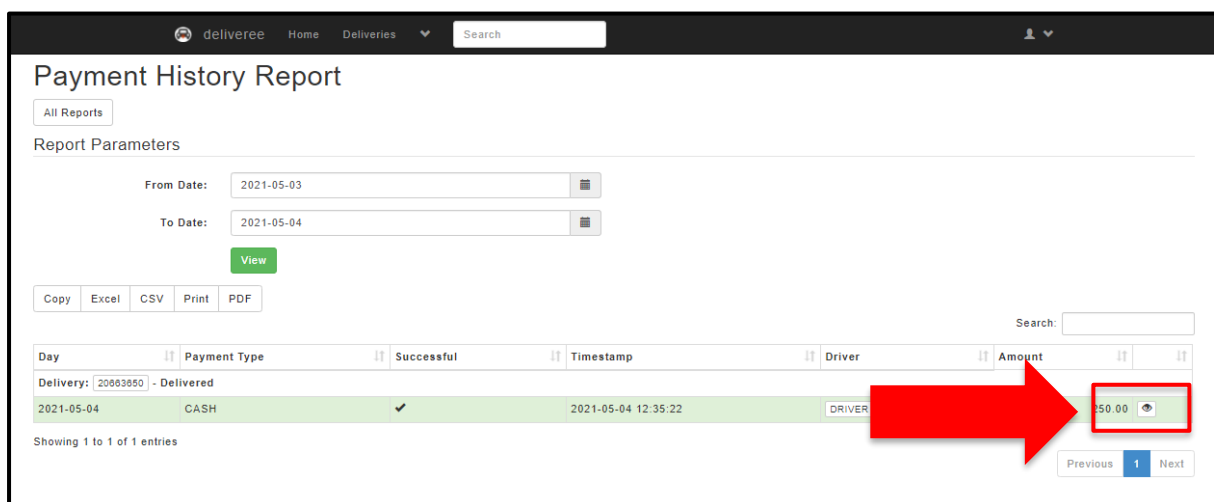
To Date: 2021-05-04

View

Click 

You will then see all deliveries that were completed yesterday.

On the far-right hand side, click 



delivee Home Deliveries Search

Payment History Report

All Reports

Report Parameters

From Date: 2021-05-03

To Date: 2021-05-04

View

Copy Excel CSV Print PDF

Search:

| Day | Payment Type | Successful | Timestamp | Driver | Amount |
|--------------------------------|--------------|------------|---------------------|--------|--------|
| Delivery: 20603650 - Delivered | | | | | |
| 2021-05-04 | CASH | ✓ | 2021-05-04 12:35:22 | DRIVER | 50.00 |

Showing 1 to 1 of 1 entries

Previous 1 Next

Here you will see the payment details as captured by the driver in the Deliveree app.

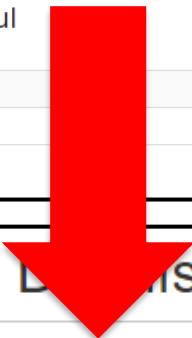
Click on "Change Payment Type"

Payment Details for: 20663650

[Back to Delivery](#)[Change Payment Type](#)

CASH : Successful
at 2021-05-04 12:35:22

| | |
|-------------------|-------|
| transactionAmount | 25000 |
| gratuityAmount | 0 |



Payment Details for: 20663650

[Back to Delivery](#)[Change Payment Type](#)

Here you can select the actual payment type (new payment type) from a dropdown as shown below:

deliverreeHomeDeliveriesSearch

Change Payment Type for: 20663650

Current type: CASH

Payment Details

New Payment Type:

CASH

CASH

MANUALCC

OTHER

Then click [Change Payment Type](#)

Payment History Report

All Reports

Report Parameters

From Date: 2021-05-03

To Date: 2021-05-04

View

Copy Excel CSV Print PDF

Search:

| Day | Payment Type | Successful | Timestamp | Driver | Amount |
|------------------------------|--------------|------------|---------------------|------------|--------|
| Delivery: 20663650 Delivered | | | | | |
| 2021-05-04 | MANUALCC * | ✓ | 2021-05-04 12:35:22 | DRIVER ONE | 250.00 |

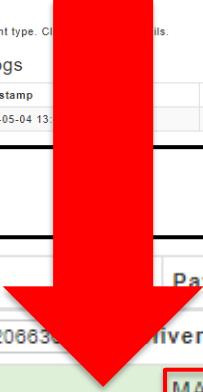
Showing 1 to 1 of 1 entries

Previous 1 Next

* denotes a changed payment type. Click it for more details.

Payment Audit Logs

| # | Timestamp | Delivery | Action |
|----------|---------------------|----------|--|
| 56611710 | 2021-05-04 13:35:22 | 20663650 | Client changed delivery payment type from CASH to MANUALCC |



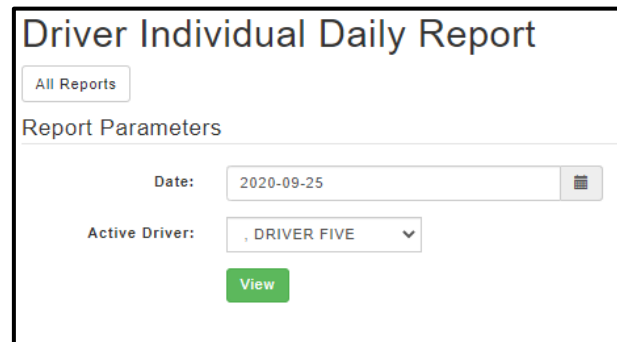
| Day | Payment Type | Successful |
|------------------------------|--------------|------------|
| Delivery: 20663650 Delivered | | |
| 2021-05-04 | MANUALCC * | ✓ |

* Denotes a changed payment type. Click it for more details.

Driver Individual Daily Report

If a driver's individual cash up is incorrect. This report is for a manager to run at the end of a driver's shift and can cross reference payments to actual cash and card transactions.

It is for a specific day and a specific driver.



Driver Individual Daily Report

All Reports

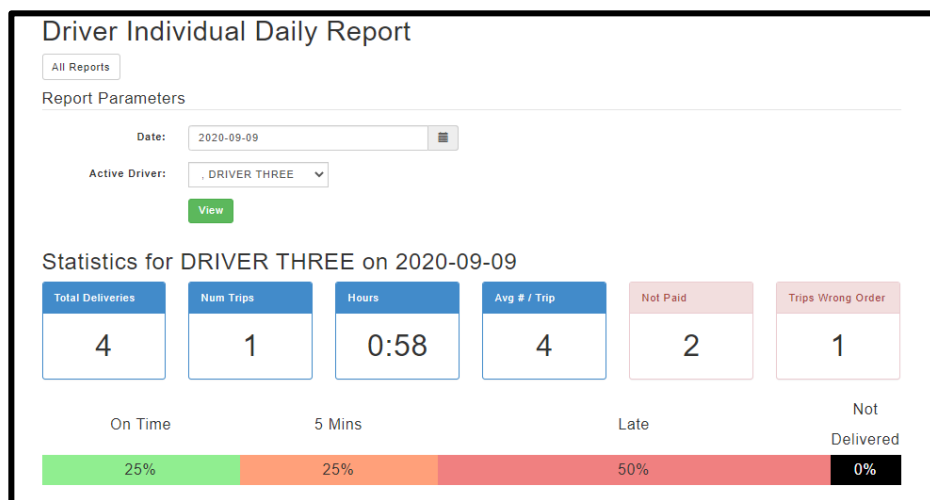
Report Parameters

Date: 2020-09-25

Active Driver: DRIVER FIVE

View

Choose your date and the name of the driver, click



Driver Individual Daily Report

All Reports

Report Parameters

Date: 2020-09-09

Active Driver: DRIVER THREE

View

Statistics for DRIVER THREE on 2020-09-09

| Total Deliveries | Num Trips | Hours | Avg # / Trip | Not Paid | Trips Wrong Order |
|------------------|-----------|-------|--------------|----------|-------------------|
| 4 | 1 | 0:58 | 4 | 2 | 1 |

On Time 5 Mins Late Not Delivered

25% 25% 50% 0%

Details for the day will be shown in blocks below the driver's name.

From left to right, you will see:

1. Total deliveries for the driver for that date
2. The number of trips they did
3. The number of hours the driver worked that day (This is based on the logins to Deliverree).
4. The average number of orders the driver took per trip
5. How many orders were not paid
6. How many trips were in the wrong order

The same colour coding applies with all reports:

GREEN: On time- delivered within the 32 minutes.

ORANGE: 5 minutes late- delivered 5 minutes after the 32 minutes.

RED: Late- delivered later than 5 minutes after the 32 minutes.

BLACK: Not delivered

Scroll down to see driver exceptions:

This information allows the manager to address issues with the drivers. It will show any exceptions such as orders delivered out of order and unpaid orders.

| Driver Exceptions | | | | | | | | | |
|---|-----------------------------|-------------------------|---------|---|--|---|-------|----------|-------|
| Delivered out of order | Deliveries Without Payments | | | | | | | | |
| <table><tr><th>Trip ID</th><th>Deliveries out of Order</th></tr><tr><td>6830680</td><td>1</td></tr></table> | Trip ID | Deliveries out of Order | 6830680 | 1 | <table><tr><th>#</th><th>Value</th></tr><tr><td>16088243</td><td>88.00</td></tr></table> | # | Value | 16088243 | 88.00 |
| Trip ID | Deliveries out of Order | | | | | | | | |
| 6830680 | 1 | | | | | | | | |
| # | Value | | | | | | | | |
| 16088243 | 88.00 | | | | | | | | |

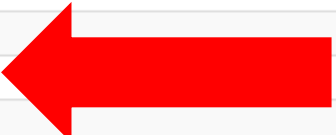
Scroll down to see which device a driver logged into during the day and at what time.

| Device Logins | | |
|------------------|-------|--------|
| Device | Login | Logout |
| 0a6a82cb52432bdc | 10:47 | 11:26 |
| 0a6a82cb52432bdc | 12:58 | 13:18 |
| 0a6a82cb52432bdc | 14:55 | 14:57 |

Scroll down to see the summary of the payments by type. Cash, Online, with a Card or with a payment device such as a Pebble or PocketPos (where applicable).

**If a specific payment type was NOT used, it will not show on the report.*

| Payment Type | # of Payments |
|--------------|---------------|
| CASH | 7 |
| YUMBI | 3 |
| Pebble | 9 |



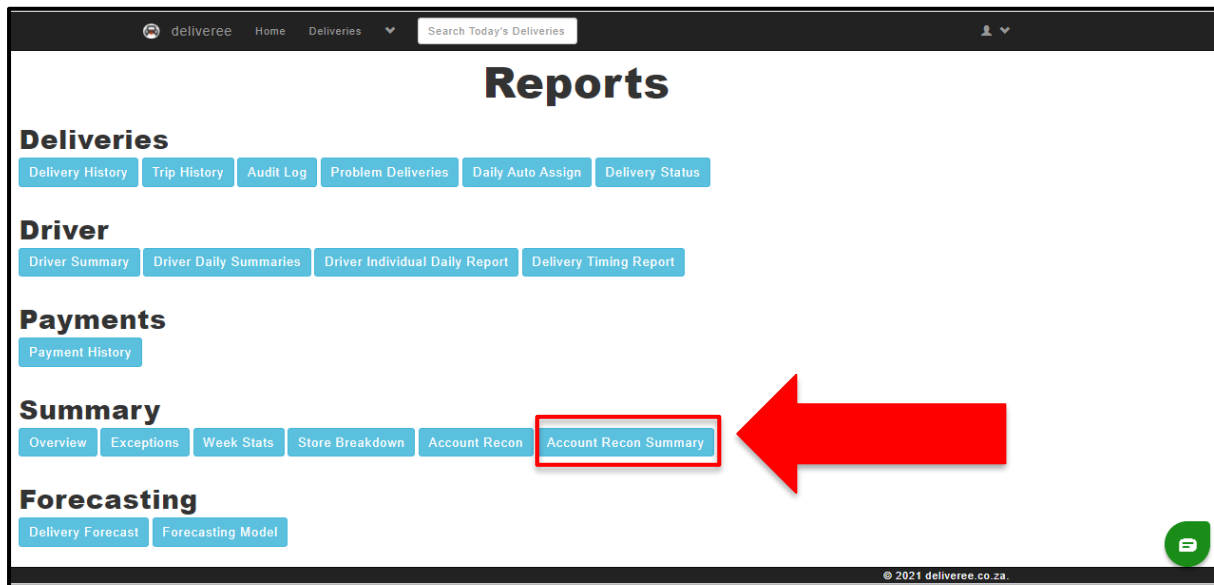
Scroll down to see the details of the deliveries.

Details include: the order number, external identifier, customer, time of delivery, status of delivery, whether the delivery was paid, and details of the payments.

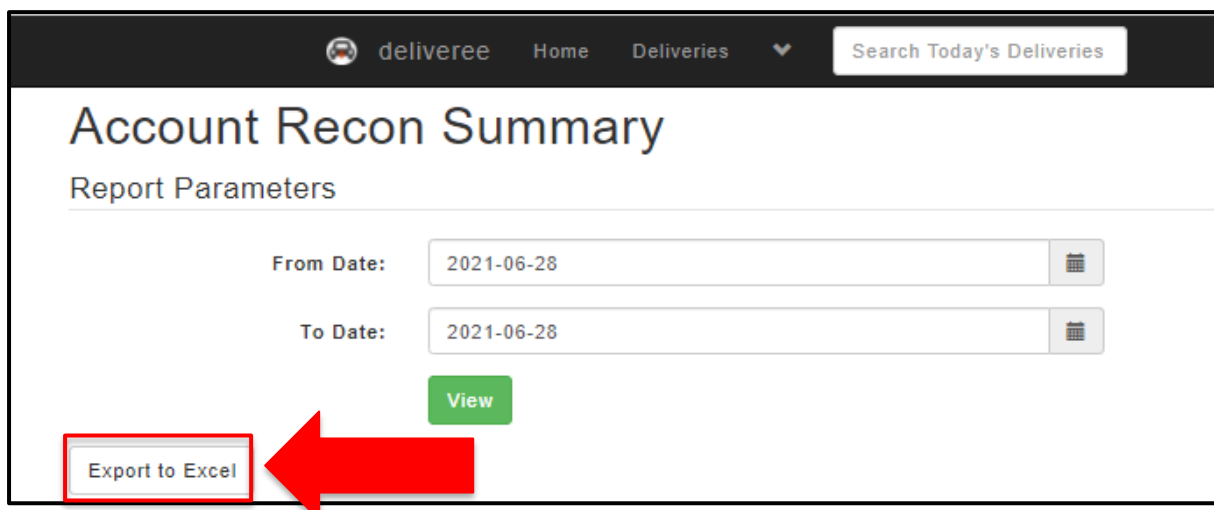
All problem orders or orders not assigned will still show here, the status detail will show “order not processed” or “unassigned” for example.

| Details of Deliveries | | | | | | | | | |
|-----------------------|-------------|--------------|----------|---------------------|------|--------|------------|--------|--------|
| # | External ID | Customer | Time | Status | Paid | Value | Payments | | |
| 16090691 | | CUSTOMER TWO | 14:54:18 | Delivered | ✓ | 250.00 | ✓ MANUALCC | 250.00 | 250.00 |
| 16088243 | | CUSTOMER TWO | 12:30:52 | Delivered | ✗ | 88.00 | | | |
| 16088231 | | CUSTOMER ONE | 12:30:27 | Order not processed | ✗ | 25.00 | | | |
| 16088431 | | CUSTOMER ONE | 10:32:39 | Delivered | ✓ | 200.00 | ✓ CASH | 200.00 | 200.00 |
| | | | | | | 563.00 | 450.00 | | |

Account Recon Summary Report



The report parameters can be changed so the HUB operator can search for information for a day/week and month.



The data can be exported to excel as well for external use.

The report lists prepaid, cash and card amounts, as well as the settlement amounts for each store, per day.

From left to right:

Prepaid:

Account Recon Summary

Report Parameters

From Date:2021-06-20

To Date:2021-06-27

View

Export to Excel

| | PREPAID | | | CASH | | | CARD | | | SETTLEMENT | | | |
|------------|--------------|--------------|-------|--------------|--------------|------|--------------|--------------|-------|---------------|------------|-------------|------------------|
| | Food Revenue | Delivery Fee | Tips | Food Revenue | Delivery Fee | Tips | Food Revenue | Delivery Fee | Tips | Owed to Store | Commission | DCS Revenue | Payable to Store |
| 2021-06-20 | | | | | | | | | | | | | |
| | 200.60 | 0.00 | 10.00 | 776.90 | 10.00 | 0.00 | 2133.80 | 10.00 | 0.00 | 2900.70 | 528.92 | 548.92 | 2371.78 |
| | 114.80 | 0.00 | 10.00 | 0.00 | 0.00 | 0.00 | 339.50 | 30.00 | 10.00 | 314.50 | 68.15 | 113.15 | 246.36 |
| | 349.79 | 0.00 | 25.00 | 659.40 | 15.00 | 0.00 | 292.70 | 30.00 | 0.00 | 897.10 | 195.28 | 270.28 | 701.82 |

| PREPAID | | |
|--------------|--------------|------|
| Food Revenue | Delivery Fee | Tips |

Cash:

Account Recon Summary

Report Parameters

From Date:2021-06-20

To Date:2021-06-27

View

Export to Excel

| | PREPAID | | | CASH | | | CARD | | | SETTLEMENT | | | |
|------------|--------------|--------------|-------|--------------|--------------|------|--------------|--------------|-------|---------------|------------|-------------|------------------|
| | Food Revenue | Delivery Fee | Tips | Food Revenue | Delivery Fee | Tips | Food Revenue | Delivery Fee | Tips | Owed to Store | Commission | DCS Revenue | Payable to Store |
| 2021-06-20 | | | | | | | | | | | | | |
| | 200.60 | 0.00 | 10.00 | 776.90 | 0.00 | 0.00 | 2133.80 | 10.00 | 0.00 | 2900.70 | 528.92 | 548.92 | 2371.78 |
| | 114.80 | 15.00 | 10.00 | 0.00 | 0.00 | 0.00 | 339.50 | 30.00 | 10.00 | 314.50 | 68.15 | 113.15 | 246.36 |
| | 349.79 | 30.00 | 25.00 | 659.40 | 15.00 | 0.00 | 292.70 | 30.00 | 0.00 | 897.10 | 195.28 | 270.28 | 701.82 |

| CASH | | |
|--------------|--------------|------|
| Food Revenue | Delivery Fee | Tips |

Card:

| Account Recon Summary | | | | | | | | | | | | | |
|-----------------------|--------------|---------------------------------|-------|--------------|--------------|------|--------------|--------------|-------|---------------|------------|-------------|------------------|
| Report Parameters | | | | | | | | | | | | | |
| From Date: | | 2021-06-20 | | | | | | | | | | | |
| To Date: | | 2021-06-27 | | | | | | | | | | | |
| | | View | | | | | | | | | | | |
| | | Export to Excel | | | | | | | | | | | |
| | PREPAID | | | CASH | | | CARD | | | Owed to Store | Commission | DCS Revenue | Payable to Store |
| | Food Revenue | Delivery Fee | Tips | Food Revenue | Delivery Fee | Tips | Food Revenue | Delivery Fee | Tips | | | | |
| 2021-06-20 | | | | | | | | | | | | | |
| | 200.60 | 0.00 | 10.00 | 776.90 | 10.00 | 0.00 | 2133.80 | 10.00 | 0.00 | 2900.70 | 528.92 | 548.92 | 2371.78 |
| | 114.80 | 15.00 | 10.00 | 0.00 | 0.00 | 0.00 | 339.50 | 30.00 | 10.00 | 314.50 | 68.15 | 113.15 | 246.36 |
| | 349.79 | 30.00 | 25.00 | 659.40 | 15.00 | 0.00 | 292.70 | 30.00 | 0.00 | 897.10 | 195.28 | 270.28 | 701.82 |

| CARD | | |
|--------------|--------------|------|
| Food Revenue | Delivery Fee | Tips |

Settlement:

| Account Recon Summary | | | | | | | | | | | | | |
|-----------------------|--------------|---------------------------------|-------|--------------|--------------|------|--------------|--------------|-------|---------------|------------|-------------|------------------|
| Report Parameters | | | | | | | | | | | | | |
| From Date: | | 2021-06-20 | | | | | | | | | | | |
| To Date: | | 2021-06-27 | | | | | | | | | | | |
| | | View | | | | | | | | | | | |
| | | Export to Excel | | | | | | | | | | | |
| | PREPAID | | | CASH | | | CARD | | | SETTLEMENT | | | |
| | Food Revenue | Delivery Fee | Tips | Food Revenue | Delivery Fee | Tips | Food Revenue | Delivery Fee | Tips | Owed to Store | Commission | DCS Revenue | Payable to Store |
| 2021-06-20 | | | | | | | | | | | | | |
| | 200.60 | 0.00 | 10.00 | 776.90 | 10.00 | 0.00 | 2133.80 | 10.00 | 0.00 | 2900.70 | 528.92 | 548.92 | 2371.78 |
| | 114.80 | 15.00 | 10.00 | 0.00 | 0.00 | 0.00 | 339.50 | 30.00 | 10.00 | 314.50 | 68.15 | 113.15 | 246.36 |
| | 349.79 | 30.00 | 25.00 | 659.40 | 15.00 | 0.00 | 292.70 | 30.00 | 0.00 | 897.10 | 195.28 | 270.28 | 701.82 |

| SETTLEMENT | | | |
|---------------|------------|-------------|------------------|
| Owed to Store | Commission | DCS Revenue | Payable to Store |

All settlement calculations are in line with the Account recon report.

All sums apply even when filtering for a day/week/month etc. Calculations will pull through.

Hover over the (?) to see the calculations for each settlement figure:

Owed to store:

| SETTLEMENT | | | | | |
|------------|--|--------------|---------------|--------------------|--------|
| Tips | Owed to Store ? | Commission ? | DCS Revenue ? | Payable to Store ? | |
| | <div>Owed to Store</div> <div>(Cash + Card) - Tips - Delivery Fees</div> | | | | |
| 00 | | 2 | 548.92 | 2371.78 | |
| 00 | 10.00 | 314.50 | 68.15 | 113.15 | 246.36 |

Commissions:

| SETTLEMENT | | | |
|-----------------|---|---------------|--------------------|
| Owed to Store ? | Commission ? | DCS Revenue ? | Payable to Store ? |
| | <div>Commission</div> <div>((Cash + Card + Prepaid) - Tips - Delivery Fees) x Commission Percentage</div> | | |
| 290 | | | 2371.78 |
| 31 | | | 246.36 |

HUB Revenue:

| SETTLEMENT | | | |
|-----------------|--------------|--|--------------------|
| Owed to Store ? | Commission ? | DCS Revenue ? | Payable to Store ? |
| | | <div>DCS Revenue</div> <div>Commission + Delivery Fees</div> | |
| 2900.70 | 528. | | 1.78 |

Payable to Store:

**As seen on all RAIN accounting invoices.*

| SETTLEMENT | | | |
|---------------|------------|-------------|------------------|
| Owed to Store | Commission | DCS Revenue | Payable to Store |
| 2900.70 | 528.92 | 548.9 | |

Payable to Store

Owed to Store - Commissions

No breakdown on the daily transactions is shown, click the relevant date, to view the detailed Account Recon for that day.

Account Recon Summary

Report Parameters

From Date: 2021-06-20

To Date: 2021-06-27

View

Export to Excel

| | PREPAID | | | CASH | | | CARD | |
|------------|--------------|--------------|-------|--------------|--------------|------|--------------|--------------|
| | Food Revenue | Delivery Fee | Tips | Food Revenue | Delivery Fee | Tips | Food Revenue | Delivery Fee |
| 2021-06-20 | 200.60 | 0.00 | 10.00 | 776.90 | 10.00 | 0.00 | 2133.80 | 10.00 |
| | 114.80 | 15.00 | 10.00 | 0.00 | 0.00 | 0.00 | 339.50 | 30.00 |
| | 349.79 | 30.00 | 25.00 | 659.40 | 15.00 | 0.00 | 292.70 | 30.00 |

Accounting services provided by RAIN

*Only applicable when the Hub operator differs from the onboarded store owner.

RAIN Chartered Accountants (RAIN) provides independent accounting service to record daily transactions reported through the HUB. This service ensures the valid, accurate and complete reporting between the HUB and onboarded franchisees.

RAIN has simplified the financial reporting, providing the Operator with daily reports with insight into the HUB transactions from the previous day's transactions. The daily process recalculates and reconciles the HUB transactions to the Deliverer Account Recon Report. Discrepancies will be reported to the HUB operator daily for further investigation.

Financial Reporting Process

There are key RAIN reports the HUB Operator will frequently use, which includes General Ledger and Accounts Payable reports.

The General **Ledger Summary** details the daily transactions recorded into the financial records, that agrees the information to the Deliverer Account Recon Report. Daily transactions are completely and accurately recorded at this point.

| General Ledger Summary | | | |
|-------------------------------------|------------------|------------------|--------------|
| (Pty) Ltd | | | |
| From 1 July 2021 to 1 July 2021 | | | |
| Add Summary | | | |
| Account | Debit | Credit | Net Movement |
| Accounts Payable (800) | 0.00 | 2,095.30 | (2,095.30) |
| Commission (201) | 0.00 | 1,261.90 | (1,261.90) |
| Commission Control Account (8001) | 1,451.18 | 1,438.37 | 12.81 |
| Delivery Fee (202) | 0.00 | 156.52 | (156.52) |
| FOOD REVENUE CONTROL ACCOUNT (8005) | 3,633.67 | 3,633.67 | 0.00 |
| Gratuities / Driver Tips (851) | 0.00 | 95.00 | (95.00) |
| POS Tender Type - CASH (6121) | 1,026.12 | 0.00 | 1,026.12 |
| POS Tender Type - CRCARDS (6122) | 2,767.55 | 0.00 | 2,767.55 |
| VAT (820) | 0.00 | 212.76 | (212.76) |
| Yumbi Control Account (8000) | 3,491.89 | 3,476.89 | 15.00 |
| Total | 12,370.41 | 12,370.41 | 0.00 |

The weekly **Accounts Payable Report** shows the summary of separate bills (**payable invoice**) to upload payments on the bank for weekly transfer to onboarded franchisees. The **payable invoice** records the NET amount of Food Revenue payable to Stores in the HUB.

| Accounts Payable Transactions Reorder columns | | | | | | | | | |
|--|-----------------|-------------|-----------|-------|------------|-----------------|----------|-----|--|
| (Pty) Ltd | | | | | | | | | |
| For the period 5 July 2021 to 11 July 2021 | | | | | | | | | |
| Stores is | | | | | | | | | |
| Date | Source | Description | Reference | Debit | Credit | Running Balance | Gross | Tax | |
| Accounts Payable | | | | | | | | | |
| Opening Balance | | | | - | 119,454.24 | 119,454.24 | - | - | |
| 5 Jul 2021 | Payable Invoice | | PO | - | 1,332.06 | 120,786.30 | 1,332.06 | - | |
| 6 Jul 2021 | Payable Invoice | | PO | - | 1,075.29 | 121,861.59 | 1,075.29 | - | |
| 7 Jul 2021 | Payable Invoice | | PO | - | 1,280.09 | 123,141.68 | 1,280.09 | - | |
| 8 Jul 2021 | Payable Invoice | | PO | - | 1,598.27 | 124,739.95 | 1,598.27 | - | |
| 9 Jul 2021 | Payable Invoice | | PO | - | 1,897.40 | 126,637.35 | 1,897.40 | - | |
| 10 Jul 2021 | Payable Invoice | | PO | - | 1,918.61 | 128,555.96 | 1,918.61 | - | |
| 11 Jul 2021 | Payable Invoice | | PO | - | 476.12 | 129,032.08 | 476.12 | - | |
| Total Accounts Payable | | | | - | 9,577.84 | 129,032.08 | 9,577.84 | - | |
| Closing Balance | | | | - | 129,032.08 | 129,032.08 | - | - | |
| Total | | | | - | 9,577.84 | (9,577.84) | 9,577.84 | - | |

As a measure of control, the account should have a zero opening balance once all prior period payments have been finalised. An opening balance indicates that there are unpaid NET Food Revenue amounts due to Stores in the HUB at a point in time. The closing balance is the total of the current period and the opening balance of the next period.

A summary of the amount receivable/payable to/from each store for the week will be uploaded onto the Onboarded Franchisee's OneDrive:

| Accounts Payable Transactions | | | | | |
|---|---------------------------------|---------------|--------------------|---------------|--|
| (Pty) Ltd | | | | | |
| For the period 25 October 2021 to 31 October 2021 | | | | | |
| Stores is | | | | | |
| Date | Description | Reference | Debit | Credit | |
| Accounts Payable | | | | | |
| 29 Oct 2021 | | PO29102021MLF | 79.30 | 0.00 | |
| 29 Oct 2021 | | PO29102021MLF | 0.00 | 79.30 | |
| 31 Oct 2021 | | PO31102021MLF | 71.21 | 0.00 | |
| 31 Oct 2021 | | PO31102021MLF | 0.00 | 71.21 | |
| Total Accounts Payable | | | 150.51 | 150.51 | |
| Store Direct Deposit | | | | | |
| 27 Oct 2021 | Direct Deposit - Payable to DCS | PO27102021MLF | 53.76 | 0.00 | |
| Total Store Direct Deposit | | | 53.76 | 0.00 | |
| Total Payable/Receivable | | | (53.76) | | |
| | | | Owed to DCS | | |

Payable Invoice

RAiN sends the daily **payable invoice** with the **Deliverree Account Recon report** to the onboarded franchisees from the HUB. The onboarded franchisee can agree the food revenue on the payable invoice to their own daily cash up summary. Any discrepancies can be raised and clarified with the HUB Operator.

| | | |
|--------------------------|------------------------|-----------------------|
| To: [Redacted] (Pty) Ltd | Invoice Date | [Redacted] |
| Attention: [Redacted] | 17 Apr 2021 | Attention: [Redacted] |
| Shop 3 | Reference Number | [Redacted] |
| [Redacted] | PO: [Redacted] | SOUTH AFRICA |
| SOUTH AFRICA | VAT Number: [Redacted] | |

| Description | Quantity | Unit Price | VAT | Amount ZAR |
|---------------------------|----------|------------------|--------|-----------------|
| Food Revenue | 1.00 | 1,594.20 | No VAT | 1,594.20 |
| Commission Due [Redacted] | 1.00 | (435.92) | No VAT | (435.92) |
| Yumbi Delivery Fee | 1.00 | (30.00) | No VAT | (30.00) |
| Yumbi Driver Tip | 1.00 | (20.00) | No VAT | (20.00) |
| | | Subtotal | | 1,108.28 |
| | | TOTAL ZAR | | 1,108.28 |
| | | DUE DATE | | 17 Apr 2021 |

By the end of the day, if there is no food revenue, the onboarded franchisee would have to settle the commission due to the HUB as per the agreed terms in the operational agreements (MOU and SLA). For all stores with no food revenue a Store Direct Deposit ledger will be uploaded daily to indicate the amount payable to the HUB by the onboarded franchisee for that day. The Store Direct Deposit ledger for the week will also be uploaded. The onboarded franchisee will process a direct payment to the HUB with a reference to the relevant invoices.

Store Direct Deposit

Below is an Example of a bill with amount payable to the HUB indicated in line item "Store direct deposit"

Store Direct Deposit Transactions

(Pty) Ltd

For the period 26 July 2021 to 26 July 2021

Stores is

| DATE | REFERENCE | DEBIT | CREDIT |
|-----------------------------|-----------|-------|--------|
| Store Direct Deposit | | | |
| Opening Balance | | - | - |
| 26 Jul 2021 | Test | 27.25 | - |
| Total Store Direct Deposit | | 27.25 | - |
| Closing Balance | | 27.25 | - |
| Total | | 27.25 | - |

To: (Pty) Ltd

Attention: Shop 3

SOUTH AFRICA

Invoice Date
26 Jul 2021

Reference Number
Test

Attention:

SOUTH AFRICA
VAT Number:

| Description | Quantity | Unit Price | VAT | Amount ZAR |
|---------------------------------------|----------|------------|--------|-------------|
| Food Revenue | 1.00 | 177.70 | No VAT | 177.70 |
| Commission Due INV-0487 | 1.00 | (149.95) | No VAT | (149.95) |
| Yumbi Delivery Fee | 1.00 | (30.00) | No VAT | (30.00) |
| Yumbi Driver Tip | 1.00 | (25.00) | No VAT | (25.00) |
| Store Direct Deposit - Payable to DCS | 1.00 | 27.25 | No VAT | 27.25 |
| Subtotal | | | | 0.00 |
| TOTAL ZAR | | | | 0.00 |
| DUE DATE | | | | 26 Jul 2021 |

Receivable Invoice

The monthly **receivable commission invoices** are calculated, based on the daily food revenue collected by the HUB with a month summary sent to the onboarded franchisee. This enables the franchisee to record the commission expenses paid to the HUB.

This invoice is a valid VAT invoice that the Onboarded Franchisee can use to claim back VAT on commission. The commission is calculated daily and included on the bill that is being uploaded, but only one commission invoice will be issued at month end.

| Commission Transactions | | | | | | |
|--------------------------------|----------------|--|-----------|-------|-----------------|--|
| (Pty) Ltd | | | | | | |
| From 5 Jul 2021 to 11 Jul 2021 | | | | | | |
| Add Summary | | | | | | |
| Date | Type | Transaction | Reference | Debit | Credit | |
| 5 Jul 2021 | INV | - Commission @ 18% of Food Revenue R2122.00 + Yumbi Food Revenue R1549.20 T... | | | 660.82 | |
| 6 Jul 2021 | INV | - Commission @ 18% of Food Revenue R1627.06 + Yumbi Food Revenue R941.89 To... | | | 462.41 | |
| 7 Jul 2021 | INV | - Commission @ 18% of Food Revenue R1877.60 + Yumbi Food Revenue R960.60 To... | | | 510.88 | |
| 8 Jul 2021 | INV | - Commission @ 18% of Food Revenue R2331.70 + Yumbi Food Revenue R1187.29 T... | | | 633.42 | |
| 9 Jul 2021 | INV | - Commission @ 18% of Food Revenue R2892.50 + Yumbi Food Revenue R1769.85 T... | | | 839.22 | |
| 10 Jul 2021 | INV | - Commission @ 18% of Food Revenue R2829.40 + Yumbi Food Revenue R1546.40 T... | | | 787.64 | |
| 11 Jul 2021 | INV | - Commission @ 18% of Food Revenue R1357.40 + Yumbi Food Revenue R2465.20 T... | | | 688.07 | |
| Total | | | | | 4,582.46 | |
| 11 Jul 2021 | Balance | | | | 4,582.46 | |

| | | | |
|------------------------|--|---|-----------------------|
| TAX INVOICE | | Invoice Date 30 Sep 2021 | Attention: [Redacted] |
| [Redacted] | | Invoice Number INV-0711 | Shop 3 |
| Attention: Mark | | Reference Commission 30 September | [Redacted] |
| [Redacted] | | VAT Number | [Redacted] |
| SOUTH AFRICA | | | SOUTH AFRICA |
| VAT Number: [Redacted] | | | |

| Description | Quantity | Unit Price | VAT | Amount ZAR |
|--|----------|------------|------------------|-----------------|
| Commission @ 18% of Food Revenue for month of September (Cash & crcards) | 1.00 | 3,722.73 | 15% | 3,722.73 |
| Commission @ 18% of Food Revenue for month of September (Yumbi) | 1.00 | 1,926.41 | 15% | 1,926.41 |
| | | | Subtotal | 5,649.14 |
| | | | TOTAL VAT | 847.37 |
| | | | TOTAL ZAR | 6,496.51 |

Due Date: 30 Sep 2021

Service Fees

A Monthly service fee is charged on the first of the month and will be supplied as a valid VAT invoice for the onboarded franchisee to claim VAT on this expense.

The service fee amount is deducted from the amount payable to the franchisee in the last week of the month. If there are not enough food revenue to cover this fee, the balance is carried over until it is fully paid.

Example of service fee invoice:

| | | | | |
|--|--|---|----------------------------|--|
| TAX INVOICE | | Invoice Date 1 Dec 2021 | Attention: [Redacted] | |
| [Redacted] Attention: Mark | | Invoice Number Service Fee Steers - Dec | Shop 3 | |
| [Redacted] SOUTH AFRICA VAT Number: [Redacted] | | VAT Number [Redacted] | [Redacted] SOUTH AFRICA | |

| Description | Quantity | Unit Price | VAT | Amount ZAR |
|------------------|----------|------------|-----|---------------|
| Service Fee | 1.00 | 300.00 | 15% | 300.00 |
| Subtotal | | | | 300.00 |
| TOTAL VAT | | | | 45.00 |
| TOTAL ZAR | | | | 345.00 |

Due Date: 31 Dec 2021

Bank Reconciliation

RAiN performs daily **bank reconciliations for the HUB Operator** to verify credit card and cash deposits. (Tender breakdown).

Reconciliations are updated from the bank statement, and outstanding deposit detail is made available to the HUB Operator for further investigation on a weekly basis.

| Bank Reconciliation Summary | | | |
|---|-------------------|-----------|------------|
| <div> <div></div> <div>- Credit Cards</div> <div>(Pty) Ltd</div> <div>As at 30 June 2021</div> </div> | | | |
| Date | Description | Reference | Amount |
| 30 Jun 2021 | Balance in Xero | | 270,149.65 |
| 30 Jun 2021 | Statement Balance | | 270,149.65 |

| Bank Reconciliation Summary | | | |
|---|--------------------|-----------|-----------------|
| <div> <div></div> <div>Cash</div> <div>(Pty) Ltd</div> <div>As at 22 July 2021</div> </div> | | | |
| Add Summary | | | |
| Date | Description | Reference | Amount |
| 22 Jul 2021 | Balance in Xero | | (1,765.09) |
| Plus Un-Reconciled Bank Statement Lines | | | |
| 1 May 2021 | Banking App Tran | | (2,500.00) |
| 4 May 2021 | Internet Banking I | | (5,701.26) |
| 4 May 2021 | Internet Banking I | | (293.86) |
| 4 May 2021 | Internet Banking I | | (2,125.13) |
| 4 May 2021 | Internet Banking I | | (960.80) |
| 5 May 2021 | Banking App Paym | | (600.00) |
| 5 May 2021 | Banking App Paym | | (450.00) |
| 5 May 2021 | Cash Deposit 3520 | | 350.00 |
| 5 May 2021 | Cash Deposit 2520 | | 1,850.00 |
| 5 May 2021 | Cash Deposit 4520 | | 680.00 |
| 8 May 2021 | Cash Deposit Dcs | | 3,140.00 |
| 9 May 2021 | Cash Deposit Dcs | | 950.00 |
| 11 May 2021 | Cash Deposit Dcs | | 1,950.00 |
| 11 May 2021 | Internet Banking I | | (1,706.95) |
| 13 May 2021 | Cash Deposit Dcs | | 2,510.00 |
| 15 May 2021 | Cash Deposit 14 M | | 1,930.00 |
| 17 May 2021 | Cash Deposit Dcs | | 1,230.00 |
| 18 May 2021 | Cash Deposit Dcs | | 970.00 |
| 19 May 2021 | Cash Deposit Dcs | | 1,540.00 |
| 19 May 2021 | Banking App Tran | | 1,000.00 |
| 19 May 2021 | Banking App Imm | | (1,866.36) |
| 20 May 2021 | Cash Deposit Cas | | 1,450.00 |
| 20 May 2021 | Banking App Paym | | (165.00) |
| 21 May 2021 | Cash Deposit Cas | | 700.00 |
| 25 May 2021 | Cash Deposit Dcs | | 3,200.00 |
| 25 May 2021 | Internet Banking I | | (5,315.00) |
| Total Un-Reconciled Statement Lines | | | 1,765.64 |
| 22 Jul 2021 | Statement Balance | | 0.55 |

Profit and Loss Statement

The monthly **Profit and Loss Statement** gives the Operator financial information on the HUB for purposes of monitoring their target operational expenses and net profits.

The financial reports are made available on a weekly basis to the HUB Operator. The HUB operator provides all the monthly expense tax invoices and other business-related expense item detail e.g. salaries, that need to be expensed to the HUB. The expense items can be managed by categorising for example bike expenses to each unit. These expenses are recorded to the monthly management accounts.

| Profit and Loss | |
|---|-------------------|
| (Pty) Ltd | |
| For the month ended 30 June 2021 | |
| | JUN 2021 |
| Trading Income | |
| Commission | 35,606.95 |
| Delivery Fee | 8,165.10 |
| Service Fee | 3,913.04 |
| Total Trading Income | 47,685.09 |
| Gross Profit | 47,685.09 |
| Operating Expenses | |
| ABSA Pebble Rental | 346.09 |
| APN Sim Cards | 1,025.22 |
| Bank Charges | 829.24 |
| Bike Maintenance | 2,871.89 |
| Bike Repayments | 5,560.00 |
| Consulting & Accounting | 3,130.43 |
| Credit Card Commission Fee | 363.59 |
| Delivery Tribe - Platform Fee | 158.26 |
| Depreciation | 3,761.00 |
| Incentives | 950.00 |
| Insurance | 960.87 |
| Interest Expense | 970.95 |
| License Fee | 534.13 |
| Petrol | 4,424.00 |
| SMS Costs | 78.00 |
| Thumzup Blade Cost | 745.00 |
| Wages | 23,116.00 |
| Total Operating Expenses | 49,824.67 |
| Net Profit | (2,139.58) |

Communication

The most efficient way to communicate and provide access to reports between the HUB and RAIN, is to upload documents to OneDrive.

These include:

- Daily Tax Invoice
- Monthly Commission Invoice
- Daily General Ledger Report
- Daily Deliverer Account Recon
- Weekly Accounts Payable report
- Weekly Commission Report
- Weekly and Monthly Profit and Loss Statement
- Daily Direct deposits account report- if applicable

The processing starts at 11h00 daily to allow the HUB operator to make necessary adjustments to the previous day's cash up.

RAIN will send the HUB operator a daily email to confirm information has been processed and uploads are complete.

By the end of the week, if there is no food revenue, the onboarded franchisee would have to settle the commission due to the HUB as per the agreed terms in the operational agreements (MOU and SLA).

RAIN sends daily bills (payable invoice) with the Deliverer report to the onboarded franchisees from the HUB. The onboarded franchisee can agree the food revenue on the bill to their daily cash up summary. Any discrepancies can be raised and clarified with the HUB Operator.

Below is an example of an email the HUB operator will receive.

Good Day [redacted]

I hope you are well.

Please note that the reports for 20 July have been uploaded.
*[redacted] still in a negative therefore carried over as well as [redacted]

Kind regards

Below is an example of an Invoice of NET amount of Food Revenue payable to Stores in the HUB:

| | | | | | |
|---|--|--|--|--|--|
| To: [Redacted] (Pty) Ltd | | Invoice Date 17 Apr 2021 | | [Redacted] Attention: [Redacted] | |
| Attention: [Redacted] Shop 3 [Redacted] SOUTH AFRICA | | Reference Number PO [Redacted] | | [Redacted] SOUTH AFRICA VAT Number: [Redacted] | |

| Description | Quantity | Unit Price | VAT | Amount ZAR |
|---------------------------|----------|------------|------------------|-----------------|
| Food Revenue | 1.00 | 1,594.20 | No VAT | 1,594.20 |
| Commission Due [Redacted] | 1.00 | (435.92) | No VAT | (435.92) |
| Yumbi Delivery Fee | 1.00 | (30.00) | No VAT | (30.00) |
| Yumbi Driver Tip | 1.00 | (20.00) | No VAT | (20.00) |
| | | | Subtotal | 1,108.28 |
| | | | TOTAL ZAR | 1,108.28 |
| | | | DUE DATE | 17 Apr 2021 |