

# Terms & Conditions

## Overview

Invoice Management System (IMS) is a SharePoint Framework-based solution designed to automate and streamline invoicing processes for small and medium-sized businesses. Built entirely within Microsoft 365, IMS ensures secure handling of customer, inventory, and invoice data.

## Data Collection

IMS may collect and store the following data:

- Customer details (name, contact information, billing address)
- Inventory data (product/service names, pricing, stock levels)
- Invoice records (items, quantities, tax codes, totals, timestamps)
- User actions (invoice creation, approvals, dispatch status)

All data is stored within your organization's Microsoft 365 tenant using SharePoint Online lists and libraries.

## Data Usage

Collected data is used exclusively for:

- Generating and managing invoices
- Calculating taxes and totals
- Creating downloadable PDF invoices
- Displaying analytics on billing and payment trends

We do not share or sell any data to third parties.

## Data Security

IMS leverages Microsoft 365's enterprise-grade security and compliance features. All data remains within your tenant, ensuring full control and adherence to your organization's data protection policies.

## User Consent

By using IMS, users consent to the collection and processing of data as outlined in this policy.

## Third-Party Services

IMS uses Microsoft Power Automate for workflow automation. No external third-party services are used beyond Microsoft 365.

## **Changes to This Policy**

We may update this Privacy Policy periodically. Updates will be communicated via the Microsoft Partner Center listing or through your organization's administrator.

## **Acceptance of Terms**

By installing and using the Invoice Management System (IMS), you agree to these Terms and Conditions. If you do not agree, please refrain from using the application.

## **License**

IMS is licensed for use within your Microsoft 365 tenant. Redistribution, resale, or modification outside your organization is prohibited without prior written consent.

## **Usage Guidelines**

- IMS must be used in accordance with your organization's internal financial and data policies.
- Users must ensure accuracy when entering customer and invoice data.
- Tax configurations must comply with applicable local regulations.

## **Availability**

While we aim for high availability, we do not guarantee uninterrupted service. We are not liable for any downtime, data loss, or delays in invoice processing.