

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.