

Receipting Rules

Requirements for a receipt to be accepted as documented volume

1. The first and last name of customer
2. Customer contact information, including at least two of the following: address, phone number, or e-mail address
3. The products and quantities sold
4. The price paid by the customer
5. The method of payment
6. The sale date
7. The Customer must sign any official Herbalife Nutrition paper receipt submitted
8. The sale must be profitable

- ✓ *Save time and ensure faster processing with Online Receipting Tools! Create receipts and document your sales 24/7 using your smartphone, tablet or desktop computer. Visit MyHerbalife.com to learn more.*
- ✓ Receipts must be received and accepted by Herbalife Nutrition in the same month the Customer sale took place, or within 30 days from Customer sale date.
- ✓ Documented Volume will be allocated in the month the receipt is Accepted by Herbalife Nutrition.
- ✓ Sale date field cannot be changed on any receipt.
- ✓ Receipts generated from Preferred Member orders or Customer Direct orders are automatically received.
- ✓ Sales to other Distributors will not count towards your documented volume.
- ✓ Receipts with misleading or false information can result in an adjustment of volume and/or sanction by Herbalife Nutrition including termination of your Distributorship.

Can I update my submitted receipts?

Accepted & Non-Profitable Receipts

- ✓ If you made an error, you can void a receipt within the same month the original receipt was submitted and create a new receipt to capture corrected information.

Pending Retail & Nutrition Club Receipts

- ✓ Distributor has until the end of the following month from when the receipt was received by Herbalife Nutrition to void a receipt or update the fields that put the receipt on pending status. (*Receipts pending for Exceeds Inventory must be resolved within the same month.*)

Rejected & Voided Receipts

- ✓ No Changes Allowed