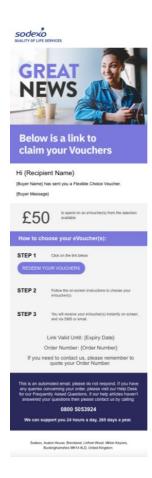




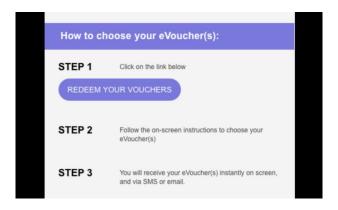
HOW TO EXCHANGE YOUR VOUHER LINK FOR A RETAILER E-VOUCHER

• You will receive an email with a link to order your retail voucher, the look of the email may vary depending on whether it's been sent directly by Sodexo or through the issuing organization.

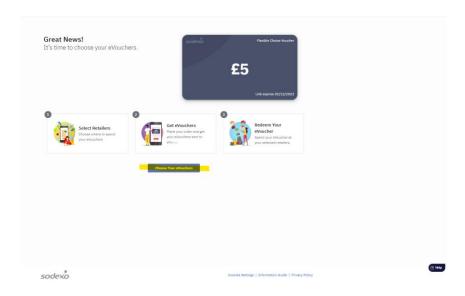


Click the link provided in your email, shown in the blue rounded box in the screenshot below.
This will load the redemption page for you.





• Once the redemption page has loaded, you'll notice that you'll be able to see the voucher value and expiry is shown here. please click on the 'Choose your eVouchers' link, highlighted in the screenshot below.

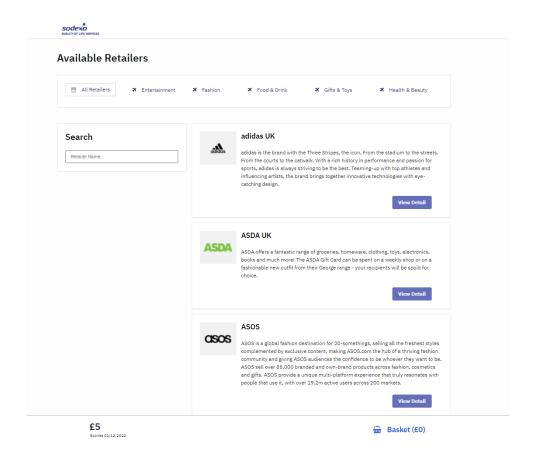


- You can now see the retailer catalogue, a list of the retailers you are eligible to order your vouchers from.
 - o You can use the categories shown at the top of the page
 - o Search for your chosen retailer in the search box to the left of the screen
 - o Scroll through the list on screen



Click the 'View Detail' tab below the retailer you want to order

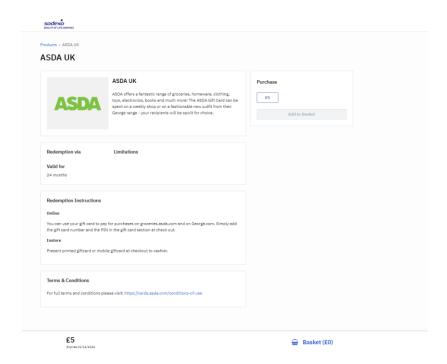
<u>Please note</u>: retailers available will be dictated by the organisation who have issued the voucher to you. For example, if you have been awarded a voucher link for Free School Meals, you will only see Supermarkets available to order against.



All of the relevant retailer information can be found along the left-hand side of the screen.
Select the amount you want to order and click 'Add to Basket'.

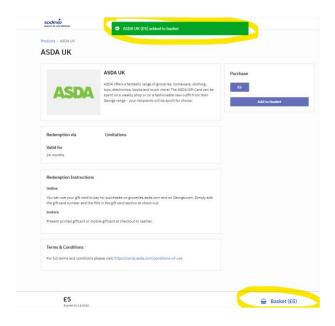
Please note: you can only order up to the value shown in the bottom left-hand side of the screen.





• You should see a green box appear at the top of the screen to confirm your selection has been added to your basket. You can also see the value in your basket in the bottom right-hand corner of the screen.

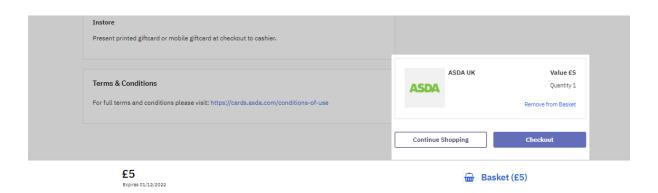
Please note: you will only be able to finalise your order once your order value matches the total voucher value you've been issued. For example, if you have been issued £20 but only £10 is showing in your basket, you will need to order another voucher/s to bring your total up to £20.



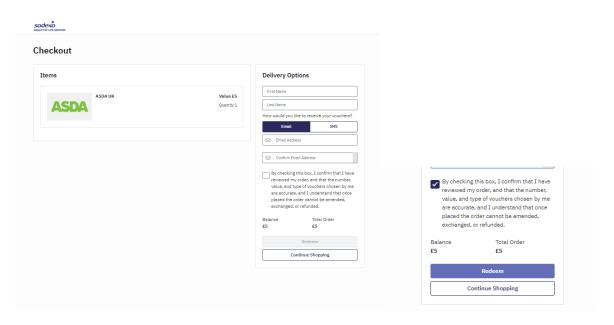


 When you are ready to complete your order, click the basket icon in the bottom right-hand corner, a box will then appear, asking you to select either 'continue shopping' or 'checkout', select 'checkout'



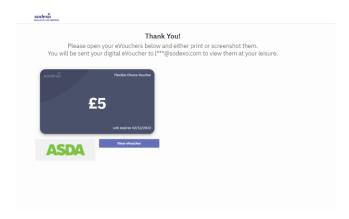


- You'll then see a confirmation of your order, on the right-hand side of the screen, please enter your details
- You can select to have your retailer voucher sent to you by email or by SMS
- You will need to tick the terms and conditions box; this will allow the 'Redeem' button to be clickable
- Click 'Redeem'





You should now see the below screen, click 'View eVoucher'



- You will now see your chosen retailer eVoucher on screen
- You can print the voucher if needed or use the digital copy sent to you in store

<u>Please note</u>: A link to your voucher will also be sent to you either on email or by SMS (depending on which you selected before completing your order).

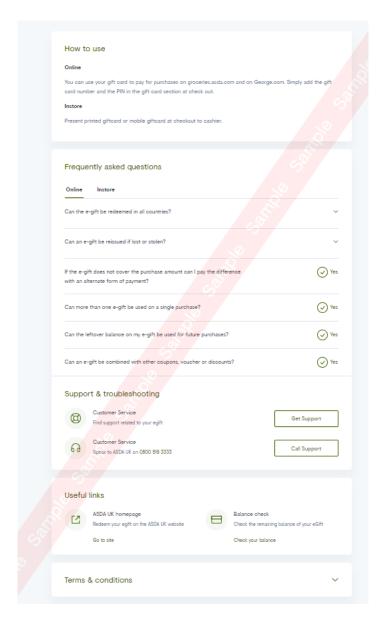


Once your retailer voucher You'll see a few helpful tips at the bottom of the screen:

- Instructions on how to redeem
- Frequently asked questions
- Support and troubleshooting
- Useful links



Terms and Conditions



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