Purchasing Vouchers from Pluxee

Pluxee provides **electronic vouchers** that can be used at a wide variety of popular retailers including supermarkets and department stores.

Below is the process for ordering vouchers via Pluxee:

1. Raise a Purchase Order for the total voucher amount
    a. Ensure to include the 80p issuance fee per voucher, e.g. 20 vouchers for £27.50 + £16 issuance fee = £566
    b. The product code to be used is when raising the requisition is 3800C
    c. Tax code P9 should be used on the requisition

2. Download and complete this form to order the vouchers: New-Pluxee-Voucher-Order-Form-Jan-26.docx.
    a. Please note: The 80p issuance fee is charged per voucher

3. Completed forms should include a verified signature (using a secure e-signature platform, such as Adobe Sign or DocuSign) and sent to fulfilment.engage.uk@pluxeegroup.com.
    a. You can either send the signed document to them using one of those platforms, or request that they issue the document to you via Adobe sign or DocuSign.

4. Goods receipt the Purchase Order as soon as the invoice is received.

5. Pluxee will now only dispatch voucher codes after the full invoice has been paid upfront, which means timelines are dependent on the Queen Mary Finance Team's 4-week turnaround

6. Pluxee will send you a list of the voucher codes in a password protected Excel spreadsheet. The password will be sent in a separate email.
7. Researchers/staff should then distribute the voucher codes to participants. Please see the template email below. Researchers/staff should maintain a list of vouchers purchased and distributed to participants and account for any not distributed.

8. The participants can then redeem their voucher against different suppliers, using the following website: *https://www.vouchershopexchange.co.uk/* There is a video on how to redeem voucher codes here: *How to redeem your pluxee e-voucher*

N.B. Pluxee e-vouchers cannot be used internationally.

TEMPLATE EMAIL TO PPI PARTICIPANTS:

SUBJECT LINE: PPI Participation voucher: (Study name)

Dear (Their name),

Thank you for your time and supporting us in (Activity, Study name, on date), please find the activation codes below for your (£ Voucher value) voucher.

Chx No. Validation

XXXXXXXX XXXXXXX

The voucher can be redeemed against multiple suppliers at https://www.vouchershopexchange.co.uk/

Here is a video on how to activate it: How to use your echeque and evoucher video

Many thanks,

(Your name)

Further information

Debbie Evans at Pluxee handles Queen Mary's orders – Debbie.evans@pluxeegroup.com.

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