Purchasing Vouchers from Voucher Express (VEX)

Voucher Express (VEX) provides vouchers that can be used at a wide variety of popular retailers:

- VEX gift Card allows recipients to choose from a variety of retailers
    - These allow the recipient to select their own voucher and also break it down to spend it at as many retailers as they please
    - The VEX gift card can be ordered at any value (e.g. £27.50)
    - You will have 6 months to distribute the vouchers once you have received them
    - Vouchers have a 3-year expiry from when the recipient downloads the voucher
- Physical and e-gift cards for a specific retailer. Browse list of retailers
    - Vouchers for specific retailers may need to be ordered in round numbers (e.g. £10, £20, £50). Find the full list available here
- VEX has a helpful user portal that allows you to monitor and distribute your voucher orders, and to see whether vouchers have been sent to recipients and redeemed

Below is the process for ordering vouchers via VEX:

1. Raise a Purchase Order (PO) to reflect the total cost of your order
    - Agresso Supplier name: Hemingways Marketing Services Ltd
    - Agresso Supplier ID: 177824

2. Email corporate@vouchersexpress.co.uk with company and order details (see template below), and include your PO number in the body of the email and attach the PDF of the PO

3. Wait for VEX Corporate team to send you a proforma invoice
    - Ensure the invoice quotes the PO number

4. Goods receipt the PO on Agresso and send the proforma invoice to apinvoices@qmul.ac.uk

5. Wait for QM Finance team to pay the invoice (who work to a 4-week turnaround period)

6. VEX will dispatch the vouchers once QMUL has paid the invoice

Template email

Subject line: Vex Voucher proforma request

Hello,

I would like to request a Proforma for the below order –

Account reference number: QMU1904

Confirmation of your preferred payment method (bank transfer, VISA, MasterCard or AMEX)

- Bank transfer – PO/Invoice via Agresso

PO number: [Enter PO number]

Order details: To be addressed to myself [Enter your email address OR postage address if ordering physical vouchers]*

Item	Quantity	Value (Total)
Enter type of voucher and value (e.g. Amazon voucher, worth £50, DIGITAL)	Enter number of vouchers required	£

* N.B. If you are ordering physical vouchers and there are multiple postage addresses for recipients, you will have to distribute these yourself. You cannot give multiple postage addresses with your order.