

**Employee name:**

Him Shun Yu

**Valid for:**Evans Cycles  
(Crawley)**Issued:**

15 March 2024

**Retailer address:**Evans Cycles  
Camino Park  
Crawley  
West Sussex, West Sussex**eCertificate number:****T28843970022****Retailer tel:**

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**Redemption code:****69eab9****Package value:****£555.00****Important info:**

If you're redeeming in-store you will not have signed your Hire Agreement yet. Whilst collecting your goods in-store you'll get an SMS with a link to sign your agreement online - the retailer won't release your goods until your Hire Agreement is signed and this cannot be done in advance. Please take your phone and some personal ID to the store with you.

**Note for retailers:**

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**Redeem eCertificate**
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**Confirm the description of goods**
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**Customer signs Hire Agreement**
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**Store completes the sale and is paid**

Cyclescheme eCertificate redemption is a two-part process that is undertaken online via your Cyclescheme B2B account. The redemption can only be initiated at the point of sale and must occur prior to you releasing the goods and getting paid.

You can initiate this by logging in to the B2B and entering the 'eCertificate Number' in the 'Check or redeem Certificate' tool. You'll then need to confirm or enter the description of goods - it's absolutely vital that the description is complete and accurate for compliance purposes.

Once completed the customer will be instantly sent their Hire Agreement to sign (via SMS and email). The customer may wish to review their Hire Agreement prior to signing and they are not under any obligation to sign it on the spot. The sale will not be complete until the Hire Agreement has been signed.

Once the customer has signed their Hire Agreement you will be able to 'Complete' the sale in the B2B by confirming that you are releasing the goods. Once this has happened your store will be paid as per your normal terms.

No paperwork needs to be returned to Cyclescheme.