

Voucher System – Distributors

In your role as a distributor, you will be able to print paper vouchers created in the scheme you belong to by Approvers, Account Managers or Creators.

1. Go to <https://vouchers.warwick.ac.uk>



2. Sign in (if you haven't logged in already)



3. Click on Distribution. If this is the first time you have used the system, or if there has been an update, you will be asked to accept the Terms & Conditions before continuing.



4. You will be able to see vouchers that are ready to be distributed. Click on the green distribute button to allocate the vouchers you will print.

Ready for distribution

Name	Owner	Start date	Expiry	
Drinks for Event	Emily Mobley	21 Feb 2023	28 Feb 2023	distribute

Allocated

You don't currently have any vouchers to distribute

- The vouchers will then move to Allocated and you will see a Download button. Click on this (you will need to confirm your selection) to get a PDF of the vouchers for you to print and distribute. These can be downloaded and printed multiple times if there are problems with the printer. As you can see in the final screenshot below, the vouchers all have a unique code next to the QR code. You will need to ensure you are printing the vouchers single sided (not duplex) and cut them out ready for distribution.

Do you want to distribute this voucher?

Are you sure you want to distribute the vouchers for Drinks for Event?

[no](#) [distribute](#)

Ready for distribution

There are no Vouchers ready for distribution

Allocated

Name	Owner	Allocated to	Start date	Expiry	
Drinks for Event	Emily Mobley	Raj Powar	21 Feb 2023	28 Feb 2023	download

Drinks for Event



HXK - 389 - HI2 - F9Y

Expires: 28/02/2023

This voucher is valid in the following places:

Bar Fusion, Café Gibbet Hill, NAIC Café ,
Rootes Grocery Store

£10.00

Terms & Conditions:

1. Voucher may only be spent in one transaction.
2. No change given.
3. No cash alternative.



Drinks for Event



LQX - KAY - LFY - UOU

Expires: 28/02/2023

This voucher is valid in the following places:

Bar Fusion, Café Gibbet Hill, NAIC Café ,
Rootes Grocery Store

£10.00

Terms & Conditions:

1. Voucher may only be spent in one transaction.
2. No change given.
3. No cash alternative.



Drinks for Event



HZH - BKK - TU6 - F16

Expires: 28/02/2023

This voucher is valid in the following places:

Bar Fusion, Café Gibbet Hill, NAIC Café ,
Rootes Grocery Store

£10.00

Terms & Conditions:

1. Voucher may only be spent in one transaction.
2. No change given.
3. No cash alternative.



Drinks for Event



675 - 7KP - YLG - YLZ

Expires: 28/02/2023

This voucher is valid in the following places:

Bar Fusion, Café Gibbet Hill, NAIC Café ,
Rootes Grocery Store

£10.00

Terms & Conditions:

1. Voucher may only be spent in one transaction.
2. No change given.
3. No cash alternative.

