


How to transfer your existing eVouchers using the Source BioScience website


1

Go to our website:
www.sourcebioscience.com




2

Login to your account using the button at the top of the site




3

Once logged in, view **Account** and click the **eVouchers transfer** link
(This will navigate you to the eVouchers Transfer page)



4

Enter a valid email address along with an amount of vouchers in either the **Single read eVouchers** or **Plate eVouchers** text box



Transferring eVouchers to Account

Current eVouchers Available:
Single read: 56
Plate: 38


Account email address:

Single read vouchers:

Plate vouchers:

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The system will perform a check to determine if the email address is associated with one of our customers and will display one of two responses



✓ User found

ⓘ User will need to register

If the user is found any eVouchers entered will be transferred automatically and an email will be sent to the user to inform them of the transfer.

If the user cannot be found an email will be sent to the email address inviting them to register on the website. The eVouchers will be placed in a holding area until the user registers, the eVouchers will be automatically credited and you will receive an email of confirmation. If the user does not register within 30 days, the eVouchers will revert back to you.

Once the transfer has been enacted, it will be listed in a table underneath the **Transfer** panel

Previously Transferred eVouchers

Transfer Date	Transferred To	Voucher Type	Number of Vouchers	Status	
30/Jun/2017	[REDACTED]	Single Read	4	Awaiting user registration	<input type="button" value="Revert"/>
23/Jun/2017	[REDACTED]	Single Read	1	Reverted (manually)	

The status column displays where the eVouchers are currently kept

Awaiting user registration – the email address entered was not found and the user who owns the email address has not registered yet. Note that at this stage you can revert the transfer and claim the eVouchers back.

Reverted (manually) – you transferred the eVouchers before the user was registered and manually claimed them back.

Reverted (expiration) – you transferred the eVouchers to an unregistered user who did not register within 30 days so the system reverted them back to you.

Transferred – the eVouchers have been successfully transferred.

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Check to see if you have received any transferred eVouchers, these will be displayed in a table underneath the **Previously transferred eVouchers** table.

Previously Received eVouchers

Transfer Date	Transferred From	Voucher Type	Number of Vouchers
23/Jun/2017	[REDACTED]	Single Read	50

Visit sourcebioscience.com now to begin transferring your eVouchers online

