Partner Voucher Manual

How to order an EXIN Voucher

Version October 2023

EXIN Exam Voucher

This Exam Voucher can be used as payment for an exam with EXIN.

Congratulations! Here is your EXIN exam voucher.

With this exam voucher you are just a few steps away from your EXIN certification. Whenever and wherever you want, you can order and take your exam with EXIN.

Order your exam and redeem your voucher in a few simple steps:

1. Prepare for your exam.
2. When you are ready, go to www.exin.com.
3. Click on the 'Get Certified' button and fill in the exam information.
4. Select 'Exam Only' from the certification methods.
5. Follow the instructions and order your EXIN exam.
6. During this process you will be asked to provide the voucher code stated below.

The terms and conditions of Rules and Regulations for EXIN's Examinations are applicable to all registrations for EXIN exams.

This EXIN Exam Voucher is offered to you by:
Name of partner: ✗✗✗✗✗✗✗✗
Website of partner: ✗✗✗✗✗✗✗✗✗✗✗

EXIN Exam Voucher

This voucher code can be used once to pay for the following exam:

Exam:	To be used in the following countries:
EXIN Agile Scrum Master	✗✗✗✗✗✗✗

Voucher Code:	Expiration Date:
✗✗✗✗✗✗✗	**31-10-2024** (dd-mm-yyyy)

www.exin.com

1. What are EXIN exam vouchers?

You, as a Partner, can purchase EXIN Exam Vouchers and distribute these vouchers to your candidates. With an EXIN Exam Voucher your candidates can book their 'EXIN Anywhere' exam or order an exam for an EXIN Exam Room. In the Netherlands candidates can also take an EXIN exam at a Eureka exam location.

Instead of paying for the exam themselves, candidates can use the voucher you provided as method of payment.

- EXIN Exam Vouchers can be purchased in MyLogin;
- EXIN Exam Vouchers are purchased for a specific module and redeemable for that module only;
- EXIN Exam Vouchers can be used for an EXIN Anywhere exam or in the EXIN Exam Room (only in the Netherlands);
- EXIN Exam Vouchers are valid for 1 year from the date of purchase;
- EXIN Exam Vouchers can be redeemed by candidates via.
    - An existing MyLogin Candidate Portal or;
    - www.exin.com by clicking on 'book my exam'.
- The EXIN Exam Voucher displays the voucher code, the exam (module) and the expiration date of the voucher. The Voucher will also show in which countries it is valid.

An advantage of using EXIN Exam Vouchers is that candidates can book and take the exam on their own. You just distribute the Voucher and your candidates do the rest.

2. Ordering exam vouchers

My Login menu options are shown below for the EXIN Exam Vouchers. The menu can be accessed via the menu item 'Vouchers'.
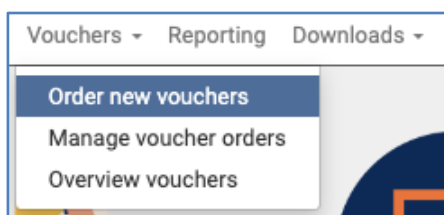
The options are:

- **Order new vouchers: purchase EXIN Vouchers**
- **Manage voucher orders: view all your voucher orders and download vouchers from complete orders and access individual vouchers in each order**
- **Overview Vouchers: manage all your separate EXIN Vouchers and distribute and download individual vouchers**

To order EXIN Exam Vouchers, click 'Order new vouchers' in MyLogin and the page below will appear.

When ordering EXIN Exam Vouchers you will find the following details:

Notes: You can enter notes for your own purpose.

Exam country: Specify the country your candidate resides in. The voucher will be valid only if the candidate resides in the country that is chosen in the voucher order.

Exam module: Specify the exam module you want the voucher to be valid for.

Price: This will show the price you will pay for each voucher in the order.

You can add vouchers to you shopping cart by choosing the quantity and clicking the 'add to shopping cart' button OR by clicking the 'order by adding email addresses' button and entering your candidate's email addresses.

Quantity: Specify the number of vouchers you want to order.

Add to shopping cart: Use this button to add the selected vouchers to your shopping cart. You will be able to make another selection of vouchers for a different exam module (as long as the order will be placed for the same exam country).

Order by adding email addresses:

Click here to immediately enter the email addresses of your candidates. Your shopping cart will be filled with as many vouchers as entered addresses.

@   Add or change email addresses in your order.
When you have added email addresses to your order, the @-button will change color

@   You have added less email addresses than vouchers but can continue your order and add these email addresses after the order or distribute the voucher codes in a different way.

@   You have added email addresses for all vouchers.

@   You have added more email addresses than vouchers and need to. change the voucher quantity or remove email addresses to continue.

Delete order line: You can delete order lines from the shopping cart by using the dust bin icon.

Recalculate: If you change the number of vouchers for a specific exam module in the order line. Using the button 'Recalculate' will show the updated (sub) totals.

Reference Code/PO nr: Your PO number or reference code will be printed on the invoice.

Select 'Download the Order Confirmation' in order to be able to use the button 'Accept Order Confirmation and proceed with this order'.

Depending on the payment agreement between your organization and EXIN, the order will either be finalized directly after order confirmation (by invoice) or finalized after required online payment.

Please note that the vouchers are only sent to your candidates after your order is (paid and) confirmed.

After your order has been confirmed successfully, you will be able to download and distribute the vouchers from your order or download individual vouchers via the menu item 'overview vouchers'. You can download the vouchers as a pdf or in an excel file.

The invoice includes the ordered voucher codes
After payment the ordered vouchers will be listed in the appendix of the voucher invoice.
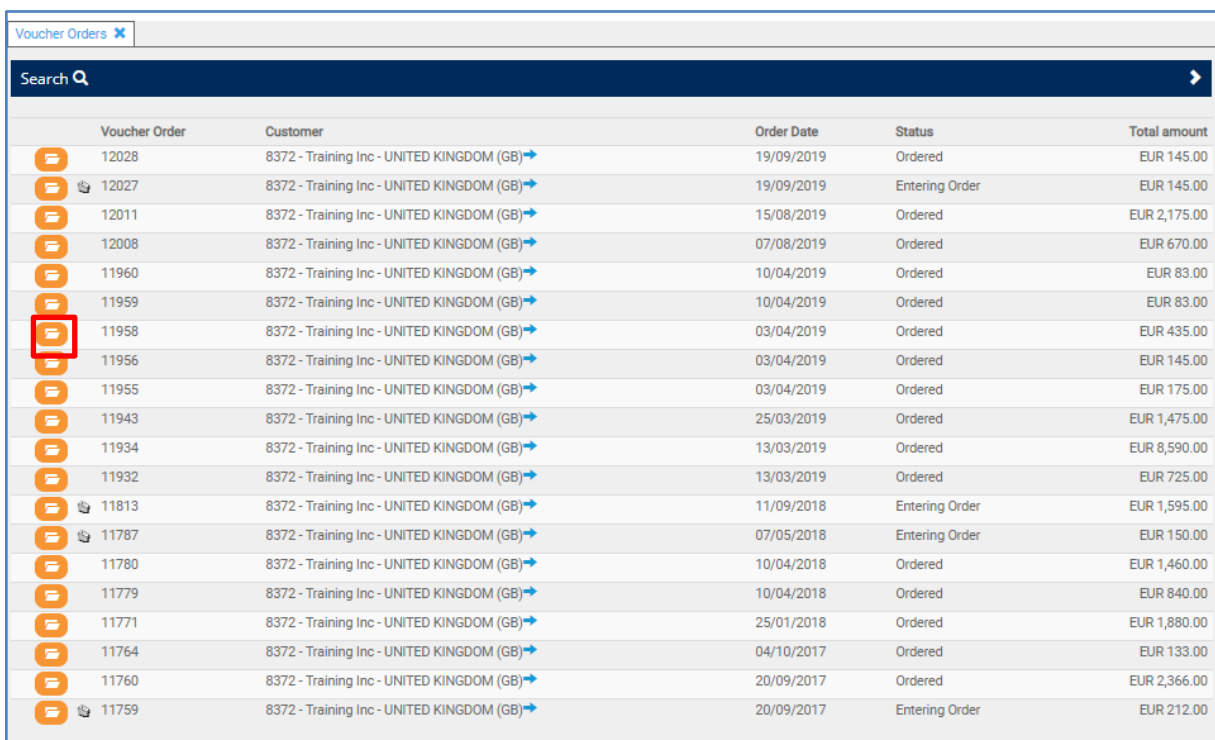
3. Distributing exam vouchers

When you have not distributed your vouchers within the ordering process as described above, you can always access (and distribute) your vouchers by following these steps.
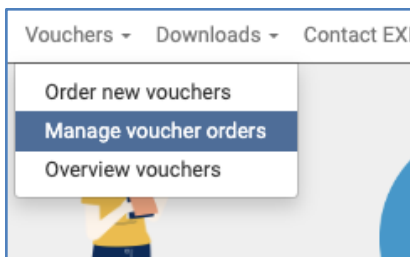
Select 'Manage voucher orders' to view all your voucher orders.

The following page will appear.

	Voucher Order	Customer	Order Date	Status	Total amount
	12028	8372 - Training Inc - UNITED KINGDOM (GB)➡	19/09/2019	Ordered	EUR 145.00
	12027	8372 - Training Inc - UNITED KINGDOM (GB)➡	19/09/2019	Entering Order	EUR 145.00
	12011	8372 - Training Inc - UNITED KINGDOM (GB)➡	15/08/2019	Ordered	EUR 2,175.00
	12008	8372 - Training Inc - UNITED KINGDOM (GB)➡	07/08/2019	Ordered	EUR 670.00
	11960	8372 - Training Inc - UNITED KINGDOM (GB)➡	10/04/2019	Ordered	EUR 83.00
	11959	8372 - Training Inc - UNITED KINGDOM (GB)➡	10/04/2019	Ordered	EUR 83.00
	11958	8372 - Training Inc - UNITED KINGDOM (GB)➡	03/04/2019	Ordered	EUR 435.00
	11956	8372 - Training Inc - UNITED KINGDOM (GB)➡	03/04/2019	Ordered	EUR 145.00
	11955	8372 - Training Inc - UNITED KINGDOM (GB)➡	03/04/2019	Ordered	EUR 175.00
	11943	8372 - Training Inc - UNITED KINGDOM (GB)➡	25/03/2019	Ordered	EUR 1,475.00
	11934	8372 - Training Inc - UNITED KINGDOM (GB)➡	13/03/2019	Ordered	EUR 8,590.00
	11932	8372 - Training Inc - UNITED KINGDOM (GB)➡	13/03/2019	Ordered	EUR 725.00
	11813	8372 - Training Inc - UNITED KINGDOM (GB)➡	11/09/2018	Entering Order	EUR 1,595.00
	11787	8372 - Training Inc - UNITED KINGDOM (GB)➡	07/05/2018	Entering Order	EUR 150.00
	11780	8372 - Training Inc - UNITED KINGDOM (GB)➡	10/04/2018	Ordered	EUR 1,460.00
	11779	8372 - Training Inc - UNITED KINGDOM (GB)➡	10/04/2018	Ordered	EUR 840.00
	11771	8372 - Training Inc - UNITED KINGDOM (GB)➡	25/01/2018	Ordered	EUR 1,880.00
	11764	8372 - Training Inc - UNITED KINGDOM (GB)➡	04/10/2017	Ordered	EUR 133.00
	11760	8372 - Training Inc - UNITED KINGDOM (GB)➡	20/09/2017	Ordered	EUR 2,366.00
	11759	8372 - Training Inc - UNITED KINGDOM (GB)➡	20/09/2017	Entering Order	EUR 212.00

Click on the folder icon to open a specific voucher order to get more details and distribute or download your vouchers.

In the Voucher table you can find all vouchers in this order. You can see the status of the voucher, has it been used, or is it expired? If the voucher has been used the 'Redeem Date' will show you when a candidate booked an exam with that voucher. If you used MyLogin to send it to a candidate, you will see an email address listed.

Download Excel: will provide you with these details in an Excel file.

Download Pdf: will provide you with one pdf file that contains all vouchers in this order.

By clicking on a specific voucher in the voucher table a new screen will open.

From this page you can download a single voucher as Pdf to print or distribute to your candidate manually.

You can also use the 'send to email address' button to (re)send the voucher to a (different) email address.

Using the menu option 'Overview vouchers' will bring you directly to the individual vouchers. The menu option 'Manage voucher orders' can take you to the different vouchers of a specific voucher order. The 'Overview vouchers' option presents all vouchers from all your orders.

4. Voucher reporting

By clicking on 'Reporting' on your MyLogin homepage or in the menu bar, you will find additional information on the use of vouchers you have ordered.
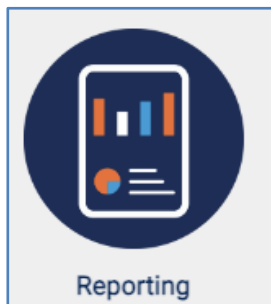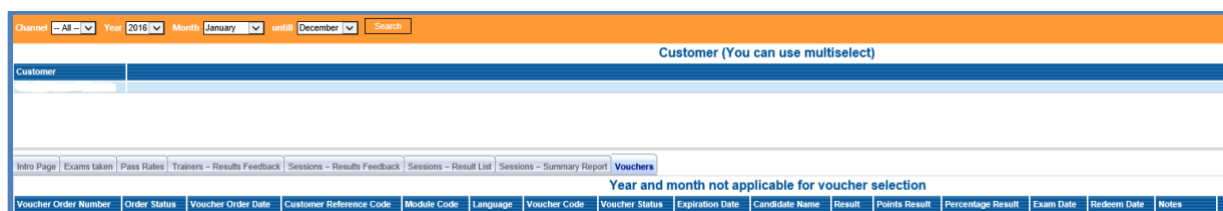
Here you will be able to find whether a Voucher has been used to order an exam, whether that exam has been taken yet and with what score the candidate passed or failed.

To find this information you need to go to the tab that says 'Vouchers'.

You can select a certain period at the top of the screen. If applicable you can select multiple customers and all voucher related information of that specific voucher selection will display in the table.

By clicking in the bottom right corner of the screen you can export the content of the table to Excel.

Instructions on how your candidates can redeem a Voucher can be found in the Quick Reference Guide: How to redeem an EXIN Exam Voucher.

Questions? Contact us on Support@exin.com.

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