

seen

points instructions

This will guide you through the redemption process involving *seen* users and your business.

How to verify a *seen* purchase

- 1 Email notification** an email notification will be sent to the email address you provided whenever a user purchases one of your sponsored item(s). This email will state the user's name and the item they have purchased.
- 2 Redemption time period** the seen user has an indefinite period of time (unless otherwise stated on the seen Web site) to pick up their item at the location specified by you. You may also define an expiration date for the item, at which point the item can no longer be redeemed.
- 3 Education of seen points system** Make sure your employees are familiar with the seen redemption process and how it works.
- 4 Availability and accessibility of item** Ensure the item(s) advertised on the seen Web site are in stock and available for redemption for seen users. Though seen tracks purchases and redemptions, it's also recommended that you inventory item email notifications to accurately track your item(s).
- 5 Redemption** seen users are provided a unique redemption code when a purchase has been made. This code can only be used once and is essentially the fulfillment token for the seen item(s).
- 6 Redemption Process** log onto www.beinseen.com/redeem and enter the unique redemption code provided by the user. Their order will be granted or rejected based on whether the code is correct and has ever been used before. If valid, the user's name and the purchased item will appear onscreen, which can be matched against their ID.
- 7 Reporting** seen provides a weekly tracking report of all web-based activity on the seen Web site and the entry of redemption codes. Data regarding the number of clicks on your logo, views of your bio page, as well as the number of views, purchases and wishlists (for your item(s)) are all part of the report.

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What to Expect

Email You'll receive an email notification each time a seen user purchases one of your sponsored items on the seen Web site.

For Your Employees Train your employees on seen and the points item redemption process.

Inventory Make sure you have inventory for the items listed on the seen Web site.

Redemption You may request a redemption code and ID to ensure your item is given to the correct seen user and that the item has already been awarded.

For your *seen* Customer

Redemption Code seen users receive a unique redemption code via email when a purchase has been made on the seen Web site. You may request this code from the seen user to track purchases and prevent duplicate redemptions.

Item Purchased seen users will expect to receive the item you have advertised on the seen Web site. Ensure it is in stock and available to them. Please train your employees about the redemption program and how to assist the new customer.

ID You may also request their ID to match against the email record you received when the item was purchased. This is to validate that the item is being awarded to the correct user.

Questions?

Phone (512) 407-8383

Web site www.beinseen.com

Email info@beinseen.com

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Austin, TX 78705

Redemption Link www.beinseen.com/redeem