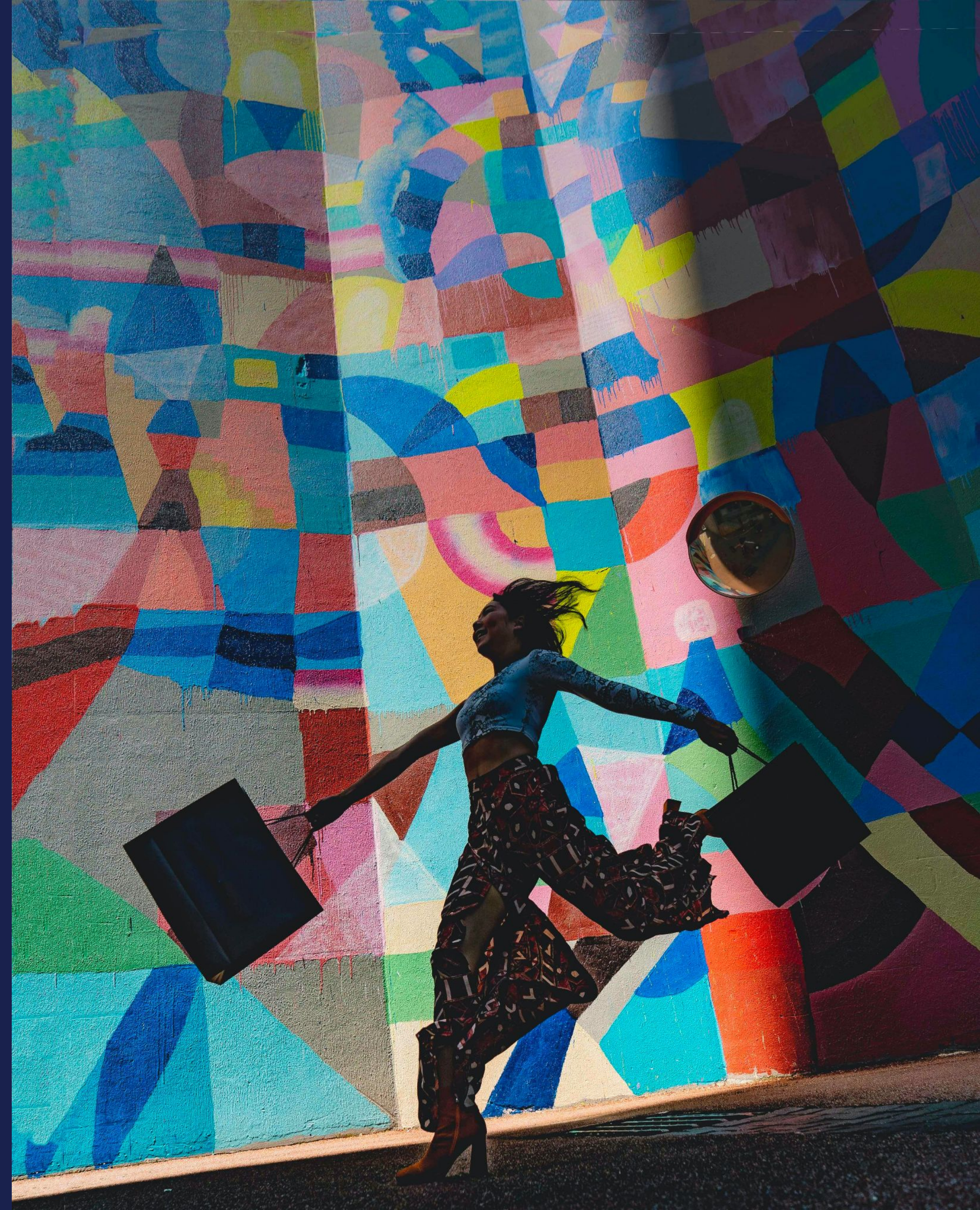


#Shopping

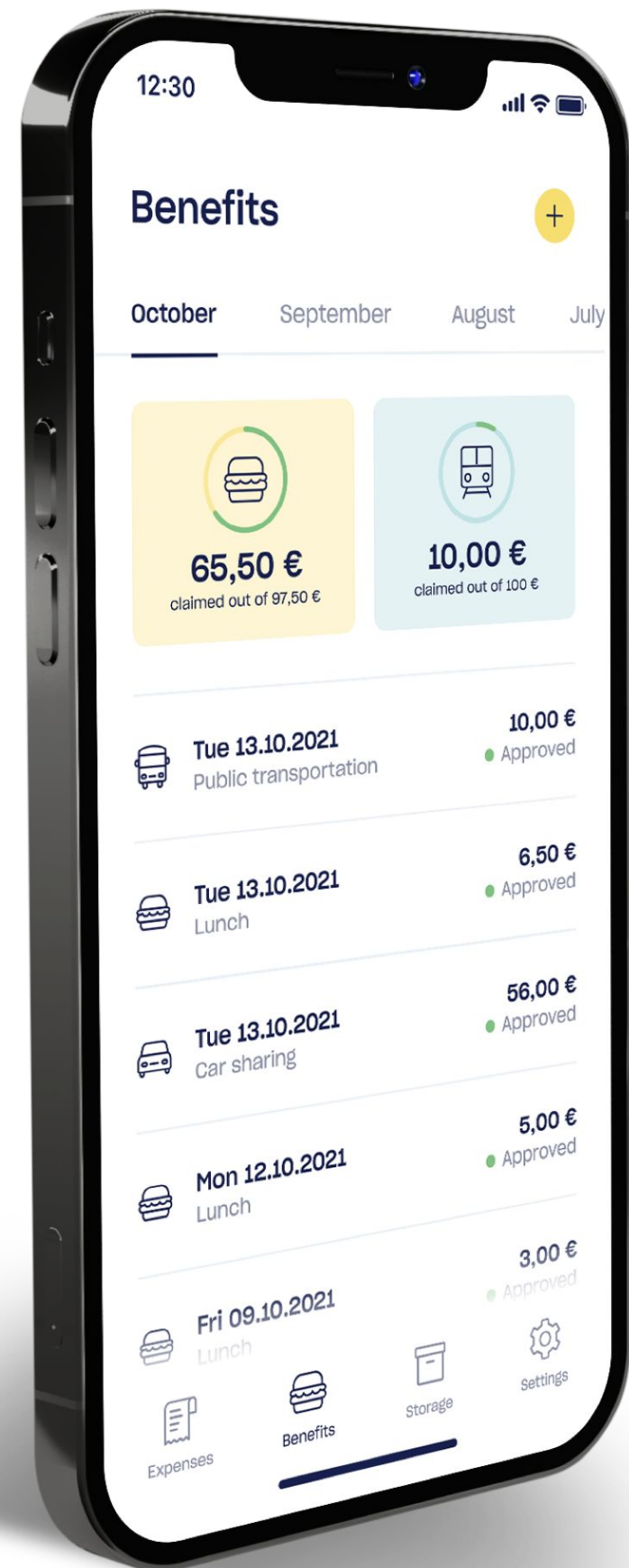
# Circula Vouchers

User Manual

Circula



# Get the Circula App



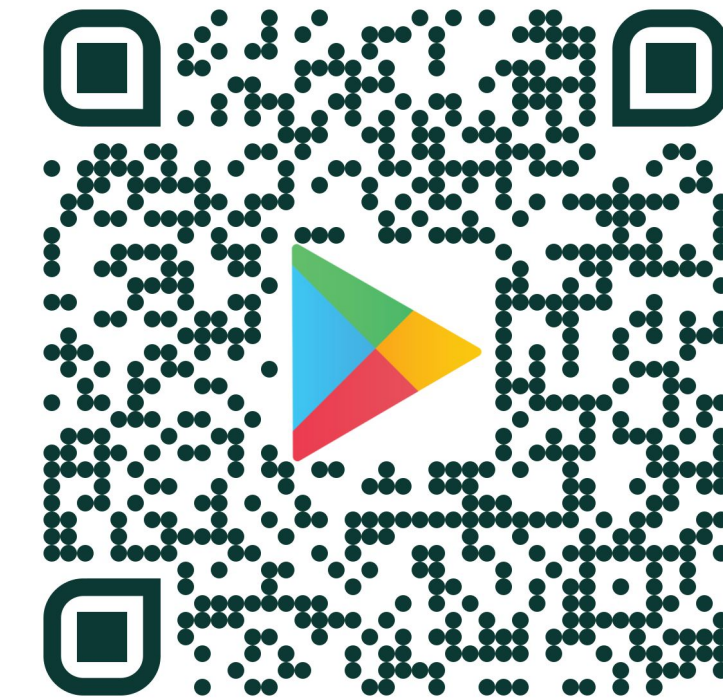
## Always with you!

Circula Benefits is usable with our mobile app, so it's always in your pocket.

Download the app now for Apple or Android on your smartphone:

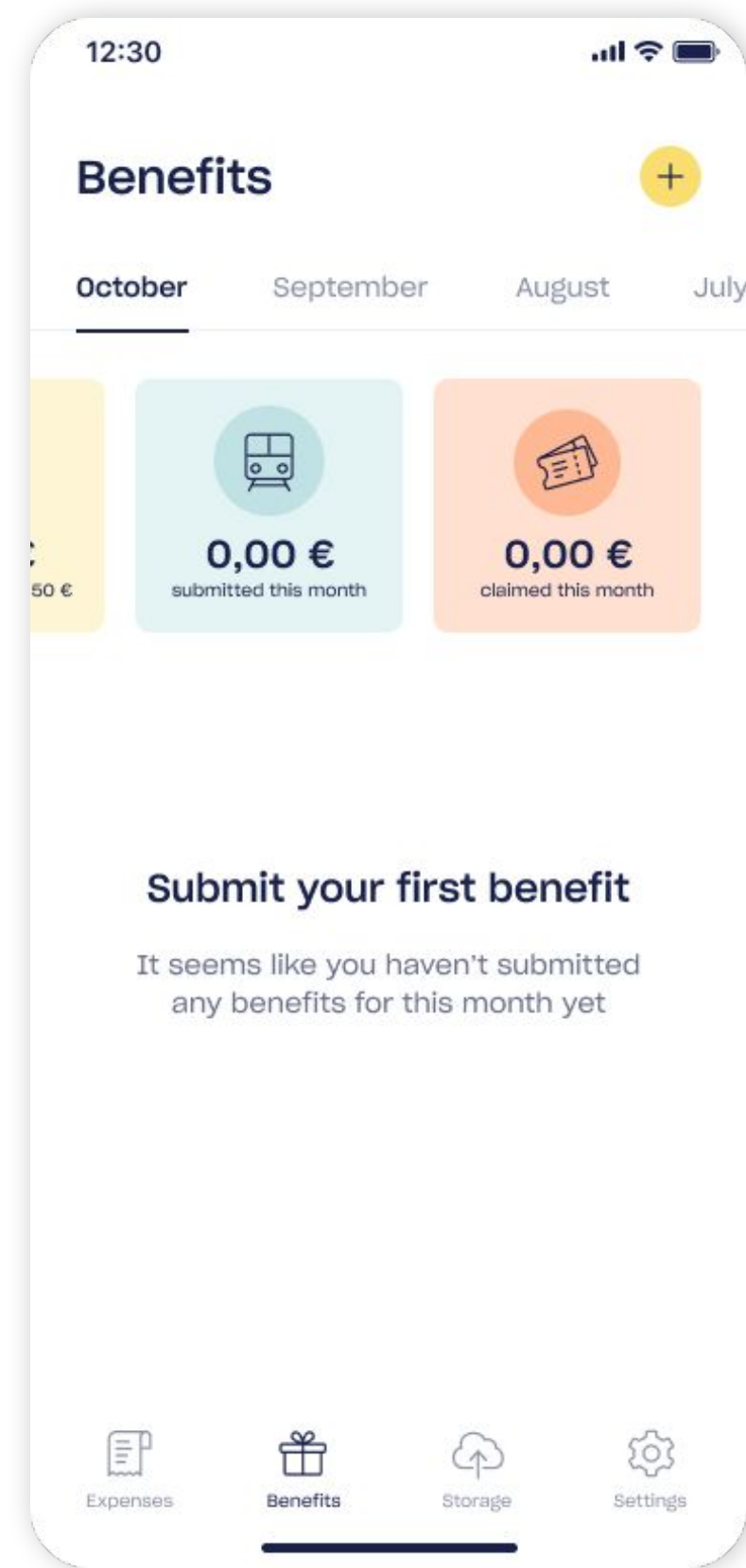


App Store

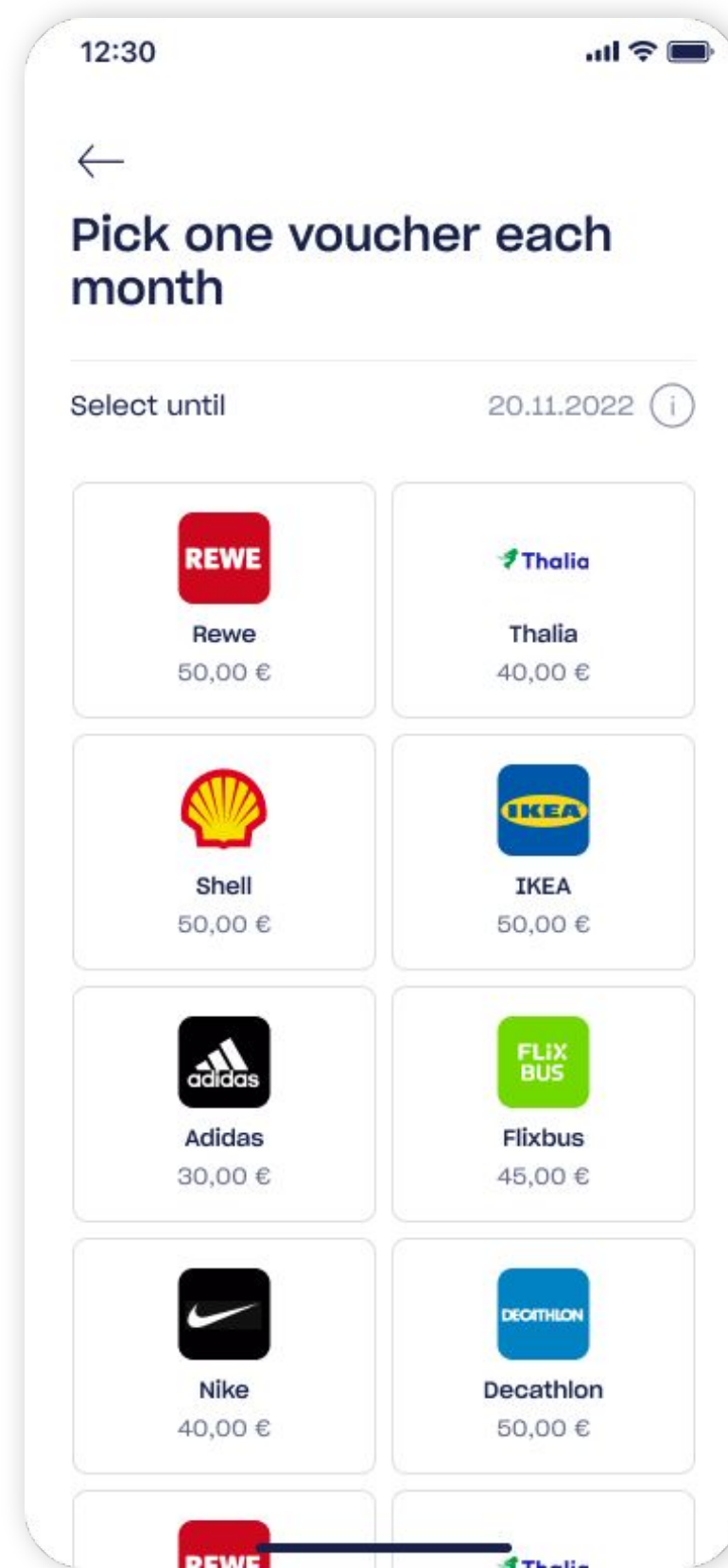


Play Store

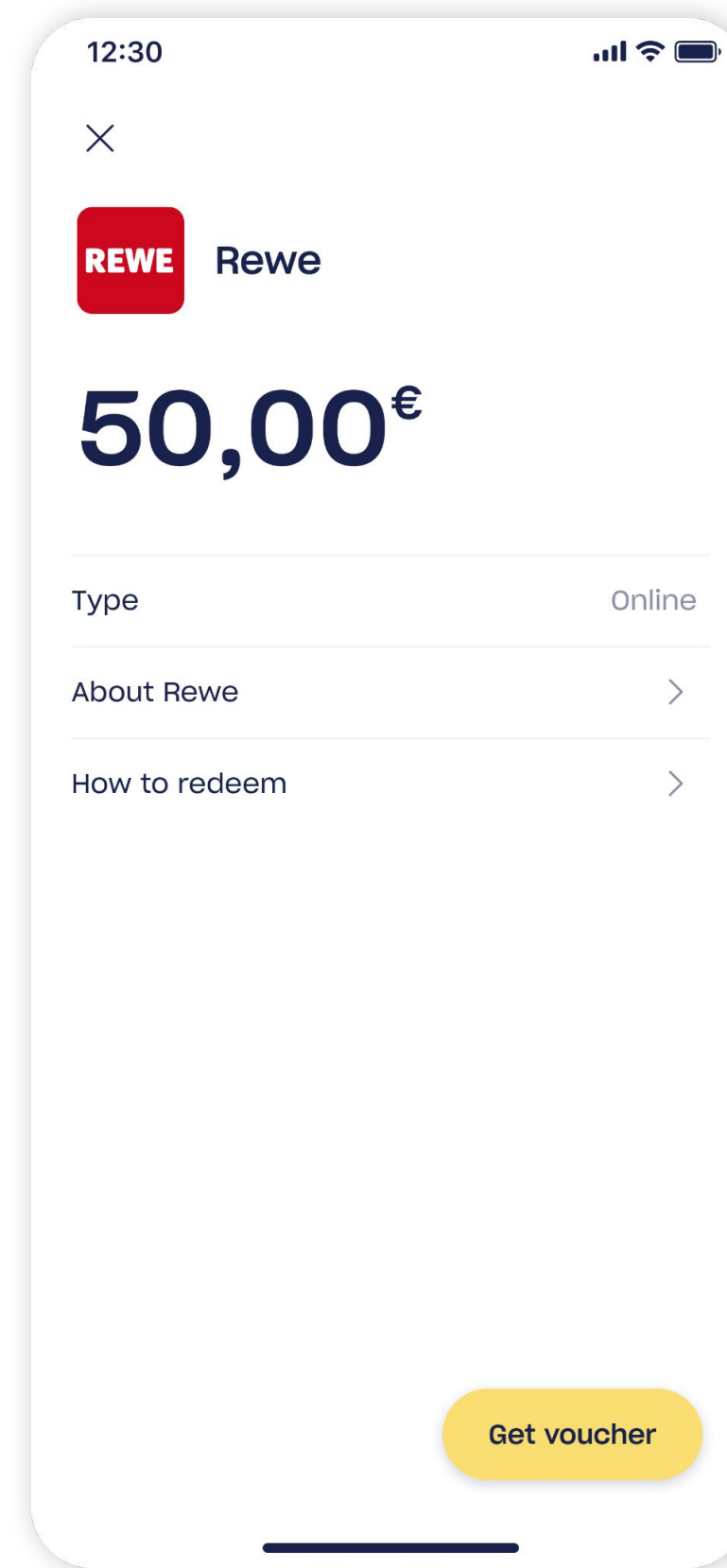
# Easy process



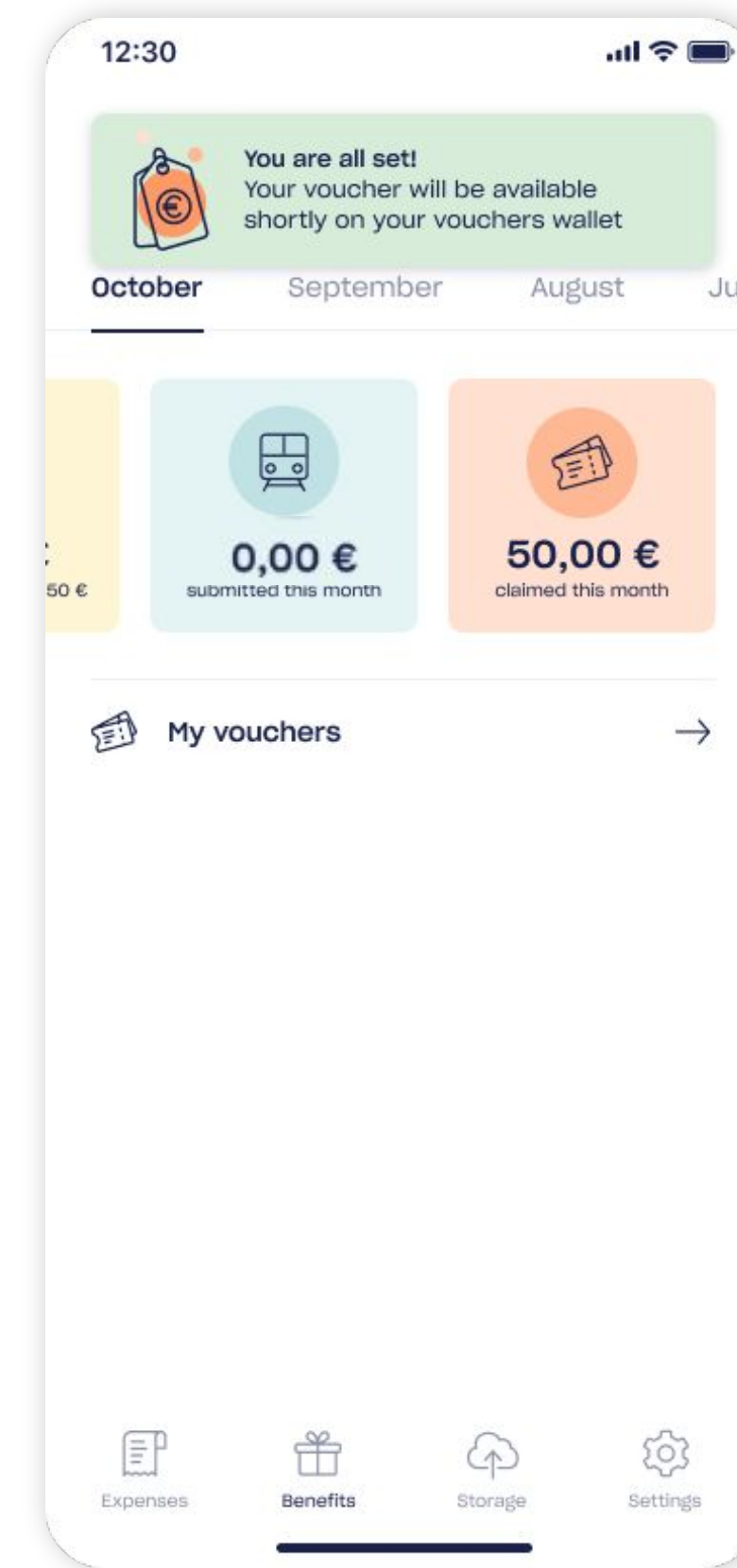
Start



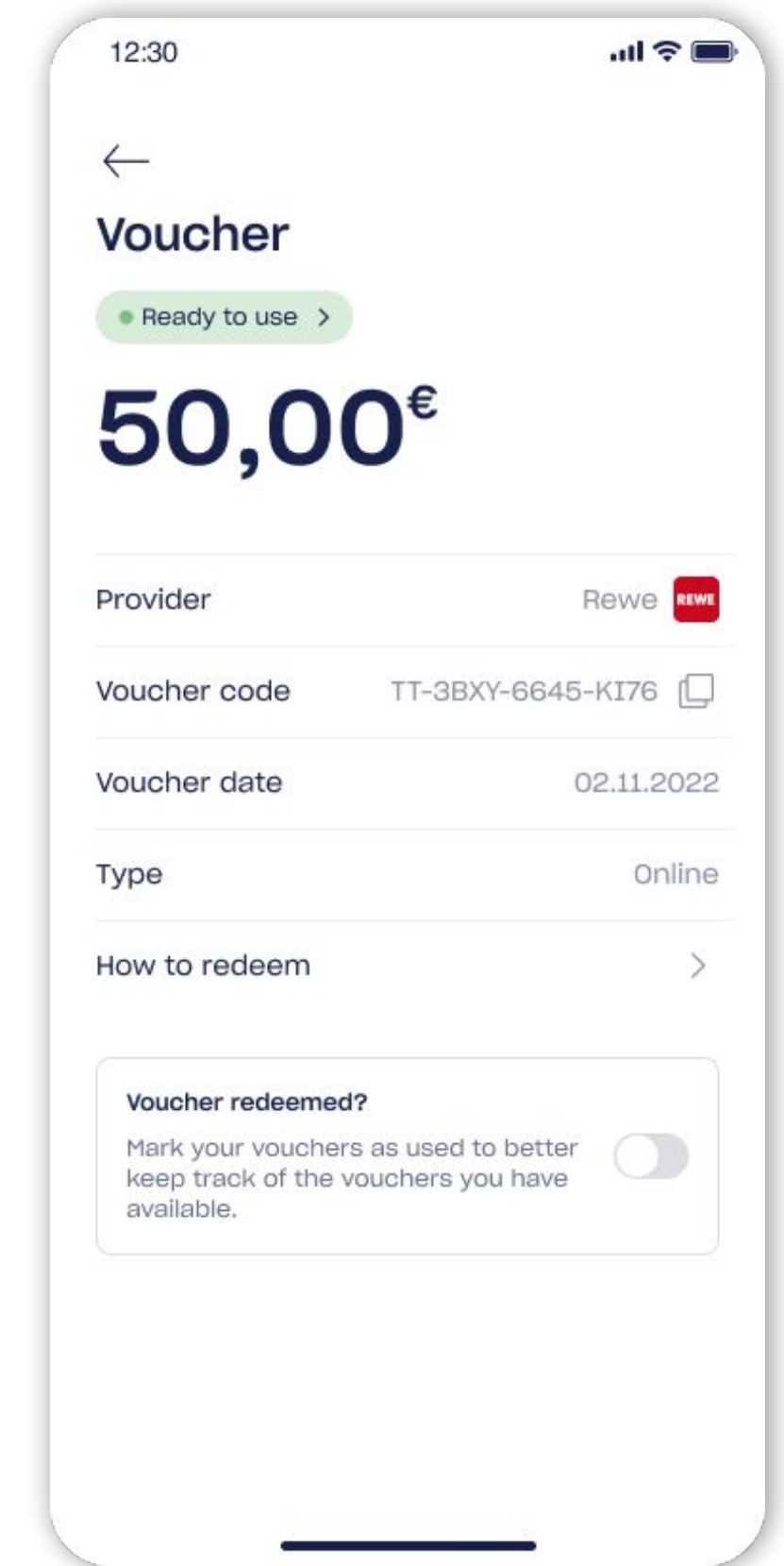
Pick brand



Get voucher



Open *My vouchers*



Redeem

# Easy process


**Circula**


- Benefits
- Receipt Storage
- Reports
- User Management
- Integrations
- Settings


Benefits Onboa... >


Support

📅 January 2023 >

 **0,00 €**  
claimed out of 103,50 €

 **0,00 €**  
claimed this month


 **0,00 €**  
claimed this month





**Submit your first benefit**


It seems like you haven't submitted any benefits for this month yet. You can create your first benefit by tapping on the plus button.

[Learn more →](#)

 **Voucher**  
Pick one voucher of your choice

 **Mobility**  
Get refund for transportation

 **Lunch**  
Claim a refund for your daily meals



Circula

Start

# Easy process

**Circula**

- Benefits
- Receipt Storage
- Reports
- User Management
- Integrations
- Settings

January 2023 >

0,00 €  
claimed out of 103,50 €

### Submit your first benefit

It seems like you haven't submitted any benefits for this month yet. You can create your first benefit by tapping on the plus button.

[Learn more →](#)

### Pick one voucher each month

Select until 20.01.2023 ⓘ

#### How can you claim your voucher benefit?

- Pick your voucher**  
You can select one voucher of your preference at the beginning of each month.
- Receive your voucher**  
Your vouchers will be waiting for you on the benefits page.
- New voucher every month**  
Don't forget to select your voucher on time. Happy shopping!

#### Voucher options:

<b>ABOUT YOU</b> 45,00 €	<b>adidas</b> 25,00 €
<b>Aral</b> 44,00 €	<b>babymarkt</b> 25,00 €
<b>Baby-Walz</b> 44,00 €	<b>buecher.de</b> 20,00 €
<b>Butlers</b> 20,00 €	<b>Conrad</b> 44,00 €
<b>C&amp;A</b> 44,00 €	<b>IKEA</b> 44,00 €

[Get voucher](#)

# Easy process

The screenshot displays the Circula app interface. On the left is a dark blue sidebar with the following menu items: Circula, Benefits, Receipt Storage, Reports, User Management, Integrations, Settings, Benefits Onboa..., and Support. The main content area is titled "January 2023" and shows a balance of "0,00 €" (claimed out of 103,50 €). Below this is an illustration of a person with a tablet and a "Submit your first benefit" message. The right side of the screen is titled "Pick one voucher each month" and shows a selection of 12 vouchers from various brands, including ABOUT YOU, adidas, Aral, babymarkt, Baby-Walz, bucher.de, Butlers, Conrad, C&A, and IKEA. The "ABOUT YOU" voucher is highlighted with a red border, and a "Get voucher" button at the bottom right is also highlighted with a red border.

**Circula**

- Benefits
- Receipt Storage
- Reports
- User Management
- Integrations
- Settings
- Benefits Onboa... >
- Support

January 2023 >

0,00 €  
claimed out of 103,50 €

**Submit your first benefit**

It seems like you haven't submitted any benefits for this month yet. You can create your first benefit by tapping on the plus button.

[Learn more →](#)

**Pick one voucher each month**  
Select until 20.01.2023 ⓘ

**ABOUT YOU**

**45,00<sup>EUR</sup>**

Type  
Online

About ABOUT YOU  
ABOUT YOU is the fashion online shop, that really understands and inspires you. Discover our big assortment with more than 200.000 products from more than 1000 brands, get inspired by the outfits of our influencers & idols and find the style that perfectly suits you.

The gift card may be redeemed online only.

Registration/login on aboutyou.com is required for redemption.  
A maximum of one gift card can be redeemed per order.

Redeemable in: Germany

Validity note: Vouchers are usually good to be used up to 3 years, but please check if the merchant provides more specific information.

How to redeem  
The gift card may be redeemed online only.

To redeem the gift card online, add the 10-digit gift card code during the checkout process into the field provid-

**Voucher options:**

<b>ABOUT YOU</b> 45,00 €	<b>adidas</b> 25,00 €
<b>Aral</b> 44,00 €	<b>babymarkt</b> 25,00 €
<b>Baby-Walz</b> 44,00 €	<b>buecher.de</b> 20,00 €
<b>Butlers</b> 20,00 €	<b>Conrad</b> 44,00 €
<b>C&amp;A</b> 44,00 €	<b>IKEA</b> 44,00 €

**Get voucher**

Circula

Choose voucher

# Easy process

The screenshot displays the Circula application interface. On the left is a dark blue sidebar with navigation options: Benefits, Receipt Storage, Reports, User Management, Integrations, and Settings. At the bottom of the sidebar are 'Benefits Onboa...' and 'Support'. The main content area is light blue and shows a calendar for 'January 2023'. Below the calendar are four benefit cards: a burger icon for 0,00 € (claimed out of 103,50 €), a train icon for 0,00 € (claimed this month), a ticket icon for 45,00 € (claimed this month), and a speech bubble icon for 0,00 € (claimed out of 50,00 €). A table below these cards lists a voucher ordered on 06.01.2023 for 45,00 €, with a status of 'Ready to use'. A yellow plus button is in the bottom right corner.

**Circula**

Benefits  
Receipt Storage  
Reports  
User Management  
Integrations  
Settings

Benefits Onboa... >  
Support

January 2023 >

0,00 €  
claimed out of 103,50 €

0,00 €  
claimed this month

45,00 €  
claimed this month

0,00 €  
claimed out of 50,00 €

Date	Benefit	Status	Amount
06.01.2023	Voucher	Ready to use	45,00 €

Circula

Voucher ordered!

# Easy process

**Circula**

- Benefits
- Receipt Storage
- Reports
- User Management
- Integrations
- Settings

January 2023 >

0,00 € claimed out of 103,50 €

0,00 € claimed this month

45,00 € claimed this month

Date	Benefit	Amount
06.01.2023		45,00 €

**Voucher Benefit** ×

Redeemed

**45,00** EUR

Merchant  
ABOUT YOU

Voucher code  
**SJemQXIX**

Voucher date  
06.01.2023

Type  
Online

How to redeem  
[Read more](#)

Voucher redeemed



# The Voucher

What do I have to pay attention to?

# Choosing a voucher

When choosing the voucher, the following rules must be observed.

## Date of order

Vouchers must be ordered by the **20th of each month**. If this order date is missed, no voucher will be available for that month.

## Switching vouchers

Every month you can only order **one voucher**. Once a voucher has been selected and ordered for a month, it is no longer possible to change it.

Another voucher can only be ordered in the following month.



# Ordered voucher status

Ordered vouchers can have different statuses:

## ● Coming soon

The status "Coming soon" is displayed as soon as a voucher is **ordered**. After the order is placed, Circula works on providing the voucher. Normally the provisioning takes a few minutes, sometimes longer.

## ● Ready to use

The status "Ready to use" is displayed as soon as the voucher is **provided**. You can now continue and redeem your voucher.

## ● Redeemed

The status "Redeemed" is displayed when the voucher has been **redeemed**. **Important:** To display this status, vouchers must be **manually** set to "Voucher redeemed".

# Redeeming vouchers

Once vouchers are "Ready to use", they can be redeemed as follows. There are different types of vouchers:

## Online

Online vouchers can be redeemed via the Internet in the provider's online store. Depending on the provider, you can use a **voucher code**, a **PIN** or a **combination of both**.

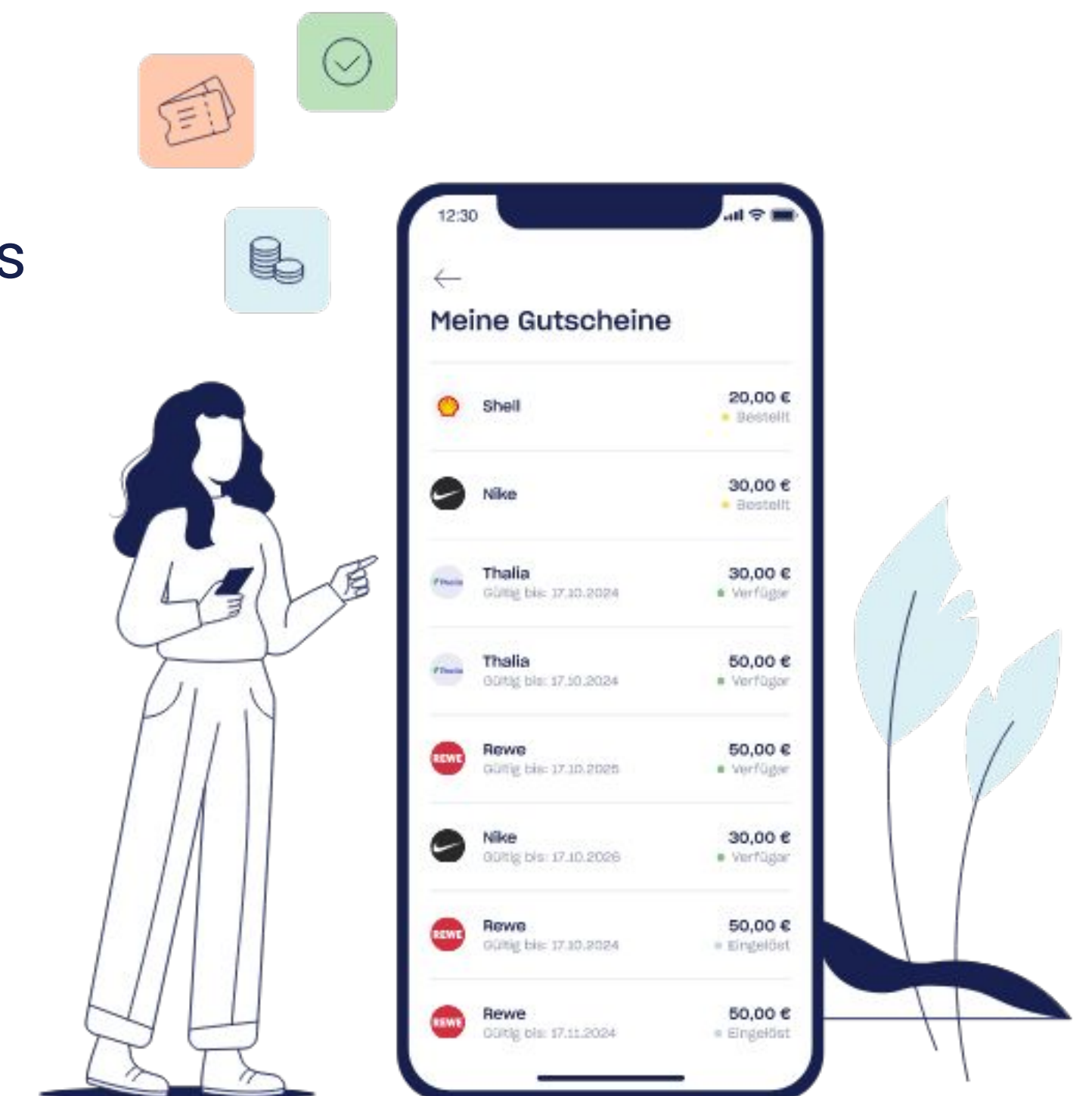
## In-Store

In-store vouchers can be redeemed offline, in stores of the provider. A **voucher PDF file** is available for this purpose. You can download this file and show it in the store to redeem your voucher.

## Online & In-Store

Both of the above details are available for online & in-store coupons, and you can choose how to redeem the coupon.

Circula



# How do I get the benefit?

Next steps

# Next steps



**Have fun und  
happy shopping!**



# FAQ

## Frequently asked questions

### **What is considered “Sachbezug” and can be acquired through the vouchers?**

According to the legislator, non-cash benefits are goods and services of monetary value that are not paid out in the form of a salary, for example, and in our case are purchased via third-party providers. These vouchers are redeemed for goods or services at the partner store, but cannot be exchanged for cash or salary.

In addition, as of 01.01.2022, vouchers from online marketplaces, such as Amazon or Zalando, are no longer non-cash remuneration. Further information on the types of income can be found under Section 8 (1) sentence 3 EStG.

### **Is voucher splitting possible?**

No, in principle, splitting is not possible. You have the option of choosing a voucher of your choice once a month.

### **Can several non-cash benefits from previous months be added together?**

No, this is not legally possible, as employees are entitled to a maximum of €50 per month in the form of a voucher, see section 8 (2) sentence 11 EStG. This means you can receive a maximum of €50 in voucher form at one time.

In some cases, you may be able to redeem multiple voucher codes at once in the checkout process, but this is outside Circula's responsibility.





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Circula