



Financial procedures for ClearOn vouchers/coupons.

Below is a brief description outlining the invoicing and financial routines for coupons/vouchers managed by ClearOn.

1. Base Fee

- When a new activity is created, an invoice is issued for a fixed base fee according to ClearOn's current price list.

2. Advance Payment

- A few weeks prior to the start date of the activity, ClearOn creates a balance top-up invoice per activity. This money is placed in a running account with ClearOn.
- When redemption takes place in-store, the running account is debited, and compensation is paid out to the store on the next business day.
- The balance in the running account decreases as coupon redemption increases, so a new balance top-up request is sent out if/when necessary.

NOTE! Balance top-up requests should be posted to a balance sheet account. Costs are only incurred in connection to redemption.

3. Clearing fee Invoice

- In connection with redemption, a clearing fee is issued by ClearOn. This clearing fee (handling cost) is invoiced in arrears.
- The invoice shows the cost of redemption as well as VAT, which is the basis for your accounting of the cost.



4. Accounting documents

- Each month, you have the possibility to withdraw a financial accounting document from ClearOnline that reports the costs linked to the redemption running account as well as VAT.
- ClearOnline also provides access to other insights and statistics that allow you to follow your campaign throughout its entire life cycle.
- Here, you can also see the status of all issued invoices and balance top-up requests. This is shown under the icon "My invoices".

5. After the activity

- Shortly after the activity's last redemption date, a final statement is generated.
- Upon closing, the outstanding running account is reset to zero and a balance top-up request or refund is issued and sent out, based on the balance in the running account at the end of the activity.