

# PaperRound i-movo Claims Manual

## 1. Introduction

i-movo and PaperRound are working together to provide an easy, quick and efficient way for newsagents and roundsmen to be paid for the electronic voucher copies of newspapers.

Using this method, a set of paper vouchers will be replaced by a letter which will be sent direct to the subscriber by the publisher. This letter will contain both a small card with a unique barcode on it and a separate reference number to be used for news delivery or regular collection of copies from a shop or kiosk.

This method of payment has three benefits.

- Faster payment direct into your bank account
- No need to count and submit paper vouchers
- No more quarterly voucher books. Electronic vouchers continue without replacement until the subscriber cancels.

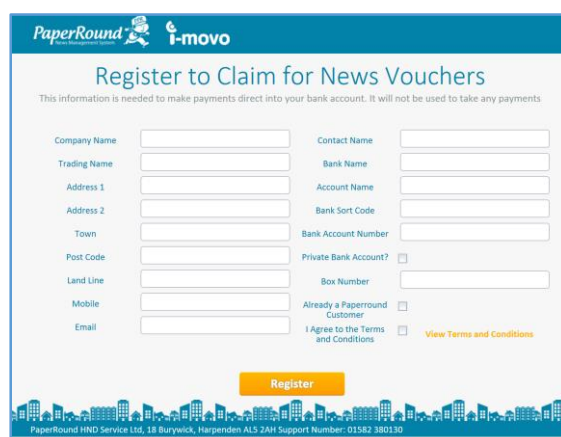
The settlement cycle will be a weekly reimbursement which will occur every Friday. This will be for the past 7 days claims. For example if a payment was made to a store on Friday 12<sup>th</sup> December 2014 this would be made up of subscription claims that took place between 00:00 Friday 5<sup>th</sup> December and 23:59 Thursday 11<sup>th</sup> December. Each payment will be made by faster Payments and therefore will be received into the stores account on the same day settlement is made.

This document explains both how to register initially, how to add subscribers and then how to make claims.

### Registering

A registration form is required so that i-movo knows who is receiving the money and the bank account that should receive the payment.

The registration form can be accessed from [http://imovo.paperround.net/vp\\_register](http://imovo.paperround.net/vp_register)



The screenshot shows a web form titled "Register to Claim for News Vouchers" with the PaperRound and i-movo logos at the top. Below the title is a note: "This information is needed to make payments direct into your bank account. It will not be used to take any payments." The form contains two columns of input fields: Company Name, Trading Name, Address 1, Address 2, Town, Post Code, Land Line, Mobile, Email, Contact Name, Bank Name, Account Name, Bank Sort Code, Bank Account Number, Private Bank Account? (checkbox), Box Number, Already a Paperround Customer (checkbox), and I Agree to the Terms and Conditions (checkbox). A "View Terms and Conditions" link is also present. A yellow "Register" button is at the bottom center. At the very bottom, there is a footer with the text: "PaperRound MND Service Ltd, 18 Burywick, Harpenden AL5 2AH Support Number: 01582 380130".

After completion of this form, your business will be registered with i-movo. Registration will be confirmed by email. This process may take up to one working day. For any questions please call the i-movo helpline on 0207 960 2570 or email [support@i-movo.com](mailto:support@i-movo.com). Registration is required for both PaperRound and non PaperRound customers.

## 2. Making a Claim – Registering a Subscriber

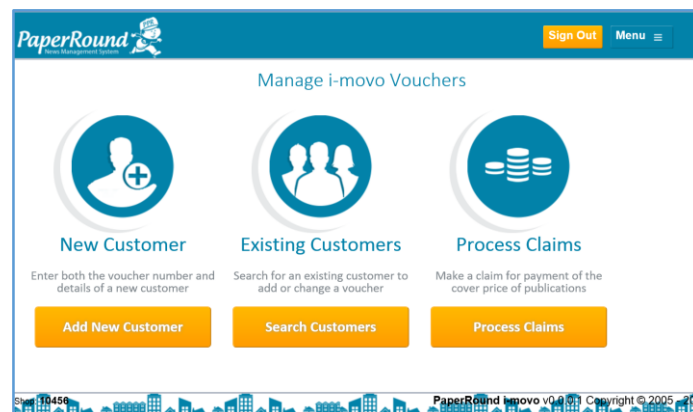
### 2.1 Claimants who are not PaperRound Users

If you are a user of the PaperRound News Management system go to section 2.2.

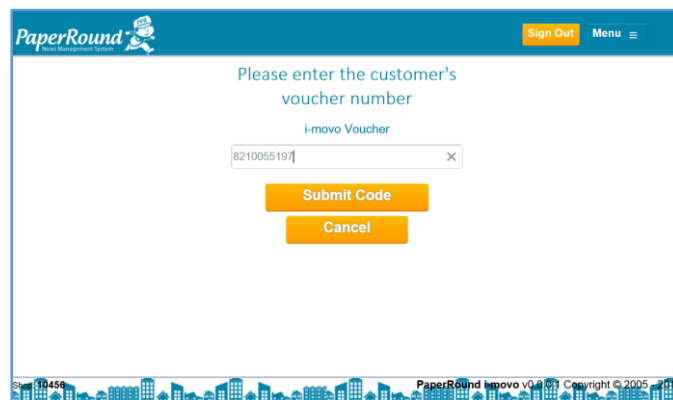
Otherwise use the internet to login to the Paperround Claims system at <http://imovo.paperround.net> using the user name and password sent by email after registration.

The home screen offers 3 options:-

- |                             |   |
|-----------------------------|---|
| Add a new customer          | Use this option to add a new customer and their subscription  |
| Change an existing customer | Allows both the addition of a new subscription and changes to existing subscriptions. Use this option to add a holiday or change the days that are delivered. |
| Make a claim                | Use this option to make a claim   |



Start by adding the i-movo voucher number and clicking submit code



Click on “Claim” for each day a delivery is made or “Card Active” where the customer uses the i-movo card to collect the paper from another newsagent. Enter the start date shown on the subscription letter and click “Next”.

**PaperRound** Sign Out Menu

### Voucher Details

1207544694 : Financial Times : 13-Mar-24

	Claim	Card Active
Monday	<input type="radio"/>	<input type="radio"/>
Tuesday	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>
Saturday	<input type="radio"/>	<input type="radio"/>

Voucher is currently worth £113.50

Start Date: 29/09/2014

Next Cancel

Shed: 10456 PaperRound i-movo v0.0.0 Copyright © 2005 - 2014

Enter the customer details and click “Save”. If the customer is already in the database, click “Already Customer”, find the customer and add this voucher to the customer.

**PaperRound** Sign Out Menu

### Customer Details

1207544694 : Financial Times : 13-Mar-24

Family Name: Smith Telephone: Telephone

First Name: Fred Email: fred@email.co.uk

House Name/No.: 12 User Ref: User Reference

Street: The High Street

Address 2: Address 2

Town: Any Town

Postcode: AA4 5XX

Already Customer Save Cancel

Shed: 10456 PaperRound i-movo v0.0.0 Copyright © 2005 - 2014

Entry of the voucher is now complete.

## 2.2 Claimants who are PaperRound Users

PaperRound users should set up new customers within PaperRound. This program is used to add and manage electronic vouchers. When an electronic voucher has been set up in PaperRound, it will show in the summary screen like this:-

Standing Order		Order Details	
Financial Times		i-movo M	
Acc - Weekly Total £16.60 less vouchers £15.50 = £1.10		Mo	Tu We Th Fr Sa Su
Save - Cash - Weekly Total £0.00		1	1 1 1 1 1
Delivery Charge £1.10		Change Orders	
Key : Time Expired   Save - Acc   Save - Cash   Private Pub/Price			

When holidays are entered for a publication that has an i-movo, delivery is stopped, but the i-movo card is not activated. The only way of activating the i-movo card is to use the subscription claim program. It is only on activating the card that an electronic voucher claim will be automatically stopped.

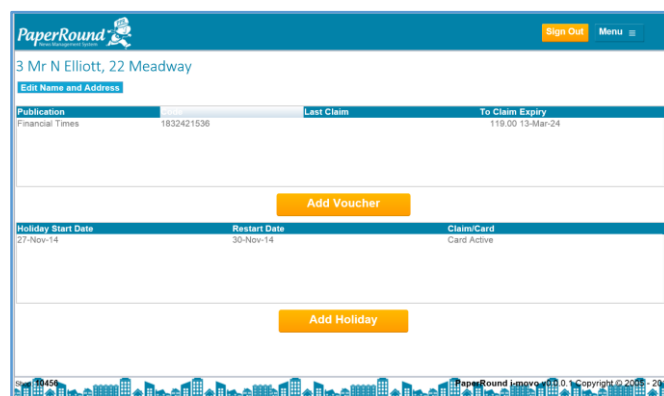
Please note that although PaperRound treats Sunday newspapers as a separate publication, there is only a single voucher for both weekly and Sunday publications. This program will automatically link the weekday and Sunday newspapers together.

To enter, manage electronic vouchers, find the subscriber and then add the voucher number. There is no need to re-enter the subscriber name and address.

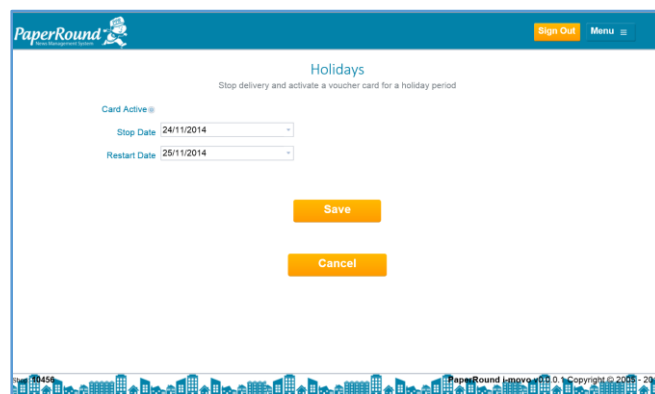
### 3. Managing Holidays

#### 3.1 Non PaperRound Customers

When subscribers are on holiday, they have the option to use the i-movo card. This card will only work if it is activated for the holiday period. Activation is the equivalent of returning vouchers to a subscriber. To activate the card, find the customer and display this screen:-



Click "Holiday", enter the stop and restart date and then click "Start"



No claims are allowed for any period where the card has been activated.

### 4. Making a Claim

Choose "Process Claims" from the home screen. A list of the amounts claimable will be shown on this screen:-

Acc Nbr	Customer	Address	Publication	Amount
58	Smith	12 The High Street	Financial Times	119.00

**Voucher Code** 1832421536  
**Publication** Financial Times  
**Last Claimed**  
**Days** 39  
**Claim Map** \*Cxx xxCCCC CCCCCC CCCCCC CCCCCC CCCCCC  
**Key** \*.Start with value C:Claim x:Card Active

The table on the left shows the amount claimable by customer. Clicking on each row displays the details of each claim. The blue button on the top right, shows the total amount claimable. Click on this button to make the claim.