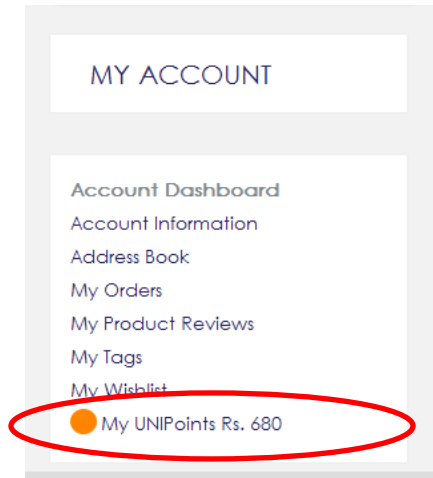


Transfer UNIPoints to your Ugam Colleague

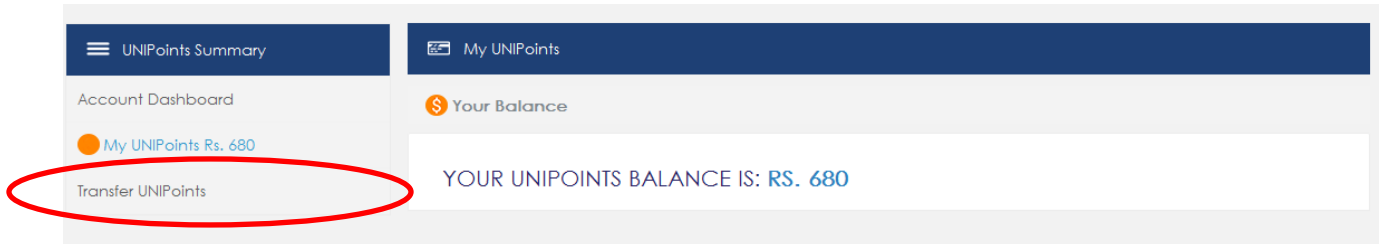
Please log on to <https://ugam.giftzone.co.in/>

Scroll down in “My Account” page and click on “My UNIPoints Rs.XXXX” from left hand side, as shown below.



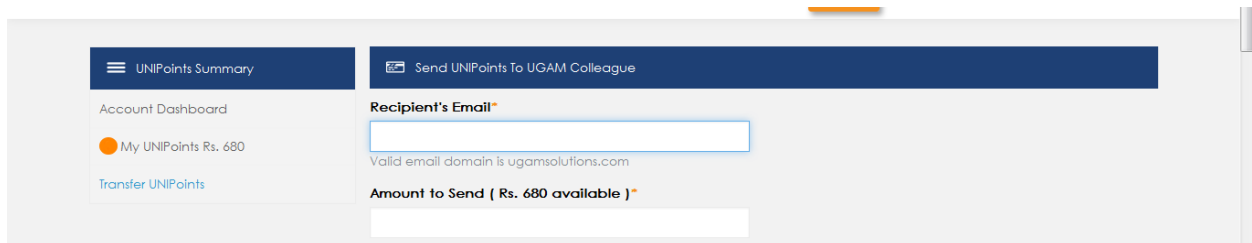
You will be redirect to “My UNIPoints” summary page.

Click on “Transfer UNIPoints” from left panel, as shown below.



Enter email ID of your colleague to whom you want to transfer your points in “Receipient’s Email” input box. Enter the amount of UNIPoints you want to transfer in “Amount to Send” input box.

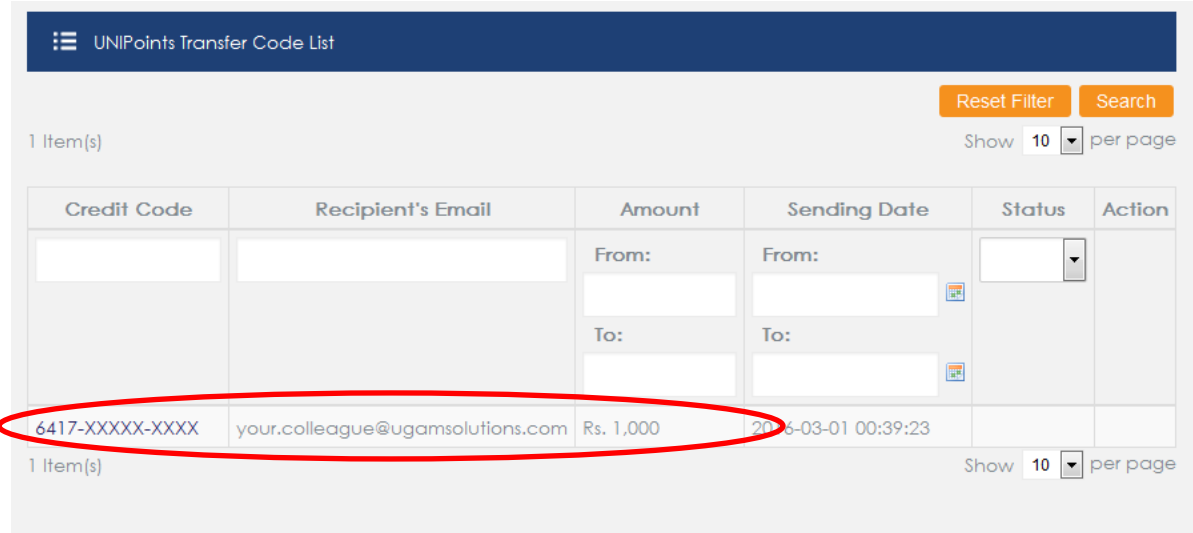
Please note: Kindly ensure to put official and correct email ID of your colleague with valid domain. E.g. your.colleague@ugamsolutions.com



You will receive confirmation email, once UNIPoints transferred to your colleague.

If your colleague is not registered in UGAM Uni Store site, then he will receive code in email to redeem it after he register.

You can check the same in “UNIPoints Transfer Code List”.



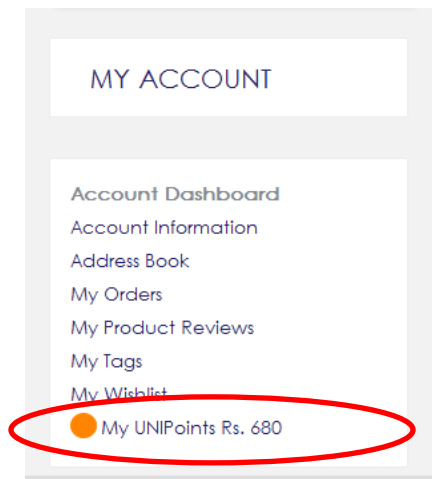
Credit Code	Recipient's Email	Amount	Sending Date	Status	Action
6417-XXXXX-XXXX	your.colleague@ugamsolutions.com	Rs. 1,000	2016-03-01 00:39:23		

Check received UNIPoints from your colleague (transferer).

Please log on to <https://ugam.giftzone.co.in/>

Please log on to <https://ugam.giftzone.co.in/>

Scroll down in “My Account” page and click on “My UNIPoints Rs.XXXX” from left hand side, as shown below.



You will be redirect to “My UNIPoints” summary page.

You will see transaction details in “Transactions History” section.

☰ Transactions History				
Items 1 to 10 of 43 total		Page: 1 2 3 4 5		Show 10 per page
Date	Transaction Type	Transaction Details	Added/Deducted	UNIPoints Balance
May 3, 2016 5:12 PM	UNIPoints Transferred	transferer@ugamsolutions.com sent 1000 credit to transferee@ugamsolutions.com	-Rs. 1,000	Rs. 680

You can redeem these UNIPoints at the check out page.

Thank you.