

GCI PAYMENT SYSTEM



Green Commute Initiative's PIN payment system is easy and quick to complete. Below you will find the four simple steps to follow to ensure you receive prompt payment.

Step 1

When the employee collects the bike from you, as before, they'll hand you their GCI collection voucher which will have their individual security code, PIN code and order number.

Collection Voucher

Dear Joe Bloggs,

Thank you for taking part in the Green Commute Initiative. When you collect your bike package from **Frog Crossing Cycles** you'll need to present them with the security code and the PIN shown below as well as a **photo ID**.

Make sure you contact the bike shop beforehand to ensure the bike is ready for collection. To avoid a wasted journey, you should ask them to confirm that they have received our authorisation to release the bike.

Please be aware that by giving the supplier the PIN number, you are confirming to us that you have taken delivery of the package. You should not provide the PIN unless you are satisfied with the equipment. **If the bike is a special order or being delivered**, you may have to provide the PIN before your supplier will proceed. Make sure you are comfortable that the supplier will deliver as promised.

Security code
8675d6c0-574d-11ea-8376-11f5cfffbb5d

Order number: 1140 PIN: 12772726

We recommend you insure your bike. If it's stolen or otherwise unavailable, you'll still be responsible for the salary sacrifice. Search online and tell the insurer the bike is on a Cycle to Work Scheme.

When you collect the bike, **take note of the frame number and any serial numbers**, including the battery if it's an e-bike. Your supplier will show you where to find the numbers. Take a photo as well so that if it's ever stolen and recovered, you can prove to the police it's yours. Otherwise they may not be able to return it to you.

Review us on Trustpilot

FAQ: Supplier

This voucher does not authorise the release of the bike; you must have received our Self Invoice with matching security code and portal login details. You should access the GCI portal using the above security and PIN number to confirm payment details and then release the bike package.

Frog Crossing Cycles, 76 High Street, Nowhere road, Testville, TEB 75T

#150 Joe Bloggs Frog Crossing Cycles Collection Voucher

Step 2

Enter the order number and PIN into the payment website:

<https://quotes.greencommuteinitiative.uk/reseller>

Green Commute Initiative

Order number

PIN number

[Need help?](#)

Step 3

A summary of the order and details of the bank account we hold for your business will be shown. Press 'confirm' if the bank account details are correct. If the details are incorrect click on the email link to update us.

Reseller payment

Downloads

Order C138

<input type="text" value="Bike shop name"/>	<input type="text" value="Customer name"/>
<input type="text" value="Bank name"/>	<input type="text" value="Bicycle Make and Model"/>
<input type="text" value="Bank account number"/>	<input type="text" value="Accessories"/>
<input type="text" value="Bank sort code"/>	<input type="text" value="Helmet Price"/>
<input type="text" value="Payment due (total package price less commission)"/>	<input type="text" value="Total package price"/>

[Email us to advise of change of bank details](#)

Step 4

A confirmation message will appear and we'll aim to pay you within a couple of hours. Now you can give the bike to the customer.

Green Commute Initiative [Logout](#)

Payment request successfully received.

Thanks for the business. We will transfer the money owed either today or on the next working day.

If you have any queries, please contact us at theteam@greencommuteinitiative.uk

Once the money has been deposited into your bank account, we will send you a confirmation e-mail. There's no admin, you don't need to do anything else.

GCI PAYMENT SYSTEM



Fast and regular payments

We do a payment run everyday, Monday to Friday which means we can still offer our industry leading same day/next day payment service.

If the bike is a special order and you require upfront payment, you can just ask the customer for the PIN code.

Vouchers are non-transferable

GCI's collection vouchers are issued for specific retailers and for specific bike packages. These are not transferable. This means you cannot redeem another shop's voucher, even if you have fulfilled the order. If a customer makes a mistake and presents a voucher for another retailer, you are not authorised to hand over the bike. The customer must contact GCI and have their order amended and paperwork reissued.

We keep our commission rates low by keeping our costs low. We need your help by following our processes to reduce any unnecessary extra admin work on both sides. By working together, we will save time and money. Thank you for your support.

Confidence for us all

You and your staff can have confidence that the collection voucher is genuine with no need to check your bank account for payments first. Shop staff can be confident about releasing the bike without having to check with your accounts department. This is a real boon over weekends and for multiple shops. Plus, the team at GCI will have confidence that we're paying the correct bank account and that you're able to fulfil the customer's order.

If you have any questions or need assistance when going through the process, please do call the customer care team on 020 3740 1836.