



# *Double A* Point Collection

## User manual

How to earn points and redeem rewards items



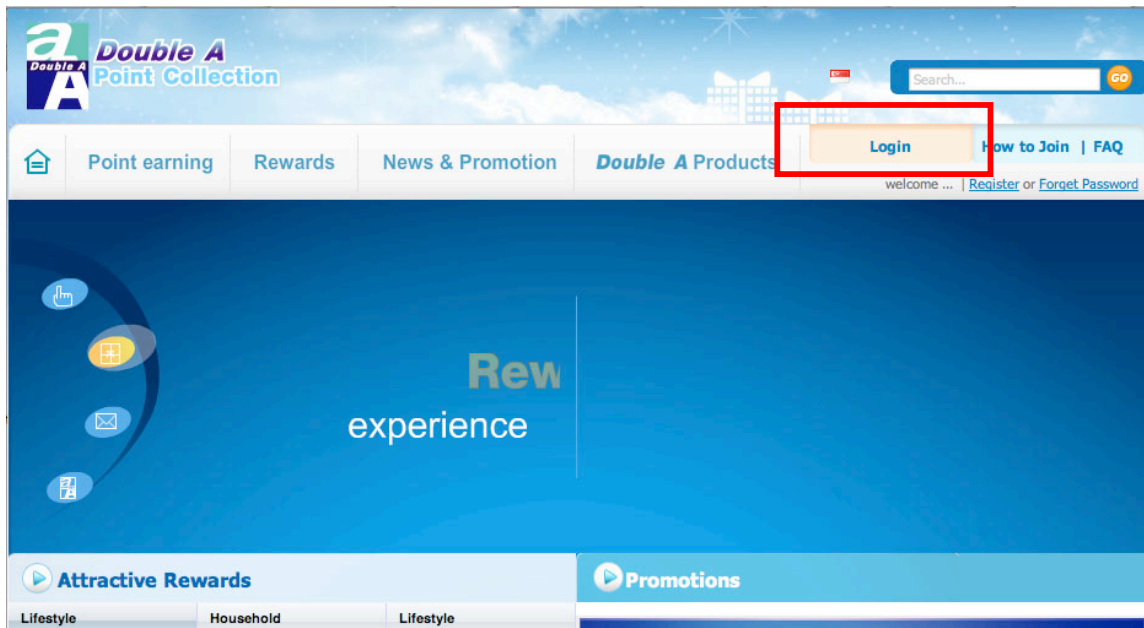


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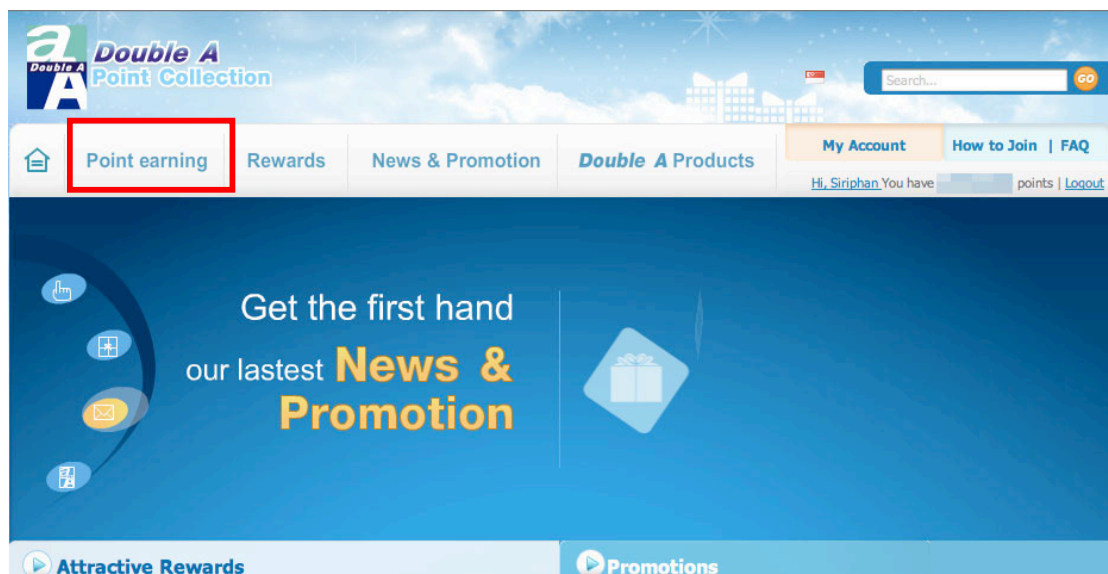
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## How to Earn Points

- 1) Log on to <http://aa.doubleapointcollection.com/singapore>  
Log in with your member ID and password



- 2) Click at "Point Earning"



3) Key in invoice information

▶ **Claim Points**

1

### Invoice Details

Enter your invoice details, then click on "Continue".

Invoice Number	Supplier Name	Invoice Date
<input type="text" value="123456"/>	<input type="text" value="Dealer's Name"/>	<input type="text" value="9/3/2009"/>
<input type="button" value="Continue"/>		

Click at "calendar" to select invoice date

2

### Product Details

Enter your product details, then click on "Continue".

Product	Unit	Price per unit	Total Price (without GST)	Points
<input type="text" value="Double A Paper A4 80grm"/>	<input type="text" value="30"/>	<input type="text" value="5"/>	<input type="text" value="150"/>	30
<input type="button" value="Add Product"/>				

Click "add product" after keying in the information

2

### Product Details

Enter your product details, then click on "Continue".

Product	Unit	Price per unit	Total Price (without GST)	Points
<input type="text" value="Please select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="button" value="Continue"/>				

Click "continue" if you have more than 1 Double A product in an invoice (e.g. A4 and A3)

Product	Unit	Price per unit	Total Price (without GST)	Total Points Entitled	Remove
Double A Paper A4 80grm	30	5	150	30	-
				30	

4

**3 Attach Invoice**  
Please attach proof of purchase or tax invoice.

Upload scanned invoice  Send invoice by fax.

Attachment File  no file selected   
File size maximum 500k and not over than 5 files. (Only jpg, jpeg, gif, png)

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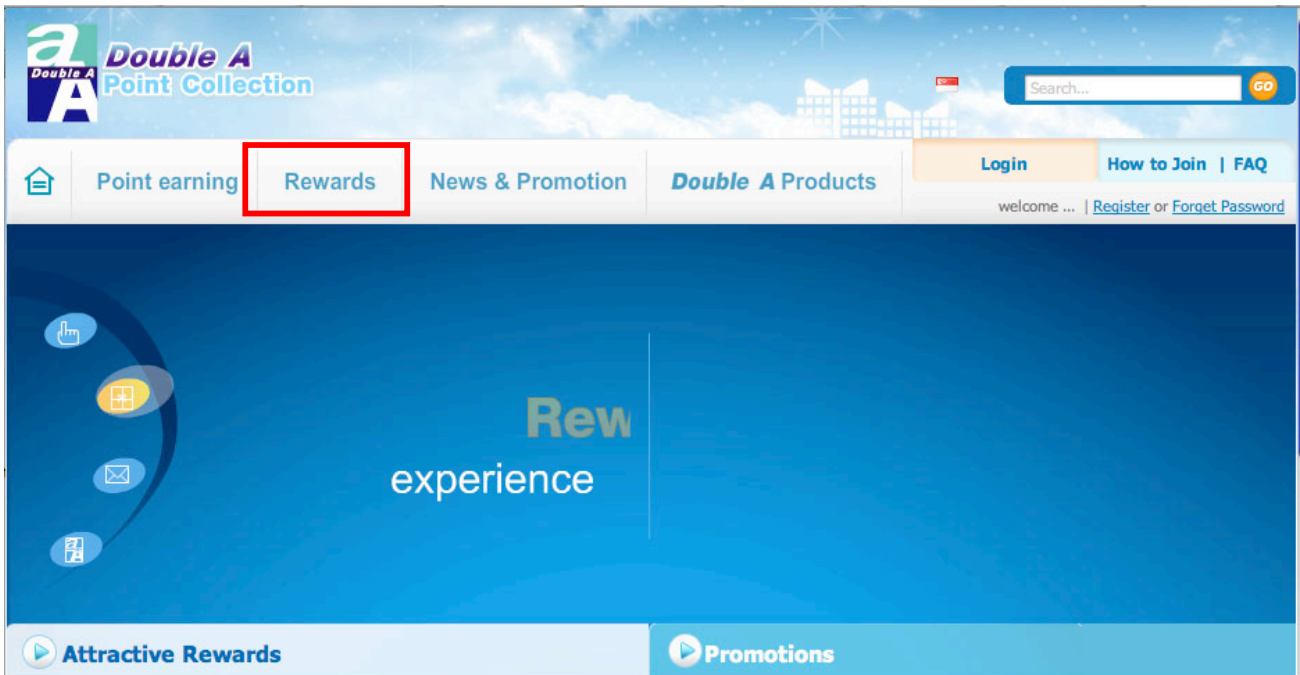
Select your choice of submitting supporting documents (invoices)

*\* Please note that you can upload only .JPG file less than 500kb if you choose "Upload scanned invoice"*

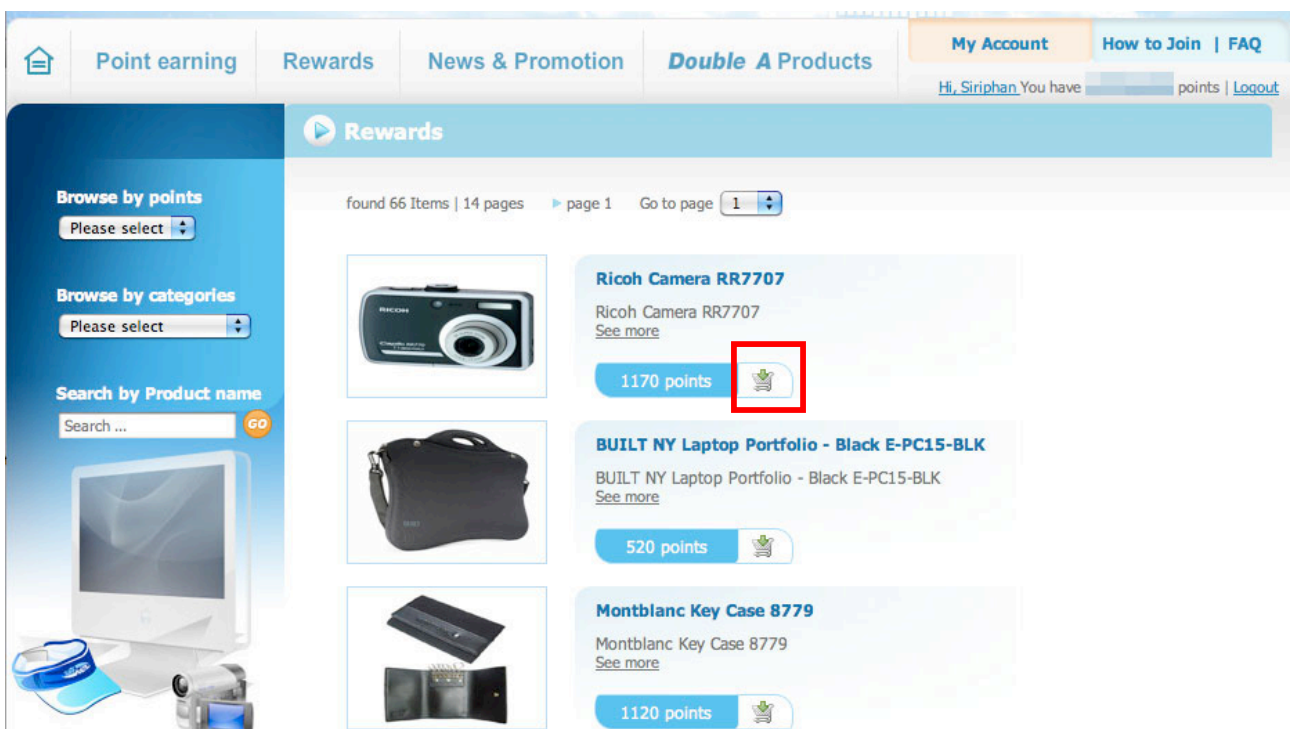
*\* If you select "Send invoice by fax" please fax the invoice to **6744 3366** with your member ID on top of the fax*

## How to redeem reward items

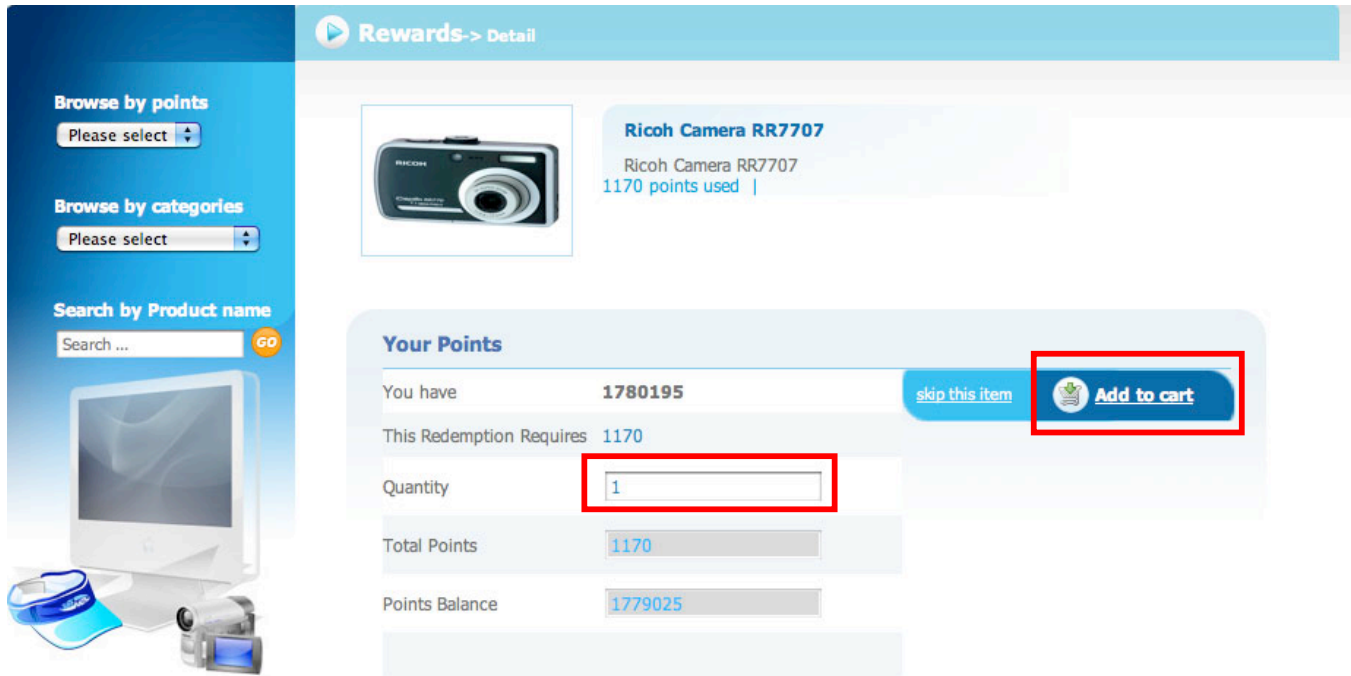
1) Click at “Rewards”



2) Choose your preferred items, click “add to cart”



3) Indicate the quantity and click “Add to cart”



**Rewards -> Detail**

**Ricoh Camera RR7707**  
Ricoh Camera RR7707  
1170 points used |

**Your Points**

You have **1780195** [skip this item](#) **Add to cart**

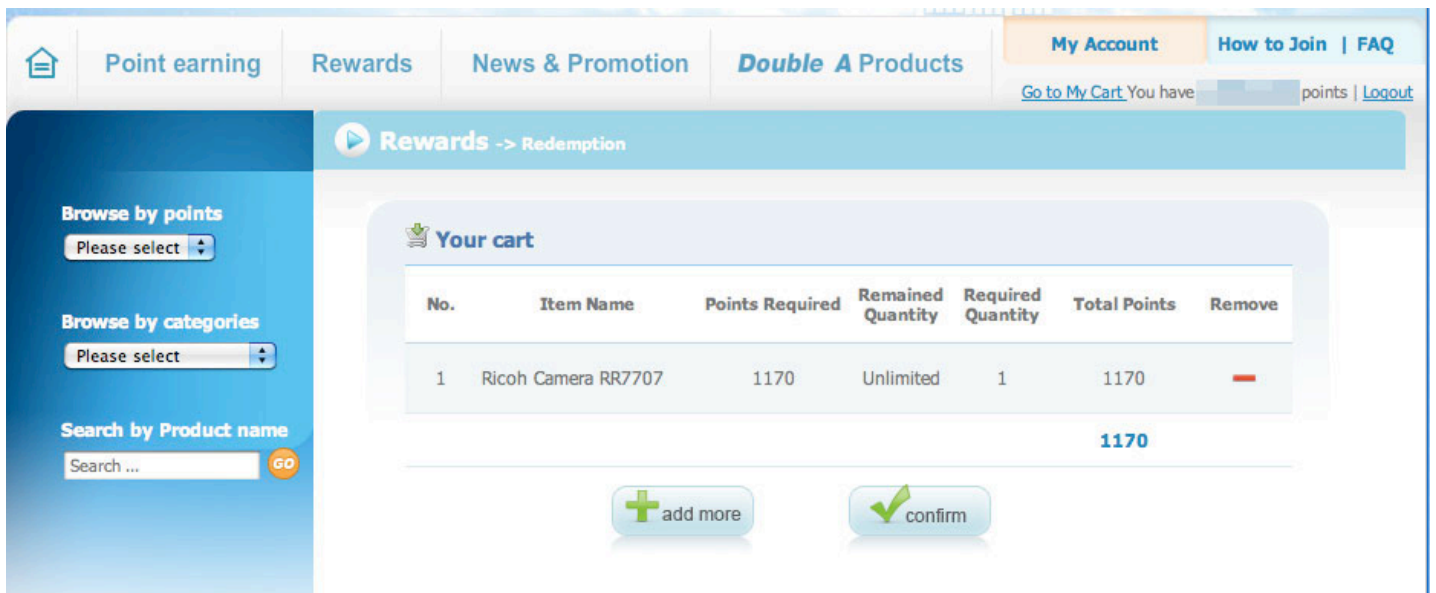
This Redemption Requires 1170

Quantity

Total Points

Points Balance

4) Click “confirm” or “add more” if you’d like to redeem more than 1 item



**Rewards -> Redemption**

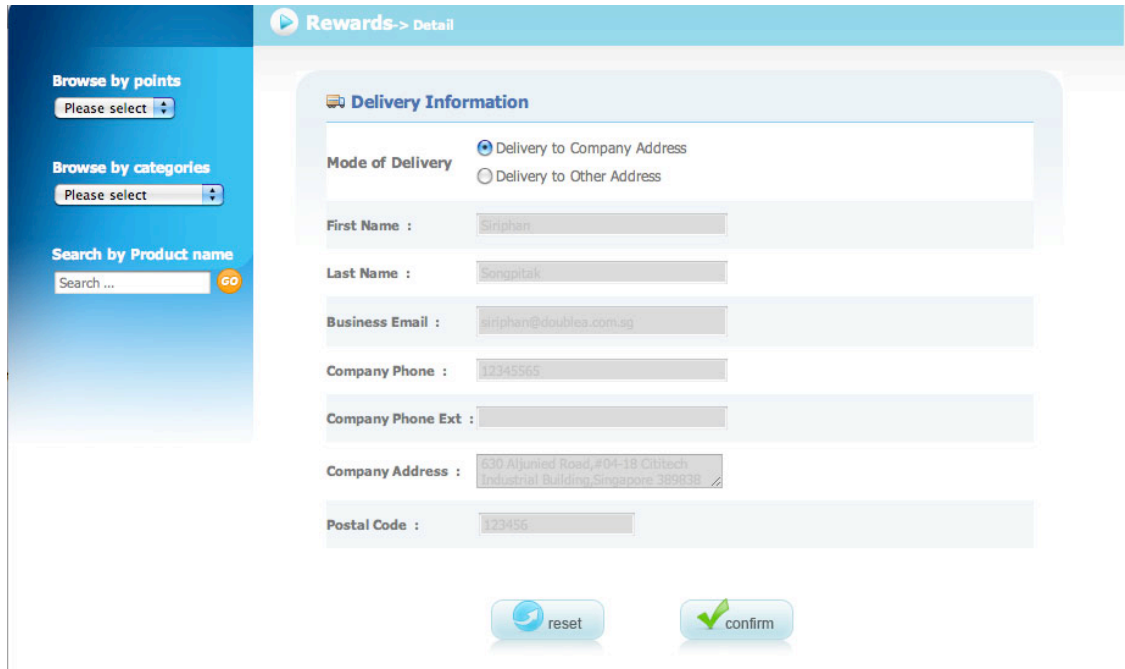
**Your cart**

No.	Item Name	Points Required	Remained Quantity	Required Quantity	Total Points	Remove
1	Ricoh Camera RR7707	1170	Unlimited	1	1170	

**1170**

[+ add more](#) [confirm](#)

- 5) Select “Mode of delivery” default address would be your company address. If you wish the item to be delivered to other address, select “deliver to other address”



**Rewards -> Detail**

**Delivery Information**

Mode of Delivery  Delivery to Company Address  
 Delivery to Other Address

First Name : Siriphan

Last Name : Songpitak

Business Email : siriphan@doublea.com.sg

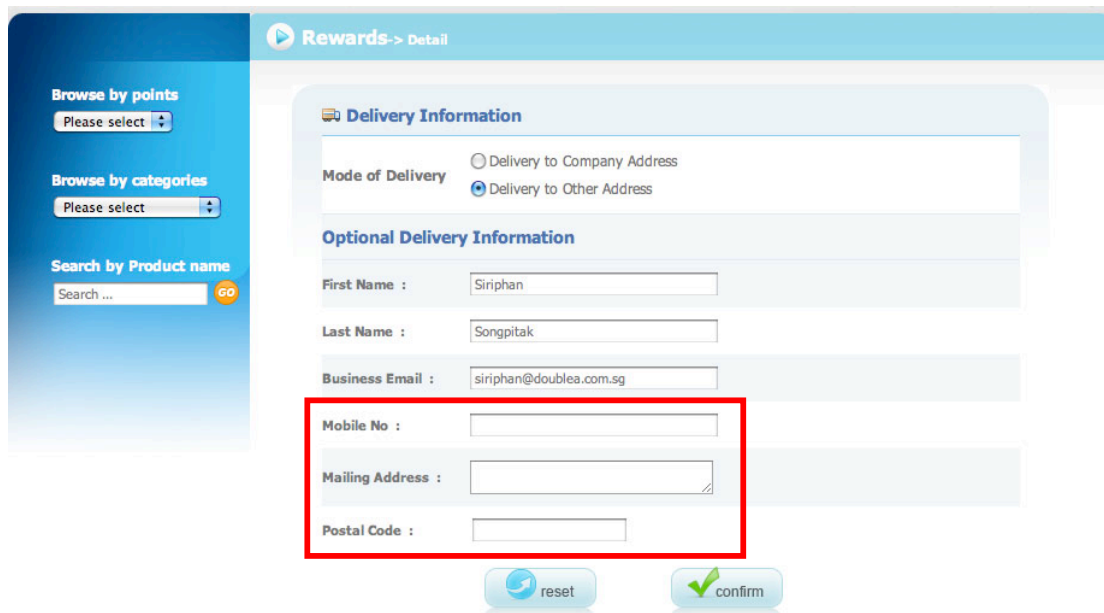
Company Phone : 12345565

Company Phone Ext :

Company Address : 630 Aljunied Road, #04-18 Cititech Industrial Building, Singapore 389838

Postal Code : 123456

- 6) Indicate the address you wish the item to be delivered and click “Confirm”



**Rewards -> Detail**

**Delivery Information**

Mode of Delivery  Delivery to Company Address  
 Delivery to Other Address

**Optional Delivery Information**

First Name : Siriphan

Last Name : Songpitak

Business Email : siriphan@doublea.com.sg

Mobile No :

Mailing Address :

Postal Code :

\*Please note that for redemption of Vouchers, the voucher will be posted to you directly.

For redemption of physical items, a confirmation letter will be posted to you for collection at selected outlets.