

GIFT CARD

Instructions on adding a gift card to an order

1. Follow the standard process for starting an order
2. Enter the gift card number in the Alternate Item ID field
3. Click into the Unit Price field and enter the gift card amount
4. TAB to the address book and select the recipient
 - a. Note: If the gift card will be emailed, make sure there is an email address listed on the right side
5. Click Address Verification and click Copy to All
6. TAB to the arrival week field
7. Click on the drop-down arrow
8. In the calendar pop-up, select the shipping date
 - a. If the gift card is emailed, select the date it will be sent
 - b. If the gift card is mailed, select a date 10 days before the desired delivery date
9. Tab to enter the Greeting Message
 - a. Note: this will be printed on the gift card!
10. Use the Ship to Info tab to make sure the gift card information is correct
11. Follow the standard process for completing the order