


# Online Gift Cards

## Overview

Your website has an out-of-the-box online gift card functionality which can create and maintain gift cards. Users redeem them during checkout with a Gift Card Number and PIN. Gift cards can be combined with other payment options, and can be applied multiple times until the balance is depleted.

 **Redeem A Gift Card**

Gift Card Number

Gift Card PIN

Amount to Use

0

☐ Use Total Gift Card Balance

✓ Apply Gift Card

✗ Clear Fields

## 1. Configure Settings for Gift Cards

For Gift Cards to work correctly, two system flags need to be set.

1. Set **Gift Card Provider** to 'CSS':

1. In the CMS, navigate to **Settings Settings**.

2. Select the **Orders** tab.

General	Integration	Notifications	Serials	Orders	Freight	Messages	Supplier Portal	Advanced Quoting
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3. Select the **Credit Cards** tab.

Current Order Display	Restrictions and Charges	Credit Cards	Order Conclusion	Web Discounts
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4. Scroll to the **Gift Card Provider** and select **CSS**.

Gift Card Provider : CSS

5. Click **Update** to save changes.

2. Set **Allow B2C Pay By Gift Card** to 'Yes' at Customer level.

1. In the CMS, navigate to **Users Customer Maintenance**.

2. Search for the default B2C Customer Code for your site.

3. Select the **Customer Details** tab.



4. Check the value of **Allow B2C Pay By Gift Card** - it should be set to '**Yes**'.

5. If required, click **Modify**, set the flag to **Yes** and click **OK**.



For sites with many B2C Customer Codes, contact Commerce Vision Support and request a bulk update.

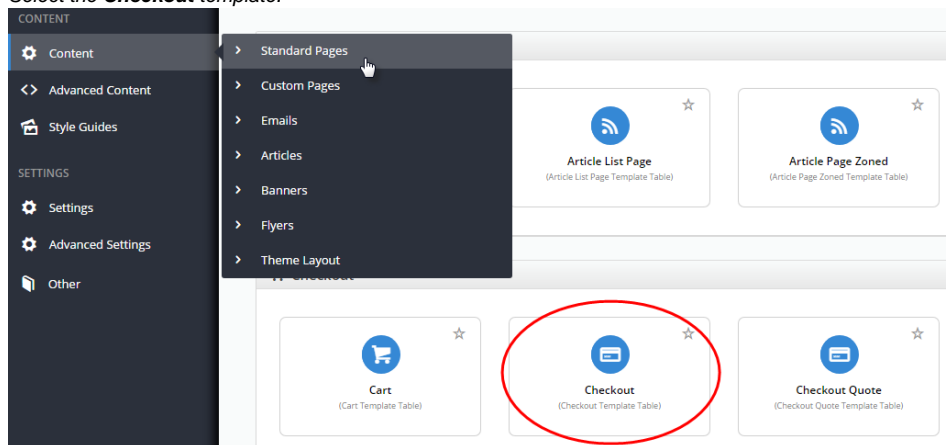
## 2. Add the Gift Card Widget and configure options

This lets you customise Gift Card options. Button text and prompts can be edited, and the Gift Card widget itself can be restricted to a specific user group or particular position in the checkout page.

To configure the Gift Card widget:

1. In the CMS, navigate to **Content Standard Pages**.

2. Select the **Checkout** template.



3. Scroll to '**Zone Step2**' and click **Add Widget**.
4. Search for 'gift card', then select **Checkout Gift Card Payment** and click **Add Widget**.
5. **Edit** the newly added widget and modify options as required. (See [Checkout Gift Card Payment widget](#).)

Checkout Gift Card Payment

Search...

General Options

Personalisation

Common Options

Documentation

General Options

Personalisation

Common Options

Documentation

General Options

Description

Layer \*

Section title \*

Card number prompt \*

PIN prompt \*

Use Amount prompt \*

Use Total Amount prompt \*

Apply button text \*

Clear Fields button text \*

Cannot Order Gift Card With Gift Card Message \*

All Pages

Enter A Giftcard

Giftcard Number

Giftcard PIN

Use Amount

Use total giftcard amount

Apply Giftcard

Clear Fields

You cannot purchase a gift card with a gift card

6. Click **Save**. Your changes will be visible immediately.

Payment

Account

Credit Card

PayPal

BPay

Get Quote

Charge this order to your account.

Your order will be processed and charged to your account once you click the "Place order on account" button.

Place order on account

Redeem A Gift Card

Gift Card Number

Gift Card PIN

Amount to Use

0

☐ Use Total Gift Card Balance

Apply Gift Card

















Clear Fields




## Positioning the Redeem Gift Card panel

To place the Gift Card widget *above* the Payment options at checkout, drag the Gift Card widget up and drop it above the 'Checkout Payment Options' widget in the Checkout Template.

**Zone Step2**

⬆ ⬇ ⬆	Checkout Review Summary	 Edit	 Delete
⬆ ⬇ ⬆	Checkout Review Summary	 Edit	 Delete
⬆ ⬇ ⬆	Checkout Review Addresses B2B	 Edit	 Delete
⬆ ⬇ ⬆	Checkout Review Addresses B2C	 Edit	 Delete
⬆ ⬇ ⬆	Order Lines	 Edit	 Delete
⬆ ⬇ ⬆	Select Approver	 Edit	 Delete
⬆ ⬇ ⬆	Checkout CSS Gift Card Giftcard Checkout widget	 Edit	 Delete
⬆ ⬇ ⬆	Checkout Payment Options	 Edit	 Delete


 Add Widget


The change will be reflected once the web page is refreshed.

**Redeem A Gift Card**

Gift Card Number	Gift Card PIN	Amount to Use
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

☐ Use Total Gift Card Balance


 Apply Gift Card


 Clear Fields

**Payment**

**Account** Credit Card PayPal BPay Get Quote

Charge this order to your account.

 Your order will be processed and charged to your account once you click the "Place order on account" button.

 Place order on account

### 3. Create Gift Cards

Creation and maintenance of Gift Cards is performed by the Administrator in the CMS. Cards can be created manually or imported in bulk via CSV flat file.

To create a Gift Card manually:

1. In the CMS, navigate to **Gift Card Maintenance** (/zGiftCardMaintenance.aspx). If this page does not appear on your menu, contact [Commerce Vision](#).
2. Click **New**.

The screenshot shows the 'Gift Card Maintenance' interface. At the top, there are 'Edit' and 'Import' tabs. Below them is a table with the following columns: Gift Card No, Original Amount, Current Balance, Expiry Date, and Comments. The table contains one record with the following values: Gift Card No: 100, Original Amount: \$1000.00, Current Balance: \$990.00, Expiry Date: 31-Dec-2049, and Comments: (empty). Below the table, there is a status bar that says '1 records, (1 page)'. At the bottom, there is a form with the following fields: Gift Card No (52548), Gift Card PIN (\*\*\*\*\*), Original Amount (50.00), Current Balance (50.00), Expiry Date (27-Aug-2016), and Comments (EOFY promotion).

3. Populate the fields as required:
  - **Gift Card No** - numeric only, between 1 - 13 digits
  - **Gift Card PIN** - alphanumeric, any number of characters
  - **Original Amount** - the initial card balance
  - **Current Balance** - the current card balance (same as 'Original Amount' at time of creation). This figure updates automatically as funds are used.
  - **Expiry Date** - the date the card becomes invalid (12:00 am on the specified date)
  - **Comments** - for the Administrator's reference
4. To save, click **OK**.

To create Gift Cards via Import:

1. Create and save a CSV file containing Gift Card data.

Columns should contain data in this order (no header row):

- Gift Card No.
- Gift Card PIN
- Gift Card Amount
- Expiry Date (format DD/MM/YYYY)
- Comments

2. Logged into the website as Administrator, navigate to **Gift Card Maintenance** (/zGiftCardMaintenance.aspx).
3. Click the **Import** tab.
4. Drag and drop the CSV file into the file selection window, or to browse to the file location, click the **Select** button.
5. Click **IMPORT NOW**.

The dialogue box will display a success message and any failures upon import.

EditImport

Required fields: GiftCardNo,PIN,Amount,ExpiryDate,Comments

Browse to upload, or paste the contents of your order flat file into the box below.  
File format should be as per the **Required Fields** above.

Note: Your browser supports file selection via Drag and Drop. Simply drag and drop your file onto the File Select input for fast, automatic selection.

Select CSV file to be imported:

Imported 4 lines (0 skipped)

## Maintaining Gift Cards

If a Gift Card PIN is lost, a new one can be set by the Administrator via the **Gift Card Maintenance** page. Similarly, the Expiry Date can be modified, as can balances and comments. Cards can also be deleted if required.

To maintain Gift Cards:

1. As Administrator logged into your site, navigate to **Gift Card Maintenance** (/zGiftCardMaintenance.aspx).
2. Select the required card via radio button.
3. Click **Modify**.
4. Reset the User's PIN, edit dollar amounts, change the Expiry date, or update Comments.
5. To save, click **OK**.

## Redeeming Cards (end user)

As the customer proceeds through Checkout, a Gift Card section will be presented on the Order Review and Payment page.

# Checkout

Step 2 of 3 - Confirm your order and process payment

## Order Summary

[Quick View](#)[Edit](#)

Subtotal (ex GST)	\$2,615.50
Freight	\$0.00
Plus GST	\$261.55
<b>Total (inc GST)</b>	<b>\$2,877.05</b>

## Redeem A Gift Card

Gift Card Number

Gift Card PIN

Amount to Use

☐ Use Total Gift Card Balance[✓ Apply Gift Card](#)[✕ Clear Fields](#)

## Payment

[Account](#)[Credit Card](#)[PayPal](#)[BPay](#)[Get Quote](#)

Charge this order to your account.



Your order will be processed and charged to your account once you click the "Place order on account" button.

[Place order on account](#)

Here, the user can enter the Gift Card number + PIN, and nominate an amount to redeem. The entire remaining card balance can be redeemed by ticking the box labelled '**Use Total Gift Card Balance**'.

The User can also remove a Gift Card from the order by clicking the 'X' against the line in the Order Summary.

Order Summary	
<div>Quick View</div> <div>Edit</div>	
Subtotal (ex GST)	\$2,615.50
Freight	\$0.00
Plus GST	\$261.55
<b>Total (inc GST)</b>	<b>\$2,877.05</b>
Giftcard Total	-\$10.00
✖ #52548	-\$10.00
<b>Net Owing</b>	<b>\$2,867.05</b>

Multiple cards can be used on one order, and the net amount owing is adjusted automatically. The User can then pay the remainder of the order as normal - by Credit Card, PayPal, or on Account if applicable.

If the User attempts to redeem an expired card, an error message will be returned.

## Additional Information

For sites with many B2C Customer Codes, contact Commerce Vision Support and request a bulk update.

Minimum Version Requirements	**.*.*
Prerequisites	ERP must have a special 'CSSGC' account set up for Gift Card transactions to be posted to. PRONTO users can find additional information here - <a href="#">PRONTO and Online Payments</a> .
Self Configurable	Yes
Business Function	Payment Types
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	n/a

## Related help

- [Gift Card Balance Widget](#)
- [Checkout Gift Card Payment Widget](#)