



Corporate Purchase User Guide



A Login/Register

ow it works Create new order Contact us

Browse all cards

Log onto: www.corporate.townandcitygiftcards.ie

Click 'Browse All Cards' or 'Place an order' TOWN & CITY GIFT CARDS IRELAND

Unbeatable local choice through one gift card

Whether staff reward, service user support or customer incentive, you want a Gift Card that people will want to receive. A Town & City Gift Card is the only Gift Card that offers the big brands they know with the local businesses they love, blending choice with support for local.



Are you ready to be a local hero?

A Town & City Gift Card is so much more than a Gift Card, it's a commitment to your community and a tangible way to inject money into your local area. Show your support for local when you choose a Town & City Gift Card for your employees, volunteers, service users, customers and clients. With your support, we can make our communities vibrant places to live, work and enjoy.

Support for local made easy

It's easy to gift unbeatable local choice with Town & City Gift Cards! Whether you'd like physical Gift Cards that can be handed out to your recipients or digital Gift Cards that can be sent straight to their email, we make support for local easy and efficient. New for 2024 - send digital Town & City Gift Cards to multiple people using a simple upload of recipient names, on a date and time of your choice. Whether you choose digital e-cards or physical Gift Cards, show you care with a message from your organisation on the Gift Card holder or an individual e-card.





Select 'County Wexford Shop Local Gift Card' from the dropdown list and choose from Physical or E-Card.

Note, you cannot purchase Physical & E-Cards in the same transaction.





Physical Gift Card orders



Step 1: Select 'Physical card'

Select the Gift Card Value

Select the Quantity

Click 'Add to Cart'









Step 3:



Continue County Wexford Chamber

Step 4:

Complete all details and click 'Register'

Billing details		Address line 1*	Town / city*	
As part of our security proce with us, please provide your	ess, we require that you create an account details	County	Postcode*	
Login Register				
About you		Registered company number	VAT registration no (if applicable)	
First name*	Last name*			
		Choose a password		
Email address*	Your job title*			
		Password*	Repeat password*	
About your compa	any			
		I agree to the <u>terms & conditions</u> of sa	le*	
Company name*	Company's country*	I want to receive news & information on	how I can support local business.	
	Select country 🔹	Register	County Wexford Chamber	

Step 5:

Billing Details:

Complete all details and click 'Continue'

Billing details

About you

Address Book
Today Test, Hill Street, Wexford, Wexford
First name*
Today
Today
Email address*
Your job title
simmi+1@countywexfordcham
The Boss

About your company

Company name	Company's country *
Happy Place Inc	Ireland 🔻
Street address *	Town / City *
Hill Street	Wexford
County *	Eircode
Wexford 🔹	Y35WR99
Registered company number	VAT registration no (if applicable)

Your order





✓ I agree to the <u>terms & conditions</u> of sale*

I want to receive news & information on how I can support local business.

Step 6:

Billing Details:

If your order is over €2,000 you will need to complete this section (it will only appear on the first order of over €2,000)

Then click 'Continue'

Billing details

For business orders exceeding €2000, we require your birth date and ID details to comply with legal and security regulations. This helps us ensure the safety and legitimacy of large transactions, protecting both our customers and our business.

Thank you for your understanding and cooperation.

How we use individual data on corporate orders 🗹

About the buyer

Date of Birth *	
DD/MM/YYYY	
ID Type *	
Select ID Type	
ID Number *	
Enter your ID number	
Country of Issuance *	
Enter country of issuance	
ID expiry date *	
	-





Test

County*

Wexford

Step 7:

Delivery Details:

You can choose the address you would like the cards delivered to, this could be your office address or the Chamber office if you'd prefer.

Then click 'Continue'

Your order You selected: 1989 Physical Gift Cards Item We will get those delivered directly to you so you can distribute them directly to your recipients. E Physical card €500 County Wexford Shop **Delivery details** Local Gift Card ति Remove Address Book First name * Standard An Post Today Test, Hill Street, Wexfo... Today Last name * Order total: **Back Delivery address** Company name* Company's country * Happy Place Inc Ireland Street address * Town / City * Hill Street Wexford

Eircode

Y35WR99



Qty

1

Total

€3.00

5 €2,500.00

€2,503.00

Continue

Step 8:

Postage Options:

Add any note regarding your order, including a message you would like printed on the card holders. This message can be up to 250 characters and must be the same for each card.

Select a shipping option

Our deliveries are handled by **An Post.**

You will receive tracking information once your order has been shipped





Step 9:

Payment Options:

Select payment option, choosing from Invoice or Stripe.

Payment must be received prior to cards being issued.

NB. Orders over €2,000 must be paid by invoice.

Have a coupon? <u>Click here to enter your code</u>

Select payment option

Invoice

As soon as your invoice is issued and paid in full, then we can send you out your cards.

Stripe Checkout

Secure payment via Stripe Checkout.

REMINDER: Your cards won't be sent out until we've received your payment.



Step 10:

Invoice Payments:

Please check these details are correct before clicking 'Submit my order'

Select payment option





Your order

Item	Qty	Total	
© Thysical card € = 5 texterner €25			
County Wexford Shop Local Gift Card	20 :	€500.00	
Remove			
€3000			
County Wexford Shop Local Gift Card	1 :	€300.00	
ि <u>Remove</u>			
Standard An Post	1	€3.00	
Order total:	€8	03.00	
Back Submit	t my ord	er	
	See C	ounty Wex	fo

Chamber

Step 11:

Order Confirmation:

Your order is complete and your invoice will be sent directly to you.

Please remember to check your 'Junk' mail.

Order #8057

Thank you Today!

Your order is being processed and we'll send confirmation to you at simmi+l@countywexfordchamber.ie

Shipping address

Happy Place Inc

Today Test

Hill Street

Wexford

Wexford

Y35WR99

Payment by Invoice

Today Test simmi+1@countywexfordchambe

Invoice / billing address

Hill Street Wexford Wexford Y35WR99

Customer details

Today Test The Boss Happy Place Inc

simmi+1@countywexfordchamber.ie

Item	Qty	Total
County Wexford Shop Local Gift Card	20	€500.00
COUNTY VIEW OF A CONTACT OF A C		
County Wexford Shop Local Gift Card	1	€300.00
Shipping:	1	€3.00
Order total:	€8	303.00
Got	o your ac	count



Step 12:

Stripe Payments:

Please click 'Pay via Stripe Checkout'

NB. Orders over €2,000 must be paid by invoice.

Select payment option





Step 13:

Complete card details and click 'Pay'

← 🔄 Town & City Gift Cards

^{Total} €803.00

Pay with card



Powered by stripe Terms Privacy



E-Card orders









Step 3:

Complete all details and click 'Register'

Billing details		Address line 1*	Town / city*
As part of our security process, we require that you create an account with us, please provide your details Login Register		County	Postcode*
About you		Registered company number	VAT registration no (if applicable)
First name*	Last name*		
		Choose a password	
Email address*	Your job title*		
		Password*	Repeat password*
About your comp	bany	I agree to the terms & conditions of sa	sie*
Company name*	Company's country*	I want to receive news & information or	n how I can support local business.
	Select country 🔹	Register	County Wexford Chamber

Step 4:

Billing Details:

Complete all details and click 'Continue'

Billing details

About you

Address Book Today Test, Hill Street, Wexford, WX First name * Today Email address * Simmi+1@countywexfordcham

About your company

Company name	Company's country *
Happy Place Inc	Ireland 🔹
Street address *	Town / City *
Hill Street	Wexford
County *	Eircode
Wexford 🔹	Y35WR99
Registered company number	VAT registration no (if applicable

✓ I agree to the <u>terms & conditions</u> of sale*

I want to receive news & information on how I can support local business.

Item Qty Total Image: Construction of the second of the



Step 5:

Billing Details:

If your order is over €2,000 you will need to complete this section (it will only appear on the first order of over €2,000)

Then click 'Continue'

Billing details

For business orders exceeding €2000, we require your birth date and ID details to comply with legal and security regulations. This helps us ensure the safety and legitimacy of large transactions, protecting both our customers and our business.

Thank you for your understanding and cooperation.

How we use individual data on corporate orders 🗹

About the buyer

Date of Birth *	
DD/MM/YYYY	
ID Type *	
Select ID Type	
ID Number *	
Enter your ID number	
Country of Issuance *	
Enter country of issuance	
ID overing date *	
iD expiry date "	
DD/MM/YYYY	





Step 6:

Please note the details regarding the process for sending out e-cards to recipients.

Tick to confirm you understand and click 'Continue'

You selected:

e-cards

We will ask you to upload your recipients' email addresses, so that we can send e-cards to them, after your payment is complete.

Once issued, your recipients can access their e-cards through the Love Local app, available on the Google Play Store and Apple App Store.

Watch how e-card delivery works (1min)

I confirm I understand how e-card delivery works.*

Any special instructions regarding your order?

You can add special requirements or instructions for our customer service team here or leave it blank.







NB. Orders over €2,000 must be paid by invoice.

County Wexford Chamber Atvancing business together

Continue

Back

Have a coupon? Click here to enter your code

Step 8:

Select Payment Option -Invoice (see Steps 14-15 for payment by Stripe)

Please check these details are correct before clicking 'Submit my order'

	round and naid in full then use can could	Item	Qty Tot.
you out your cards.	sueu anu paiu imui, uren we can senu	e-card	
REMINDER: Your cards won't	be sent out until we've received your invoice payment.	€25 County Wexford Shop Local Gift Card	20 €500.0
for investor *	co analifa invita	ि <u>Remove</u>	
day Test		Product Fee 1	€19.80
intry *	Address line 1 *	Order total:	€519.80
ind	 Hill Street 		
/n / city *	County	Back Su	bmit my order
exford	Select an option		
stcode *			
/35WR99			
chase Order / Referenc	e		
otes			



required field

Step 9:

	Order #8061		Your order	
Your order has been	Thank you Today!		Item	Qty Total
submitted.	Your order is being process simmi+1@countywexforde	Your order is being processed and we'll send confirmation to you at simmi+1@countywexfordchamber.ie		
Click (Add reginigate 9			County Wexford Shop Local Gift Card	20 €500.00
schedule distribution'	Shipping address	Payment by Invoice		
	N/A	Today Test simmi+1@countywexfordchambe	Order total:	€519.80
	Customer details	Invoice / billing address	Add recipients & schedul	e distribution
	Today Test The Boss Happy Place Inc	Hill Street Wexford Wexford Y35WR99		
	simmi+1@countywexfordcl	namber.ie		



Step 10: < Back to dashboard Order details You can complete this 07 Nov 2024 | Order #8061 step at any time. Status: Invoice payment pending Product Type Value Qty Total NB. your e-cards will not be sent until 'Status' County Wexford Shop Local Gift Card 25 20 🗔 e-card €500 changes to 'Invoice Shipping Cost €0 Paid' €519.80 Order total: Click 'Add recipients & Add recipients & schedule distribution schedule distribution'



Step 11:

See 'How to use our template' for instructions and then download the .CSV template, fill in and then click 'Add recipients'

NB. You will not be able to schedule your delivery date until the order payment has been received.

< <u>Back to order detail</u>

Add recipients & schedule distribution

Let us know who you're sending your Gift Cards to, and when to send them.



2. Upload your recipients' details



3. Select when to send your gifts

This section will be accessible once we have completed all necessary checks, confirmed your payment, and you have submitted the recipient details. We will notify you via email once we've finished the required steps on our side.





Schedule cards to be sent out at a specific date up to 6 months in advance.



Step 12:

Either upload your .CSV file or if you would rather, you can manually enter the details and click 'Add' after each one.

Then click 'Save'

Alternatively, click 'Upload recipient information later'

< <u>Back to send cards</u>

Add recipients



Step 13:

You will be brought back to this page and once you have notification that your payment has been processed, you will be able to schedule your delivery.

Your recipients will be sent an email with instructions on how to download the 'Love Local' app and access their e-card as part of the delivery.

If you have chosen to pay by Stripe, you will be able to schedule your delivery immediately.

< Back to order detail

Add recipients & schedule distribution

Let us know who you're sending your Gift Cards to, and when to send them.

1. Use our template

Download .CSV template 🖄 How to use our template 🗹

You can come back to this page anytime when you're ready to add your recipients' data.

2. Upload your recipients' details

Product		Туре	Value	Qty	Recipients	Actions
	County Wexford Shop Local Gift Card	🗔 e-card	€25	20	0	Add recipients

3. Select when to send your gifts

This section will be accessible once we have completed all necessary checks, confirmed your payment, and you have submitted the recipient details. We will notify you via email once we've finished the required steps on our side.





Thank you for choosing County Wexford Shop Local Gift Card

