

13-0010-NL-Hoe maak ik een kadobon aan?

Author:
ShopFactory

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IMPORTANT NOTE: Gift Vouchers will ONLY work using ShopFactory V8.30 Build 10321 or higher (current release is ShopFactory V11)

To setup Gift voucher inside ShopFactory, please refer to the steps below:

- » Open shop in ShopFactory
- » Add at least one product to be assigned as your gift voucher
- » You MUST enter a Catalog Number for each Gift Voucher and take note of the Catalog

Number, i.e. GV10, GV25, GV100, etc. **Note:** You may need to add "**Options and choices**" for example, "**Name of Recipient and Message**" - BUT it is important you create an option with Choice Catalog number as **TEXT**, see below screenshot: 4. Save and Publish website It would look like this once published online -

To setup Gift Vouchers in Total Care:

- » Open shop in SF -> click on MY ORDERS butto to connect to the Total Care interface
- » Go to **Services** -> **Vouchers** -> select **Gift Vouchers** -> You need to enter your shop Name and Shop URL
- » Select on the available template i.e. template1. Setup each gift voucher you have defined in your shop using the SAME catalog number and enter voucher value.
- » Enter Instructions how to redeem the vouchers and your Terms and Conditions 5. Enter expiry date - *Limited duration* 6. If you want to use this voucher to be used on multiple orders tick/enable the checkbox below: 7. However, if you do not want to, you can leave it unticked and go directly to Finish button 8. Go to your online shop and place a test order - purchase Gift voucher and then make sure that the Order is set to "paid" - you will then receive a separate email containing the Voucher code, etc.

Important Note for manual payment processing: If you manually set the payment to "paid" - you MUST do the following:

Click on MY ORDERS in ShopFactory to connect to the Total Care interface -> Go to **Orders** page -> click on an **ORDER NUMBER** to view the order details -> click on the payment status link -> set order to "paid" and click SUBMIT button. This will trigger the Gift voucher email to be sent out