Selling & Activating Gift Cards

Gift cards are plastic cards printed with your store information on which you store value for a customer or recipient. You sell gift cards in Point of Sale. When you sell a gift card, you activate the gift card with the value of the purchase. The new gift card is valid from the date of the sale for the expiration period set in Mercury Administration.

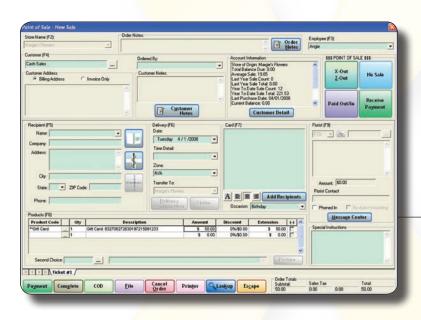
To sell and activate a gift card:

- On the FTD Mercury Main Menu, click Point of Sale. The Point of Sale window opens.
- 2. If you are configured as a multi-store environment, from the **Store Name** list, select your store name.
- 3. From the **Employee** list, select your employee name.
- 4. In the **Customer** area, enter the customer's information or leave this blank to use the default Point of Sale customer.
- 5. Ensure you have selected a delivery zone (even if the zone is N/A).
- 6. Fill in the **Products** area:
 - » In the Product Code column, enter **Gift Card or swipe the gift card being purchased. The Description field displays the number of the gift card.
 - » In the **Amount** column, enter the value to be placed on the gift card. The sale price without extension is the value that will be on the gift card when it is activated.
 - » If you are offering a discount on the gift card, or giving it away free as a promotion, enter a percentage or value in the **Discount** column
- 7. From the Occasion list, select the occasion for the purchase.
- 8. Click Payment. The Payments window opens.
- 9. In the Payments area, enter payment information. You can use any payment type (except Gift Card).
- 10. Click Complete.

Once the sale is complete, the gift card is activated with the balance you entered in the Amount column.



Selling & Activating Gift Cards



You can sell gift cards as you would any other product in FTD Mercury — but you must do so in Point of Sale. When you sell a gift card, you activate the gift card with the value of the purchase.

