

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:

1. 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.



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Point of Sale - New Sale

Store Name (F2): Margie's Flowers

Order Notes:

Employee (F3): Ange

Customer (F4):

Cash Sales: Billing Address: Invoice Only:

Ordered By:

Customer Notes:

Customer Information:

Store of Origin: Margie's Flowers
 Total Balance Due: 0.00
 Average Sale: 15.85
 Last Year Sale Count: 0
 Last Year Sale Total: 0.00
 Year To Date Sale Count: 12
 Year To Date Sale Total: 221.53
 Last Purchase Date: 04/07/2008
 Current Balance: 0.00

\$\$\$ POINT OF SALE \$\$\$

X-Out
Z-Out
No Sale
Paid Out/in
Receive Payment

Customer Notes

Customer Detail

Recipient (F5):

Name:

Company:

Address:

City:

State: ZIP Code:

Phone:

Delivery (F6):

Date: Tuesday, 4/1/2008

Time Detail:

Zone: N/A

Transfer To: Margie's Flowers

Card (F7):

Occasion: Birthday

Point (F8): FTD

Amount: \$0.00

Floral Contact:

Phoned In: No Auto Forwarding

Message Center

Special Instructions:

Products (F9):

Product Code	Qty	Description	Amount	Discount	Extension	+
Gift Card	1	Gift Card 6327062726300197215001233	\$ 50.00	0%/0.00	\$ 50.00	
	1		\$ 0.00	0%/0.00	\$ 0.00	

Second Choice:

Ticket #1

Payment Complete COD Efile Cancel Order Printer Lookup Escape

Order Totals: Subtotal: 50.00 Sales Tax: 0.00 Total: 50.00

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.

