



County Wexford
Chamber
Advancing business together

**COUNTY
WEXFORD**

SHOP LOCAL GIFT CARD



County Wexford
Chamber
Advancing business together

Corporate Purchase User Guide Step-by-Step

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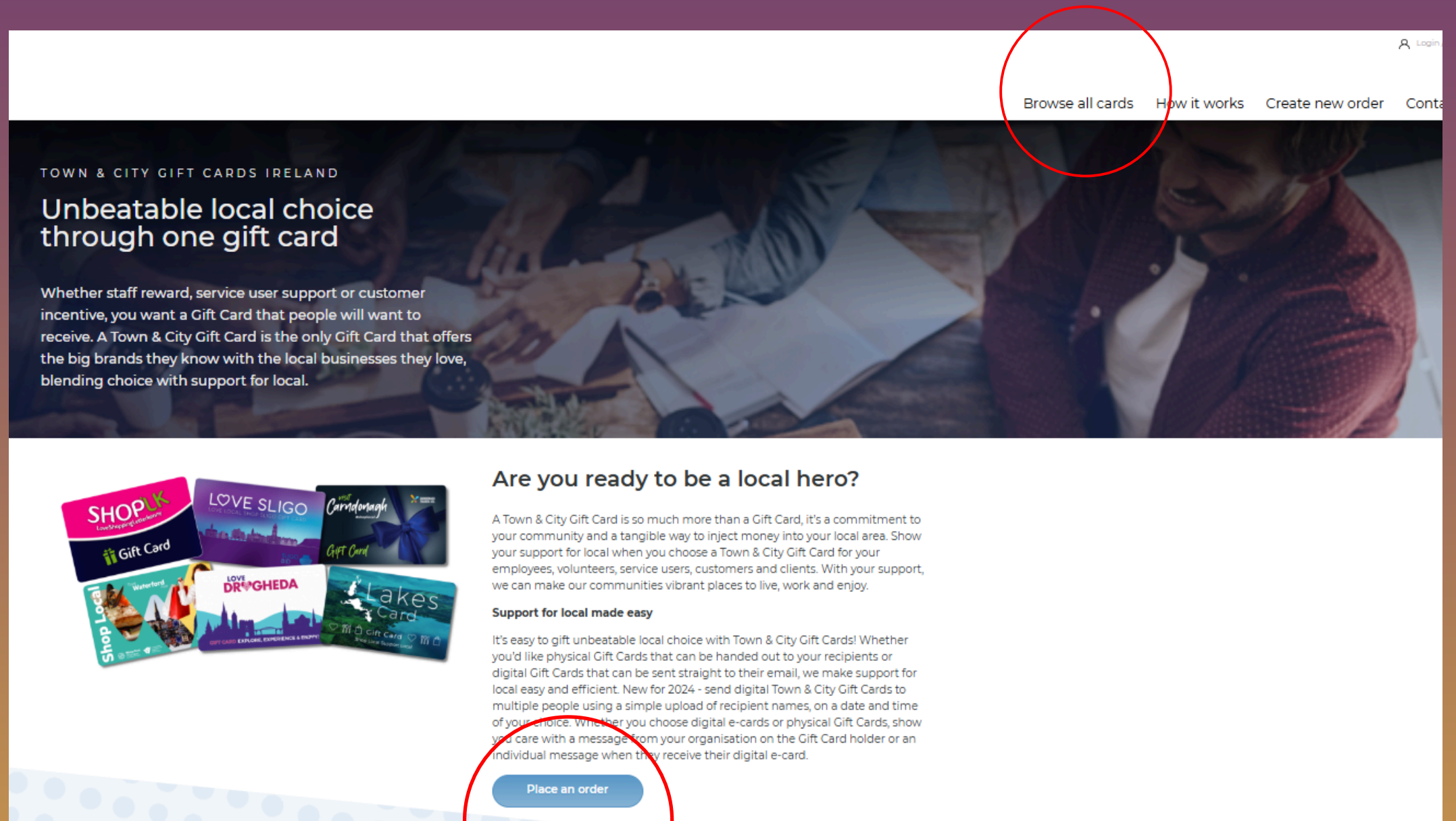
Ordering Digital Gift Cards Step-by-Step Process

County Wexford Shop Local Gift Card

Logging in

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 message when they receive their digital e-card.

[Place an order](#)

County Wexford Shop Local Gift Card

Logging in (Contd...)

Select the County Wexford Shop Local Gift Card from the list.

Browse all cards

Have a town or city in mind? See if it's available.

List view

Map view

Search for a card

Search city

Filter by region

☐ Connaught

☐ Leinster

☐ Munster


☐ Ulster

All cards


Physical cards

e-cards

Connaught




Lakes Gift Card




Sligo Gift Card


Leinster



County Wexford Shop Local Gift Card



Drogheda Gift Card



Kilkenny Gift Card

Munster

4

County Wexford Shop Local Gift Card

Logging in (Contd...)

Choose from Physical or E-Card.

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

1 Select your cards


2 Billing details

3 Delivery

4 Payment

5 Summary

Select your cards





Town & City Gift Card

County Wexford Shop Local Gift Card

Value	Quantity
Select	1

Select a card type

Physical card 

e-card 

Your order

Your cart is currently empty
Select a card to begin your order

County Wexford Shop Local Gift Card

Physical Gift Card orders



County Wexford Shop Local Gift Card

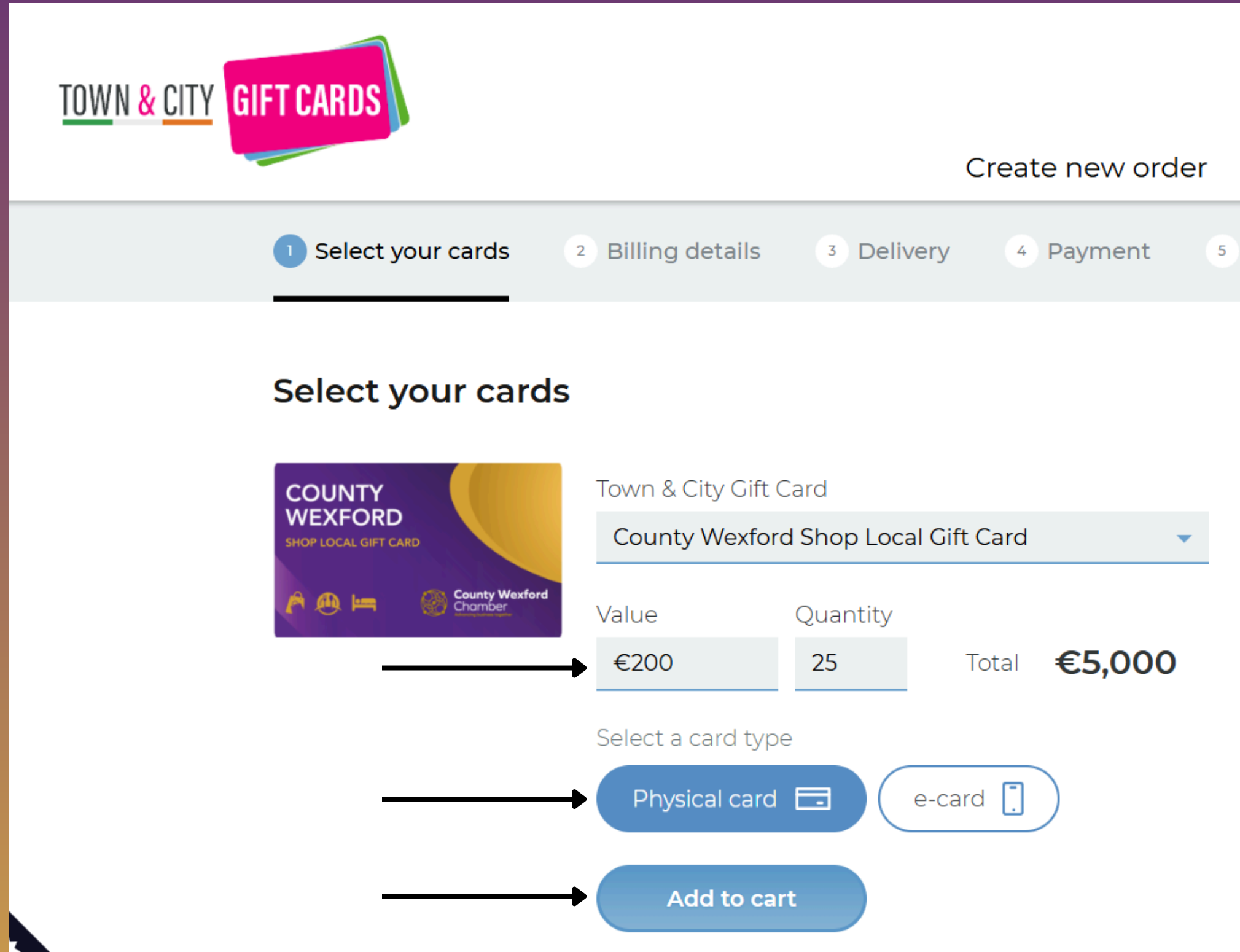
Step 1:

Select 'Physical card'

Select the Gift Card Value

Select the Quantity

Click 'Add to Cart'




The screenshot shows the 'Town & City GIFT CARDS' checkout interface. At the top right is a 'Create new order' link. Below it is a progress bar with five steps: 1. Select your cards (active), 2. Billing details, 3. Delivery, 4. Payment, and 5. Summary. The main heading is 'Select your cards'. On the left is an image of a 'COUNTY WEXFORD SHOP LOCAL GIFT CARD' featuring the County Wexford Chamber logo. To the right, a dropdown menu shows 'Town & City Gift Card' with 'County Wexford Shop Local Gift Card' selected. Below this, there are input fields for 'Value' (€200) and 'Quantity' (25), with a 'Total' of €5,000. Underneath, a 'Select a card type' section has two buttons: 'Physical card' (selected) and 'e-card'. At the bottom is a large blue 'Add to cart' button. Arrows from the text on the left point to the 'Physical card' button, the 'Value' field, the 'Quantity' field, and the 'Add to cart' button.

Town & City GIFT CARDS

Create new order

1 Select your cards 2 Billing details 3 Delivery 4 Payment 5 Summary



Select your cards



Town & City Gift Card
County Wexford Shop Local Gift Card

Value	Quantity	Total
€200	25	€5,000

Select a card type

Physical card  e-card 

Add to cart

County Wexford Shop Local Gift Card


Step 2:

Repeat the process to add cards of other values

Or

Click 'Continue'

Select your cards





Town & City Gift Card

County Wexford Shop Local Gift Card

Value	Quantity
Select	1



Select a card type

Physical card  e-card 

⚠ Just so you know, physical cards and e-cards can only be purchased separately. If you plan to order the other card type as well, you will have to complete your current order first.

[Learn how physical card delivery works.](#)

Your order

Item	Qty	Total
 Physical card		
€200		
County Wexford Shop Local Gift Card	25	€5,000.00
 Remove		
DPD	1	€9.50
Order total:		€5,009.50

Continue

County Wexford Shop Local Gift Card

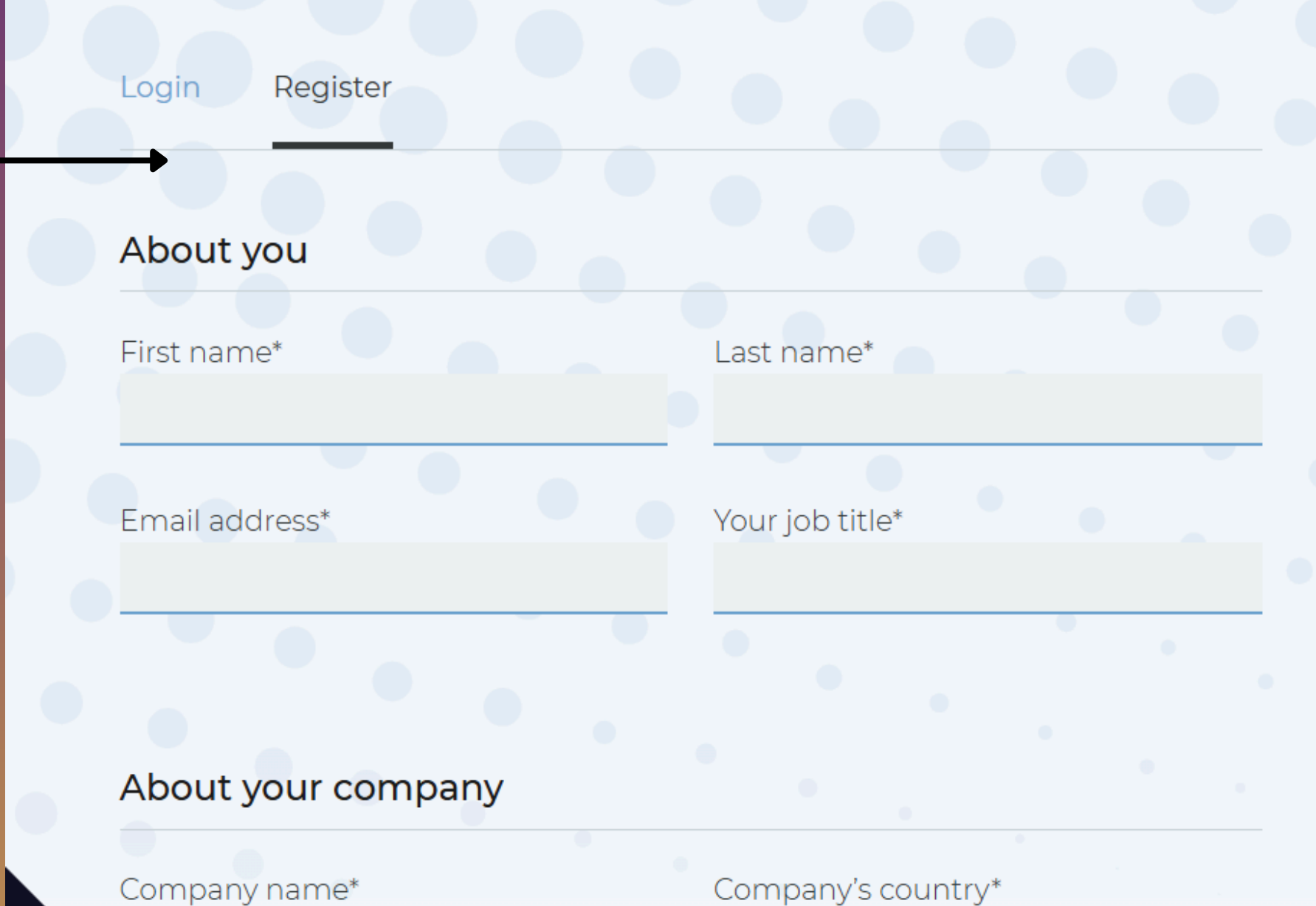
Step 3:

'Login' or 'Register'

For first time users, please
click 'Register'

Subsequently you can
click 'Login'

Then click 'Continue'



The registration form is titled 'About you' and 'About your company'. It features a progress bar at the top with 'Login' and 'Register' tabs. The 'Register' tab is active, indicated by a black arrow pointing to it. The form contains several input fields: 'First name*', 'Last name*', 'Email address*', 'Your job title*', 'Company name*', and 'Company's country*'. The 'Email address*' field is highlighted with a blue border. The form is set against a background of light blue polka dots.

Login Register

About you

First name*

Last name*

Email address*

Your job title*

About your company

Company name*

Company's country*

County Wexford Shop Local Gift Card

Step 4:

Complete all details
and click 'Register'.

Complete all billing
details that follow and
click continue.

Billing details

As part of our security process, we require that you create an account with us, please provide your details

[Login](#) [Register](#)

About you

First name*

Last name*

Email address*

Your job title*

About your company

Company name*

Company's country*

Select country



Address line 1*

Town / city*

County

Postcode*

Registered company number

VAT registration no (if applicable)

Choose a password

Password*

Repeat password*

☐ I agree to the [terms & conditions](#) of sale*

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

Register



County Wexford Shop Local Gift Card

Step 5:

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

Once complete, 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

Your order

Item	Qty	Total
 Physical card		
€200 County Wexford Shop Local Gift Card	25	€5,000.00
 Remove		
DPD	1	€9.50

Order total: **€5,009.50**

[Back](#)

[Continue](#)

County Wexford Shop Local Gift Card


Step 6:

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'

You selected:

**Physical Gift Cards**
We will get those delivered directly to you so you can distribute them directly to your recipients.

Delivery details

Address Book
Add New Address

First name *

TESTING



Last name *

TEST

Phone *

053 9122226

Your order

Item	Qty	Total
 Physical card		
€200		
County Wexford Shop Local Gift Card	25	€5,000.00
 Remove		
DPD	1	€9.50
Order total:		€5,009.50
Back	Continue	

County Wexford Shop Local Gift Card

Step 7:

Postage Options:
All Orders are now
shipped by DPD, which
will include tracking info
for all orders

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

You will receive tracking information once your order has been shipped

DPD

€9.50



For the latest shipping news please visit

<https://corporate.townandcitygiftcards.com/latest-shipping-delays/>

Any special instructions regarding your order?

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

County Wexford Shop Local Gift Card

Step 8:

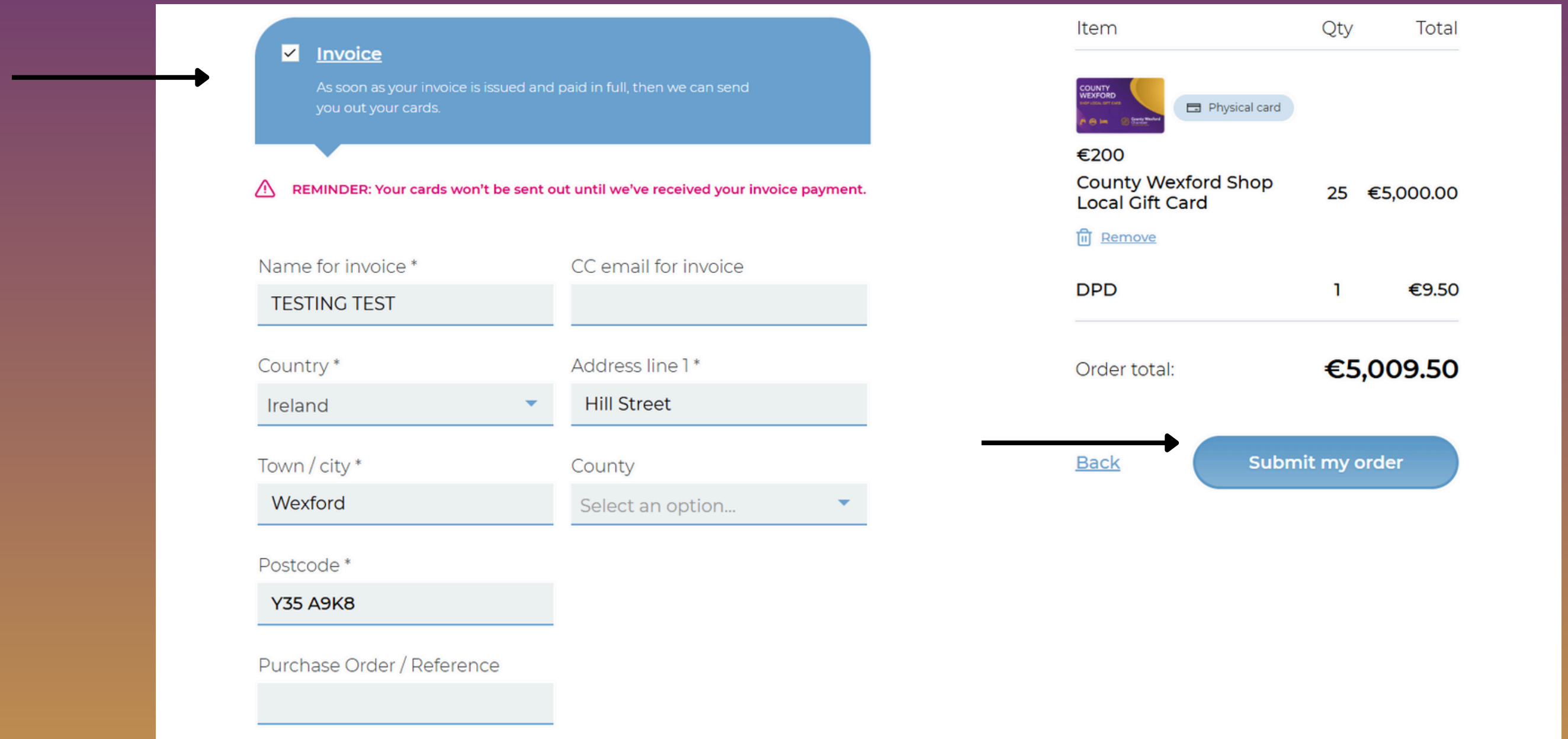
Payment Options:

Select Invoice, then enter the details as you would like them to appear on the invoice.

Once completed, select 'Submit My Order'

Payment must be received prior to cards being issued.

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



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

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

Name for invoice *
TESTING TEST

CC email for invoice

Country *
Ireland


Address line 1 *
Hill Street

Town / city *
Wexford

County
Select an option...

Postcode *
Y35 A9K8

Purchase Order / Reference

Item	Qty	Total
 Physical card		
€200		
County Wexford Shop Local Gift Card	25	€5,000.00
Remove		
DPD	1	€9.50
Order total:		€5,009.50

[Back](#) [Submit my order](#)

County Wexford Shop Local Gift Card

Step 9:

Order Confirmation:

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

Please remember to check your spam or junk folder!

Order #8057

Thank you Today!

Your order is being processed and we'll send confirmation to you at simmi+1@countywexfordchamber.ie

Shipping address

Today Test
Happy Place Inc
Hill Street
Wexford
Wexford
Y35WR99

Customer details

Today Test
The Boss
Happy Place Inc

simmi+1@countywexfordchamber.ie


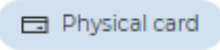

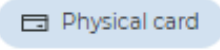
Payment by Invoice

Today Test
simmi+1@countywexfordchamber.ie

Invoice / billing address

Hill Street
Wexford
Wexford
Y35WR99

Your order

Item	Qty	Total
 		
County Wexford Shop Local Gift Card	20	€500.00
 		
County Wexford Shop Local Gift Card	1	€300.00
Shipping:	1	€3.00
Order total:		€803.00

[Go to your account](#)

County Wexford Shop Local Gift Card

E-Card orders



County Wexford Shop Local Gift Card

Step 1:

Select 'e-card'

Select the Gift Card Value

Select the Quantity

Click 'Add to Cart'

Repeat the processes
from pages 9-11

1 Select your cards


2 Billing details

3 Delivery

4 Payment

5 Summary

Select your cards



Town & City Gift Card

County Wexford Shop Local Gift Card

Value

€25


Quantity


20

Total

€500

Select a card type

Physical card 

e-card 

Add to cart

Your order

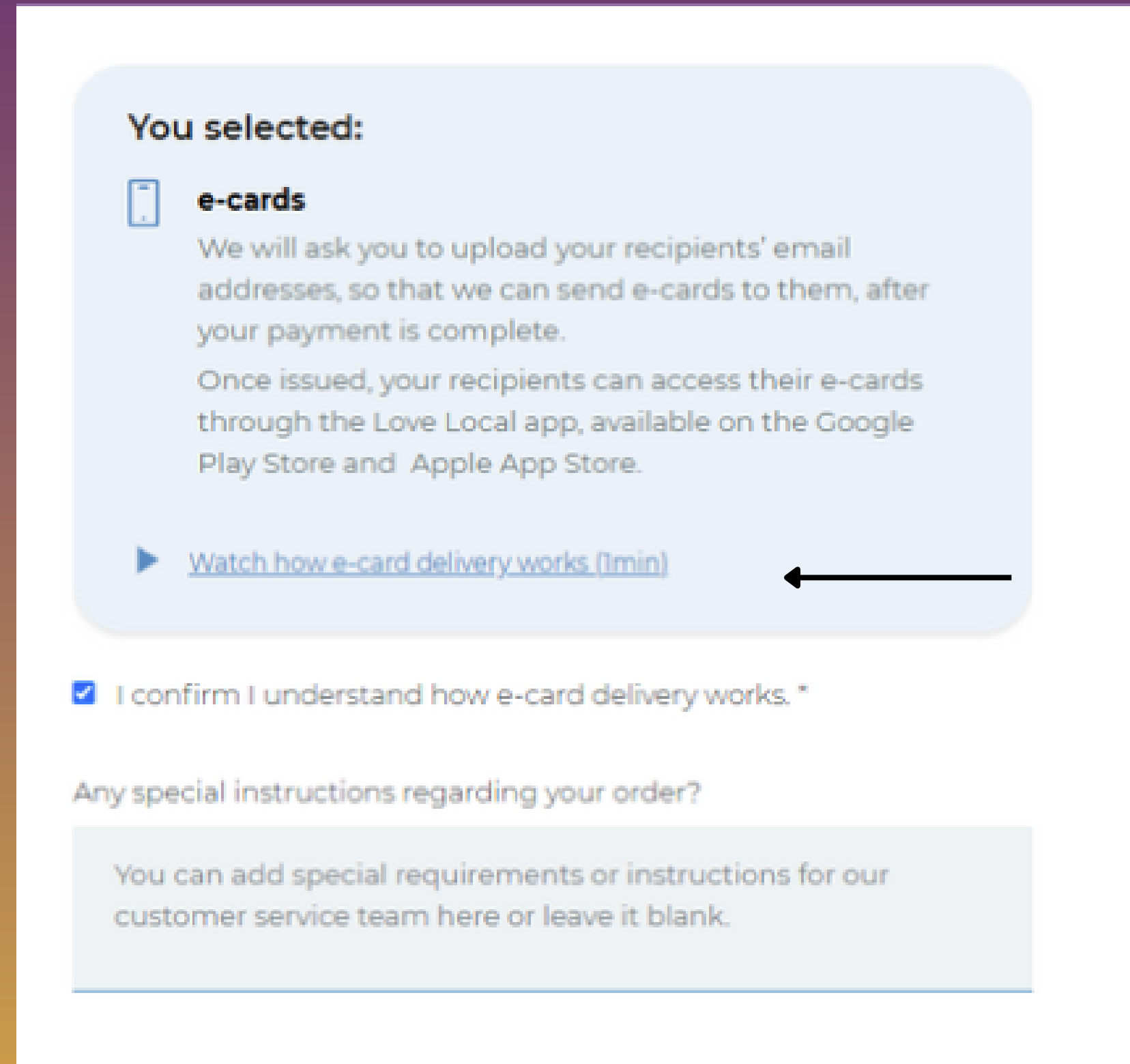
Your cart is currently empty
Select a card to begin your order

County Wexford Shop Local Gift Card

Step 2: The main difference between physical and e-cards relates to the delivery of the e-cards E-Card Delivery.


E-Cards have a different process for delivery, please take note of all details, and watch the video provided on the website.

Tick to confirm you understand and click 'Continue'




The screenshot shows a web form for selecting e-card delivery. It features a light blue rounded rectangle containing the text 'You selected:' followed by a smartphone icon and 'e-cards'. Below this, it explains that recipients' email addresses will be used for delivery and that e-cards can be accessed via the 'Love Local' app on Google Play or the Apple App Store. A link with a play button icon says 'Watch how e-card delivery works (1min)'. An arrow points from this link to the right. Below the blue box is a checkbox that is already checked, with the text 'I confirm I understand how e-card delivery works. *'. At the bottom, there is a text input field with the placeholder 'Any special instructions regarding your order?' and a light blue box below it containing the text 'You can add special requirements or instructions for our customer service team here or leave it blank.'

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.

The payment process remains the same as physical cards (14-15)

County Wexford Shop Local Gift Card

Step 3:

Once your order has
been submitted

Click 'Add recipients &
schedule distribution'

Order #8061

Thank you Today!

Your order is being processed and we'll send confirmation to you at
simmi+1@countywexfordchamber.ie

Shipping address

N/A

Customer details

Today Test
The Boss
Happy Place Inc

simmi+1@countywexfordchamber.ie



Payment by Invoice

Today Test
simmi+1@countywexfordchamber.ie

Invoice / billing address

Hill Street
Wexford
Wexford
Y35WR99

Your order

Item	Qty	Total
 		
County Wexford Shop Local Gift Card	20	€500.00

Order total: **€519.80**

[Add recipients & schedule distribution](#)

County Wexford Shop Local Gift Card

Step 4:

You can complete this step at any time.

REMINDER

Your e-cards will not be sent until 'Status' changes to 'Invoice Paid'



Click 'Add recipients & schedule distribution'

[< Back to dashboard](#)

Order details

07 Nov 2024 | Order #8061

Status: Invoice payment pending ←

Product	Type	Value	Qty	Total
 County Wexford Shop Local Gift Card	 e-card	25	20	€500
Shipping Cost				€0

Order total:

€519.80

Add recipients & schedule distribution

←

County Wexford Shop Local Gift Card

Step 5:

See 'How to use our template' for instructions and then download the .CSV template, fill in the names of those receiving the cards. Then click 'Add recipients'.




REMINDER




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

[< 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	Type	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.

☐ [Send cards now \(unavailable\)](#)
Please note it may take a few minutes for the e-cards to arrive with your recipients.

☐ [Schedule delivery \(unavailable\)](#)
Schedule cards to be sent out at a specific date up to 6 months in advance.

[Send/Schedule](#)

County Wexford Shop Local Gift Card

Step 6:


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


Then click 'Save'

Alternatively, click 'Upload recipient information later'

[< Back to send cards](#)

Add recipients

Product	Value	Qty
 County Wexford Shop Local Gift Card	25	20

[Upload a CSV file](#)  or enter manually below

Enter recipients names and email addresses. Press enter to submit.

Name	Email address	Add a gift message? (0/250)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add

Name	Email	Message
Clear all		
Entries: 0 / 20		

[Save](#)

[Upload recipient information later](#)

County Wexford Shop Local Gift Card

Step 7:

You will be brought back to this page and once you have received a 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	Type	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.

☐ [Send cards now \(unavailable\)](#)

Please note it may take a few minutes for the e-cards to arrive with your recipients.

☐ [Schedule delivery \(unavailable\)](#)

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

Send/Schedule

By choosing County Wexford Shop Local Gift Cards for your team, you're not just giving a gift, you're investing in the businesses that make County Wexford thrive.

Let's keep our local economy strong, together.