County Wexford Chamber
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Corporate Purchase User Guide Step-by-Step

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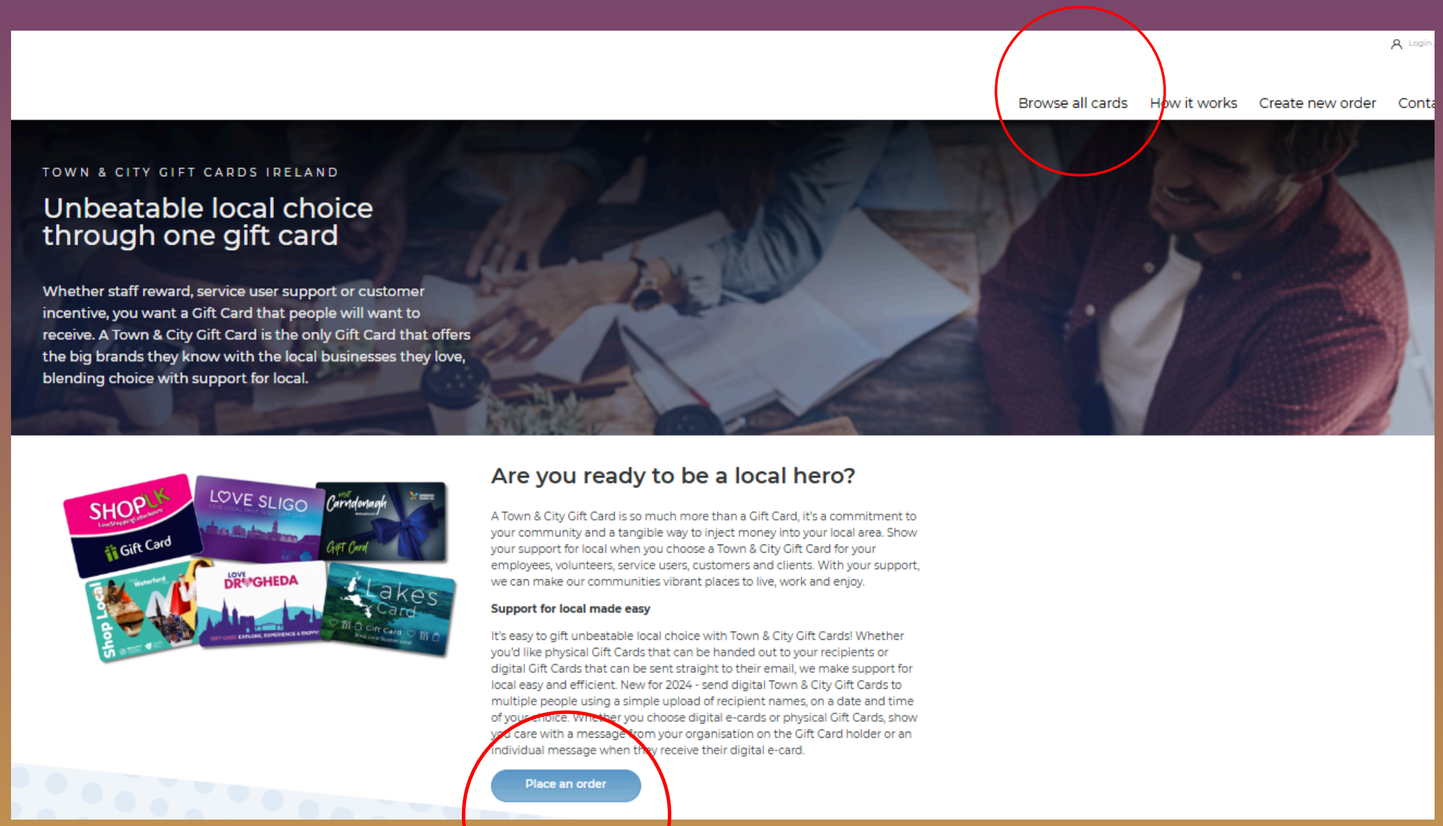
County Wexford Shop Local Gift Card

Logging in

Log onto:
www.corporate.townandcitygiftcards.ie

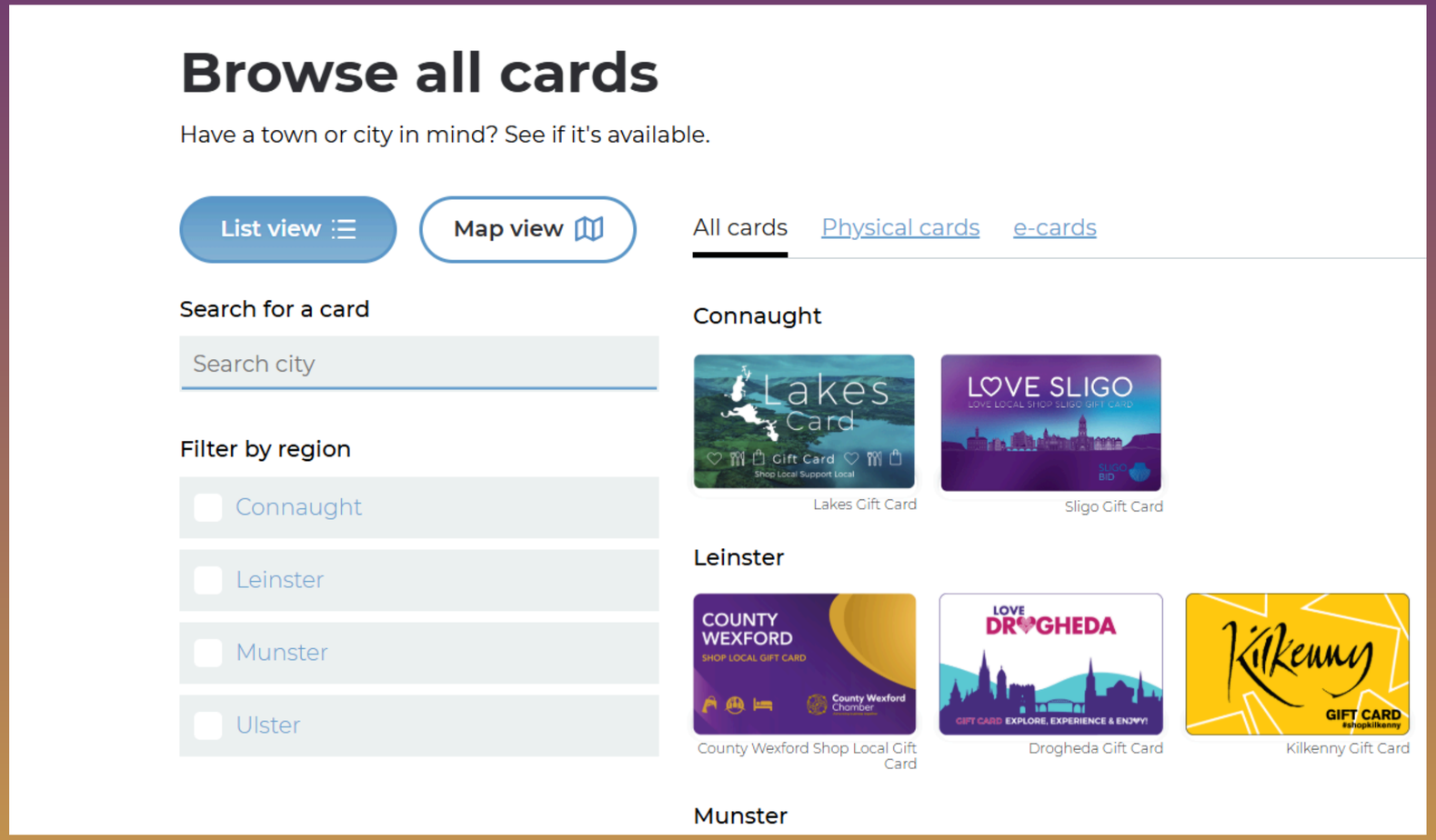
Click ‘Browse All Cards’ or ‘Place an order’



County Wexford Shop Local Gift Card

Logging in (Contd...)

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

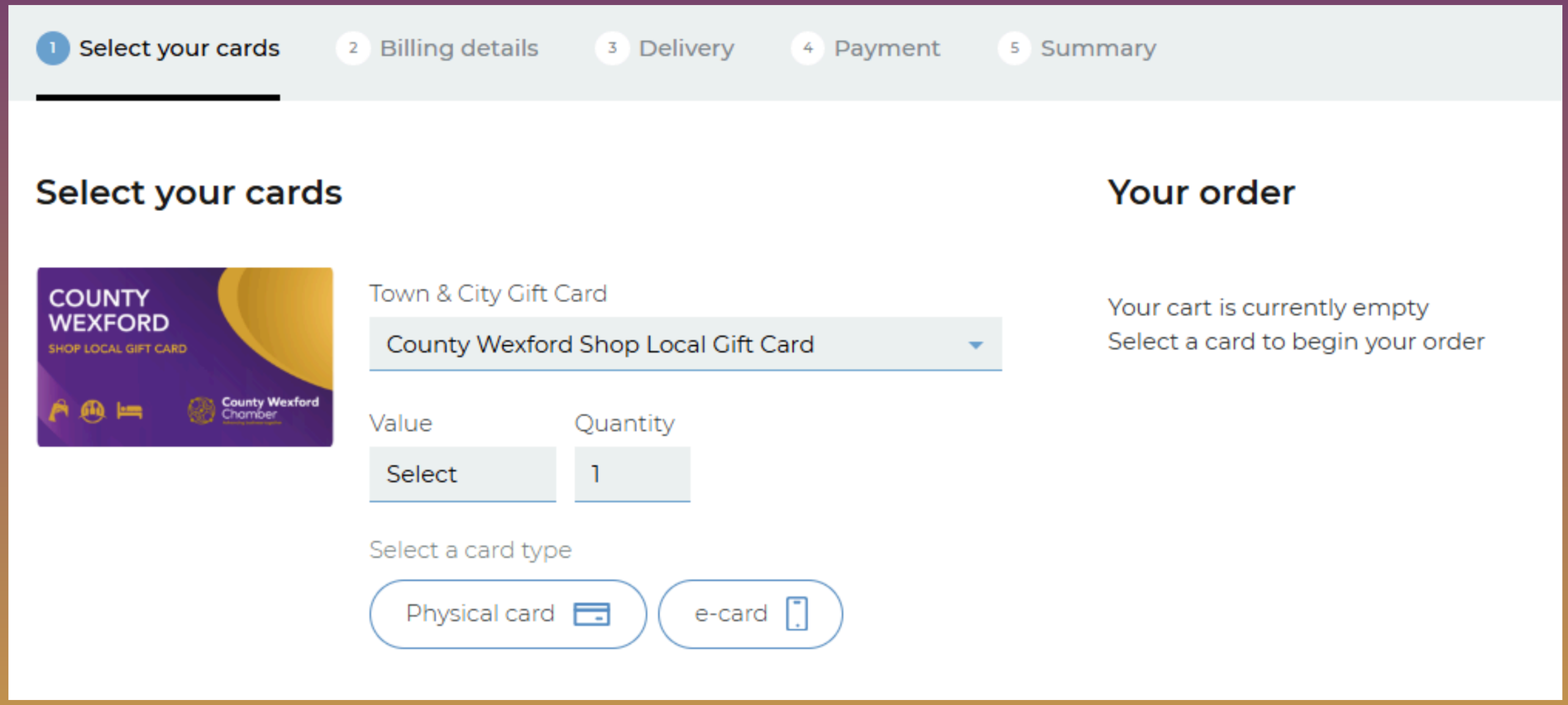


County Wexford Shop Local Gift Card

Logging in (Contd...)

Choose from Physical or E-Card.

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



County Wexford Shop Local Gift Card

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Physical Gift Card orders

County Wexford Shop Local Gift Card

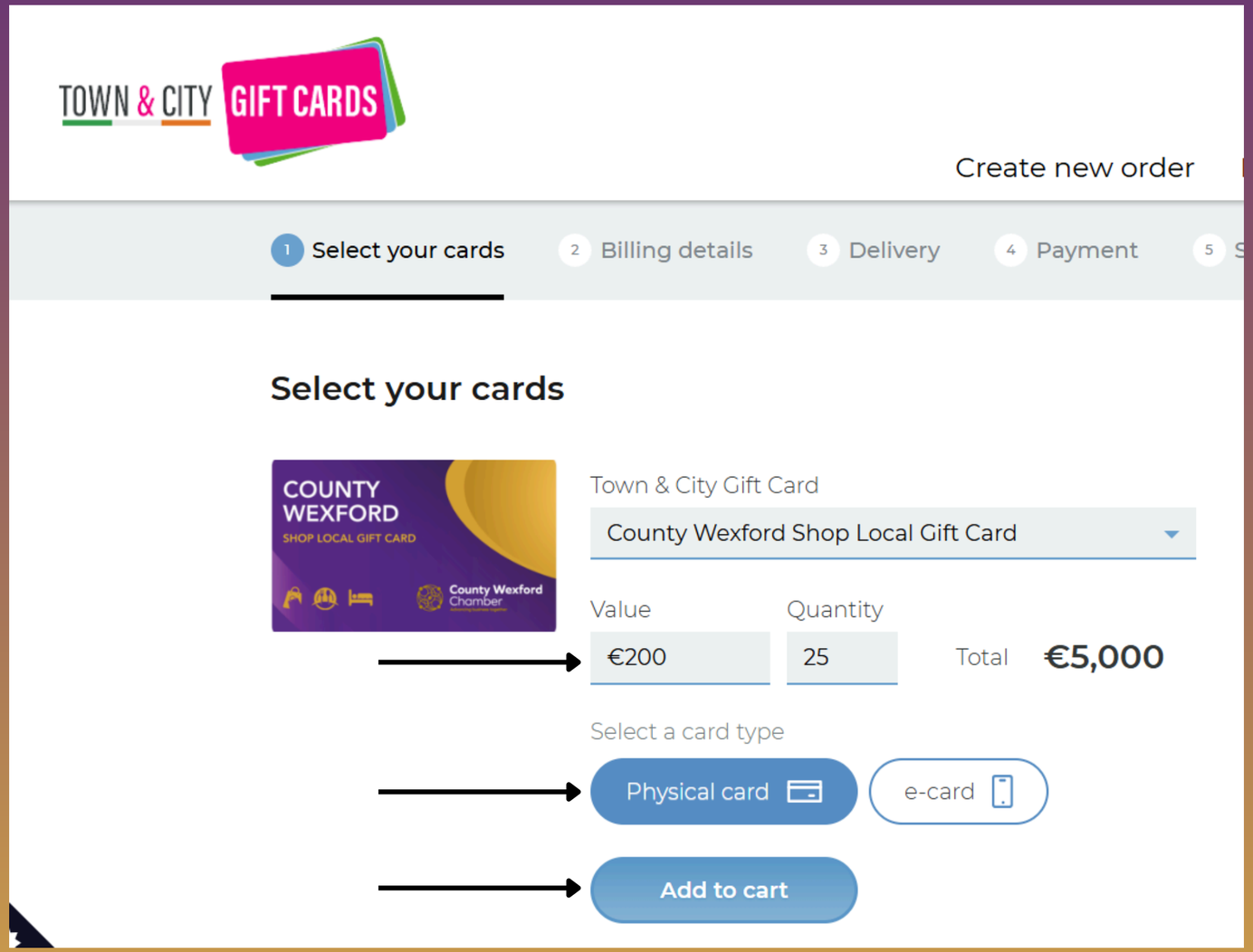
Step 1:

Select ‘Physical card’

Select the Gift Card Value

Select the Quantity

Click ‘Add to Cart’



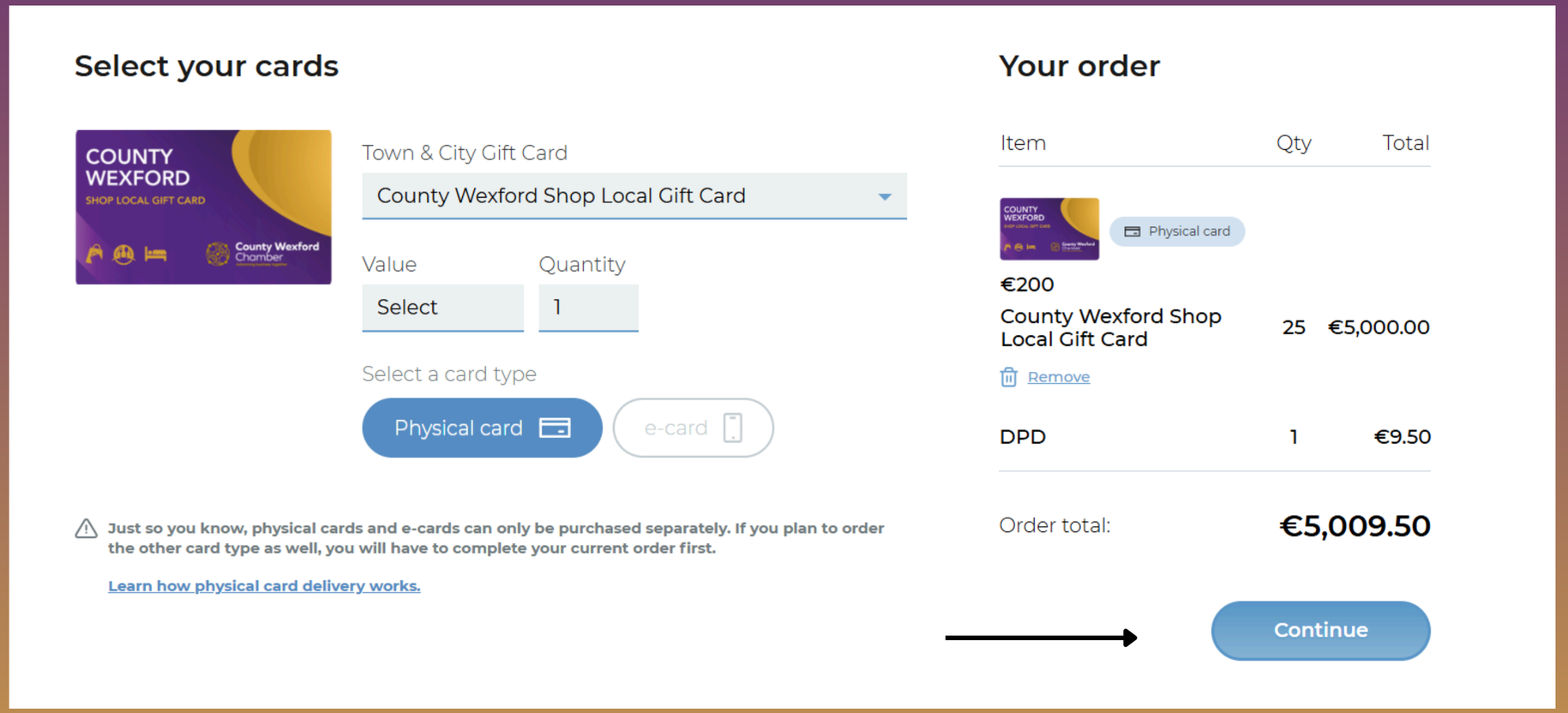
County Wexford Shop Local Gift Card

Step 2:

Repeat the process to add cards of other values

Or

Click ‘Continue’



County Wexford Shop Local Gift Card

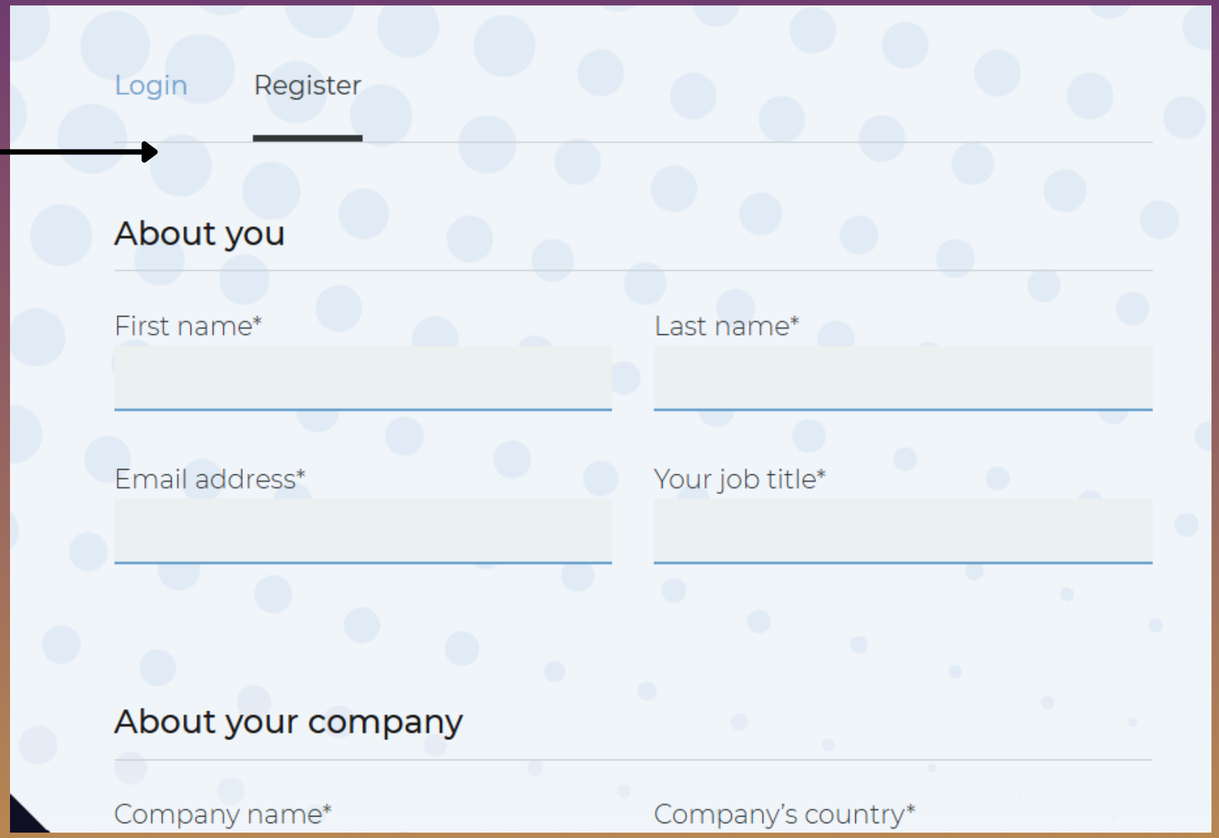
Step 3:

‘Login’ or ‘Register’

For first time users, please click ‘Register’

Subsequently you can click ‘Login’

Then click ‘Continue’



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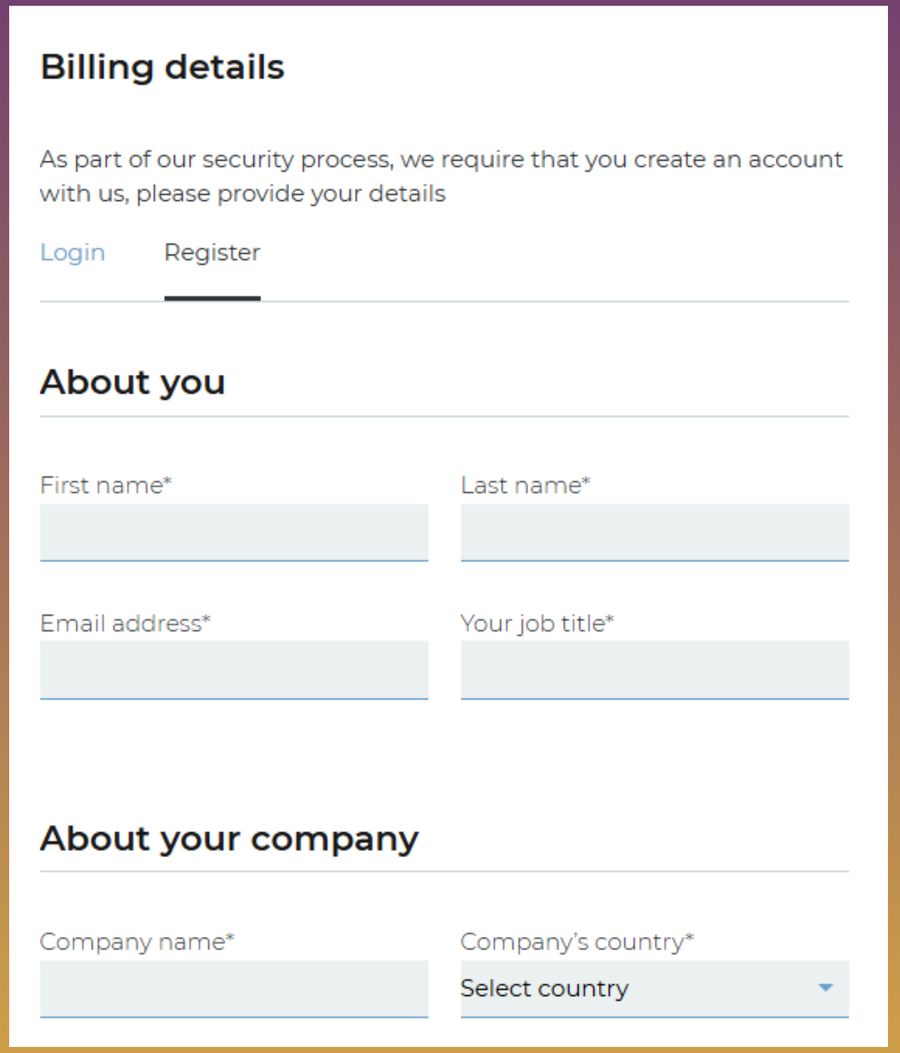
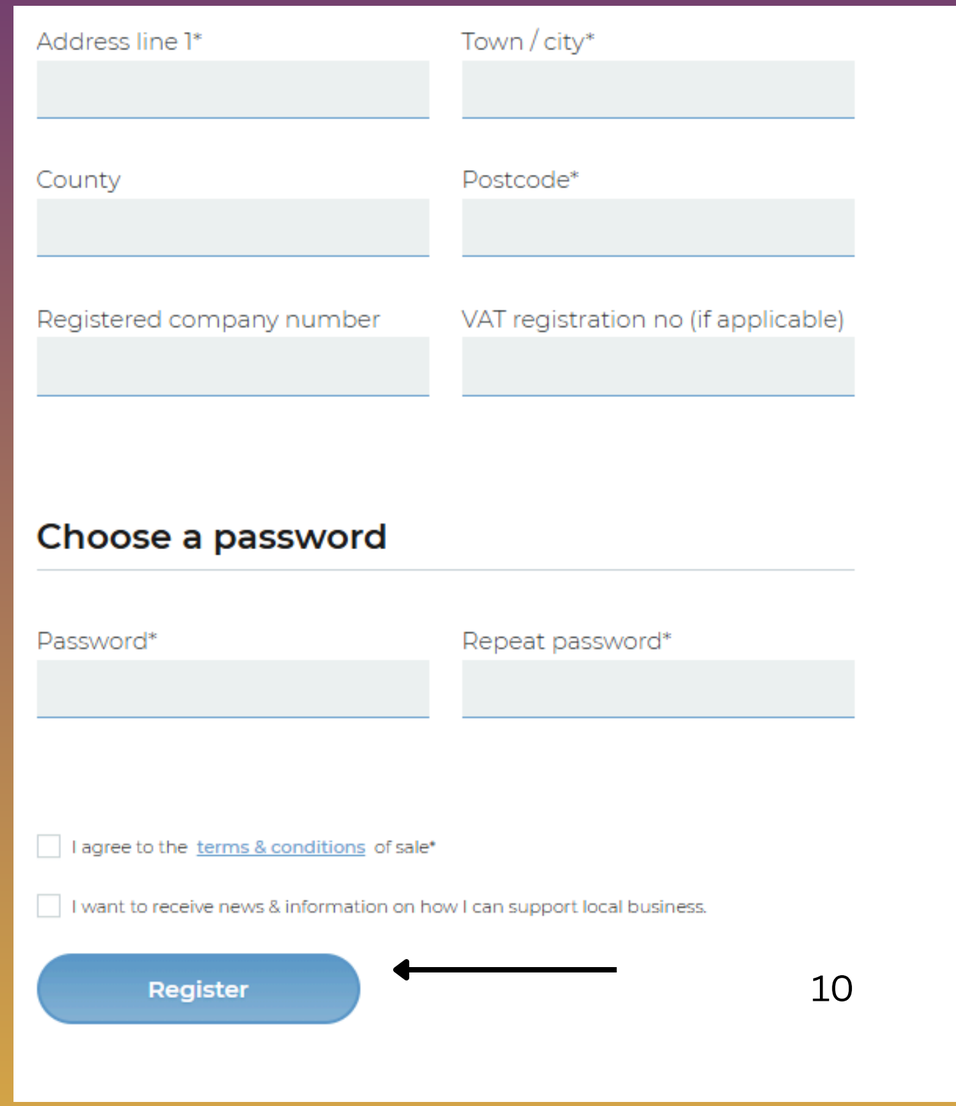
Step 4:

Complete all details and click ‘Register’.

Complete all billing details that follow and click continue.



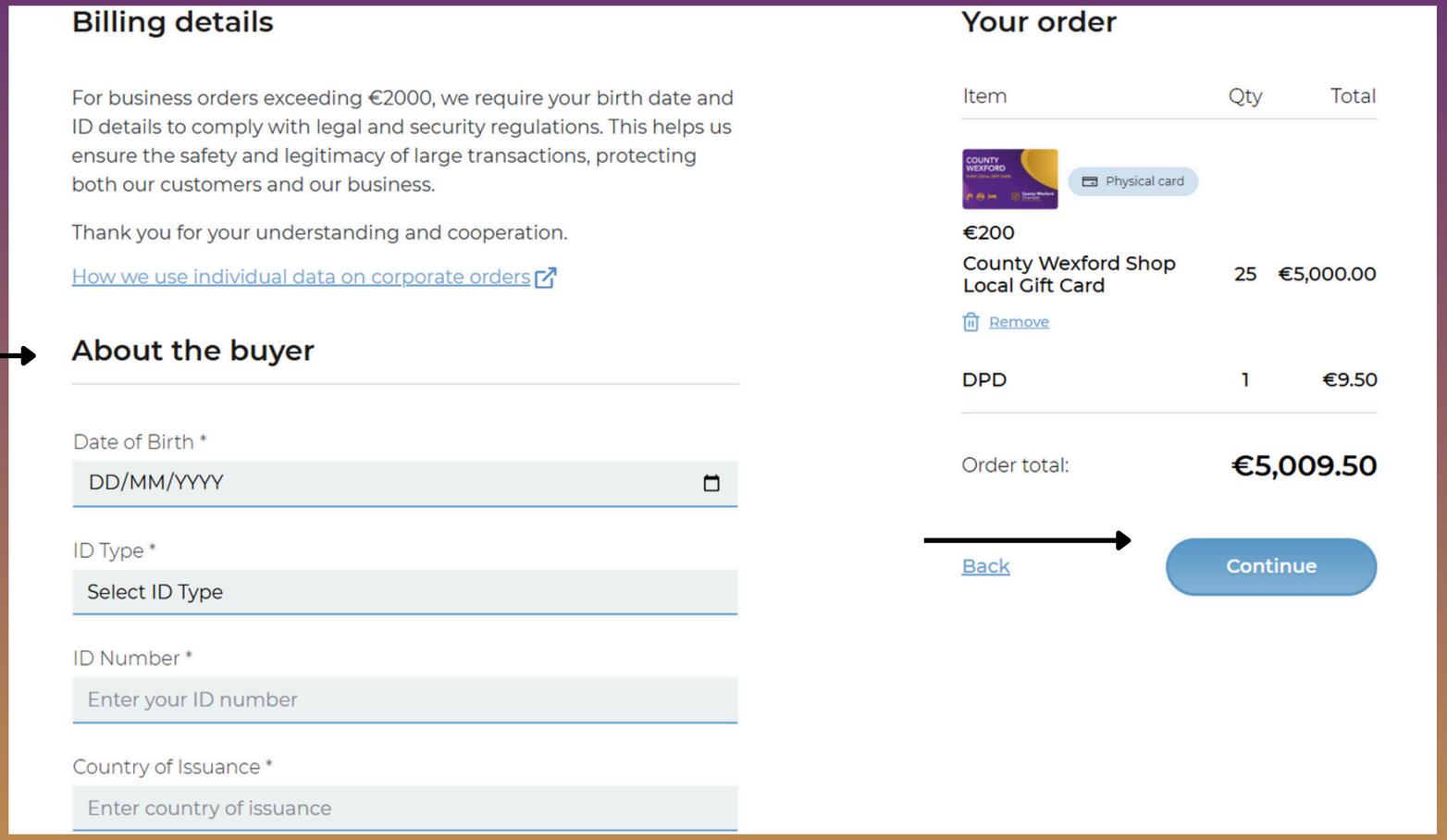


County Wexford Shop Local Gift Card

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'



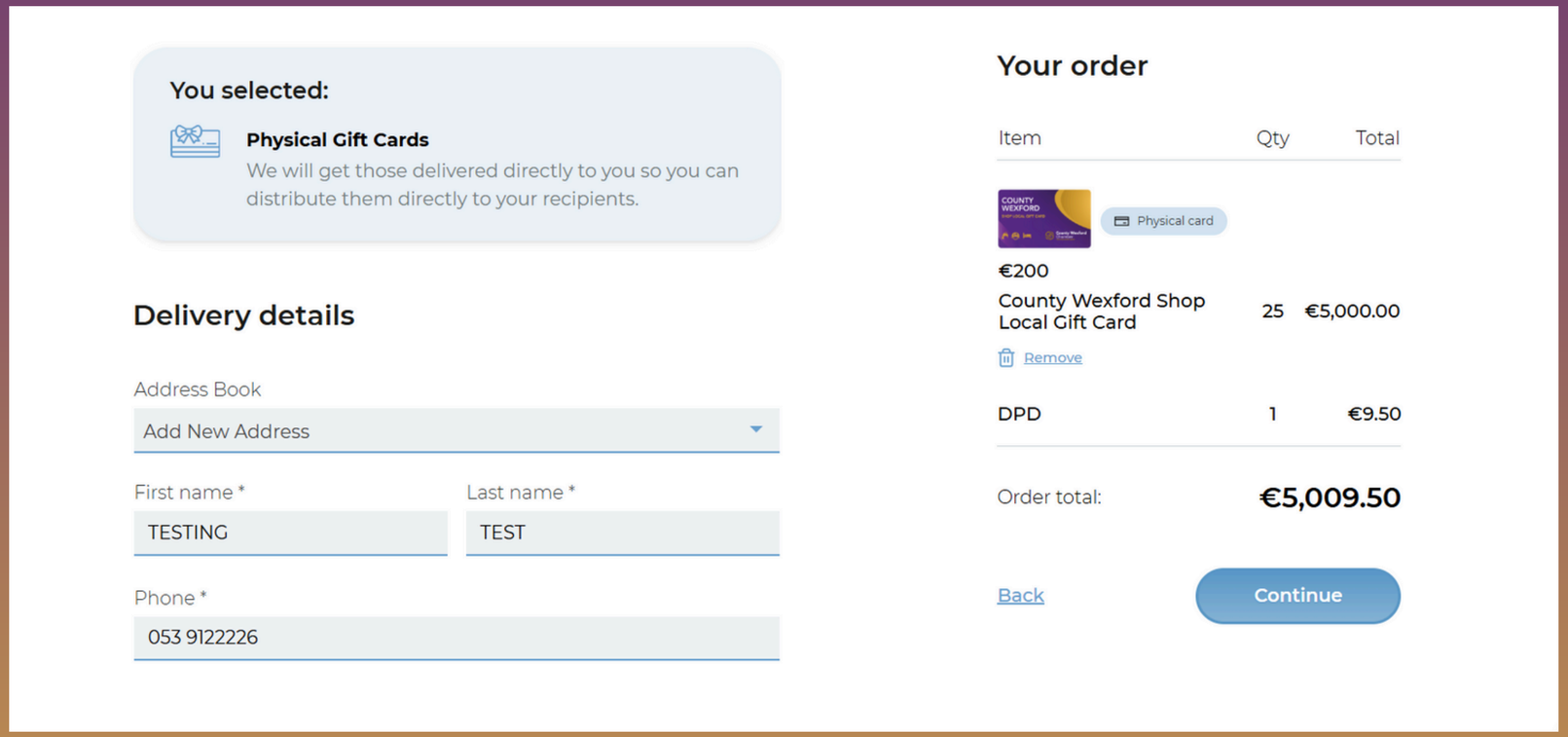
County Wexford Shop Local Gift Card

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'

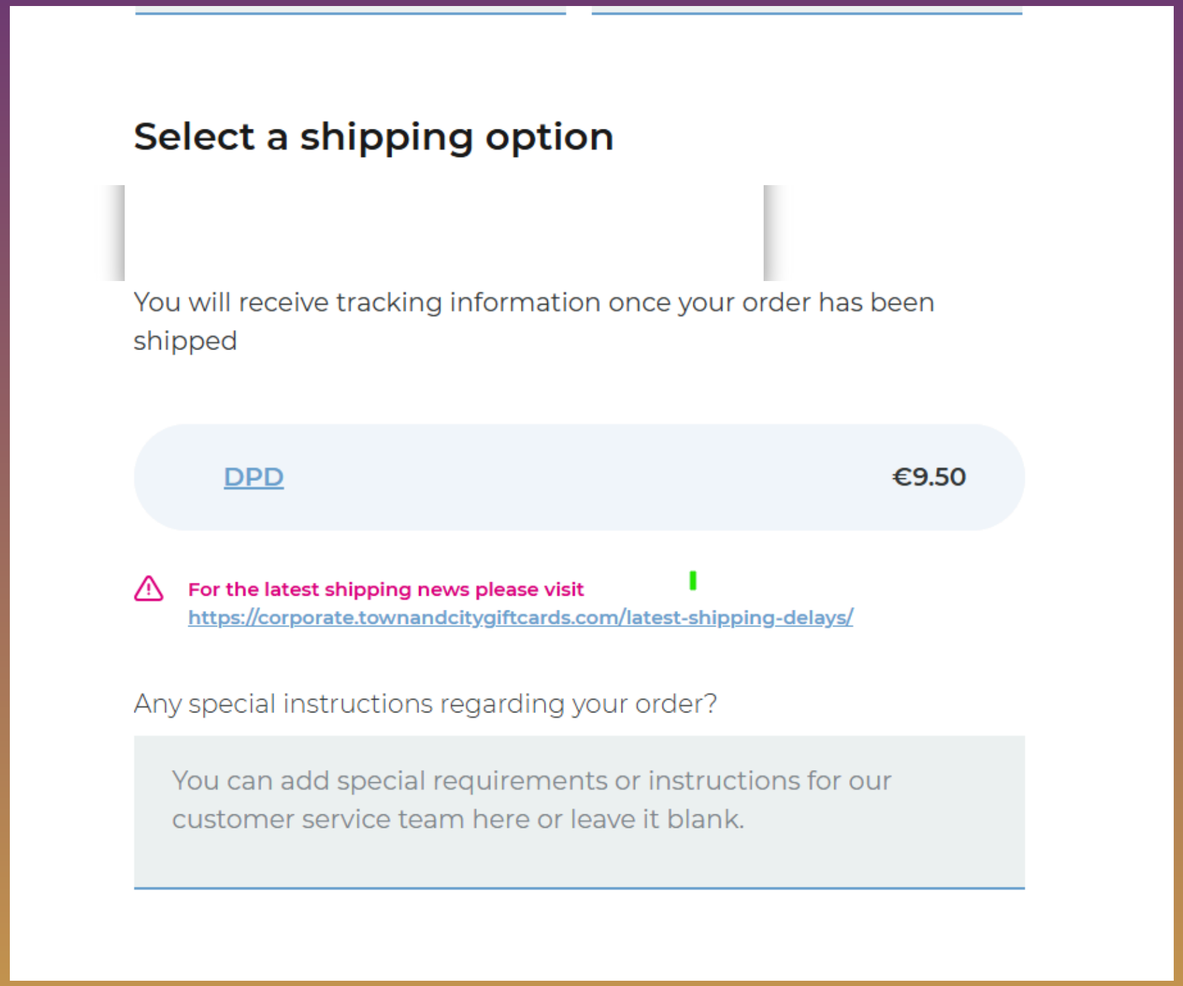


County Wexford Shop Local Gift Card

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.



County Wexford Shop Local Gift Card

Step 8:

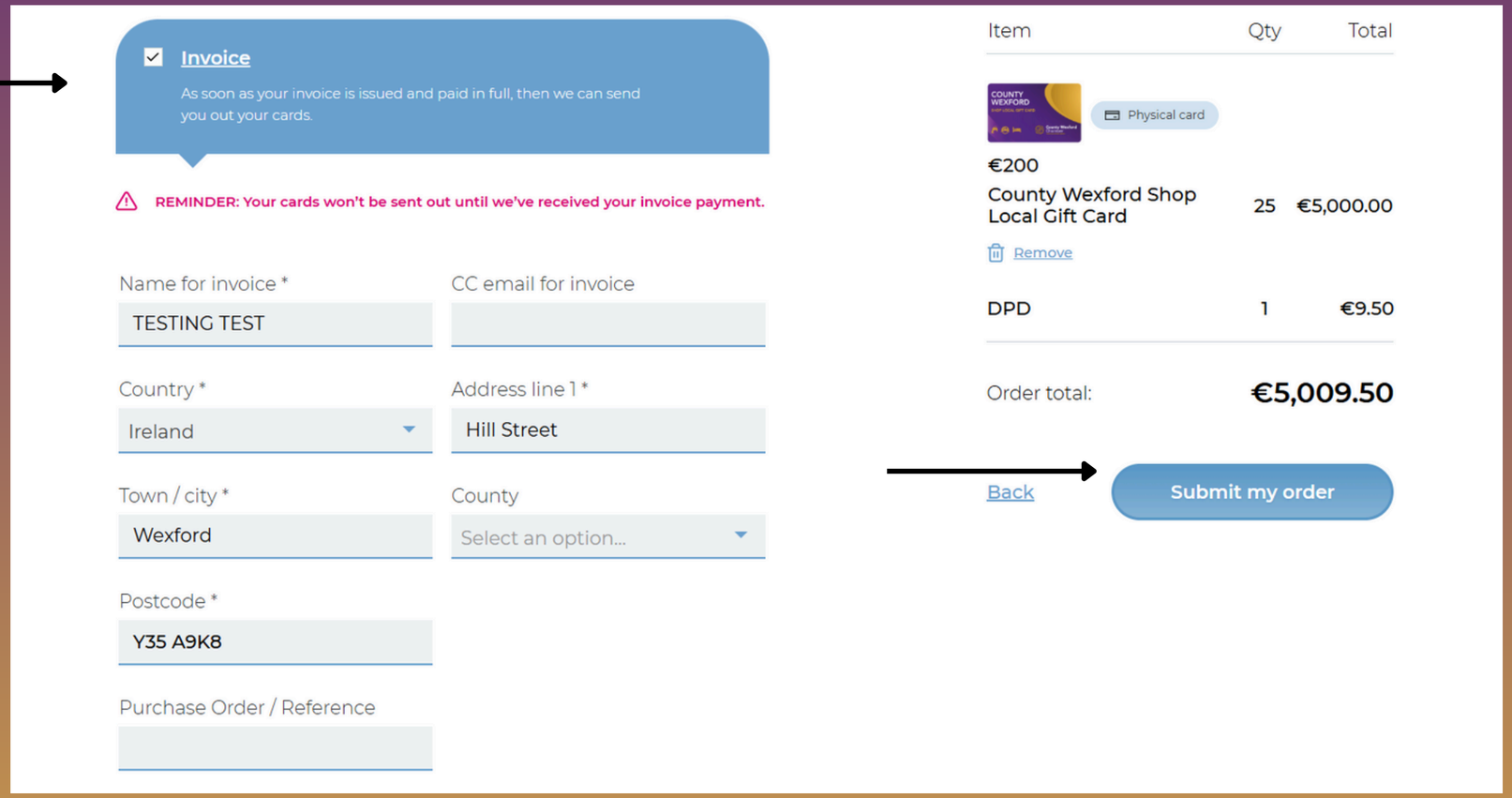
Payment Options:

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.



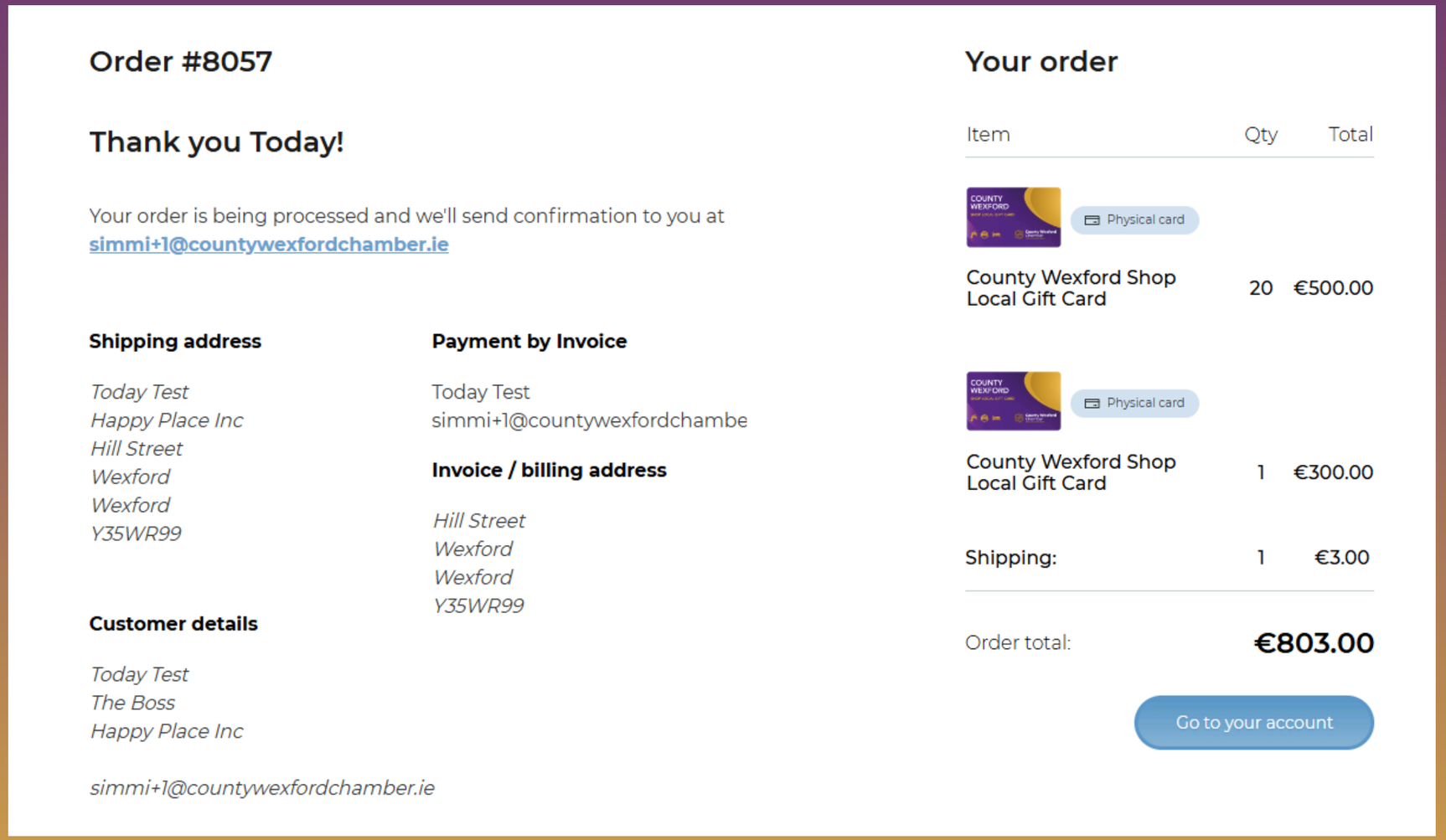
County Wexford Shop Local Gift Card

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

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

Your order

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

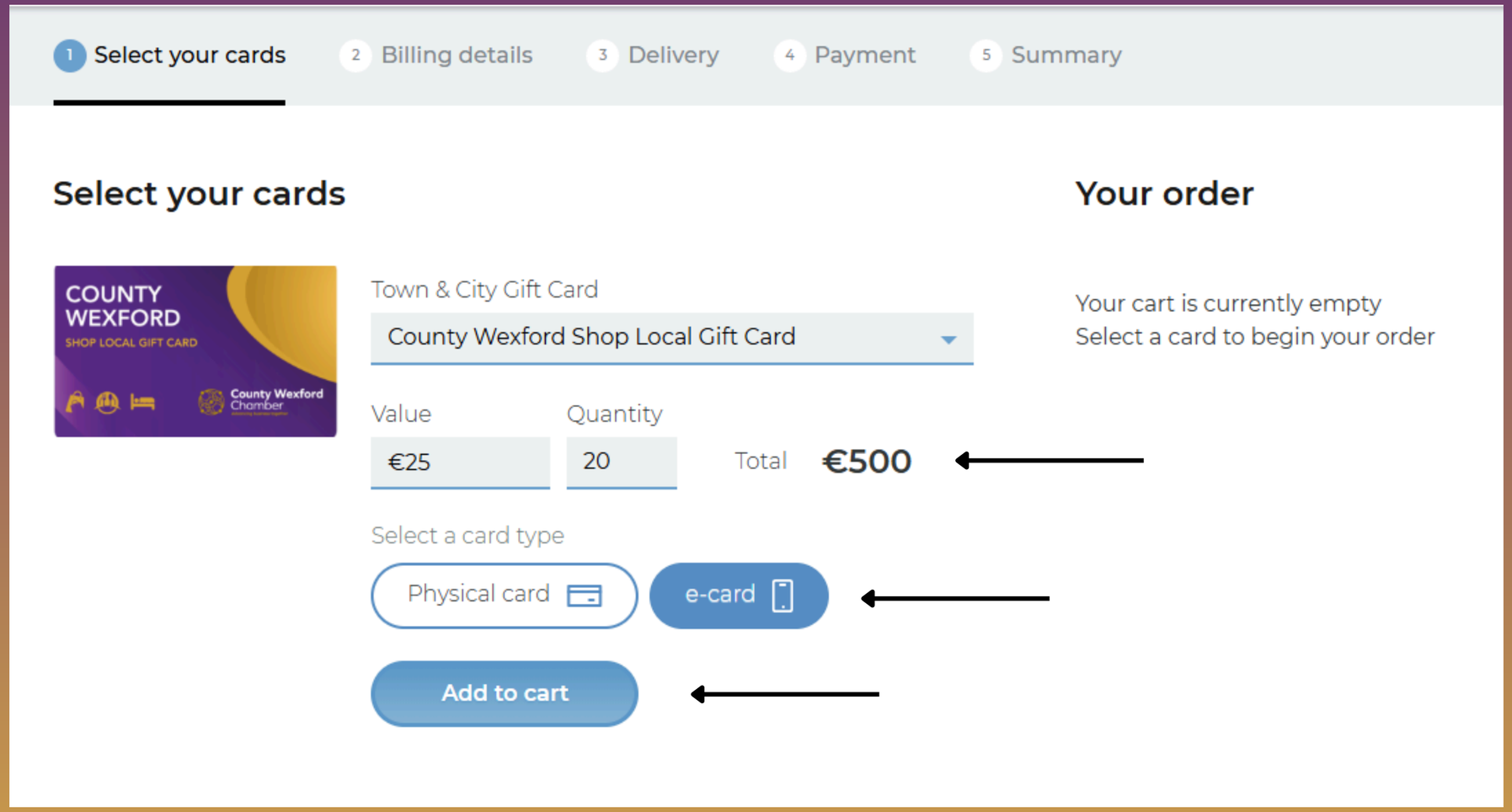
Select ‘e-card’

Select the Gift Card Value

Select the Quantity

Click ‘Add to Cart’

Repeat the processes from pages 9-11



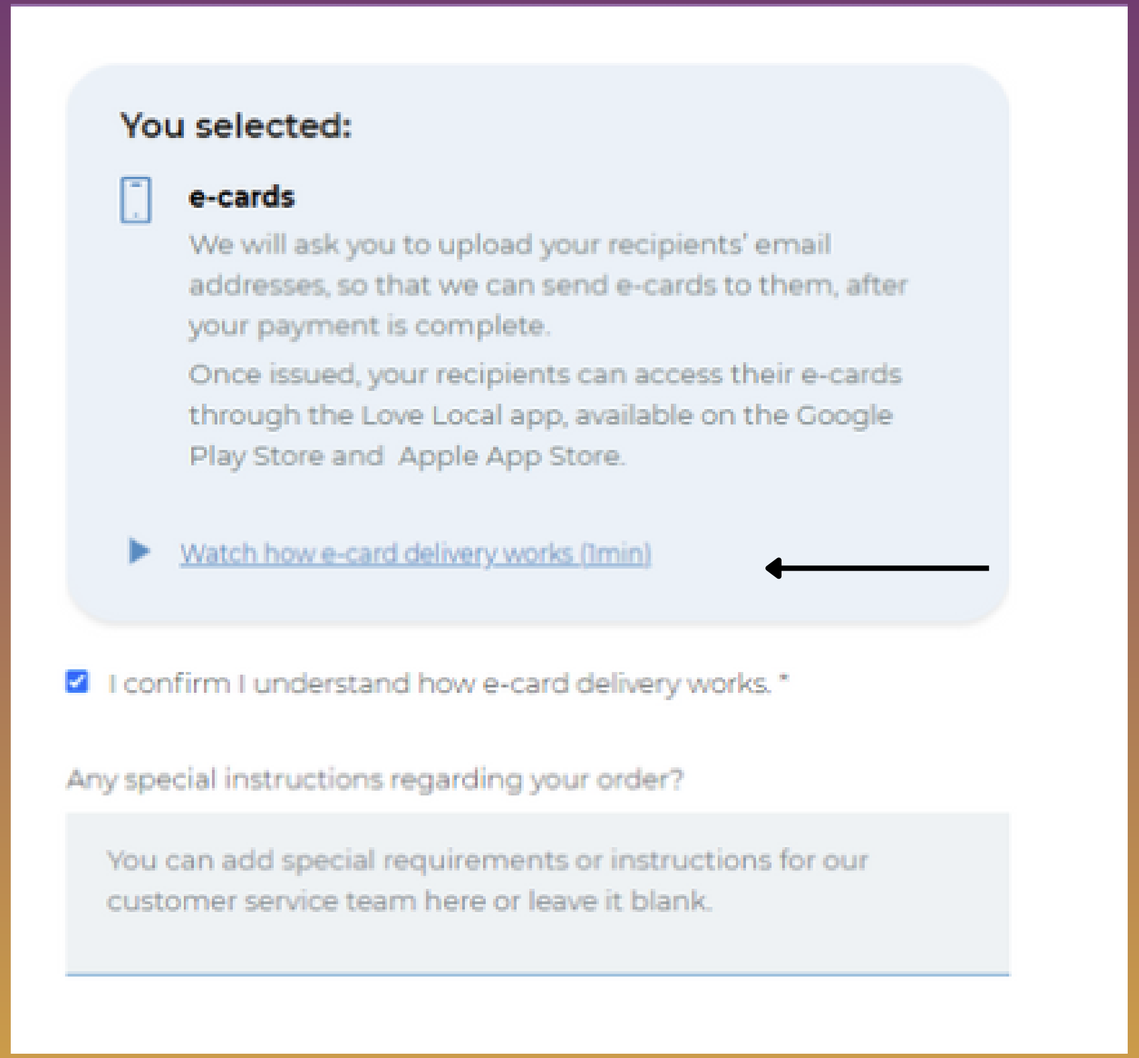
County Wexford Shop Local Gift Card

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’



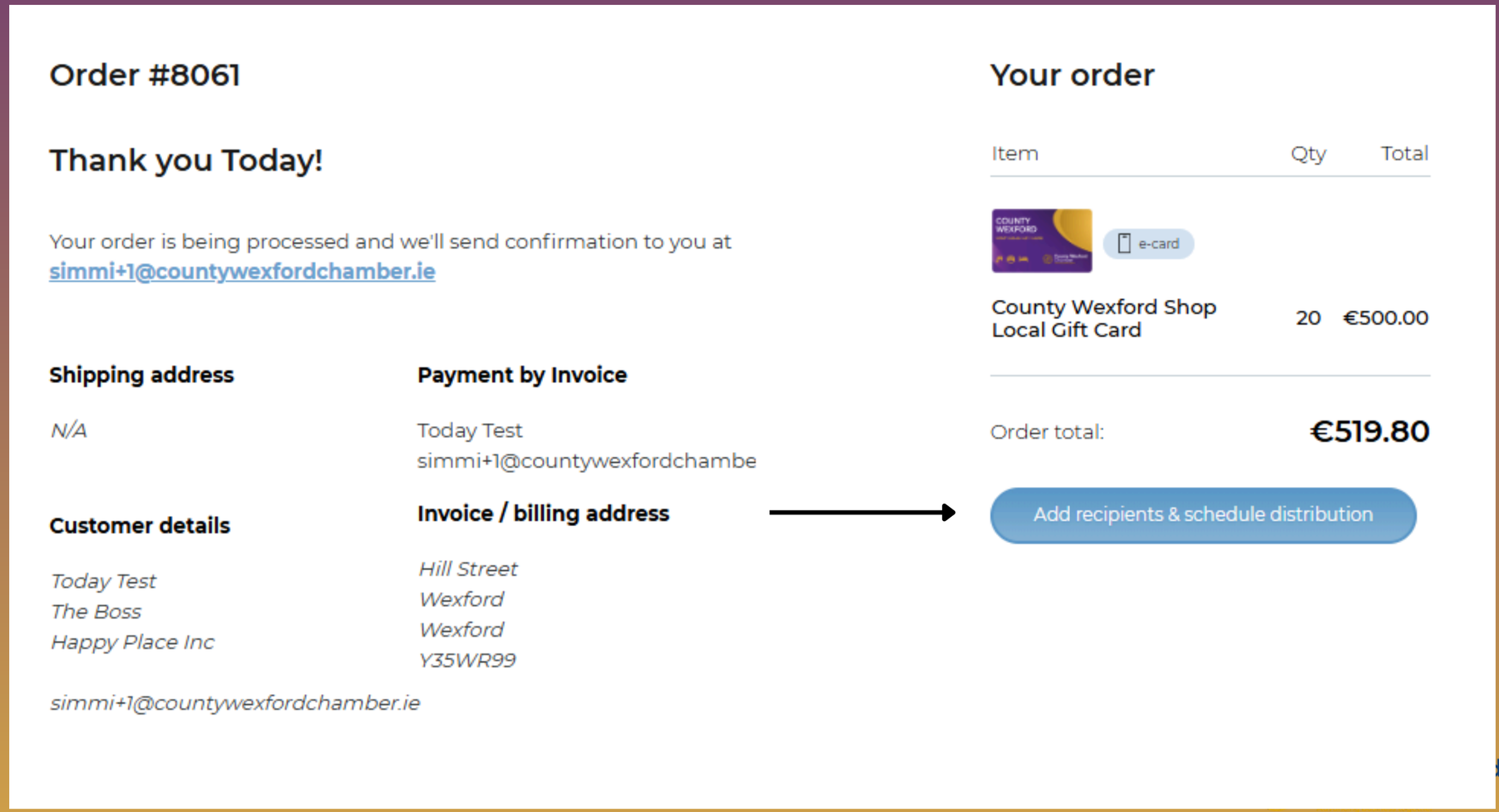
The payment process remains the same as physical cards (14-15)

County Wexford Shop Local Gift Card

Step 3:

Once your order has been submitted

Click ‘Add recipients & schedule distribution’



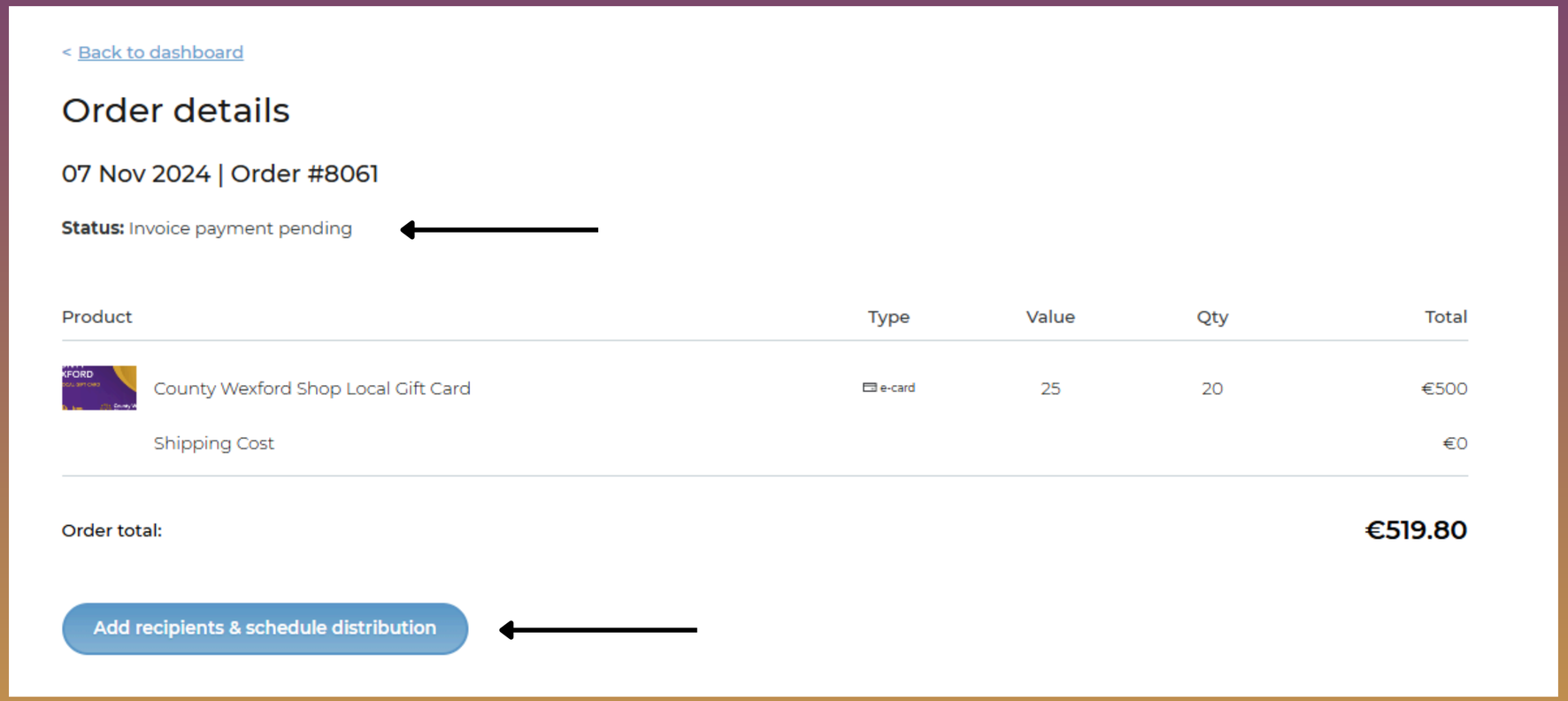
County Wexford Shop Local Gift Card

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’



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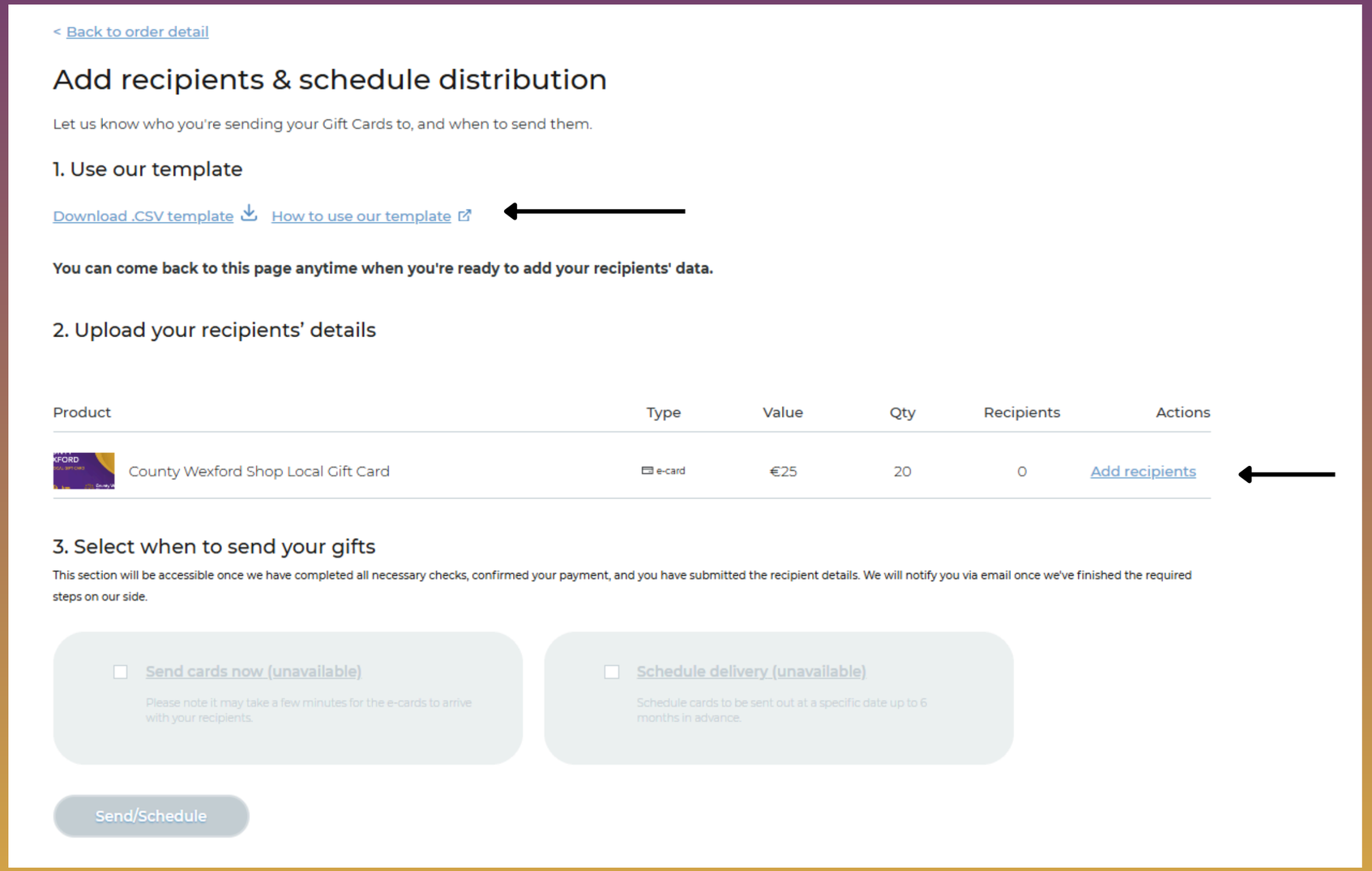
Step 5:

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.



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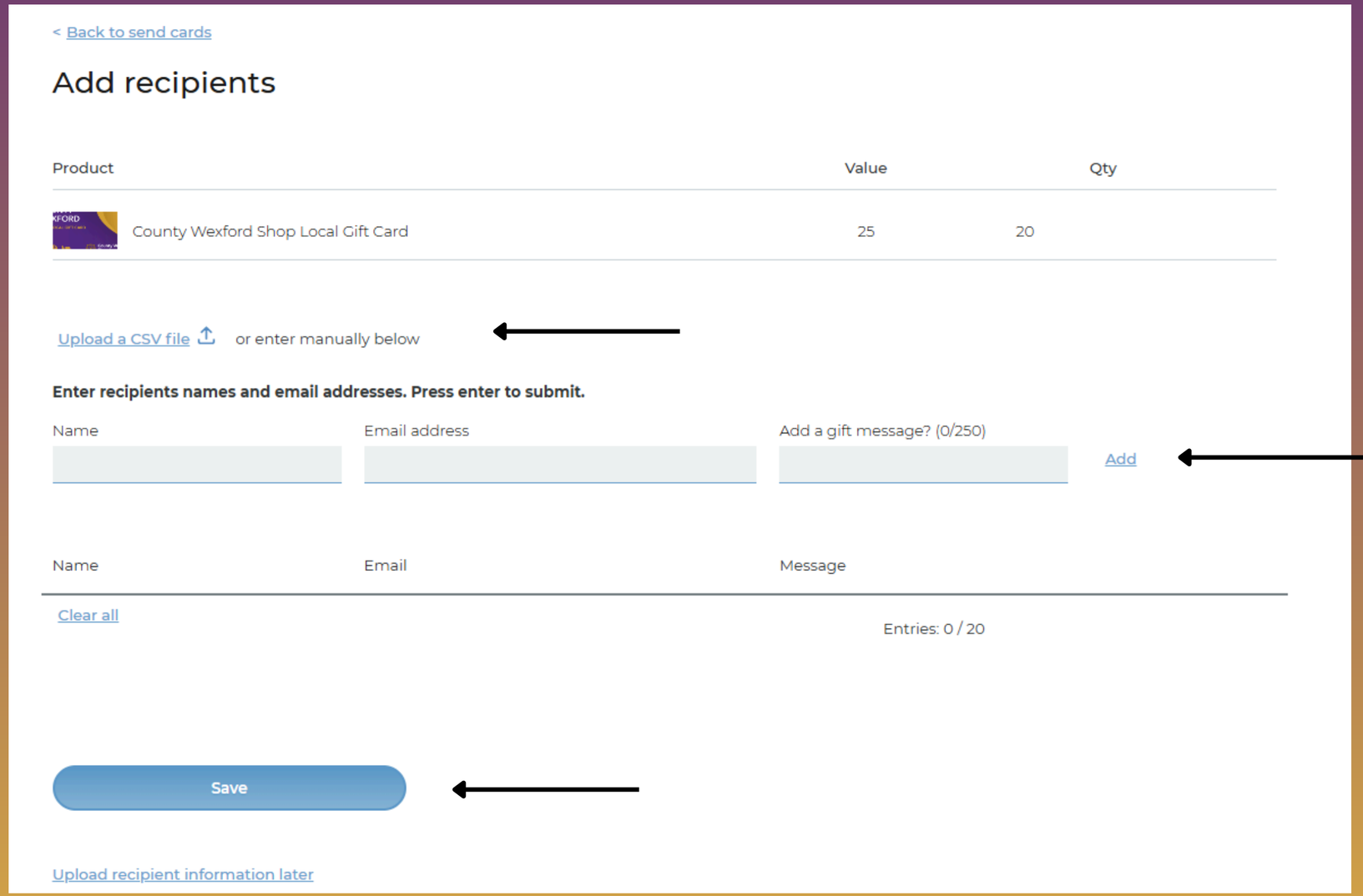
Step 6:

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’



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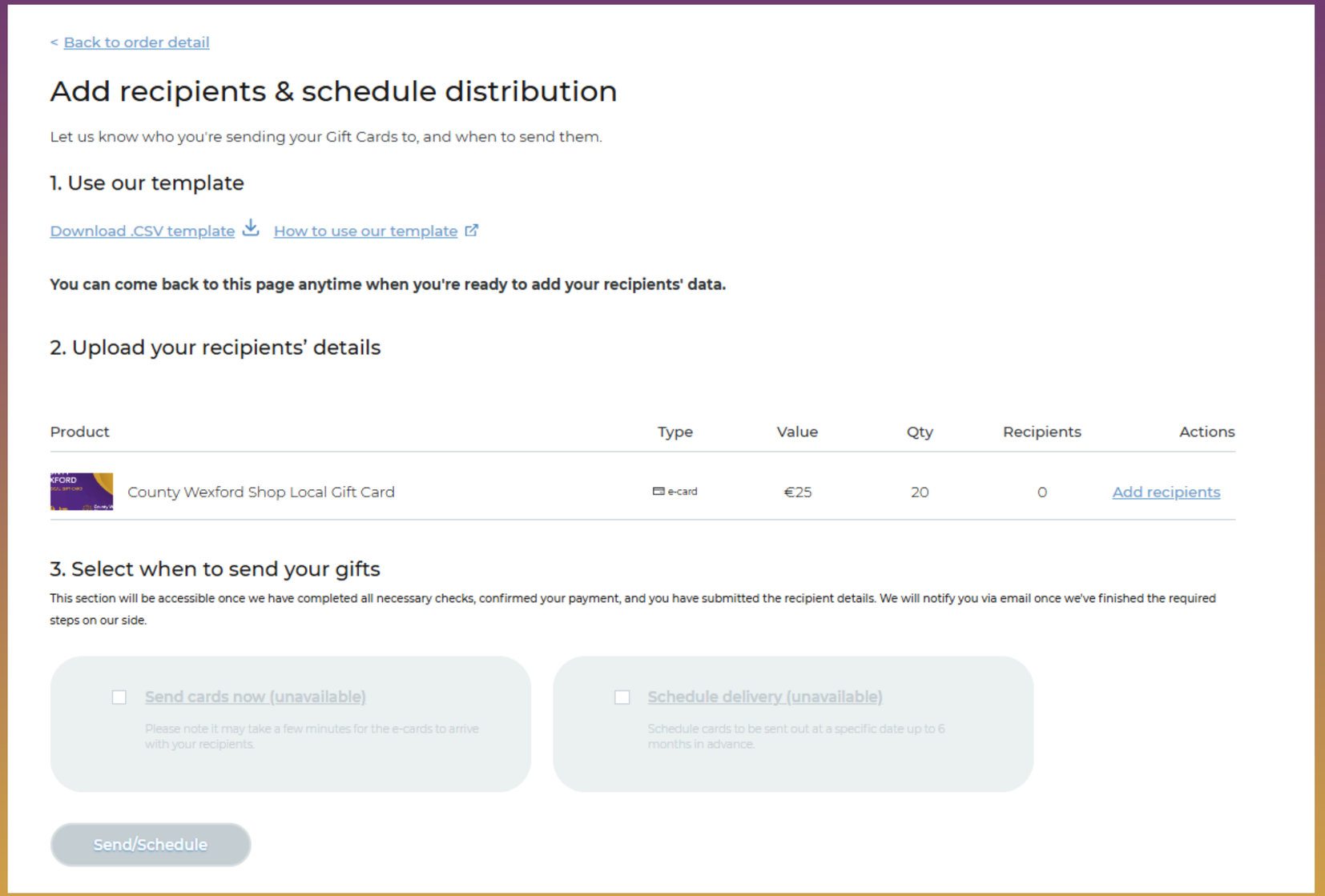
Step 7:

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.



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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.