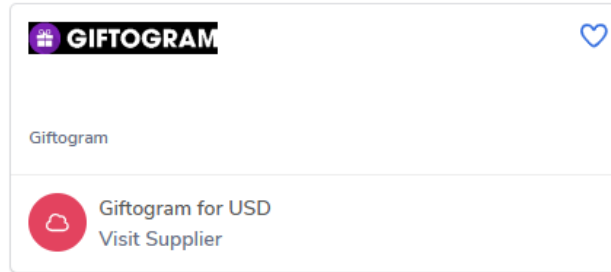
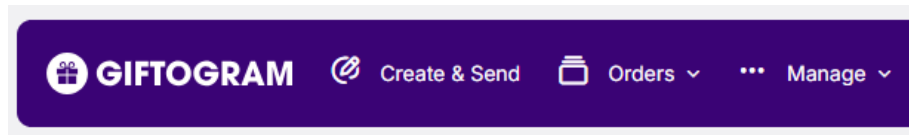


# Gift Cards

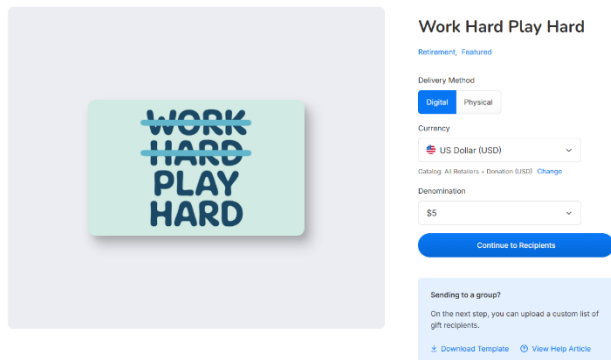
1. Login to Unimarket through Workday as shown in the **Accessing Unimarket** QRG. Once in Unimarket, scroll down to the **Giftogram** supplier catalog and click on the pink cloud to be redirected to the supplier website.



2. Click **Create & Send** at the top. Next, choose the gift card you would like to send.



3. Select **Digital** for the Delivery Method and select the dollar amount for each gift card. Click **Continue to Recipients**.



4. You can send the gift card to individuals or in bulk by uploading a list. For individuals, type in the recipient's name and email address in the field and click **+Add Another Recipient** to add more gift card recipients. Click **Continue to Message** after you have added all recipients.

## Recipients

[Send to Individuals](#) [Send to a Group](#) [Upload a List](#)

### Add Recipient

Name \* Email

[+ Add Another Recipient](#)

5. When sending a gift card to more than 5 recipients, use the bulk upload feature. Click **Upload a List** and download the template. Fill out the template with the recipients' email addresses, denomination (dollar amount for each card), and first and last names of the recipients. Optionally, you can add a custom subject line and message for the gift card email that will be sent to each recipient. Save and upload the csv file for the bulk upload, then click **Continue to Billing**.
6. The Sender Name will be defaulted to University of San Diego. You can choose to add a custom message by selecting **Create New Message** in the message field. By default, Giftogram will use the standard template for the message. Type your message into the **Message Body** field below. The same custom message will apply to all recipients. Click **Continue to Billing** once you have finished.

Message [Preview Giftogram](#) [Send Test Email](#)

Sender Name

Name

This is the name that will be displayed in the subject and body of your Giftogram.

Message

Select Message

Recipient Reactions

☐ Allow recipient reactions

If enabled, recipients of your Giftogram can send you an email reaction for their gift.

[Continue to Billing](#) [Return to Recipients](#)

7. Click **Continue to Schedule**. You can choose to send the gift cards as soon as the requisition is approved or you can schedule the gift cards to be sent sometime in the future after approval. Check the box to agree to the Terms of Service after you have made your schedule selection.
8. Click **Send Giftogram**. Your gift card order will be brought back into Unimarket. Check that the quantity and price of the gift cards is correct then click **Checkout**.

Giftogram

[+ Add to Shopping List](#) [Clear Shopping Cart](#)

| <input checked="" type="checkbox"/> | PRODUCT                                                                                                                                                                                             | QUANTITY                       | PRICE         | SUBTOTAL |                                                   |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|----------|---------------------------------------------------|
| <input checked="" type="checkbox"/> |  <b>GIFTOGRAM</b> <small>\$5 USD Digital Giftogram (DIG_USD_5)</small><br><small>\$5 USD Digital Giftogram</small> | <input type="text" value="1"/> | \$5.00 / Each | \$5.00   | <a href="#">Remove</a><br><a href="#">Details</a> |

Supplier Total: \$5.00

[Checkout](#)

9. In Workday, fill out the **Internal Memo** with information regarding the recipients of the gift cards (students, staff, faculty, guests, others, etc). Also, change the **Spend Category** for each line to “Gift Card”. An error message will pop up urging you to do this. Review the lines and worktags before submitting your requisition.
10. Once the requisition has been approved, a Purchase Order (PO) will be issued to the supplier and the gift card(s) will be sent to the recipient(s).