



Ernex Gift Cards - Adding Value to a Card

As of March 4, 2008 the new Home Gift Card program with Ernex will replace the old Value Link Gift Card program. The following discusses the procedure for adding value (reloading) a new Gift Card when processing through a SmartSelect during the initial transition period.

Use this procedure to reload (add value to) a Gift Card.

1. Go to **SUA** (*Add a Sales Order*) and only type in the extra charge GC1 (or whatever code has been assigned for the Gift Card). Enter the amount that the customer wants to add to the Gift Card.
2. Prior to completing the sale, go to the SmartSelect and process the reload transaction there.
3. Once the transaction is approved on the SmartSelect, press <F4> to complete the sale as usual using whatever tender the customer chose.

Note: *Fixed amount gift cards sold at Shoppers Drug Mart are not reloadable at Home Hardware.*