



## Ernex Gift Cards - Deactivating 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 deactivating an old Gift Card and activating a new Gift Card when processing through a SmartSelect during the initial transition period.*

Use this procedure to deactivate an old Value Link Gift Card and transfer the balance to a new Ernex Gift Card or to deactivate and transfer the balance from a damaged Ernex card.

1. Go to the SmartSelect and process the deactivation transaction there - take note of the balance being deactivated.
2. Go to **SUA** (*Add a Sales Order*) and type in the extra charge GC1 (or whatever code has been assigned for the Gift Card). Enter a quantity of -1 (negative). Enter the \$ amount to be deactivated.
3. Type in the SKU number of the new Gift Card like you would a regular product.
4. Enter the Quantity of 1 when prompted for the for extra charge attached to the product
5. Enter the \$ amount that was deactivated in the prior step .
6. The sub-total of the invoice should net out to \$0.
7. Prior to completing the transaction in **ProfitMaster Canada** you must now enter your activation transaction in the SmartSelect. Make sure that you enter the exact amount that was entered for the amount of the Gift Card as you will need to balance at the end of the day.
8. Once the SmartSelect has approved the transaction, in **ProfitMaster Canada** you may now accept CASH as the tender and complete the sale.