

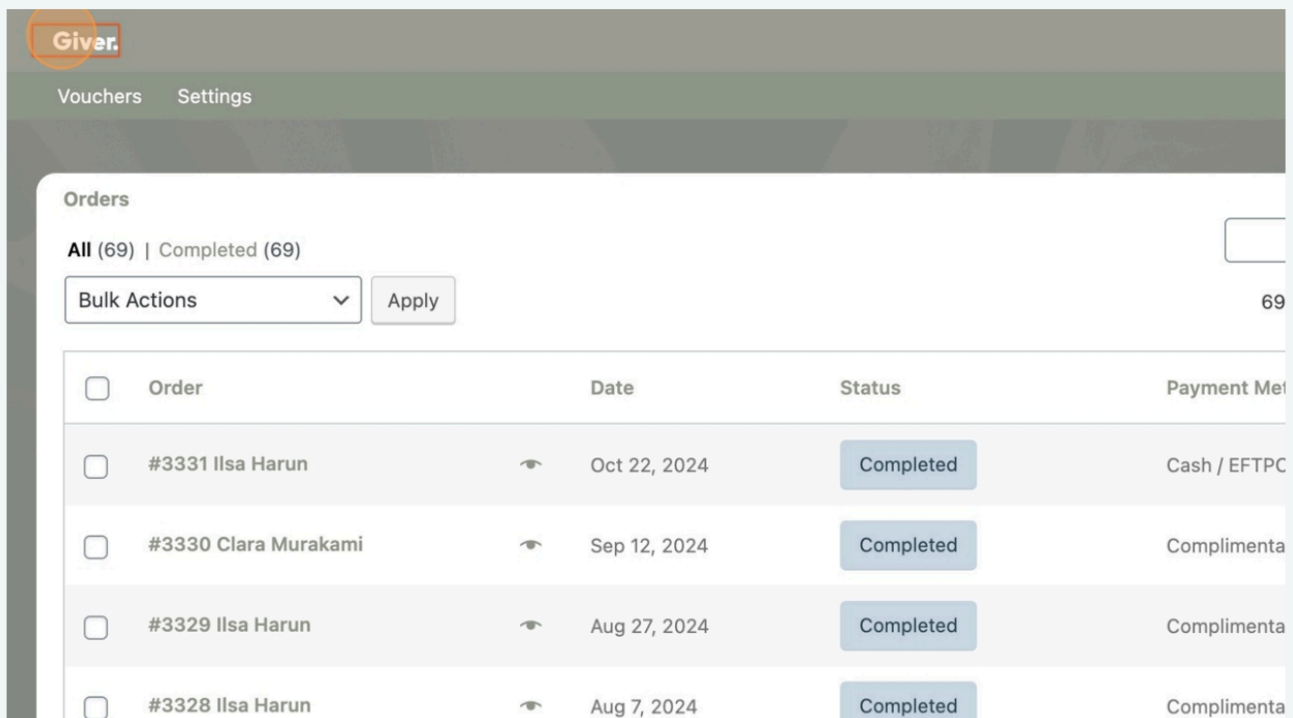
Welcome to the step by step instructions on how to sell physical vouchers in venue. These vouchers DO NOT get processed through the till and are instead, manually purchased through the Giver App, where we host and redeem all our vouchers company wide. Please complete the Gift Voucher training in ANANAS BEFORE reading through the below as their is important information required for this training.

1

Login to the venue voucher admin portal. This is the same login used to redeem vouchers. Please use your venue specific link to the admin portal. You will find these in the Gift Voucher training on ANANAS. https://apps.giverapp.net/speakasygroup/wp-admin/edit.php?post_type=shop_order

2

Click on the Giver icon in the top right corner



Vouchers Settings

Orders

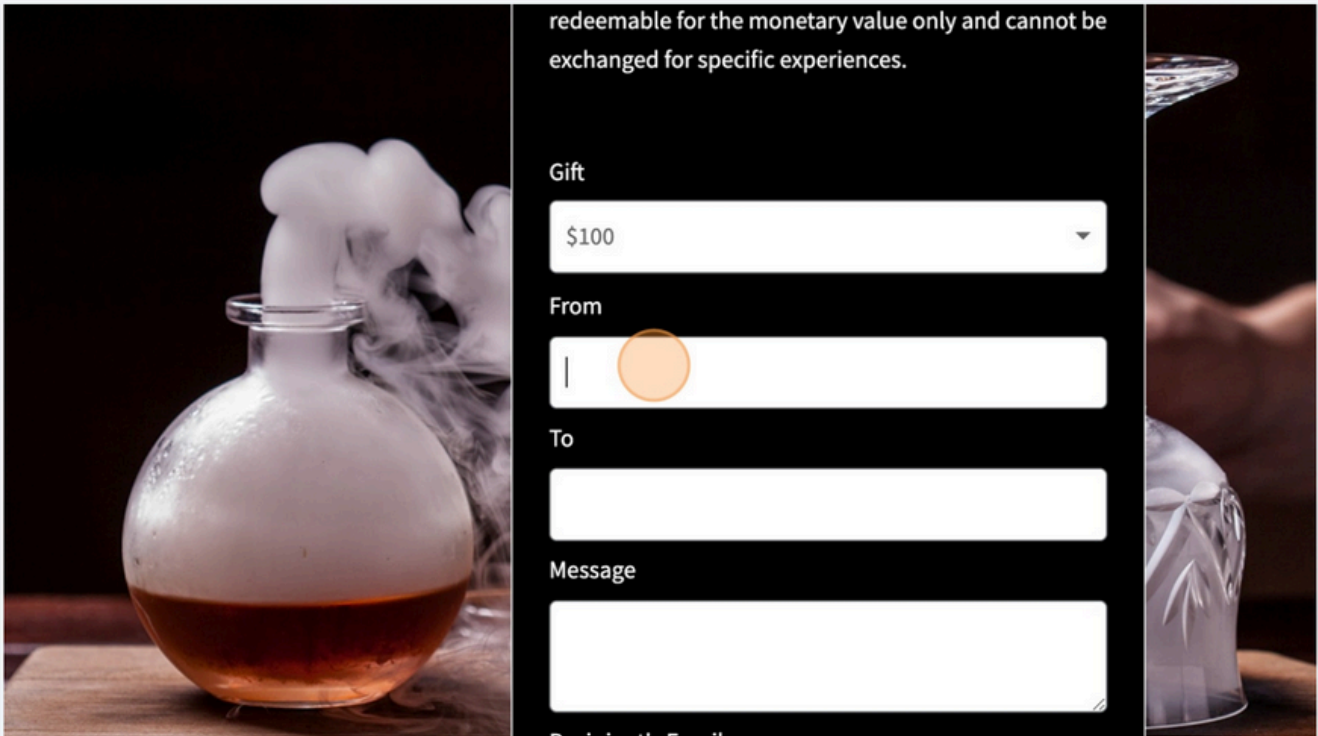
All (69) | Completed (69)

Bulk Actions 69

<input type="checkbox"/>	Order		Date	Status	Payment Method
<input type="checkbox"/>	#3331 Ilsa Harun		Oct 22, 2024	Completed	Cash / EFTPC
<input type="checkbox"/>	#3330 Clara Murakami		Sep 12, 2024	Completed	Complimenta
<input type="checkbox"/>	#3329 Ilsa Harun		Aug 27, 2024	Completed	Complimenta
<input type="checkbox"/>	#3328 Ilsa Harun		Aug 7, 2024	Completed	Complimenta

3

This will take you to the purchasing page. Here you will select the voucher value and fill in the details for the purchase. Please note, the recipient email in this section should be that of the purchaser.



redeemable for the monetary value only and cannot be exchanged for specific experiences.

Gift

\$100

From

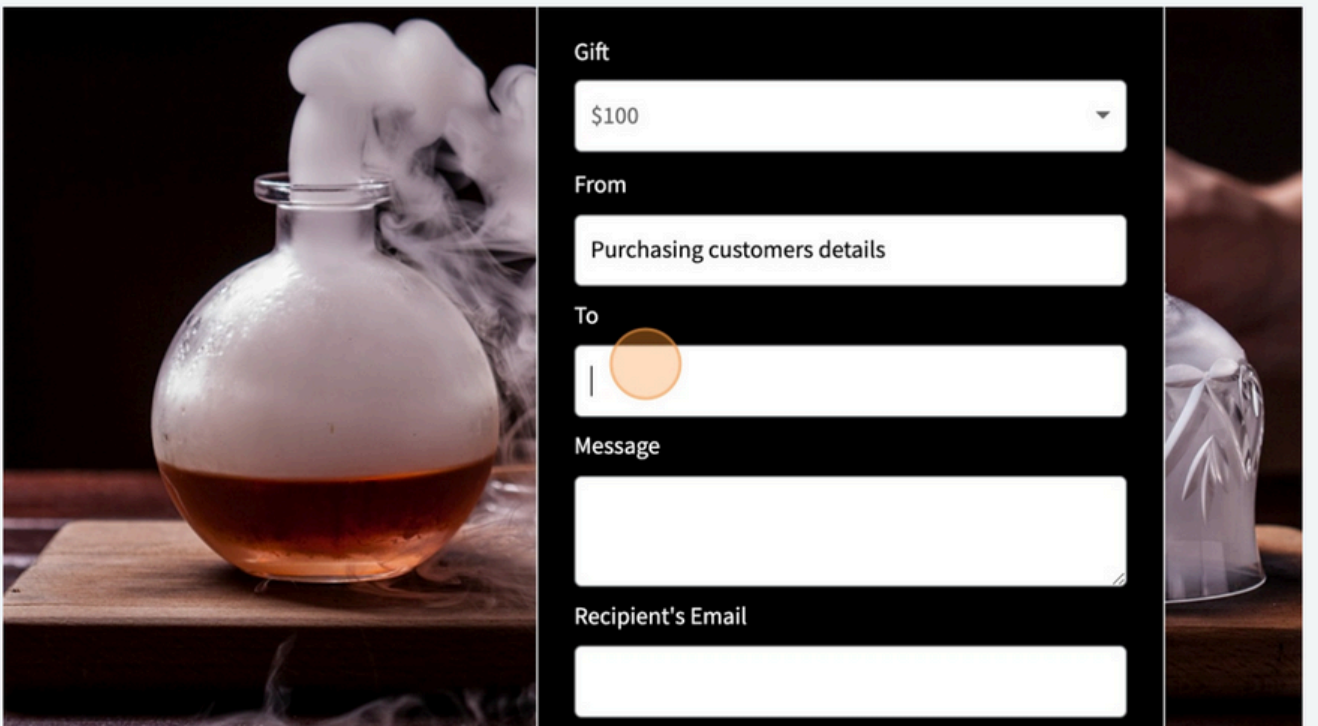
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To

Message

Recipient's Email

4



Gift

\$100

From

Purchasing customers details

To

|

Message

Recipient's Email

6

Once you've filled in all the sections you can proceed by clicking "Checkout" to go to billing

Ask customer to fill this in

Recipient's Email

This is the email of the customer PURCHASING

Leave this field blank if you'd like the gift voucher delivered to your email.

Quantity

1

CHECKOUT

Giver.
Beautiful digital gift vouchers.

8

Once all sections are completed by the purchaser, you can proceed to payment.

Purchaser

Phone *

Purchasers

Email address *

Purchasers

PROCEED TO PAYMENT →

Giver.
Beautiful digital gift vouchers.

7

From here you will land on the billing details. These should be filled in by the purchaser

THE UPPLAKLASY GROUP

Billing details:

First name * Last name *

Amy Duffy

Company name (optional)

Postcode *




3008


Phone *

9

Purchaser to enter payment details. Please note, physical vouchers can ONLY be purchased using Credit Card

Voucher details incorrect?
[Change your order.](#)

Credit Card   

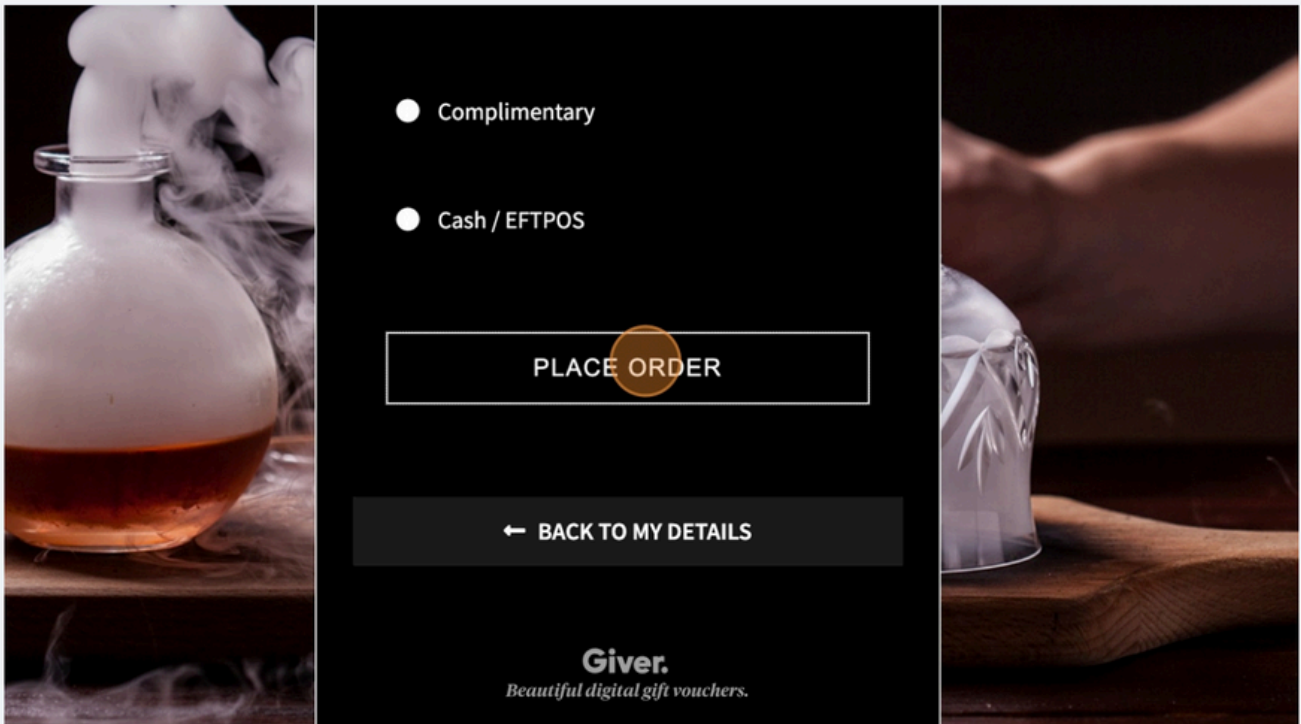
 9971 03 / 27 Save with [link](#)

Complimentary

Cash / EFTPOS

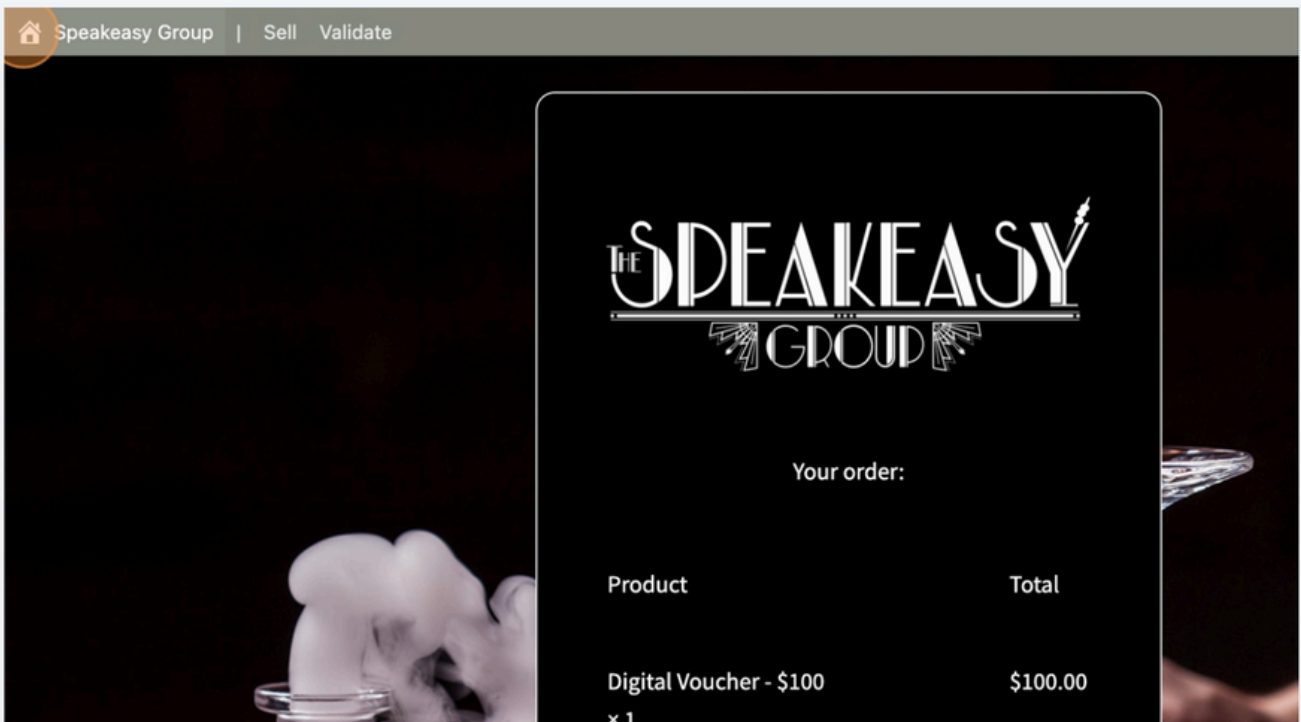
10

To finalise the purchase click "Place order". The client will automatically have a receipt sent to them via email. Now its time to complete the physical voucher. Physical Vouchers DO NOT need to be put through the venue till.



11

Now - navigate back to the admin portal by clicking the house in the top right corner.



12 Select the most recent voucher purchase with the purchasers name

Orders

All (69) | Completed (69)

Bulk Actions 69

<input type="checkbox"/>	Order		Date	Status	Payment Me
<input type="checkbox"/>	#3331 Ilsa Harun		Oct 22, 2024	Completed	Cash / EFTPC
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<input type="checkbox"/>	#3329 Ilsa Harun		Aug 27, 2024	Completed	Complimenta
<input type="checkbox"/>	#3328 Ilsa Harun		Aug 7, 2024	Completed	Complimenta
<input type="checkbox"/>	#3327 Ilsa Harun		Aug 5, 2024	Completed	Complimenta

13 Scroll down to the code and expiry section. These will need to be hand written on the voucher. Please copy these items carefully.

Total:	\$209.30
Fee:	- \$8.99
Payout:	\$200.31

Product Title	Code	Expires
Digital Voucher - \$200 To: Regan Recipient's Email: Toocool_trollop@hotmail.com Message: Happy Birthday Truey! We hope you have such an excellent day! We love you lots! Recipient From Name: Beau and Erin	4684-4290-885	June 21, 2027 3:11 pm

[Download Voucher](#)

14

Total:	\$209.30
● Fee:	- \$8.99
● Payout:	\$200.31

Code

4684-4290-885

Expires

June 21, 2027 3:11 pm

We hope
Ve love you

Erin

15

Once both the voucher code and expiry have been copied over, you can give the voucher to the purchasing guest. The purchaser is welcome to write the message, names and other details on the voucher themselves. As long as the voucher code and expiry are correctly copied onto the physical voucher, the voucher is valid. No other sales reporting is required.