

Hunter College Office of Research Administration Information Alert

MAY 2021
ALERT #50

AMAZON GIFT CARDS FOR INCENTIVES (ELECTRONIC & PHYSICAL)

The Research Foundation of CUNY has selected Amazon as a designated vendor to purchase gift cards for participant incentives. The P-Card cannot be used for this purpose. Listed below are details about this process.

1. Create your account with Amazon Corporate Incentive (ACI) Account.
 - a. Please use link below to create the account <https://www.amazon.com/corporate-gc>.
 - b. Follow the process for electronic or physical cards.

For Electronic Cards:

There is a spreadsheet upload that will enable auto disbursement to individuals.

For Physical Cards:

You will choose physical cards and enter a mailing address.

2. Generate the invoice, choose ACH/Wire payment (Do not Pay with P-Card).
3. The next step is to submit the invoice for payment via RF's Epayment system. Please note: Amazon will not release the cards until the funds have been received.
4. Once the participants confirm they have received the cards, submit distribution list to your Project Administrator (PA)/Assistant Project Administrator (APA) team. Please include the following categories (1. Full Name, 2. Amount Disbursed, 3. Type of Card, 4. Date Distributed, 5. Received by participants)

ALERT

WHY THIS ALERT?

This publication has been created to serve the purpose of informing researchers of new information, trends and concerns as they occur.



Remember

For additional questions or more information, please feel free to contact Krystal Santiago at ksa0003@hunter.cuny.edu.

See next page for instructions.



Corporate Gift Card Program Self Service







Self Service Walkthrough Email Fulfillment



Designate Email Cards from the ordering Site

Welcome to the Amazon Corporate Gift Cards Program

If you are onboarded as a corporate customer, you can place an order by clicking on the appropriate product below:

 <p>Gift Codes</p>	 <p>Email Cards</p>	 <p>Plastic Cards</p>	 <p>Greeting Cards</p>
---	--	--	---

Log-in to the New Self Service Site

[Email Fulfillment](#)

https://www.amazon.com/gc/corp/email

- Work with your Account Manager to onboard your account to the new Self Service Site
- Use your Amazon credentials (user name and password) to access the Self Service Site

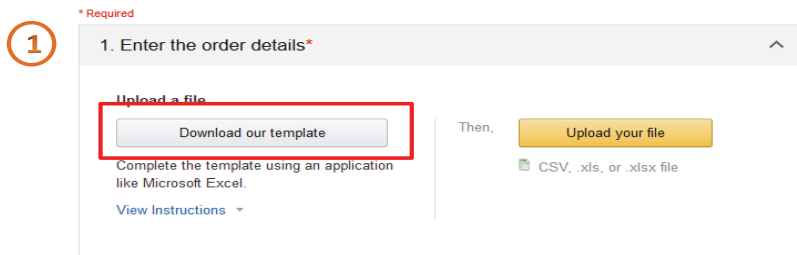


1. Upload your file*

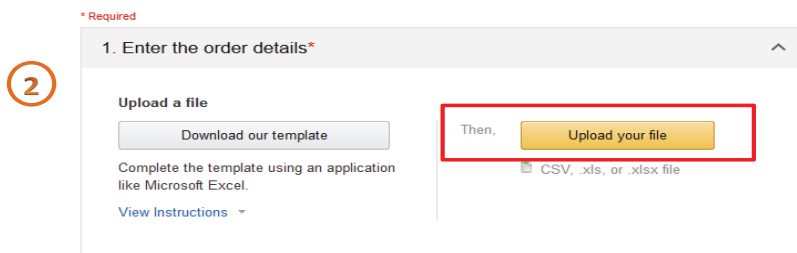
Upload Your File

1. Download the Email Upload Template
 - a. Update with 'Amount (\$)', 'Name of Recipient', 'Email Address', 'Message' and 'From'
2. Save the Upload Template to your computer.
 - a. The file can be saved as .xls, .xlsx, or .csv format
3. Click the 'Browse...' button and select your Upload File.

Amazon.com Email Gift Cards

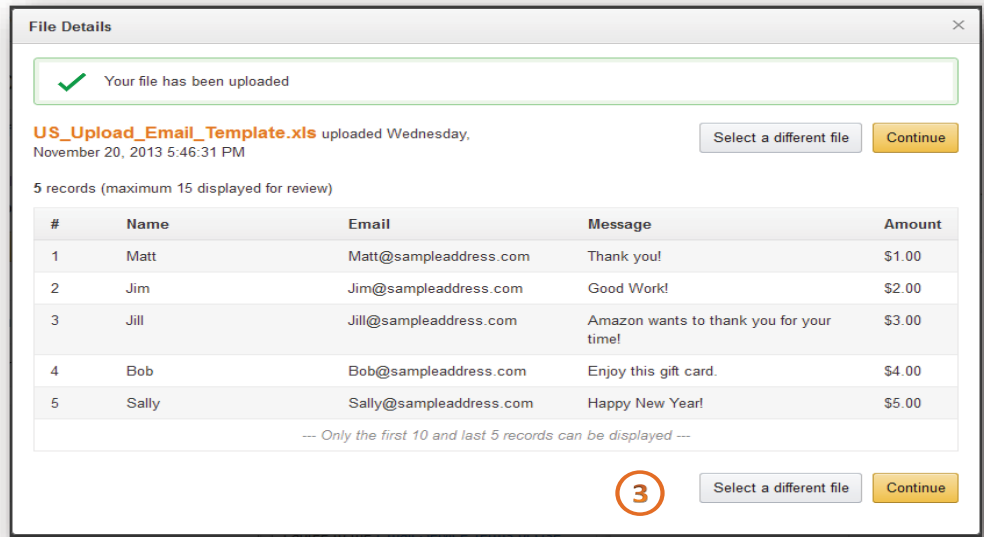


Amazon.com Email Gift Cards



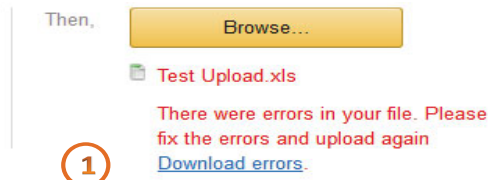
Upload File Success: Confirm Order Upload

1. Review the Order
 - a) *The first 10 records and last 5 records are available in this detailed view for review.*
2. Click 'Continue' if the order looks correct
3. Click 'Select a different file' if you want to upload a different file.



Upload File Errors: Confirm Order Upload

1. If your file contains errors, use the "Download errors" link to download the file for more details.
2. A description of the error will be listed in column E of the Download Errors file.



Done correcting your errors? Click the 'Browse...' button and select your updated Upload File.

2

*Email Address	Message
johndoe1@amazon.com	Example Message
johndoe2@amazon.com	Example Message
johndoe3@amazon.com	Example Message
johndoe4@amazon.commm	The email address "johndoe4@amazon.commm" is not a valid email address.
johndoe5@amazon.com	Example Message
johndoe6@amazon.com	Example Message
johndoe7@amazon.com	Example Message
johndoe8@amazon.com	Example Message

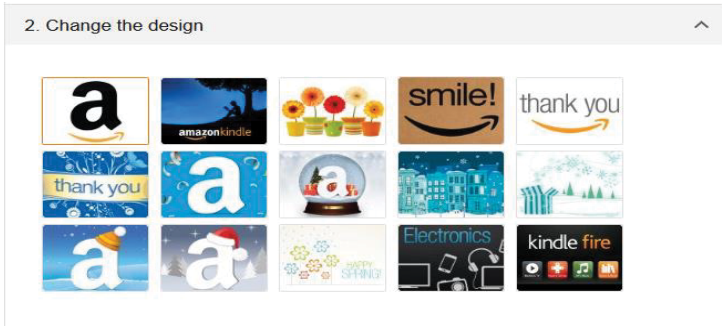
2. Select design

Select Design



- Choose one of the following designs

- The design you choose is displayed on the right side of the screen.



3. Add salutation and closing

Add Salutation and Closing



1. Add a custom From in the Email subject line
2. Choose an optional Salutation from the drop down list, or choose 'Custom' to add your own Salutation!
3. Choose an optional Closing from the drop down list, or choose 'Custom' to add your own closing!
4. Add text to the Signature field to add your company name.

1

Email Subject Line - From *

* Required

Amazon SAMPLE

2

Salutation

Dear

Recipient Name,

3

Closing

Cheers

4

Signature

Best Company Ever

All fields are updated on the Preview Screen to the right of your screen. (see next slide for example)

PREVIEW (FIRST RECORD SAMPLE)

To: Matt@sampleaddress.com

Subject: Amazon SAMPLE sent you an Amazon.com Gift Card!

Dear Matt,

Thank you!

Cheers.

Best Company Ever

Preview Email Template

Email Subject Line - From *

1 Amazon SAMPLE

Salutation

2 Dear Recipient Name,

Closing

3 Cheers

Signature

4 Best Company Ever

Note – The preview screen will only show the 'Name' and 'Message' of the first record of your Email Upload Template. **The Closing will not populate in the example or the email itself if Signature is left blank.



Review and Agree to Email Terms

- Before you can complete the order you must agree to the 'Email Service Terms of Use'
 - Click the hyper link to read the terms of use.
 - To agree to the terms click the check box.

I agree to the [Email Service Terms of Use](#) ▾

! You must agree to the [Email Service Terms of Use](#)

I agree to the [Email Service Terms of Use](#) ▾

- Click the 'Proceed to Checkout' button to complete order.

I agree to the [Email Service Terms of Use](#) ▾

[Proceed to Checkout](#)

Payment and Invoice Instructions

Amazon Payment instructions are listed under the "Payment Instructions" section

Payment Instructions

Send payment to Amazon's Bank Account

This order will be completed using Wire Transfer or Direct Deposit (ACH). Please transfer funds to:

Bank	Wells Fargo
Address	Seattle
Account Name	ACI Gift Cards, Inc.
Account #	650470389
ABA for wires	121000248
ABA for ACH	125008547

1. Select whether or not an Invoice is required
2. Optional: Enter a PO number, this number will be displayed on the invoice generated
3. Optional: Send a message to Amazon about your order



Invoice Options

Invoice Needed?

Yes 1
 No

PO #

(Optional) 2

Special Instructions 3

(Optional)



Review Your Order

1. Review Item Details
2. Click Edit to make changes to the order

Click "Place Your Order" once all of the order details have been confirmed



Review your order


Digital Delivery

Corporate Gift Card Orders are delivered within one business day of payment recognition

Payment Information

Payment Method
Wire Transfer or Direct Deposit (ACH)

Item Details



Amazon.com Email Gift Cards
Amazon 'a'
\$10,000.00 total
Sold by: ACI Gift Cards, Inc., an Amazon company

2

Place your order

Order Summary

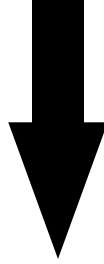
Items (5): 1 \$10,000.00
 Shipping & handling: FREE

Total before tax: \$10,000.00
 Estimated tax to be collected: \$0.00

Order Total **\$10,000.00**

Corporate Gift Card Delivery

- This checkout is for your corporate gift card purchases only
- Corporate Gift Card Orders are delivered within one business day of payment recognition



Confirmations

Once the order is placed the “Thank you” page will display payment and order information details



An email confirming the order and an invoice will be delivered to the email address associated with the Amazon account



Thank you, your order has been placed

Your order has been placed, and is pending your payment. You will receive an email confirmation shortly.

3500 Gift Card Claim Codes will be created.

Your order has been placed and your codes will be created within one business day of payment recognition. You will receive an email confirming that the order is complete and the gift cards delivered. You will have an option to download the codes as a file and will also receive an email with a link to download the gift card codes at a future time. Your order number is: **A33UK8OELDS8YU**. You can check the status of this order by viewing your [Manage Bulk Gift Card Orders](#).

Payment Instructions: To pay by wire or ACH, have your financial institution transfer funds to:

Bank	Wells Fargo
Address	Seattle
Account Name	ACI Gift Cards, Inc.
Account #	650470389
ABA for wires	121000248
ABA for ACH	125008547