

# Gift Card Inventory Upload Instructions

If your business does not currently offer any Gift Cards, Prizeout can provide you with Gift Card inventory through our Merchant Portal. These gift cards will be provided through the Prizeout Gift Card system and can only be redeemed, in-store, through the Prizeout POS system. An in-store Internet connected device is all that's needed in order to accept gift cards provided by Prizeout.

## HOW TO CONNECT INVENTORY THROUGH PRIZEOUT:

**Step 1:** Sign in to your Prizeout Merchant account at <https://partners.prizeout.com/>

**Step 2:** Navigate to the **Inventory** tab

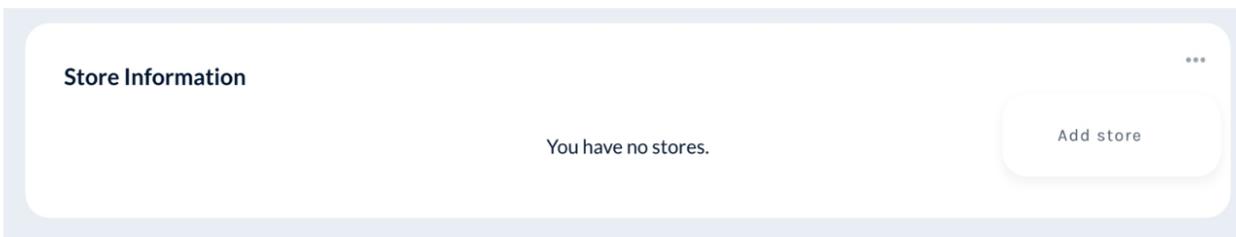


**STEP 3:** Click **Connect with Prizeout** as your Gift Card Source

Connect with **Prizeout**

**STEP 4:** Click **Connect**

**STEP 5:** Click the three dots in the upper right hand corner of the **Store Information** section and click **Add Store**



**STEP 6:** Enter your store name, address, and create a PIN number. The PIN number should be unique to every store location. The PIN will be used by your store employee during checkout when a customer is redeeming a gift card.

**Add New Store**

Store Name

Store Address  
   
[View on Google Maps](#)

Create A Unique 4-Digit Pin Code For Your Store  
 Pin

**Tip\*:** When adding multiple store locations, we recommend adding the location of each store to the end of the business name (i.e. Coffee Shop - Hollywood, Coffee Shop - Beverly Hills, Coffee Shop - Santa Monica)

**STEP 7:** Click **Add New Store**. Be sure to remember your **Store ID** and **PIN number**.

The screenshot displays a 'Store Information' section with two store entries. Each entry includes a 'Store Name', 'Address', 'Store ID', and 'Pin' field, along with a 'review' button. The Store ID and Pin fields are highlighted with a blue border in the original image.

Store Name	Address	Store ID	Pin
Test Store - Hollywood	Hollywood Blvd, Los Angeles, CA, USA	100028	1234
Test Store - Beverly Hills	14 Rodeo Dr, Beverly Hills, CA 90212, USA	100029	5678

**Important\*:** Your **Store ID** number will be autogenerated by Prizeout. The **Store ID** and **PIN** number will be needed for in store gift card redemption. We recommend that any cashier or store clerk have access to these numbers for when a customer visits your store to redeem a gift card.

# Prizeout POS System

When a customer selects your gift card through our platform, they will have the ability to use that card as a form of payment at your physical store location. In order to deduct the gift card funds off of a Prizeout provided gift card, please use the following instructions.

## HOW TO USE THE PRIZEOUT POS:

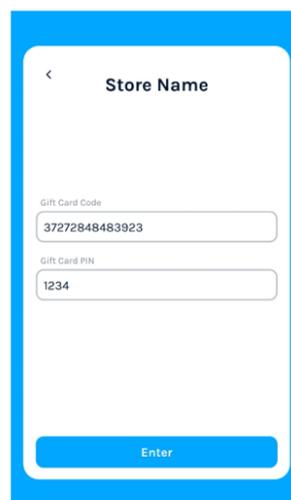
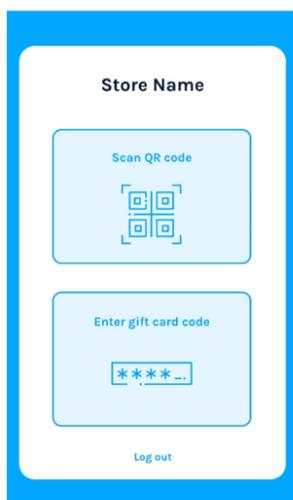
**Step 1:** Navigate to the Prizeout POS on any Internet enabled device at [pos.prizeout.com](https://pos.prizeout.com)

**Step 2:** Enter your **Store ID** and click **Enter**



**Note\*:** Your **Store ID** number is a 6-digit code that can be found in your **Merchant Portal**.

**STEP 3:** Scan your customer's QR code to auto-populate the Gift Card Code and PIN number. Or, you can manually enter the Gift Card Code and PIN into the required fields.

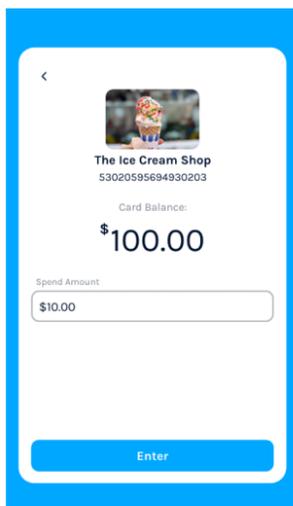


**Note\*:** The Gift Card Code, PIN, and QR code can all be found in the Prizeout email that the customer received. Gift Card Code is case sensitive.

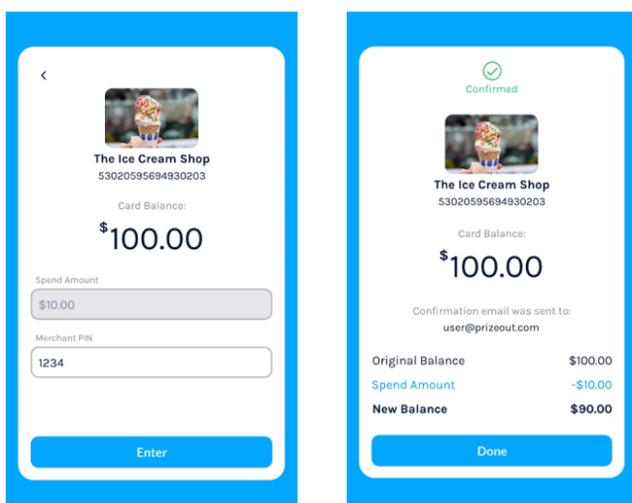
# Prizeout POS System

You can keep track of all outstanding gift cards and any previous gift card transactions in the gift cards tab of your Merchant Portal. This will assist in any reconciliation that must occur to ensure your current accounting procedures are continued.

**Step 4:** Enter the amount that the customer is spending



**STEP 5:** Enter your **Merchant PIN number** and double check the spend amount of your customer. Click **Enter** once everything is all set. A receipt will be automatically emailed to your customer.



**Note\*:** Your 4-digit **Merchant PIN number** can be found in your **Merchant Portal**.

**STEP 6:** Once completed your admin email address will receive a receipt for each transaction. The email will include:

- Date:**
- Time:**
- Amount:**
- Transaction Type:**
- Store ID:**
- Last 4 digits of Gift Card:**