

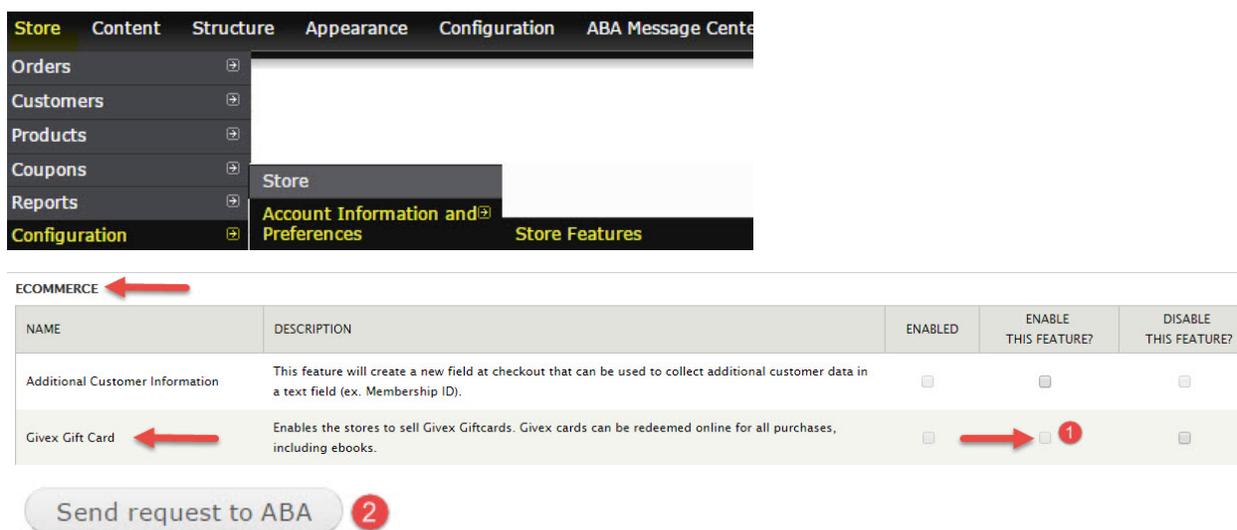
Givex is a third party company that ABA has partnered with for gift cards. They are the only third-party gift card that integrates with your IndieCommerce website in such a way that it can recognize the Givex card numbers, check the balance on a card, and thereby verify the payment at the time the order is placed.

SIGN UP WITH GIVEX

In order to sell Givex gift cards, you will need to set up an account with Givex. You can visit their site at www.givex.com. Once you have an account with them, you will need to purchase gift cards. There are different types you can purchase (standard, custom, card-holders, e-cards, etc) and the rates vary based on type and quantity. If you're unsure what might be best for your store, or you have questions about rates you will want to contact Givex either through their website or by calling 877-478-7733. Please make note of 'Web POS Login' information provided to you by Givex, that information will be needed to setup 'Givex Gift Card' module.

ENABLE GIVEX GIFT CARD FOR YOUR WEBSITE

Once you have signed up with Givex and purchased your gift cards we can enable and configure the 'Gift Card Payment' module for you.



The screenshot shows the IndieCommerce admin interface. At the top, there is a navigation menu with tabs: Store, Content, Structure, Appearance, Configuration, and ABA Message Center. Below this is a sidebar with a list of modules: Orders, Customers, Products, Coupons, Reports, and Configuration. The Configuration module is selected, and a sub-menu is open showing 'Store', 'Account Information and Preferences', and 'Store Features'. The 'Store Features' sub-menu is highlighted. Below the sidebar is a table with the following columns: NAME, DESCRIPTION, ENABLED, ENABLE THIS FEATURE?, and DISABLE THIS FEATURE?. The table contains two rows: 'Additional Customer Information' and 'Givex Gift Card'. The 'Givex Gift Card' row has a red arrow pointing to the 'ENABLE THIS FEATURE?' checkbox, which is currently unchecked and has a red '1' next to it. Below the table is a button labeled 'Send request to ABA' with a red '2' next to it. A red arrow points to the 'ECOMMERCE' label above the table.

| NAME | DESCRIPTION | ENABLED | ENABLE THIS FEATURE? | DISABLE THIS FEATURE? |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------|--------------------------|
| Additional Customer Information | This feature will create a new field at checkout that can be used to collect additional customer data in a text field (ex. Membership ID). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Givex Gift Card | Enables the stores to sell Givex Giftcards. Givex cards can be redeemed online for all purchases, including ebooks. | <input type="checkbox"/> | <input type="checkbox"/> 1 | <input type="checkbox"/> |

Send request to ABA 2

Once ABA receives that request we will enable the module for you, to complete configuration we will need your 'Web POS Login' information from Givex. We suggest you follow up your request for the module to be enabled with either a phone call to us at 800-637-0037 (option 2) or by sending that information in 2 separate emails to staff@bookweb.org. We will confirm when the module has been enabled.

NOTE: If you would like to change the 'display name' of the 'Givex Gift Card' navigate to: **Store > Configuration > Payment Method**, select 'Settings' and modify the 'Header' field.

SELLING GIFT CARDS ON YOUR SITE

Want to sell your Givex gift cards through your website? Review the instructions on '[Creating Gift Cards As A Product For Sale](#)'.

USING GIVEX GIFT CARDS AS PAYMENT

Once a customer has their gift card they can use it as payment for their order through your website.

When your customer is on the Checkout page and ready to complete their order, they should follow the standard checkout process but make these specific choices to use their gift card:

Credit card:

Purchase Order

House Account

Store Gift Card

Givex Gift Card



ABA Givex Gift Card

Do you want to pay with your gift card? (You can enter up to 2 gift card numbers, separated by comma and NO SPACES)

Gift Card Number

Check Gift Card balance to continue *



Givex Gift Card

Do you want to pay with your gift card? (You can enter up to 2 gift card numbers, separated by comma and NO SPACES)

Gift Card Number

Check Gift Card balance to continue *

603628822682000191682 : 72.81

Your Total Gift Card Balance: \$72.81.



ABA Givex Gift Card

Do you want to pay with your gift card? (You can enter up to 2 gift card numbers, separated by comma and NO SPACES)

Gift Card Number

Check Gift Card balance to continue *

603628822682000191682 : 72.81

Your Total Gift Card Balance: \$72.81.

Your gift card balance requires a valid credit card payment. Please enter credit card information to pay the remaining balance.

Choose an existing credit card or use a new one *

Visa - ending in 1111 (default)

Use a new card...



CHECKING THE BALANCE OF A GIVEX GIFT CARD THROUGH YOUR WEBSITE

ryantest.d7.indiebound.com/giftcard/balance 1

Check Giftcard Balance

You can check the balance on your gift card here. Enter the gift card number and click "Check Balance"

Gift Card Number

603628822682000191682 2

CHECK BALANCE 3

MANAGING GIVEX GIFT CARDS

All 'management' for Givex gift cards (refunds, adjustments, additional balance checks, transaction history search, etc.) occurs through www.givex.com. If you need assistance with www.givex.com you should contact the Givex customer support line: 877-478-7733.