**Ordering Gift Vouchers – Physical or Voucher Codes**

* Gift Vouchers can be ordered by Finance from **Amazon, One4All, Love2Shop**\*, Blackwell UK and Devon & Cornwall Hampers by raising a Purchase Order (PO). *Please see notes below re One4All online vouchers.*
* Other one-off vouchers can be ordered using the Dept. credit card in exceptional circumstances only, from anywhere an online order can be made, (e.g. National Book Tokens).

**Voucher Types & Options Available**

* Amazon – Physical or eCodes
* One4All – Physical or eCodes
* Love2Shop – Physical or eCodes (some single store vouchers also available. Detailed below)

**What We Need To Know**

* Type of Voucher (Physical or eVoucher Code)
* Where from (Amazon / One4All / Love2Shop etc.)
* Quantity
* Value
* Where to charge the costs to (Project code & Task number or General Ledger (GL) code)
* Love2Shop Physical Cards have a £9 delivery charge.

**What You Need to Know**

* Vouchers are ordered on a weekly basis (Wednesdays)
* Vouchers are only released when the PO has been raised and the invoice has been paid. There is only one payment run per week (Fridays). Therefore, it can take **3 weeks** from time of order to release of vouchers.
* Gift Vouchers have a finite life. (e.g. Amazon is 10 years, One4All 18 months, Love2Shop – see Love2Shop section below)
* Physical Vouchers will incur an additional delivery fee for secure, signed delivery that is insured.

**What You Need To Do**

* Keep a careful record of who the vouchers have been ordered for and issued to including date and voucher number
* Keep physical vouchers in a secure place, preferably the safe in the Finance Office, or a safe in your office.
* Keep voucher codes secure – they will be issued on a password protected Excel spreadsheet – do not share more than you need to, **ensure that you only use each code once.**

**One4All:**

With One4All, **it is NOT possible to buy something online worth more than the value of the card**, but it can be used in store and the balance paid via cash or card.

Also, if after 18 months the card has not been used, it will start to depreciate in value each month (dormancy fee).

Balance Check for One4All Cards: <https://www.one4all.com/one4all-checkbalance>

Where to Spend One4All: <https://www.one4all.com/retailer.html>

One4All Digital Gift Card Explainer:



**Love to Shop:**

With Love2Shop ecodes they will now come with **an original 6 month expiry date**. Once a recipient receives their reward code they will then be able to select a retailers(s) to spend, at which point the individual retailer expiry T&Cs will come into effect.

We therefore suggest that you only order the amount of vouchers you know you are going to need in the very near future. As we have a Love2Shop credit account, we can get these vouchers much quicker than One4All and Amazon as they don’t have to wait for our payment to release the vouchers.

A video explaining the new process can be found here: <https://www.love2shoprewards.co.uk/login.php>

Single store ecodes and physical vouchers can be purchased for the below:

* Sainsburys
* Asda
* Tesco
* M&S
* John Lewis
* And more