

HANDY HINTS – BULK LOADING

Bulk loading is a great way to save time when you have a large order – you can load up to 100 gift cards at a time. Follow these simple steps:

1. Go to nationalbooktokens.com/bookseller-zone and click Web Administration
2. Enter your User ID and Password
3. Select Bulk Load/Activate, then enter your GLN

The screenshot shows the 'National Book Tokens Gift Card Administration' interface. The page title is 'Choose bookshop for Bulk Load/Activate'. The current user is 'Book Tokens Ltd'. A search bar is present with the text 'Search for bookshop within group by GLN or name'. The search input field contains '5030670000006' and the search button is labeled 'Search'. Below the search bar, it says 'Found 1 matches'. A table with columns 'GLN', 'Name', and 'Details' displays the following result:

GLN	Name	Details
5030670000006	Bookshop Ltd	

Below the table, there is a 'Results' section. At the bottom of the interface, there are buttons for 'Help', 'Choose Bookshop', and 'Cancel'. The 'worldpay' logo is visible in the bottom left corner. The last login time is '21/08/2024 12:32' and there is a 'Log Off' button.

Selecting cards and entering bulk details:

1. Select a pack of unopened sequentially numbered cards
2. Count out the number of cards you need to load, remembering to keep them in order
3. Enter the numbers of the first card and last card in the relevant fields (lowest first)
4. Confirm the number of cards in your sequence by entering the figure in the 'Number of Cards' field

PLEASE NOTE – you must only use pre-packed sequential cards

TIP

To check the card sequence you should disregard the final digit and look at the 3 numbers that immediately precede it – shown here in bold 633792088800000**7160**

Loading value:

1. Enter the amount to be loaded onto the cards – each card in the bulk load will have the same value loaded onto it
2. Click Load/Activate
3. Wait for the Results response and check that each card is loaded – this may take a few seconds

TIP

If you receive any error messages click the Help button to help resolve the issue or explain the message

PLEASE NOTE – to ensure the integrity of the sequence is maintained you should only use unopened packs. If the pack has been opened, you should manually check that all the card numbers are sequential.