

On-line Card Inventory Submittal Guide

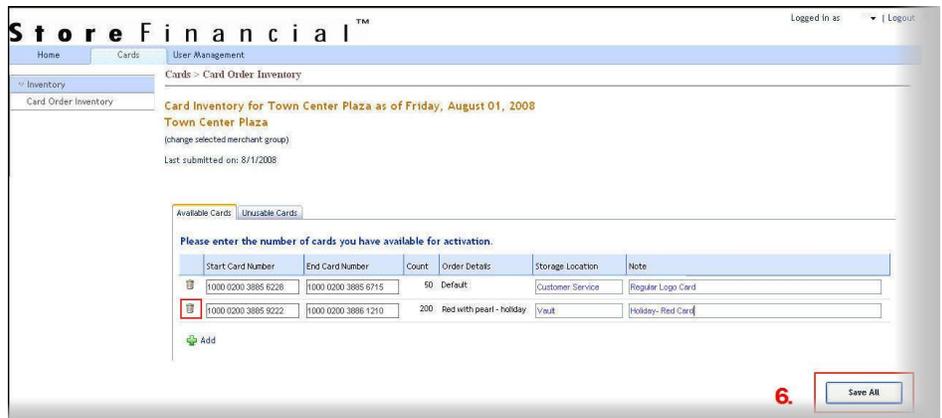
LOG IN

1. Type the following address into your internet browser:
<https://storelink.storefinancial.net/>
2. Enter your User ID and Password.
3. Click [*Card Order Inventory*] under the Cards tab.



ENTER COUNT

4. Select the appropriate Merchant Group and Program group from the provided list.
 - If not part of a program group, the default will be a single listing.
5. Click [*Add*] to insert as many lines as needed.
 - If your gift card numbers appear in the 123 456 789 012 3456 construct. They will appear in the xxxx xxxx xxxx xxxx format when entered into the website.
 - Available Cards are for current stock and Unusable Cards are for damaged, defective, or otherwise unusable cards.
 - Individual Cards numbers will be entered in both the start and end card number fields.
 - Count and Order Details fields are populated automatically.
 - Storage Location and Notes fields are for additional detailed information on that range of cards.
6. Click [*Save All*]
 - The trash can icon next to the entry line is to remove any unnecessary line. Lines with no data must be removed prior to submittal.



FINALIZE COUNT

7. Double check the inventory on the review screen.
 - Click [Back] to make any change.
 - Print a copy for your records from the browser.

8. Click [Submit]

"Your inventory has been submitted successfully".

This completes the inventory submittal process.



TROUBLESHOOTING

Error Message	Problem	Resolution
<i>"Cards are not available for activation because the card order has not been activated. Please contact the Card Inventory Department."</i>	This message will occur when you have a new card order and you have not contacted StoreFinancial to unlock the card order.	Contact card inventory via email or phone to have card order unlocked.
<i>"There are cards in the entered range that are not inactive."</i>	This message will occur when you have activated cards within the inventory count.	Check the open stock for recent sales of gift cards and update inventory.
<i>"Invalid card range, no card order exists for this card range."</i>	This message will occur when you have entered the card ranges incorrectly.	Double check the card range for error in number sequence or data entry mistake.
<i>"The start card number is invalid." "The end card number is invalid."</i>	The card number is incorrect.	Double check the card number from actual card.
<i>"The start card number cannot be greater than the end card number."</i>	The card numbers are out of order.	Double check the card numbers for error in number sequence.

SUPPORT

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