

- (1) Visit our Corporate Sales website: <https://theultimatediningcard.ca/b2b>
- (2) Sign in to your Ultimate Dining Card Corporate Account or Sign Up for a new Ultimate Dining Corporate Account.
- (3) Once signed in, click on 'Send E-Gifts' on the toolbar and select, 'E-Gift Cards - Bulk Send Out.' You will be directed to this screen.

E-Gift Cards - Bulk Send Out

To deliver E-Gift Cards to multiple recipients within a single order, complete the [easy-to-use template](#) in your spreadsheet editor and upload it below. You can enter the E-Gift Card value, quantity, recipient information and a customized message.

1

Select Card:



Recipe Corporate

2

Place Order:

Upload Template

File must be .csv

Don't have a template yet? [Download here.](#)

- (4) Under '1' select the Gift Card front you would like. Regardless of the Gift Card template you choose, the Gift Card will be redeemable at all our participating restaurants (as listed on the card front and on our website).
- (5) In order to upload your list of recipients (i.e emails/names) you will need to download the template under '2'. The template will open in a separate window. Populate the template with your recipient(s) information as indicated in the chart. You can include up to 1000 recipients at a time (there is a minimum requirement of 1).

	A	B	C	D	E	F
1	Card Value	Recipient Name (Optional)	Recipient Email Address	Sender Name (Optional)	Message (Optional)	Order Ref (Optional)
2		10 Mary Brown	Corders@recipeunlimited.com	Jane Doe	Thank you for your hard work. Enjoy this eGift Card for our virtual team lunch.	MyCompany Inc.
3		10 John Doe	udc@recipeunlimited.com	Susy Blue	Thank you for your hard work. Enjoy this eGift Card for our virtual team lunch.	MyCompany Inc.
4						
5						

- (6) Save the template to your desktop.
- (7) Under '2' select 'Upload Template' and upload your file from your desktop.
- (8) Once uploaded, the system will do a file check to make sure there are no errors (i.e. extra spaces, skipped lines, etc.). Any error will show up in the 'Review Your Order' in red. Keep editing the file until no errors remain (you will need to re-upload the file after each edit).
- (9) Select 'Proceed to Payment' to check out.
- (10) Confirm your total and select your method of payment. You will then be prompted to fill out your billing information, including credit card information.
- (11) Check off that you have reviewed the order and accept the terms and conditions.
- (12) Select 'Complete Order' and your order will be processed.
- (13) You will receive an order/payment confirmation to the provided email address. This email will include a Checkout order ID for your reference.
- (14) Your eGift Cards will be sent within the hour. Please have your recipients check their spam folder/junk mail if the eGift Card is not received within that time.