**eCertificate ordering guide**

**Bulk Orders need to be 20 or more eCertificates**

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**Please e-mail the below information to Kathy.Bargiel@Staples.com and Gail.Rubini@staples.com**

* How many eCertificates?
* What value? Choices are $25, $35, $40, $50, or $70
* Approver email of who will approve invoice in Ariba
* Option 1 or 2 for sending the eCertificates

**Sending**

* Option 1: We can provide the eCertificate numbers on an excel sheet and you can send out to the recipients. We will provide a “how to” guide that you can send to the recipients as well
* Option 2: Staples can send out the eCertificates for you – the message will need to be the same for all recipients

**Timing**

* Turnaround time starts when Staples receives all necessary pieces of information
  + Option 1 takes 3 – 4 business days
  + Option 2 takes 6 – 7 business days

**Invoicing**

* Once the order is complete Staples will upload the invoice into Ariba for the approver to process in Ariba for payment.

**Disclaimers:**

• Only valid for US addresses (no Alaska, Hawaii, Puerto Rico, or international recipients)

• CANNOT be returned for a refund once ordered

• Can be used multiple times until the amount is depleted

• Good for the amount purchased and any overages will need to be covered with a personal credit card

• eCertificates should only be entered on the end user’s account. Once entered, the money applies to the account (ex. please do not check the balance of an eCertificate for another user)

• Only redeemable on the UHG Brand Shop, not the Ariba site: unitedbrandshop.com



**For more information or questions please contact:**

Kathy.Bargiel@Staples.com and Gail.Rubini@staples.com