**National Gift Card Agreement**

Effective December 1, 2014, BPM-220 Gift Card Policy states: “Gift Card purchases are allowed to the extent they are governed by an established program and the expense is reasonable and necessary to carry out the mission of the University. This policy outlines the processes to ensure appropriate controls are implemented to ensure appropriate authorization, documentation, and physical security over gift cards are maintained.” The complete BPM 220 Gift Card Policy can be found here: <http://www.umsystem.edu/ums/rules/bpm/bpm200/manual_220>

In an effort to provide a convenient, centralized option for ordering gift cards, we have executed an agreement with National Gift Card to supply gift cards for approved programs within the University System through the Sho-Me Shop. Useful information regarding the agreement with National Gift Card can be found below.

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**Shipping**

All orders under $25,000 will ship within 72 hours of the order being placed. Any order that exceeds $25,000 will ship within 72 hours of payment being made. Shipping rates are as follows:

FedEx Standard Ground (2-5 Business Days) $7.95

FedEx Express 2 Day $9.95

FedEx Express Next Day $15.95

**Note:** Plastic cards ship banded together. They do not ship with envelopes.

**eCodes**

Rather than order a plastic gift card, departments have the option to order eCodes which eliminates the shipping cost associated with the plastic cards. NGC has a secure platform built for their eCodes called the eCode Management System (EMS) which is designed to make the eCode order delivery process easier and more convenient. With the EMS, departments can keep track of order status, access available eCode order files at any time, keep track of eCode order file downloads, run eCode order reports, and more.

Here is how NGC’s EMS works:

1. Place your eCode order through Punch out *-* You must include the first and last name, email address, and phone number *of* the ***Person who will be distributing the codes to the end recipients.***
2. This person will receive a “Welcome” email (from [ngcecodes@ngc-group.com](mailto:ngcecodes@ngc-group.com)) with a link to activate their EMS account.
3. An NGC representative will contact this person by phone, with a PIN number, which is required to activate the account. If you receive your welcome email and are ready to activate your account, but have not yet been given your PIN, please contact us at (888) 472-8747 and we will provide it to you immediately.
   1. ***Please note – orders cannot be processed until after your account is activated.***
4. Order is processed and you will receive your order in 72 hours. You will receive email notifications with your eCode order statuses: Posted and Ready.
5. Once you receive the email notifying you that your order is ‘Ready’ for download, go to the secure portal [**https://customer.ngcecodes.com**](https://customer.ngcecodes.com).
6. Login with your EMS Username and Password.
7. Go to the order you are looking for and download the file. You can search by eCode order number or PO number.
8. For your own protection, save your eCode order file as a password protected file.

Within the file there will be a column for the retailers, a column for the denominations, a column for the URL, and for certain eCodes there will be a column that has a PIN/Challenge Key. The URL is what you will distribute to recipients. The recipients will then click on the link and it will open up to the landing page of the merchant. From there, the end recipient can redeem their eCode online or print and use it at a retail location.

**NOTE:** The **ONLY** thing that needs to be sent to recipients are the URL and Secret Code/Challenge Key. The PIN number is already embedded in each individual URL and does not need to be sent again.