



University  
of Glasgow

# Love2shop User Guide



# Contents

- 1. University Approval..... 3
- 2. Setting up an Account ..... 4
- 3. Creating an Order ..... 5
- 4. Catalogue (search for the gift cards)..... 5
  - 4.1 Gift Cards (Amazon, Asda, Next etc.)..... 6
  - 4.2 Love2shop Gift Card ..... 6
- 5. Shopping Basket ..... 7
- 6. Delivery Address, Method & Fees ..... 8
- 7. Your Quote..... 11
  - 7.1 PO Required..... 11
  - 7.2 Impact of Not Providing a PO ..... 12
- 8. Payments Options ..... 13
  - 8.1 Credit ..... 13
  - 8.2 Love2shop Contactless..... 14
  - 8.3 PIN (keep a note of it) ..... 15
- 9. GRN on Agresso ..... 15

# 1. University Approval

- To sign up for Love2shop you need to contact the below email and request access.
- Love2shop will then ask for approval from the University Procurement team to add you as a user.

## Set up a new account

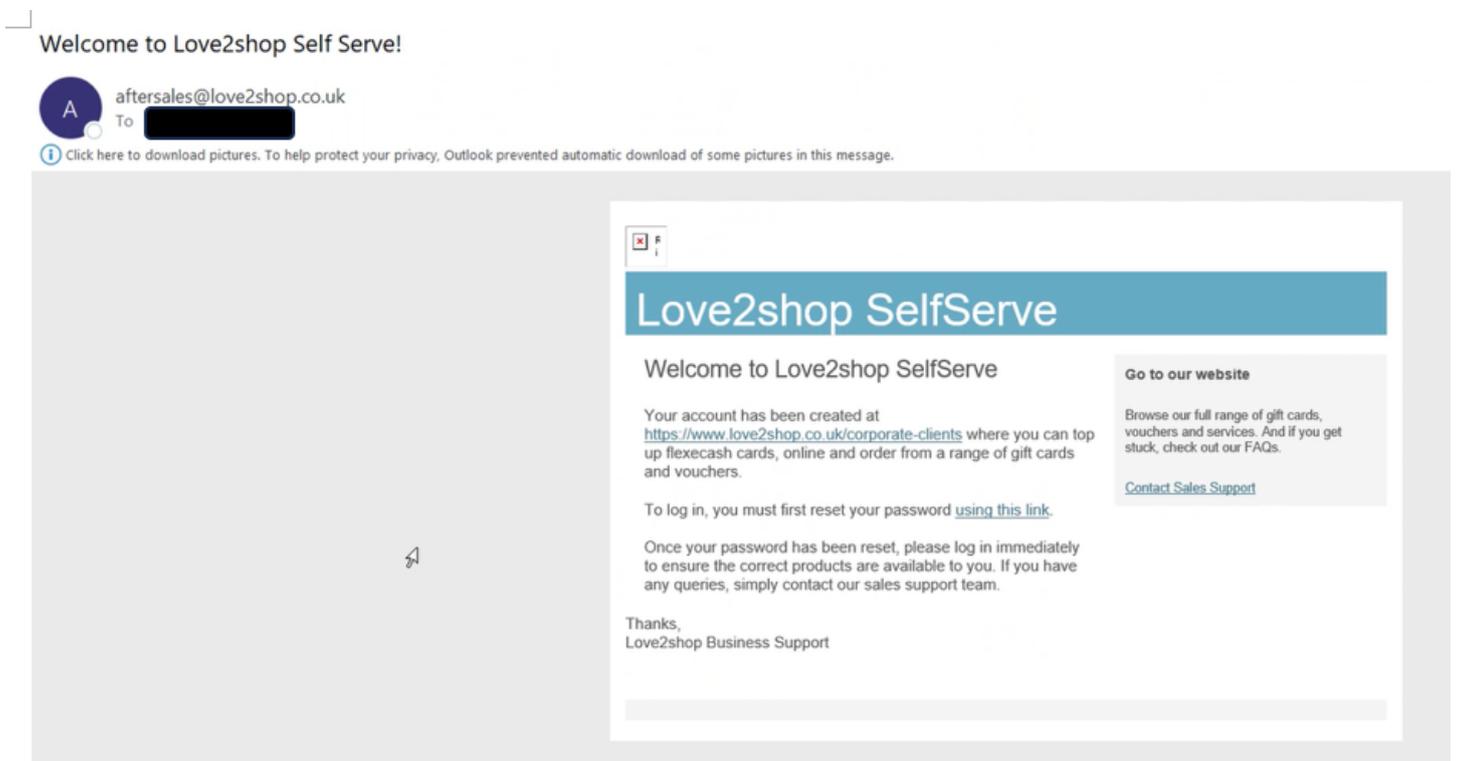
If you would like to use this service please contact our team directly:

Call: 0845 601 4807

Email: [sales@love2shop.co.uk](mailto:sales@love2shop.co.uk)

Or to find out more about this service, [click here](#).

- Once approval has been given by Procurement, you will receive the following email:



## 2. Setting up an Account

You need to click on the link: [Http://www.love2shop.co.uk](http://www.love2shop.co.uk) and then it will take you to the following page:

# LOVE2SHOP

HOME | MY ACCOUNT | CONTACT US | FAQs

Login

# SAY THANK YOU WITH LOVE2SHOP



## Welcome to Love2shop SelfServe

Love2shop Business Clients can use this platform to order Gift Cards, Digital Rewards and Vouchers from Love2shop and other popular retailers.

- **If you have an account you need to log in but if it is the first time you will need to set up a new account, please see below:**

## Welcome to Love2shop SelfServe

Love2shop Business Clients can use this platform to order Gift Cards, Digital Rewards and Vouchers from Love2shop and other popular retailers.

With a Self-Serve account you can order using a variety of payment methods, apply for credit, view all orders placed across multiple sites, purchase a variety of reward types from a single portal and more.

### Got an account?

Please enter your login details here:

[Forgotten Password?](#)

**LOGIN TO YOUR ACCOUNT**

### Set up a new account

If you would like to use this service please contact our team directly:

Call: 0845 601 4807

Email: [sales@love2shop.co.uk](mailto:sales@love2shop.co.uk)

Or to find out more about this service, [click here](#).

### 3. Creating an Order

Once you have set up an account, you can then log in at "Got an account" section.

- Click on LOGIN TO YOUR ACCOUNT
- Once you LOGIN TO YOUR ACCOUNT, you will see the following landing page:

Date	Order Type	Quote Number	Order Number	Invoice Number	PO Number	Net Order Value	Gross Order Value	Dispatch Date	Valid Until	Extract
30-Nov-2023	Flexecode	71567232				£100.00	£100.00		30-Dec-2023	

- Firstly you need to check your details and make sure they are correct.
- Following this, you need to "CREATE NEW ORDER"
- Once you have clicked "CREATE NEW ORDER" you will be taken to the following page

### 4. Catalogue (search for the gift cards)

- Once you are on this page, please click on "Catalogue" This will take you to the catalogue of options within love2shop.

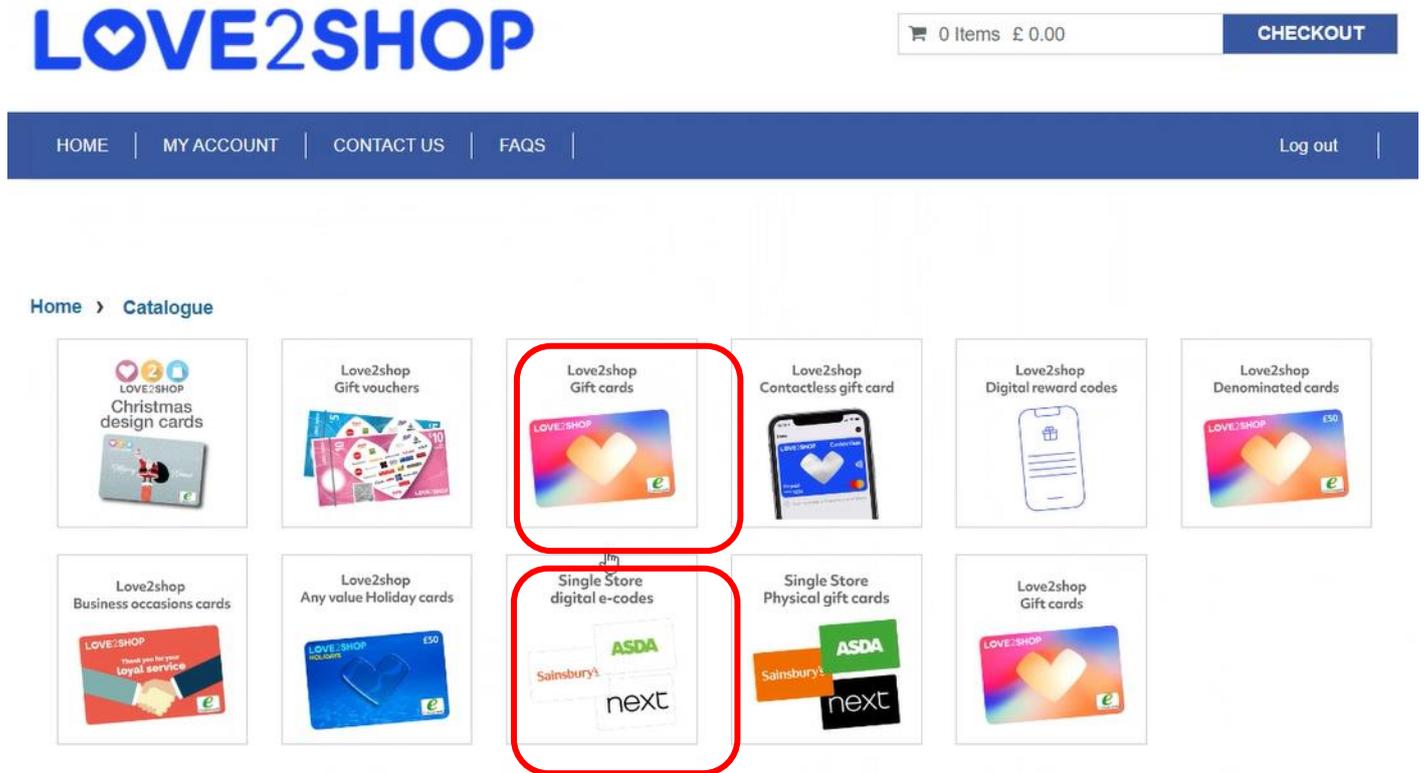
Website T&Cs | Privacy Policy | Self Serve Terms & Conditions | GDPR Terms & Conditions | Modern Slavery Statement



hop is a trading name of Park Retail Limited. © 2022/2023 Park Retail Ltd. Registered in England and Wales with company number 00402152 and registered office at Valle

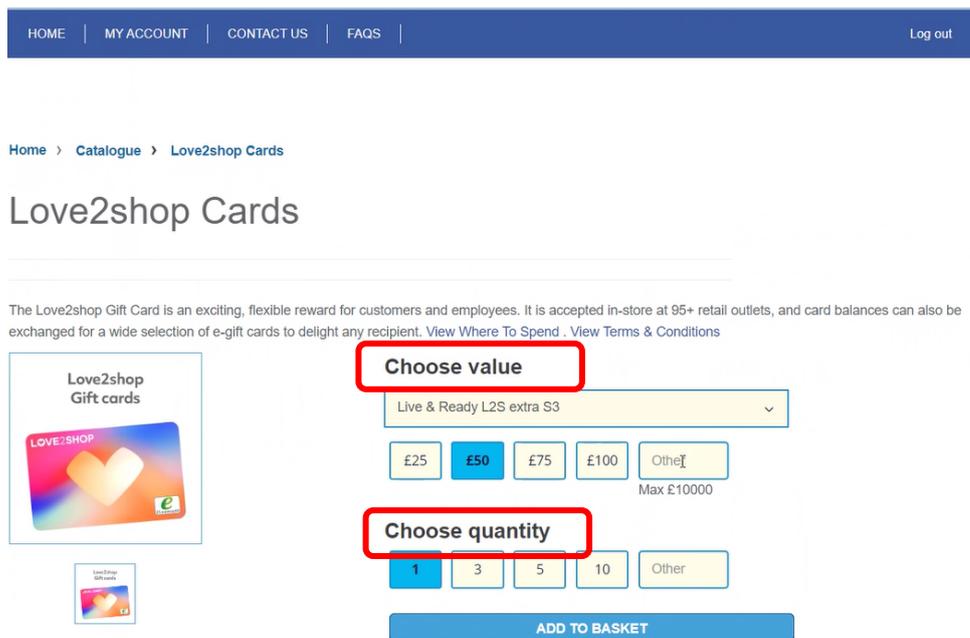
#### 4.1 Gift Cards (Amazon, Asda, Next etc.)

- The catalogue landing page looks as per below.
- To order a store specific gift card e.g. Asda, Amazon, Next etc. you should select the ‘Single Store Digital e-codes’ (or physical gift cards).



#### 4.2 Love2shop Gift Card

- To order a standard Love2Shop gift card which can be used at multiple shops you should pick the “Love2shop giftcard” which takes you to the following page:



- Once you are on this page, please choose the card value that you need and quantity and add to basket. For example if you need 5 x £25 Voucher, you can choose Value of £25 and choose a quantity of 5. This will give you 5 gift cards at the value of £25.
- When you click add to basket, it takes you to the following page:

## 5. Shopping Basket

### Shopping basket

CONTINUE SHOPPING

CHECKOUT

Show per page

10 25 50 100

Product	Quantity	Subtotal	
Live & Ready L2S extra S3 Value <input type="text" value="25.00"/> <input type="button" value="UPDATE"/>	<input type="text" value="5"/> <input type="button" value="UPDATE"/>	£ 125.00	<input type="button" value="REMOVE"/>
Pack For Name: Live & Ready L2S extra S3 25.00 x 5			
		Total price	£ 125.00

- You can either Continue shopping or you can go to checkout. When you choose Continue shopping it will take you back to the Catalogue page.
- When you click checkout, it will take you to the following page:



   £125.00

HOME | MY ACCOUNT | CONTACT US | FAQs |

Log out |

## Activation Method

If you have more than one option here, please choose your card activation method. For more information on activation methods, you can refer to the FAQs.

Method	Message	Select
Active	No registration required - if these cards have a value on then secure postage is recommended	<input checked="" type="radio"/>
Batch Only	Your 8 digit order number and 4 digit pre-set code will activate the batch of cards	<input type="radio"/>
Batch & Single	Your 8 digit order number and 4 digit pre-set code must be used to activate all cards in the batch	<input type="radio"/>
Single Card Only	Each card holder must use a 4 digit pin number to activate their card.	<input type="radio"/>
Single Card Registration	Your card(s) can only be activated online	<input type="radio"/>

I have read and understood any information associated to the selected activation method

- It is up to you the administrator or the person who is raising the request, to choose which option you want to go with. Please make sure you **check the box below**:

I have read and understood any information associated to the selected activation method

**CONTINUE**

- The information associated with the selected activation method explains the various activation methods so please make sure you read this before you proceed.
- Once you have clicked on Continue, you will be taken to the following page:



5 Items    £125.00

**GO TO BASKET**

## Personalisation

If you would like a letter with your order you can select from the list below, and update your basket before continuing. Don't forget to email your letter template to Sales Support stating your order number to ensure that these are included with your order. If you do not require a letter please click continue.

Products	Cost	Quantity	Select	Total
Total Amount				£ 0.00

**Continue**

- Please choose **“Continue without Wallet”**.
- Click **Continue**, you will be taken to the following page.

## 6. Delivery Address, Method & Fees

## Delivery Address

Please note, if you have a credit account all delivery addresses need to be set up and authenticated in advance. If you cannot see your preferred address in the list below, please contact Sales Support to add an address.

Please select an address or enter below

	Client Reference	Name	Address 1 & 2	Town & County	Postcode
<input type="radio"/>	G12 0XH		UNIVERSITY OF GLASGOW MENTAL HEALTH & WELLBEING, 1ST FLOOR	ADMIN BUILDING, GARTNAVEL ROYAL HOSPITAL 1055 GREAT WESTERN ROAD, GLASGOW	G12 0XH

- If you are using the portal for the first time, please enter a **delivery address**, if you are regular user you can either enter a new delivery address or choose from a previous address listed on the page. Please ensure your delivery address is accurate and includes the name of the receiver.
- The delivery address section is at the bottom of the page, please see below:

### Delivering To

Title

Firstname

Lastname

### Search for an address

Enter a postcode or search for an address

Building Name / Number:

COLLEGE OF SCIENCE AND EN

Address Line 2:

LEVEL 3 BOYD ORR BUILDING

Town:

UNIVERSITY OF GLASGOW

County:

GLASGOW

Postcode:

G12 8QQ

Country:

UK

- Once you have entered the delivery address, click continue, which will take you to the following page – delivery Instructions:

## Delivery Method

Description	Cost	
Royal Mail First Class (Royal Mail 1st Class Letter or Parcel - not insured)	£2.50	<input checked="" type="radio"/>
DX Mandatory Signature	£9.00	<input type="radio"/>
Royal Mail Special Delivery (This delivery method is insured up to £2500)	£10.00	<input type="radio"/>

**Selected Method**  
Royal Mail First Class

**Cost**  
£2.50

I have read and understood any information associated to the selected delivery method

**CONTINUE**

- Choose the Delivery method option and it will take you to the following Screen:

## Fees and Charges

Fee	Unit Cost	Quantity	Total
Delivery/Sundry Charges	£2.50	1	£2.50
Total			£2.50

**Continue**

## 7. Your Quote

- Click continue and you will receive your quote below:

### Your Quote

Your quote is shown below. It has a unique reference number for your records.

**Invoice to:**

Accounts Payable  
UNIVERSITY OF GLASGO  
FINANCE OFFICE  
MAIN BUILDING  
EAST QUADRANGLE  
GLASGOW  
G12 8QQ

**Deliver to:**

UNIVERSITY OF GLASGOW  
MENTAL HEALTH & WELLBEING, 1ST FLOOR  
ADMIN BUILDING, GARTNAVEL ROYAL HOSPITAL  
1055 GREAT WESTERN ROAD, GLASGOW  
G12 0XH

Customer No.	Quote No.	Quote Date
39338828	71570928	30/11/2023

THIS IS NOT A VAT INVOICE / PROFORMA INVOICE

*(Discount % may be subject to roundings)*

Description	Item	Value	Net	Inc VAT	VAT%
Any Value L2S Extra Any Value Quantity: 5	5023	£125.00	£125.00	£0.00	0.00%
<b>Totals</b>		<b>£125.00</b>	<b>£125.00</b>	<b>£0.00</b>	
Delivery/Sundry Charges	N56	£2.50	£2.50		20.00%
<b>Added VAT</b>			<b>£0.50</b>	<b>£0.50</b>	
<b>Amount Payable</b>			<b>£128.00</b>		

### 7.1 PO Required

**Before you progress, at this point it is essential that you raise a Purchase Order. Do not begin this process without a valid and accurate University PO as this is required in the next steps.**

Love2shop is a trading name of Park Retail Limited. Registered Office: (Reg. No. 00402152) of Valley Road, Birkenhead, Merseyside, CH41 7ED. Registered in England and Wales.

Please raise your requisition on Agresso against **Supplier ID 33719 PARK RETAIL LTD.**

Once you receive your quote:

- You need to save the quote
- Amend quote or Convert to order

this is at the bottom of the next screen shot.

## THIS IS NOT A VAT INVOICE / PROFORMA INVOICE

(Discount % may be subject to roundings)

Description	Item	Value	Net	Inc VAT	VAT%
Any Value L2S Extra Any Value Quantity: 5	5023	£125.00	£125.00	£0.00	0.00%
<b>Totals</b>		<b>£125.00</b>	<b>£125.00</b>	<b>£0.00</b>	
Delivery/Sundry Charges	N56	£2.50	£2.50		20.00%
<b>Added VAT</b>			<b>£0.50</b>	<b>£0.50</b>	
<b>Amount Payable</b>			<b>£128.00</b>		
<b>Total VAT Recoverable</b>				<b>£0.50</b>	

SAVE QUOTE

AMEND QUOTE

CONVERT QUOTE TO ORDER

- You should then convert quote to Order and input your Purchase order number shown below;

## 7.2 Impact of Not Providing a PO

Please note that failure to input an accurate and valid purchase order number may result in the entire University account being put on hold.

No other information should be put in the purchase order box.

### Purchase Order Number

Please enter a unique purchase order number below.

Purchase Order Number

**WARNING! A VALID PO NUMBER MUST BE ENTERED.**  
DO NOT PROCEED WITH THE ORDER IF YOU DO NOT HAVE ONE.  
Failure to comply with this may lead to future orders being delayed.

Continue

- Click Continue, it will take you to the next screen shot.

## 8. Payments Options

### 8.1 Credit

#### Payment

Please select a payment method:

Credit (£128.00)

Card payment

Description	Item	Net
Any Value L2S Extra Any Value Quantity: 5	5023	£125.00
<b>Totals</b>		<b>£125.00</b>
Delivery/Sundry Charges	N56	£2.50
<b>Amount Payable</b>		<b>£ 128.00</b>

CONTINUE

- Choose the credit payment option (**do not select card payment**) and you will be taken to the next screen shot.
- Your quote has been converted to an order and your order number will appear in your account summary.

# Order Confirmation

Your quote has been converted to an order, your order number will appear in your account summary

**Invoice to:**

Accounts Payable  
 UNIVERSITY OF GLASGO  
 FINANCE OFFICE  
 MAIN BUILDING  
 EAST QUADRANGLE  
 GLASGOW  
 G12 8QQ

**Deliver to:**

UNIVERSITY OF GLASGOW  
 MENTAL HEALTH & WELLBEING, 1ST FLOOR  
 ADMIN BUILDING, GARTNAVEL ROYAL HOSPITAL  
 1055 GREAT WESTERN ROAD, GLASGOW  
 G12 0XH

Customer No.	Quote No.	Quote Date
39338828	71570928	30/11/2023

THIS IS NOT A VAT INVOICE / PROFORMA INVOICE

(Discount % may be subject to roundings)

Description	Item	Value	Net	Inc VAT	VAT%
Any Value L2S Extra Any Value Quantity: 5	5023	£125.00	£125.00	£0.00	0.00%
<b>Totals</b>		£125.00	£125.00	£0.00	
Delivery/Sundry Charges	N56	£2.50	£2.50		20.00%
<b>Added VAT</b>			£0.50	£0.50	
<b>Amount Payable</b>			£128.00		
<b>Total VAT Recoverable</b>				£0.50	

## 8.2 Love2shop Contactless

You can also choose, Love2 shop Contactless, as shown below. This is useful when you need to keep everything digital, all instructions are available when you choose the option on your screen.

### Love2shop Contactless

**Our incentives just got a whole lot better...**

Rewards and recognition made easy with Love2shop Contactless Gift Cards

[Place your order](#)











Love2shop Contactless is a digital Mastercard which can be used at over 140 popular leading brands

[View the full where to spend list >>](#)

## 8.3 PIN (keep a note of it)

- Another option you can choose a different activation method where a PIN will be required shown below:



### Activation Method

If you have more than one option here, please choose your card activation method. For more information on activation methods, you can refer to the FAQs.

Method	Message	Select
Active	No registration required - if these cards have a value on then secure postage is recommended	<input type="radio"/>
Batch Only	Your 8 digit order number and 4 digit pre-set code will activate the batch of cards	<input checked="" type="radio"/>
Batch & Single	Your 8 digit order number and 4 digit pre-set code must be used to activate all cards in the batch	<input type="radio"/>
Single Card Only	Each card holder must use a 4 digit pin number to activate their card.	<input type="radio"/>
Single Card Registration	Your card(s) can only be activated online	<input type="radio"/>

#### Batch Activation PIN

Please add a PIN to the order so that cards can be activated on receipt.

Batch Activation PIN

I have read and understood any information associated to the selected activation method

CONTINUE

- You can see that in this method you need to add a batch activation PIN. The instructions say “Please add a PIN to the order so that cards can be activated”. This PIN can be any number that you choose **but you must remember this number going forward** because it will be required for activation of any of your future purchases.
- Please keep this PIN safe, you cannot input another PIN. If you forget your PIN number, please go to the Frequent Asked Questions.

## 9. GRN on Agresso

Finally, once you have received your vouchers (electronically or physically) it is important that you immediately login and Goods Receipt the Purchase Order on Agresso (or contact someone to do this on your behalf). Delays in doing so may result in the invoice not being paid in time and this will result in the entire University account being put on hold.