


Here’s an easy guide on how to submit your order on our corporate gifting portal seamlessly and quickly!

1. Add to cart all the items you want to send this holiday season! Do not worry about quantities yet, you can choose quantities and/or differentiate the shipments later once you are in checkout. Consider this the full pool of your gift options and you can mix and match once you start uploading your recipient lists and choosing their corresponding gifts.

Cart

×

NEW! Send different items to different people during checkout.




Small hamper with assorted chocolates

7.05 oz

\$36.90

[Remove](#)




Christmas gift hamper with assorted chocolates

21.69 oz

\$109.00

[Remove](#)



Christmas Maxi Book with assorted chocolates

7.05 oz

\$46.90

[Remove](#)

a.

2. You can now define what items go into each shipment and upload the recipient list for this batch.

- a. Click on “create recipient list”. (the upload template csv has been attached to this email)

Recipient lists

- Add up to 100 recipients one by one or by spreadsheet.
- Everyone on a list gets the same items. Make new lists to send different items/quantities.
- Shipping availability will be determined when selecting recipients and products.

+ Create recipient list

i.


- b. Your pool of gift options you previously added to cart will now be presented and you can choose the items and quantities for this first list of recipients. Keep in mind that everyone on the same recipient list will receive the exact same gifts. If you wish to send a shipment with different gift items, simply start a new recipient list.

i.

1. Select items for each recipient

×

Every recipient receives:



Small hamper with assorted chocolates

7.05 oz


\$36.90

1

▲ ▼

per recipient

\$36.90



Christmas gift hamper with assorted chocolates

21.69 oz


\$109.00

0

▲ ▼

per recipient

\$0.00



Christmas Maxi Book with assorted chocolates

7.05 oz

\$46.90

0

▲ ▼

per recipient

\$0.00

Cancel

Next

ii.

3. Once you are done uploading all recipient list, you can continue to payment and that’s it!