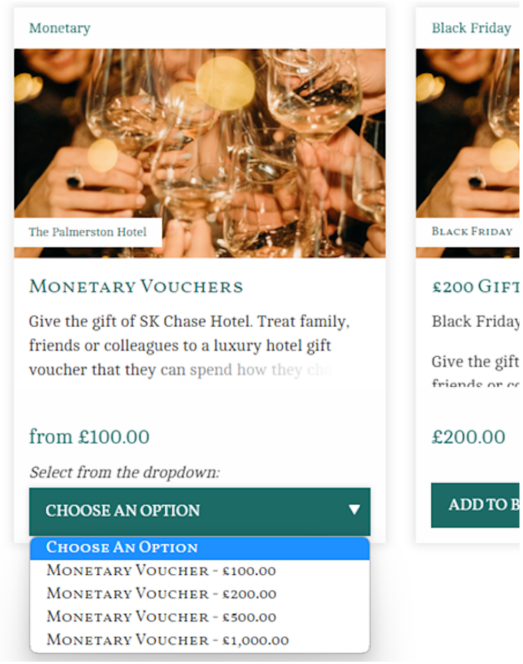
STEP 1

## Buying Option Example



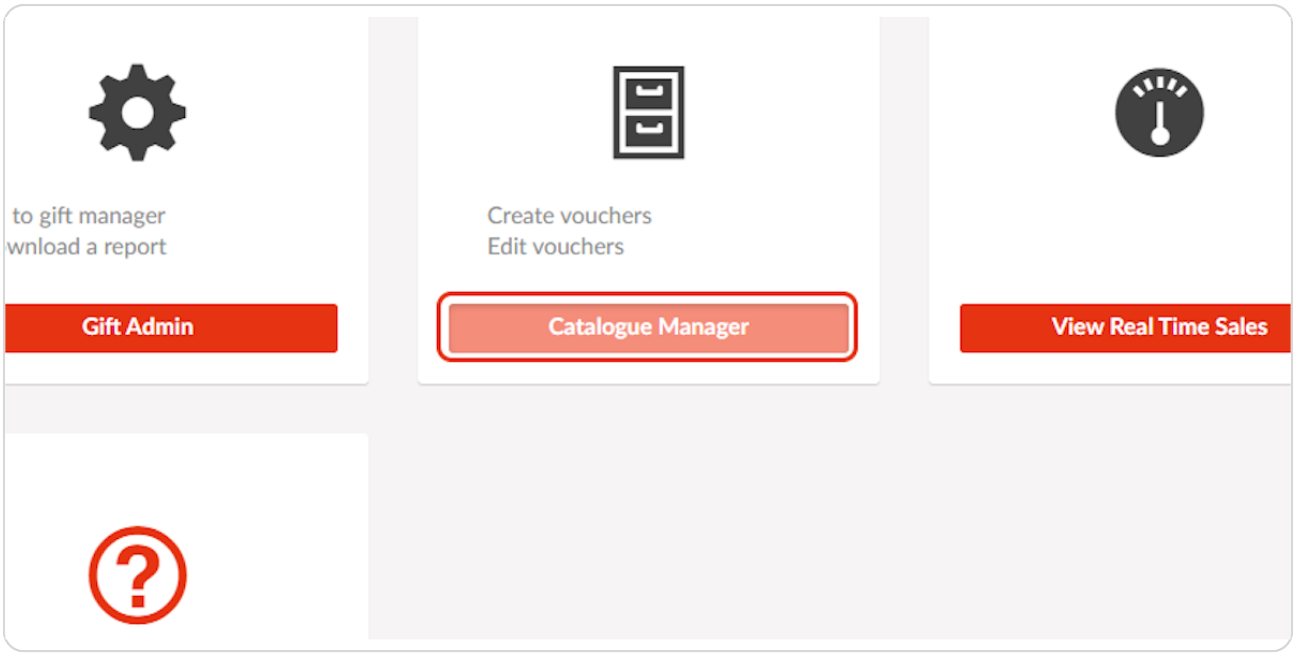

STEP 2

## Login to the system

https://p4.skchase.com/giftapp

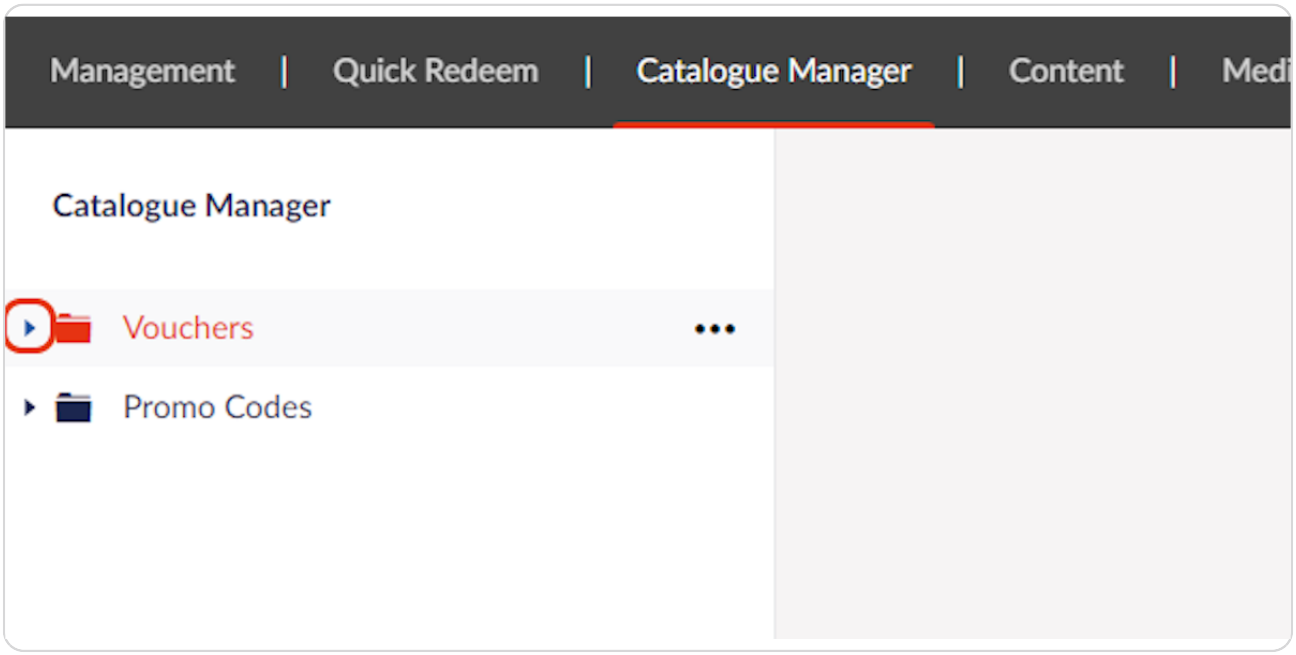
STEP 3

## Click on Catalogue Manager



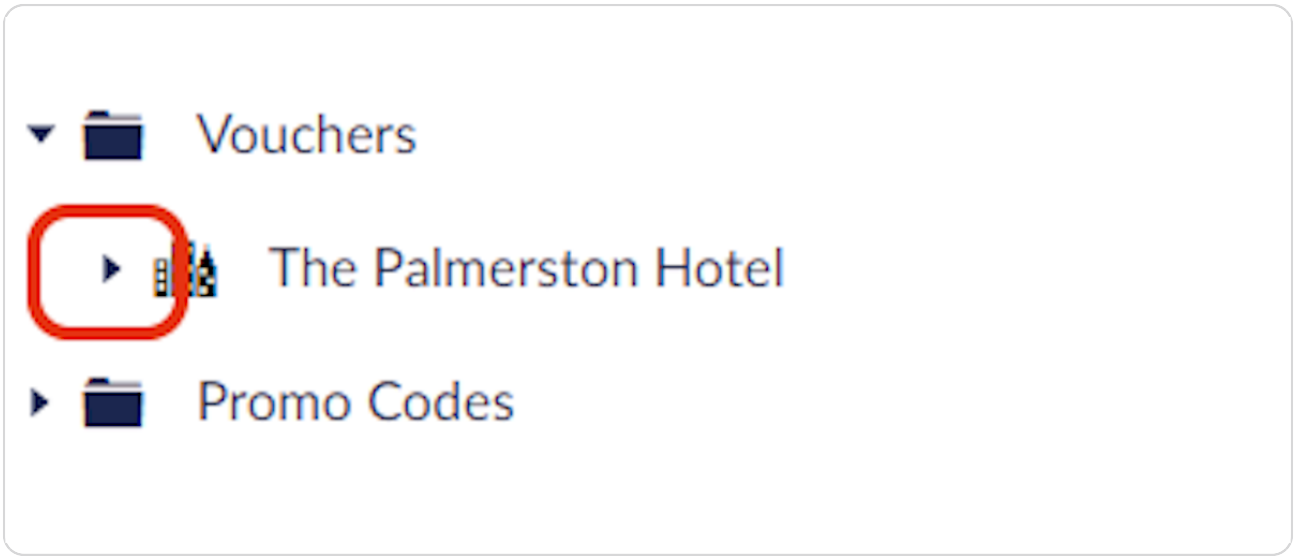

STEP 4

## Open VOUCHERS



STEP 5

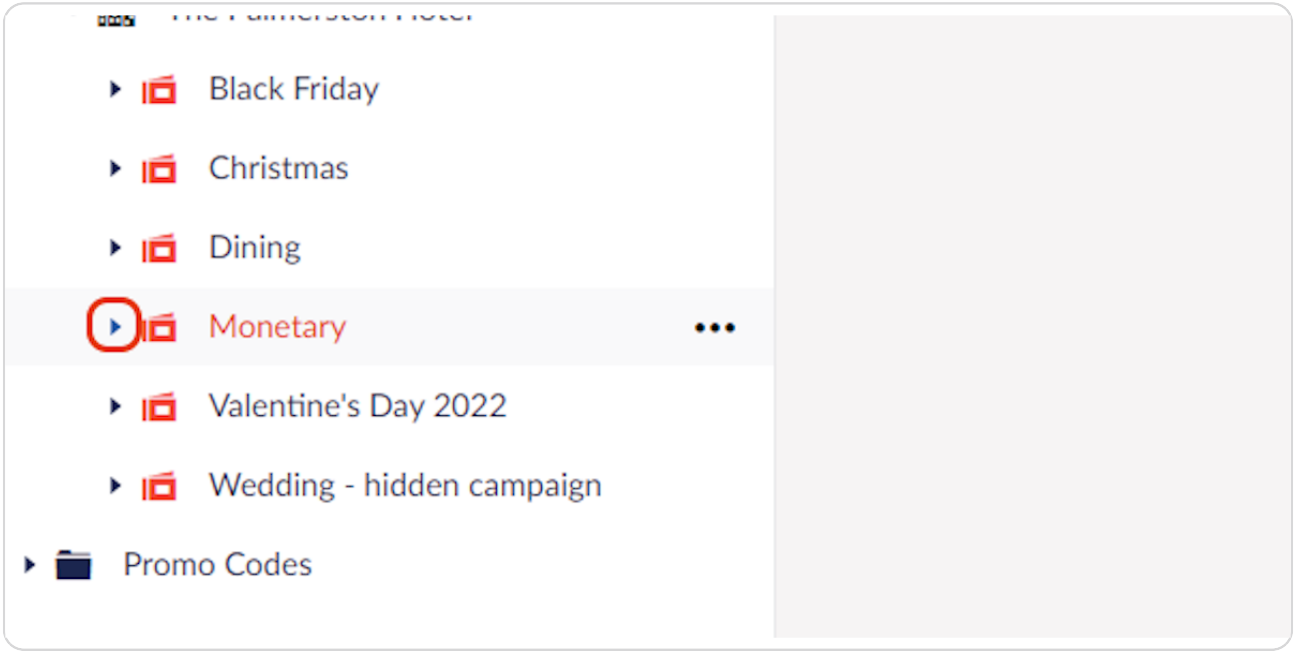
## Open the relevant SELLER




STEP 6

## Open the CATALOGUE to view the vouchers

**Vouchers must be in the same catalogue to create a buying option**

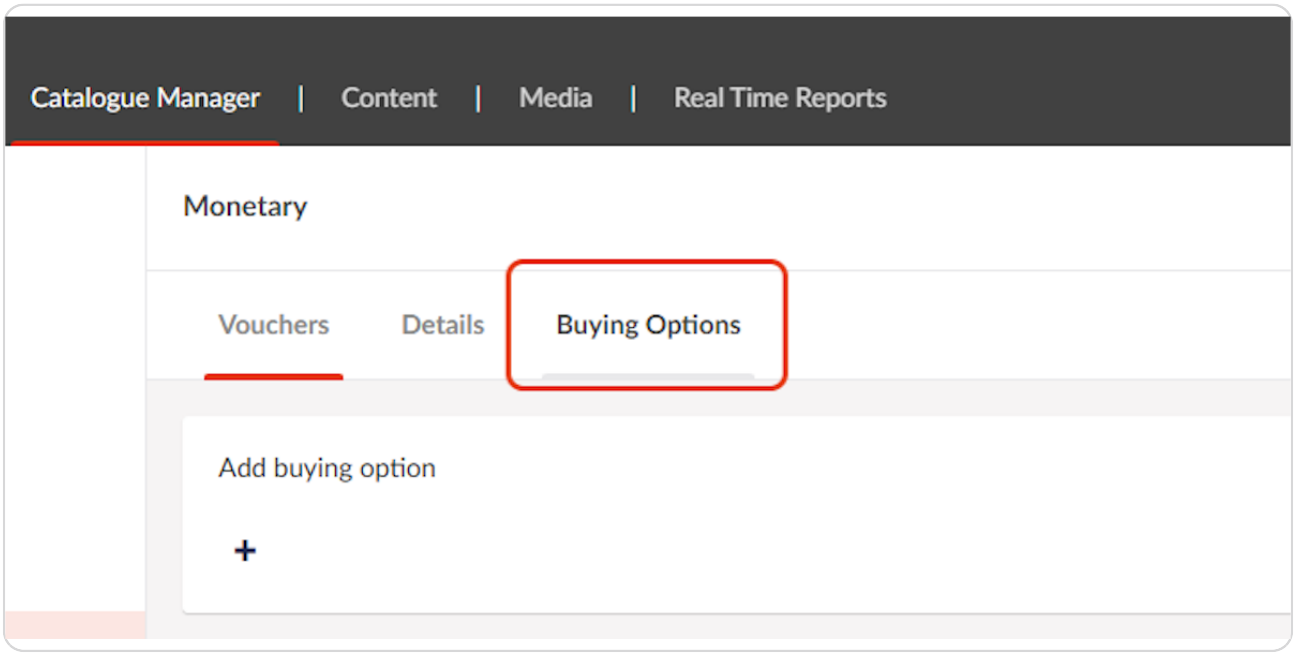


STEP 7

## Click on the voucher catalogue name e.g. MONETARY

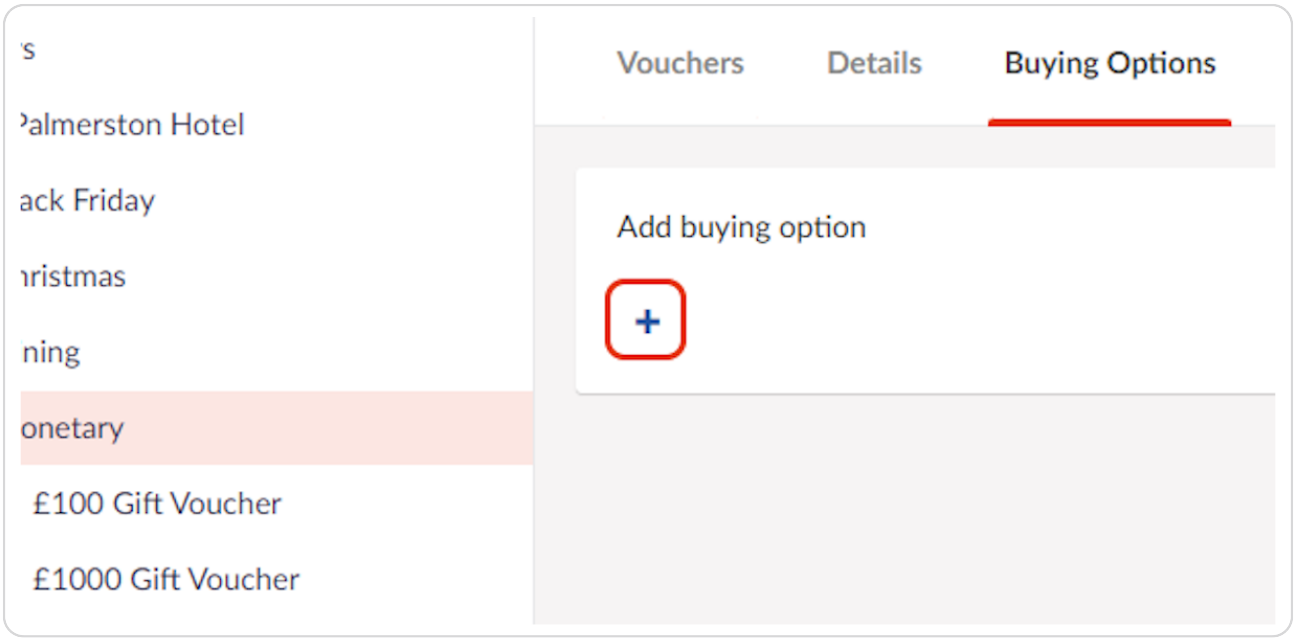
STEP 8

## Click on the BUYING OPTIONS tab



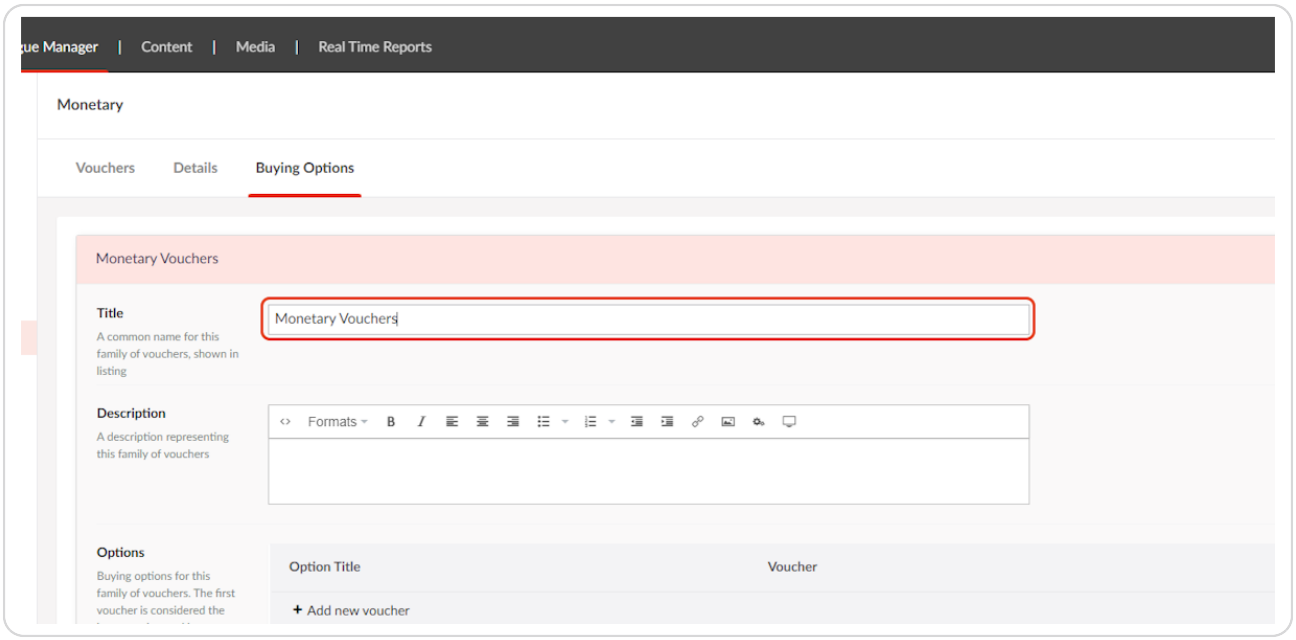
STEP 9

## Click on the PLUS to add a new buying option




STEP 10

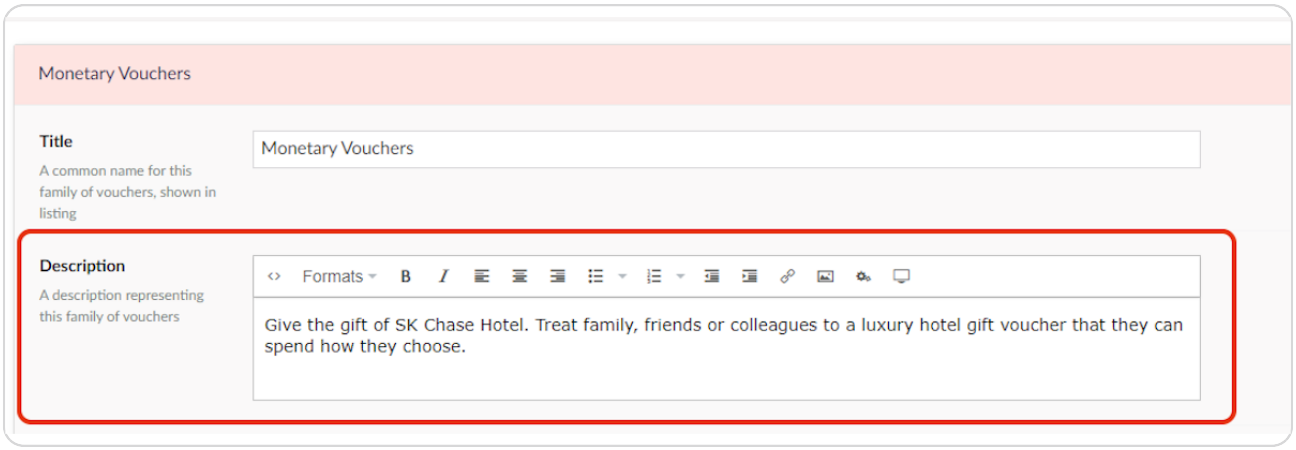
## Add a TITLE



STEP 11

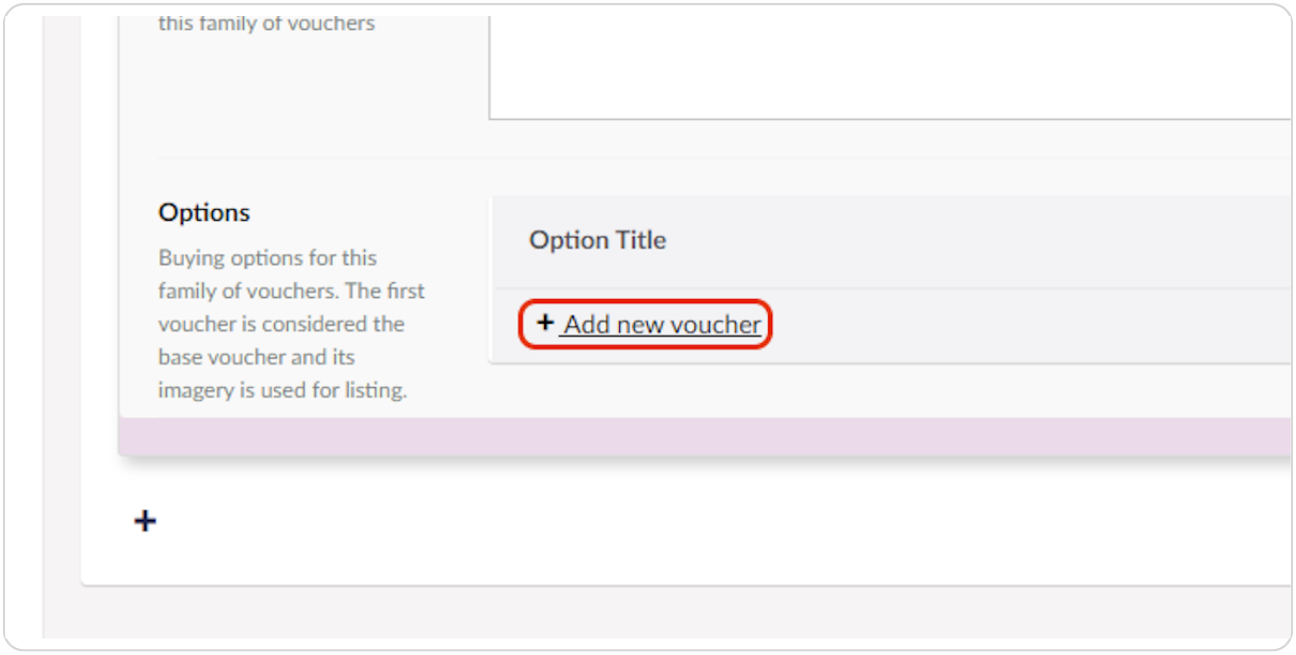
## Add a DESCRIPTION

### If left blank, the description of the first option will be displayed



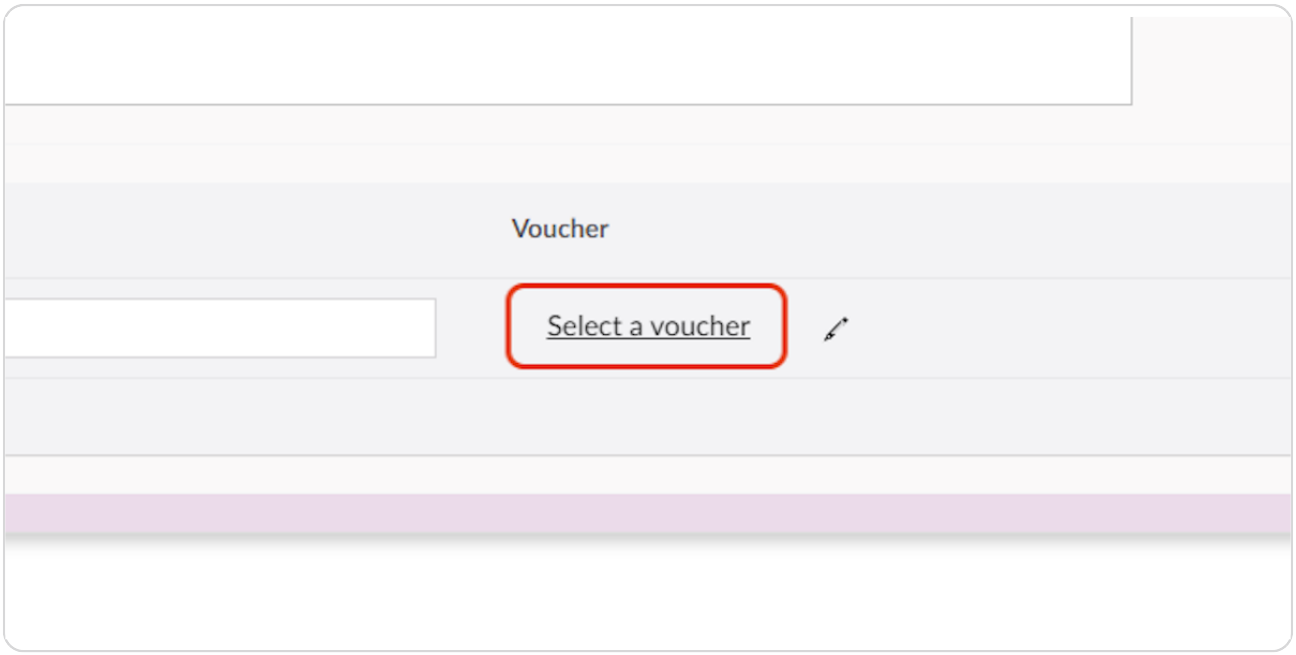

STEP 12

## Click on ADD NEW VOUCHER



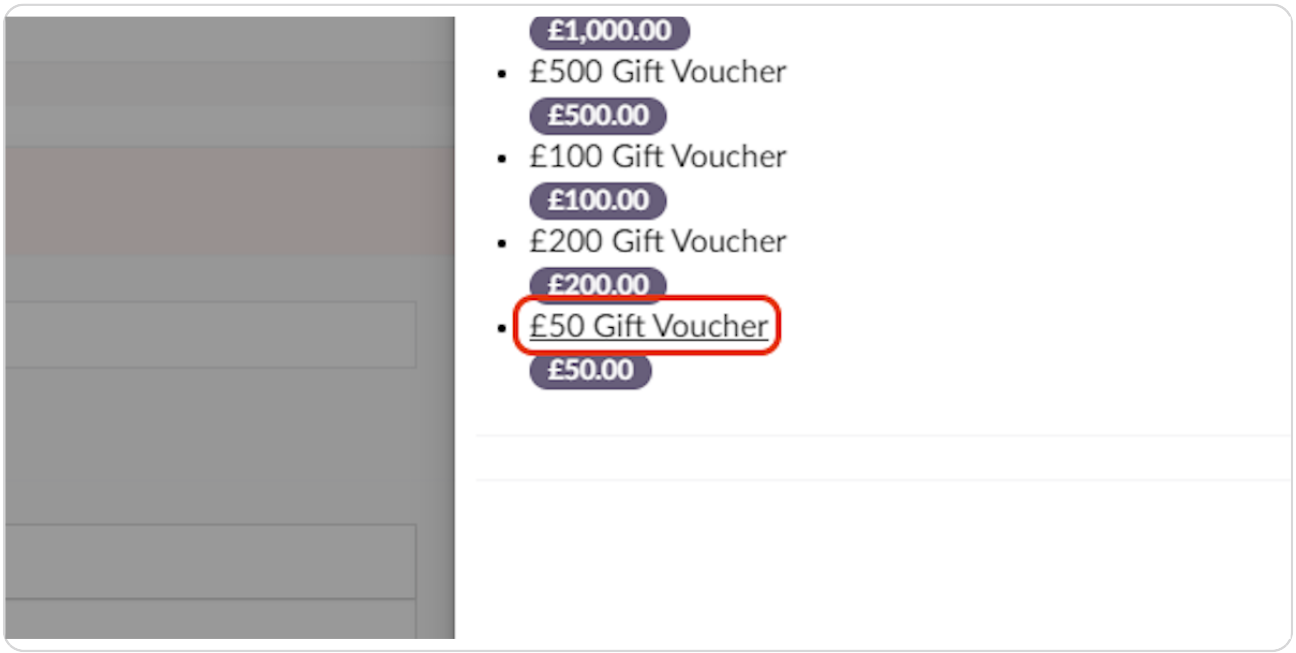
STEP 13

## Click on SELECT A VOUCHER



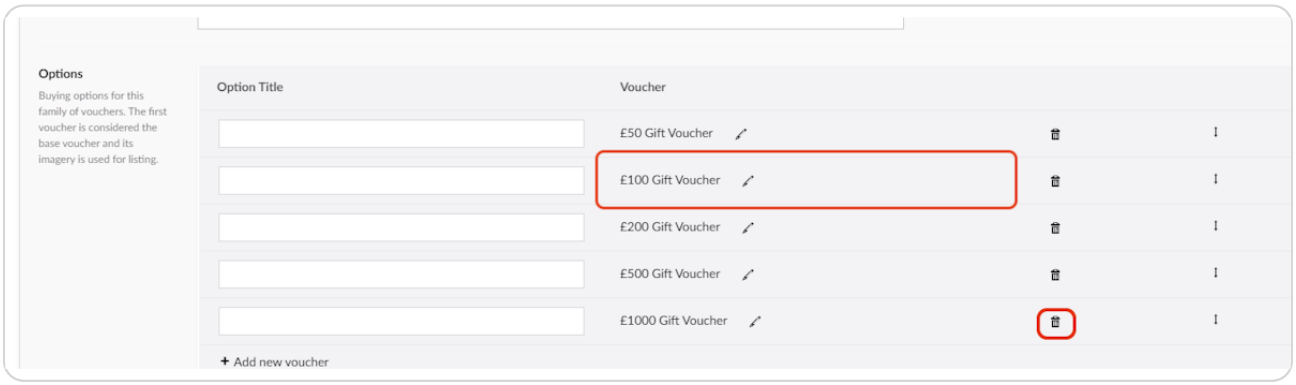

STEP 14

## Select the vouchers that you want to include in the buying option



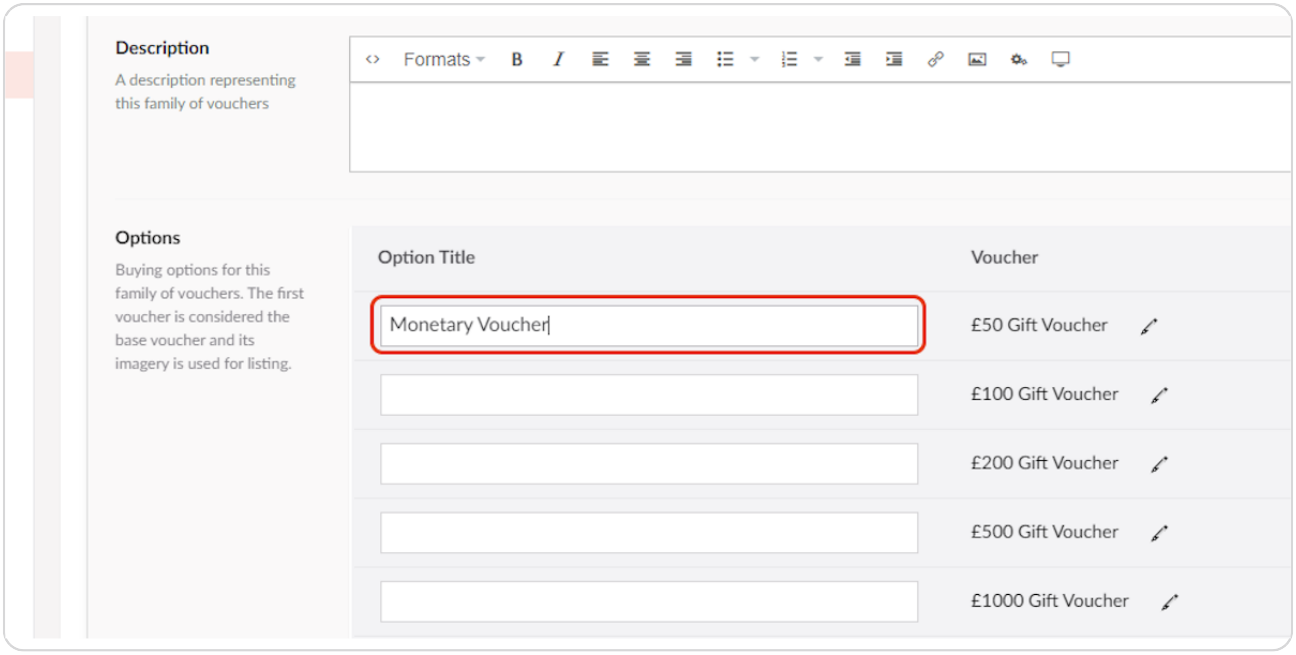
STEP 15

## Drag and drop vouchers to re-order and click the DELETE ICON to remove an option




STEP 16

## Add an OPTION TITLE which will appear in the dropdown list

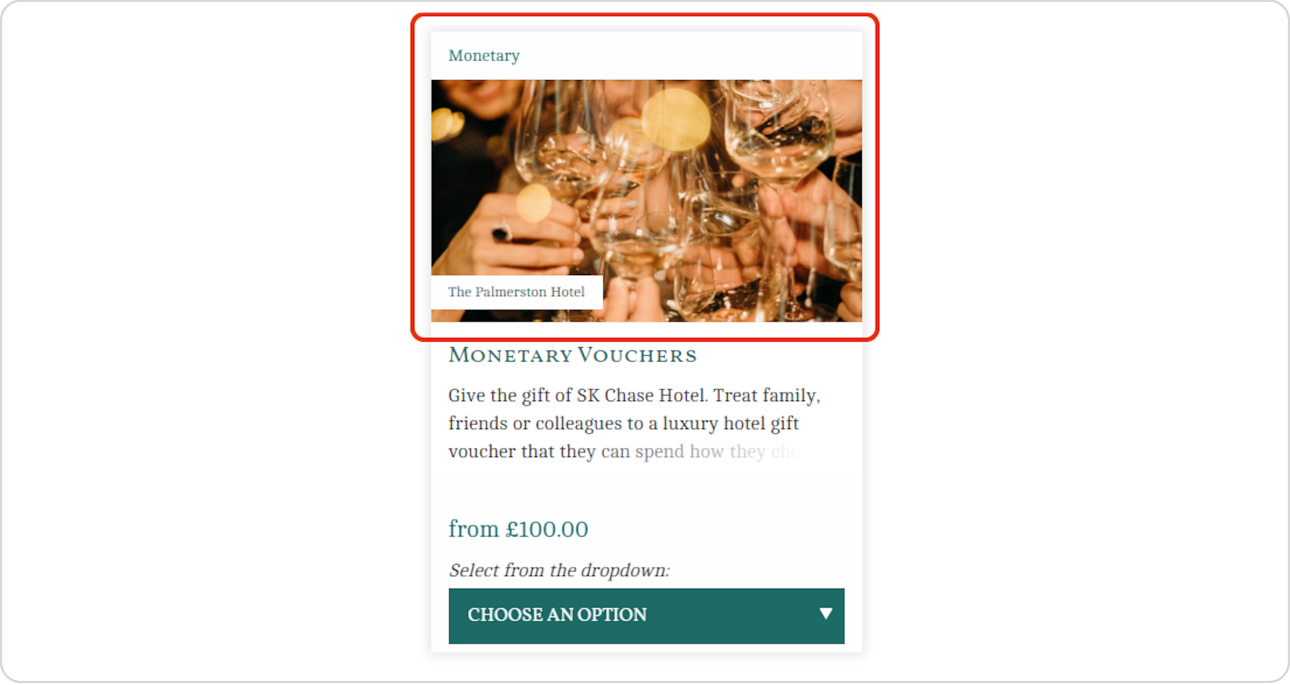


STEP 17

## Click on SAVE

STEP 18

## The image is pulled from the FIRST OPTION in the buying option



STEP 19

## Allow 10 minutes for the changes to appear on your gift voucher website

SKCHASE