

UNIVERSITY OF DELAWARE EXCHANGE

Purchasing Amazon Gift Cards

Revised 4/10/2023

amazon business

Amazon Gift Card Purchasing Basics

- Gift cards and eGift cards can be purchased on Amazon in standard amounts and custom amounts
- eGift cards can be purchased with custom artwork
- **Please note** that you may still see organization messages that indicate that eGift cards are restricted. We are working with our Amazon account manager to update/remove this messaging. You should be able to proceed with your order. Please contact procurement@udel.edu if you encounter an issue when placing your order.
- Please note that Amazon has a \$10,000.00 daily limit on gift card purchases.



Gift Cards (physical)



Amazon.com Gift Card in a Mini Envelope

Brand: Amazon

★★★★★ 101,300 ratings | 150 answered questions

Amazon's Choice for "amazon gift cards"

Price: \$10.00 ✓prime Same-Day

Gift amount (\$10 - \$2,000):

\$10 \$25 \$50 \$100 \$150 \$ Other

Design Name: Navy and Gold Mini Envelope



- Gift Card is affixed inside a mini envelope
- Gift Envelope opens up flat to display the gift card in the center
- Gift Card has no fees and no expiration date
- Gift amount may not be printed on Gift Cards
- No returns and no refunds on Gift Cards
- Gift Card is redeemable towards millions of items storewide at Amazon.com
- Scan and redeem any Gift Card with a mobile or tablet device via the Amazon App

- Gift cards can be purchased in standard or custom amounts.
- If you are ordering multiple physical gift cards, please note that you will **only** be able to select **one** shipping address in UD Exchange.
 - If you are ordering multiple physical gift cards for multiple recipients, you can either:
 - Have all the physical cards shipped to you for you to distribute to the recipients.
OR
 - Create separate orders for each physical gift card to ship directly to the recipient.



eGift Cards (digital)



Amazon.com eGift Card

by Amazon
★★★★★ ~ 968,445 customer ratings

1. Gift card design

Standard Animated Your Photo/Video

Design: Amazon Logo



2. Enter your gift card details

This Gift Card can only be used to purchase eligible goods and services available on Amazon.com, and countries.

Amount \$50 \$75 \$100 \$150 \$200 \$ Enter amount

- eGift cards can be purchased in standard or custom amounts, and you are able to upload custom artwork.
 - You can enter up to 999 email addresses for eGiftcard recipients.
 - Please note** that you may still see organization messages that indicate that eGift cards are restricted:
- Organization restricted**
Admin note: "Custom Electronic Gift Card artwork is not supported with punchout shopping. If you must purchase with custom artwork, please contact procurement@udel.edu for assistance."
- We are working with our Amazon account manager to update/remove this messaging. You should be able to proceed with your order. Please contact procurement@udel.edu if you encounter an issue when placing your order.



eGift Cards Frequently Asked Questions...

- **How will I know that my gift card has been delivered?**
 - You will get an email when the recipient receives the eGift card. You also can confirm delivery by checking the order status on the Your Orders page in the Amazon punch-out. (Look for “received” under Status.)
- **What if I put in the wrong email address?**
 - The email address can be updated until the card is redeemed. After that Amazon cannot cancel or re-fund your order and the balance cannot be transferred. If the gift card cannot be delivered, Amazon will notify you to update and resend.
- **How fast will an email or text message gift card be delivered?**
 - eGift Cards are normally delivered within 5 minutes of Amazon receiving your approved Purchase Order from UD Exchange. In rare circumstances your delivery may be delayed. You can check the status of your gift card in your orders. If you schedule a later delivery, the card will be sent on the day you selected.



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)
- [Shopping Using Punch-Out Catalogs](#)
- [Shipping to Home Addresses](#)
- [Amazon Registration](#)
- [Amazon Best Practices & Troubleshooting Tips](#)

