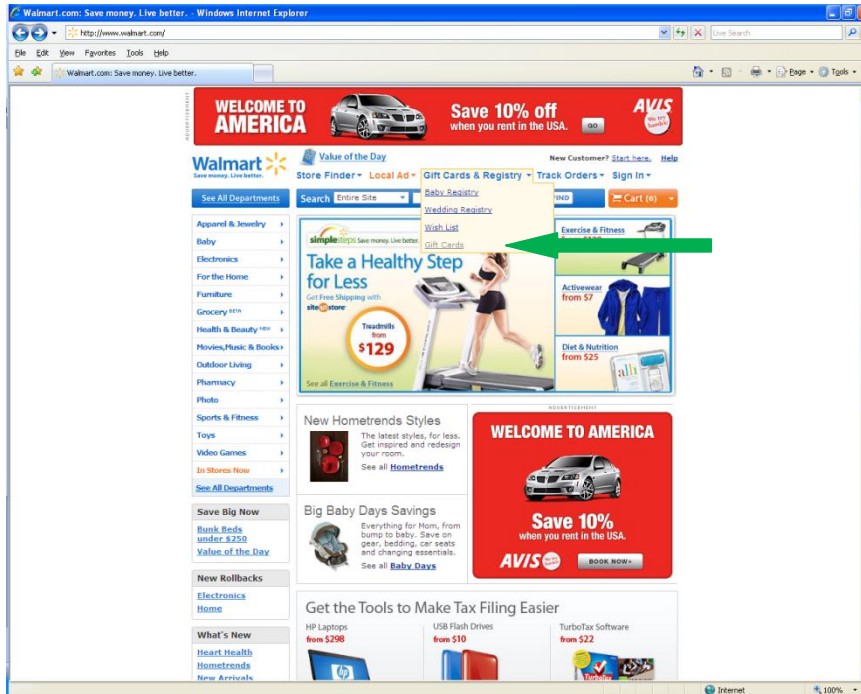
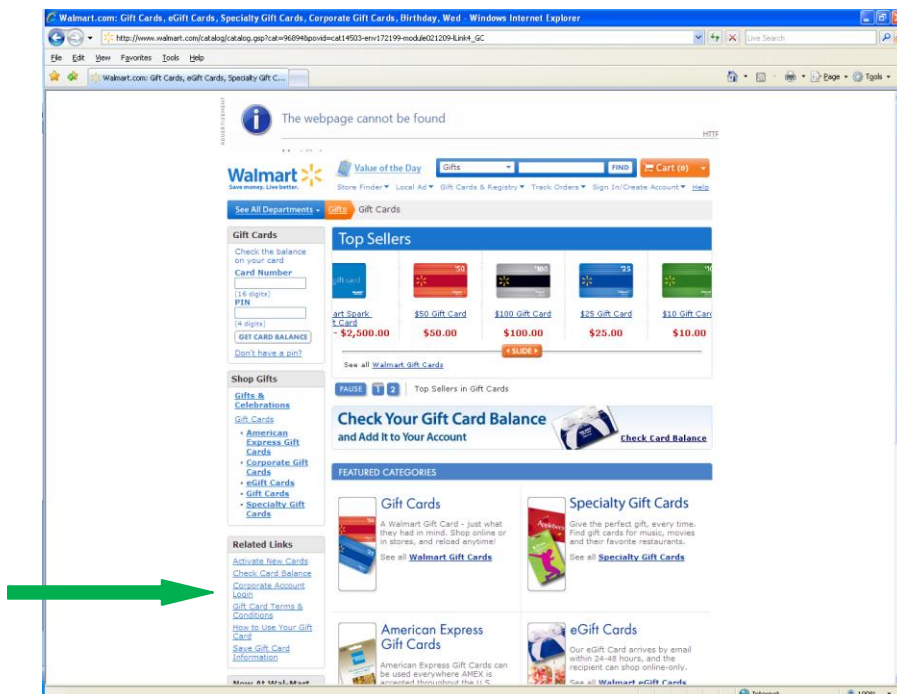


Process for Ordering Wal-Mart Gift Cards

Log on to www.walmart.com and click on “Gift Cards & Registry” > “Gift Cards”

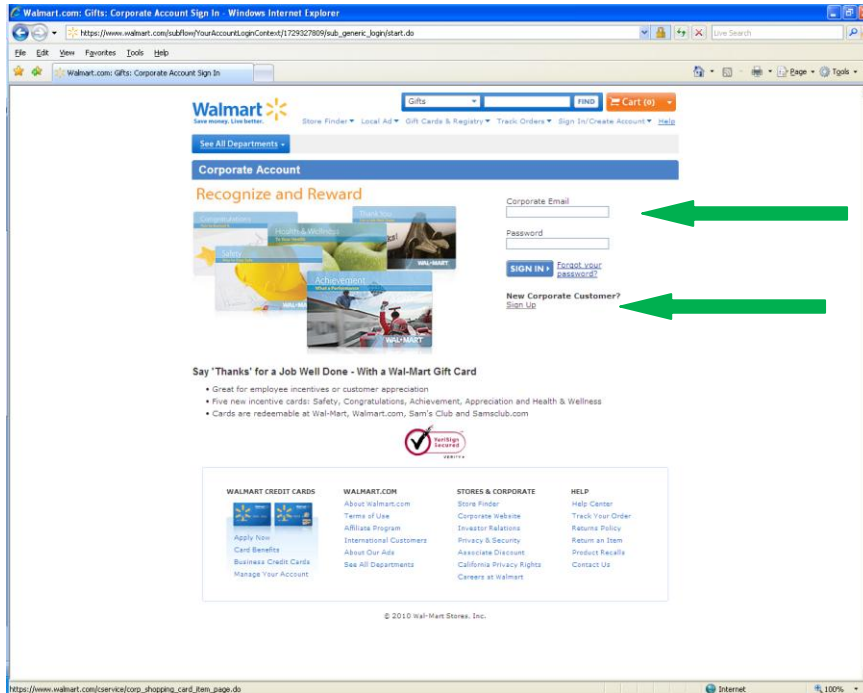


Click on “Corporate Account Login” on the bottom, left side of the screen



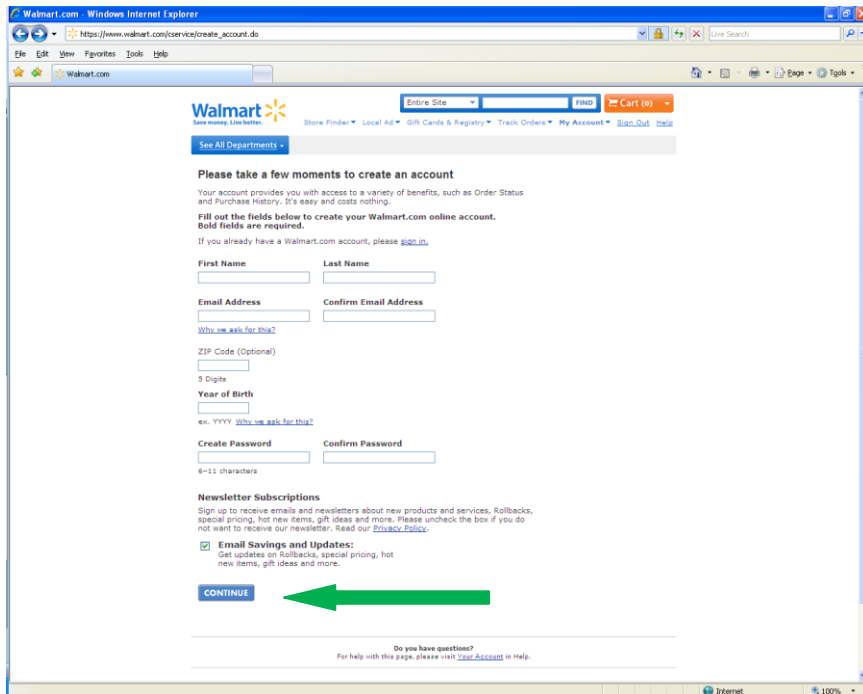
Last Updated 3/4/10, Controller's Office, K. Kohl

For new customers, click on “Sign Up”, or returning users can enter e-mail and password and click on “Sign In”.



For new users, please continue with the following steps to create a profile:

1. Enter name, e-mail address, year of birth and create a password. Then click on “Continue”.



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- You will now need to create a Corporate Account for your department. Repeat log-in steps as above by going back to www.walmart.com and clicking on “Gift Cards & Registry” > “Gift Cards” > Corporate Account Login”. You will now see a screen called “Sign Up for a Corporate Account”

- Complete the required fields:

Customer Number – Leave blank

Company Name – University of Louisville/Your Department Name

Business License Number - Nine Zeros (00000000)

Tax ID Number - 61-1014882

Type of Business – Higher Education

Address Line 1 – Your departmental street address (You must enter your physical street address, ex. 123 Main Street. If you only put “Baxter Research Building I, Room 210”, Wal-Mart will reject your application.)

Address Line 2 – Not required; Use as needed

City – Louisville

State – KY

Zip – Enter the zip code that matches your street address

Fax – Not required

Enter your contact information: Name, Phone, Title

Enter Bank Information:

Bank Name – PNC Bank

Bank Address – 101 South Fifth Street, Louisville, KY 40202

Bank Phone – (502) 581-5037

Bank Fax – (502) 581-4075

For purposes of consistency, please use the following vendor as a trade reference:

Vendor Reference 1 Name – Seelbach Hotel
Vendor Reference 1 Phone – (502) 585-3200
Vendor Reference 1 Fax – (502) 585-9240
Vendor Reference 1 Address – 500 Fourth Ave.
Vendor Reference 1 City – Louisville
Vendor Reference 1 State – KY
Vendor Reference 1 Zip – 40202

Please Read and Agree to the Terms & Conditions by clicking the box “I Agree”

Click on “Continue”.

At this point, your request will be sent to Wal-Mart for review and processing. You should receive an e-mail within 1-2 business days (or longer if they have high processing levels) letting you know you have been approved. Until you receive this e-mail, you cannot place an order. The e-mail will look like the example below:

Dear Kerry Kohl,

Your application for a Corporate Account at Walmart.com has been approved. Here is your account information:

Corporate Customer Number: 12345678
Company Name: University of Louisville
Contact Name: Kerry Kohl

To shop for Gift Cards with your Corporate Account:

1. Go to <http://www.walmart.com/giftcards>
2. Click on "Corporate Accounts"
3. Sign in, if prompted.
4. Start shopping!

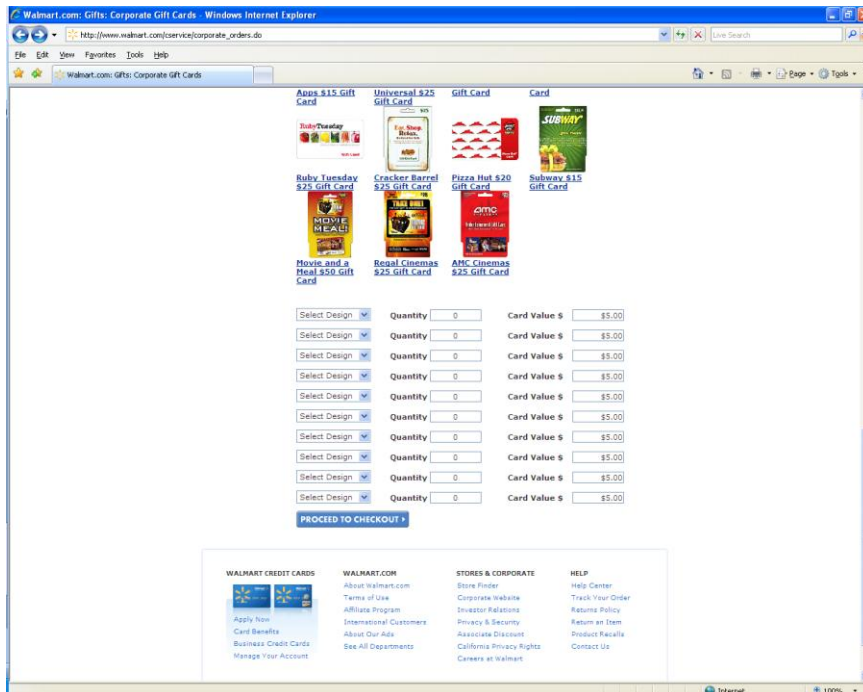
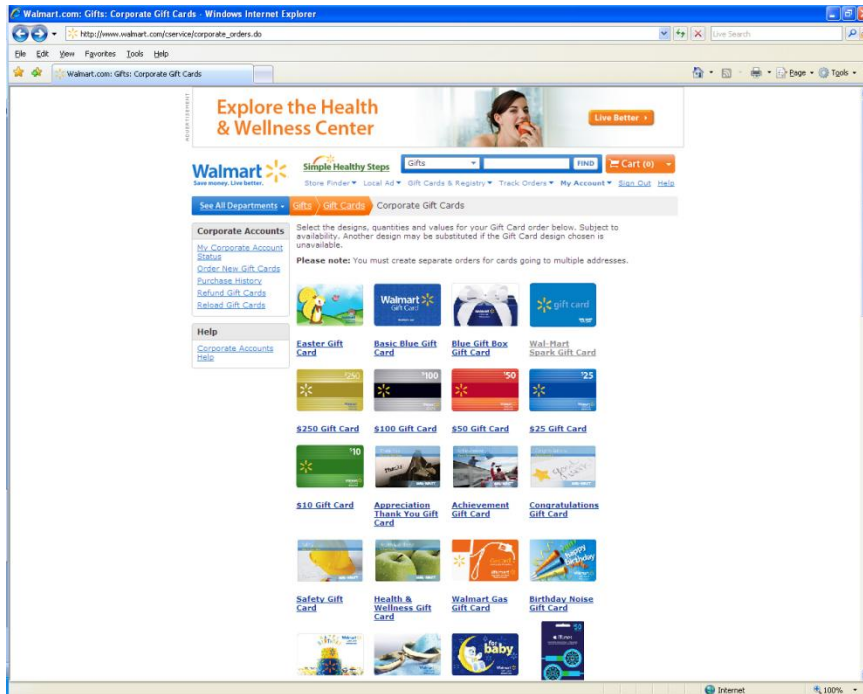
Help

If you have any questions, contact one of our Customer Service associates at 1-800-411-7942, Monday-Friday, 7:30 a.m.-5 p.m. (CT) or email giftcard@wal-mart.com.

Sincerely,

Customer Service at Walmart.com
<http://www.walmart.com>

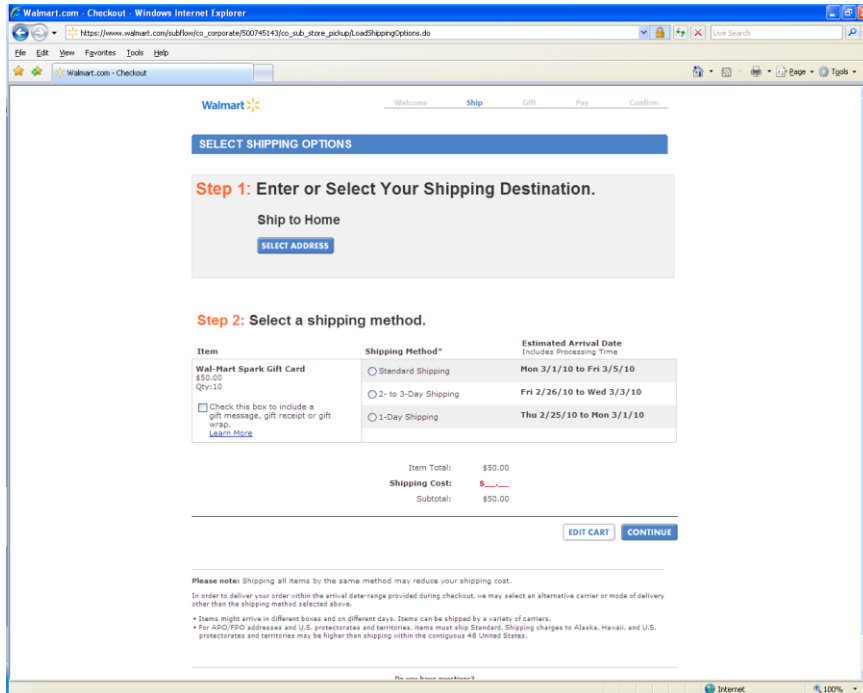
Once approved, to place an order for gift cards, log on to www.walmart.com and click on “Gift Cards & Registry” > “Gift Cards” > “Corporate Account Login”. Always make sure you are logged into the corporate side.



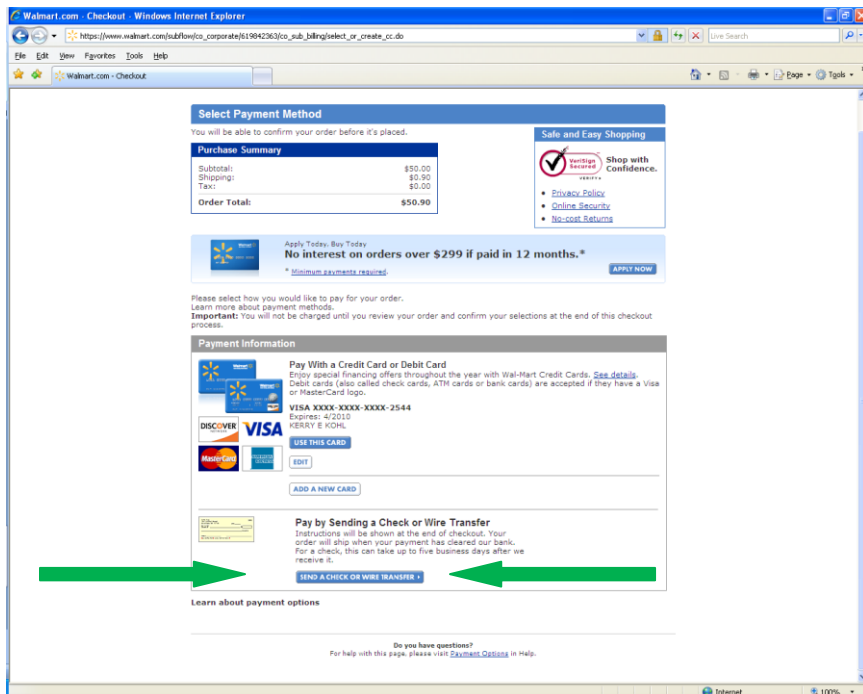
Select the design, quantity and denomination of each card desired, and click on “Proceed to Checkout”. You will be taken to a page that says “Sign In”. Enter your password again and click on “Continue”.

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Select the shipping address for your order, and select the shipping method. Click on “Continue”.



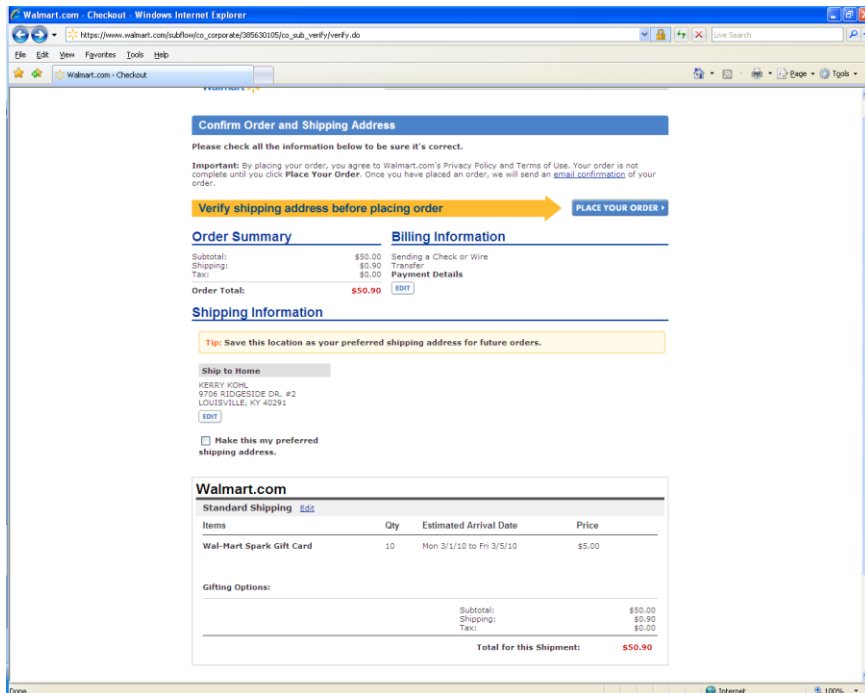
For the Payment Method, select “Pay by Sending a Check or Wire Transfer”



On the next screen, it will allow you to enter a PO number. This is not necessary because the payment request will be submitted to the Controller's Office on a Request for Disbursement form.

Click "Continue".

Please review your order carefully before submitting. If you need to, click on "Edit" to make any changes or corrections. Once complete, click on "Place Your Order". Please remember to print out a copy of the order as backup for your Request for Disbursement.



For the *first* check payment order, the gift cards will ship from Wal-Mart after the check has cleared their bank. This can take up to 5 business days after they receive the check. Subsequent orders will ship immediately after receipt of check.

Once your order has been placed, you will receive an e-mail confirmation of the order.

If you have any questions or problems, please call 1-800-411-7942 for the Wal-Mart customer service department.