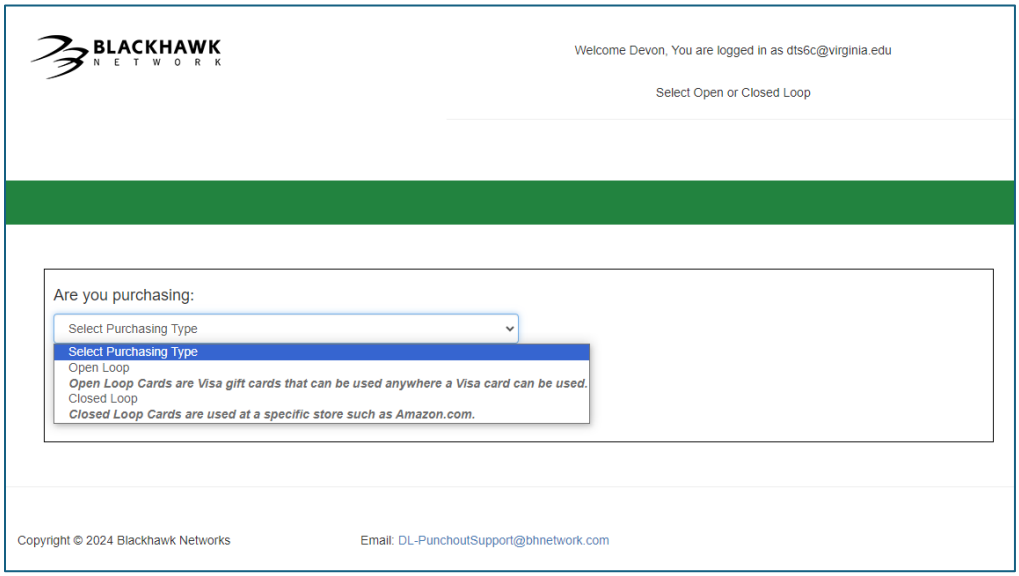
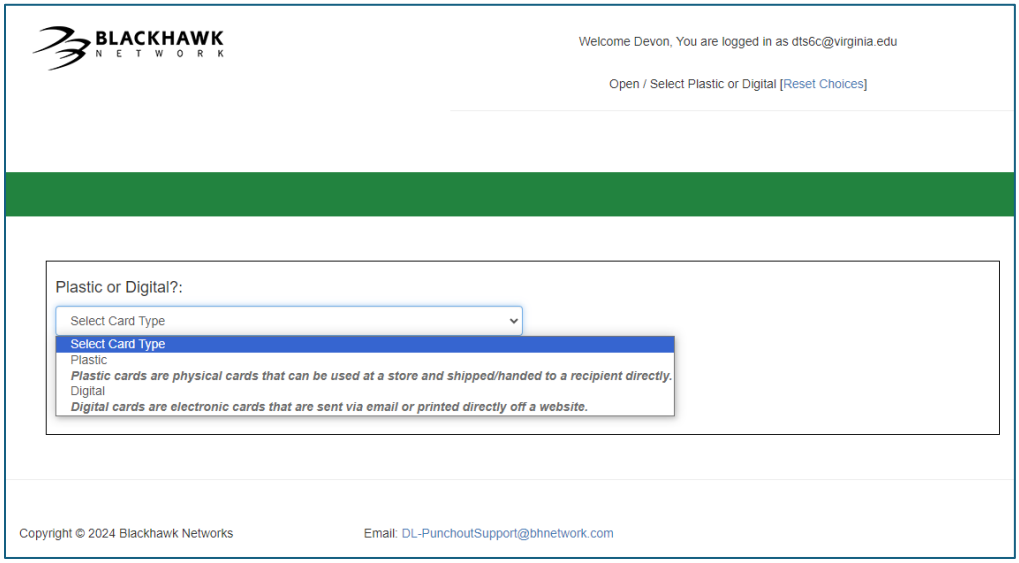
Once you have successfully accessed the Punchout, complete the following steps for ordering gift cards:

1. **Select which gift card product you want to purchase, and click 'Submit'.**
   Remember: There are two (2) options for you to choose from, and you cannot combine multiple product types in a single order.



   Choose either:
   (i) Open Loop: VISA gift cards that can be utilized at any merchant where a traditional VISA card is accepted; *or*
   (ii) Closed Loop: Gift cards that are for a specific merchant.

2. **Select which gift card type you want to purchase, and click 'Submit'.**
   Remember: There are two (2) options for you to choose from, and you cannot combine multiple product types in a single order.

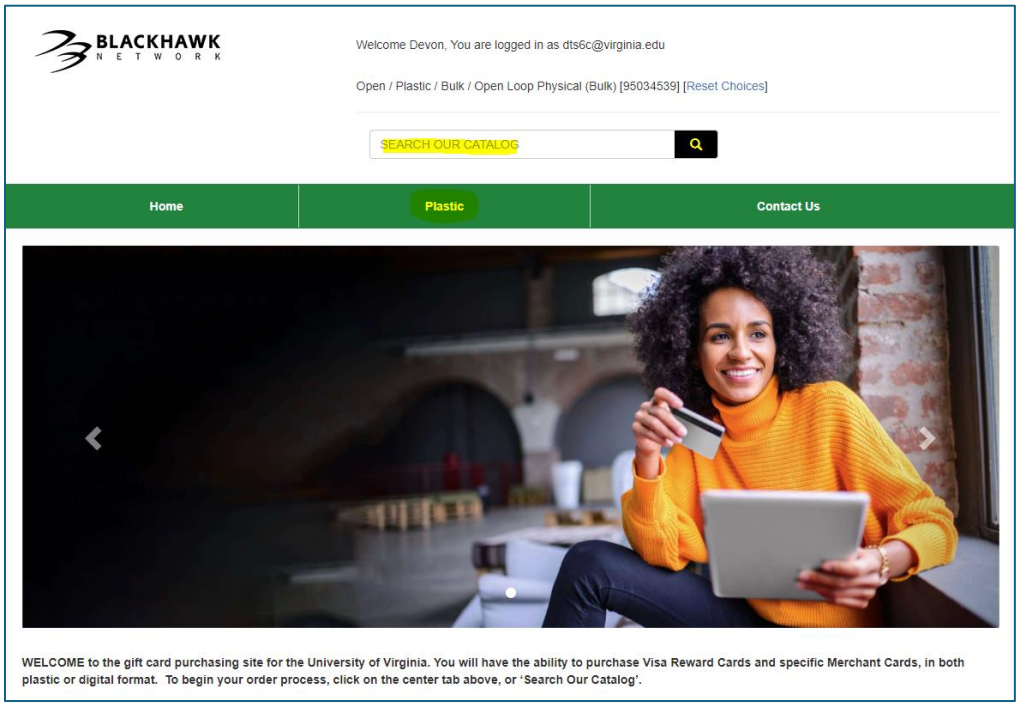


Choose either:

(iii) Plastic: Physical gift cards that are shipped to a single, University delivery location and are then given directly to recipients by UVA purchasers.

(iv) Digital: Electronic gift cards that are compiled into a single file that will be downloaded in Hawk Marketplace by the UVA Purchaser. The UVA purchaser would then email individual, electronic gift cards to recipients (see **Process to Retrieve Digital Gift Card eCodes**).

3. **You will be taken to a refreshed page based on your selections in Steps #1 and #2. To begin your order process, click on the center tab at the top of the page (that says 'Physical' or 'Digital') or type in the 'Search Our Catalog' feature.**



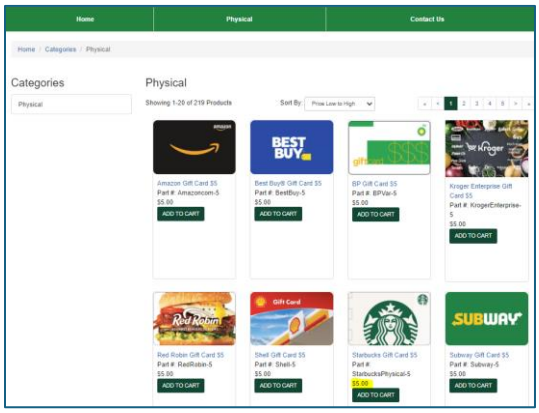
4. **On your selected category's ordering page, sort or search through the card offerings to find the specific merchant (if applicable) and gift card value. Once you've found the option you'd like to purchase, click 'Add to Cart'.**

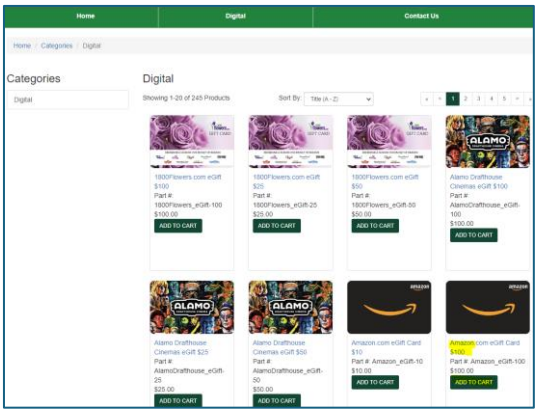
Notes:

- *If the merchant and/or the gift card value are not currently available in the punchout, you will need to contact Blackhawk Network.*
  - *Requests for new denominations should be emailed to Blackhawk Network's punchout support team at DL-PunchoutSupport@bhnetwork.com with the following information*:*
    - *University of Virginia*
      [User name]
      - *[Merchant name]*
      - *[Requested denomination ($)]*
      - *[Digital or physical]*

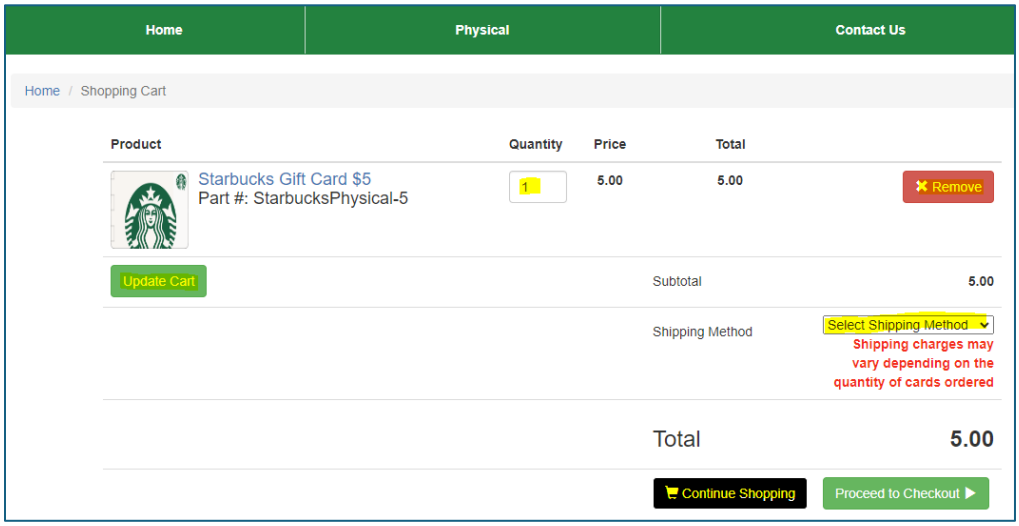
**Projected turnaround is approximately one day (24 hours)*

- *Open Loop Physical Cards will have a $2.95 per card fee on top of the selected gift card value. All three (3) other gift card products will not have per-card fees associated with their purchases.*





5. **Once in your shopping cart, you will be able to update your desired quantity of the card option you just selected, or you can remove items from your cart.**

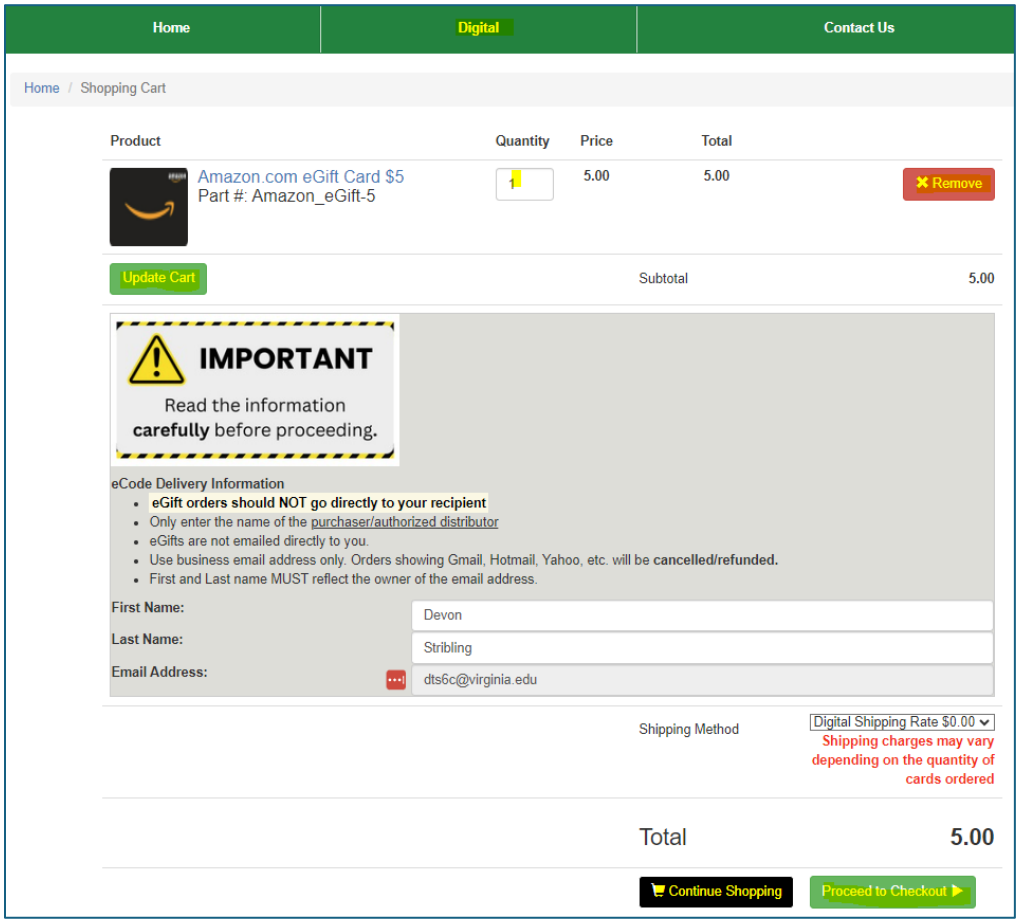


Notes:

- *'Update Cart' operates as a 'Refresh' button. Once you make adjustments to your shopping cart and press this button, your 'Total' will update and reflect all changes.*
- *For Physical Cards (both Open and Closed Loop), you will need to select a 'Shipping Method'* (which may vary depending on the quantity of cards ordered). Options are:*
  - *UPS Ground ($20) – Please allow up to 3-5 business days for your order to be received after order processing is complete.*
  - *UPS Second Day ($30) – Please allow 2 business days for your order to be received after order processing is complete.*
  - *UPS Next Day ($35) – Your order will be received the next business day after order processing is complete.*

  **Please take special note of the 'Shipping Method' that you choose to ensure proper delivery times, tracking methods, etc., for your gift card purchase.*
- *For Digital gift cards, there will be specific information pertaining to eCode Delivery that you will want to take careful consideration of (also see* **Process to Retrieve Digital Gift Card eCodes**).

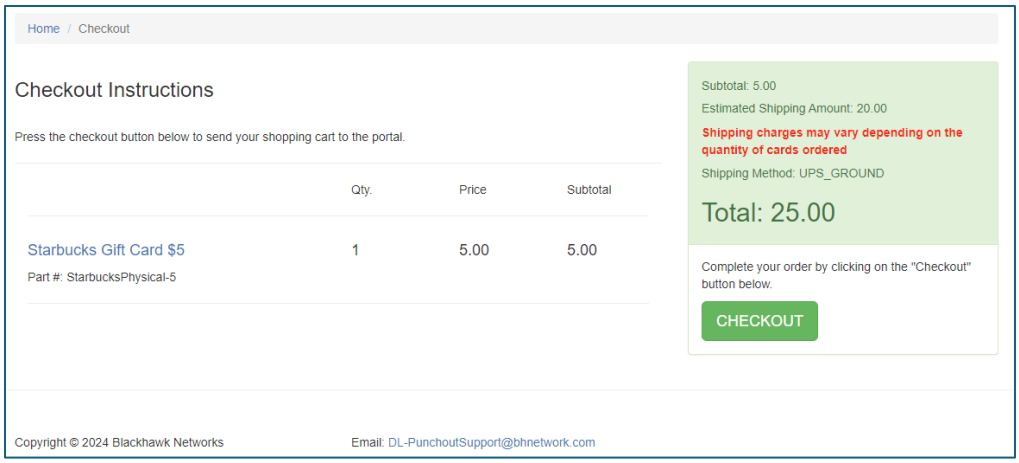
If you want to order any more of the same product type cards (i.e., different denominations for the same merchant for Open and Closed Loop ordering, or different merchants and/or denominations for Closed Loop ordering), click on the 'Continue Shopping' button.

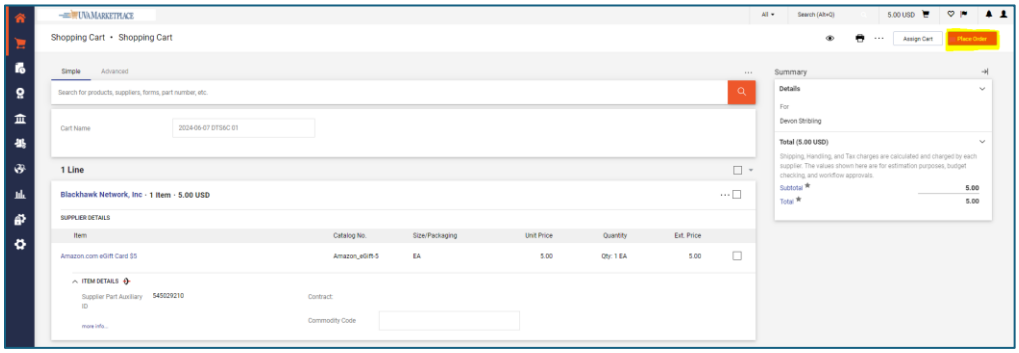


6. **Once you are ready to officially place your order, click 'Proceed to Checkout'. You will be prompted to review your order once more before clicking 'Checkout' (which will 'punch' the order out to your Shopping Cart in UVA Marketplace. Next, either 'Assign Cart' or 'Place Order' based on your permissions.**

Notes:

- *After you reach this screen, you will not have the ability to go back or make any changes. Your only two options are: (1) 'Checkout', or (2) 'Cancel PunchOut' in the top right corner and start the ordering process over.*
- *Once an order is placed and received, there cannot be any edits made (i.e., no quantity or value adjustments, no changes to delivery information, no Change Orders in Workday or otherwise, and no cancellations). As such, please triple-check orders to ensure accuracy in all information.*

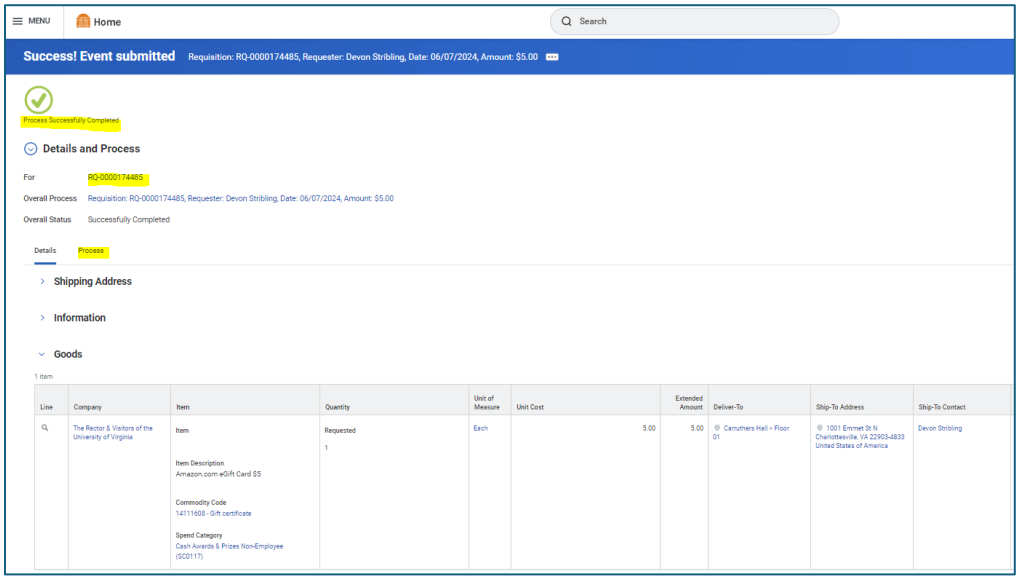




7. **Once an order has been placed, it will 'punch' out to Workday, where you will be able to 'View Cart'. Click 'Checkout' to fill in your Requisition Event details.**

- *<u>Notes</u>:*
  - *Your Requisition Event details will be:*
    - *Requisition Type → Select '1. Standard'*
    - *Sourcing Buyer → This should be you as the Requester/UVA purchaser.*
    - *Memo to Suppliers → This is discretionary*
    - *Internal Memo → This is discretionary*
    - **Spend Category* → Please see recommended options below:*
      - *If the recipients are <u>not</u> employees:*
        - *Gifts Non-Cash Non-Employee (SC0118)*
        - *Services Human Subject Payments (SC0210)*
      - *If the recipients <u>are</u> employees:* ***STOP***
        Gift cards for employees must not be purchased through the punchout. Employee gift cards must be purchased via a T&E Card and reconciled in the Expense module to comply with tax reporting requirements.
    - *Goods Line Memo → This is discretionary*
    - *Worktags → These will depend on your department's funding sources. Please fill out accordingly.*

8. **Click 'Submit', and if successful, a Requisition Event will be created with a corresponding Requisition Event # (i.e., 'RQ-##########'), a summary of the order, and a tab ('Process') where you can check for any remaining steps before a Purchase Order is sent to the supplier (i.e., if any additional reviews are required by various Workday Approvers).**



9. **Once any remaining steps in the 'Process' have been approved, a Purchase Order will automatically be sent to the supplier to be invoiced against, and your order will be received/fulfilled.**

<u>Reminder</u>*:*

- *After your first punchout order, you will be sent an email invitation to create a 'Hawk Marketplace' user account. It is on 'Hawk Marketplace' that you will be able to:*
  - *Track your order status*
  - *Retrieve your Digital gift card eCodes (see* **Process to Retrieve Digital Gift Card eCodes***)*