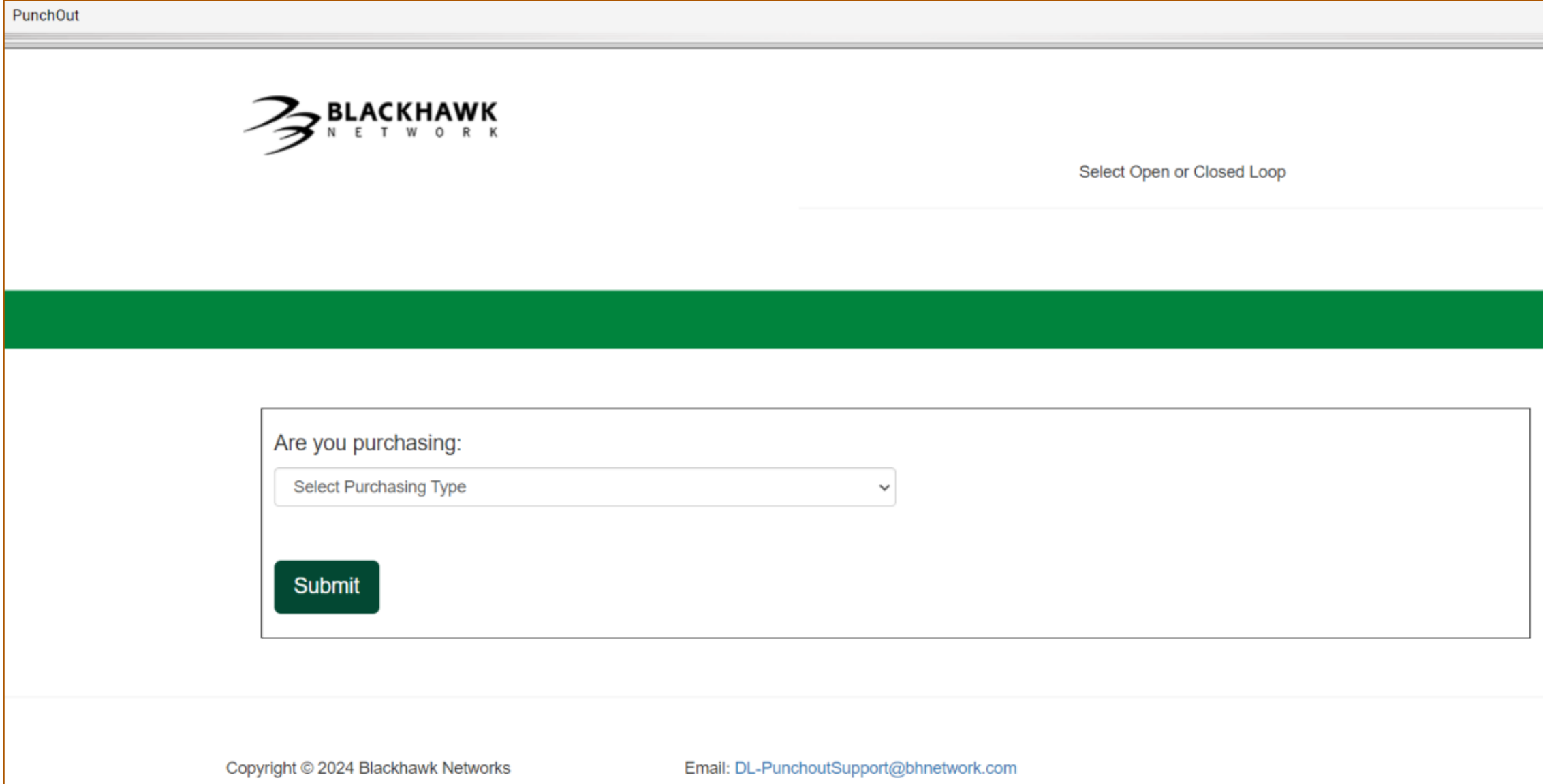


# PROCUREMENT OF GIFT CARDS

➤ **Blackhawk Network, Inc.** offers a new punchout ordering platform in UVA Marketplace which will go-live on Monday, June 10th.

- There are four product choices for your gift card needs:
  - **Open Loop:** VISA gift cards that can be utilized at any merchant where a traditional VISA card is accepted. These cards are valid for 12-months from the date of purchase, and there are no reissues or refunds on expiring/expired codes.
    1. Open Loop Digital
      - Subject to a \$2.95 per card processing fee (included in gift card total when ordering).
    2. Open Loop Physical
  - **Closed Loop:** Gift cards that are for a specific merchant. These cards do not have an expiration.
    3. Closed Loop Digital
    4. Closed Loop Physical

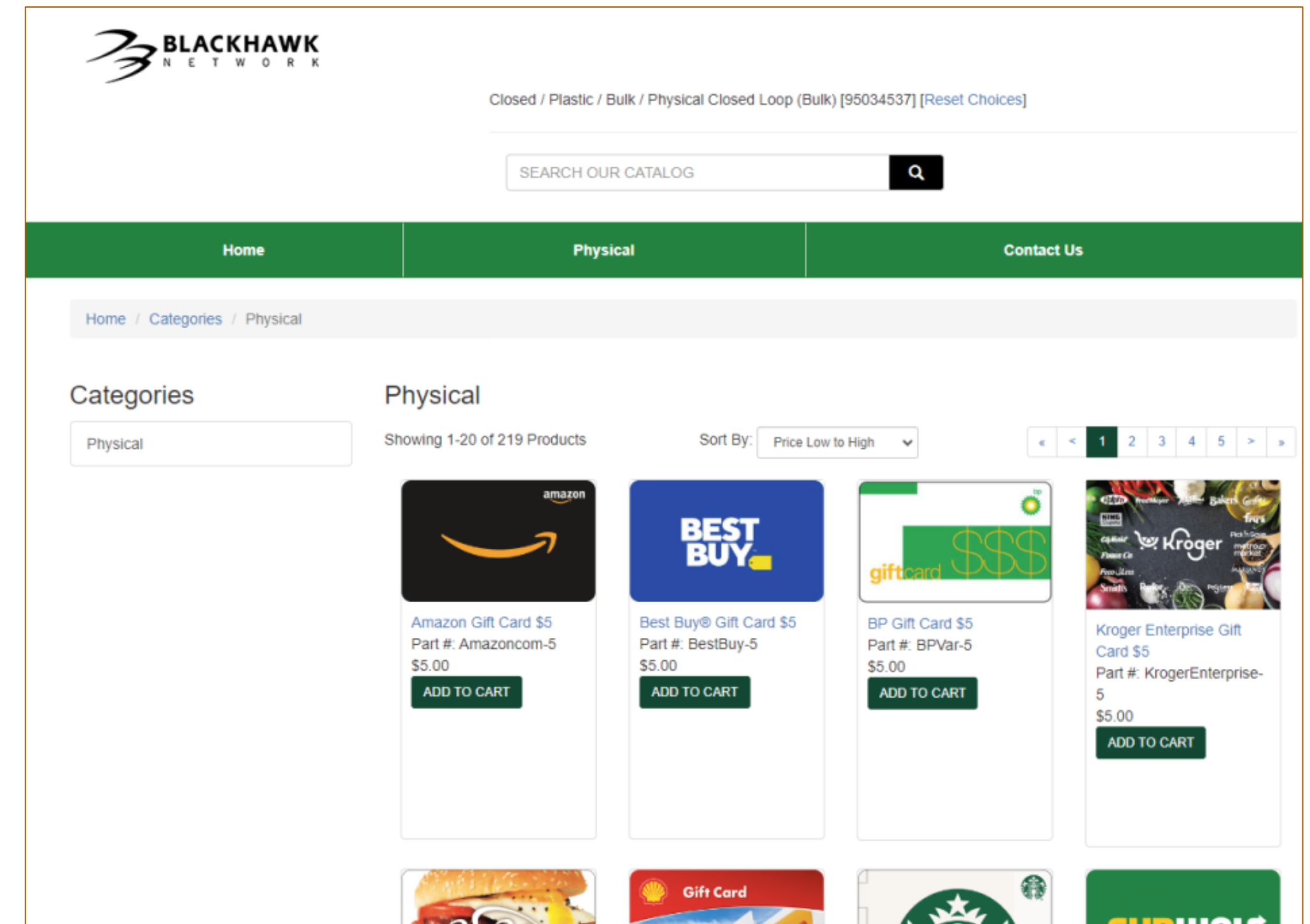


The screenshot displays the Blackhawk Network PunchOut interface. At the top, the Blackhawk Network logo is visible. Below the logo, there is a text prompt "Select Open or Closed Loop" with a horizontal line underneath. A prominent green horizontal bar spans the width of the page. Below this bar, a form is presented with the heading "Are you purchasing:". Underneath the heading is a dropdown menu labeled "Select Purchasing Type" with a downward arrow. A green "Submit" button is positioned below the dropdown. At the bottom of the page, the footer contains the text "Copyright © 2024 Blackhawk Networks" on the left and "Email: DL-PunchoutSupport@bhnetwork.com" on the right.

# WHAT SHOULD YOU KEEP IN MIND BEFORE ORDERING?

## Import information to note...

1. You are *not* able to include multiple gift card product types in a single order (i.e., the four options are considered separate and will require separate punchout Purchase Orders).
2. 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.
3. The punchout will time out after 60 minutes of being idle, and your cart will *not* automatically save.
4. Non-catalog orders (i.e., Requisition Events in Workday) will *not* be accepted or received for Blackhawk Network. All gift card orders must go through the punchout.



### Questions?

- Internal → [AskFinance@virginia.edu](mailto:AskFinance@virginia.edu)
- Order-specific → [DL-PunchoutSupport@bhnnetwork.com](mailto:DL-PunchoutSupport@bhnnetwork.com)