Updated catalog/punchout coming soon!

A new version of the America to Go (ATG) catalog/punchout is scheduled to go live in UVA Marketplace on **April 6, 2024**

○ **Key Dates:**

  • **March 25th @ 3:15 p.m.** – Pre-launch webinar
    - Demo of the new site
    - Accessing UVA Marketplace and the ATG Catalog
    - Q&A

  • **April 8th** – Post-launch webinar
    - Demo of the new site
    - Accessing UVA Marketplace and the ATG Catalog
    - Q&A
PROCUREMENT OF GIFT CARDS
Short-term solution for immediate needs

Blackhawk Network Group offers Hawk Marketplace, a web-based ordering platform.

Highlights:

- All the same gift card options as the NGC Catalog
  - 4 product choices:
    1. Merchant Physical
    2. Merchant Virtual
    3. VISA Physical
    4. VISA Virtual

- No daily limits on gift card volume or total amount
WHAT’S NEXT?
If you have an immediate need...

1. Complete the Microsoft Form found here:
   
   https://forms.office.com/r/0E9Zhm4CWX
   
   NOTE: You must log in using your @virginia.edu domain if you have an alternate (i.e., UVA Health, Darden, Law, etc.)

2. Follow the Account Registration & Ordering Guides to access Hawk Marketplace and purchase gift cards using your T&E Card

3. Track Order History and Status in Hawk Marketplace and Contact Blackhawk Network Group for Customer Service and Support

NOTE: Departments are still responsible for reconciling their T&E Cards for gift card procurements and keeping track of all recipient information for tax reporting purposes per normal processes. Recipient information is highly encouraged during the Workday Expensing process, but this is not a requirement as mentioned during last FA Meeting. ‘TBD’ or ‘Other’ are acceptable entries for reconciliation, depending on your procurement needs.