

VISA Plastic

1. Order Entry Method

- a. **Ship cards** – Plastic (physical) gift cards can only be shipped to a single location for distribution to recipients. This should be sent to a valid UVA Address in the ‘Shipping’ section (Step 3).
- b. **Recipient entry method** –
 - i. **Use our online order form (recommended)** – You will add reward and card details (i.e., card message line, quantities, and values before clicking ‘Add’. You can then go back and add more gift cards (with the same or other quantities and values).
 - ii. **Upload an order spreadsheet** – You will need to download an order template and fill out all required information (including the VISA merchant code, which would require downloading a merchant code spreadsheet key for reference). This would then be uploaded to Hawk Marketplace. Note: This option is only recommended for gift card needs with complex mixes of gift card quantities and values.

2. Add Recipients

- a. Depending on the option you chose in 1.b., complete your order by adding your gift card needs.
 - i. **Use our online order form (recommended)** –
 1. **Reward Details** –
 - a. **Card Recipient Line** – Choose the appropriate ‘categorization’ of the card recipients from the drop down.
 - b. **Card Message Line** – Input any customized card message line that you would like included on the cards. Note: This has a maximum of 21 characters.
 - c. **Message to be Delivered with your Reward Cards** – Do not use. Leave as is.
 - d. **Use this Message on all Carriers** – Click this box.
 2. **Enter Card Details** – Enter the desired quantity and value of the VISA gift cards before clicking ‘Add’. You can then go back and add more gift cards (with the same or other quantities and values). Note: For value, if your purchase is not for one of the pre-populated values, select ‘Custom’, and input the custom value amount in the field that appears.

HawkMarketplace

1 ORDER ENTRY METHOD 2 ADD RECIPIENTS 3 SHIPPING 4 PAYMENT 5 REVIEW

Add Cards

Reward Details Required *

Edit the available fields to customize your card and message to recipients.

CARD RECIPIENT LINE ⓘ

Card Recipient

CARD MESSAGE LINE ⓘ

21 characters max

MESSAGE TO BE DELIVERED WITH YOUR REWARD CARDS ⓘ

YOUR ENCLOSED CARD CONTAINS \$%card.denomination%%

Use this message on all carriers



View Product Details

Product Name: VISA Plastic
Product ID: 95039951

OTHER PAYMENT METHODS	CREDIT CARD PAYMENT
Total Value	\$ 0.00
Total Fees ⓘ	TBD
Total Shipping ⓘ	TBD
Subtotal	\$ 0.00

Enter Card Details

QUANTITY VALUE

[ADD TO ORDER](#)

Your Card Order

QUANTITY	VALUE	CARD LINES	CARRIER MESSAGE	TOTAL
No data to display				

[BACK](#)
[NEXT](#)

ii. **Upload an order spreadsheet** – You will need to download an order template and fill out all required information (including merchant codes, which would require downloading a merchant code spreadsheet key for reference). This would then be uploaded to Hawk Marketplace. Note: This option is only recommended for gift card needs with complex mixes of merchants, gift cards, and values.

Download Required Template Required *

Tips for successful file uploading:

- You must use our Excel spreadsheet template.
- If you previously downloaded the template and are ready to upload, select Skip Download.
- You can download the merchant codes as a reference.
- Do not include these special characters in first/last name or address columns (i.e., ! @#\$%^&*~)
- Roll your mouse over spreadsheet column titles for additional information.
- Enter the 2-character state/province abbreviation for US/CAN.
- The characters accepted for email addresses are: [A-Z], [a-z], [0-9], [!#\$%&*'()+,-./:;=?@_{}|~]
- Order quantity cannot exceed 10,000 cards or recipients.

[DOWNLOAD ORDER TEMPLATE](#)
[DOWNLOAD MERCHANT CODES](#)
[SKIP DOWNLOAD](#)



View Product Details

Product Name: Merchant Plastic
Product ID: 95039924

OTHER PAYMENT METHODS	CREDIT CARD PAYMENT
Total Value	\$ 0.00
Total Fees ⓘ	TBD
Total Shipping ⓘ	TBD
Subtotal	\$ 0.00



3. Shipping –

- a. Shipping Address** – Input the bulk shipping address where the plastic/physical gift cards should be sent. Note: First Name, Last Name, and Company Name can only be a maximum of 31 characters combined.
- b. Domestic Shipping** – Select the shipping option and timeline that you would like to apply to this purchase.

4. Payment –

a. Payment Information –

- i. Payment Method** – A University T&E (Credit) Card is currently the only payment method available.
- ii. Reference or PO Number** – Do not use (N/A).

5. Review – Review your order in detail before proceeding with final approval and procurement. A few notes to keep in mind:

- a.** VISA card fees should be \$2.95 per card.
- b.** Shipping fees should match the chosen option from Step 3.
- c.** Credit card transaction fees should be 3%.

For any issues, please reach out to Blackhawk Network Group's Customer Service.