

Merchant 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 select a merchant that you want to purchase from, and then you will enter the desired quantity and value before clicking ‘Add’. You can then go back and add more gift cards (with the same or other merchants, at 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 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.

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)** – You will select a merchant that you want to purchase from, and then you will enter the desired quantity and value before clicking ‘Add’. You can then go back and add more gift cards (with the same or other merchants, at the same or other quantities and values).

HawkMarketplace

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

Add Cards

Select a merchant ^{* Required}

Select all merchants you want to order, then enter the quantity and value.
To add multiple values for the same merchant, select the merchant again.

ALL | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

| | | | | | |
|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| Walmart Physical | Home Depot Physical | Home Depot Physical | Wayfair | Wayfair Physical | Wayday Physical |
| \$ 5.00 - \$ 500.00 | \$ 5.00 - \$ 500.00 | \$ 5.00 - \$ 100.00 | \$ 25.00 - \$ 500.00 | \$ 25.00 - \$ 500.00 | \$ 20.00 - \$ 100.00 |

View All

QUANTITY: 10 VALUE: \$ 25

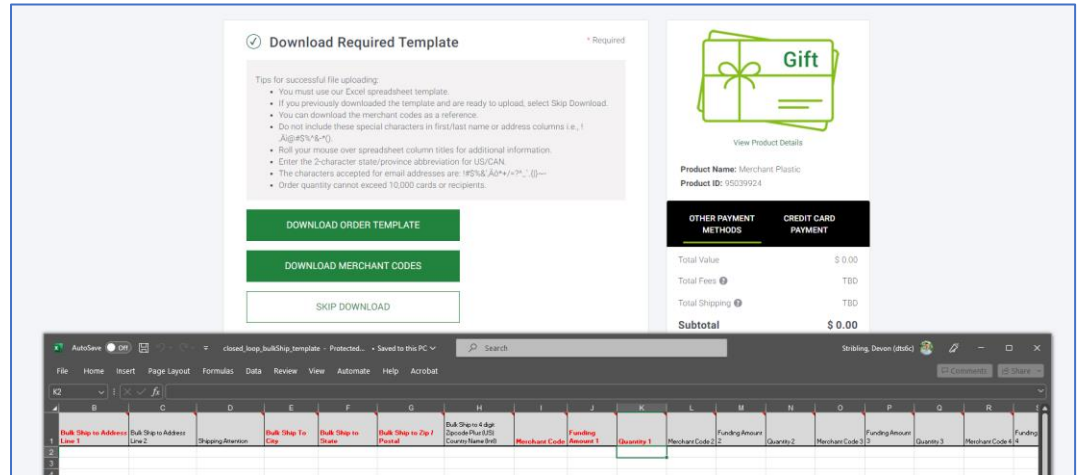
ADD

Your Card Order

| MERCHANT | QUANTITY | VALUE | TOTAL |
|----------|----------|----------|-----------|
| Target | 10 | \$ 25.00 | \$ 250.00 |

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.



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. Merchant cards should *not* have any ‘fees’ for the cards.
- 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.