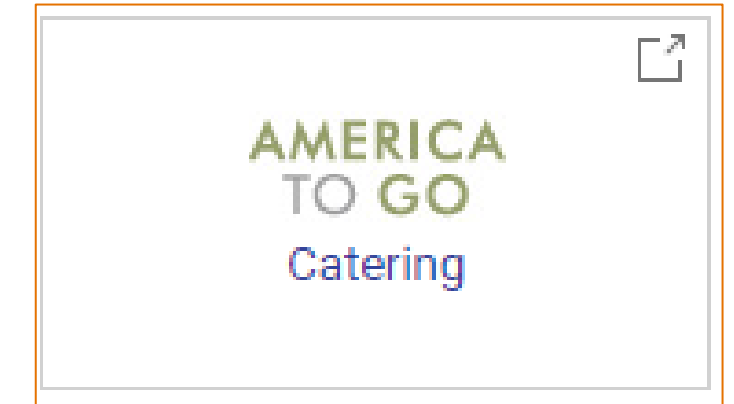


AMERICA TO GO

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

A screenshot of the America To Go website interface for the University of Virginia. The page features a dark blue sidebar with navigation links: Home, Create an Order, My Orders, and Profile. The main content area includes a large image of the University of Virginia's Rotunda building. Below this, there are three featured sections: "Sustainability" (Zero Waste), "SWaM" (Supplier Diversity), and "Same Day Orders". A "SWaM Vendors" section displays logos for various vendors including BY'S, Eric's Steamer Catering, Wayside, feast!, DaH, AND, Red Hub Food Co, Sticks, and Harvest Moon. At the bottom, there are two line charts showing spending trends: "My Zero Waste Spend" and "My SWaM Spend", both comparing the University of Virginia and Devon Stribling from February 2023 to February 2024.

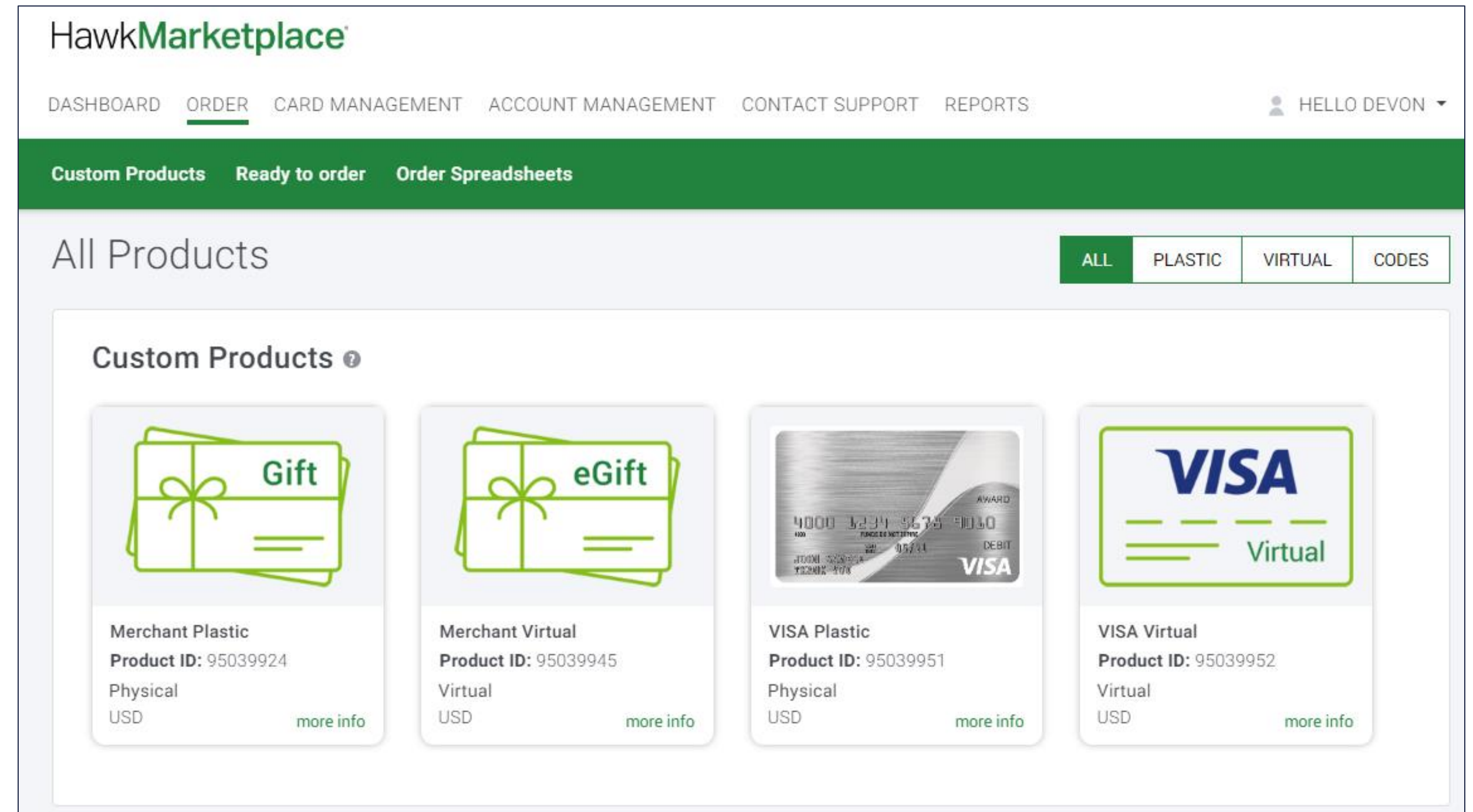
PROCUREMENT OF GIFT CARDS

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



The screenshot displays the Hawk Marketplace website interface. At the top, the logo "HawkMarketplace" is visible. Below it, a navigation menu includes "DASHBOARD", "ORDER" (highlighted), "CARD MANAGEMENT", "ACCOUNT MANAGEMENT", "CONTACT SUPPORT", and "REPORTS". A user profile "HELLO DEVON" is shown in the top right. A green header bar contains "Custom Products", "Ready to order", and "Order Spreadsheets". The main content area is titled "All Products" and features filter tabs for "ALL", "PLASTIC", "VIRTUAL", and "CODES". Under the "Custom Products" section, four gift card options are listed in a grid:

Product Name	Product ID	Type	Currency	Action
Merchant Plastic	95039924	Physical	USD	more info
Merchant Virtual	95039945	Virtual	USD	more info
VISA Plastic	95039951	Physical	USD	more info
VISA Virtual	95039952	Virtual	USD	more info

WHAT'S NEXT?

If you have an immediate need...

1. Complete the Microsoft Form found here:

<https://forms.office.com/r/OE9Zhm4CWX>

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.

HawkMarketplace

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

Add Cards

① 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

WalmartATFSVM... \$ 5.00 - \$ 500.00
WalmartSVMPhy... \$ 5.00 - \$ 500.00
WawaPhysical \$ 5.00 - \$ 250.00
Wayfair \$ 25.00 - \$ 500.00
WendysPhysical \$ 20.00 - \$ 100.00

View All

QUANTITY VALUE

ADD

Gift

View Product Details

Product Name: Merchant Plastic
Product ID: 95039924

OTHER PAYMENT METHODS	CREDIT CARD PAYMENT
Total Value	\$ 250.00
Total Fees	TBD
Total Shipping	TBD
Subtotal	\$ 250.00

Your Card Order

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

BACK NEXT