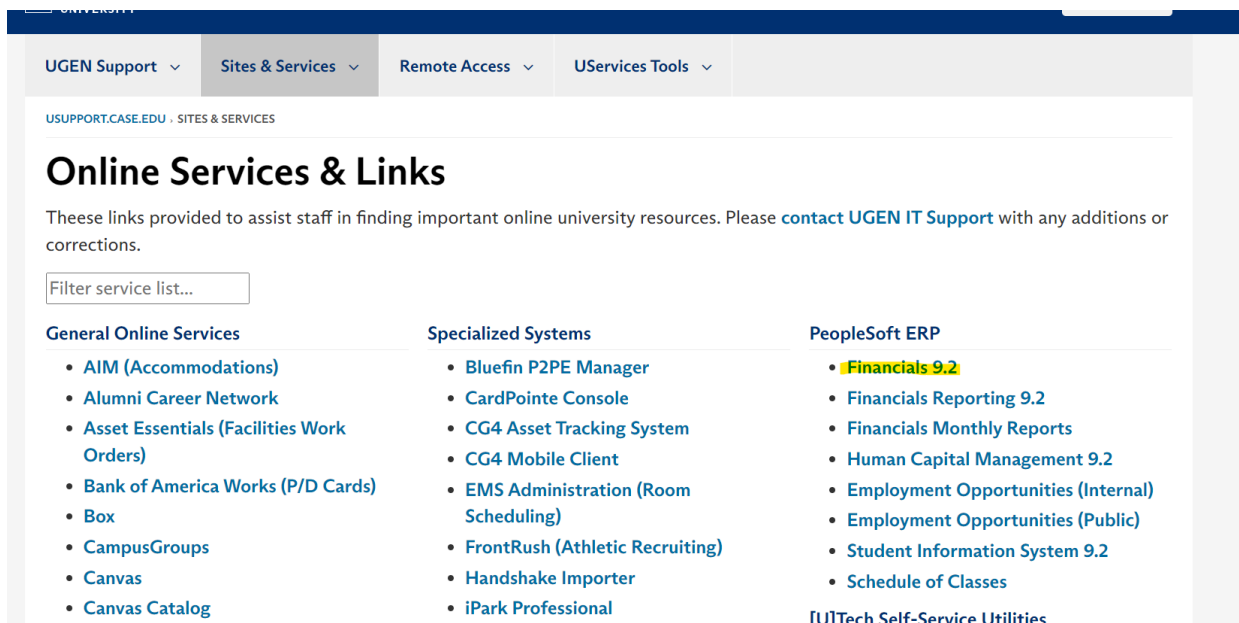# Purchasing a Gift Card

1. Begin at **uservices.case.edu**, and you will see the below screen.

2. Click on the link labeled "**Financials 9.2**" (highlighted below)
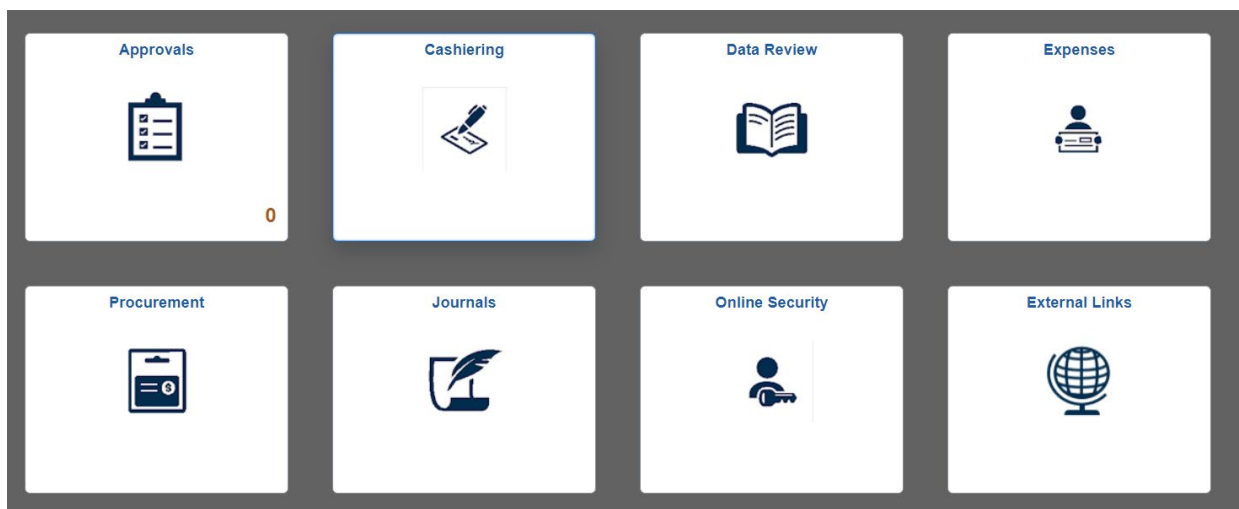

3. After signing with CWRU SSO, you will be taken to the homepage, which will look similar to below (some tiles may not be there given your level of access).

4. Click into the "**Procurement**" Tile

   a. If you do not see the tile it is because you do not have access, which in that case you should speak with your supervisor

5. After clicking into the "**Procurement**" tile, you will be looking at the below screen. To start a new request, click on "**Requisitions**".
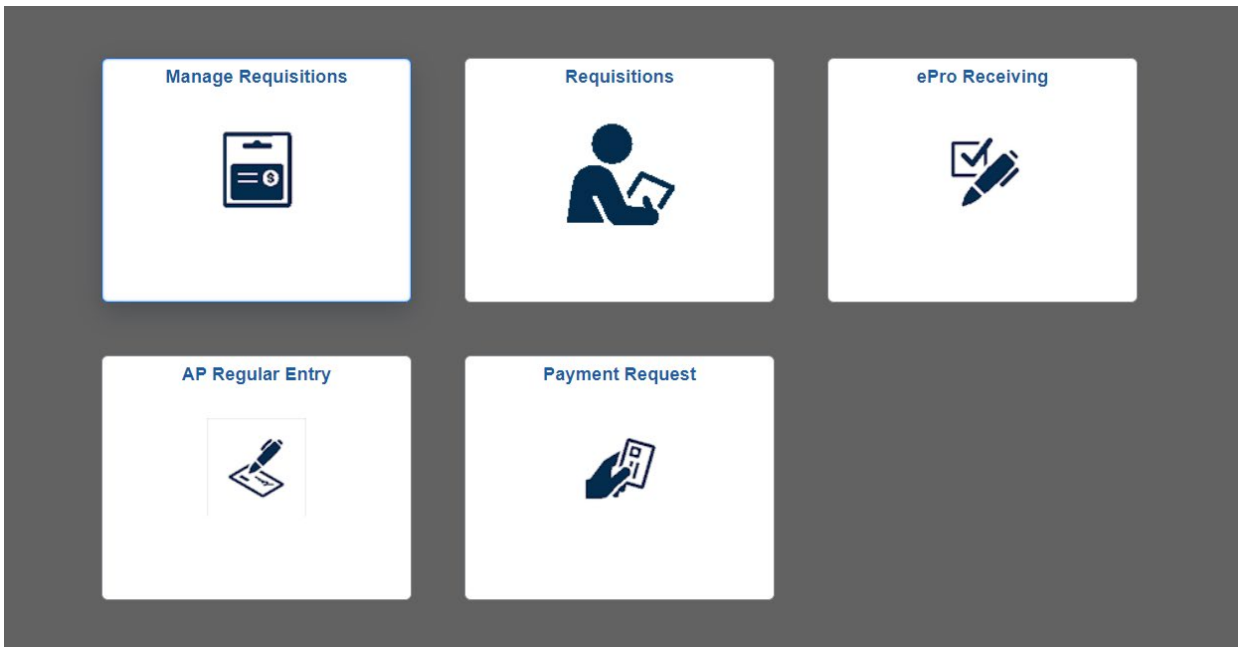
6. You will then be brought to the requisition homepage, and from there you will need to select "**SmartCart**" (highlighted below). You will be brought to the "**SmartCart**" homepage.

Catalog
Browse Catalogs
  All Purchasing Catalog Items

SmartCART
Browse Supplier Websites
  SmartCART

Express Item Entry
Create an Express Requisition

Special Requests
Create a non-catalog request

Forms
Create and Submit Forms
  Business Card SDF
  Business Cards

Favorites
Browse Favorite Items and Services

Templates
Browse Company and Personal
Templates

ePro Services
Request Services
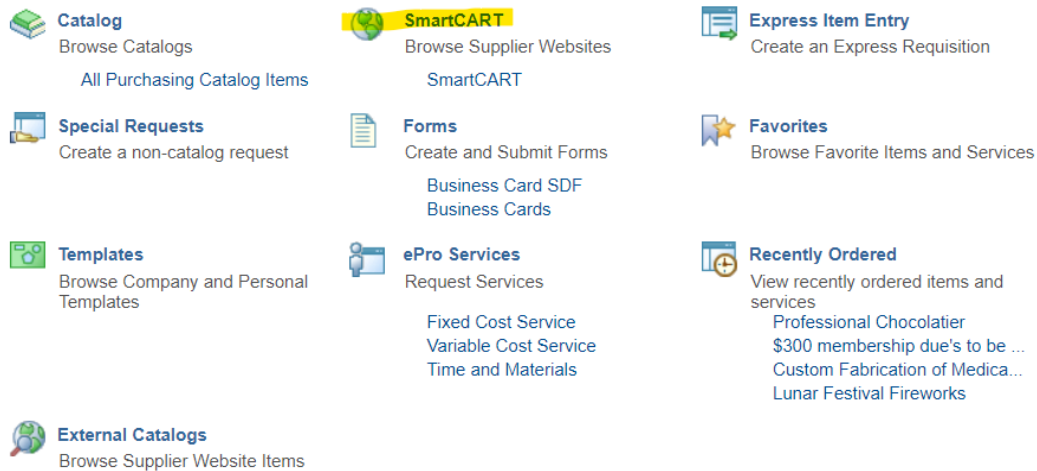 Fixed Cost Service
  Variable Cost Service
  Time and Materials

Recently Ordered
View recently ordered items and
services
  Professional Chocolatier
  $300 membership due's to be ...
  Custom Fabrication of Medica...
  Lunar Festival Fireworks

External Catalogs
Browse Supplier Website Items

7. On the "**SmartCart**" homepage, search by supplier to find the vendor "**BlackHawk**", who is the only authorized gift card vendor within our system.

8. Once you have found and clicked on "**BlackHawk Network Inc**", your screen will appear as it does below. Note the session timer - you will have 30 minutes to complete the transaction.

9. On this page, specify in the purchase details whether it is closed or open looped:

   a. **Closed:** can only be used only at specified stores.

   b. **Open:** can be used for any type of transaction from any store.

10. You will then be prompted to answer whether it is a physical or virtual gift card. (Keep in mind that there are generally additional fees for physical cards as well as shipping and handling expenses.)

Plastic or Digital?:

Select Card Type

Submit

11. After selecting you will then be brought to their Network Catalog.

12. Search the catalog and select the option you are looking for.

   a. **Example**: A transaction for 2 $50 Amazon gift cards and 2 $20 Amazon gift cards would be a closed loop transaction, and your cart would look like the one below:

13. You will be prompted to review your order in their network catalog—click "**checkout**" once reviewed.

Home / Checkout

Checkout Instructions

Press the checkout button below to send your shopping cart to the portal.

	Qty.	Price	Subtotal
Amazon Gift Card $20 Part #: Amazoncom-20	2	19.80	39.60
Amazon Gift Card $50 Part #: Amazoncom-50	2	49.50	99.00

Subtotal: 138.60
Estimated Shipping Amount: 20.00
Shipping charges may vary depending on the quantity of cards ordered
Shipping Method: UPS_GROUND

Total: 158.60

Complete your order by clicking on the "Checkout" button below.

CHECKOUT

14. You will then be asked to review your order again in the "**SmartCart**" system - proceed to checkout once validated or assign to a cart approver if that is your department's protocol.

Requisition · 186391967   👁 🖨 ? ···   Assign Cart To Approver   Place Order

Summary   Taxes/S&H   Comments   Attachments   History

General   ✏ ···   >

3 Lines   ··· ☐ ▽

Blackhawk Network Inc · 5 Items · 158.60 USD   ☐

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
Amazon Gift Card $20	Amazoncom-20	EA	19.80	Qty: 2 EA	39.60	··· ☐

∧ ITEM DETAILS ◈

| Supplier Part Auxiliary ID | 13827159 | Contract: | no value | Commodity Code | 00206 / Gift Cards | ✏ |

Draft

Total (158.60 USD)   ▽

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	158.60
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
	158.60

15. Next you will have to click into the accounting lines of each item **(the collapsible arrow to the left)** within the cart and add the "**Speedtype**" that will be charged for the transaction.

▽ Accounting Lines

*Distribute By [Amt ▽]   SpeedChart [   ] 🔍

Accounting Lines   Personalize | Find | View All | 🖼 | 📊   First

Chartfields1 Chartfields2 Details 2 Asset Information ▦

Line	Percent	Amount	Speed Type	Account	Event	Fund	Dept	Project	Class	
1	100.0000	39.60		533770						Open

☐ 2 Amazon Gift Card $50   Blackhawk Network, Inc.   2.0000 Each   49.5000 99.00   📑 💬 Add 🗑
☐ 3 UPS_GROUND   Blackhawk Network, Inc.   1.0000 Each   20.0000 20.00   📑 💬 Add 🗑

☐ Select All / Deselect All   Select lines to: Add to Favorites   Add to Template(s)   Delete Selected   Mass Change

16. You will then be asked to review it once more, but as one will see it is now in the standard requisition system----validate once again and move forward.

    a. You will need to click "**Check Budget**" first

b. Then click "**Save & Submit**"

Cart Summary: Total Amount 158.60 USD

Expand lines to review shipping and accounting details   [+ Add More Items]

Requisition Lines ?

Line	Description	Item ID	Vendor	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ ☐ 1	🌐 Amazon Gift Card $20		Blackhawk Network, Inc.	2.0000	Each	19.8000	39.60	🗒	💬 Add	🗑
▶ ☐ 2	🌐 Amazon Gift Card $50		Blackhawk Network, Inc.	2.0000	Each	49.5000	99.00	🗒	💬 Add	🗑
▶ ☐ 3	🌐 UPS_GROUND		Blackhawk Network, Inc.	1.0000	Each	20.0000	20.00	🗒	💬 Add	🗑

☐ Select All / Deselect All   Select lines to: [Add to Favorites]   [Add to Template(s)]   [Delete Selected]   Mass Change

                                                                          Total Amount   158.60 USD

Requisition Comments

Enter requisition comments

[   ]

☐ Send to Supplier   ☐ Show at Receipt   ☐ Shown at Voucher

Approval Justification

Enter approval justification for this requisition

[   ]

Check Budget

[Save & submit]   [Save for Later]   [Add More Items]   👓 Preview Approvals

After it has been submitted it will be sent to the appropriate approvers in the workflow.