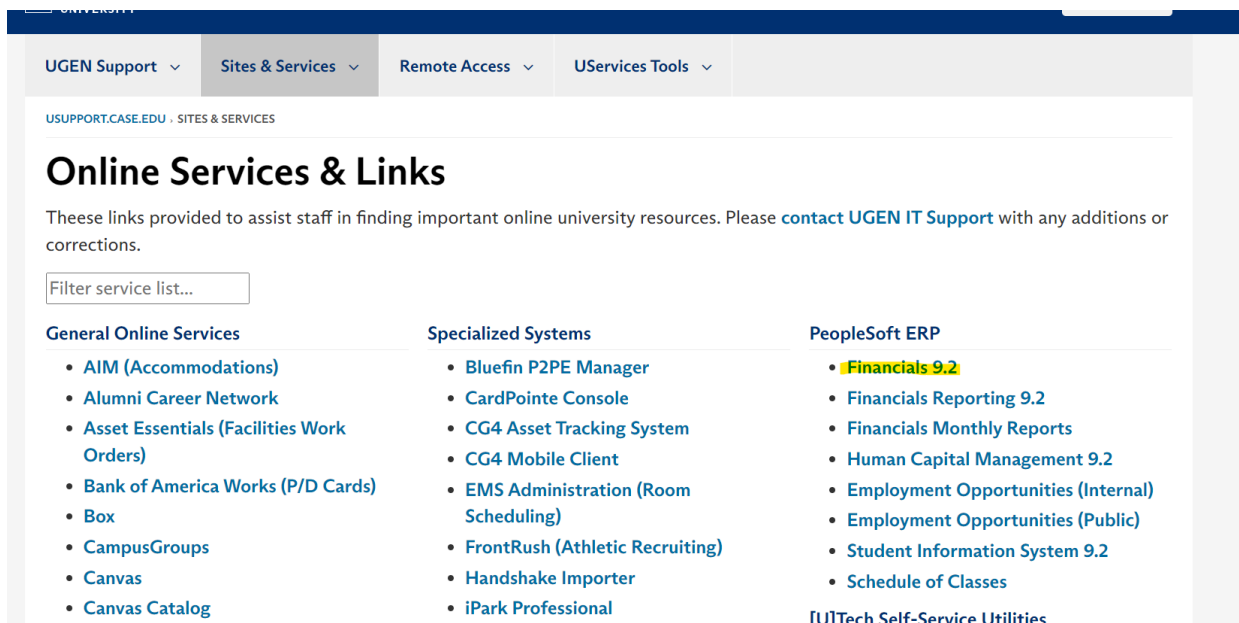


Purchasing a Gift Card

1. Begin at userservices.case.edu, and you will see the below screen.
2. Click on the link labeled “**Financials 9.2**” (highlighted below)

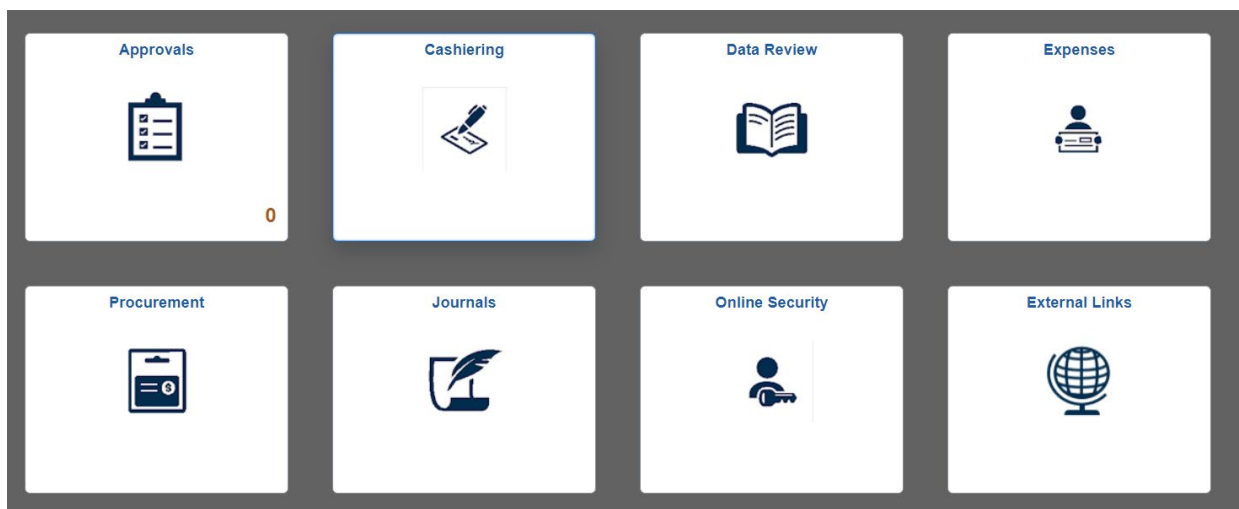


The screenshot shows the 'USupport.CASE.EDU · SITES & SERVICES' page. The main heading is 'Online Services & Links'. Below the heading is a filter box and three columns of links: 'General Online Services', 'Specialized Systems', and 'PeopleSoft ERP'. The 'Financials 9.2' link is highlighted in yellow in the PeopleSoft ERP column.

General Online Services	Specialized Systems	PeopleSoft ERP
<ul style="list-style-type: none">• AIM (Accommodations)• Alumni Career Network• Asset Essentials (Facilities Work Orders)• Bank of America Works (P/D Cards)• Box• CampusGroups• Canvas• Canvas Catalog	<ul style="list-style-type: none">• Bluefin P2PE Manager• CardPointe Console• CG4 Asset Tracking System• CG4 Mobile Client• EMS Administration (Room Scheduling)• FrontRush (Athletic Recruiting)• Handshake Importer• iPark Professional	<ul style="list-style-type: none">• Financials 9.2• Financials Reporting 9.2• Financials Monthly Reports• Human Capital Management 9.2• Employment Opportunities (Internal)• Employment Opportunities (Public)• Student Information System 9.2• Schedule of Classes

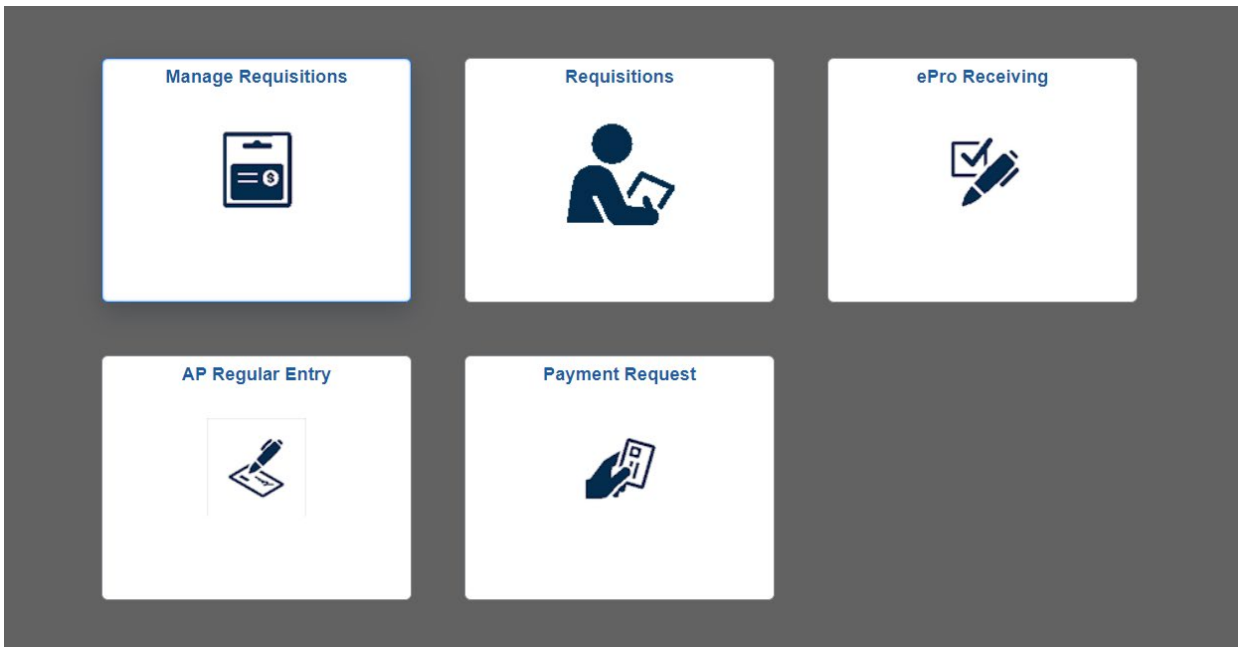
[U]Tech Self-Service Utilities

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

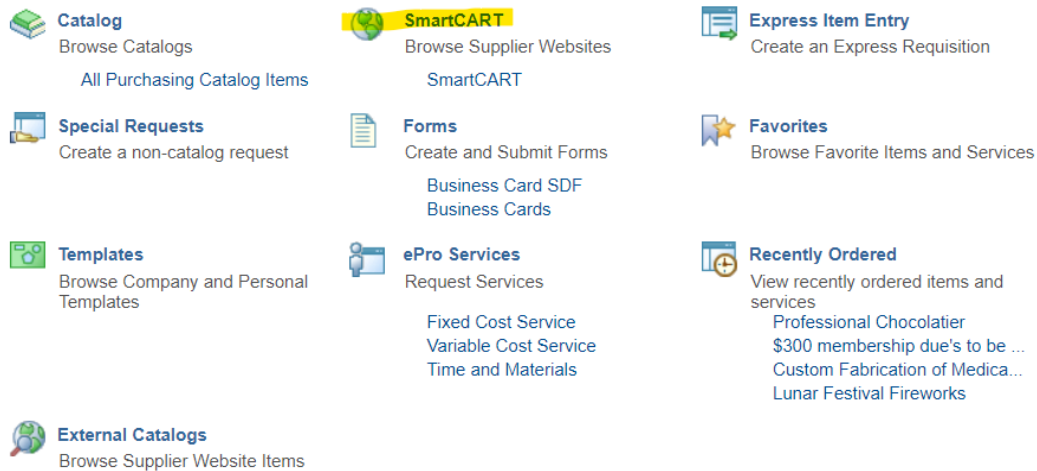


The screenshot shows a dashboard with eight tiles arranged in a 2x4 grid. The tiles are: Approvals (with a '0' in the bottom right), Cashiering, Data Review, Expenses, Procurement, Journals, Online Security, and External Links. Each tile contains an icon representing its function.

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.



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

Case Western Reserve University

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information described in our [Service Privacy Policy](#).

Shop • Shopping Dashboard

Shop

Simple | Advanced | Go to: [Favorites](#) | [Forms](#) | [Quick Order](#) | Browse: [Suppliers](#) | [Categories](#) | [C](#)

Search for products, suppliers, forms, part number, etc.

Welcome to SmartCART!

Dear SmartCART Users,

We are thrilled to announce the launch of two new catalogs in SmartCART.

Vendor Name: Miltenyi Biotech
Product Type: Cell Separation, Flow Cytometry, Cell Therapy, Cell Culture & Analysis

Vendor Name: BlackHawk
Product Type: Gift Cards

Happy shopping!!

Case Western Reserve University
Procurement & Distribution Services
216-368-2560
CustomerService@case.edu (Customer Service)

Powered by JAG

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.

PunchOut

Your JAGGAER Session will expire in: 29:42 [Reset Session](#) [Cancel Pu](#)

BLACKHAWK
NETWORK

Select Open or Closed Loop

Are you purchasing:

Select Purchasing Type

Submit

9. On this page, specify in the purchase details whether it is closed or open looped:
- Closed:** can only be used only at specified stores.
 - 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.



Welcome Samuel, You are logged in as sxk1930@case.edu

Closed / Plastic / Bulk / Physical Closed Loop (Bulk) [95037886] [Reset Choices]

SEARCH OUR CATALOG



Home

Physical



Contact Us



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:

Home / Shopping Cart

Product	Quantity	Price	Total	
 Amazon Gift Card \$20 Part #: Amazoncom-20	2	19.80	39.60	✕ Remove
 Amazon Gift Card \$50 Part #: Amazoncom-50	2	49.50	99.00	✕ Remove
Update Cart			Subtotal	138.60
			Shipping Method	UPS Ground \$20.00 ▼ <small>Shipping charges may vary depending on the quantity of cards ordered</small>
			Total	\$158.60
			Continue Shopping	Proceed to Checkout ▶

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

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: 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
Total	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

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

Amazon Gift Card \$50: Blackhawk Network, Inc. 2.0000 Each 49.5000 99.00

UPS_GROUND: Blackhawk Network, Inc. 1.0000 Each 20.0000 20.00

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
<input type="checkbox"/> 1	Amazon Gift Card \$20		Blackhawk Network, Inc.	2.0000	Each	19.8000	39.60	Add
<input type="checkbox"/> 2	Amazon Gift Card \$50		Blackhawk Network, Inc.	2.0000	Each	49.5000	99.00	Add
<input type="checkbox"/> 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.