



Incentive/Gift Cards

Physical gift cards and digital gift cards should be purchased using the Blackhawk Network punch-out catalog in buyWays. This contract was previously held by National Gift Card or NGC. This page describes how to locate the catalog and place an order.

1. From the buyWays home shopping page, click on the Blackhawk Network punchout tile in the service contracts section.
2. Select the card type you would like to purchase:
 - a. Open Loop - Visa Cards that can be used anywhere Visa is accepted.
 - i. Visa charges a handling fee
 - b. Closed Loop - Cards for use at specific merchants (i.e. Amazon, Target).
 - i. Merchants may have a discount for their cards.
 - c. Click Submit
3. Select either Plastic (Physical) or Digital, click submit:
 - a. READ THIS PAGE
 - i. You will receive a registration email with your first order to create an account.
 - ii. Do not try to set up an account before your first order, the link to hawkmarketplace.com will not work until your first order is placed.
 - b. NOTE: If you need to purchase plastic/physical gift cards and digital gift cards, you will need to place separate orders for each card type. You cannot combine plastic/physical and digital gift cards on one order.
4. Click Physical or Digital in the top green header bar (whichever option you selected on the previous screen)
 - a. Search for your merchant in the Search Our Catalog field or scroll through the alphabetical list of available merchants and add to cart.
 - b. In the cart, select the shipping method for Plastic/Physical gift cards.
 - c. NOTE: At any time, to return to the home page, click Reset Choices at the top of the page to search for a different type of gift card or different delivery method.
 - d. Click Proceed to Checkout,
 - e. Verify information, then click Checkout to bring the information back to buyWays.
5. After the requisition is approved and PO created in buyWays.
 - a. Plastic/Physical gift cards will be mailed to the shipping address you specified.
 - b. Digital gift cards must be retrieved online. The purchaser will receive an email from Blackhawk when codes are available.
 - i. The email will have instructions on how to create an account.

Helpful Information:

- Digital gift cards should not go directly to your recipient. The digital gift card codes will be emailed to the requisitioner. The code can be transferred after receiving them.
- Plastic/Physical gift cards cannot be shipped to PO Boxes.
- Use business email (clemson.edu) only. Orders with other domains (yahoo, gmail, etc) will be cancelled/refunded.
- Plastic/Physical gift cards and Digital gift cards cannot be combined on one order.
- TAXES – There should be NO taxes on any orders for academia. We have set up a shopping cart notification in buyWays alerting requisitioners/shoppers of this.
- Didn't receive cards? Contact John Gross, john.gross@bhn.com
- Plastic/Physical gift cards will have a shipping fee.