

Tango Gift Card

iBuyNU Order Process

The iBuyNU Tango Gift Card catalog has been created specifically to support research participant payments ONLY. Departments and Schools may not use this program for any other business rationale at this time.

We are actively working to establish a new stored value card program for research participant payments by the end of the first quarter in 2025. This will complement the Tango catalog program and provide additional features for researchers.

This document will walk you through the steps for how to shop and add your Gift Card selections to your shopping cart. Below are some items to note before you begin shopping.

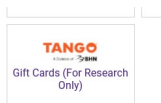
Gift Card Options – There are two gift card options you can send your participants. You can send a Physical Gift Card or send Digital Gift Card. You will only have the option to select the award amount of each gift card. The participant will be given the option to select the gift card brand.

- **Physical Gift Card** – To select this option you will click *Reward Link (Physical Option)*. This option will result in the recipient receiving an email with instructions for how to select their gift card brand. With this selection, the recipient will have the option to receive a digital gift card or chose to have a physical gift card mailed to the address they provide.
 - NOTE: If you choose to offer a Physical Gift card, a \$1.00 fee per gift card will be charged to your order. Please note if you chose this option, the fee cannot be charged to a grant chartstring. It must be charged to a department chartstring.
- **Digital Gift Card** – To select this option you will click *Reward Link (Digital Only)*. This option will also result in the recipient receiving an email with instructions for how to select their gift card brand. With this selection, the recipient will ONLY have the option to receive a digital gift card.

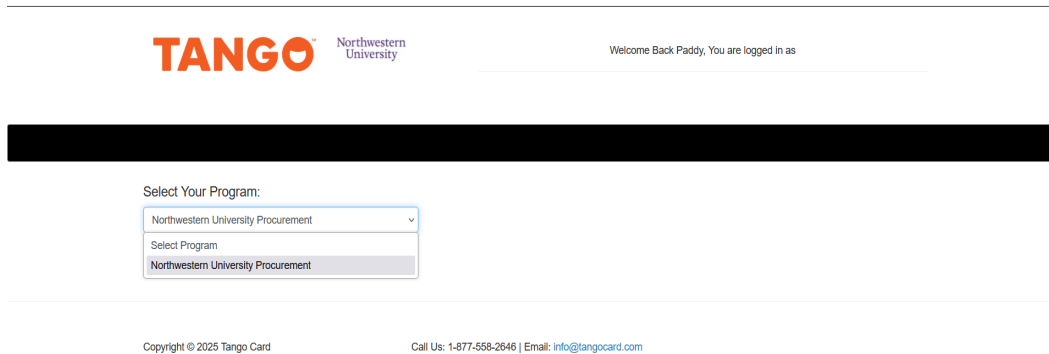
If you have any questions about the program, please contact Aaron Whetstone at aaron.whetstone@northwestern.edu. If you have any questions about the Tango catalog in iBuyNU, please contact Keith Paddy at k-Paddy@northwestern.edu.

How to order a Gift Card:

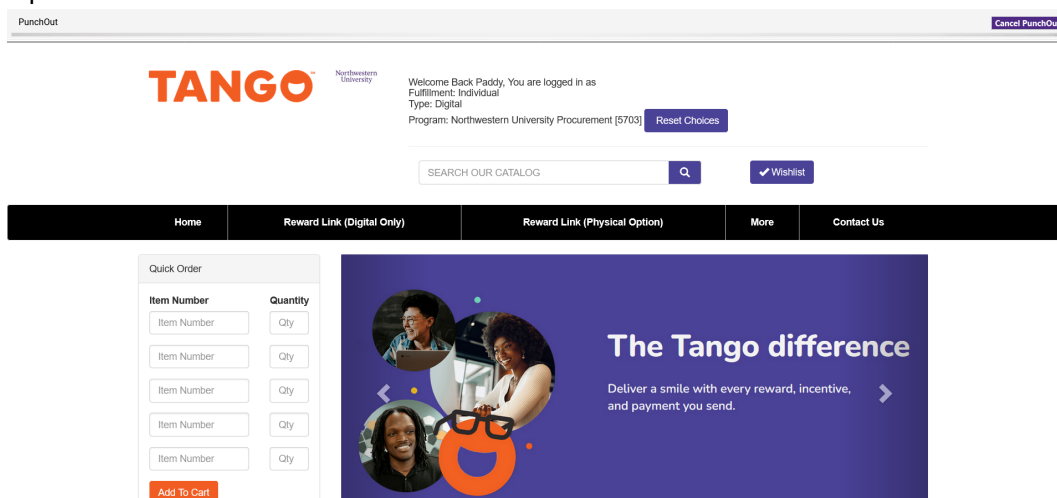
1. Click the Tango Gift Card catalog icon in the *Business Cards, Books, Office Supplies, Gift Cards and Beverages* section in iBuyNU.



2. On the Tango – Northwestern University homepage, click Northwestern University Procurement from the drop down.



3. Click your Reward Link option from the top navigation bar and select the award amount by clicking Add to Cart. You can select for the participant to receive a digital card by clicking Digital Only or have the option of receiving a digital or physical card by clicking Physical Option.




4. Enter the quantity for each award amount you selected and click *Now enter or upload your recipients*.

PunchOut Cancel PunchOut

Home Reward Link (Digital Only) Reward Link (Physical Option) More Contact Us

Home / Reward Link (Digital Only) / Northwestern University Reward Link (Physical Option) \$10



Northwestern University Reward Link (Physical Option) \$10

Part #: U646002-0010-USD

Product Description

Tango Choice products are the easiest way to send rewards, incentives, and payouts. They allow your recipients to choose from catalogs of digital gift cards, prepaid cards, charitable donations, and digital payouts. With flexible delivery options, including email and mail, you're just a few clicks away from delivering joy in the way that works best for your recipients.

Your Final Price

\$10.00 Each

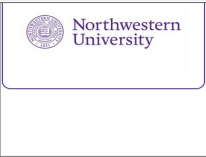
2. Enter the quantity of cards you would like to order:

1

3. **Now enter or upload your recipients**

5. Select Upload File to attach a listing of all recipients (the list must include the first and last name and email address for each recipient) or click Input names manually to enter the name and email address for each recipient. Once done, click Add to Cart.

PunchOut Your JAGGAER Session will expire in: 46:43 [Reset Session](#) Cancel PunchOut



Choose Different Quantities or Amounts for this card

Card Amount: \$100.00
Quantity: 1
Card Type: Digital

☒ Upload a file ☐ Input names manually

Upload File

Click Browse to choose your file with your gift card recipients.

[Sample File](#)

File to upload:

No file selected

[Upload Home File](#)

6. If you are done with your shopping, click Proceed to Checkout to return your cart back into iBuyNU where you can either assign your cart to a requester or checkout. Your order will not be processed until Tango receives a valid Purchase Order.

Customer Identifier: G59074957

Account Identifier: A00416115

ETID: E435392

Campaign:

Customer Notes:

Message:

[Continue Shopping](#) [Proceed to Checkout](#)

Other Things to note:

- When will the participant receive their gift card?
 - The participant will receive an email with details of their gift card within 15-20 minutes after Tango receives your purchase order.
- Does the participant need to establish an account with Tango to accept their award?
 - No account is needed to accept their gift card award.
- After the participants redeems their award, how long will it take for them to receive their gift card.
 - If an digital gift card is selected, they will receive their gift card within 15-20 mins.
 - If a physical gift card is selected, they will receive their gift card in the mail within 12 – 15 days.
- Will we be notified when participants receive their gift cards?
 - You will receive an email confirmation of your order but will not be notified when participants receive their gift cards.
- Who do we contact if we have issues with our gift card transaction?
 - You should contact Keith Paddy in Procurement and Payment Services if you have issues with your transaction.
- Who should the participant contact if they experience issues with their gift card?
 - They should contact help.tangocard.com and they will be routed to chat with a live agent.