

Tango Reward Link Order Instructions

Tango **Reward Links** will be delivered to the requested email address. The Reward Link is a URL that you will send to the recipient, they then simply click the link and choose the gift card(s) they would like to redeem through the Tango network of retailers.

1. Log in to Workday and create a Blanket Request Requisition by choosing "Create Requisition." Fill in the appropriate Deliver-To and Ship-To fields along with the appropriate funding Worktags.

Create Requisition ?

Requester * x Adler, Debra ...

Company * x UW1861 University of Washington ...

Currency * x USD ...

Requisition Type x Blanket Request ...

Deliver-To x Seattle, Non-Campus ...

Ship-To * x 4333 BROOKLYN AVE NE STE 0-2 SEATTLE, WA 98195 United States of America ...

Grant

Gift

Program

OK Cancel

2. Select "Request Non-Catalog Items"

▼ Select an Option

[Search Catalog](#)

This catalog is for UWM use only.

UWA must use the 3rd party roundtrip catalogs, click on "Connect to Supplier Website" to access the catalogs.

[Request Non-Catalog Items](#)

Add a good or service that is not in the catalog

[Add from Templates and Requisitions](#)

Select from Requisition templates and past Requisitions

3. Enter a description for the line item – the words "Reward Link" must be in your line item.

Goods Request Details

Item Description	*	<input type="text" value="\$50 Reward Links"/>
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4. Spend Category **must be** SC1015 (Research subjects)

5. The Supplier is "Tango Card Inc."

6. The supplier part number is the denomination of the Reward Link(s):

Supplier Item Identifier	<input type="text" value="50"/>
Commodity Code	<input type="text"/>
Spend Category	* <input type="text" value="x Research Subjects (SC1015) ..."/>
Supplier	<input type="text" value="x TANGO CARD INC ..."/>

7. Enter the quantity of Reward Links to be ordered in this denomination.

8. Unit of Measure should be “each”.

Quantity * 10

Unit Cost 50.00

Unit of Measure * Each ▼

Extended Amount 500.00

9. Click Add to Cart and then Checkout.

10. **IMPORTANT:** You must include an email address in the requisition “memo to suppliers” box for delivery of Tango Reward Links. Links will be delivered via secure email delivery to the email address specified in the requisition comments.

Memo to Suppliers Send codes to ebourg@uw.edu

Internal Memo

Goods

1 item

+	Order	Image	Company	Item	Item Description	*Spend
+ -	▼		× UW1861 University of Washington	Item Purchase Item	\$50 Reward Links	Common Spend C × R (:

Submit Save for Later Continue Shopping ...

- If you are utilizing the Tango option to provide payments to international payees, please specify the country name underneath the email you provide in the “Memo to Suppliers” box. Example:

Memo to Suppliers Send codes to ebourg@uw.edu
Canada

11. The Funding Approver designated in Workday will approve of the Tango card request.

12. Tango will send a secure link to the email listed in the comments when they send the invoice (this link is only available for several days so please be sure to save somewhere internally).

13. Campus retrieves attachments and distributes the Reward Links to participants.

YOU WILL THEN NEED TO CREATE A RECEIPT FOR THIS TRANSACTION

The Inventory Specialist-Receiver is responsible for Receipt creation in Workday. It is the process of receiving goods and verifying that the quantity matches the PO.

Log into Workday and perform the following 6 steps:

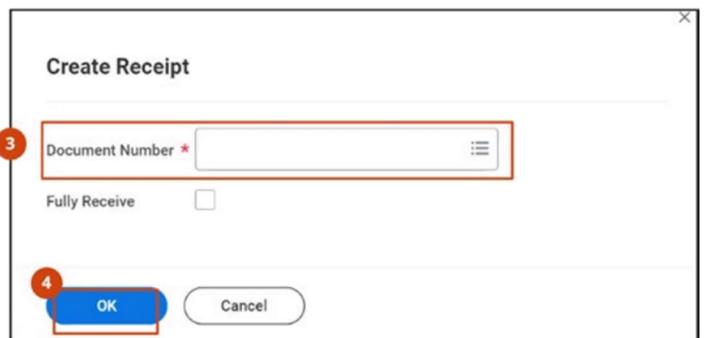
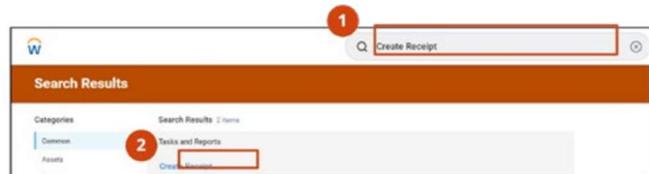
1. Type **create receipt** in the **Search** bar and press **Enter**.

2. On the Search Results page, click **Create Receipt**

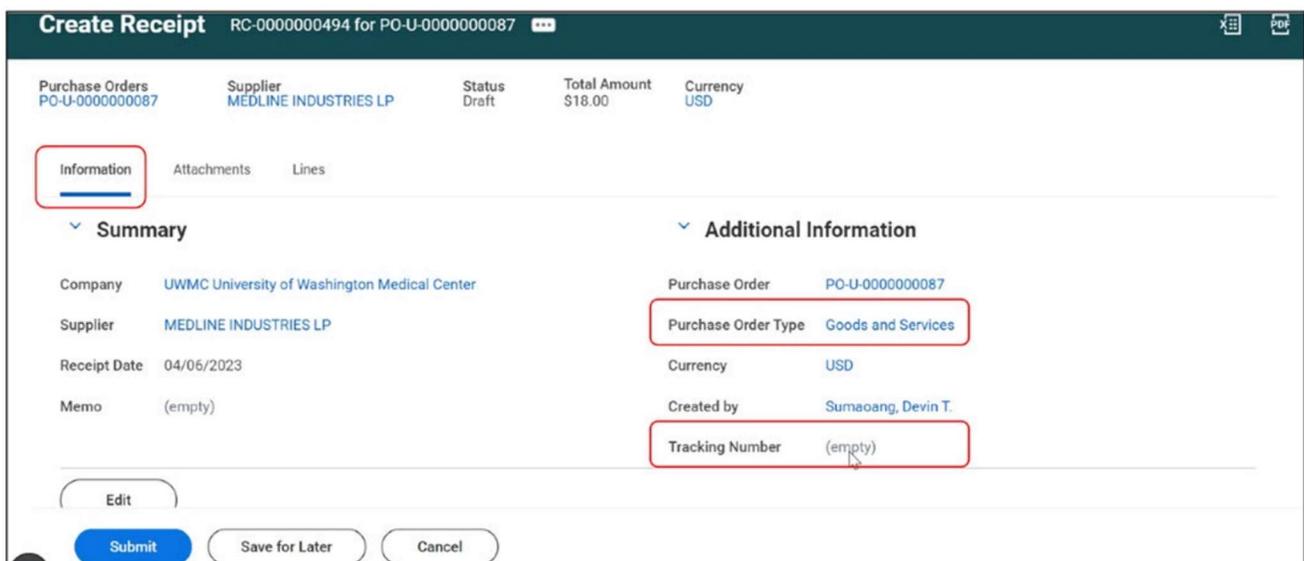
3. On the **Create Receipt** screen, enter the PO Number in the **Document Number** field (if searching for a PO number it will return either a PO number or ASN)

4. Click **OK**

Note: The Fully Receive checkbox is automatically checked if ASN is selected while creating a receipt in Workday.



You will go to the Information Tab - Purchase Order Type will provide you if its JIT, PAR, Rush Order, etc. No PO prefix that indicates the PO type Tracking Number – you can enter the tracking number in here if needed.



5. Enter Quantity to Receive

Note: If there are additional lines, you will need to receive them. They are located in Goods Lines column.

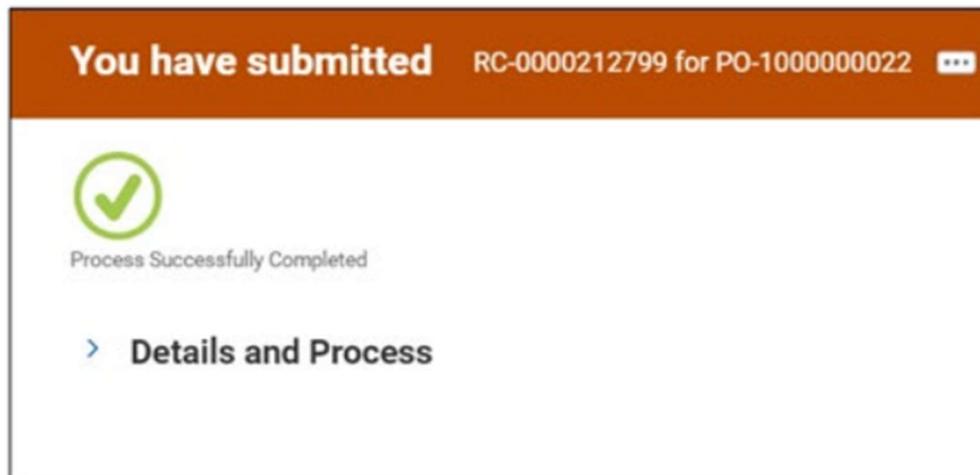
6. Click Submit.

Purchase Order	Supplier	Status	Total Amount	Currency
PO-100000022	ABSCOTT DIABETES CARE SALE CORP	Draft	\$0.00	USD

Item	Quantity	Unit
127638 - SYS FREESTYLE LIBRE PRO KIT POINT OF CARE	500	Each

The “You have submitted” dialog box appears confirming that your receipt number has been created. If you save for later instead selecting submit, you will have to go locate the receipt that you previously created (Example below).

Note: Quantity to Receive auto-populates in case you select the Fully Receive checkbox



Resources:

Tango Card customer service? cs@tangocard.com
Escalations? revfund@uw.edu