

How to Purchase Gift Cards in the Tango Portal in BearBUY

[View most recent version on Tango.ai](#)

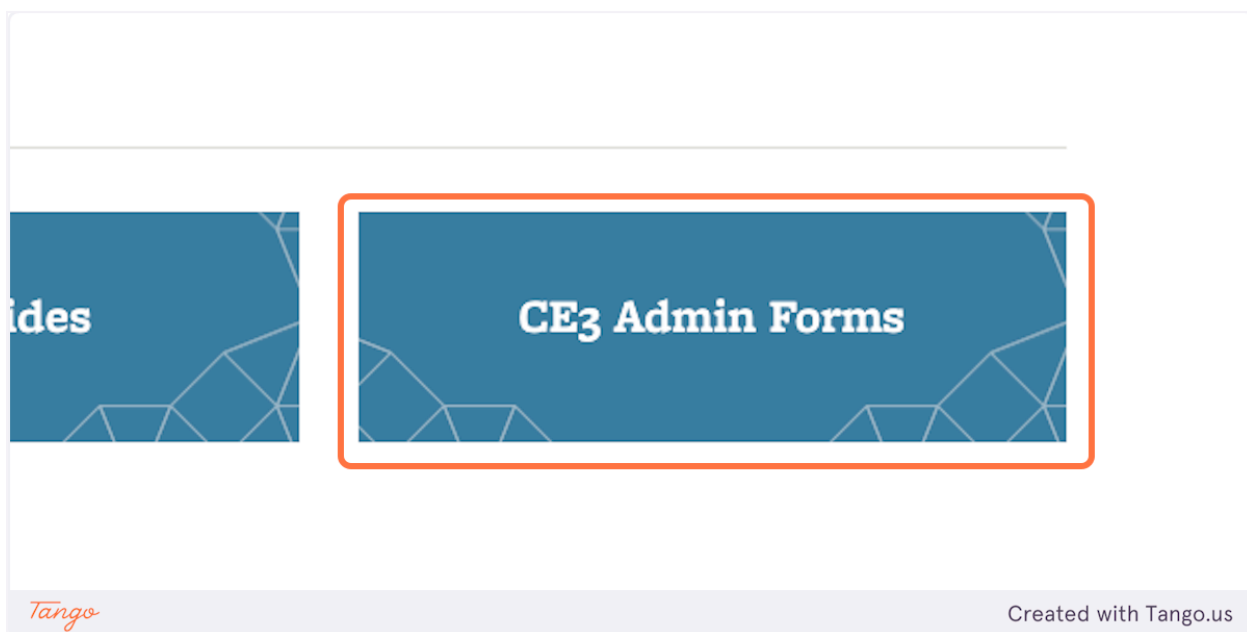
NEW: Required - Complete and Attach Approval Documentation

To ensure compliance with *Approval Documentation Required for All BearBUY Carts*, gift card orders must include a list of recipients and a completed Purchase Request form with approval signatures BEFORE placing a Tango Gift Card order in BearBUY.

Part 1: Complete Required Documentation

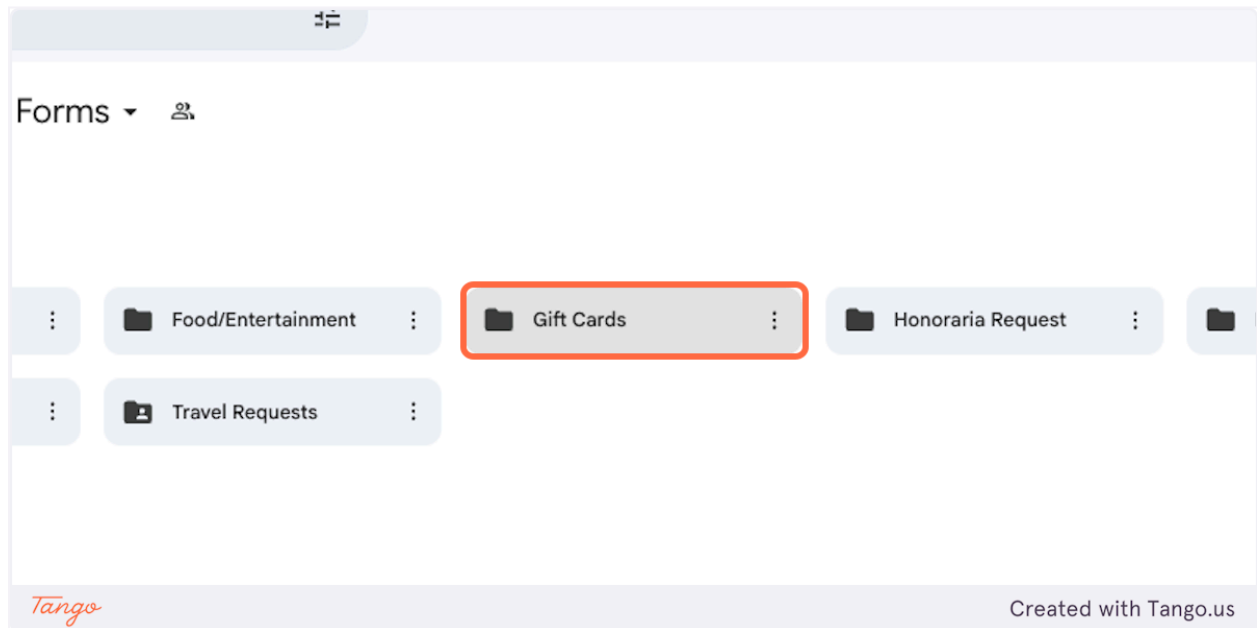
1. Visit www.ce3.berkeley.edu/admin

Click on CE3 Admin Forms



SES/CE3 Admin Forms Google Drive

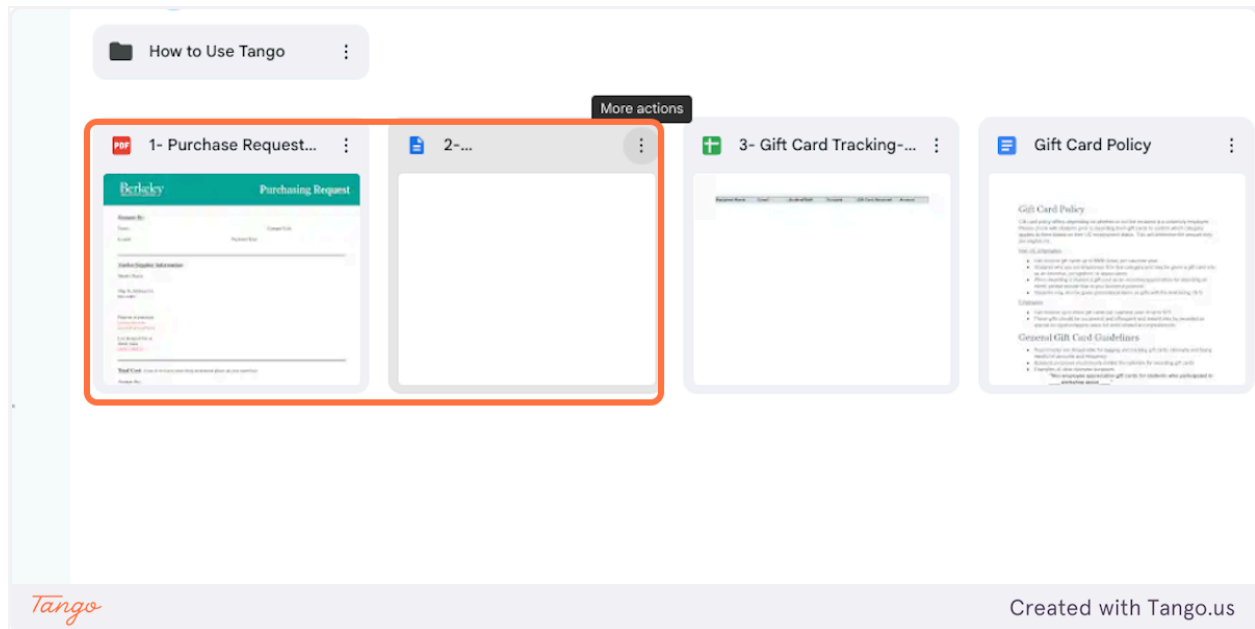
2. Click on Gift Cards...



3. Complete Required Forms for Gift Cards

To support both purchasing and audit requirements, departments must complete three separate documents when issuing gift cards.

- 1. Purchase Request Form (Approval Requirement)**
This form is required to obtain the appropriate approvals. It documents the funding source, business purpose, and total cost of the request, and must be signed/approved by your supervisor before any gift cards are purchased.
- 2. List of Recipients (Recipient List)**
This list is used **solely to upload the Tango gift card punchout in BearBUY**. It includes recipient names and email addresses.
- 3. Gift Card Tracker (Audit & Compliance Requirement)**
This tracker is required for audit and compliance purposes and must be completed for all gift cards. It documents the business purpose, recipient details, purchase date, and delivery confirmation.



⚠ Once you have received your proper approvals, you can continue to place your order on Amazon.

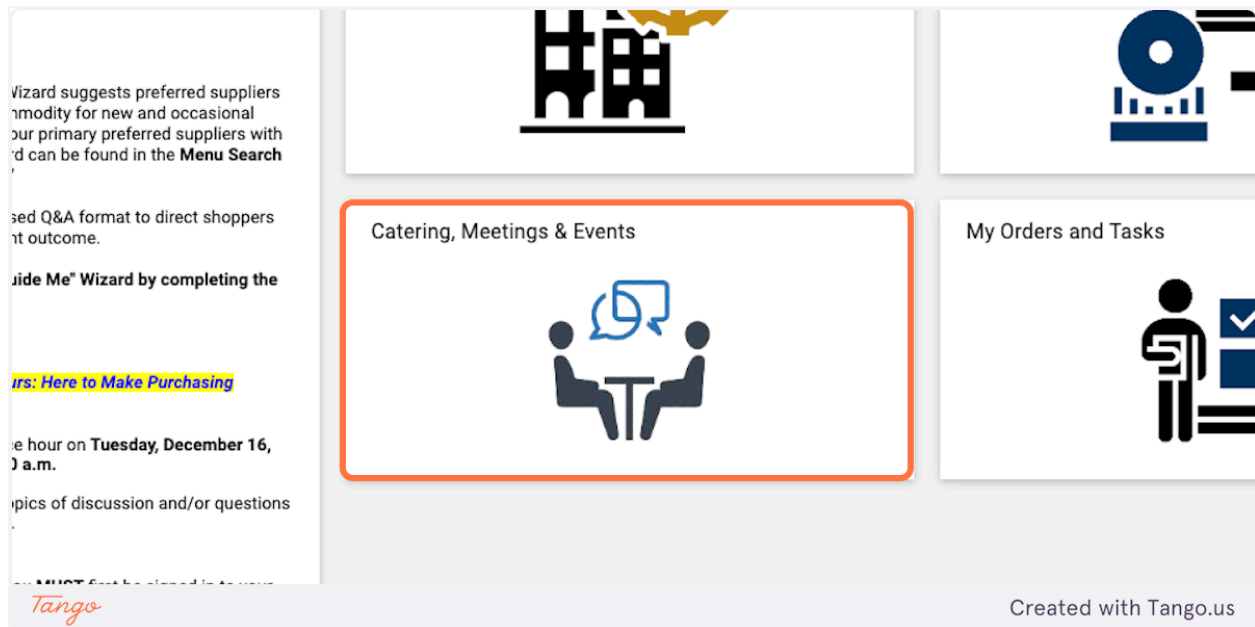
Part 2: Place Tango Gift Card order in BearBUY

4. Log into BearBUY

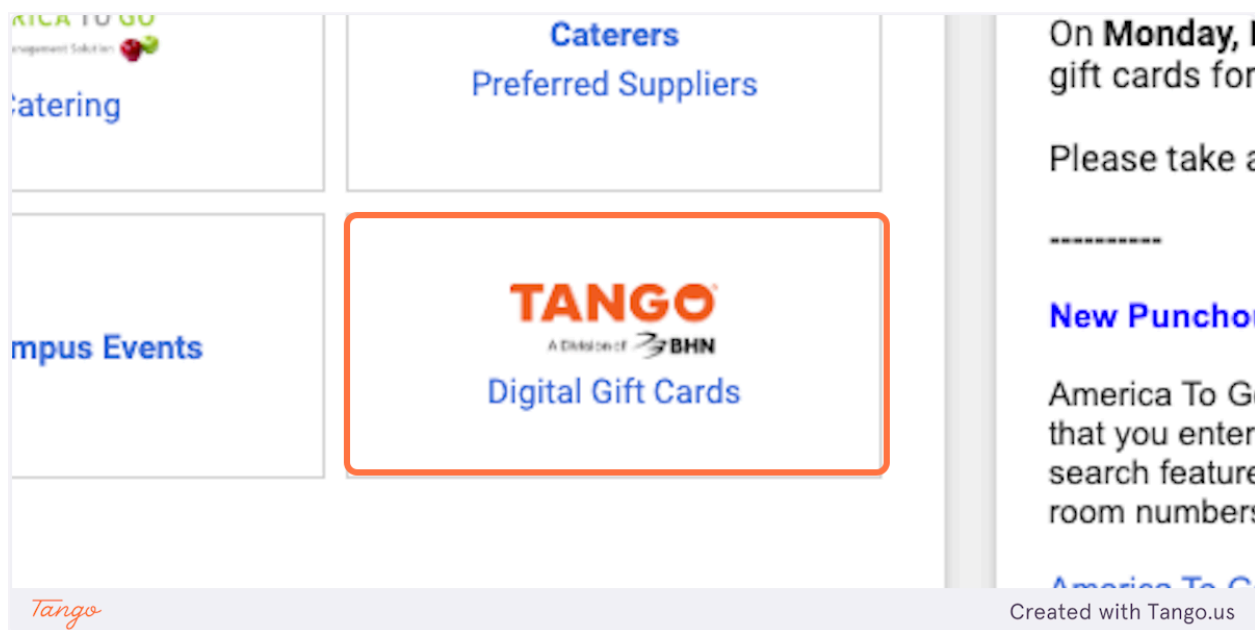
Visit <https://bearbuy.is.berkeley.edu/> and log into BearBUY

Guided Dashboard Homepage

5. Click on Catering, Meetings & Events



6. Click on Digital Gift Cards



[# Gift Card Rewards and Services | Tango](#)

7. Select Recognition



Welcome Back Acosta, You are logged in as

Select Your Program:

Recognition

Submit

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8. Click on Submit



Welcome Back Acosta, You are logged in as



Select Your Program:

Recognition



Submit

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9. Click on Gift Cards



UC Berkeley

Welcome Back Acosta, You are logged in

Fulfillment: Individual

Type: Digital

Program: Recognition [38857-PROD]

SEARCH OUR CATALOG

Home

Gift Cards

All Categories



Welcome to the Tango Catalog for Gift Card rewards and payments

This catalog has been created to support **gift recognition** and **research participant** rewards via email addresses. It is not suitable for any required anonymous payments for research. Reporting as needed. This platform may not be used to pay for delivered goods or services.

The **Gift Cards (Global Choice Link)** product is a non-expiring digital voucher that allows for currency. Recipients will receive an email displaying their reward amount with instructions. Clicking the link, recipients are sent to an online landing page hosted by Tango, where they can make selections and checking out, recipients will receive their gift card selections via email.

Tango

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10. Select your gift card amounts & add to cart.

Gift Card Policy

Gift card policy differs depending on whether or not the recipient is a university employee. Please check with students prior to awarding them gift cards to confirm which category applies to them based on their UC employment status. This will determine the amount they are eligible for.

Non-UC employees

- Can receive gift cards up to \$600 (total) per calendar year.
- Students who are not employees fit in this category and may be given a gift card only as an incentive, recognition, or appreciation.
- When awarding a student a gift card as an incentive/appreciation for attending an event, please include that in your business purpose.
- Students may also be given promotional items as gifts with the limit being <\$75

Employees

- Can receive up to three gift cards per calendar year of up to \$75.
- These gifts should be occasional and infrequent and should only be awarded as special recognition/appreciation for work-related accomplishments



UC Berkeley

Welcome Back Acosta, You are logged in as
Fulfillment: Individual
Type: Digital
Program: Recognition [38857-PROD-1]

[Reset Choices](#)

SEARCH OUR CATALOG



[Wishlist](#)

[Home](#)

[Gift Cards](#)

[All Categories](#)

[Contact Us](#)

[Home](#) / [Categories](#) / [Gift Cards](#)

Subcategories

[\\$005 - \\$050](#)

[\\$055 - \\$100](#)

[\\$125 - \\$200](#)

[\\$225 - \\$400](#)

[\\$425 - \\$599](#)

Gift Cards

Showing 1-20 of 37 Products

Sort By: [Title \(A - Z\)](#)

[«](#) [<](#) [1](#) [2](#) [>](#) [»](#)



Global Choice Link
(SV USD) \$005
Part #: U081773-0005-USD
\$5.00

[ADD TO CART](#)



Global Choice Link
(SV USD) \$010
Part #: U081773-0010-USD
\$10.00

[ADD TO CART](#)



Global Choice Link
(SV USD) \$015
Part #: U081773-0015-USD
\$15.00

[ADD TO CART](#)



Global Choice Link
(SV USD) \$020
Part #: U081773-0020-USD
\$20.00

[ADD TO CART](#)



Global Choice Link
(SV USD) \$025
Part #: U081773-0025-USD
\$25.00

[ADD TO CART](#)



Global Choice Link
(SV USD) \$030
Part #: U081773-0030-USD
\$30.00

[ADD TO CART](#)



Global Choice Link
(SV USD) \$035
Part #: U081773-0035-USD
\$35.00

[ADD TO CART](#)



Global Choice Link
(SV USD) \$040
Part #: U081773-0040-USD
\$40.00

[ADD TO CART](#)



Tango

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11. Enter the number of gift cards you want to purchase

k (SV

Your Final Price

\$10.00 Each

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

3.

Now enter or upload your recipients

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entives,
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just a few
the way
s.

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12. Click on Now enter or upload your recipients

Your Final Price

\$10.00 Each

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

3.

Now enter or upload your recipients

13. Upload a List of Recipients

Reminder: This list is used **solely to populate gift card recipient names in Tango.**

Click Here to access a sample file.

TANGO UC Berkeley

Welcome Back Acosta, You are logged in as
Fulfillment: Individual
Type: Digital
Program: Recognition [38857-PROD-1] [Reset Choices](#)

[Q](#) [✓ Wishlist](#)

[Home](#) [Gift Cards](#) [All Categories](#) [Contact Us](#)

[Home](#) / [Gift Cards](#) / [\\$005 - \\$050](#) / [Global Choice Link \(SV USD\) \\$010](#)



Global Choice Link (SV USD) \$010

Part #: U081773-0010-USD

Product Description

Tango Global Choice Link products are the easiest way to send rewards, incentives, and payouts. They allow your recipients to choose from catalogs of digital gift cards and charitable donations. You're just a few clicks away from delivering joy in the way that works best for your recipients.

[Choose Different Quantities or Amounts for this card](#)

Card Amount: \$10.00
Quantity: 2
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:

[Choose File](#) No file chosen

[Upload Name File](#)

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14. Click on Upload Name File

Card Amount: \$10.00

Quantity: 2

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:

Sample_Upload_File.csv

Upload Name File

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15. Review recipients and Click on Add To Cart

Choose Different Quantities or Amounts for this card

Card Amount: \$10.00

Quantity: 2

Card Type: Digital

First Name

Last Name

Email Address

1

Test

Guy

test@te

2

Test

Guy2

test2@t

Add To Cart

Copyright © 2025 Tango

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16. Add message for recipients

G85663178

A64894679

E711770

s):

add message

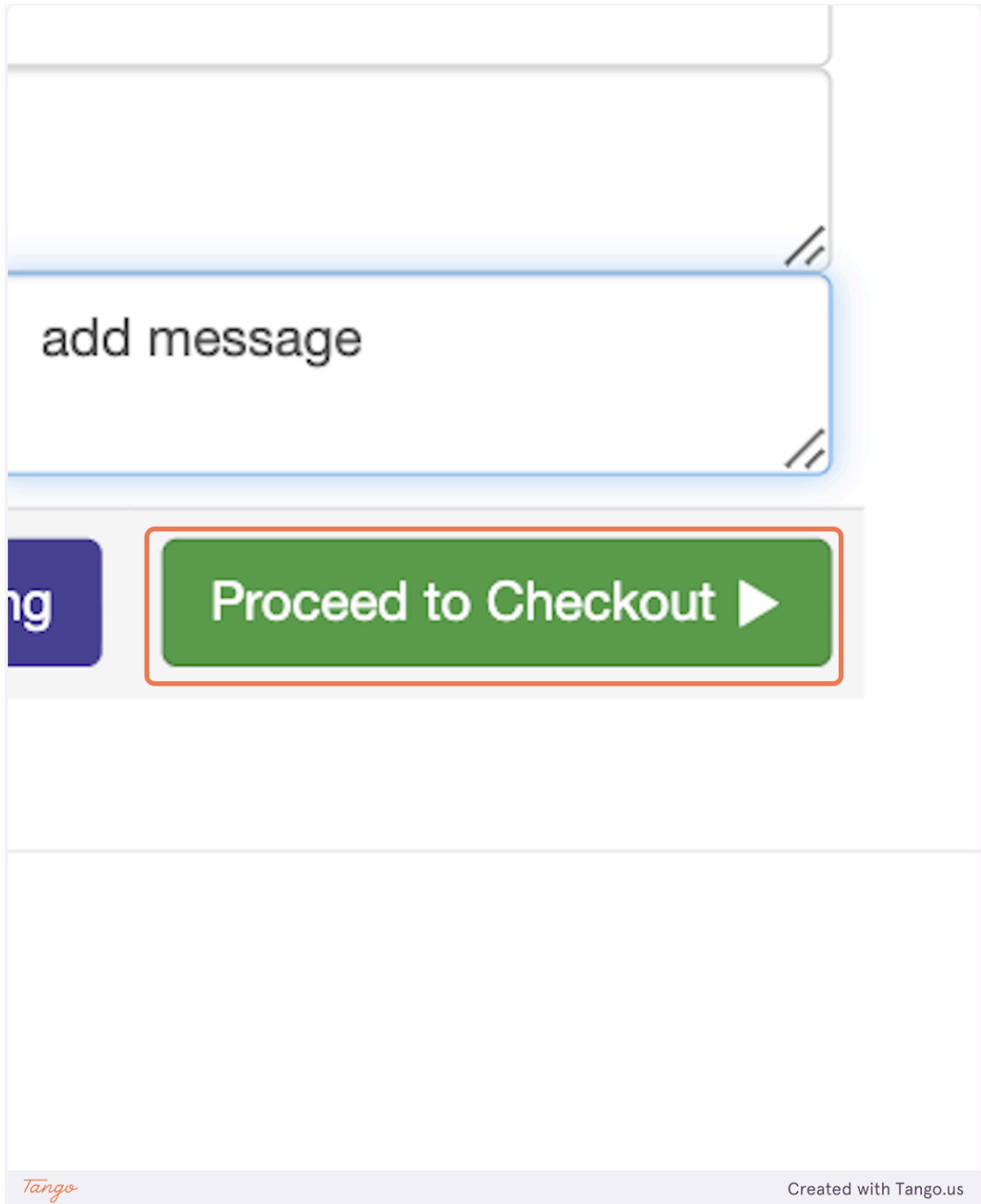
Shopping

Proceed to Checkout ▶

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17. Click on Proceed to Checkout



18. Click on CHECKOUT

		Subtotal: 20.00 Estimated Shipping: 0.00 Total: 20.00
Subtotal		Complete your order by clicking on the "Checkout" button below. CHECKOUT
0	10.00	
0		
10.00		

Tango Created with Tango.us

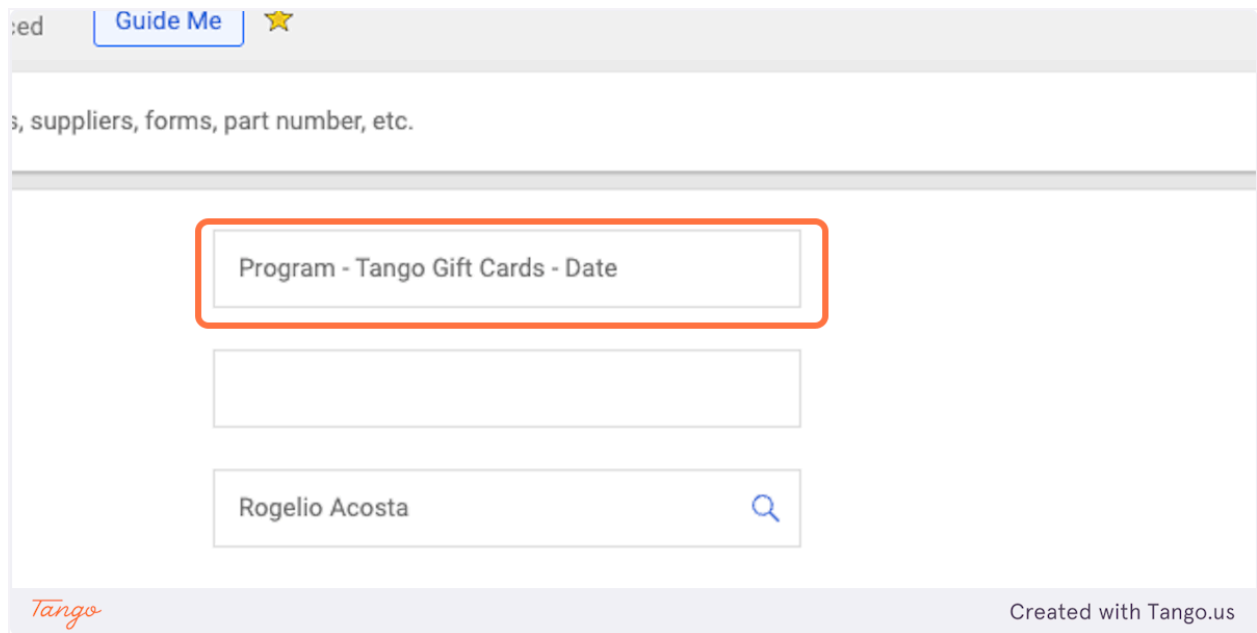
[# PunchOut to be redirected to BearBUY](#)

19. Create a Cart Name

Create a cart name so you can easily identify your order later on.

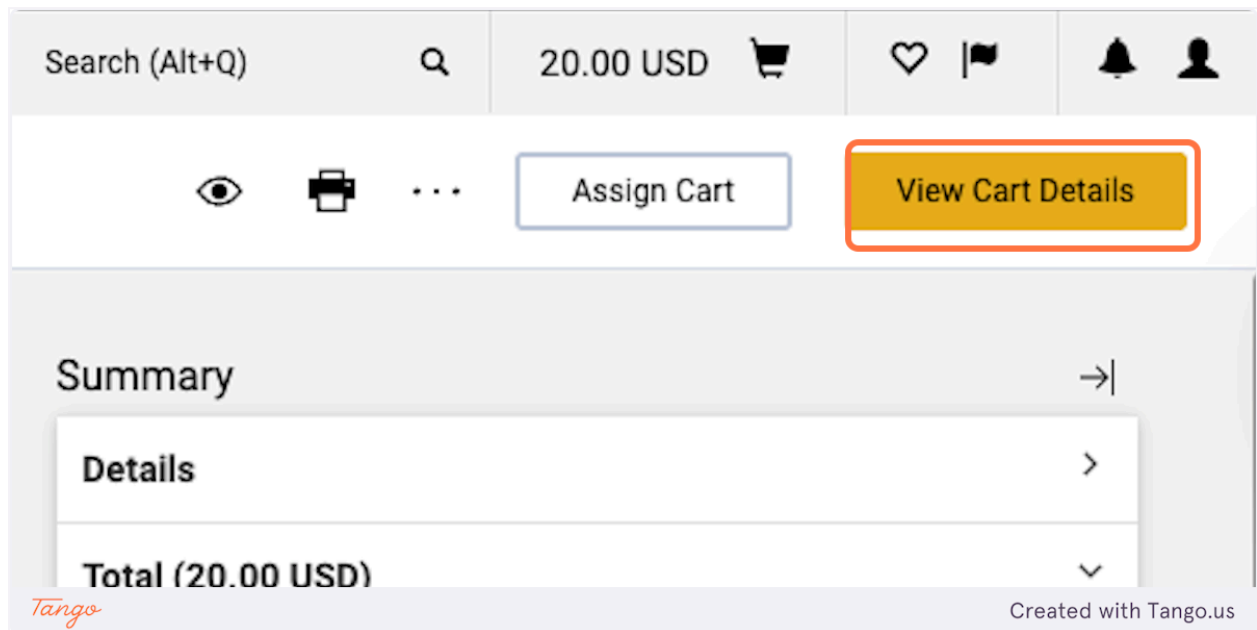
Example: Program - Tango Gift Cards - Date

You can also add a description to provide more information for your reference, but it is not required.



The screenshot shows a web form for creating a cart name. At the top, there is a 'Guide Me' button and a star icon. Below this, a text input field contains the example name 'Program - Tango Gift Cards - Date', which is highlighted with an orange border. Underneath is an empty text input field. At the bottom, there is a search bar containing the text 'Rogelio Acosta' and a magnifying glass icon. The footer of the form displays the 'Tango' logo and the text 'Created with Tango.us'.

20. Click on View Cart Details



The screenshot shows the top navigation bar and a section for cart actions. The navigation bar includes a search bar with 'Search (Alt+Q)', a magnifying glass icon, a cart icon showing '20.00 USD', a heart icon, a flag icon, a bell icon, and a user profile icon. Below the navigation bar, there is a row of icons: an eye icon, a printer icon, and a three-dot menu icon. To the right of these icons are two buttons: 'Assign Cart' and 'View Cart Details'. The 'View Cart Details' button is highlighted with an orange border. Below this row, there is a 'Summary' section with a right-pointing arrow. Under 'Summary', there is a 'Details' section with a right-pointing arrow. At the bottom, there is a 'Total (20.00 USD)' section with a downward-pointing arrow. The footer of the page displays the 'Tango' logo and the text 'Created with Tango.us'.

21. Required: Org Node

The screenshot shows a web form with a dark blue sidebar on the left containing three white icons: a star in a circle, a classical building, and a group of people. The main content area is light gray. At the top, there's a header section with 'Busine' and '10000' on the left, and 'Ship To' on the right. Below this, 'ss Unit' is followed by 'UC Berkeley'. A light gray box highlights the 'Org Node' field, which contains the text 'no value' and a red error message 'Required' with a red 'x' icon. To the right of this box, the text 'Change Order Approver' is visible, followed by another 'no value' entry. Further right, the 'Ship To' section is expanded, showing 'Attn: Rogelio /', 'Sproul Hall RM', 'Berkeley, CA 9', and 'United States'. Below the 'Org Node' field, there's a 'General' section header with a pencil icon and three dots. Underneath, 'Cart Name' is followed by 'Program - Amazon' and 'Order - Date'. On the right side, 'Final' is followed by 'no v', and 'Destin' is followed by 'ation' and 'Code'. At the bottom right, 'Delivery Optic' is partially visible. The footer of the form has the 'Tango' logo on the left and 'Created with Tango.us' on the right.

Busine 10000

ss Unit UC Berkeley

Org Node no value no value

✕ Required

Change Order Approver

Ship To

Attn: Rogelio /

Sproul Hall RM

Berkeley, CA 9

United States

Final no v

Destin

ation

Code

General

Cart Name Program - Amazon

Order - Date

Delivery Optic

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22. Type "ZCEEE"







Business Unit ★

10000 ▼

Org Node ☐ Standard Entry

Org Node ★

Change Order Approver 

ZCEE|

×

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✖ Required

ZCEE6 - Ctr for Ed EquityandExcell-L6

ZCEEE - Ctr for Ed EquityandExcellence

ZCEE5 - Ctr for Ed EquityandExcell-L5

★ Required fields

Tango

Created with Tango.us

23. Click on ZCEEE - Ctr for Ed EquityandExcellence







Business Unit ★

10000 ▼

Org Node ☐ Standard Entry

Org Node ★

Change Order Approver 

ZCEEE × 🔍

ZCEEE - Ctr for Ed EquityandExcellence

★ Required fields

Assign ed to

Rogelio Acosta

Reque sted

no value

Billing Options

Tango

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24. Click on Save

Save

Close

Shipping, handling, and packaging are calculated and charged by each supplier.

Subtotal	12
Shipping	0
Handling	0
	12

Tango

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25. Click on Edit Shipping Section

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Change Order Approver

ZCEEE

Ctrl for Ed Equity and Excellence



...

Edit Shipping Section



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10

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Created with Tango.us

26. Select your campus office address & click Save

Since the gift cards are delivered electronically, select your campus office address.

The screenshot shows the 'Edit Shipping' modal in the UC Berkeley BearBUY system. The modal is titled 'Ship To' and contains a 'CURRENT ADDRESS' section. The address fields are filled with the following information:

Field	Value
Attn *	Rogelio Acosta
Address Line 1	Sproul Hall RM 405
City	Berkeley
State	CA
Zip Code	94720
Country	United States

Below the address fields is a search bar for 'Additional Approvals' and a 'Final Destination' field. The modal includes a 'Save' button and a 'Close' button. The background shows the main interface of the system, including the 'Business Unit & Org Node' section and the 'Additional Approvals' section.

Tango Created with Tango.us

27. Required: Chartstring

Click on the pencil icon to fill out the chartstring details



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d	Federal Funds	Department	F C
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e	no value	no value ⚠ Empty	n
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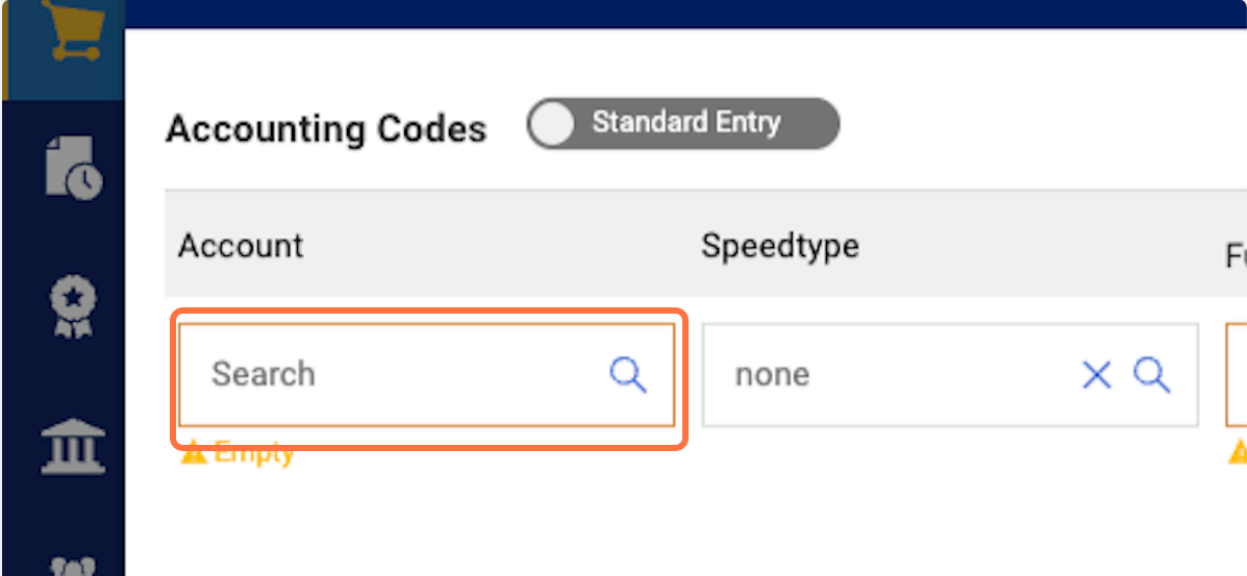
Ap

28. Required: Account Code

Account Codes:

57350 - Non-student Award (For staff and faculty, the maximum amount is \$75)

57450 - Student Appreciation (you MUST use Function Code 78)



The screenshot shows a web interface for "Accounting Codes". At the top, there is a toggle switch labeled "Standard Entry". Below this is a table with two columns: "Account" and "Speedtype". A search bar is located below the "Account" column header, containing the text "Search" and a magnifying glass icon. To the right of the search bar is a dropdown menu with the text "none" and a magnifying glass icon. A red rectangle highlights the search bar. At the bottom left of the search bar, there is a yellow triangle icon and the text "Empty". The Tango logo is visible in the bottom left corner, and the text "Created with Tango.us" is in the bottom right corner.

Account	Speedtype
Search	none

29. Required: Fund Code

You will need to contact your department supervisor to obtain the correct fund that will be used for the order.

+Q)



12.99 USD



Fund

Federal Fun



00000|



No Value

00497 - DNS: Class of 2000 (17433A)

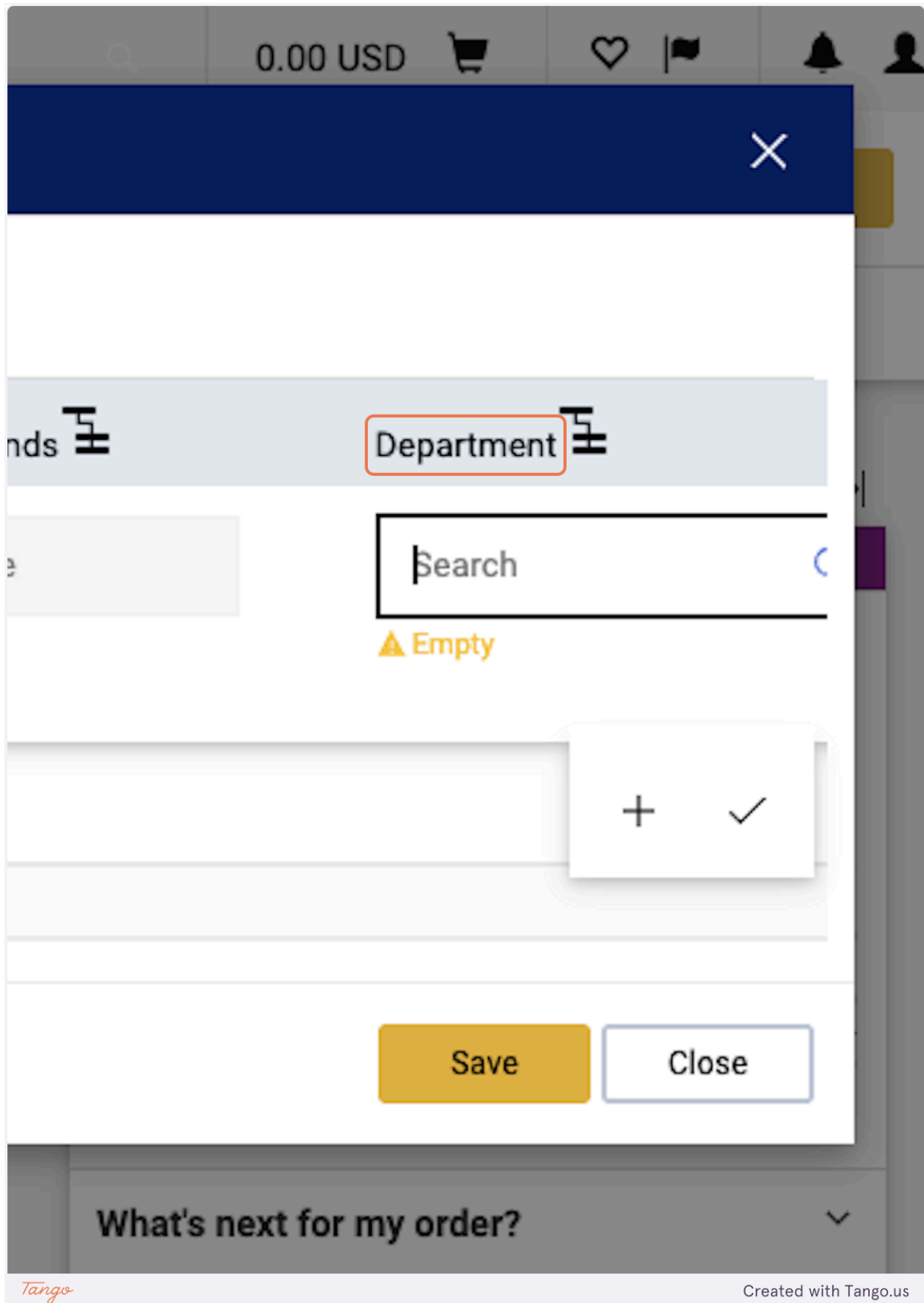
Save

Close

calculated and charged by each suppli

Subtotal

30. Required: Department ID



31. Required: Function Code

Type "68"

NOTE: If the gift cards are for student appreciation, you must use function code 78

All ▾

Search (Alt+Q) 

0.00 USD 





Function Code 

Chartfield1 



68

Search

+

Save

☐

What's next for my order?

Next Step

PR Creator

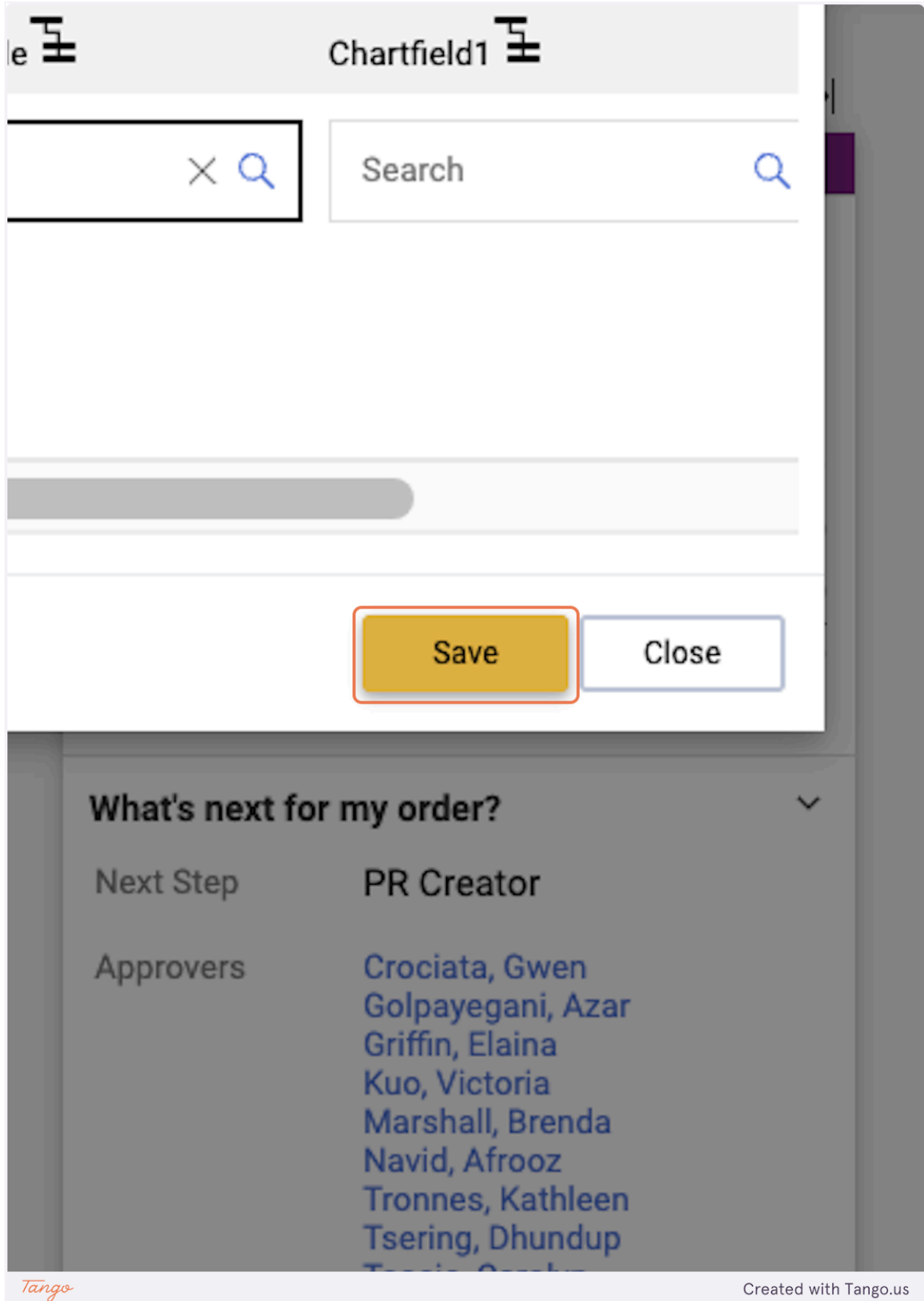
Approvers

Crociata, Gwen
Golpayegani, Azar
Griffin, Elaina
Kuo, Victoria
Marshall, Brenda
Navid, Afrooz
Tronnes, Kathleen

Tango

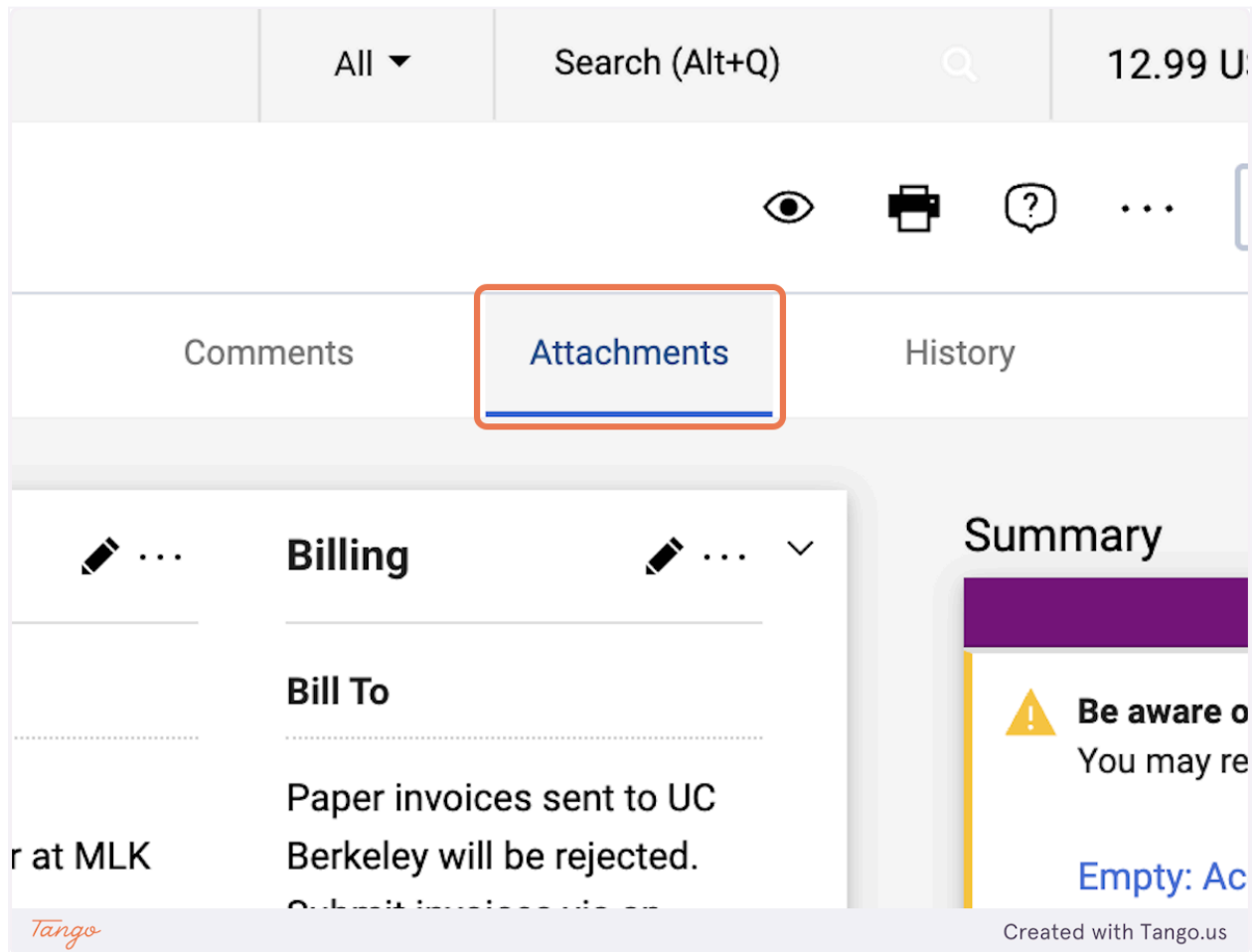
Created with Tango.us

32. Click on Save



33. Required: Attach approved Purchase Request & List of Recipients

Click on Attachments



34. Click on Add Internal Attachment

Upload the approved Purchase Request & List of Recipients

Important Reminder: Purchase Request Forms must be signed by your supervisor.

All ▾

Search (Alt+Q) 

12.99



...

PO Preview

Comments

Attachments

History

Add Internal Attachment ▾

attachments associated with it.

return to the Summary page and find the "Add attachment"

ot be added to documents once they have completed workflow.

Summary



Be awa
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Empty

Empty

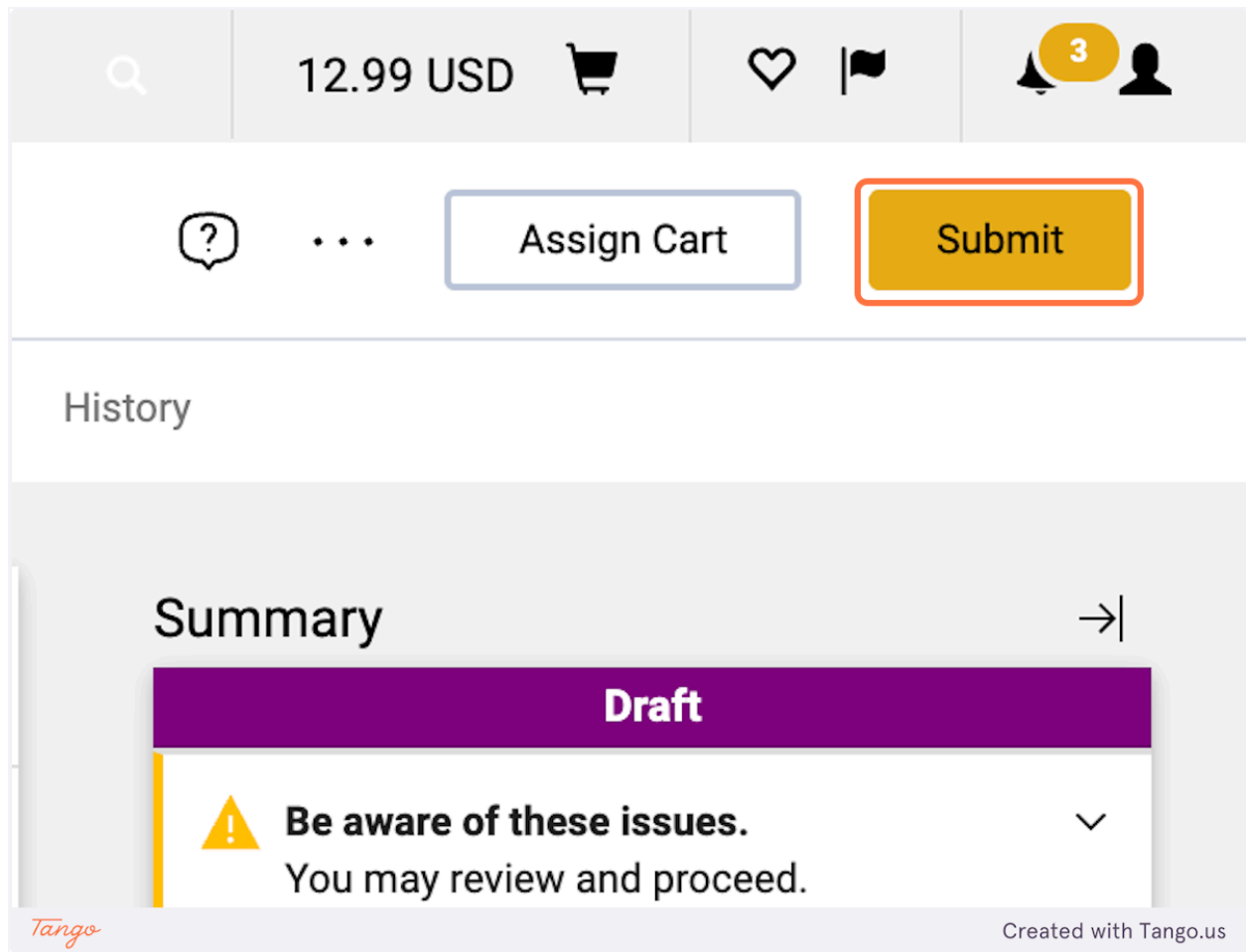
Tango

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35. Click on Save Changes

36. Click on Submit

36. Click on Submit



37. Save the Requisition Number

Your requisition number will help you easily locate your cart as your request is processed.

✓ Cart Assigned

Cart Summary

Requisition number	163209640
Cart name	AmazonTestCart_09/29/2022
Requisition total	34.78 USD

Tango

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Gift Card Tracking

After completing your request, make sure to fill out the CE3 Gift Card Tracking spreadsheet.

38. Visit SES/CE3 Admin Forms & Protocol drive

Drive

+ New

Home

Activity

Workspaces

My Drive

Shared drives

Shared with me

Recent

Starred

Spam

Search in Drive

SES/CE3 Admin Forms ... > 1) Required Forms

Type

People

Modified

Source

Name

How to Use Tango

1- Purchase Request For...

2-...

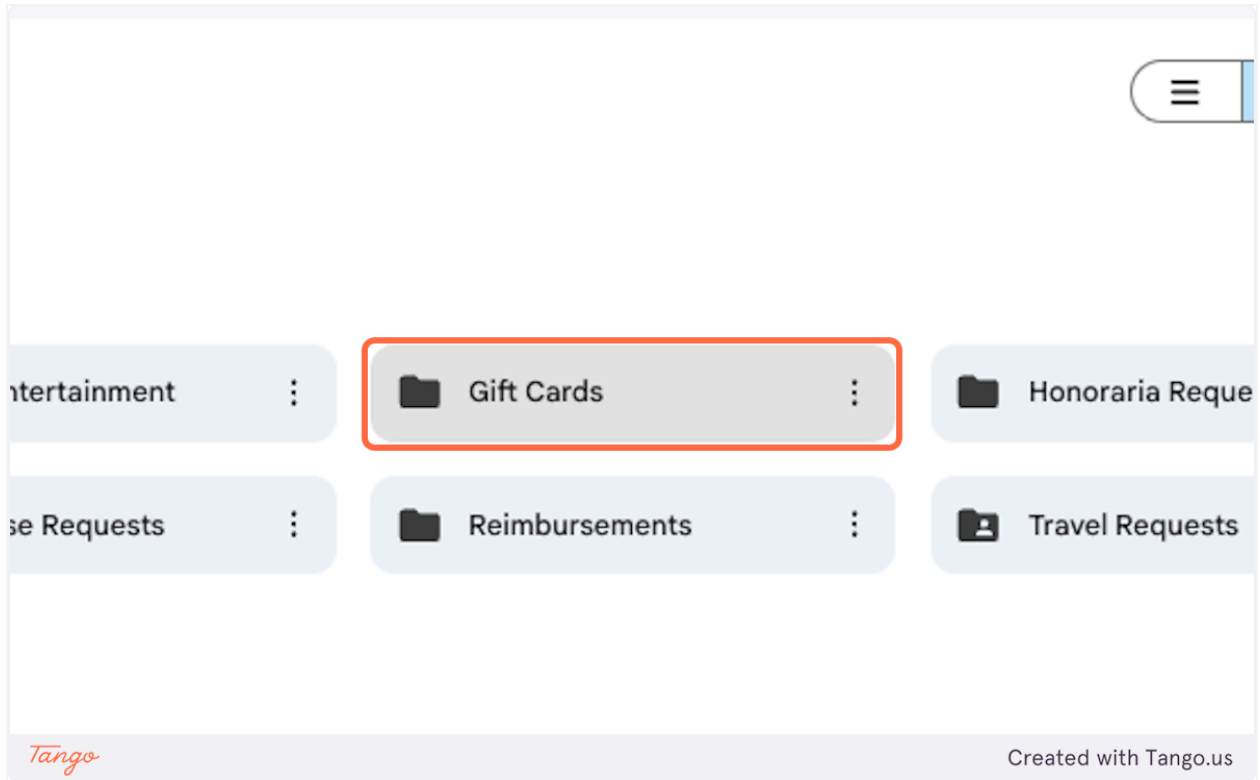
Tango

Created with Tango.us

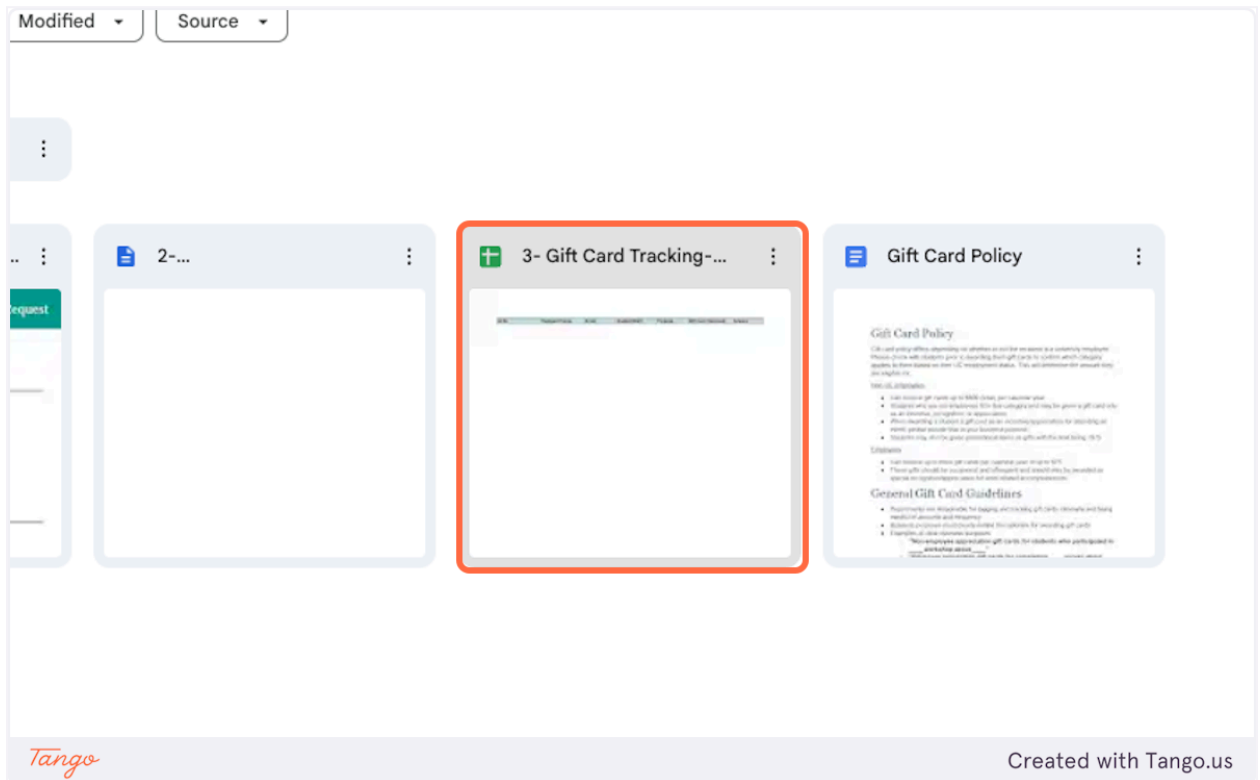
39. Click on 1) Required Forms...

The screenshot shows the Google Drive interface for a group named 'SES/CE3 Admin Forms &...' with 1 group and 13 people. The left sidebar contains navigation options: New, Home, Activity, Workspaces, My Drive, Shared drives, Shared with me, Recent, Starred, Spam, and Trash. The main area displays a list of folders and files. The folder '1) Required Forms' is highlighted with a red box. Other folders visible are '2) Student Awards', '6) Branding Policy &...', and '7) Event Planning...'. A PDF file named 'Business Purpose.pdf' is also shown. The bottom of the interface features the 'Tango' logo and the text 'Created with Tango.us'.

40. Click on Gift Cards...



41. Click on 3- Gift Card Tracking- (Required)...



42. Fill out the Gift Card Tracking sheet.

Important Reminder: Receipt confirmation ensures gift cards reached the intended recipients. This helps us catch issues early (wrong email addresses, unclaimed cards, delivery problems) and avoid reissuing cards later.

From a compliance standpoint, confirmation of receipt is what closes the loop on a gift card request. This tracker sheet provides the documentation we need for future audits.

[Click Here to access the Gift Card Tracking Sheet](#)

[illegible]