Technology Provided Funded Gift Card Program

Add funds using a ACH/Wire Transfer

Before you begin:

Please make sure you have your claimed free incentive account and have your unique account number available with you.

Check your unique account number from Technology Provider Tools:

- Go to create a sourcing link page
- Click on the “Manage” button on “Incentive Account” card on the top left of the page.
- This will open up a screen with details about your account with your unique account number.

Steps Overview: Detailed steps on account loading using ACH/Wire Transfer on next page

STEP 1
Request for Invoice from Tango Card (optional)

STEP 2
Transfer funds to your account with Tango Card

STEP 3
Share transaction details with Tango Card
**STEP 1: Raise a purchase order to receive an invoice (optional)**

If you need an invoice from Tango Card to get a purchase order approval for funds, you can provide the following details to initiate a request for the same. If your company doesn't need an invoice to initiate the transfer, you can directly move to step 2.

You need to drop an email to funding@tangocard.com and CC inna.kuperman@tangocard.com.

It's optional to mark Peer Insights in CC: PeerInsightsVendorSuccess@gartner.com.

**Important:** Everything highlighted in yellow below is required to be replaced while sending the email to above recipients.

**Subject:** Request for an invoice for adding funds

Hi Tango Card team,

We want to raise a request for an invoice to add funds to our account with Gartner Peer Insights. Please find the details below:

- **Account #:** Your unique account number
- **Amount to be added (in $US):** Amount you want to add
- **Invoice should be billed to:** Your name, company name & address
- **Transfer Method:** Select one from wire transfer or ACH

Please note:

- Your unique account number displayed on your sourcing link page on your Technology Provider Tools.
- You'll receive a purchase order/invoice within 2 business days which you can use to get approval for transferring the funds.
STEP 2: Transfer funds to Tango Card

Ask your finance team to initiate the transaction to below Tango Card. Standard processing time for ACH payments is 2-business days and for wire transfer it’s 1-business day.

Send an ACH or Wire transfer to:
- Wells Fargo Bank
- ABA routing #: 121000248
- Bank Account #: 4945710978
- Please provide your [Unique Account Number](#) in the memo section while transferring funds

Please note: Your unique account number displayed on your [sourcing link page](#) on your Technology Provider Tools.

STEP 3 Share transaction details

After successful transfer please share transaction details using below template and your account will be credited within 2 business days.

You need to drop an email to funding@tangocard.com and CC inna.kuperman@tangocard.com

It’s optional to mark Peer Insights in CC: PeerInsightsVendorSuccess@gartner.com

Important: Everything highlighted in yellow below is required to be replaced while sending the email to above recipients.

Subject: Request for adding funds

Hi Tango Card team,

We want to update you on the recent transaction to add funds to our subaccount with Gartner Peer Insights. Please find the details below:

- **Company Name:** Your company name
- **Account #:** Your unique account number
- **Amount to be added (in $US):** Amount you want to add
- **Transfer Method:** Select one from wire transfer or ACH
- **ACH Number / Transaction ID:** Provide ACH Number or Transaction ID (Important)
Balance Update:

Post successful transaction your funds will automatically be updated on your Technology Provider Tools within 2-3 business day.

Still have questions? Just reach out to your Peer Insights program manager or email us.