GATEWAY TRAINING GUIDE

Gateway Animal Tissue Form Instructions

Suggested Form Uses:
- This form should be used for **ALL** animal tissue purchases that take place in the system.

Other notes for use of this form:
- This form routes to the Campus Veterinarian for review and approval.
- For more detailed information about animal tissue purchases and policy, please refer to our FAQ: [http://info.gateway.procurement.ucsb.edu/faq-ordering](http://info.gateway.procurement.ucsb.edu/faq-ordering)

Where is the form located?
- From the homepage in Gateway, you can select the Animal Tissue Form from the Form Section.

![Gateway webpage screenshot](image)
Steps to process an order:
- The top portion of the form is to be filled in according to the contact information of the end user making the purchase.
- The bottom portion of the form is to be filled out according to the species and order information.