September 17, 2014

Dear Campus Procurement Community:

One of the next steps for Procurement Services is to fully integrate Contracts with Gateway. Gateway provides transparency into your contract status, utilizes the same approval workflow capabilities as Purchase Orders, and acts as the system of record for your contract for years to come.

We have been working with many of our high volume departments to test pilot the contracts workflow with success. We are now moving forward to migrate all contract requests into Gateway with the goal that all requests will be routed through Gateway as of December 1st, 2014.

To Get Started Now

We kindly ask that all of your future contract requests be through Gateway. You can do this by using the Contract Request Form located in the Form Section of the Gateway Homepage.

Training

Please find attached a training guide, and visit our website for more information: http://www.bfs.ucsb.edu/procurement/contracts-property. We would be happy to come to your office and provide one-on-one training for your Department if you’re interested. Please e-mail contracts@bfs.ucsb.edu to request a training session for your department.

Updates

Some low risk services can now be processed as a standard Purchase Order. These services include:

- Translation
- Transcription
- Editing Services
- Interpreting Services

Payment of Contract Invoices

As of October 1st, invoices for Contracts will not be paid in Gateway. Gateway will close your PO immediately after approval, so that invoices cannot be paid in the system.

All contract invoices should be submitted to Accounts Payable for payment. Invoices should be accompanied by a Form 5 referencing the GW Purchase Order Number. If the contract involves Entertainment expenses, then an Entertainment Form 5 should also accompany the invoice. A Travel Payment Request form should accompany all Hotel direct bill contracts.
If you have any questions please contact the Gateway Helpdesk.

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