TO:  Department Buyers

FR:  Hannah Morand, Gateway Systems Coordinator (Acting)

This email was sent to the Department Buyer Role. Please forward this email to all interested Gateway Users within your department.

Gateway Department Buyers,

Check out some of the recent Gateway features and updates that we have been working on for you!

Supplier Updates:

- New Hosted Catalog: HD Supply Facilities Maintenance (Tile in Facilities/MRO Section on Homepage)
- Coming Soon: Airgas, Sigma Aldrich, Life Technologies
- Punch-out/Hosted Catalog Stand-down: Fastenal, MSC, BioExpress
  - Please note that we will still offer each supplier in a non-catalog format for your purchasing needs.

Contracts Update:

- We have created a new Form to process your Contract Requests through Gateway. Please begin routing your contract requests through Gateway using the Contract Request Form located in the Form Section on the Gateway Homepage. If you have any questions please email our Contracts Team at contracts@bfs.ucsb.edu

Entertainment Process:

- If your department procures goods that fall into the programmatic category, please ensure that the "Non-Hosted Business Meeting Expenditures" Form is filled out and attached to your Gateway Purchase Order. This form will give Accounts Payable processors the ability to approve invoices with the knowledge that the goods were authorized appropriately.

New Gateway Resources:

- Department Buyer Checklist - We have created a Department Buyer checklist to help users approve a requisition. This is not a mandatory checklist, just an additional resource. The checklist can be found on our website and as an appendix in the Gateway Desk Manual.
- Savings Field - A new optional field on the requisition that gives departments the ability to track savings on each order. This is not a mandatory field. It will allow departments the ability to capture and track savings.
Removal Process:

- In response to recommendations from faculty and staff removals/relocations will not be processed in Gateway. We have removed the respective suppliers from the system. All removal/relocation requests are to be initiated with Travel. Please contact Annette Gonzales in Travel at x7037 for any questions.

If you have any questions about this announcement please contact the Gateway Helpdesk.

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Hannah Morand
Gateway Systems Coordinator (Acting)