TO: Campus Community

FR: Christine Griffin, Gateway Systems Manager

I wanted to take time to update you on some changes that we have recently promoted in the Gateway System.

**Gateway Office Hours:**

- Since we began hosting Gateway Office Hours in October 2012, the Gateway team has hosted over 160 hours. Due to a significant decrease in attendance we are reducing the Office Hours from three times per week, to once per week.
- The new Gateway Office Hours will be held on **Mondays at 8:30am in 3203 SAASB**, effective **January 6, 2014**.

**Phoenix User Interface:**

- As a reminder we rolled out a new user interface (announced in the June 2013 Newsletter). Adoption of the Phoenix Interface has been optional, but we will be requiring this transition by the end of February.
- To prepare for this transition we are working on converting all training documentation to reflect the Phoenix Interface, as well as adding additional resources for the Phoenix UI.
- If you would like to convert your profile now, please refer to the [New User Interface: Phoenix Training Guide](#) on the Gateway Info Site. The guide has instructions for how to convert your profile, as well as a step by step break down of the differences between the two interfaces.

**A/P Matching Tolerance Changes:**

- In an effort to match the standards set in the UC Accounts Payable Manual we have adjusted the tolerance settings on unit price from 10% or $100 to 20% or $200.
- The tolerance on shipping was adjusted from $75 to $105

These changes should alleviate a large number of the invoices falling into "matching exception" for AP/Departmental Review.

**Gateway Forms:**

- Confirming PO: Per many departmental requests, minor layout changes were made to the confirming order form in an effort to visibly display the description on the line item in the shopping cart. Use of the form has not changed, only minor changes in the layout/appearance.
Supplier Updates:

- **Airgas**: We are working on a future enablement with Airgas. As we have been going through the process of enabling their punchout, we have discovered that a lot of ordering, delivery, and payment issues can be resolved by including your Airgas account number on the PO.
- **Airgas** has asked us to remind users that they track your cylinders and delivery locations based on the 7 digit account number. If you could please remember to reference the account number in either the "Description to Supplier" on vendor blankets, or in "external notes" for non-catalog orders this will help Airgas reduce errors, and provide you with better customer service.

If you have any questions about any of the changes in this announcement please contact the [Gateway Helpdesk](mailto:gatewayhelpdesk@bfs.ucsb.edu).

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