Good Afternoon Gateway Department Buyers,

The Gateway team has been busy working on system enhancements to better meet the needs of our user community. Below is a list of the enhancements that have been recently promoted in the system, as well as some features that have been removed by popular demand.

**Gateway Forms/Attachments:**

- **GW Transition Form**
  - This is a new form to help departments as they transition and fully implement Gateway internally.
  - To use the form your department is required to have either a LVPO number or existing SB PO number
  - A full description and instructions for how to use the form at: [http://info.gateway.procurement.ucsb.edu/files/GWT%20Form.pdf](http://info.gateway.procurement.ucsb.edu/files/GWT%20Form.pdf)
  - The form can be found under “Gateway Forms” on the homepage.

- **Vendor Blanket Form**
  - On the form we removed reference to the terminology “Draw Down”.
  - The form name was rewritten to Vendor Blanket to easily find it in document search
  - We also added additional instructions regarding periods of coverage
  - A new required field: “Is your vendor traveling to campus? Yes/No. Please state yes or no if your supplier will come onto the UCSB campus to complete the work requested on your vendor blanket.

- **Walk-In PO Form**
  - Additional language to clarify the use of the form was added.
  - As a reminder this form is a manual form and the system does not send your PO to the vendor if you use this form to generate your order.

- **Price Reasonableness and Source Selection**
  - A new combined Form A and Form B was added to the resources/attachments section for your use.

- **Non-Catalog Quick Order Form**
  - The form was removed at the request of departments; this form caused confusion in receiving and invoicing.
  - Departments should use the non-catalog quick link at the top of the page to create non-catalog orders.

**New UCSB Shared Favorites:**

- **Ergonomic Favorites**
  - The Ergonomics program created a list of favorite non-catalog items that they frequently recommend.
The folder can be found in the Favorites Tab under UCSB Shared Favorites and Ergonomic Favorites.

- UCSB Business Forms
  - With the closure of Central Stores UCSB specific forms were transferred to the University Center bookstore.
  - These forms can be found in the UCSB Bookstore Catalog, or under the favorite folder: UCSB Business Forms.

New Catalogs:

- Getinge, USA
  - New Catalog Added
  - Can be found under Showcased Suppliers

- Coming soon!
  - Beckman Coulter
  - American Hotel Register
  - Graybar Electric

If you have any questions regarding these enhancements to the system please do not hesitate to contact the Gateway team at help@gateway.procurement.ucsb.edu

This email was sent to the **Department Buyer Role** in the Gateway System please forward this email to all interested Gateway Users within your department.

Best,
Christine

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Christine Griffin
Gateway Systems Manager