September 13, 2013

Good Afternoon Gateway Department Buyers,

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

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TO: Campus Community

FR: Christine Griffin, Gateway Systems Manager

I wanted to take time to update you on some of the new enhancements that we have recently promoted in the system.

Department Quarterly Address Update:

- Any requests received at the Helpdesk for departmental address changes or additions since the last quarterly update are now in effect in the system.
- If you requested an address update on behalf of your department, you may need to remind your shoppers and requesters to update their profiles with the updated address information.
- Click here for instructions on updating your “Ship-To Address”.

Gateway Forms:

- Animal Tissue Form
  - In post audit reviews of the system we noted that departments are not utilizing the animal tissue form to generate their animal tissue purchases. Please remind your requesters/shoppers that if they are going to purchase animal tissue through Gateway the order is required to be prepared on the animal tissue form.
  - Click here for FAQ’s on use of the form.
- GW Transition Form
  - As requested by campus we have extended the date of this form’s availability in Gateway to 9/30/13.
  - A full description and instructions for how to use the form can be found on the Gateway Info Site under the training tab.
- FedEx Form
  - This form is to be used if your department is requiring a unique PO number for every FedEx order.
  - This form is NOT used if your department has already established a vendor blanket for FedEx, or is paying FedEx invoices via the Flexcard.
- Business Card Form
  - Use this form to generate a PO for entry into the OfficeMax Print Website.
The OfficeMax Print site is accessed outside of Gateway. You will need to create a password to access the site. The site is where you will enter your personal information and obtain the proof of the business cards you are ordering.

- Please visit the FAQ: Ordering in Gateway.

New Catalogs:

- GovConnection
  - The new Punch-Out can be found under Showcased Suppliers.
- Graybar
  - The new Hosted Catalog can be found under Showcased Suppliers.
  - Graybar includes mandatory purchase minimums in the longer product description. Please take note of minimum order requirements when you are reviewing this catalog.

Catalog Update:

- McMaster-Carr:
  - For those of you who use Firefox as your internet browser please note that the recent update (Firefox Version 23) caused a security feature to block mixed content on web pages. Please see the FAQ on how to resolve.

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