Dear Procurement Colleagues:

To help you transition to the Gateway procurement system, we have enabled almost 2,000 suppliers for your shopping convenience. While most of these suppliers are simple to use there are a handful that require special handling. Included below are instructions to assist you with these suppliers:

- **Alternative Digital Printing** – The Alternative at the UCEN will accept a Walk-In PO or Draw Down Vendor Blanket. The Alternative will invoice Accounts Payable using your PO number.

- **FedEx shipping and UPS** – There are several methods for setting up a PO with these vendors. Please choose the method that will best address your department business needs:
  a) Setup a Draw Down Vendor Blanket for each Account String/Project Code your department will charge
  b) Setup one departmental Draw Down Vendor Blanket (this works best for smaller departments with only one Account String)
  c) Setup one departmental Draw Down Vendor Blanket using a default Account String, then allocate expenses via TOE
  d) Enter a requisition and create a PO each time you need to use FedEx
  e) Use your department Flexcard to pay your invoices and allocate the charges to the appropriate account fund in the Flexcard module

- **Verizon** – Ordering devices and/or service plans is the responsibility of your department POC (Point of Contact):
  To pay invoices:
  a) Setup a Draw Down Vendor Blanket to pay monthly invoices
  b) Use your department Flexcard

- **We have also determined that several commonly used suppliers do not accept Purchase Orders and consequently have not been added to the Gateway supplier database. For these suppliers please use your department Flexcard:**
  - Amazon
  - AT&T
  - Cox
  - Home Depot
  - OSH (Orchard Supply Hardware)
  - NewEgg
  - Staples
If you have additional questions about creating or converting purchase orders, please email help@gateway.procurement.ucsb.edu. We hold open office hours every M,T,&F from 8:30am - 9:00am in the Purchasing conference room if you would like to stop in with a question.

Thank you,

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