Gateway System Forms Overview
(8/14/18)

Presented By: Kathleen Yabsley
Forms

- Forms are used for unique procurement situations.
- You are still obtaining a Purchase Order with a Form
  - Form is filled out and added to your cart
  - Form is the item being “purchased” in your order
- Some forms have different number wheels to stand out
  - F = Flexcard Authorization Form / “Flexcard”
  - CR = VB & Contract Revision Request Form / “Change Request”
  - “R” = Coming soon for Furniture Services / “Recharge”
Animal Tissue

• To be used with **ALL** purchases of animal tissues that take place in the system.
  – Examples include:
    • Generation of custom antibodies
    • Generation of genetically engineered animals (e.g. knockout mice)
    • Any custom (i.e. not “off-the-shelf” or from a catalog) animal or animal product that is produced specifically in response to an investigator’s request

• Routes to the IACUC and our Campus Vet for proper approval and review.
Animal Tissue Example
Confirming PO Form

• “Cart before the Horse” PO

• This form is to be used in situations where goods or services were procured without an authorized Purchase Order in place first.

• A Confirming Form can be completed to pay the invoice against, but the Purchase Order will not be sent to the vendor* (to avoid a duplicate situation).

*Manual Purchase Order
Confirming PO Example

### Confirming PO Form

<table>
<thead>
<tr>
<th>General Information</th>
<th>Order Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplier</strong></td>
<td><strong>Supplier</strong></td>
</tr>
<tr>
<td></td>
<td>ThORLABS INC.</td>
</tr>
<tr>
<td></td>
<td>select different供应商</td>
</tr>
<tr>
<td></td>
<td>PDL (preferred)</td>
</tr>
<tr>
<td></td>
<td>56 SPARTA AVENUE</td>
</tr>
<tr>
<td></td>
<td>NEWTON, NJ 078602902 US</td>
</tr>
<tr>
<td></td>
<td>+1 (973) 300-3000 ext1200</td>
</tr>
<tr>
<td><strong>Fulfillment Address</strong></td>
<td><strong>Order Information</strong></td>
</tr>
<tr>
<td>End User Full Name</td>
<td>Order Information</td>
</tr>
<tr>
<td>Joe Smith</td>
<td></td>
</tr>
<tr>
<td>End User Extension #</td>
<td></td>
</tr>
<tr>
<td>x1234</td>
<td></td>
</tr>
<tr>
<td><strong>Distribution</strong></td>
<td></td>
</tr>
<tr>
<td>The system will distribute purchase orders using the method(s) indicated below.</td>
<td></td>
</tr>
<tr>
<td>Custom Supplier Distribution selected - manual</td>
<td></td>
</tr>
<tr>
<td><strong>Manual</strong></td>
<td></td>
</tr>
<tr>
<td>Description of Items</td>
<td></td>
</tr>
<tr>
<td>Description of goods and services from 'unauthorized' order</td>
<td></td>
</tr>
<tr>
<td>942 characters remaining</td>
<td></td>
</tr>
<tr>
<td><strong>Invoice Grand Total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Unit Price</strong></td>
<td><strong>Quantity</strong></td>
</tr>
<tr>
<td>5000</td>
<td>1</td>
</tr>
</tbody>
</table>

### Confirming Explanation

Confirming orders are transactions that are conducted without appropriate prior approval. These transactions are in violation of University Policy Bus 43 Part 3 section VII: Unauthorized Purchases.

UCSB financial officers are responsible for establishing effective internal controls and communicating policy to affected employees. Unauthorized purchases are a violation of University policy; employees that engage in acquisitions without express prior permission may be financially liable for the transaction. Failure to create an effective internal control environment to prevent unauthorized purchases may result in loss of purchasing delegations for individuals and/or departments. Confirming orders affect the University in the following ways: a) Place the University at financial and credit risk and result in higher than necessary cost paid for products and services. b) Create unnecessary administrative effort for the department level and central administration. c) Bypass the University’s encumbrance requirement. d) Violate purchasing policies including utilization of contract suppliers. e) Lead to significant supplier payment issues including possible credit held by suppliers. f) Result in supplier contracts with unfavorable terms and conditions signed by unauthorized University personnel. g) Could result in duplicate payments to the supplier.

Explain the circumstances for the individual purchase and steps to be taken to avoid repetition.

Your department's explanation should go here. Please utilize this space and give detail.
Contract Request Form

• This form should be used to route Professional or Personal Services, Hotel and license agreements through Gateway.
• This results in a Purchase Order, and, if applicable, signed agreement which will be distributed directly to your supplier.
• The Contract Request Form will trigger review by the Procurement Services Team, including a step for insurance review.
• For Revenue Agreements – please email contracts@bfs.ucsb.edu
Contract Request Form Example

This form is used to initiate a service or revenue contract within the Gateway system.

Please note, Procurement Services requires a Request for Contract Form if your department needs us to write a contract. This is not required for supplier-provided contracts. Please upload the completed form, or the supplier-provided contract, in Internal Attachments, below. Additional processing time must be accounted for if negotiation is required. If your contract is for Revenue (UC-provided Services), a Rate & Recharge review must have been approved by Budget & Planning first. All Federal purchases over $10,000 will need a Form A. (See Gateway homepage for links.)

PLEASE NOTE:
All Contract Request Forms will remain open for invoicing in Gateway unless the contract is for a hotel or for catering. If you need to pay the contract on a Flexcard, please ask the Gateway helpdesk to close the PO.

*For supplier-provided contracts, who from your department has read, and can generally agree to

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Extension</th>
</tr>
</thead>
</table>

Not To Exceed Grand Total

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach Completed Request For Services Form in Internal Attachments, below.

Internal Attachments
Add Attachments

Available Actions: Add and go to Cart

Contract Request Form

Request For Services
Enter Supplier
Suppliers Contact Name
Suppliers Contact Email
Start Date
End Date
Have you verified the Supplier requires a signature?
Will the Supplier Utilize UC Supplies or Equipment?
Will the supplier travel to campus?
Does the service include expense reimbursements?
Description of Services to Be Performed

2000 characters remaining

expand | clear

See configuration for this form
FedEx and UPS Forms

• FedEx and UPS do not accept Purchase Orders, so we are unable to send orders directly through Gateway*.
• This means that you will still need to contact FedEx or UPS to ship, print, etc outside of Gateway via your usual process.
• The forms are a highly detailed “one-time” use Purchase Order Form that can be a way for you to pay your FedEx and UPS invoices.

*Manual Purchase Order
FedEx Form Example

<table>
<thead>
<tr>
<th>General Information</th>
<th>Shipping and Package Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>End User's Full Name:</strong></td>
<td><strong>Ship To Address</strong></td>
</tr>
<tr>
<td>Joe Smith</td>
<td>Ship to: School or Company</td>
</tr>
<tr>
<td>x1234</td>
<td><strong>Contact Name</strong></td>
</tr>
<tr>
<td><strong>End User's Phone #:</strong></td>
<td><strong>Contact Phone</strong></td>
</tr>
<tr>
<td>x1234</td>
<td>Joe Smith</td>
</tr>
<tr>
<td><strong>Address Line 1:</strong></td>
<td><strong>Email:</strong></td>
</tr>
<tr>
<td>1234 SAA58</td>
<td><strong>City:</strong></td>
</tr>
<tr>
<td><strong>Address Line 2:</strong></td>
<td>Santa Barbara</td>
</tr>
<tr>
<td><strong>State/Province:</strong></td>
<td><strong>CA:</strong></td>
</tr>
<tr>
<td><strong>Zip/Postal Code:</strong></td>
<td><strong>93106-1150:</strong></td>
</tr>
<tr>
<td><strong>Country:</strong></td>
<td><strong>USA:</strong></td>
</tr>
<tr>
<td><strong>Package Information:</strong></td>
<td><strong>Packaging:</strong></td>
</tr>
<tr>
<td><strong>Please Specify for Other Packaging:</strong></td>
<td><strong>Box:</strong></td>
</tr>
<tr>
<td><strong>Package Dimensions:</strong></td>
<td><strong>Envelope:</strong></td>
</tr>
<tr>
<td><strong>Package Weight:</strong></td>
<td><strong>Other:</strong></td>
</tr>
<tr>
<td><strong>Dry Ice:</strong></td>
<td><strong>Dry Ice Quantity:</strong></td>
</tr>
<tr>
<td><strong>Dry Ice Quantity:</strong></td>
<td><strong>Insurance Costs:</strong></td>
</tr>
<tr>
<td><strong>Order Information:</strong></td>
<td><strong>Package Contents:</strong></td>
</tr>
<tr>
<td><strong>Service Type:</strong></td>
<td><strong>Lab Supplies:</strong></td>
</tr>
<tr>
<td>Priority Overnight (next day by 10:30am)</td>
<td>1999 characters remaining</td>
</tr>
<tr>
<td>Standard Overnight (next day by 5pm)</td>
<td>expand</td>
</tr>
<tr>
<td>FedEx 2-Day</td>
<td><strong>Quantity:</strong></td>
</tr>
<tr>
<td>Express Saver</td>
<td><strong>Estimated Shipping Cost:</strong></td>
</tr>
<tr>
<td>FedEx Ground</td>
<td>FedEx Express Saver</td>
</tr>
<tr>
<td>International First (1-2 Business Days)</td>
<td>FedEx Ground</td>
</tr>
<tr>
<td>International Priority (1-3 Business Days)</td>
<td>FedEx Ground</td>
</tr>
<tr>
<td>International Economy (within 5 Business Days)</td>
<td>FedEx Ground</td>
</tr>
</tbody>
</table>

**Supplier Information:**

FedEx
CD1:
PO BOX 7221
PASADENA, CA 911097321 US
UPS Form Example

**General Information**

This form is to authorize shipping via UPS. It should be filled out and submitted before UPS is contacted and the item shipped.

Alternatively, you may set up a Vendor Blanket PO for UPS if you plan to use a single account for all your UPS shipping, or if you plan to TOE to the correct account.

Please see the Info Site for more details.

End User's Full Name:
End User's Phone #

**Shipping and Package Information**

**Ship To Address**
Ship to: School or Company

**Contact Name**
Contact Phone

**Address Line 1**
Address Line 2

**City**
State/Province
Zip/Postal Code

**Country**

**Package Information**

UPS Packaging
- Box
- Envelope
- Other Packaging

Please Specify for Other Packaging

**Package Dimensions**

**Package Weight**

Dry Ice
- No
- Yes

Dry Ice Quantity
Insurance Costs

**Package Contents**

**Order Information**

UPS Service Type
- Next Day Air (10:30am)
- Next Day Air Saver (3pm)
- Second Day Air
- 3 day Select
- Ground
- Hundredweight LTL
- Worldwide Express (1-2 days)
- Worldwide Saver (1-3 days)
- Worldwide Expedited (2-5 days)
- Standard (Ground to Canada & Mexico)
- Freight (Call for quote)

Quantity
Estimated Shipping Cost

**Supplier Information**

Supplier: UPS
Fulfillment Address: C01:
PO BOX 894820
LOS ANGELES, CA 90189-4820 US

Total 0.00
Flexcard Authorization Form

• Flexcard and Gateway are two separate procurement vehicles.
• The two instances when they cross paths are with this form:
  – 1) The Flexcard Team will require that if you need a one-time limit raise, that you have a Purchase Order as back-up.
  – 2) This form cannot be used for federal orders over $3,499.99.
• This form will route through your department for approval and end with the Flexcard Team for their approval.
  – Reminder: Since you are paying with FC, your supplier does not have to be linked to use this form!
• Once approved you have a PO on file and the Flexcard Team will raise your card limit for the purchase.
Optional Dept. Use for FlexCard Form

• Capture approval authorizations before card is used
  – LIBR, PHYS are examples

• Routes the purchase on the appropriate LAF through your department to capture all approvals electronically.
  – Allows department to control access to card and card allocations up front.

• Not mandatory.
FlexCard Authorization Form Example

1. Use this form to request Flexcard authorization in Gateway.
2. Field names in bold text are required.
3. In order to ensure proper handling of your request, you must do the following:
   ○ Enter the Supplier you wish purchase your goods from.
   ○ Specify the Order Placement
4. List out the items, price, and quantities of the goods your are buying on your Flexcard.
5. This form will be routed to the department buyer approver to place the order on Flexcard. Once the request has been processed through the departmental workflow to PO will auto-close preventing receiving/invoicing. On orders over $2,500 the order will automatically be routed to the Flexcard Administrator for approval.

**Do not mix** the Flexcard Authorization Form with a catalog or non-catalog order. The Gateway system will automatically return your entire requisition to your draft carts.

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### General Information

![UCSB Procurement Gateway Logo]

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### Supplier Information

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Amazon.com</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Contact Name</td>
<td>John Doe</td>
</tr>
<tr>
<td>Supplier Contact Email/Phone</td>
<td><a href="mailto:Customersupport@Amazon.com">Customersupport@Amazon.com</a></td>
</tr>
</tbody>
</table>

### Order Information

<table>
<thead>
<tr>
<th>Order Placement:</th>
<th>Order placed with MY Flexcard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flexcard Holder’s Name</td>
<td>Hannah M. Morand</td>
</tr>
</tbody>
</table>

### Order Items List

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>500</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>More Books!</td>
<td>400</td>
<td>1</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internal Attachments</th>
<th>Add Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>Flexcard Supplier</td>
</tr>
<tr>
<td>Fulfillment Address</td>
<td>Flexcard Trading</td>
</tr>
</tbody>
</table>

Business and Financial Services
3203 SAA58
Santa Barbara, CA 93106-1150

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<table>
<thead>
<tr>
<th>Additional Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Flexcard Supplier</td>
<td></td>
</tr>
<tr>
<td>Flexcard Trading</td>
<td></td>
</tr>
<tr>
<td>Business and Financial</td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
</tr>
<tr>
<td>3203 SAA58</td>
<td></td>
</tr>
<tr>
<td>Santa Barbara, CA 93106-1150</td>
<td></td>
</tr>
</tbody>
</table>

---

Total: 0.00

recalculate list total
Vendor Blanket

• Purchase Order to be used over a longer period of time (vs. a single use PO)
• Use for recurring services
• Ex. Copier Maintenance Invoices, Gas Cylinder Rentals
• Things to Remember:
  – Set up for one year Max (unless multi-year rate)
  – *Can renew!* But if Vendor Blanket has been expired for more than two months, you must start a new PO.
Vendor Blanket Form Example

## Vendor Blanket

### Supplier Information

- **Supplier:** RICOH USA INC
- **Fulfillment Address:**
  - ST: (preferred)
  - 5220 PACIFIC CONCOURSE DRIVE
  - SUITE #460
  - LOS ANGELES, CA, 90045 USA
- **Supplier Phone:** +1 800-432-9787
- **Distribution:**
  - Email (HTML Attachment): suzann.abbott@ricoh-usa.com

### Vendor Blanket Instructions

The Vendor Blanket Form is like a checking account; you set up a fixed amount, and as invoices are charged against it, the total amount of your order “draws down”.

Vendor Blankets can be set up with an initial one-year period, and may be extended using the Vendor Blanket Change Request Form at the discretion of the Purchasing Manager or their designee.

Vendor Blankets cannot be backdated; the authorization to purchase must precede the services performed.

As a best practice, Vendor Blankets should not cross fiscal year boundaries. Vendor Blankets associated with a UC contract or a UCSB bid can be set up through the contract end date to match the contract terms.

Vendor blankets should only be used for services that are recurring in nature, such as temporary personnel invoices, copier or equipment maintenance, and trash pickup. Please note, most services (including delivery) require insurance. Obtaining insurance will add processing time to your order.

In the description box, use the following EXAMPLE text: “Provide copier maintenance services to the University of California, Santa Barbara, xxx Department for the period of 7/1/20xx - 6/30/20xx. Copier Model # xxx and Serial Number XXXXXX. Rates as follows: XXXXXXX Account Number: XXXXX.”

PLEASE NOTE: Vendor blankets expire two (2) months or more will not be able to be renewed. Please submit a new Vendor Blanket in that case.

## Order Information

<table>
<thead>
<tr>
<th>Order Information</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date</strong></td>
<td>07/01/2018</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>06/30/2019</td>
</tr>
<tr>
<td><strong>Will the supplier travel to campus?</strong></td>
<td>YES</td>
</tr>
<tr>
<td><strong>Description to Supplier</strong> (<em>see sample text at left</em>)</td>
<td>Provide copier maintenance services to the University of California, Santa Barbara, xxx Department for the period of 7/1/20xx - 6/30/20xx. Copier Model # xxx and Serial Number XXXXXX. Rates as follows: XXXXXXX Account Number: XXXXX.</td>
</tr>
<tr>
<td><strong>Quote/Agreement No.</strong></td>
<td>ABC123</td>
</tr>
<tr>
<td><strong>Supercedes Prior Purchase Order Number</strong></td>
<td>GW0000001212</td>
</tr>
<tr>
<td><strong>Estimated Expenditure</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Unit Price</strong></td>
<td>12000</td>
</tr>
<tr>
<td><strong>Quantity</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

### Total

0.00
VB Revision Form

• Change orders are not allowed in the system.
• The exception being with Vendor Blankets and Contract Request Forms as they are generally longstanding Purchase Orders.
• Use of the VB Revision Request Form will allow departments to request date changes, additions of funds, LAF revisions or all of the above.
• The form will route to the Procurement Team and a Professional Buyer will make updates to your existing Vendor Blanket Form.
  – You will keep your same Purchase Order number
  – The system will assign you a “CR” or “Change Request” number for you to know that the process and revisions are complete.
VB Revision Form

1. Use this form to request a revision to an existing Gateway Vendor Blanket.
2. Field names in **bold text** are required.
3. In order to ensure proper handling of your request, you must do the following:
   - Enter the original **PO Number**
   - Specify the **Type of Change**
     - In the Revision Request Details box, describe the required PO change(s) as well as the reason for the change. For example, changes to End Date, Drawdown Amount, rates, Ship To, delivery instructions, etc should all be precisely explained when entering the change request. If there are changes to one or more lines on the PO, please include the PO line number and associated change(s) for each.
   - If you need to **decrease the dollar amount** of your Vendor Blanket, please select that option from the ‘Type of Change’ drop down menu and give a detailed explanation in the Revision Request Details section.
4. This form will be routed to the department requisition approver regardless of dollar amount and then to Campus Purchasing. Once the revision request has been processed, the VB and Contract Revision Request “requisition” will be

Available Actions: Add and go to Cart

Original PO Number: SW0000010000
Supplier Name: Ricoh
Current End Date: 06/30/2018

Do you want Purchasing to send this change to the Supplier?
- Yes
- No

Type of Change:
- Date Extension and Increase in Dollar Amount

New End Date: 06/30/2019

Dollar Amount to be added or subtracted: 10000

New Account String

Revision Request Details
Please extend the Vendor Blanket by $10,000 for the next fiscal year through June 30, 2019.

No changes in the funding source are necessary.

Change PO Description To:

500 characters remaining

Internal Attachments
Add Attachments
Contract Amendment Form

• Use of the Contract Amendment Form will allow departments to request date changes, additions of funds, LAF revisions or all of the above.

• The form will route to the Procurement Team and a Contract Analyst will make updates to your existing Contract Request Form.
  – You will keep your same Purchase Order number
  – The system will assign you a “CR” or “Change Request” number for you to know that the process and revisions are complete.
Contract Amendment Form

Original GATEWAY Contract Number: GW000001111
Other Party Name - MUST be in Gateway: Central Coast Consultants
Current End Date: 06/30/2018
Type of Change: Increase in Dollar Amount
New End Date: 
New Account String: 
Dollar Amount to Be Added or Subtracted: 5000
Supplier Contact Name: Sam Smith
Supplier Contact Email: sam@ccccons.com
Amendment Details:
Please add $5,000 to the contract.
Please also change the account string to: WRSP-000000-8-65439-19900.

Change PO Description To:

Internal Attachments
Add Attachments
Walk-In Form

• This form is to be used when a department will be going to a supplier’s location to place their order and/or pick up their goods (you are “walking into the suppliers location).

• Since the Purchase Order is being taken directly to the supplier’s location, the system will not distribute the purchase order*.

*Manual Purchase Order
Walk-In PO Form Example

The Walk-In Purchase Order is ONLY used when physically walking into a supplier’s store to pick up goods. Once approved in Gateway, the PO will not be sent to the supplier. Therefore, you must print out a copy of the PO and bring it into the store.

The use of a Walk-In PO is limited to the following on-campus entities and local providers, and should be used for emergency bases only, or when your department only has a general idea of what to purchase (copies, office supplies, etc.).

- University Center (UCEN) • Associated Students • S&L Printer.com • Costco • Aqua-Flo • Channel City Lumber • Graybar • Crop Production Services • Hayward Lumber • Goleta Building Materials • All Around Landscape • Johnstone Supply • A-OK Power Equipment • Gozo’s Small Engine Repair

To obtain a copy of the purchase order to bring to the supplier, please wait until there is a “GW” purchase order number assigned, then complete the following steps:

1. From the purchase order page, access the “available actions” dropdown menu on the left hand side of the screen.
2. Select “print fax version” and click “go”.
3. This will give a copy of the official PO including Terms and Conditions.
Tips and Tricks!

• Always Cost Receive with Forms!
• Multiple Line Items with Forms
  – Create and Save multiple versions of the same form to your active cart.
  – Great for taxable vs. non-taxable on same order
  – Great for splits on Vendor Blankets
• Remember: Do not add a Form to a cart with other non-catalog, Punch-out or Hosted Catalog items – you will get an error!
Contacts and Help

• Gateway Help Desk:
  – Log a Ticket! Gatewayhelp@bfs.ucsb.edu

• Gateway Website:
  – http://www.bfs.ucsb.edu/procurement/gateway
  – You Will Find:
    • News/Urgent System Admin Communications, Contact Information
    • Training Guides, Desk Manuals, FAQs

• Who Can I Talk To?
  – Kathleen Yabsley – Gateway Systems Manager x3542, kathleen.yabsley@ucsb.edu
    • Any Questions, Training & Content Enablement
  – Lara Anderson – Procurement Coordinator x8025, lara.anderson@ucsb.edu
    • Any Questions
  – Donna Baumann – Supplier Enablement Specialist x4266, donna.baumann@ucsb.edu
    • Any “Add Supplier Form” Request Follow-up
  – Vaughn Boyle – Vendor Settlement Manager x7377, vaughn.boyle@ucsb.edu
    • FlexCard and Gateway Invoices