UCSB
Business & Financial Services
Procurement

Gateway System Forms Overview
(10/4/2017)

Presented By: Kathleen Yabsley

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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

**General Information**

- **Supplier**: THORLABS INC.
- **Fulfillment Address**: 56 SPARTA AVENUE, NEWTON, NJ 078602402 US
- **Phone**: +1 (973) 300-3000 ext2000

**Invoice Grand Total**

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>1</td>
</tr>
</tbody>
</table>

**Description of Items**

The system will distribute purchase orders using the method(s) indicated below:

- Custom Supplier Distribution selected - manual

**Description of goods and services from 'unauthorized' order**

962 characters remaining

**Confirming Explanation**

Confirming orders are transactions that are conducted without appropriate prior approval. These transactions are in violation of University policy: Bus 43 Part 1 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 hold 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 this 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
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

**General Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>End User's Full Name</td>
<td>Joe Smith</td>
</tr>
<tr>
<td>End User's Phone #</td>
<td>1234</td>
</tr>
</tbody>
</table>

**Shipping and Package Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship To Address</td>
<td>UCSB</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Joe Smith</td>
</tr>
<tr>
<td>Contact Phone</td>
<td>1234</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>1234 Santa Barbara</td>
</tr>
<tr>
<td>City</td>
<td>CA</td>
</tr>
<tr>
<td>State/Province</td>
<td>CA</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>93106-1150</td>
</tr>
<tr>
<td>Country</td>
<td>USA</td>
</tr>
</tbody>
</table>

**Packaging**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package</td>
<td>Box</td>
</tr>
<tr>
<td>Dimensions</td>
<td>1x2x3</td>
</tr>
<tr>
<td>Weight</td>
<td>2 lbs</td>
</tr>
<tr>
<td>Dry Ice</td>
<td>No</td>
</tr>
<tr>
<td>Dry Ice Quantity</td>
<td></td>
</tr>
<tr>
<td>Insurance Costs</td>
<td></td>
</tr>
<tr>
<td>Package Contents</td>
<td></td>
</tr>
</tbody>
</table>

**Order Information**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Overnight</td>
<td>next day by 10:30am</td>
</tr>
<tr>
<td>Standard Overnight</td>
<td>next day by 3pm</td>
</tr>
<tr>
<td>FedEx 2-Day</td>
<td></td>
</tr>
<tr>
<td>Express Saver</td>
<td></td>
</tr>
<tr>
<td>FedEx Ground</td>
<td></td>
</tr>
<tr>
<td>International First (1-2 Business Days)</td>
<td></td>
</tr>
<tr>
<td>International Priority (1-3 Business Days)</td>
<td></td>
</tr>
<tr>
<td>International Economy (within 5 Business Days)</td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td>1</td>
</tr>
<tr>
<td>Estimated Shipping Cost</td>
<td>50</td>
</tr>
</tbody>
</table>

**Supplier Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>FedEx</td>
</tr>
<tr>
<td>Fulfillment Address</td>
<td>CDI: PO BOX 7221 PASADENA, CA 911097321 US</td>
</tr>
</tbody>
</table>
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.

### General Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>End User’s Full Name</td>
<td></td>
</tr>
<tr>
<td>End User’s Phone #</td>
<td></td>
</tr>
</tbody>
</table>

### 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: CO1: 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) You are using Federal Funds and the purchase is $3,500 or greater.
• 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 you 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 cart.
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**

**UCSB PROCUREMENT GATEWAY**

**Supplier Information**
- **Supplier**: CANON SOLUTIONS AMERICA INC
  - select different supplier
- **Fulfillment Address**: F01: (preferred)
  - ONE CANON PARK
  - MELVILLE, NY 11747 US
  - +1 (805) 705-9125 ext.0000
- **Supplier Phone**: WCRONK@CSA.CANON.COM

**Distribution**
- The system will distribute purchase orders using the method(s) indicated below.
- Check this box to customize order distribution information.

**Vendor Blanket Instructions**

The Draw Down VB Form is like a checking account: you set up a fixed amount and as invoices are charged against it, the total amount of your VB 'draws down'.

Vendor Blankets with non-contract suppliers should be set up with a 1 year period of coverage. Vendor Blankets associated with a UC contract 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.

In the description box, use the following example text: "Provide copier maintenance services to the University of California, Santa Barbara, Purchasing Department for the period of 7/1/2013 - 6/30/2014. Copier Model #: XXX and Serial Number: XXXX. Rates as follows: XXXX"

**Order Information**

- **Start Date**: 01/16/2014
- **End Date**: 01/16/2015
- **Will the supplier travel to campus?**: YES

**Description to Supplier**

Provide copier maintenance services to the University of California, Santa Barbara, Purchasing Department for the period of 1/16/2014 - 1/16/2015.

Copier Model #: XXX and Serial Number: XXXX

Rates as follows: XXXX

Account Number: XXXX

**Estimated Expenditure**

- **Unit Price**: 12000
- **Quantity**: 1
VB & Contract Revision Request

- 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 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 or 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.
VB & Contract Revision Request Example

1. Use this form to request a revision to a Gateway Vendor Blanket or Contract Request Form Purchase Order.
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. If the PO total has changed, input the new PO total excluding tax and shipping.
5. 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 marked as approved.

**Do not mix** the Change order Request 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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**Original PO Number**
- 00000001234

**Supplier Name**
- The Alternative Digital Printing

**Current Dollar Amount**
- 5000

**Current End Date**
- 06/30/2014

**Do you want Purchasing to send this change to the Supplier?**
- Yes

**Does your revision include changes to funding source?**
- Yes

**Type of Change**

**New End Date**
- 06/30/2015

**Dollar Amount to be added**
- 1000

**Revision Request Details**
Please extend the Vendor Blanket by $5,000 for the next fiscal year through June 30, 2015.
No changes in funding will be necessary.

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**Supplier**
UCSB Blanket Change
Fulfillment Address 1:
UCSB Purchasing
3203 SABA
Santa Barbara, CA 93106
+1 (805) 893-8025

**Fulfillment Address**

**Supplier Phone**
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

#### General Information
- **End User's Full Name:** Joe Smith
- **End User's Phone #:** 1234
- **How are these items used in your research (N/A?):** N/A

#### Supplier Information
- **Supplier:** COSTCO WHOLESALE - GOLETA  
- **Fulfillment Address:** 7095 MARKET PLACE DRIVE  
  - GOLLEN, CA 93117 US
  - +1 (805) 607-5199 x6000

#### Distribution
- **Distribution:** The system will distribute purchase orders using the method(s) indicated below  
- **Custom Supplier Distribution selected:** manual

#### Order Information
- **Description of Items:** Items for Joe's Office - Please Include Detail if Available
- **Quantity:** 1
- **Unit Price:** 500
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, PunchOut 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