UCSB
Business & Financial Services Procurement

Gateway Systems 101
(2/7/2019)

Presented By: Kathleen Yabsley

Last Modified Date: 2/7/2019

The 30,000ft View

- Gateway **replaced** low value (LVPA) and high value (SBs) legacy system purchases.
- Gateway **did NOT** replace:
  - Flexcard (Campus Visa Card)
  - Travel and Entertainment
  - Form 5
- Why eProcurement?
  - Automated approval routing and tracking
  - Streamlined and strategic buying
  - "Best value" pricing for contracted prices
  - Speed with access to "Shopping Carts"
  - Real-time requisition status and reports
  - Sustainability – Reduce paperwork, access green vendors and products!

Gateway Requisition Workflow

Shopper: The "default" role in Gateway automatically assigned to all users with a UCSB Net ID. Can view PunchOuts, Hosted Catalogs, create a cart, but must assign it to a **Requester** to place an order as they cannot submit purchases, only assign. Cannot enter fund information or search system for data.

Requester: This role should be assigned to someone with some training and knowledge about accounts. Can shop and create orders as the **Shopper** can, but Requesters have the further permission to submit orders and have full system transparency.

Account Approvers: The account "owner" or someone delegated authority to approve spending on an account string. Reviews requisition and account string and either approves the document to the next step or returns/rejects to the **Requester** for edits, as this role cannot edit any requisition document. **Please note:** If **Account Approver** and **Requester** are the same person on an order – the system will auto-approve this step.

Department Buyer: This role reviews for availability of funds, allowability and appropriateness on the selected account string. Considered to be the "Purchasing Expert" for a department's unit; reviews sub accounts, commodity/object codes, restricted commodities, etc. Can, but should not edit cart or account string. Assigns **Ad Hoc Approver** if necessary. Approves the document to the next step or returns/rejects to the **Requester** for edits.

Ad Hoc Approver: This role can be assigned to workflow when additional review/approval is needed on certain orders, but review is not needed for in "everyday" workflow. As such it is an optional assignment. Examples of users who might have this role are a C&G Analyst, Financial Manager, IT Specialist, MSO or Chair. Like the **Account Approver**, this role approves the document to the next step or returns/rejects to the **Requester** for edits.
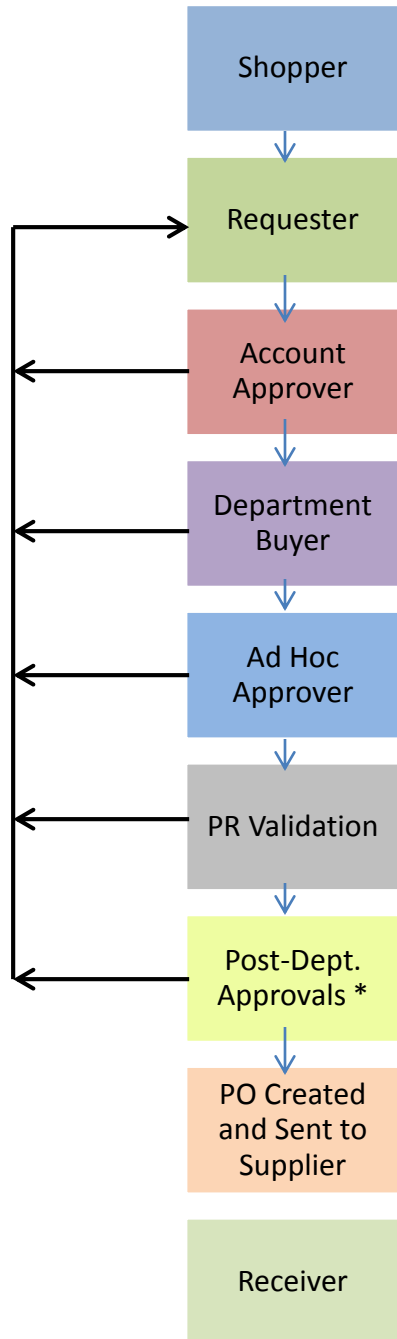
PR Validation: This is an automatic step performed by the system during workflow to verify that the selected account string is open and valid on the GL and that the sub and object code combinations used are appropriate. If there are any validation errors, the requisition will be returned to the **Requester.**

Post-Dept. Approvals: These are automatically invoked in workflow (if applicable) and include EH&S review, Risk Management, Equipment Management, Campus Buyer Review and/or Procurement Manager review. All of the above are determined by dollar thresholds, federal fund usage, commodity/object code selections and restricted item selections. Approves the document to the next step or returns/rejects to the **Requester** for edits.

After all approvals are complete, the system will generate a Purchase Order from the requisition document. A "GW" Purchase Order number will be assigned it will distribute to the supplier by whatever transmission method has been set up with the vendor during the enablement process (fax, email, manual/walk-in, or CXML).
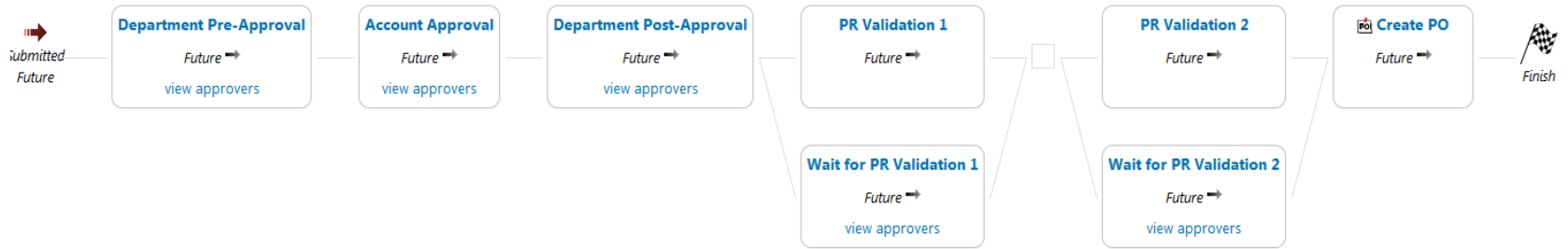
Receiver: The role completes their responsibilities after the goods have been delivered and/or the services have been fulfilled by the supplier. The **Receiver** will use the quantity and cost receipt functions on the Purchase Order "available actions" menu to indicate that the goods/services for the specific order have been received. In many cases, this step is important for releasing payment in invoice workflow.

Workflow boxes (top to bottom):
- Shopper
- Requester
- Account Approver
- Department Buyer
- Ad Hoc Approver
- PR Validation
- Post-Dept. Approvals *
- PO Created and Sent to Supplier
- Receiver

Reject or Return – To Requester

Requisition Workflow Example

'Average' Order – Department Workflow

| Submitted Future | → | Department Pre-Approval — Future → view approvers | Account Approval — Future → view approvers | Department Post-Approval — Future → view approvers | PR Validation 1 — Future → | PR Validation 2 — Future → | Create PO — Future → | Finish |

Wait for PR Validation 1 — Future → view approvers

Wait for PR Validation 2 — Future → view approvers

A View of All Possible Workflow Steps:

| Submitted Future | Auto-Return | Auto-Return2 | Department Pre-Approval | Ad Hoc 1 | Account Approval | Ad Hoc 2 | Department Post-Approval | Ad Hoc 3 | PR Validation 1 | EH&S |

Wait for PR Validation 1

| Commodity Approval | Commodity Notification | Campus Purchasing | Flex Card Approval | Campus Purchasing Ad Hoc | Campus Purchasing Ad Hoc 2 | Campus Purchasing Supervisor | High Dollar Adhoc | PR Validation 2 | Create PO | Finish |

Wait for PR Validation 2

Login Information

- Gateway Access:
  - http://gateway.procurement.ucsb.edu
  - UCSB Net ID and Password

- Login Tips:
  - Need Gateway to reference a new email/phone?
    - Update your UCSB Directory entry at Identity online!
  - Change your UCSB Net ID?
    - Contact the Gateway Helpdesk! We will merge your roles/profile for you!

Gateway Shop Dashboard

Type of Suppliers

- ## PunchOut:
  - Supplier websites that host UCSB Pricing
    - Examples: Office Depot, Fisher, Dell
  - Clicking the supplier tile "Punches" you out of Gateway to a session on their website to shop

- ## Hosted Catalog:
  - Supplier provides product and pricing information that is searchable within Gateway
    - Examples: UCSB Bookstore, Bio-Rad, Waxie
  - Clicking the supplier tile (or searching the search bar on the homepage) allows you search for a product

- ## Non-Catalog:
  - Supplier product and pricing information is NOT stored within Gateway. User will need to get their pricing outside of the system, either through a quote, a price list, or some other communication with their supplier representative. This will then be used to manually build a shopping cart for the vendor.

All About Suppliers

- Gateway currently has over 7,000 suppliers for your use.
  - If your supplier is not in the system, please use the *"Add Supplier Form"* located in the Resources Section, on the homepage.
- Supplier Class Icons are used to mark suppliers that have special ordering instructions, discounts available or unique workflow in place.
  - Examples are:
    - Free Shipping:
    - UCOP Strategic Sourced Supplier:
    - Small Business Supplier:
    - Routes to Campus Procurement for Review:

Helpful Cart Hints!

- You can have as many draft carts as necessary.

- Carts do not expire.

- One Supplier = One Requisition

- Always Check Your Commodity Code/Object Code!
  - "Spot Buy Products" must be changed
  - Use the Spyglass icon to narrow a search by desired commodity code or even object codes!
  - Always save after selecting a new Commodity Code to refresh available Object Code Choices

00000000

Spot Buy Products

Forms
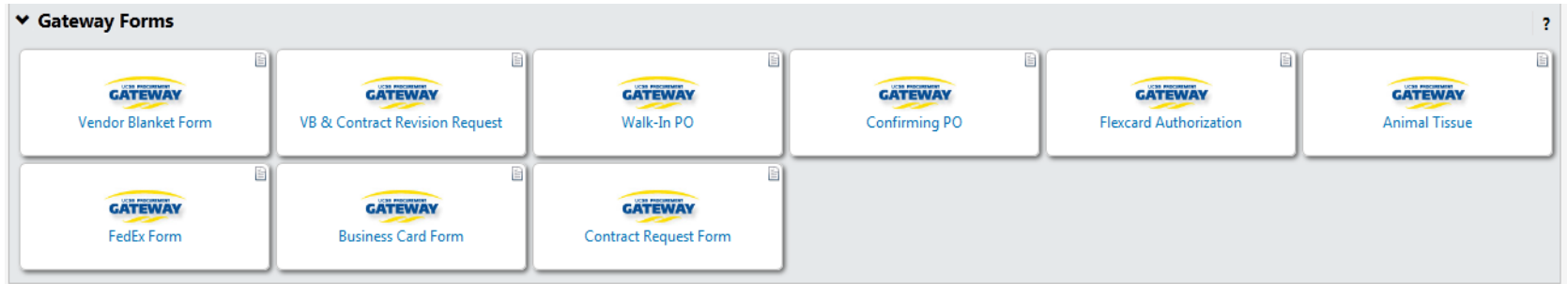
- Forms are to be used for unique purchasing situations:
  - Animal Tissue
  - Confirming
  - Contract Request Form
  - FedEx & UPS
  - Flexcard Authorization
  - Vendor Blanket
  - VB & Contract Revision Request
  - Walk-In

Animal Tissue

- To be used with **ALL** purchases of animal tissues that take place in the system.

- Routes to the IACUC/Campus Vet for proper approval and review.

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

Contract Request Form

- This form should be used to route Professional or Personal Services, Hotel, Revenue 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.

FedEx and UPS Forms

- FedEx and UPS do not accept Purchase Orders, so we are unable to enable them in a way that users are able to directly send orders and shipments 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.

FlexCard Authorization

- FlexCard and Gateway are two separate procurement vehicles.
- The only time the two cross paths are with this form.
- The FlexCard Team will require that if you need a one-time limit raise, that you have a Purchase Order as back-up.
- This form will route through your department for approval and end with the FlexCard Team for their approval.
- Once approved, you have a PO on file and the FlexCard Team will raise your card limit for the purchase.

Vendor Blanket

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

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, addition 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.

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 "**walk**ing **in**to 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

Receiving

- **Why** should we receive?
  - It is your department's way of indicating the status of all of your goods and/or services for that particular order.
  - In some cases your receipt is the key for releasing payment on your purchase orders' invoices.

- **When** should we receive?
  - Best practice is to receive on every single purchase order, for which you have direct knowledge of receipt, in order to indicate that your goods and/or services have been received.
  - **Please note:** Bypassing the Receiving step may raise audit issues.

- **What** kind of receipt should we create?
  - **Quantity** Receipts are typically used for simple receiving on purchase orders.
    - They are used to reflect the quantity of items ordered on the purchase order and received.
    - Quantity receipts are most often seen with supply orders, like Office Depot or Fisher Scientific.

  - **Cost** Receipts are typically used for receiving the actual amount reflected on an invoice against your purchase order.
    - They are **always** to be used with Vendor Blankets, Contracts, Walk-In Forms and Confirming Forms as they need to match the exact amount of the invoice for payment against your purchase order.

Invoicing

- Invoices and credit memos only need to be sent direct to invoicesonly@bfs.ucsb.edu for processing.

  - Please ensure that the INVOICE (payment cannot be made from a quote or statement) copy sent over is not on carbon paper, colored paper or is illegible as the scan into Gateway will fail.

    - Be sure it includes the **full** 12 character PO number with no other characters or spaces. Example: GW0000123456 is correct, GW#0000123456 and GW123456 are NOT correct
    - If the supplier has sent in the invoice do not send it again.
    - Do not use this email address for correspondence.

Features of the Gateway Invoice

- Where can I check the status of my invoice?
  - Check the Invoice Tab on your Purchase Order
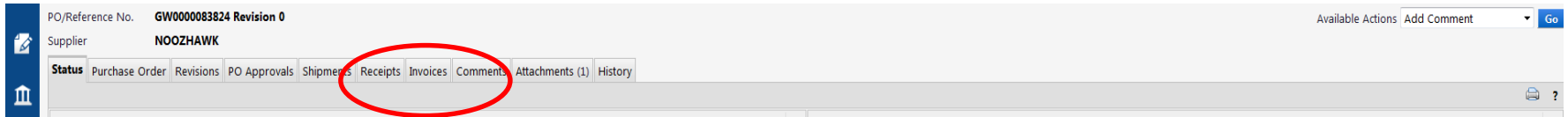
  - Here you can see a copy of your invoice (denoted by "SQ").
  - Clicking the "SQ" number will give you your invoice detail including a .pdf scan copy of the original invoice (not present for suppliers that e-invoice), remittance information and payment detail.
  - **In Process** = An AP Processor is working on your invoice
  - **Payable** = Your invoice has completed AP workflow and payment is in process to your vendor
  - **Paid** = Your invoice will have check, direct deposit or PaymentPlus details in the external notes section

Invoice Tolerances

- Gateway has several tolerances built in place to allow your invoice to process even with moderate changes from the PO price.
  - Shipping: $105
  - Unit Price: $200 or 20%
- Anything above the set tolerances will need your Department Invoice Reviewer approval for the invoice to pay.

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