

## Gateway Training Courses - Register in the Learning Management System

### Gateway 101 – 2 hrs

Instructor: Kathleen Yabsley

Description: The Gateway 101 class will provide an introductory overview of the Gateway e-Procurement system. Topics include placing an order, receiving, invoicing, and helpful tips and tricks.

### Gateway Forms – 1 hr

Instructor: Kathleen Yabsley

Description: The second class in the Gateway series focuses on the many types of Forms in our e-Procurement Gateway system. Topics include Vendor Blankets, Contracts, Change Orders, Walk-In, Confirming, Flexcard, and others.

### Gateway Receiving – 1 hr

Instructor: Kathleen Yabsley

Description: The third class in the Gateway series focuses on the Receiver role. We will walk you through how and when to receive, briefly discuss invoices, and review frequently asked questions.

### GMC 101 – 1 hr

Instructor: Kathleen Yabsley

Description: The Gateway Management Console (GMC) is the integration point for how departments assign spend authority and approval for their Account Strings in Gateway. The GMC 101 class will provide department administrators information on how to manage accounts and users within their departments, discuss the DPA and DSA roles as well as project codes, and cost centers, and provide tips on bulk uploads. For DPA users only.