Gateway User Group Notes

September 26, 2017

Corrections to meeting notes for August 22, 2017? - None

Items to mention:

- A ticket has been submitted to Jaggaer to rush shipping request at detail line level and to change quantity of item for Office Depot orders once inside Gateway
- Office Depot does accept backorders if the product is not discontinued

Start Round Robin

Jeri – Issue with UPS incentive adjustments – Melia - took a departmental fund adjustment

Jeri – PI is getting error message “No documents found” when trying to approve a requisition. She will send a ticket to the help desk.

Melia – If the NET ID is active in PPS, can you remove their assignments from GMC? Yes with bulk upload. When the NET ID is inactive, send a request to the Help Desk to have the assignments removed.

Max – This is my last user group meeting; I have accepted a new job.

Terri – Can we add a new field to the vendor blanket revision and contract amendments forms to alert there is a new account string? It would seem to benefit everyone.

End Round Robin

Gateway Supplier Enablement Updates:

- Amazon Update – UCSD has completed testing – waiting for agreement to be finalized
- Aramark punch-out testing is continuing, currently being used at UC Davis – looking at how the ship to address and invoices look in our system
- Office Depot Sales Tax rate has been corrected to 7.75%

Invoice workflow

- Modifications are live in production
Federal Award End Date
- Requested by Office of the Controller and instructions will come from them. It is each department’s responsibility to complete a form justifying why inventorial equipment is purchased within 90 days of a Federal award end date

Question proposed to group – Does the group want to keep GOV Connection, which we pay for or should we discontinue punch out and move into non-catalog. We have a UCOP contract with CDWG. Group said to discontinue punch-out and keep the ability to order non-catalog going forward. Purchasing will announce that Sept. 30th will be the last day the punch-out is available.

Closing notes:

At our next meeting, we will open up nominations for the 2018 User Group Membership.

Our October 24th meeting will be back in Cheadle Hall.