• Review October 3, 2016 Meeting Notes

• Gateway Updates:
  a. Ricoh Hosted Catalog in testing
  b. Gateway Tips & Tricks presentation on GW website
  c. Airgas VBs and invoices

• Invoice tolerances – Are they still appropriate?

• Convert FedEx and UPS VBs and forms to FlexCard POs? Payment management advantages

• Invoice workflow changes in testing – see attached draft plan

• Department Access to scan and upload Invoice and attach to PO? Pros and cons

• Gateway Landing Page workgroup – Michelle, Lara and Sheri – set meeting

• Goals for Gateway in FY 2017 – Attachment

• New topics as time permits

---

Our meetings are normally held on the 4th Tuesday of every month.
Due to the Thanksgiving Holiday, next month we will meet on the 3rd Tuesday, November 15th from 2pm to 3pm.