

TO: Department Buyers

FR: Hannah Morand, Gateway Systems Coordinator

This email was sent to the Department Buyer Role. Please forward this email to all interested Gateway Users within your department.

Good Afternoon Gateway Department Buyers,

Check out some of the recent Gateway features and updates that we have been working on for you!

Office Depot:

- Business Card ordering has been streamlined. We have removed the two-step process involving the Business Card Form in Gateway and the external OfficeMax Impress Site.
- Now users have the ability to browse and create their proofs all within an Office Depot PunchOut, then checkout to Gateway – a single streamlined process all contained within Gateway.
 - This process also includes e-invoicing.
- The Office Depot PunchOut can be found on the homepage in Gateway in the Business Card/Print Solutions Showcase.
- **Please note that at this time, Office Supplies will not be offered through the PunchOut.**
- [Click here](#) for our screenshot guide of the new process!

Hannah Morand
Gateway Systems Coordinator