GATEWAY TRAINING GUIDE

Gateway FlexCard Authorization Form Instructions

Suggested Form Uses:

- When you need a PO to raise your limit for a one time purchase via the flexcard.
- When you want to take advantage of the Gateway workflow authorizations in your flexcard process.

Where is the form located?

- On the Gateway home page; under Gateway forms.
Steps to process an order:

- Click the “FlexCard Authorization” sticker on the Gateway home page.
- The form will pop up as a new window in your browser.
- The items marked in bold are required prior to submitting.
• Enter the Supplier Name, Your contact within the Company, their email/phone number.

<table>
<thead>
<tr>
<th>Supplier Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Name</td>
</tr>
<tr>
<td>Supplier Contact Name</td>
</tr>
<tr>
<td>Supplier Contact Email/Phone</td>
</tr>
</tbody>
</table>

• Select from the drop down if the order will be placed on YOUR flexcard or another Departmental Flexcard holder.
• Designate the name of the Card holder (you can fill in, Hannah Morand, as she is the main Purchasing Buyer in MSII).
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- Enter the description, price and quantity of the items you are purchasing with your Flexcard. (The form is limited to 10 line items you may need to adjust quotes to fit into 10 line items).

- Attach your quote, as needed or a direct link to the website for the item(s) that you would like to buy.
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- When complete, scroll back to the top and select “add to cart and go” and click blue “go” button.
- Complete the shopping cart/requisition through departmental workflow, as you would a normal purchase.

Additional information:

- Any order over $2,500 will automatically route to the Flexcard administrator for approval.
- Note Gateway will not send any order to your supplier noted on the form. It is up to your MSI Purchasing Team to contact the vendor directly and supply the vendor with your credit card information. They will do that once the order is approved.
- The official Supplier in Gateway is listed as “Flexcard Supplier” with the Business and Financial Services Contact Information.
- This form is only to be used for authorizations, which is why the supplier is defaulted to “Flexcard Supplier.”
- The form is on its own PO number wheel. The POs generated from this form with be a 12 digit number beginning with an “F” for Flexcard.
- The form will automatically close preventing duplicate invoicing, and will also not require a receipt.
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For questions regarding use of this form please contact:

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