Gateway FlexCard Authorization Form Instructions

Where is the form located?

- On the Gateway home page; under forms.
Gateway FlexCard Authorization Form Instructions

- **Steps to process an order:**
- Click the “FlexCard Authorization” form on the Gateway home page.
- The form will pop up as a new window in your browser.

![Gateway FlexCard Authorization Form](image-url)
• Enter the Supplier Name, Your contact within the Company (if available), their email/phone number.

• Select from the drop down "Order placed with ANOTHER flexcard holder."

• You can leave the Flexcard Holder's Name blank as MSI Purchasing will insert the appropriate name depending on who processes the order.
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- Enter the description, price and quantity of the items you would like to purchase with the flexcard. (The form is limited to 15 line items. You may need to adjust quotes to fit into 15 line items).

- Attach your quote or a direct link to the website for the item(s) that you would like to buy.

<table>
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<tr>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
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Total: 0.00

Recalculate list total

Internal Attachments
- add attachment...

Supplier

Fulfillment Address

Supplier Phone

Flexcard Supplier
Flexcard Tracking: Business and Financial Services
3001 SAA5B
Santa Barbara, CA 93106-1150
+1 (805) 893-8105
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- When complete, scroll back to the top and select “add and go to cart” from the red dropdown in the upper right corner.
- Complete the shopping cart/requisition through departmental workflow as you would a normal purchase.

Additional information:

- Any order over $5,000 will automatically route to the Flexcard administrator for approval.
- Note that Gateway will not send any order to your supplier. MSI Purchasing will contact the vendor directly and provide the vendor with credit card information once the flexcard order has been approved in Gateway.
- 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 it’s own PO number wheel. The PO’s generated from this form will 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.