

• Find the "Supplier Search" function on the middle right side of the Gateway Homepage.



• Enter the name of the supplier and click search.



• If the supplier's name appears in all capitalized letters with a green check mark next to the name, the supplier is active in Gateway.

k to Search Start Over	Showing <b>1 - 5</b> of 5 Results		
ch Details	esults Per Page 20 🔹	Sort by: Best Match	Page 1 of 1 膨 legend ?
	✓ POLYSCIENCES INC	Type: 🔲 Preferences: 🌟	Manage 🔻
red By	Supplier Number: 000073927	Diversity Classifications: None	
h Terms Polysciences	Registration Status		
Save New Search	-	_	

• If the supplier is not active in Gateway and the orders with the supplier will be infrequent, a flexcard authorization form can be submitted instead of adding the supplier to Gateway. If you plan to order from the supplier often, please reach out to msi-purchasing@ucsb.edu to assist with getting the supplier added into Gateway.

\*In some instances, the flexcard authorization form cannot be used and the vendor will need to be added regardless of frequency (e.g. orders on federal funds over \$10K or contracts requiring a signature).