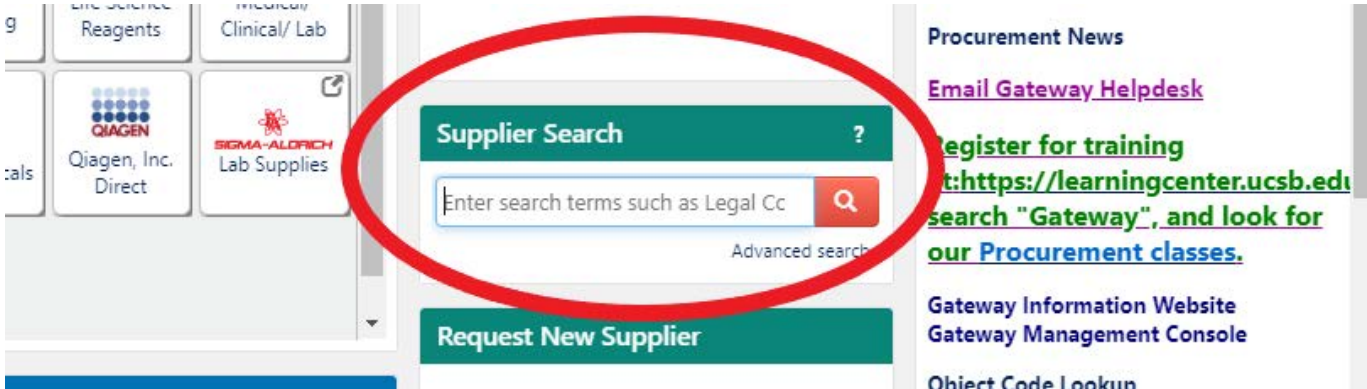


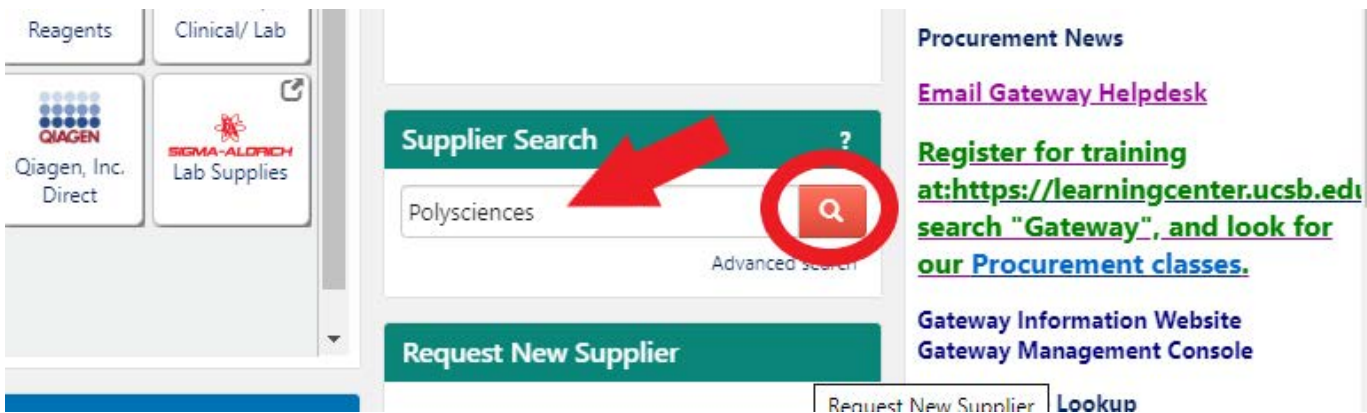
## How to Search for Suppliers in Gateway



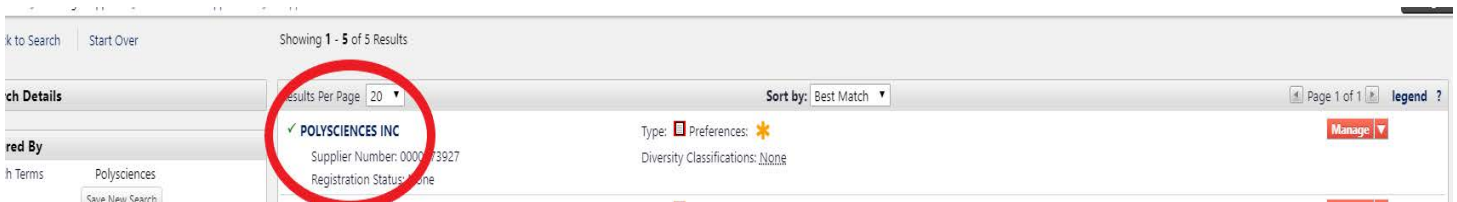
- Find the "Supplier Search" function on the middle right side of the Gateway Homepage.



- 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.



- 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](mailto: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).*