

Shipping a Package via Gateway

UCSB Procurement Gateway — Step-by-Step Instructions

Before You Start

This process covers outbound and inbound shipments that UCSB is paying for — including generating labels for incoming shipments — requested through Gateway using the FedEx or UPS form. FedEx is the preferred carrier; a UPS Form is available for outlier circumstances. International shipments must use FedEx or our customs broker. If your shipment involves hazardous or dangerous goods (batteries, dry ice, etc.), or any other unusual circumstances, contact purchasing@physics.ucsb.edu before submitting the form.

1. Open the Shipping Form

1. Go to <https://gateway.procurement.ucsb.edu/> and log in with your UCSB NetID and password.
2. On the Gateway homepage, find the “Forms” section and click “FedEx Form” (or “UPS Form” if you're using UPS).

2. Enter Shipment Details

1. For “End User,” enter your own information.
2. Fill out the shipping address:
 - Outbound shipments — fill out the ship to address.
 - Inbound shipments — fill out the ship to address, and leave a comment on the order with the ship from address.
3. Enter the package dimensions and weight. These don't need to be perfectly accurate — the purchasing team will measure and weigh the package when they prep the shipment.

3. Select a Shipping Service

Service Level	FedEx	UPS
Express	Priority Overnight, Standard Overnight, FedEx 2Day, Express Saver	Next Day Air, Next Day Air Saver, 2nd Day Air, 3 Day Select
Ground	Ground (no same-day shipping)	Ground
Freight	Freight Priority, Freight Economy	Hundredweight LTL, Freight
International	First, Priority, Economy	Worldwide Express, Worldwide Express Saver, Worldwide Expedited, Standard (Canada & Mexico)

International:

a completed [Commercial Invoice](#) and [International Shipment Questionnaire](#) are also required.

4. Estimate the Shipping Cost

1. Use the FedEx online shipping rate estimator to estimate the shipping cost, and enter it on the form.

2. Don't add insurance — UCSB carries its own insurance for items it owns or has in its formal possession. If you're unsure whether something falls under UCSB's formal possession, contact the purchasing team.

5. Add to Cart

Click “Add and Go to Cart” in the top right corner.

6. Finalize and Assign

1. Click “Finalize Cart” in the top right corner.
2. Under Accounting Codes, click the pencil icon and enter the GL or project CCOA code, and confirm no errors are showing.
3. If a return label is needed, note it in the comments.
4. Click “Assign Cart” and assign it to the purchasing team.
5. Bring the package down to the purchasing office, and make sure to write the requisition number and your name on the package.

Once the cart is assigned, the request routes to purchasing — we'll reach out if we need any additional information or paperwork.

Special Situations / Need Help?

Contact purchasing before submitting if:

- Your shipment involves hazardous or dangerous goods (batteries, dry ice, etc.)
- You have questions about international shipping
- You want to use a carrier other than FedEx or UPS, or anything else about the shipment feels unusual

Reach us at purchasing@physics.ucsb.edu.

Quick Reference

Need to...	Do this
Log in to Gateway	gateway.procurement.ucsb.edu
Open the shipping form	Gateway homepage → Forms section → “FedEx Form” / “UPS Form”
Estimate shipping cost	FedEx online shipping rate estimator
Ship internationally	Use FedEx or our customs broker; complete the Commercial Invoice and International Shipment Questionnaire
Finalize & assign the cart	Cart → Finalize Cart → enter accounting codes → Assign Cart
Questions	purchasing@physics.ucsb.edu