


















**Legend for Common Symbols Found in buyWays – last updated September 2012**

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|    | <b>Punchout</b> – Identifies a supplier as a punchout supplier. Also identifies an item as being a punchout item from a punchout supplier.   |
|    | <b>Form</b> – Identifies the product is being ordered by using one of the custom forms. All forms are located on the Forms tab on the Product Search page.   |
|    | <b>Non Catalog Item</b> – Identifies the supplier as being a non catalog supplier. This supplier does not have a hosted catalog, nor is there a punchout. However, some hosted and punchout suppliers allow non-catalog items to be ordered, therefore you will see the icon when a non catalog item is used to order a product from a hosted or punchout supplier |
|    | <b>Hosted Supplier</b> – Identifies the supplier as Hosted Supplier. These suppliers have their catalogs loaded into buyWays. Hosted suppliers are not punchout suppliers. Products from these suppliers are available by searching on the Product Search page.  |
|    | <b>Science Catalog</b> - Identifies the supplier as being part of the group of Science Catalog suppliers. These supplier's products are mostly scientific & research supplies and the supplier is a hosted catalog supplier.   |
|    | <b>New Supplier</b> – Identifies the supplier as a new supplier, this supplier is either a hosted catalog supplier or a punchout supplier.   |
|    | <b>Supplier Preference Flag</b> – Identifies the supplier as being a preferred supplier. The number identifies the most preferred supplier, look for 1, 2 or 3 on the flag.  |
|    | <b>Contract Supplier</b> – Identifies the supplier as a having a contract with Clemson. This supplier can be a hosted, a punchout or a non-catalog supplier.   |
|   | <b>Electronic Payment Supplier</b> – Identifies that the supplier receives their payments by electronic means, direct deposit, electronic funds transfer. No remit address is necessary.   |
|  | <b>Exempt from Net 30</b> – Identifies a supplier as exempt from Net 30 payment terms. Suppliers payment terms are due upon receipt.   |
|  | <b>Discount Supplier</b> – Identifies that a supplier offers a discount for prompt payment.  |
|  | <b>Electronic Invoicing Supplier</b> - Identifies the supplier as an electronic invoice for catalog & punchout orders only.  |
|  | <b>Electronic Invoicing Supplier</b> - Identifies the supplier sends electronic invoices & credit memos for all orders placed in buyWays.  |
|  | <b>Punch-Out Unavailable</b> – Identifies the supplier's punch-out is unavailable for ordering.  |
|  | <b>Requisition Approved</b> – Requisition workflow approval process is complete.   |
|  | <b>Requisition Pending Approval</b> – Requisition is pending workflow approval.  |
|  | <b>Requisition Rejected</b> – Requisition has been rejected by an approval step.   |
|  | <b>Requisition Withdrawn</b> – Requisition has been stopped from being processed. No order will be placed.   |
|  | <b>Requisition Pending, but line items(s) rejected</b> – One or more lines have been rejected, but the rest of the requisition is pending approval.  |
|  | <b>Requisition Approved, but line item(s) rejected</b> – One or more lines have been rejected, but the rest of the requisition is has completed the workflow approval process.   |
|  | <b>Attachments</b> – Indicates that the requisition, purchase order, receipt and/or invoice has additional documents attached.   |
|  | <b>Quick View</b> – Click on this icon to view a summary of requisitions, purchase orders, receipts or invoices.   |