

CONTRACTS

- ☐ Department requirements
- ☐ Contracts and contract suppliers identified

Department Requirements

- ☐ All departments are required to purchase needed goods or services from the state or agency contracts, unless they are specifically exempt

- ☐ All departments are responsible to know what items are on contract and what items apply to the contract



- ☐ Departments utilizing contracts are responsible for verifying that the goods or services ordered and received conform to the contract specifications and terms for each order, prior to the authorization of each payment

Department Requirements

- ☐ Utilizing contract suppliers and ordering contracted products ensures preferred pricing and inclusion of terms and conditions of the contract. Also included is, in most cases, free shipping and guaranteed delivery

- ☐ Additional information can be found on the Procurement Services web site:
<http://www.clemson.edu/cfo/procurement/buy/contract-info.html>

Contracts Identified

- ❑ buyWays is Clemson's repository for all contracts including:
 - Clemson Contracts
 - Clemson IT (Information Technology) Contracts
 - Clemson Revenue Contracts
 - SC State ITMO (Information Technology Management Office) Contracts
 - SC State MMO (Materials Management Office) Contracts
- ❑ buyWays identifies contract suppliers and contract products with this symbol 
- ❑ Contract suppliers may have multiple contracts for specific items
- ❑ Contract suppliers with a  does not mean all items sold by the contract supplier are on contract

□ This guide will present the following:

- Searching the contract and supplier repository
- Viewing contract details
- Using the contract vendor form

Contract Search – all contracts

- ☐ Search all of the contracts to find suppliers with products/services on contract

- ☐ From Home/Shop tab click **all contracts**

- ☐ Advanced Search some of the many options:
 - Contract Number
 - Contract Keyword
 - Supplier Name
 - Contract Type
 - Contract Status
 - Contract Class

- ☐ Quick Search

Elizabeth Shipman ▾ ★ Action Items **1** Notifications 🛒 0.00 USD 🔍

Shop / Shopping / Dashboard: / Shopping Home / Home/Shop

Shop

Jump to: [advanced search](#) | [all favorites](#) | [clemsun forms](#) | [add non-catalog item](#) | [quick order](#) **Additional Searches:** [all suppliers](#) | [categories](#) | **[all contracts](#)**

[Manage Showcases]

Welcome to buyWay\$

Airgas Punch-Out Coming in September! Use the Non-Catalog Item to place orders

TRAINING

- New Employees/New Users - [Register Here](#)
- [buyWays User Guides](#) - Check out the Record Search Demos!

USER RESOURCES

- FY2013 - Open Invoices Query
- [buyWays FAQ's](#)
- [buyWays Bullets](#)
- [Correcting Chartfields](#)
- [Hold for Pick Up Checks \(Policy\)](#)
- [Invoicing Nuances](#)
- [Other Financial Forms](#)
- [Sales/Use Tax Rates by County](#)

SUPPLIER INFORMATION

- ENTERPRISE/NATIONAL** - [Register Here](#) for Emerald Aisle & Enterprise Plus frequent traveler programs

Scientific/Lab Supplies

Chemicals & Lab Supplies

Chemicals & Lab Supplies

Lab Supplies Equipment & Chems

Fine Lab Chemicals

Bio Research Supplies

Lab/ Industrial Gases & Equip

IT, Electronics & Audio Visual

Macs, iPADS & Accessories

Desktop/ Laptop/ Notebook

Desktop/ Laptops & Servers

IT Equipment + Solutions

CommData/ Equipment

Electronic Components

Adobe/ Autodesk/ Symantec et al

Software Purchases

A/ V & IT Equip/ Design/ Install

A/ V & IT Equip/ Design/ Install

A/ V & IT Equip/ Design/ Install

Page 8

Page 9

☐ Contract Soft Copy attachments include:

- product details and prices
 - **The end user is responsible to review the contract to confirm that their item is on contract*
- price increases on products and/or services after initial award of contract
- scope of work
- procurement file-pertinent information of the bid and award

☐ Maximum Expiration Date

- Final expiration date of the contract

☐ Contract Vendor Form

- Used to place an order with the contract vendor holding a contract with Clemson or the State of SC
- Used when Vendor does not have a punch-out or catalog in buyWays
- Contract Vendor Form is not used for punch-out or hosted catalog suppliers and will not appear for these suppliers

Contract Details

Review Contract Soft Copy for products and pricing

Contract Summary

Contract: 30294470 (Exhaust Systems Cleaning for Dining Services)
Supplier: Hoods Unlimited LLC

[Edit/View details](#)

Contract Info

General

Contract Number	30294470
Contract Name	Exhaust Systems Cleaning for Dining Services
Contract Type	Clemson Contracts
Supplier Name	Hoods Unlimited LLC
Active	✓
Contract Applicability for Products	All Supplier Products
Apply Automatically	✓
Contract Status	
Description	This contract covers the cleaning of Exhaust Hood Systems for the Clemson Dining Areas. Contract may be used at additional Clemson Extensions. See contract attached for pricing.

Effective Date	7/17/2013 12:00 AM EST
Expiration Date	7/16/2014 11:59 PM EST
Auto-Renew	✓

Details

Contract soft copy	<ul style="list-style-type: none"> Specification and Pricing File RON For Additional Cleaning Svcs. - Schilleter Dining Procurement BackUp File
Supporting documents	
Maximum Expiration Date	07/16/2017
Insurance Certificate Required for Contract?	YES
Insurance Certificate Expiration Date	5/21/2014

Budget/Spend

Budget	25,000.00
Enforce Budget	✗
Minimum Contract Spend per PR	
Maximum Contract Spend per PR	
Maximum Line Item Quantity per PR	
Actual PR Spend	5,818.75
Actual PO Spend	5,818.75
Actual Invoice Spend	5,818.75

Controls

Owners

Shirley Alexander	Email	salexa2@clemson.edu
	Phone	+1 (864) 656-2395
Elizabeth Shipman	Email	kmc@clemson.edu
	Phone	+1 (864) 656-3629

Applicability

Grant access to this contract using Departments and Roles ✓

Departments with access to this Contract

- Apply to All

Roles with access to this Contract

- Apply to All

Users explicitly granted access to this contract

- None Assigned

Applicable Fulfillment Centers

Fulfillment Address(es) Assigned to this Contract

- Apply to All

Visibility

End Users	Full
Other Contract Owners	Full

PO Clauses

There are no PO clauses associated with this contract.

Non-Catalog Purchases

Form Name	Description
Contract Vendor Form	Contract Vendor Form
Total Non-Catalog Items	0
Total contract items	0

Click on Contract Vendor Form
See next slide to view Form

Close

Contract-Using the Contract Vendor Form

Contract supplier name and number populates into Non-Catalog Form

Non-Catalog Form

Available Actions: Add and go to Cart

Go Close

General Info ?

This form is used to place an order with a vendor holding a contract with Clemson or the State of SC who does not currently have a punchout or catalog in buyWays.

To use this form, select the vendor to the right (if not already populated) and choose "more info" next to the contract number below the supplier information to view specific information regarding the contract you wish to use. This will pull up a screen with specific contract information. You may have to select the link to the State contract or view the Contract File for specific pricing details and ordering instructions. If you have questions about the contract, please contact the vendor or the buyer prior to placing an order.



Supplier Information ?

Supplier

Hoods Unlimited LLC [more info...](#)

Fulfillment Address

Fulfillment Address 1-Canton: (preferred)

325 New Point Lane
Attn: Courtney Evans
Canton, GA 30114 US

Supplier Phone

+1 (770) 345-1897

Distribution

The system will distribute purchase orders using the method(s) indicated below:

Check this box to customize order distribution information. ☐

Fax

+1 (404) 601-9234

Select Clemson or State CONTRACT Number 30294470 (Exhaust Systems Cleaning for Dining Services) [more info...](#)

Product Description and Pricing ?

Product Description

254 characters remaining [expand](#) | [clear](#)

Catalog or Part Number (if available)

Quantity

Unit Price

Product Size

Requested Delivery Date

mm/dd/yyyy

Capital Expense ☐

Fill out the required product information
Select-Add and go to Cart to submit order

Attachments & Documentation ?

Internal Notes

250 characters remaining [expand](#) | [clear](#)

Internal Attachments

[add attachment...](#)

External Attachments

[add attachment...](#)

Contract Supplier Search – all suppliers

- ❑ Contract Suppliers are identified in the complete list of suppliers
- ❑ From the home/shop tab click **all suppliers**
- ❑ Click on the name of the Supplier to view contact/address/phone # etc on the **supplier tab**
- ❑ Click the **contract tab** to view all the contracts associated with the supplier and the contract details

The screenshot shows the buyWay\$ website interface. At the top right, there is a user profile for Elizabeth Shipman, a star icon, and links for Action Items, Notifications, and a shopping cart showing 0.00 USD. Below this is a breadcrumb trail: Shop / Shopping / Dashboard: / Shopping Home / Home/Shop. A search bar is prominently displayed with the word "Shop" and a dropdown menu currently set to "All". To the right of the search bar is a blue "Go" button. Below the search bar, there is a link "Jump to: advanced search | all favorites | clemson forms | add non-catalog item | quick order" and a link "Additional Searches: all suppliers | categories | all contracts", where "all suppliers" is circled in orange. On the left side, there is a vertical navigation bar with icons for home, shopping, documents, a pencil, a building, a bar chart, and a lock. The main content area is divided into two sections. The left section, titled "Welcome to buyWay\$", includes a message about "Airgas Punch-Out Coming in September!" and a "TRAINING" section with links for "New Employees/New Users - Register Here" and "buyWays User Guides - Check out the Record Search Demos!". The right section, titled "Scientific/Lab Supplies", features a row of six supplier logos: VWR International, Fisher Scientific, CAROLINA Lab Supplies Equipment & Chems, SIGMA-ALDRICH Fine Lab Chemicals, Life Technologies / AS | invitrogen Bio Research Supplies, and Airgas Lab/ Industrial Gases & Equip.

Page 14

- ☐ End User may now search for products/services

- ☐ Shop from:
 - Supplier's punch-out
 - Search for catalog items OR
 - Use one of the Clemson Forms to order the desired products/services