



# Department requirements

# □Contracts and contract suppliers identified



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



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

# 2014 **buyWay\$** Contracts Identified

# DbuyWays is Clemson's repository for all contracts including:

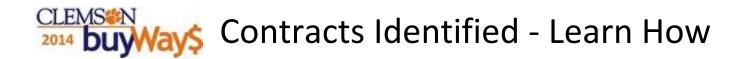
- Clemson Contracts
- Clemson IT (Information Technology) Contracts
- Clemson Revenue Contracts
- SC State ITMO (Information Technology Management Office) Contracts
- SC State MMO (Materials Management Office) Contracts

DbuyWays identifies contract suppliers and contract products

with this symbol 🧲

Contract suppliers may have multiple contracts for specific items

Contract suppliers with a <u>contract nean</u> 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



□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

Quick Search

- Contract Type
- Contract Status
- Contract Class

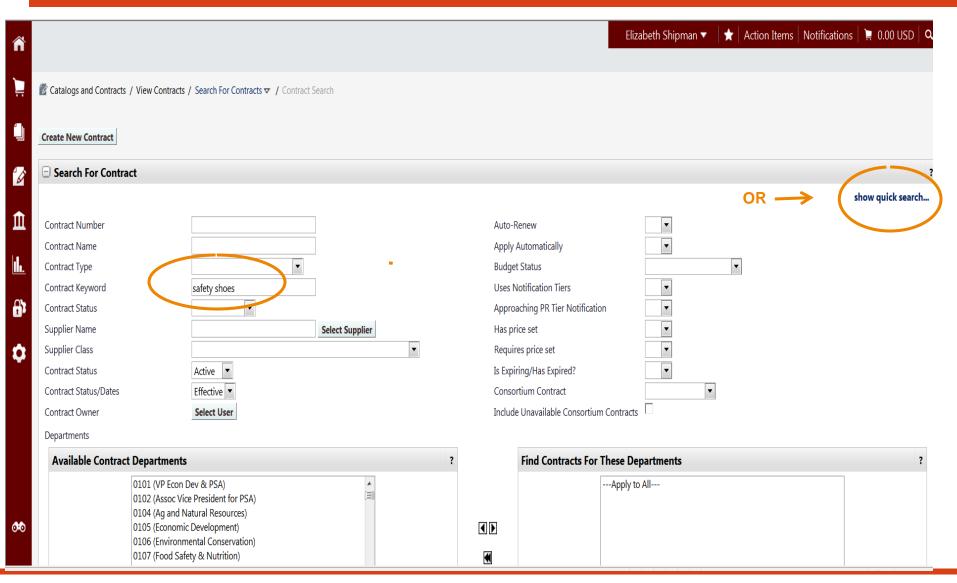


### Home/shop tab - click all contracts

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	Shop	All			Go	~~		
	Jump to: advanced se	arch   all favorites   clemson form	s   add non-catalog item   quick	order Additional Searches: a	Ill suppliers   categories   all cor	htracts	[Manage Showcases	
Welcome to buyWay\$		Scientific/Lab Supplie	95				?	
Airgas Punch-Out Coming in Septembric to place orders	er! Use the Non-Catalog Item		Fisher Scientific	CAROLINA Lab Supplies Equipment &	SIGNA-ALDROH	Life AB limitrogen	Airgas Lab/ Industrial Gases &	
		Chemicals & Lab Supplies	Chemicals & Lab Supplies	Chems	Fine Lab Chemicals	Bio Research Supplies	Equip	
New Employees/New Users - Regi     buyWays User Guides - Check ou								
USER RESOURCES		IT, Electronics & Audio Visual						
<ul> <li>FY2013 - Open Invoices Query</li> <li>buyWays FAQ's</li> <li>buyWays Bullets</li> <li>Correcting Chartfields</li> <li>Hold for Pick Up Checks (Policy)</li> </ul>	)	Macs, iPADs & Accessories	Desktop/ Laptop/ Notebook	Desktop/ Laptops & Servers	IT Equipment + Solutions	GraybaR CommData/ Equipment	Newark Electronic Components	
Invoicing Nuances     Other Financial Forms     Sales/Use Tax Rates by County  SUPPLIER INFORMATION		Adobe/ Autodesk/ Symantec et al	<b>Microsoft</b> Software Purchases	Camcor. Inc. A/ V & IT Equip/ Design/ Install	TROXELL A/ V & IT Equip/ Design/ Install	SKC A/V&ITEquip/Design/ Install		
ENTERPRISE/NATIONAL - Registe     Enterprise Plus frequent traveler pr								



#### or use Quick search



CLEMSON Contract results-shows all contracts associated from keyword search Click on Contract number to view contract details

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	Create New Contract	t									
<sup>1</sup>	□ Search For Co	ontract							adva	nced search opt	?
Î	Contract Quick Sear	rch	safety shoes Enter search terms, e.g., contract name, d	description, etc.							
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\$	Show associated forms and non-catalog requests Showing 1 - 88 of 88 results Export results										
	Results per page 20	00 💌		S	Gort by: Best Match	•				Page 1 of 1	?
	Contract No.		Contract Name			Renewal No.	Supplier Name	Effec	tive Date E	xpiration Date	Active
	15763100 -	Safety Shoes	Nearest match to keyword sea	arch		3	Vulcan Safety Shoes Inc	5/24/	2013 5/	/23/2014	~
	26996310 -	Prescription Safety Gl	asses			1	CRX Laboratories LLC	2/21/	2013 2/	/20/2014	~
	5000013480 -	Commercial Grounds	Phase I with Safety Items			0	Steen Enterprises Inc.	5/16/	2013 5/	/15/2018	~
	5000013478 -	Commercial Grounds	Maintenance Lawn Mowing Equip Attach Acce	ess-Billy Goat, Wrig	ght, Brown, Echo Bear	0	Outdoor Equipment	5/16/	2013 5/	/15/2018	~
	5000011407 -	SC MRO Supplies Mas	ster Agreement WSCA			0	W W Grainger Inc (Grainger)	5/1/2	011 2/	/28/2014	~
<b>0</b> 00	5000011405-01 -	SC MRO Supplies Mas	ster Agreement WSCA			0	Fastenal	5/1/2	011 2/	/28/2014	~
	5000011059 -	Motor Coaches For En	nergency Evacuation			0	Capitol Bus Lines Inc	7/30/	2010 7/	/29/2015	✓

# 2014 **DuyWay** Contract Search – View Contract Details

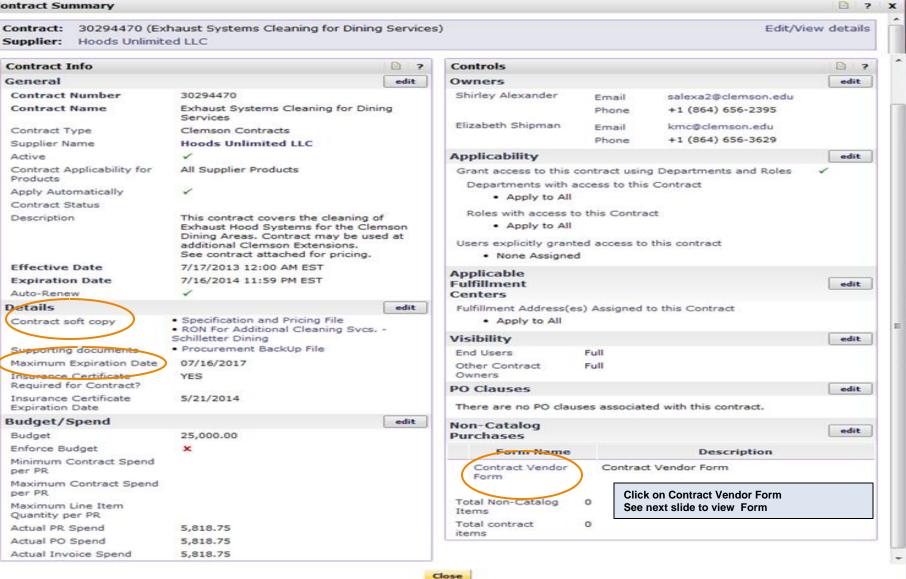
- Contract Soft Copy attachments include:
  - product details and prices
     \*The end user is responsible to review the contract to confirm that their item is on contract
  - price increases on products and/or services after initial award of contract
  - scope of work
  - procurement file-pertinent 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 <u>not</u> have a punch-out or catalog in buyWays
  - Contract Vendor Form is <u>not</u> used for punch-out or hosted catalog suppliers and will <u>not</u> appear for these suppliers



### **Contract Details**

Review Contract Soft Copy for products and pricing

#### **Contract Summary**



#### Contract-Using the Contract Vendor Form CLEMS®N 2014 DUWAYS Contract supplier name and number populates into Non-Catalog Form

Non-Catalog Form		Available	Actions:	Add and go to	o Cart 🔽 🔽	o Close	
General Info	?	Зарр	lier Infor	mation		?	
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 buyWays.		Supplier Fulfill <del>ment Address</del>	Fulfillme 325 Ne Attn: Co	Unlimited LLC ent Address 1- w Point Lane ourtney Evans GA 30114 US	Canton: (preferred)		
To use this form, select the vendor to the right (if n already populated) and choose "more info" next to the contract number below the supplier informatior to view specific information regarding the contract you wish to use. This will pull up a screen with spec contract information. You may have to select the lin to the State contract or view the Contract File for	n n	Supplier Phone Distribution The system will distribute purchase orders using the Check this box to customize order distribution Fax	+1 (770 e method(s n informa +1 (404	)) 345-1897 ) indicated belov tion.			
specific pricing details and ordering instructions. If you have questions about the contract, please		Select Clemson or State CONTRACT Number		70 (Exhaust Sys s) more info	stems Cleaning for Dining		
contact the vendor or the buyer prior to placing an order.		Product Description and Pricing					
		Product Description Catalog or Part Number (if available) Quantity Unit Price Product Size Requested Delivery Date Capital Expense	254 char	acters remaining	expand   clear Fill out the required product i Select-Add and go to Cart to order		
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S me		1000 1000 1000 1000 1000 1000 1000	50 characte	ers remaining	exp	and   clear	
		Internal Attachments add attachment					
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		add attachment					

#### CLEMSEN 2014 **buyWay** 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

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í.	Shop All		T		Go		
Í	Jump to: advanced search   all favorites   clemson forms   add non-catalog item   quick order Additional Searches: all suppliers categories   all contracts						
•							[Manage Showcases]
Î	Welcome to buyWay\$	Scientific/Lab Supplie	S				?
<b></b>	Airgas Punch-Out Coming in September! Use the Non-Catalog Item to place orders		Fisher Scientific	<b>CAROLINA</b> Lab Supplies Equipment &		Life AB   invitrogen	Airgas Lab/ Industrial Gases &
<b>e</b> ta	TRAINING	Chemicals & Lab Supplies	Chemicals & Lab Supplies	Chems	Fine Lab Chemicals	Bio Research Supplies	Equip
~	<ul> <li>New Employees/New Users - Register Here</li> <li>buyWays User Guides - Check out the Record Search Demos!</li> </ul>			·			

## CLEMS Contract Supplier information-Supplier tab Contracts associated with Supplier-Contracts tab

ñ			Supplier Info Edit supplier's profile Supplier Contracts
	Shop / Shopping / Browse By: / Suppliers v / Browse by Supplier             • Click to expand Search for Supplier Filter          Showing 1 - 100 of 4000+ results What does + mean?         Results per page 100 v         Supplier Name         ACO Med Supply Inc         Apartment Movers etc.         Click on Contract Supplier Name	Sort by: Best Ma Type Preference	E-mail Commodity Code
<b>¢</b>	Better Office Supply Solutions       Results         • Supplier Tab       • Contract Tab         Blue Moon Enterp Inc Servpro       • Contract Tab         Bonitz Flooring Group Inc       • Burnett Athletics Inc         Burnett Lime Company Inc       • Cand C Boiler Sales and Service Inc		E-mail  Contract Info Close Edit supplier's profile Contracts  29514854 (Nitrile Gloves Contract)

# 2014 **DuyWay** Contract Supplier Information

### □ 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