Contracts

- Department requirements
- Contracts identified
- Search and find if a product or service is on contract
- Associate a contract with a product or service purchase
Contracts – 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.
Contracts – 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:

- Product search
- Adding contract items to the cart
- Viewing/Reviewing cart
Product Search: Identify the contract item

- Search From Home/Shop tab
  - Enter the desired product or service keyword(s) in the shop bar (e.g. Dry Ice)
  - Click GO
  - Matched items will display in the main window
  - Contract Suppliers with a 🟢 does not mean all items sold by the contract supplier are on contract
  - Click Add to Cart when the desired product is found

- View/Review cart
  - Contract items may automatically apply the associated contract #
  - OR
  - Click Select price or contract to apply the contract to each line item

- Continue shopping, proceed to checkout, or assign cart

*Please don’t forget to click the Save button when you update, make changes, or go from screen to screen*
Product searched - Identified contract item

Added to cart

Step 1

Step 2

Item Added to Cart

Click To View/View Cart
View/Review Cart - Contract # automatically applied to purchase and each line item.
Select price or contract to apply the contract to each line item when no contract number is associated with the line item in your cart.

Click to order-
Add the product to your cart from the punch out supplier
See next slide
Click select price or contract to associate contract #

See next slide
Select price and contract # that matches the item in the cart or select No contract.

Radio click choice
Then click OK
See next slide.
Now the contract # has been applied to the line item. Continue shopping, proceed to checkout, or assign cart.