

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

- 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>

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

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 **C** 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

Box 1

Step 1

Contract Item

Click-Add to Cart

The screenshot shows the search results for 'dry ice'. The search bar contains 'dry ice' and a 'Go' button. Below the search bar, there are links for 'Jump to: advanced search | all favorites | clemson forms | add non-catalog item | quick order' and 'Additional Searches: all suppliers | categories | all contracts'. The results show 'Dry Ice Pellets from Continental Carbonic Products Inc' with a price of 0.22 USD. A 'Click-Add to Cart' box points to the 'Add to Cart' button. A 'Contract Item' box points to the 'Contract Number' field.

Step 2

Item Added to Cart
Click To View/View Cart

The screenshot shows the search results for 'dry ice' after the item has been added to the cart. The 'Add to Cart' button is now disabled, and a message '1 item(s) added, view cart' is displayed below it. A box labeled 'Item Added to Cart Click To View/View Cart' points to this message.

View/Review Cart-Contract # automatically applied

Continue shopping, proceed to check out, or assign cart

Elizabeth Shipman
Action Items
Notifications
0.72 USD

Shop / My Carts and Orders / Open My Active Shopping Cart / Cart - Draft Requisition

[Continue Shopping](#)

3 Item(s) for a total of **0.72 USD**

Shopping Cart for Elizabeth Shipman

[Add Non-Catalog Item](#) [Save](#)

[Proceed to Checkout](#) or [Assign Cart to Requisitioner](#)

Cart Name: 2012-09-25 kmc 01

Description:

Priority: Normal

Buyer:

Buyer Phone:

Delivery County: PICKENS

Out to Bid:

Supplier / Line Item Details

SHOW LINE DETAILS

For selected line items: [Add To Favorites](#) [Go](#)

Continental Carbonic Products Inc [more info...](#)

Fulfillment Address 1-Carol Stream [edit](#)

Department 5105, Carol Stream, IL 60122-5105 US

Add non-catalog item for this supplier...

Contract Number: 28671477 [more info...](#)

PO Number: To Be Assigned

Contract number automatically applied to purchase and each line item

	Product Description		Size / Packaging	Unit Price	Quantity	Ext. Price	
1	Dry Ice Pellets more info...	Pellets	0.5in LB	0.22	1	0.22 USD	<input type="checkbox"/>
				Contract: 28671477 more info...			
2	Dry Ice Pellets more info...	Pellets	0.5in LB	0.22	1	0.22 USD	<input type="checkbox"/>
				Contract: 28671477 more info...			
3	Dry Ice Pellets more info...	Pellets	0.5in LB	0.22	1	0.22 USD	<input type="checkbox"/>
				Contract: 28671477 more info...			
Supplier subtotal						0.66USD	

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

Box 1

Shop

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

Results for: All : 2751609

Showing 1 - 1 of 1 results [Compare Selected: 0](#)

Add Keywords ?

Filter Results ?

By Supplier Class

- Contract Supplier (1)
- Electronic Payment Supplier (1)
- eInvoice Vendor - electronic for catalog/punch out orders only (1)

By Supplier

- CDW Government Inc (1)

By Manufacturer

- Cisco Systems (1)

By Packaging UOM

Results per page

Sort by:

Page 1 of 1



NO IMAGE AVAILABLE

larger image

CISCO WEBEX MEETING CENTER from CDW Government Inc

Part Number: 2751609
Manufacturer Info: L-WBX-MC-SB-MNTH4= - (Cisco Systems)

Order from Supplier

Free Shipping
EA

[add favorite](#) | [compare](#)

Click to order-
Add the product to your cart from the punch out supplier
See next slide

Elizabeth Shipman | Action Items | Notifications | 318.86 USD

Shop / My Carts and Orders / Open My Active Shopping Cart / Cart - Draft Requisition

Continue Shopping

1 Item(s) for a total of 318.86 USD

Shopping Cart for Elizabeth Shipman

Proceed to Checkout or Assign Cart to Requisitioner

Add Non-Catalog Item Save

Cart Name: 2012-09-25 kmc 01 Buyer: Out to Bid

Description: Buyer Phone:

Priority: Normal Delivery County: PICKENS

Supplier / Line Item Details

SHOW LINE DETAILS For selected line items Add To Favorites Go

CDW Government Inc  [more info...](#)

Fulfillment Address 1-Chicago

75 Remittance Drive Suite 1515, Chicago, IL 60675-1515 US

Free Shipping

Add non-catalog item for this supplier...

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 10/25/2013 3:53:41 PM

Line(s): 1

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Cisco WebEx Meeting Center Small Business subscription license  more info...	2751609	EA	298.00	1 EA	298.00 USD
Supplier subtotal					298.00USD

Contract Number: no value
PO Number: To Be Assigned

Click select price or contract to associate contract #
See next slide

Select price or contract...

Select price and contract # that matches the item in the cart or select No contract

Select a Price and Contract Here

Step 1: Select a Price

Price set currency USD

298.00 USD
(Current price)

Manual

Step 2: Select a Contract

No Contract

4400002214 (Network Hardware and Software Brocade)
Please see soft copy link under Details for products and Punchout Link to order
DO NOT SIGN ANY ADDITIONAL AGREEMENTS

Erate Spin # 143005588

Fastiron WS Series Switches
1RU
Poe
Base
Full Layer 3

4400002313 (Network Hardware and Software Extreme)
Please see soft copy link under Details for products and Punchout Link to order
DO NOT SIGN ANY ADDITIONAL AGREEMENTS

4400003982 (Video Conferencing Equipment CISCO)
CISCO Video products, services
Base See soft copy for TP Service Price List and Video Discounts

4400004252 (Storage Products-Network Equipment Software and Services-NetApp)
NetApp Products and Services
See soft copy link under Details

4400004253 (Storage Products-Network Equipment Software and Services-EMC)
EMC Products and Services
See soft copy link under Details

4400006327 (Software-Symantec)
Software
Click on Soft Copy Link to State Contract for information on how to place orders

Radio click choice
Then click OK
See next slide

OK Cancel

Now the contract # has been applied to the line item

Continue shopping, proceed to checkout, or assign cart

CLEMSON
2014 buyWay\$

Elizabeth Shipman ▾ ★ Action Items Notifications 🛒 318.86 USD 🔍

SHOW LINE DETAILS

CDW Government Inc [more info...](#)

Fulfillment Address 1-Chicago [edit](#)

75 Remittance Drive Suite 1515, Chicago, IL 60675-1515 US

Free Shipping

Add non-catalog item for this supplier...

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 10/25/2013 3:53:41 PM

Line(s): 1

Contract Number *no value*

PO Number To Be Assigned

For selected line items [Add To Favorites](#)

Shipping, Handling, and Tax charges must be entered by the Requisitioner. The values entered here will be budget checked and workflow routed accordingly. Values will also be given to vendor on PO.

Subtotal **298.00**

Sales Tax 20.86

Use Tax 0.00

Shipping 0.00

Handling 0.00

Total **318.86 USD**

[Save](#)

[Proceed to Checkout](#) or [Assign Cart to Requisitioner](#)

[view cart history](#)

Contract # applied

Contract: 4400003982 [more info...](#)
 Price changed manually
 Select price or contract...

