

Department requirements

□Contracts identified

Product search-identify contract suppliers

□Additional searches-all suppliers



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 or 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



□ buyWays is Clemson's repository for all contacts 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 C <u>does not mean</u> all items sold by the contract supplier are on contract



This guide will present the following:

- Product search-Identify contract suppliers
- Filter results by:
 - Supplier classPackaging UOM
 - Supplier

- Category
- Manufacturer
 Result Type
- Additional searches-all suppliers

2014 **buyWay** Product Search: Identify contract suppliers

□ Search From Home/Shop tab

- Enter the desired product or service in the shop bar
- Click GO
- Add matched item to cart and proceed to check out OR
- If product/service is not displayed view the options in the left column

Gilter Results

- Use the column on the left for additional filtering options
- *Some departments may not be able to view certain contracts depending upon users access-contact Procurement Services for help

Search product/service—If not displayed-View options in left column under Filter Results

By: Supplier Class-Supplier-Category-Manufacturer-Packaging UOM-Category-Result Type



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²⁰¹⁴ **buyWay** Additional Searches – 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
- □Click the contract tab to view all the contracts associated with the supplier and the contract details

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CLEMS®N Supplier Tab-Contract Supplier information 2014 DUWAYS Contracts Tab-Contracts associated with Supplier





□ 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