Contracts

- Department requirements
- Contracts identified
- Product search-identify contract suppliers
- Additional searches-all suppliers
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 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
Contracts Identified

- 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 🆞 does not mean 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 class
  - Supplier
  - Manufacturer
  - Packaging UOM
  - Category
  - Result Type

- Additional searches-all suppliers
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

Filter 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

Contract Supplier
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
Supplier Tab - Contract Supplier information

Contracts Tab - Contracts associated with Supplier

Click on Contract Supplier Name

Click on Contract Number/Name to access Contract Summary
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