

New buyWays Features

FORM TYPES - *These New and Revised forms will be available starting on **July 1**.

- Payment Request Form – does not encumber nor go to the vendor – just used to make payments.
- Direct Purchase Form – encumbers but does not go to the vendor.

Procurement Services strongly recommends you utilize both forms sparingly. It is much more advantageous to create a PO and send it to the vendor when purchasing goods or services to ensure Clemson is covered with [Terms and Conditions](#) and the vendor is aware of what we are ordering.

Examples of form usage:

Payment Request Form (One time payments)	Direct Purchase Form (Ongoing payments)	Other Clemson Forms (Purchase Order)
Memberships	Negotiated lease payments (Copiers or rents)	All orders for good and services
Dues	Utilities	Consulting Services
Registrations	Declining Balance Payments	Office Supplies
Refunds	SPAA	Computers

INVOICES - These NEW fields will be available on the invoice starting on **July 1st**.

Please review the tables below for further descriptions.

invoices/receipts

draft invoices
invoice history
draft receipts
receipt history
matching

Invoice Number
Supplier Invoice No. **12563**
Supplier Name **Bufi,Betty**

Supplier Name	Bufi,Betty		
Invoice Name	2011-06-15 wiggins 01		
Supplier Invoice No.	12563		
Supplier Invoice Date	6/1/2011	<input type="text" value="mm/dd/yyyy"/>	
Payment/Record Number	<input type="text"/>		
Vendor Payment Terms	1.5	%	10 30
	Discount	Days	Net
Delivery County	AIKEN		
Final Payment	<input type="checkbox"/>		

Field Name	Purpose	Required
Vendor Payment Terms (see included table) *	Discounts for early payment	Display from Vendor record
Delivery County	Determine correct use tax rate in PSFT - changing the county here in buyWays does not change the taxable amount; user still needs to enter the correct amount/% on the requisition and invoice or there may be a difference in amount in buyWays and PSFT.	Yes – should default from the shopper’s User Profile. The default will be Pickens if no other county is selected. Users may change in their profile if delivery county is usually different or may change on Invoice for one time changes in county.
Final Payment	Mark if invoice is final payment to close Purchase Orders (Procurement Services will take action within 10 days). Use this to close POs and/or relieve remaining PO encumbrances if invoice/payment is final and money still remains on PO.	No

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* Vendor Payment Terms

Clemson University is offering the following payment terms to vendors for prompt payment. The days begin counting from the supplier invoice date. This count is by days including weekends and holidays.

Discount %	Days	Net Days	Description
1.5	10	30	1.5% discount if check/payment processed in 10 days; otherwise CU will pay in 30 days
1	10	30	1 % discount if check/payment processed in 10 days; otherwise CU will pay in 30 days
1	20	30	1 % discount if check/payment processed in 20 days; otherwise CU will pay in 30 days
2.5	10	30	2.5% discount if check/payment processed in 10 days; otherwise CU will pay in 30 days
2	10	30	2 % discount if check/payment processed in 10 days; otherwise CU will pay in 30 days
0	0	30	Net 30 – no discount offered
0	0	0	Rept – invoice will be paid on receipt of system processing