Note - change from previous policy is that for <=$10,000 orders, only 3 “price references” are required as a means of confirming price is fair and reasonable. 3 written quotes are no longer required. Further, sole source justifications for purchases <=$10,000, require only reasonable justification versus a detailed determination. Both changes will decrease the burden on users and Procurement in placing orders of $10,000 or less.
I am doing a general search for my items. Don’t know where I will find them.

Search results led me to catalog item(s)

Search results led me to punch-out vendor site

Search results led to a contract supplier via a non-catalog form

I found my item and can see the unit price

I have not found the item but know I can purchase from the contract vendor

I am purchasing from my favorite items

I know my supplier and they have a punch-out site

Place your keywords into the “Shop: All” search field to find out what might be available

Place favorite items into your active cart

Select the supplier punch-out site and begin your shopping

Fill out the “Clemson Form” to purchase the items you desire
None of the above met my needs

- <= $2,500
  - Is price Fair and Reasonable?
    - Y: Seek other source of supply or contact Procurement for advice
    - N: None of the above met my needs

- <= $10,000
  - Do you have 3 price references?
    - Y: Consider if Sole Source is justified or contact Procurement for advice
    - N: None of the above met my needs

- Is the vendor registered / listed as a supplier in buyWays?
  - Y: Purchases from Vendor will be limited (<3 times)
  - N: None of the above met my needs

- Vendor agreed to register online
  - Y: P-card is acceptable approach – if vendor accepts credit card charges
  - N: Contact Procurement to work with the Vendor

- Special attachments or notes are required?
  - Y: Non-catalog Form
  - N: Non-catalog Item

- Is price Fair and Reasonable?
  - N: Seek other source of supply or contact Procurement for advice

- Do you have 3 price references?
  - N: Consider if Sole Source is justified or contact Procurement for advice