



Clemson **buy** Ways
eProcurement Solution



What is it?

- One-Stop Shop Marketplace
- Available to all CU employees
- Easy login w/ your Novell userid and password
- Automated workflow

What are the benefits?

- Paperless PO processing
- Approvals and budget checking prior to placing the order
- Ability to track spend



WHAT FUNDS?

10 – 17, 19, 20, 21, 22, 23, 40's

Can I still use my p-card?

Yes, use your p-card for other transactions outside of the buyWays

PeopleSoft? Reporting? DataWareHouse?

Yes. Travel Reimbursements, Student Reimbursements, CUF & CURF transactions.



Products & Suppliers

Hosted

Punch Out

Contracts




























Forms

Use buyWays to place orders for any vendor/supplier* that you are currently doing business with.

* The supplier must be register w/ Clemson buyWays via the Vendor Portal on the Procurement Services website.

What is in it?

- Hosted Catalogs** Catalogs from pre-approved suppliers with Clemson pricing, product descriptions

Page Size 20		Total Records Found : 16			
Weight	Supplier Name ▲	Type	Preference	Weight	Supplier Name ▲
100	Beckman Coulter Inc.	 	 CAT	100	PerkinElmer Life and Analytical Sciences
100	Carolina Biological Supply Co.	 	  4 	100	QIAGEN, Inc.
100	Fisher Scientific	 	 2 	100	Sherwin-Williams
100	GE Healthcare Bio-Sciences	 	 CAT	100	Sigma Aldrich Inc
100	Graybar Electric Company	 		100	Southeastern Paper Group Inc
100	Lab Safety Supply Inc.	 	 CAT	100	Thermo Scientific
100	New England Biolabs, Inc.	 	 CAT	100	USA Scientific
100	Office Panel Systems	 		100	VWR International

● Punch-Out Suppliers

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- Supplier specific website containing Clemson pricing – maintained by the supplier
- Search for products using the specific suppliers search features
- Add products to cart and return to buyWays to check out.

Page Size <input type="text" value="20"/>		Total Records Found : 13				Page <input type="text" value="1"/> of 1		legend ?
Weight	Supplier Name ▲	Type	Preference	Weight	Supplier Name ▲	Type	Preference	
100	Apple Computer Inc			100	MSC Industrial Supply			
100	CDWG			100	Office Max Contract, Inc.(OM Workspace)		 	
100	Dell			100	Standard Register			
100	Dimension Data North America, Inc.			100	Sun Microsystems		 	
100	Grainger, Inc.			100	thatworks, LLC			
100	Hewlett-Packard Company		 	100	Young Office Environments		 	
100	Lenovo United States Inc (Lenovo Direct)							

Page Size Page of 1



What about contracts?

- One place to search all contracts available to Clemson currently over 1000 loaded into the buyWays
 - Clemson contracts
 - State Contracts
 - State IT Contracts
- Searchable by keyword, supplier and contract number
- Access to actual contract detail information
- Contact information at a glance
- Purchases where a contract associated, the PR will bypass the Procurement Department. This is buyer 45 Exemption.



What if I still can't find my product?

FORMS Allow user to select supplier other than a hosted, punch out

- Carpet Form
- Direct Payment Form– “DPV”
- Non-Catalog Form - “Requisition” – same as Non-Catalog Item
- Procurement Certification Form
- Sole Source Form
- Trade-In Form
- Vehicle Purchase
- Vendor Quote Form

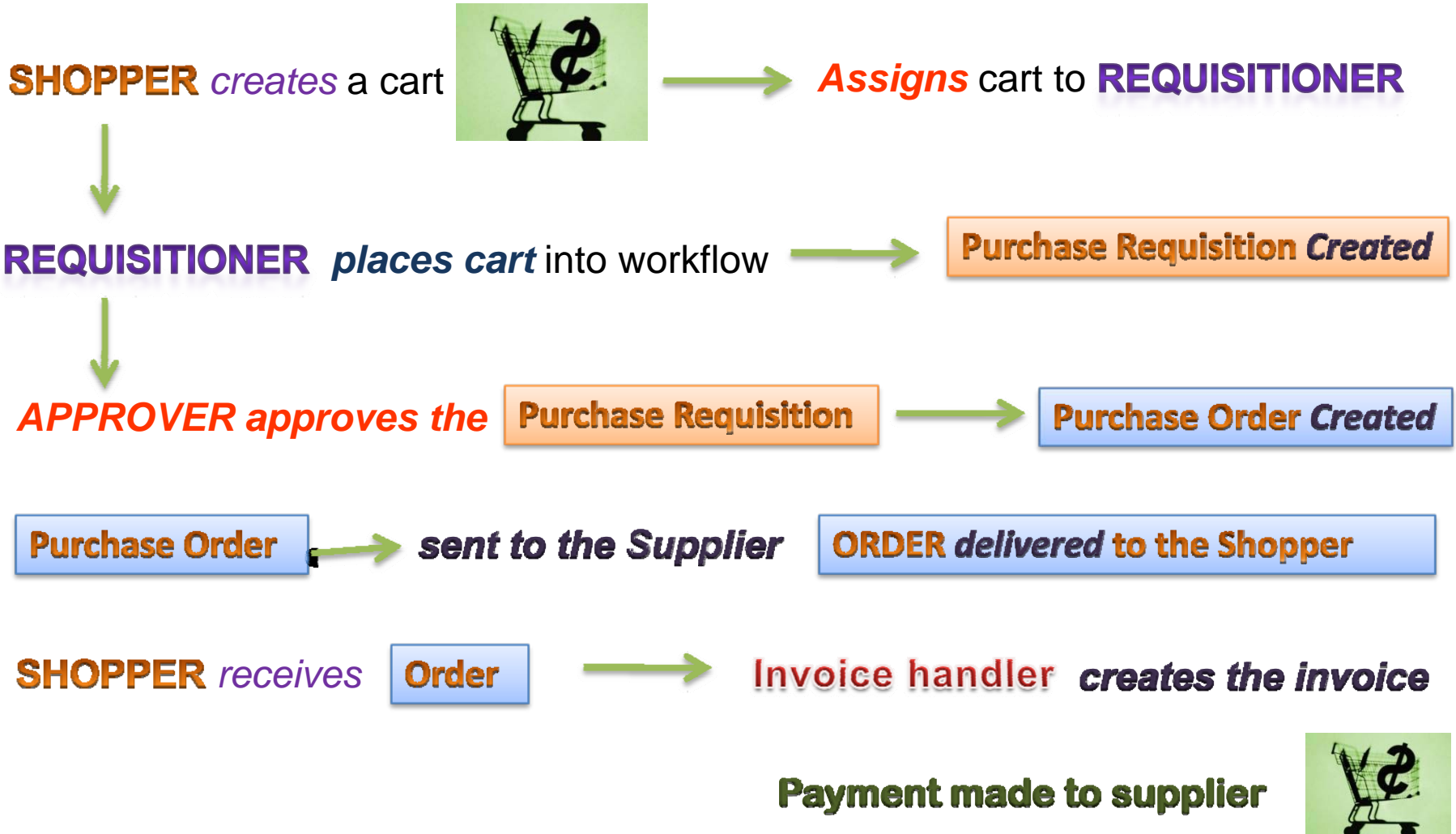
Often have additional workflow approval.



What is my Role in buyWays?

- **Shopper**
 - default role for all users
 - knows the products they need
 - knows the bill to and ship to addresses
 - creates cart and assigns cart to a requisitioner
 - can receive purchased items in buyWays
- **Approver**
 - authorizes the funds used for purchase
 - department head or designee, PI, VP or Form Approver
 - approves PR before order is placed
- **Requisitioner**
 - has shopping capabilities
 - knows more procurement policy and procedures
 - knows the expense chartfield information
 - places the order into workflow
 - i.e. department accountant
- **Invoice handler**
 - is normally the department accountant
 - can receive items
 - enters invoices

SO WHAT REALLY HAPPENS?





Who can HELP me?

- On the web: www.clemson.edu/cfo/procurement
- By email: cubuyways@clemson.edu
- Penni Douglas: penni@clemson.edu
- Sherry Williams: sherryw@clemson.edu
- **Help Desk: 656-5581**