Identify a need to purchase or pay 3rd party

Is this a Refund or reimbursement for travel only?

Y

Use Non-Supplier Payment Request in buyWays to make payment

N

Is this an item approved to be paid as a Direct Expenditure?

Y

Is supplier registered/active in buyWays?

Y

Use Direct Expenditure Request form to create and process an Invoice for direct payment

N

Invite Supplier to register. Once they have registered go to next step*

N

Order through buyWays or P-Card (<= $2,500)

Is good/service on contract / available through buyWays?

Y

Order through buyWays or P-Card (<= $2,500)

N

Is cost <= $10,000

Y

Is Price Fair and Reasonable?

Y

If Supplier is available/registered, order through buyWays otherwise use P-Card

N

Seek Other Source of Supply

Y

Is cost >= $10,000 to $25,000

Y

Do you have 3 formal quotes?

Y

If Supplier is available/registered, order through buyWays otherwise use P-Card

N

Use Clemson Forms: "Sole Source" (register supplier first if they are not already in buyWays)*

N

Send Requisition through buyWays review of justification or competitive bidding process

* See flow for Supplier Registration
I am doing a general search for my items. Don’t know where I will find them.

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

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
Place item into your cart
Select the "punch-out to supplier" link. Conduct your purchasing and return items to buyWays.

I have not found the item but know I can purchase from the contract vendor
Fill out the "I Need to Buy Something" form to purchase the items you desire

I am purchasing from my favorite items
Place favorite items into your active cart

I know my supplier and they have a punch-out site
Select the supplier punch-out site and begin your shopping

I am doing a general search for my items. Don’t know where I will find them.
Place your keywords into the "Shop: All" search field to find out what might be available

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
Place item into your cart
Select the "punch-out to supplier" link. Conduct your purchasing and return items to buyWays.

I have not found the item but know I can purchase from the contract vendor
Fill out the "I Need to Buy Something" form to purchase the items you desire

Cont. Page 2
buyWays shopping experience continued

Cont. from Page 1

Sole source justification? Y N

Is supplier registered/active in buyWays? Y N

>$10,000 Y N

Complete request to register supplier and once registered, return to this step*

Purchasing goods/service stated on a grant? Y N

Other specialty purchase: Carpet, Trade-in, Vehicle Purchase Y N

Cont. to Page 3

* See flow for Supplier Registration

Use Clemson Forms: "Procurement Certification"

Use Clemson Forms: "Sole Source" Reasonable justification required

Use Clemson Forms: "Sole Source" Detailed justification required

Use Clemson Forms: Use the appropriate Clemson form based on the commodity
Cont. from Page 2

<= $10,000

Is price Fair and Reasonable? Y N

Seek other source of supply or contact Procurement for advice

N

Do you have 3 formal quotes or other justification? Y N

Consider if Sole Source is justified or contact Procurement for advice

Y

Is the supplier registered / listed as a supplier in buyWays? Y N

P-card is acceptable approach – if supplier accepts credit card charges

N

Purchases from supplier will be limited (<3 times)

N

Will supplier register with Clemson? Y N

Contact Procurement to work with the supplier or find another source

Y

Submit request to invite supplier to register with Clemson; after they have registered and are active, proceed*

* See flow for Supplier Registration

I Need to Buy Something form in buyWays
Supplier Registration Process

You need to do business with or pay a supplier not active in buyWays

Complete and submit a Supplier Request form in buyWays

Request is Received by Procurement

Is supplier an "internally managed" supplier?

Y: Procurement works with the supplier to add or update information and make that record available in buyWays

N: Supplier receives an email inviting them to register with the University

Supplier completes registration

Supplier record is reviewed for duplication and OFAC compliance

Is supplier an foreign individual/entity?

Y: Supplier is reviewed for international tax review, which may require them to submit additional tax related documents for review

N: Supplier record is reviewed for completeness and accuracy

Supplier Accounts Payable information is reviewed and confirmed for accuracy

Supplier is activated in buyWays and available for shopping/paying