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

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

N

Is Supplier available/registered?

Y

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

N

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

Is good/service on contract / available through buyWays?

Y

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

N

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

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

N

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 Purchase Requisition through buyWays review of justification or competitive bidding process

Sole source justification?

Y

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

N

Send Purchase 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

I found my item and was directed to the supplier's punch-out site

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

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

Fill out the "I Need to Buy Something" form to purchase the items you desire

Place item into your cart

I found my item and can see the unit price

Place favorite items into your active cart

Select the supplier punch-out site and begin your shopping

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 know my supplier and they have a punch-out site

I am purchasing from my favorite items

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

I am doing a general search for my items. Don't know where I will find them.

Place favorite items into your active cart

Select the supplier punch-out site and begin your shopping

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

I found my item and was directed to the supplier's punch-out site

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

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

Fill out the "I Need to Buy Something" form to purchase the items you desire

Place item into your cart

Cont. Page 2
Cont. from Page 1

Sole source justification?

Y

Is supplier registered/active in buyWays?

Y

> $10,000

Y

Use Clemson Forms:
“Sole Source”
Detailed justification required

Y

Use Clemson Forms:
“Sole Source”
Reasonable justification required

N

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

N

Y

Purchasing goods/service stated on a grant?

Y

Use Clemson Forms:
“Procurement Certification”

N

Y

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

Y

Use Clemson Forms:
Use the appropriate Clemson form based on the commodity

N

Cont. to Page 3

* See flow for Supplier Registration
I Need to Buy Something

form in buyWays

Contact Procurement to work with the supplier or find another source

Will supplier register with Clemson?

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

Purchases from supplier will be limited (<3 times)

Consider if Sole Source is justified or contact Procurement for advice

Do you have 3 formal quotes or other justification?

Seek other source of supply or contact Procurement for advice

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

Y

N

<= $10,000

Y

N

$10,000 - $25,000

Y

N

Is price Fair and Reasonable?

N

Y

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

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

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

Contact Procurement to work with the supplier or find another source

* See flow for Supplier Registration
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?

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?

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

Y

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

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

Y

N