

Procurement and Business Services Information

CBOG November 9, 2017

This update is posted at: <http://www.clemson.edu/procurement/faculty-staff/index.html> under the [Announcements](#) section.

New Information:

- 1. Personal Communication Stipend (“cell phone”) Policy Update:** After working on a revision to the cell phone policy and being prepared to take it to ELT for approval last month, we were asked to revisit the proposed revision and to consider further simplifying the direction we are taking with the changes. Specifically the need to address whether or not non-exempt employees should be allowed to receive a stipend as well as whether or not there should be a single stipend versus the tiered levels we proposed. We are seeking further feedback on these items and/or other concerns and will discuss at CBOG.
- 2. buyWays Updates:** Throughout 2017, the Procurement and Business Service team has been working to make some big changes to buyWays that are aimed at helping get business done and reducing risk for both suppliers and University users. A few changes that we will be seeing very soon include:

a. Supplier Registration

In December 2017, PBS will start utilizing a new supplier registration process. Active suppliers will receive an invitation to update their existing registration profile. Non-active suppliers will be inactivated. Requests for new suppliers will need to be initiated by a Clemson employee via a request form in buyWays.

Supplier requests will be reviewed by Clemson’s supplier onboarding team. If selected to provide goods and services to Clemson, the Supplier will receive an invitation to complete a full profile.

It is important to understand that this process WILL result in slower supplier onboarding. There will be no more requests to add a supplier and make a payment immediately. While we strive to be lean and make processes faster, the risks we face in this day and age of fraud are such that Clemson must address these threats in a manner to ensure we are being responsible with our financial transactions. This requires additional steps to onboard a supplier versus how we have handled this process in the past.

b. Updates to Payment Policy

In an effort to follow best industry practices, protect the University from risk, and reduce costs we are working through a conversion for all payments to be made through an electronic means. Suppliers will be directed to sign up for one of two electronic payment methods offered through BOA. Paymode, which is our current electronic payment method for businesses or TigerPAY, which send funds electronically to individual consumers. Checks will be limited and only issued in rare instances. We are currently implementing TigerPAY and expect it to be completed and in place when the new Supplier Registration process goes live mid-December. All payment information will reside with BOA and not Clemson.

c. Change Order Policy

As a future enhancement, we are finalizing the details for a process that will allow Requisitioners to request/make changes to open POs. Previously, making a change to a PO for price, address, account code, etc... required for the original PO to be canceled and a new requisition and PO to be processed. This has been a hassle for everyone and we have taken this feedback to our supplier who is working with us on a new process. We aim to launch this new functionality in early 2018.

d. PayPaw

You have already seen some changes implemented this year as they relate to PayPaw – our initiative to issue POs and place orders for good and services versus past processes of simply trying to pay invoices after the fact when no PO exists. buyWays is a PURCHASING system – not a payment system, and it works much better when you issue POs and allow invoices to pay against those POs. Earlier in 2017, we changed the default Bill To addresses to a central address on campus where paper invoices are scanned and loaded into buyWays automatically. In the next few months, we will be making additional changes to buyWays forms, workflow and policy that will move Clemson closer to a true No-PO, No Pay environment (a very common business practice outside of Clemson!).