

Procurement and Business Services Information

CBOG November 14, 2019

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

- No PO, No Pay:** Since the beginning of No PO, NO Pay (March to October) there have been 51,243 Invoices. Of those 3.5% or 1,794 Orders have been placed using the Unauthorized Commitment Form. This number should be ~10% higher including an additional 4,869 transactions have been identified as users circumventing the correct process. Overall that means we have gone from about 40%+ of transactions without POs to about 13%, which is great, but we need to use the correct process for those 13% to help further decrease this number. The following table summarizes by budget center who is following the policy and who is not. For data for each of your Budget Centers or Department please send an email to supplier@clemson.edu requesting data related to Proper Form Usage.

Budget Center	Improper Form Used	Proper Form Used
RES	735	32
CAFLS	677	357
ATH	666	494
STUD	613	58
COES	434	124
SOE	296	62
AAH	250	34
PROV	236	160
FIN	162	42
PRES	125	9
DCIT	103	21
SCI	98	40
BPA	86	37
CAMP	76	7
UTIL	68	
HEHD	67	86
PSAG	61	29
A+A	39	8
CABS	22	
ECDEV	21	8
OLD	17	5
LBRY	15	4
SEC	2	2
FAC		175
Grand Total	4869	1794

- Amazon Smile:** We recently were made aware that Amazon makes their “[Smile](#)” charitable donation program available through our business account, similar to how it works for a personal Amazon

account. We are still working to understand the risks and implications of this for the University. While Clemson is not making charitable donations ourselves through this program (which would not be allowed), there is gray area at best related to the legalities of an employee designating a charity for Amazon to give to through the Smile program based on a business purchase. ***Therefore effective immediately no Clemson employee making Amazon Business purchases may choose to use the Smile program.*** This message is also being shared with p-card holders who primarily have the Amazon Business account.

3. **End of Year Holiday Schedule / Payment Schedule:** With the way the calendar falls this year, while there will be a couple of working days after the Christmas break before New Years, PBS will have a very limited staff those days. Contracts, purchases, payments and any other procurement matters should be planned to be resolved prior to the Christmas break – do not plan on having full support on 12/30 or 12/31. There will be no payments processed the week of December 23rd. The week of the 30th, all payments will be processed on Monday the 30th and Thursday the 2nd.
4. **buyWays Update:** buyWays went through a release to version 19.3 last weekend (11/9.) As a result of this release, some user interface pieces were changed. Some of these changes involved search functions, user profiles, and some default settings. Most of these were available for the past year as an option that users could have started transitioning to at their convenience, however we did not do a great job of communicating information about the change coming with this release, which caught people by surprise. We apologize for this, the changes with this release are positive and we are working on providing updated training and communications to share with campus to highlight the changes.
5. **Supplier Registration UPDATE:** Since supplier registration started in 2018, we have registered over 8,100 suppliers - ~5,600 in the first year and ~2,500 2019 YTD. We believe we are reaching a steady state of about 70 requests per week, *which still seems high*. The top issues we continue to see:
 - Suppliers provide incorrect Payment Information. We still have two systems/steps – buyWays and Bank of America which leads to confusion.
 - Suppliers not receiving the invitation email or they forward it to someone else.
 - Suppliers are requested to register, they complete registration, but no one ever uses them.

What's next - In order to satisfy a recent Federal audit finding and to remain compliant with Federal Regulations, laws and policies, we recently implemented further enhanced vetting steps using the Internal Revenue Services (IRS) and the Visual Compliance (VC) tool. This enhanced vetting will allow Clemson to more accurately prepare required tax documents, adhere to federal laws regarding debarment/excluded parties and further reduce the risk of fraud which is frequently executed thru supplier records.

With the rollout of these tools to scrub our existing supplier list, we have identified ~800 suppliers that registered with us but had potential issues that we did not catch in initial vetting with their name, TID, or some other information they provided. Our team will be working with them over the coming months to correct their info. In Jan/Feb, those that have not corrected this information may face suspension. We will communicate further with campus, and with suppliers, before we plan any suspensions, but wanted to make you aware of this effort in case you hear chatter from suppliers.