

# Procurement and Business Services Information

## CBOG September 13, 2018

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

- 1. Supplier Registration UPDATE:** Procurement and Business Services is aiming to complete the implementation of the new Supplier Registration process this December by inactivating suppliers in our system that have not completed the registration process. Last December we left a lot of suppliers active when we did our initial inactivation, but to complete our goal of having only registered suppliers in our system, we will be inactivating any supplier not registered with us on December 10<sup>th</sup>. A message was sent to all buyWays users on September 12<sup>th</sup> with additional details about the list of suppliers that are set to be inactivated. You can review the list which is posted in buyWays. We are aiming to minimize any disruption by providing this notice 3 months out and our office will continue to work with key suppliers. You can help out by contacting your suppliers and communicating they will no longer be able to receive orders or be paid by Clemson after December 10<sup>th</sup> if they do not complete the registration process. As a reminder, this initiative is as much for them as it is for us in ensuring timely, accurate orders and payments and reduction in potential fraud.

We ask for your continued, positive support as we work with suppliers to complete this project. If a supplier contacts you and requires help, please direct them to the Supplier Registration team at [supplier@clemson.edu](mailto:supplier@clemson.edu) or 864-656-6179.

- 2. Non-Supplier Payment Request Process:** We have “soft launched” a new process that will allow users to enter a request to create a “supplier” record in the system for non-suppliers so that these entities/individuals do not have to register with us but we can still make a payment to them. After they are in the system, the new process will allow for a simple payment entry process (no requisition-receipt-invoice required). The key is there are only certain types of situations that fall in this category – we are starting with refunds (true refunds where we are holding someone else’s money and need to give it back to them) and candidate travel reimbursements. The process is live and a few areas have been trained to use it. Within the next month we will provide training and announce the new process for everyone to begin utilizing.
- 3. No PO – No Pay Policy:** It’s coming... we are putting finishing touches on a change order process in buyWays that will be the final piece of a long journey that will allow us to put this policy in place (PO/invoice tolerances, invoicing workflow, supplier registration, non-supplier payment request). The goal is to issue a policy effective January 1<sup>st</sup> that says except for true payments that don’t require a PO (utility bills, refunds, etc...) Clemson will not pay invoices that do not reference a PO # - POs will need to be issued when something is ordered, not after the fact. More to come!