

Procurement and Business Services Information

CBOG October 14, 2021

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

- 1. FYE Reminders:** Procurement shared some new fiscal year reminders and helpful tips back on August 27th – sent primarily to CBOG and posted on our website. We are hearing a lot of admin type folks have never seen this. Please share this with the folks in your colleges or divisions. This is great info for anyone that deals at all with Procurement - <https://www.clemson.edu/procurement/documents/fye-start-reminders.pdf>
- 2. Travel Program Update:** We continue to work behind the scenes on our travel and expense program. In the next few days, we will be sharing some initial info to campus about the project and will be seeking volunteers to help provide end user input. Please be on the lookout for more information coming very soon.
- 3. buyWays Tax Errors:** Procurement has been monitoring invoices for the past months after noticing a technical issue where tax was captured (and approvers approved the tax) in the header and the line. Now that the problem has been patched, we plan to remove ourselves from the invoice workflow next month. Reach out to buyWays@clemson.edu if you are interested in a training session to review processing invoices.
- 4. Small Catering:** Last year when limited folks were here on campus, we rolled out our new Small Catering Engagement program. Now that folks are back on campus and catering is back in full swing, be sure to review info on the new program – what you can and can't do, caters you can use, when you can use them, how you can help other caterers become approved, etc... <https://www.clemson.edu/procurement/faculty-staff/small-catering-engagements---campus-customer.html>. Check out the “Decision Tree” link at the bottom that can help guide you in what is and is not allowed when it comes to catering based on source of money, locations, attendees, etc...
- 5. Supplier Records Management Updates:** We are now several years into our effort to have all suppliers we do business with register with us. We have begun the routine effort to maintain an accurate and updated database by asking suppliers to update their info. This is required to ensure POs go where they need to, and suppliers are able to get paid the way they want. We have also started inactivating suppliers that have not had any business with Clemson in the past 24 months. If we should need to use someone that has registered but been turned off due to inactivity, it is a simple request to register a supplier and they will merely have to confirm the info they previously supplied to be reactivated – as easy as possible. Finally, note that existing suppliers are the only ones that can update their information. Do NOT call our office asking to change a supplier email or fax # or other info. One main reason we have the system and process we have is so that suppliers can manage their information and make changes when necessary.