

















Settlement Information and Nuances



Summary - Clemson invoicing Status by Supplier ⁱ

Updated – 4/2014

	Supplier Name	Orders via punch out or hosted catalog	Orders via non catalog item or Clemson form	Credit Memo(s)	Supplier Contacts
	Apple Computer	Electronic	Paper Invoice	Request Refund Check	Ross Hooks – rhooks@apple.com
	CDWG	Electronic – most Clemson Accounts	Paper Invoice	Request Refund Check	Joe Hampton - joeham@cdw.com 877-500-2985
	Dell	Electronic	Electronic	Electronic	Ekta Chatterjee - ekta_chatterjee@dell.com HELP DESK - us_premier_b2b_support@dell.com
	Fastenal	Electronic	Electronic	Electronic	Matt Rolfe – mrolfe@fastenal.com
	Fisher Scientific	Electronic	Paper Invoice	Electronic	Bryan Hall – bryan.hall@thermofisher.com Customer Care - Fisher.Support@thermofisher.com
	Grainger	Electronic	Electronic	Electronic	Andrea Hamby - andrea.hamby@grainger.com Fin Svcs (888)-800-5891 CU account # 827148891
	Graybar Electric	Electronic	Electronic	Request Refund Check	Alexis Dickerson – alexis.dickerson@graybar.com
	Life Technologies	Electronic	Electronic	Electronic	Emily Fretts - emily.fretts@lifetech.com
	MSC Industrial Inc	Electronic	Electronic	Request Refund Check	Bobby Breedlove - BreedloB@mscdirect.com
	National Gift Card	Electronic	N/A	Electronic	Nancy Knutsen - nancy@ngc-group.com
	Newark Electronics	Electronic	Electronic	Electronic	Traci Rutherford – trutherford@newark.com
	Office Max Contract, Inc	Electronic	Electronic	Electronic	Amy Kessler - amykessler@officemax.com
	Quality Office Products	Electronic	Paper/Electronic	Request Refund Check	Charles Durham - charles@goproducts.com
	RICOH (Campus Print)	Electronic	Paper	Request Refund Check	John Gilbert – johngil@clemson.edu
	SHI International	Electronic	Paper	Request Refund Check	Orlinda Rose – orlinda_rose@shi.com
	Sigma-Aldrich Inc	Electronic – IF PO sent CXML	Paper	Request Refund Check	Michele Karraker - Michele.Karraker@sial.com

Settlement Information and Nuances

	SKC Communicaton	Electronic	Electronic	Electronic	Frankie Lyles – Frankie.lyles@skccom.com Acct Rcvble Rebeka Graham – rebeka.graham@skccom.com
	Staples	Electronic	Paper	Electronic	Brent Hovis – brent_hovis@staples.com Billing issues - CollectorSupport@Staples.com CU Acct No.: 1026230ATL
	Troxell Communications	Electronic	Paper	Request Refund Check	William Jacocks - william.jacocks@trox.com
	VWR International	Electronic	Paper	Electronic	John Herczogh – john_herczogh@vwr.com Accnts Rcvble - Madhvi_ramgoolan@vwr.com
	All Other Suppliers	Paper	Paper	Request Refund Check	Contact Supplier Customer Support Directly or email cubuyWays@clemsun.edu

	Invoice Supplier - electronic invoices for catalog/punch out orders only .
	Invoice Supplier - all electronic invoices (including credit memos) for all orders placed in buyWays.

Noteworthy

- Before entering any receipts or invoices, always review the PO history for existing receipts and invoices.
- This will eliminate match failures and potential duplication of both receipts and invoices.

Receiving Your Order

- A receipt must be created for **ALL** orders in buyWays.
- Receipts are not based on supplier, but must be done for all orders.
- Review the receipt policy available by [clicking here](#).

Invoicing Your Order

- Some suppliers send electronic invoices to buyWays as listed in the table on pg 1.
- A link to this list of suppliers may be found on the home page of buyWays, under “Suppliers/ Ordering/ Invoices/ Receipts”, under “CXML Invoice Suppliers Defined” The link is: <http://www.clemson.edu/cfo/procurement/buyways.html>.
- For any supplier not listed under CXML Invoice suppliers, an invoice handler must create an invoice in buyWays.
- Credits Memos [see new policy](#) eff. 4/2012 – Request a refund check from any supplier other than the electronic suppliers. Manual credits are not to be completed in buyWays.

Payment Inquiry

- Purchasing Card may not be used to pay for orders placed in buyWays.
- You must do a receipt and an invoice (if not electronically submitted), and once those match, then the supplier will be paid.
- Payment information is displayed on the invoice.
 - 1) Search for the PO in question.

Settlement Information and Nuances

- 2) When you have opened the PO, select the invoices tab. The invoice status shows whether it is payable, in process, or paid.
- 3) Click on the invoice number and review the Payment Information section on the Invoice Summary tab.

Taxes ⁱⁱ

- Most purchases are taxable unless R&D exemption applies. [Click here](#) to review additional tax information.
 - Installation stated as a separate line item is non-taxable.
 - Labor is non-taxable when the labor is stated as a separate line item from the parts.
 - Maintenance and warranty agreements are taxable.
 - CXML suppliers should collect sales tax.
 - All purchase orders should state the correct tax amount and type, Sales or Use Tax
- 1) Sales tax is when a supplier collects the tax and pays the SC Dept of Revenue
 - 2) Use tax is when an out-of-state supplier does not collect the sales tax; but the item/service is taxable.
 - 3) Use tax is charged to the department then paid to the SC Dept of Revenue monthly.

Freight

- Do not pay freight on state contract items ordered unless special delivery is requested. Freight has been negotiated by the state in the contract pricing.
- Freight is taxable.

ⁱ eInvoice Supplier table is a work-in-progress. Continue to check buyWays for updates.

ⁱⁱ SC Dept of Revenue - <http://www.sctax.org/NR/rdonlyres/E0D5F255-3887-481B-B9B6-DB68460D9574/0/Chapter23FrequentlyAskedQuestions.pdf>