



Settlement Information and Nuances



Summary - Clemson Invoicing Status by Supplier ⁱ

Updated – 11/2015

| | 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 |
|  | 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 | Brock Stevens – Christopher.stevens@grainger.com Fin Svcs (888)-800-5891 CU account # 827148891 |
|  | Graybar Electric | Electronic | Electronic | Request Refund Check | Alexis Dickerson – alexis.dickerson@graybar.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 |
| | NewEgg Business | Electronic | Electronic | Electronic | Patrick Lam - Patrick.C.Lam@NeweggBusiness.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 |
|  | SKC Communicaton | Electronic | Electronic | Electronic | Acct Rcvble Rebeka Graham – rebeka.graham@skccom.com |
|  | Staples | Electronic | Paper | Electronic | Pam Richmond – pam.richmond@staples.com Billing issues - CollectorSupport@Staples.com CU Acct No.: 1026230ATL |

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|--|------------------------|------------|-------|----------------------|--|
|  | 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@clemsn.edu |

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|--|--|
|  | 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.
- 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.
 - 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.

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- 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>