

Procurement and Business Services Information

CBOG November 18, 2020

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

- 1. Mail/Package Deliveries Post-Thanksgiving:** We've had challenges since the Spring when remote work began as we transitioned back and forth from mail and package deliveries to no deliveries and then back to making deliveries. In order to make this transition period after Thanksgiving easier, we have confirmed that Mail Service, UPS, FEDEX and Staples delivery personnel all have CUID cards that will grant them access to buildings during normal business hours on days the University is open. On days the University is closed for business, their cards will not work to get access to buildings so no deliveries will be scheduled. Their access will only get them into the buildings themselves, so if you have certain areas inside the building locked down, departments are responsible for coordinating with their BSC to grant access beyond that or to make arrangements with the delivery personnel on how to handle mail and deliveries. These services will NOT be holding mail and packages centrally, so make plans in advance – or consider holding off on ordering items if no one is here to receive them!
- 2. PaperCut Print Server:** PaperCut has replaced iPrint as Clemson University's new print server providing more security, sustainability, trackable printing and copying, Scan-To-Me, Find-Me printing, Mobility printing and Web Print. Here is link to a 2-minute video demonstrating the Ricoh Copier interface with PaperCut. See here for more information about what this means to you - <https://ccit.clemson.edu/support/kb/?id=1926>. Some of your Ricoh devices may need to have their card readers upgraded and set up to work properly and take advantage of all the features and controls offered by Papercut. If you have questions or need help with that, please contact the PrintSmart team - <https://www.clemson.edu/campus-life/campus-services/print-smart/>
- 3. PPE:** Given the way the fall semester played out with students and employees on campus, we currently have a good supply of PPE and cleaning supplies on hand. Please start considering your needs for the spring and place orders through the PPE store now so you can have what you need on hand for January and you can help us move some of our inventory. We are also going to be looking to make additional cloth masks available for request. We have extras due to not every student claiming their two masks, so are working through a process to offer masks to priority areas after which we will open up the ability to allow requests to come through the PPE store while supplies last. We plan to notify CBOG when those are available in the store. Please help us communicate that when they are available, the intent is to get masks to people that really need it – not to ask for 200 to hoard them or give out to people's families or sell on ebay!
- 4. Travel:** Travel restrictions remain in place for the Spring semester. Following guidance from this past year, travel is not allowed unless approved per the High Risk Travel Policy. In short, that policy says department heads and Deans/VPs may approve domestic travel if it is deemed essential. Essential international travel must be approved by Office of Global Engagement and then follow the approvals required in the policy. All travel must go thru Christopherson Business Travel so if changes need to be made or any emergencies occur, we can more easily react. "Local" travel, where only a car and hotel would be involved, we are considering NOT having to go thru Christopherson and will make that change in the guidance soon.
- 5. Supplier Record Deactivation:** Between 2017 and 2020 we have registered approximately 10000 suppliers in BuyWays (e-procurement and payment system). Many of those were never used meaning we did not contract with or buy anything from these suppliers. On December 11, 2020 we will be deactivating any records that have no spend for 1 year or more. If these suppliers should be

needed in the future, we can re-invite so that they can update/verify the information that currently exist in their record.

- 6. Small Catering Engagements:** We have been working closely with Aramark to develop clear guidance in connecting the Small Catering Engagements and Aramark's Catering services that are offered to the University. Under the new Aramark contract, campus is able to go to non-Aramark options without getting an exception for events <\$1000. PBS has a list of approved caterers who have agreed to the terms and conditions in our written contract which was distributed in September. More info coming out on catering in the coming weeks as we will look to implement this new guidelines starting in January.