Beginning 7/1/2020, RICOH was awarded the Clemson Employee Badge Contract 127178576. New badge orders can be placed using the RICOH punch-out. In order to provide seamless reliability, Procurement and Business Services worked with the supplier to ensure all badge orders are invoiced electronically. Please remember that a receipt is always necessary to complete the Procurement Cycle. You should be performing the same steps on receipting as you do on Staples orders/ invoices. Below are steps for a reference guide to follow when ordering badges from RICOH.

Step 1). On the buyWays shopping homepage locate the RICOH Service Center: Badges, Business Cards, MFD & Printer Orders

1.1). Click on the RICOH Online & @Dillard Bldg punch-out icon.

Step 2). Click Go under Name Badge. You have two choices of badges to choose form.

2.1). Select Click Here on the badge you wish to purchase.

2.2). Read the instructions and fill in First Name, Last Name, Title, and Department Name fields. There is an additional field.

2.3). Click Update Preview to refresh the image.
2.4). Click **Add to Cart**

Step 3). Before the **Final Review**, update **Clemson Name Badge** to the name entered in Step 2.

3.1). Select the Pencil. Enter the First and Last Name that will appear on the badge. Click **Update**

Step 4). Click **Click for Final Review**

4.1). Click **Place Order**

4.2). Click **Return Cart to Procurement System**

**Click button to submit requisition to BuyWays**

You must click the button below which will return you to BuyWays and submit the order for approval. If your order is approved, you will receive a notification email and your order will be forwarded to the print center for fulfillment.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item / Form #</th>
<th>Workgroup / Folder</th>
<th>Price Each</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clemson Name Badge (Card Merge)</td>
<td>shopper</td>
<td>$6.00000</td>
<td>$6.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>default</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                      | Tax Total | $0.42 |
|                      | Total Price | $6.42 |
Step 5). Change Contract of line item inside of buyWays.

5.1). Check the box next to the line item and select **Remove Contract from selected lines**

5.2). Select choose contract...

5.3). Choose the **127178576 (Clemson Employee Badges)** option
5.4). Finally **Proceed To Checkout** or **Assign Cart to Requisitioner**

```
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subtotal</strong></td>
<td>6.00</td>
</tr>
<tr>
<td><strong>Sales Tax</strong></td>
<td>0.42</td>
</tr>
<tr>
<td><strong>Use Tax</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Shipping</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Handling</strong></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Estimate (6.42 USD)</strong></td>
<td>6.42</td>
</tr>
</tbody>
</table>
```

**PROCEED TO CHECKOUT**

**ASSIGN CART TO REQUISITIONER**

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**Step 6). Invoice Processing.** RICOH invoices for badges electronically. No manual approval steps. A receipt is necessary as defined in the [Procurement Policy](#).
Additional Resource Links

- Reviewing the Procurement Guidelines
- Reviewing How-to-buy
- Why Use buyWays
- What is Supplier Registration
- Procurement Announcements
- Frequently Asked Questions

Approved by:
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