

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.

127178576

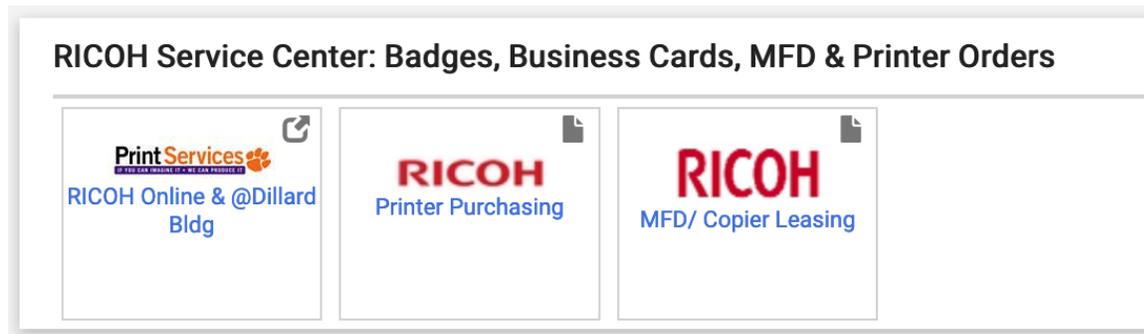
Clemson Employee Badges

Supplier: [Ricoh USA, Inc \(Campus PRINT Shop & Mail Services\)](#) Start Date: 3/1/2020 Version Type: Original
 Contract Type: Clemson Contracts End Date: 2/2/2021 Renewal No.: 0
 Active for Shopping: Yes

[Open Summary](#)

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 from.

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

	<p>Clemson Name Badge.pdf</p> <p>Located in Clemson Stationery - Letterhead, Notepads, Note Cards / Name Tags</p>	<p>\$6.00 or less</p> <p>Click Here</p>
	<p>Clemson Paw Name Badge.pdf</p> <p>Located in Clemson Stationery - Letterhead, Notepads, Note Cards / Name Tags</p>	<p>\$6.00 or less</p> <p>Click Here</p>

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

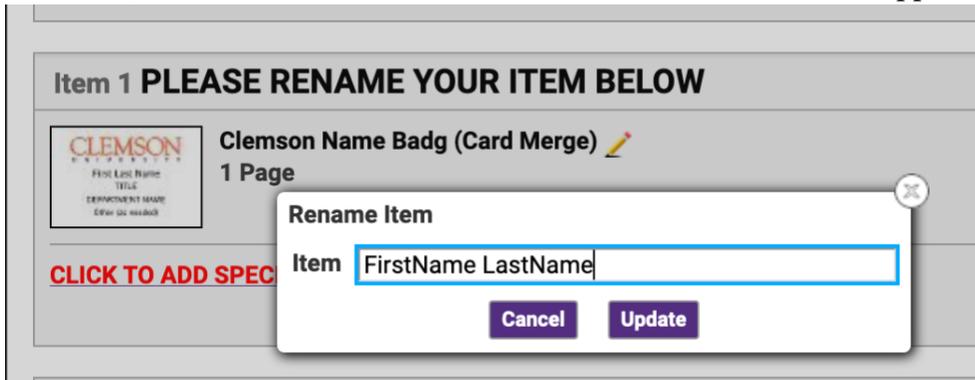
2.3). Click **Update Preview** to refresh the image.



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.

Order Summary				
Return Cart to Procurement System				
Qty	Item / Form #	Workgroup / Folder	Price Each	Extended Cost
1	Clemson Name Badg (Card Merge)	shopper default	\$6.00000	\$6.00
			<i>Tax Total</i>	\$0.42
			<i>Total Price</i>	\$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**

The screenshot shows a shopping cart with one item selected. The item is from 'Ricoh USA, Inc (Campus PRINT Shop & Mail Services)'. The item name is 'FIRST NAME LAST' with a quantity of 1. The current contract is '127178576 (Clemson Employee Badges)'. A dropdown menu titled 'ACTIONS FOR 1 SELECTED ITEMS' is open, showing options: 'Move to Another Cart', 'Add to Draft Cart or Pending PR/PO', 'Add to Favorites', 'Remove Selected Items', and 'Remove Contract from Selected Lines'.

5.2). Select **choose contract...**

The screenshot shows the same line item as in the previous step. The contract field now displays 'choose contract...' instead of the previous contract number.

5.3). Choose the **127178576 (Clemson Employee Badges)** option

Step 2: Select a Contract

The screenshot shows a dropdown menu for selecting a contract. The options are: 'No Contract', '102233551 (Printing of Letterhead, Business Cards, Envelopes, Note Cards)', '127178576 (Clemson Employee Badges)', '71335492 (Mail Service)', '71335492a (On-Campus Print Shop)', and '71335492b (Business Process Improvement)'. The '127178576 (Clemson Employee Badges)' option is highlighted.

5.4). Finally **Proceed To Checkout** or **Assign Cart to Requisitioner**

Estimate (6.42 USD)		▼
Subtotal		6.00
Sales Tax		0.42
Use Tax		0.00
Shipping		0.00
Handling		0.00
		6.42

PROCEED TO CHECKOUT

ASSIGN CART TO REQUISITIONER

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

1 EA	6.00	✎
3551 more info...		
ding		<i>no value</i>
Attachments		ADD
Shipping & handling		
From header		Line-level
0.00 USD		0.00 US
0.42 USD		0.00 US

What's next? ▼

Workflow

Show skipped steps

↓ **Submitted**
6/18/2020 10:26 AM

↓ **Hold For Receipts**
Bypassed

↓ **OK to Pay**
Bypassed

■ **Completed**
6/18/2020 10:30 AM

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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