Procurement and Business Services Information
CBOG February 13, 2020

This update is posted at: http://www.clemson.edu/procurement/faculty-staff/index.html *under the* **Announcements** *section.*

1. **No PO, No Pay:**   Since the beginning of No PO, NO Pay last March (almost a full year), we have processed 75,626 invoices. Of those 3% or 2,299 invoices have been processed using the Unauthorized Commitment Form (trending down from November report) and this is great. However, as discussed in November, there are still many users not using the proper form (total of 7,975 invoices that were processed by people circumventing the correct process) which brings the true % of after the fact invoices to ~13%. Again, overall the trend is positive (~40% down to 13% is great) and we are doing the right thing in general with No PO, NO Pay, but we need your help getting folks to follow the right process and clean up that small group not doing the right thing AND focus on the 13% that is after the fact in general. By the end of the month, our team will be sharing with each budget center the compliance report and detailed data for their areas showing where improvements can be made.

2. **TIN Match:** Clemson University is now using enhanced vetting services thru the Internal Revenue Services (IRS). This enhanced vetting will allow Clemson to more accurately prepare required tax documents, adhere to federal laws and further reduce the risk of fraud which is frequently executed thru supplier records.

3. **Mail Permit Policy:** A Clemson University Mail Permit Policy is being finalized that will aim to reduce fraud and improve Clemson University's mail distribution services. Clemson University Mail Services maintains mailing permits, issued by the United States Postal Service for processing various classes of mail. Over the past few years the permit accounts have been repeatedly depleted by unauthorized users. This in turn has caused delivery failures of scheduled mail. ***Only Clemson University Mail services is authorized to use Clemson University Mail Permits***. If you choose to use a supplier other than the Clemson University Print shop they must pay for postage as a part of your print job. For more information on the policy please contact Campus Mail Services or visit https://www.clemson.edu/campus-life/campus-services/print-smart/mail-services/

4. **buyWays Updates/Training Coming Soon:** The next change to the buyWays User Experience that will take place on April 6th when the next release of buyWays goes live. The system will look different! PBS is working on some training and communications that we will have out in early March. Anyone that needs buyWays training related to the system changes or just training in general, can contact Justin Parker at jparke5@clemson.edu and he can set up whatever training would be helpful.

   Also, we are working on a new buyWays/Procurement training program that will be tied to obtaining access to different roles and permissions in buyWays. More to come on this, but be prepared for our "Get Training, Get Access" initiative which we feel will greatly improve the ability of users to accomplish tasks in buyWays.

5. **FLEET MANAGEMENT:** We are assisting the State Fleet Management (SFM) on their vehicle lease & maintenance database to properly align their billing and our timely payments to the SC Dept of Admin and suppliers. Ultimately, fiscal year length purchase orders should be cut and monthly / quarterly invoices will be paid against them. This fits the "No PO, No Pay" mantra and ensures transactions are valid prior to disbursement. Look for more details coming as we continue the cleanup and improve how we conduct business with SFM.