Procurement and Business Services Information
CBOG February 9, 2017

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

<u>**New Information:**</u>

1. **Procurement and Business Services 2017 Initiatives:** As recently shared thru in Inside Clemson, Procurement and Business Services will be rolling out several campus-wide initiatives in 2017 aimed to improve our services and better meet the needs of our customers. These include:

   a. Inbound Freight - Clemson has contracted with Vantage Point Logistics (VPL) to provide an Inbound Freight Service. The key objective of this program is to reduce the costs of inbound freight on University purchases. While many of our purchases include freight in the unit price, far more suppliers arrange for and charge us separate S&H charges. VPL will serve as a third party intermediary between the University, FedEx and our suppliers to reduce our freight costs delivering savings directly to the end users / budget holders. This program goes live on February 15th, so please visit our Inbound Freight website for more information.

   b. PayPaw – a new and improved system and procedure for processing invoices at Clemson. Originally begun as "Core AP", PayPaw reflects a simplification in approach aimed at automating invoices received for POs issued by the University. The goal being to create more "eInvoices" where users never have to worry about receiving and processing invoices – they more or less just show up in buyWays. Look for a lot more detail on this program to include more specific overviews of the program and end user specific training as we aim to roll this out completely by this Summer.

   c. WORKS P-Card System - Bank of America offers an online software solution for managing our P-Card transactions that we are exploring the possibility of implementing. The system helps Clemson manage the P-Card program using a web-based platform that provides greater transparency and flexibility for P-Card holders and liaisons. Some possible features include reconciling directly in WORKS, receipt storage, and online card application. More information to come on this program.

2. **R&D Form Requirements:** Procurement and Business Services has updated the requirements for the Research & Development Tax Exemption in buyWays due to new guidance from the State of SC DOR. If you are purchasing equipment that qualifies for an R&D tax exemption, in addition to checking the R&D Exempt box, you must also add an internal note giving a brief description of the R&D activity for which the equipment will be used. When using buyWays, we continue to reiterate that you do NOT need to complete and sign any separate paperwork. However, you must utilize the separate R&D exemption form if claiming the exemption for a p-card purchase – see the Taxes and IRS Information website if you need additional information. If you have questions, please email cubuyWays@clemson.edu, call the buyWays help desk at 864-656-5581 or click on the Ask Procurement button on our home page.

3. **Travel Updates:** As we continue to focus on improving the employee travel experience through recent implementations such as my.clemson application for reimbursement and the Christopherson Business Travel contract that brought us Concur to manage travel reservations, we are going to begin exploring using the my.clemson application for international travel. If any users have suggestions, request, or would like more information about this initiative, please contact Scott Pigeon at jpigeon@clemson.edu.

4. **Personal Communication Stipend ("cell phone") Policy Discussion:** As shared in an earlier email with CBOG, Procurement and Business Services is leading an effort to review the Personal Communications Stipend Policy and update the policy and/or procedure as needed. There has been feedback and questions on whether the stipend policy is really the best option going forward from a cost effectiveness standpoint; does the policy address today's technology; is the stipend being abused and not being used for communication devices; does the stipend negatively impact the management of actual data usages and University data policies. CBOG will discuss these questions and others in an attempt to lead the direction of the work on the policy review.