Identify a need to purchase or pay 3rd party

Is this a Refund or reimbursement for travel only?

Y

Use Non-Supplier Payment Request in buyWays to make payment

N

Is this an item approved to be paid as a Direct Expenditure?

Y

Is supplier registered/active in buyWays?

Y

Use Direct Expenditure Request form to create and process an Invoice for direct payment

N

Invite Supplier to register. Once they have registered go to next step*

N

Order through buyWays or P-Card (<= $2,500)

Is good/service on contract / available through buyWays?

Y

Is cost <= $2,500

Y

Is Price Fair and Reasonable?

Y

If Supplier is available/registered, order through buyWays otherwise use P-Card

N

Seek Other Source of Supply

Y

If Supplier is available/registered, order through buyWays otherwise use P-Card

N

Use Clemson Forms: "Sole Source" (register supplier first if they are not already in buyWays) *

N

Send Purchase Requisition through buyWays for competitive bidding

* See flow for Supplier Registration

Is cost <= $10,000

Y

Do you have 3 price references?

Y

Sole source justification?

Y

Use Clemson Forms: "Sole Source" (register supplier first if they are not already in buyWays) *

N

Send Purchase Requisition through buyWays for competitive bidding

N

If Supplier is available/registered, order through buyWays otherwise use P-Card
I am doing a general search for my items. Don't know where I will find them.

Place your keywords into the “Shop: All” search field to find out what might be available.

Search results led me to catalog item(s)

I found my item and can see the unit price

Place item into your cart

Y

Search results led me to punch-out vendor site

Select the supplier punch-out site and begin your shopping

Search results led to punch-out vendor site

I found my item and was directed to the supplier’s punch-out site

Select the “punch-out to supplier” link. Conduct your purchasing and return items to buyWays.

I have not found the item but know I can purchase from the contract vendor

Fill out the “I Need to Buy Something” form to purchase the items you desire

Y

I know my supplier and they have a punch-out site

Select the supplier punch-out site and begin your shopping

Place your keywords into the “Shop: All” search field to find out what might be available.

Search results led to a contract supplier via a non-catalog form

I have not found the item but know I can purchase from the contract vendor

I found my item and can see the unit price

Place item into your cart

Y

I am purchasing from my favorite items

Place favorite items into your active cart

Y

I am doing a general search for my items. Don't know where I will find them.

Place your keywords into the “Shop: All” search field to find out what might be available.

Search results led me to catalog item(s)

I found my item and can see the unit price

Place item into your cart

N

I know my supplier and they have a punch-out site

Select the supplier punch-out site and begin your shopping

Place your keywords into the “Shop: All” search field to find out what might be available.

Search results led me to punch-out vendor site

I found my item and was directed to the supplier’s punch-out site

Select the “punch-out to supplier” link. Conduct your purchasing and return items to buyWays.

I have not found the item but know I can purchase from the contract vendor

Fill out the “I Need to Buy Something” form to purchase the items you desire

Y

I am purchasing from my favorite items

Place favorite items into your active cart

N

I am doing a general search for my items. Don't know where I will find them.

Place your keywords into the “Shop: All” search field to find out what might be available.

Search results led me to catalog item(s)

I found my item and can see the unit price

Place item into your cart

Cont. Page 2
Sole source justification?

Is supplier registered/active in buyWays?

>$10,000

Complete request to register supplier and once registered, return to this step *

Purchasing goods/service stated on a grant?

Other specialty purchase: Carpet, Trade-in, Vehicle Purchase

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Use Clemson Forms:
- "Sole Source" Detailed justification required
- "Procurement Certification"
- Use the appropriate Clemson form based on the commodity

Use Clemson Forms:
- "Sole Source" Reasonable justification required

* See flow for Supplier Registration
**buyWays shopping experience continued**

- **Cont. from Page 2**

**Flowchart Diagram:***

1. **$\leq$ $2,500**
   - Is price Fair and Reasonable? (Y/N)
     - Y: Seek other source of supply or contact Procurement for advice
     - N: Next step

2. **$\leq $10,000**
   - Do you have 3 price references or other justification? (Y/N)
     - Y: Consider if Sole Source is justified or contact Procurement for advice
     - N: Next step

3. **Is the supplier registered / listed as a supplier in buyWays?** (Y/N)
   - Y: Purchases from supplier will be limited (<3 times)
     - Y: P-card is acceptable approach – if supplier accepts credit card charges
     - N: Contact Procurement to work with the supplier or find another source
   - N: Next step

4. **Will supplier register with Clemson?** (Y/N)
   - Y: Submit request to invite supplier to register with Clemson; after they have registered and are active, proceed*
   - N: Submit request to invite supplier to register with Clemson; after they have registered and are active, proceed*

5. **I Need to Buy Something form in buyWays**

* See flow for Supplier Registration
Supplier Registration Process

You need to do business with or pay a supplier not active in buyWays

- Complete and submit a Supplier Request form in buyWays
- Request is Received by Procurement

Is supplier an "internally managed" supplier?

- N: Procurement works with the supplier to add or update information and make that record available in buyWays
- Y: Supplier is reviewed for international tax review, which may require them to submit additional tax related documents for review

Supplier receives an email inviting them to register with the University

- Supplier completes registration
- Supplier record is reviewed for duplication and OFAC compliance

Is supplier an foreign individual/entity?

- N: Supplier record is reviewed for completeness and accuracy
- Y: Supplier Accounts Payable information is reviewed and confirmed for accuracy

Supplier is activated in buyWays and available for shopping/paying