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 to catalog item(s)

Search results led me to punch-out vendor site

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

I found my item and can see the unit price

Place item into your cart

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 "Clemson Form" to purchase the items you desire

I am purchasing from my favorite items

Place favorite items into your active cart

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

Select the supplier punch-out site and begin your shopping

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Cont. Page 2
Cont. from Page 1

Sole source justification?  

>$10,000

N  

Purchasing goods/service stated on a grant?  

Y

N

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

Y  

N

Use Clemson Forms:  

“Sole Source”  

Reasonable justification required

Use Clemson Forms:  

“Procurement Certification”

Use Clemson Forms:  

Use the appropriate Clemson form based on the commodity

Cont. to Page 3
Cont. from Page 2

If <= $2,500
Is price Fair and Reasonable?

Y
N
Seek other source of supply or contact Procurement for advice

Y
N
Consider if Sole Source is justified or contact Procurement for advice

If <= $10,000
Do you have 3 price references?

Y
N
Y
N
Consider if Sole Source is justified or contact Procurement for advice

Y
N
Vendor agreed to register online

Y
N
P-card is acceptable approach – if vendor accepts credit card charges

Y
N
Contact Procurement to work with the Vendor

Y
N
Special attachments or notes are required?

Y
N
Non-catalog Form

N
Non-catalog Item

Y
Select “Can’t Find What I am Searching For” link on the buyWays message section on the Home page

None of the above met my needs

Y