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Check out the Procurement website for additional information including how to buy/pay, forms, policies, etc.,  
<http://www.clemson.edu/cfo/procurement>

# CLEMSON<sup>®</sup>

## PROCUREMENT SERVICES

### Winter 2014

#### • *buyWays Bullets* •

##### **MPS - Managed Print Services**

As of today, 90% of campus has been tagged and entered in the MPS program – that's over 2500 print devices! As we move to the next phase, there will be a prohibition of purchasing toner and supplies from any source OTHER THAN Ricoh, as all devices should be in the MPS program and ordering toner and supplies is no longer necessary. Please contact Ricoh at [Printsmart@lists.clemson.edu](mailto:Printsmart@lists.clemson.edu) if there are any questions about your device and/or your device is not in the MPS program. In the coming months, Ricoh will be working with off-campus locations to roll their devices into MPS. For more information about the MPS program, click [here](#).

##### **Enterprise Invoices**

We have worked through the new invoices with Enterprise and they have made some changes to break out charges properly going forward. Enterprise invoices should now include a detailed breakdown of charges (SC surcharge, tax, other). This will match our Enterprise form in buyWays (**remember** to enter the correct quantity in the Miscellaneous section of the form). Let us now if you are still receiving invoices with charges consolidated into single amounts.

##### **Mileage Reimbursement Rate Changes**

The mileage reimbursement rate for Clemson University employees who drive their own vehicles for official travel when no university vehicle is available is **56 cents** per mile (down from 56.5 cents) for travel after Dec. 31, 2013. If an employee chooses to use his or her personal vehicle when a university vehicle is available, the reimbursement rate now is **52 cents** per mile (down from 52.5 cents). The reimbursement rate for travel to and from nearby



#### **Training Classes and Open Labs**

buyWays will have a new look starting on March 26th, so we've scheduled some additional training classes and open labs in the coming weeks. For a review of the upcoming layout changes, click [here](#). To register for classes, go to our [Training site](#) and follow the Individual training link under Training Opportunities.

##### ***Navigating Phoenix -***

February 4th, 1p - 2:30p, ASB  
 February 11th, 1p - 2:30p, ASB  
 February 18th, 1p - 2:30p, ASB  
 February 25th, 1p - 2:30p, ASB  
 March 4th, 1p - 2:30p, ASB  
 March 11th, 1p - 2:30p, ASB  
 March 18th, 1p - 2:30p, ASB

##### ***Open Lab -***

***Drop in anytime***

***Sign up is not needed***

March 24th, 9a - 1p, ASB

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will be **56 cents** per mile. Travel forms can be found [here](#).

### Trailer Purchases

The purchase of any trailer that will travel on public roads, regardless of size or cost, must be treated the same as a vehicle purchase, meaning it requires State Fleet Management approval. Please utilize the Vehicle/Trailer Purchase form in buyWays when purchasing a trailer so the proper approvals can be met.

### State Vehicle Misuse

We are seeing an increase in notifications from the State of reported misuse of State vehicles. The public can simply send an email with the Tag # to State Fleet Management and Clemson gets a letter notifying us of a reported misuse. Reports we are getting range from speeding, texting while driving, to teenagers driving a state vehicle to McDonalds late on a Saturday night. We also receive notifications of unpaid tolls which come from the appropriate state or toll collection agency. Please ensure your drivers are aware of and follow the rules when operating a State vehicle.

### Airgas

As of January 1, 2014 there should not be any cylinder rental fees from Airgas. If you receive an invoice for these charges, please email Jody Burgess ([jodyb@clemson.edu](mailto:jodyb@clemson.edu)) and we'll have Airgas correct it. Bills prior to 12/31/2013 may include the cylinder rental fees.

The new Gas Cylinder lease rate is \$37.00 per year and Liquid Cylinder rate is \$445.00 per year. Quantities are based on the audit that was conducted by Airgas in September 2013. You should see the first "lease bill" within the next 60 days and it will be prorated to cover six months (January 1, 2014 – June 30, 2014), so that's \$18.50 for each gas cylinder and \$222.50 for each liquid cylinder.

There will be no rental or delivery fees for any cylinders that are turned during the rest of the year. The next audit will occur in September 2015 to cover all cylinder turns between July 2014 through June 2015. This method was agreed upon with the goal of drastically simplifying cylinder deliveries, tracking, inventory, and billing.

When ordering and/or paying for gases or liquids from Airgas, you should not see any fees/charges associated with delivery or cylinder; only the price of the gas or liquid itself. Again, the price of the delivery and cylinder is separate and only paid once per year. Please contact Jody Burgess ([jodyb@clemson.edu](mailto:jodyb@clemson.edu)) if you have any questions or concerns.

### What Procurement Did for You in 2013

March 25th, 9a - 1p, ASB  
 March 25th, 9a - 1p, Barre B105  
 March 26th, 9a - 1p, ASB  
 March 26th, 9a - 1p, Barre B105  
 March 27th, 9a - 1p, ASB  
 March 27th, 9a - 1p, Barre B106  
 March 28th, 9a - 1p, ASB  
 March 28th, 9a - 1p, Barre B106

### Requisitioner Certification

This **required** Annual Requisitioner Certification is available online for all Clemson University employees with the role of Requisitioner in buyWays. Click [here](#) and follow the link under the Training Guides for Requisitioners and Invoice Handlers section.

**REMEMBER**, this training and quiz must be completed in order to keep your Requisitioner Role in active status!

### Listening Tour / Departmental Spend Reviews

In 2013 Procurement began conducting spend reviews with select departments. We are now planning to expand this program to more departments in 2014. The goal of the program is to review with departments and users how you purchase and to identify areas where Procurement can better serve

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completed numerous projects with campus to save time and money, streamline processes and improve operations at Clemson University. Let us know where we can focus to help YOU in 2014.

- Processed 56,599 POs, \$203.8M in orders and 80,386 Invoices
- Completed 175 public solicitations/bids
- Realized \$6.6M in total savings - \$1.5M directly from negotiations and more than \$1M attributed to competitive bidding
- Managed 748 contracts (308 Clemson and 440 State)
- Awarded/Created 53 new contracts to include:
  - **New** - Pipette Calibrations, Custom Brokerage Services, Promotional Novelty Product, Search Firm Services, Recruitment/Background Checking Software, Gift Card Provider, CURI Electrical and Logistical Services, Crop Inspection
  - **Renewals** - Stationery/Business Cards, Elevator Maintenance, Airgas re-negotiations (1-time annual rental vs monthly rentals), Propane, Boiler Maintenance, Janitorial Services, Car Rental, Athletic Multimedia Rights
- Answered 1147 help desk calls
- Approved 3200+ new vendor registrations and 900+ new bidder registrations
- Added 164 vendors (513 total) to be paid electronically (EFT/Paymode-X)
- Launched new vendor registration site with an automated back-end process for improved accuracy and speed
- Monitored contract compliance obtaining over \$28K in refunds back to Clemson departments

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For buyWays assistance, please contact the buyWays Help Desk at 656-5581 or send an email to [cubuyways@clemson.edu](mailto:cubuyways@clemson.edu)

tour because there is no hidden agenda other than to seek your feedback on what we can do for you. The spend data helps the conversation. [Aubrey Miller](#), our Spend Management Analyst, or [Jenni Tonkin](#) will be reaching out to departments to set up reviews. Please contact them directly if you are interested in setting a date/time for your review!

The MailChimp logo is displayed in a white, cursive font on a dark grey rectangular background.