

Procurement and Business Services Information

CBOG June 14, 2018

This update is posted at: <http://www.clemson.edu/procurement/faculty-staff/index.html> under the [Announcements](#) section.

- 1. Personal Communication Stipend (“cell phone”) Policy Update:** In the latest of continuing effort to finalize a revision to the cell phone policy, the latest version is planned to be presented to ELT on June 25th. The latest revision, at the request of ELT, presents a policy that transitions to a new, single \$35 stipend starting in January 2019 and then the stipend totally goes away after June 2020. This is not final or approved, but this information is being shared as far as what is being presented to ELT for their consideration. The previous revision that moved to a two level stipend was discussed by ELT and the group working on it was asked to consider other options based on comments and requests made by ELT. Updates to follow
- 2. Supplier Registration UPDATE:** The new Supplier Registration process has been in place for 6 months. Currently, 5,813 suppliers have been invited to register. Of that, 2,906 suppliers have completed their registration. The remaining suppliers have not started the process or have not completed the registration. The Supplier Registration team sends out weekly reminders to those invited suppliers who have not completed or started their registration.

Just a reminder why we made these changes in December. Many Higher Ed schools had security breaches and phishing attacks in their procurement transactions. We were proactive in implementing this new, secure supplier registration process before the risk came to Clemson. Our goal is to improve the process while protecting the University at the same time.

Procurement and Business Services held a hands-on supplier outreach event in May which helped several suppliers who were able to complete the register process. A recorded training session from that event, along with training documents, screenshots and examples are on [our supplier home page](#).

The new supplier registration process in a nutshell:

1. Campus completes a “New Supplier Request” form in buyWays.
2. The buyer in Procurement and Business Services approves or rejects the new supplier request based on a valid business need.
3. The supplier is invited to register in buyWays. (Email from support@sciquest.com)
4. The supplier will register for either Paymode (business) or TigerPay (individual) during the registration process.
5. The supplier is vetted.
6. The supplier registration is complete. The supplier is now available for shopping and payments.

In an effort to simplify communications with suppliers and internally for any questions regarding supplier registration, please email supplier@clemson.edu. We have recently received more and more “shot gun” emails to and copying everyone in Procurement and it is counter productive. A team and process has been set up to manage inquires at this email address, so please use this if you have any questions about supplier registration.

We ask for your continued, positive support as we work with suppliers to complete this project. If a supplier contacts you, please direct them to the Supplier Registration team at supplier@clemson.edu or 864-656-6179.

3. Promotional Products Contract: New contract has been awarded for preferred promotional product suppliers. While not a requirement to use these suppliers, they offer significant discounts to the University under pre-arranged terms and conditions (i.e. if there are any issues in working with them, you have the support of a University contract that ensures Clemson is covered in any scenario). The suppliers that have been awarded the contract are:

- Boost Promotional Branding (NewClients)
- Staples Inc. (Staples Business Advantage)
- Brown & Bigelow
- Club Colors (Club Colors, Inc.)
- Vernon Graphics Promotions (The Vernon Company)
- Brainstorm (Transform Technologies, LLC)
- Proforma ImagePrint (AdMark Solutions Inc.)

4. Year End Reminders:

June 30th – last day to receive goods/services against this FY

July 10th – last day to enter invoices (dated June 30 or before) for goods/services for this FY

July 11th – last day to approve invoices for goods/services to be paid out of this FY

Ensure you are submitting requests to cancel/close POs that need to be closed out to help manage your encumbrances. This can and should be done as soon as possible.

Pcard Year End

All June procurement card transactions must be classified and approved as of 4:30 pm on July 10th for overnight posting to the general ledger. Any corrections or budget amendments necessary to correct posting errors must be approved by noon on July 13th. Budget check errors resulting from corrections must be cleared by noon on July 13th.

New fiscal year (July) procurement card transactions will be available for classification and approval on Monday, July 16th. All June procurement card transactions must be classified and approved as of 4:30 pm on July 10th for overnight posting to the general ledger. Any corrections or budget amendments necessary to correct procurement card posting errors must be approved by noon on July 13th. Budget check errors resulting from corrections must be cleared by noon on July 13th.

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