How to check Invited Inactive Supplier Report
Report updated every Monday and Wednesday

1. Log into buyWays.
2. Click on the Invited Inactive Supplier Report in the announcement section on the left.

3. When the new window opens, enter your Clemson email address and Click Next.

4. When another new window opens, enter your Clemson email address and password and click Sign In.
5. Your screen will look similar to the image below. Select the drop down arrow next to the header to apply a filter to the column.

6. The Definitions tab at the bottom of the spreadsheet has additional details about the data displayed.