BUYWAYS REQUISITION/CART - TO CREATE PO

1. Log in to buyWays using your Clemson ID and password. Link
2. Select “I NEED TO BUY SOMETHING”, on the top middle of the page.
3. Type in the vendor's name in "Select Supplier" field.
    a. If your vendor does not appear, they may not be registered.
4. Complete the information on the screen: "Description", "Quantity", "Price" ***DO NOT INCLUDE TAX IN YOUR "PRICE" AS IT IS AUTOMATICALLY ADDED.**
5. Remove the green check mark by "Taxable" if applicable (services, etc.)
6. If multiple lines are required (they need different coding, etc), select “Save And Add Another", otherwise click "Save" When last line is entered, click "Save" This will put the items in your cart at the top right of the home page.
7. Click on the shopping cart image and then "View My Cart". Ensure all looks accurate. Provide any coding details/comments in the description field so our office knows the who/what/where.
8. Check that each item has "23-Athletic Functions Paid w/Ath. Funds" in the Exception Number drop down field. *Can be set as default to prevent need in future
9. Click "Proceed to Checkout" in blue on top right.
10. Confirm the Ship To Address is correct. Change as needed by clicking the pencil image located to the right of Shipping.
11. Input Accounting Codes *Can also be set as default to prevent need in future, or feel free to leave account blank and business office will code for you.
12. Add any quotes or p-req's (if applicable) by clicking "Add" in the Internal Notes and Attachments section right below the Accounting Codes.
13. Click “Assign Cart To Requisitioner” located top right below your cart. Click on "Search" and type your business office representative last name and search. Click the + symbol on the right below "Action" with the correct individual. For easier access in the future check "Add to Profile" so you can click "Select" instead of Search where this individual will be available in the drop down in the future. Then click assign.
14. Once the Business Office has reviewed and processed your requisition, a Purchase Order will be sent to the vendor and yourself.
15. Vendor then performs services/delivers product, then sends invoice to you to pay.
16. When ready to pay, send invoice to your business office representative with PO# listed on invoice (or within email) if not already listed, with an okay to pay.

Setting Your 23 Exemption and Accounting Code Defaults

1. From the buyWays homepage click on the person image on the top right of the page and then click "View My Profile".
2. Click "Default User Settings" located on the left and then "Custom Field and Accounting Code Defaults".
3. Click on the right tab labeled "Cart Defaults" and then the bottom "Edit" button in the Exemption Number row.
4. "Create New Value"; Type 23 in the "Value" box located in the middle under "Search For Value" & then "Search"
5. Check the box to the left of the 23-ATHLETIC FUNCTIONS PAID W/ATH. FUNDS located on the bottom right of your screen and then click "Add Values".
6. Under the Create New Value button, select the **23-ATHLETIC FUNCTIONS PAID W/ATH. FUNDS** which will hyperlink and turn blue when you hover over. Click either the one under value or description it doesn't matter.
7. Check the "Default" box once it populates on the right under "Edit Existing Value" and then "Save".
8. Setting your default account codes to prevent the need to complete on each requisition is next. Click on the "Accounting Codes" tab in the middle of the screen (left of "Cart Defaults").
9. For each of the 6 custom fields: click "edit"; "Create New Value"; enter your preferred value for that custom field into the Value line then "Search".
10. Select the box to the left of that value then "Add Values". This will then populate into the blue and white box to the left. Click on either the value or description.
11. Lastly under Edit Existing Value check the "Default" box and "Save". Repeat this step for the other 5 custom fields you would like to set as defaults by clicking the "Accounting Codes" tab to return to those selections.

Invoice Payment Status

1. From the buyWays homepage type your supplier invoice number into the "Search (Alt+Q) bar on the top right. Ensure the drop down to the left is selected on Supplier Invoice Number if that is what you are searching.
2. Click on the CU invoice number to view details about your invoice.
3. In the middle of your screen under the "Addresses" section is "Payment Information".
   a. Accounting Date: date it was paid/processed
   b. Pay Status: Paid/Payable - Payable is ready to pay out but is probably not 30 days old from the invoice date yet which is when CU pays them
   c. Payment Method: Check/EFT/etc - EFT is wire/direct deposit
   d. Payment/Record Number: This is the check number/EFT # you can provide to the vendor as proof of payment
4. If you have questions about a lost check, need one reissued, or what other invoices may have been paid on the same check/wire as your invoice, reach out to your business office representative who can run a report and let you know further information.