

ATTACHMENT 4 - REPORT OF CONTRACT USAGE

Solicitation 23167

Enter your Contact information in the cells below. The information entered below will be prepopulated on the Contract Usage tab.

Contractor Name:	
NYS Contract Number:	
Contract Reporting Period (Dates):	

A Contractor must complete all non-shaded cells on the worksheet. The shaded cells perform automatic calculations of the data entered and are locked or provide the Contractor with additional information in a read-only format. All other cells are read-only. Only those cells provided for entering Sales information are to be accessed by the Contractor.

Contract Usage Sheet	
Contractor's Invoice #	Invoice number on Contractor's invoice to ordering entity
Invoice Date	Date on Contractor's invoice to ordering entity
PO #	Number on ordering entity's purchase order
Product Category	Category name of the products awarded by OGS.
Authorized User Name	Authorized User placing purchase order with Contractor.
Contractor's Part/Stock Number	Part/Stock used for ordering
Product Description	Description of part/stock product
Manufacturer Name	Manufacturer of the Item purchased
Manufacturer's Part Number	'The manufacturer's unique identifier assigned to the item, which consists of alphanumeric characters. Examples of manufacturer's part numbers include Product Order Codes, ID Numbers, Model Numbers and Catalog Numbers. Should the Manufacturer's Model Number and Part Number be identical, then this information should be listed in both the 'Manufacturer's Model Number' and 'Manufacturer's Part Number' fields'
Unit of Measure	Packing size of product
Quantity	Quantity purchased by the Authorized User for the term of the reporting period
List Price (Unit Price)	Price published in the catalog for the item purchased
Extended Price (List)	The Multiplied Value of Quantity and List Price
NYS Contract Price (Unit Price)	Unit Price of the product that an Authorized User will be invoiced
Contract Extended Price	The Multiplied Value of Quantity and NYS Contract Price
% Discount off List	The percent difference between List Price and NYS Contract Price
NYS Certified M/WBE	Contractor to answer "Yes/No" if Reseller/Distributor/Dealer is a NYS Certified M/WBE
SDVOB	Contractor to answer "Yes/No" if Reseller/Distributor/Dealer is a SDVOB

Contractor Name:	
Contract Number:	
Contract Reporting Period (Dates):	

Contractor's Invoice #	Invoice Date	Ordering Entity PO #	Product Category	Authorized User Name	Contractor's Part/Stock Number	Product Description	Manufacturer Name	Manufacturer's Part Number	Unit of Measure	Quantity	List Price (Unit Price)	Extended Price (List)	NYS Contract Price (Unit Price)	Contract Extended Price	% Discount off List Price	NYS Certified MWBE	NYS Certified SDVDB
Sample: ABC123	10/1/2019	12-12345	E-Pol Book Systems	Albany County Board of Elections	A1234	Stylus	Acme Co.	45678	each	2	\$ 17.00	\$ 34.00	\$ 13.50	\$ 27.00	21%	Yes	Yes