

ATTACHMENT 10 - REPORT OF CONTRACT USAGE

Solicitation 23198

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
NYS Contract Price (Unit Price)	Price published on the NYS Contract Price for the item purchased
Extended Price (NYS Contract Price)	The multiplied value of Quantity and NYS Contract Price
Authorized User Price (Unit Price)	Unit Price of the product that an Authorized User will be invoiced
Extended Price (Authorized User Price)	The multiplied value of Quantity and Authorized User Price
% Discount off NYS Contract Price	The percent difference between NYS Contract Price and Authorized User Price

