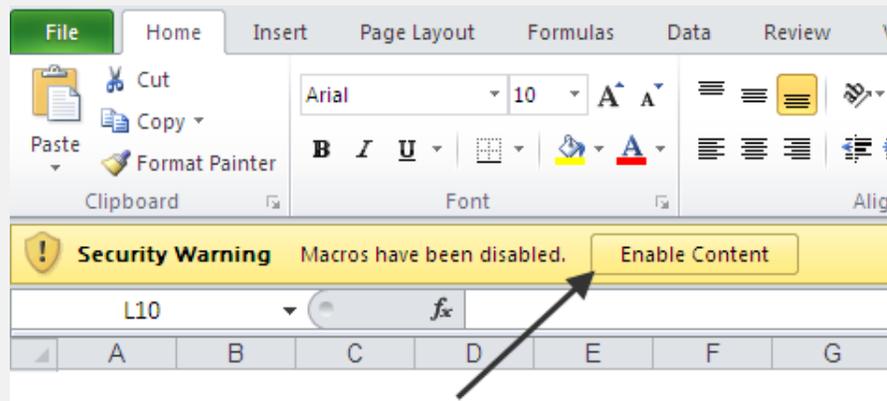


# USAGE REPORT INS

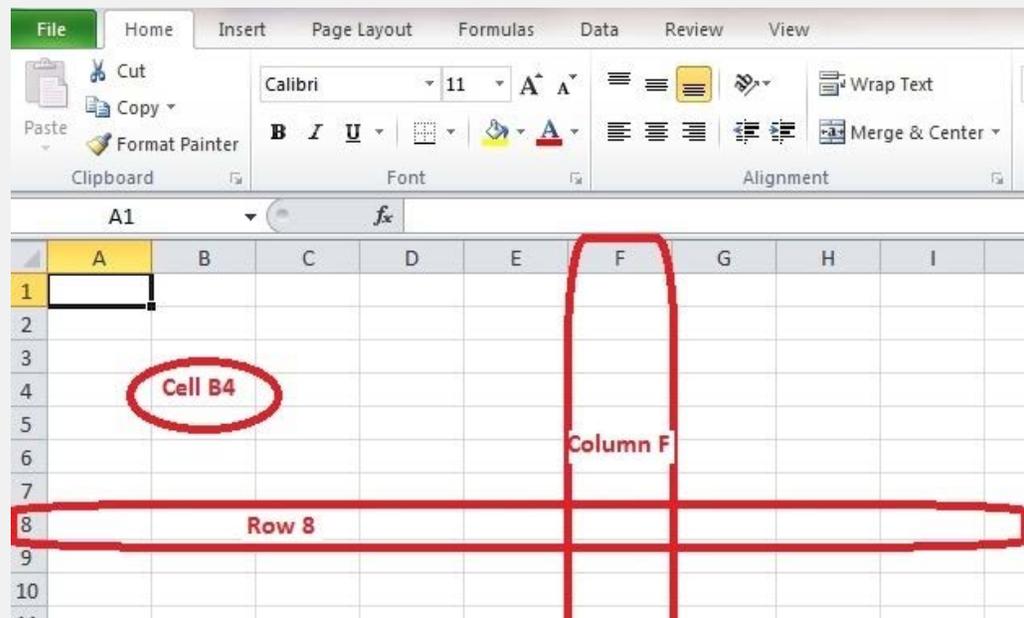
The following instructions explain how to complete the Quarterly Contract Usage Report for the State of Oklahoma. If you need a copy of the template, please contact Strategic.Sourcing@omes.ok.gov

## Notes:

- 1.) In order for the built-in functions of this spreadsheet to work properly, **macros must be enabled**. To

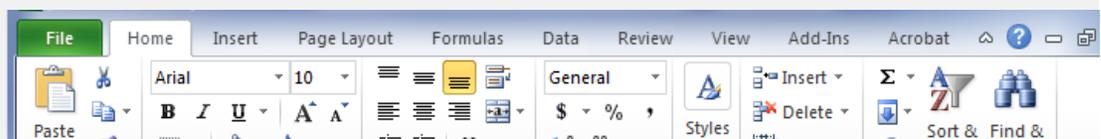


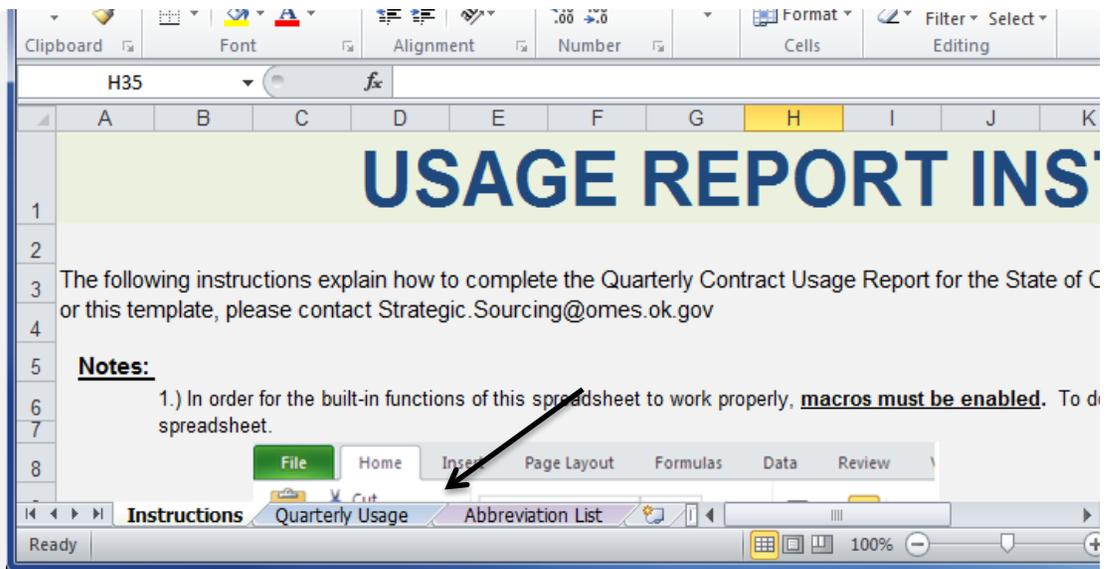
- 2.) Columns A, O, P, and Q are locked. You may not edit the calculated fields under any circumstances



## Completing the Quarterly Usage Report

- 1.) Select the Quarterly Usage worksheet





2.) Enter contract information as described below.



**A**

**CONTRACT # (SW):**

The Statewide (SW) Contract number references the State of Oklahoma naming convention which you are reporting, please reference your signed contract, the contract award notification, or the contract documents.

**B**

**SUPPLIER NAME:**

The Supplier name should match the name listed on the Contract Award Documents. If you are reporting on behalf of a subsidiary, please list this as *Company ABC dba Company XYZ*. If your company has been acquired within the last 12 months, please list the name of the parent company in the contract documents to reflect new ownership.

**C**

<b>REPORTING PERIOD:</b>	<input type="checkbox"/>	Jul 1 - Sept 30
<i>higher education institutions</i>	<input type="checkbox"/>	Oct 1 - Dec 31
	<input type="checkbox"/>	Jan 1 - Mar 31
	<input type="checkbox"/>	Apr 1 - Jun 30

The reporting period for each quarter is being submitted.

3.) Field Descriptions

Purchase Order #/ P. Card	Order Date	Purchasing Entity (Required)	Shipping Location	Manufacturer	Manufacturer Item #
------------------------------	------------	---------------------------------	-------------------	--------------	---------------------

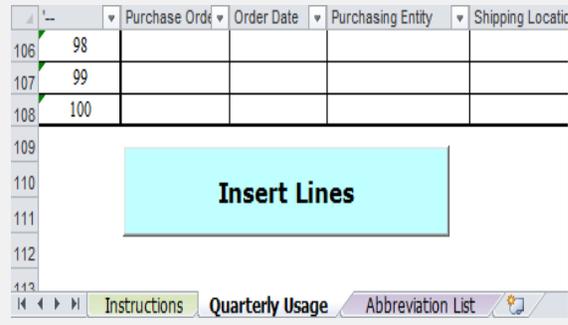
P-Card (Required)		(Required)				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	

- A. Enter the Ordering Entity's Purchase Order number. If it is a P-card purchase, please enter the P-card number.
  - B. Enter the date the order was placed.
  - C. Enter the Purchasing Entity's name, abbreviation, or number here. To identify State Agency, refer to the bottom of the workbook.
  - D. Enter the city in which products or services were received, or the specific office/subdivision.
  - E. Enter the Product's Manufacturer. If it is a service, indicate the type of service (Transportation, etc.).
  - F. Enter the Manufacturer Item Number, if applicable.
  - G. The Product Description should concisely explain what has been received by the end user.
  - H. General Product Category, if applicable.
  - I. Enter the Supplier Item Number, if applicable.
  - J. The UNSPSC Codes can be found at the website listed below by entering a keyword into the search box: [www.unspsc.org/search-code](http://www.unspsc.org/search-code)
  - K. Enter the MSRP or List Price.
  - L. Enter the price received by the Purchasing Entity.
  - M. Enter the Quantity purchased.
- Remaining fields will automatically calculate based on the values entered.**

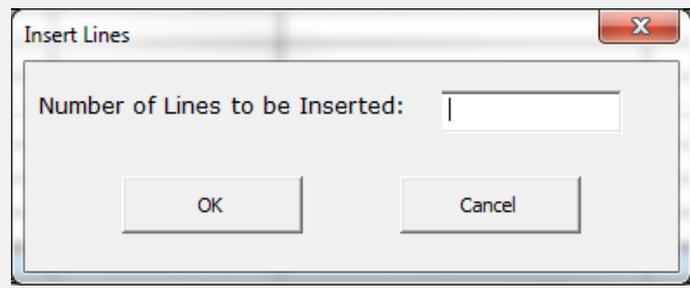
**Inserting Lines**

1. Select a cell between Columns B and N, and on Lines 1-25.  
 Note: Do NOT select a cell in the Example line

2. Click the "Insert Lines" button at the bottom of the spreadsheet



3. Enter the number of lines you would like to add in the pop-up window  
 Note: the number MUST be an integer - no letters, decimals, or fractions



4. Select OK

Lines will be inserted below the current selection; formulas and calculations will automatical  
These steps can be completed multiple times until the desired number of rows is available.

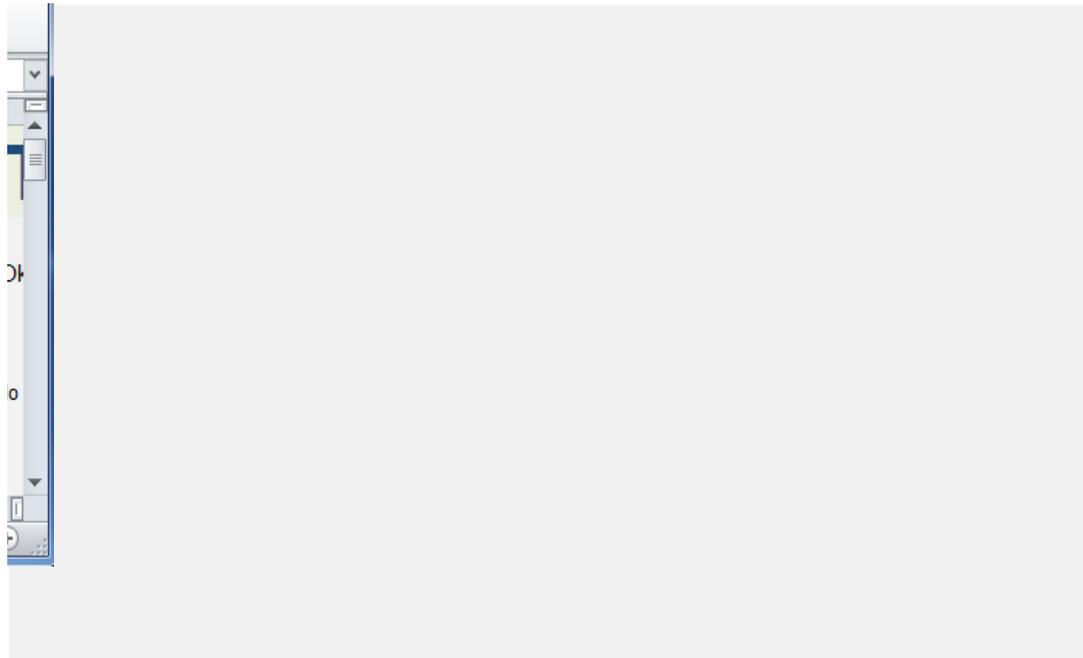
# INSTRUCTIONS

Oklahoma. If you have questions regarding reporting, administrative fees, or this

to do this, please click "**Enable Content**" in the yellow ribbon at the top of the spreadsheet.

3.





# State Central Purchasing

**REPORTING PERIOD:**
 Jul 1 - Sept 30
  Oct 1 - Dec 31
  Jan 1 - Mar 31

*cities, school districts, municipalities, higher education institutions*

1. The format will be SWXXXX. If you do not know the Statewide Contract number for this contract, or email Strategic.Sourcing@omes.ok.gov.

If your company has a formal name but is doing business as (dba) another name, please detail the reporting period, please contact the **contracting officer** in order to formally change

References the date range for which sales were made. Please put an "X" indicating which reporting period is selected.

Product Description <i>(Required)</i>	Product Category	Supplier Item #	UNSPSC Code	MSRP	Unit Price	Quantity <i>(Required)</i>
--	------------------	-----------------	----------------	------	---------------	-------------------------------

(Required)



Code



(Required)



(Required)



**G**

**H**

**I**

**J**

**K**

**L**

**M**

ter "Pcard" in the cell. **Do not** enter the credit card number.

ncies or Higher Education institutions, please reference the 'Abbreviation List' tab at the

on title (i.e. DOC Mable Basset).

lation, Consulting, Programming, etc.).

er.

the "Search Title" field.

ly update.

**Deleting rows is not permitted**, but blank rows are acceptable.

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