

VENDOR QUARTERLY SALES REPORTING INSTRUCTIONS



Washington State
**DEPARTMENT OF
ENTERPRISE SERVICES**

Quarterly reporting requirements

The Department of Enterprise Services (DES) requires all contracted vendors to report their total quarterly contract sales through the department's [Contract Sales Reporting System](https://fortress.wa.gov/ga/apps/CSR/Login.aspx) (<https://fortress.wa.gov/ga/apps/CSR/Login.aspx>).

To report your contract sales, you should have or need to get the following:

- Email address
- Password

If you don't have these two login credentials, please contact your DES Contract Specialist.

If you need help locating this Contract Specialist, provide your W vendor number or contract number and call or email 360.407.2210 or contractingandpurchasing@des.wa.gov

When to submit quarterly information

Quarterly reports are due:

Sales invoiced

Due date

Quarter 1 (Jan.1 through March 31)

April 30

Quarter 2 (April 1 through June 30)

July 31

Quarter 3 (July 1 through Sept. 30)

Oct. 31

Quarter 4 (Oct. 1 through Dec. 31)

Jan. 31

Sales Reporting Instructions

Standard Sales Reporting:

Slides 5 – 19

When reporting subcontractor sales look closely at slides 15 - 17.


Sales Data Upload

Slides 20 – 39

When reporting subcontractor sales look closely at slides 35 - 38.

Vendor Quarterly Sales Reporting Instructions

Step 1: To report your quarterly sales or zero sales, go to the DES [Contract Sales Reporting System](#) portal page and log in. For additional help, call or email 360.407.2210 or contractingandpurchasing@des.wa.gov.

 Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Contract Sales Reporting System

Login

Welcome to Enterprise Services' online Contract Sales Reporting tool for contract vendors.

Special Note:
Credit card payments will be accepted on Tuesdays and Thursdays via phone at (360)-725-5700 from 8:00 – 4:30 p.m. PST. If you reach our voicemail, please leave a detailed message to receive a return call the following Tuesday/Thursday. **Please wait to receive an invoice from DES before sending payment. This is to ensure your payment can be identified, accepted and applied correctly.**

Please enter your Email Address and Password to log on.

If you do not have an Email Address or Password, or if you are having system trouble, please contact Customer Service at (360) 407-2210 or contractingandpurchasing@des.wa.gov

[Forget your password?](#)

Email Address:

Password:


Login

[Contract Sales Reporting Worksheet](#) - Lists all customer/organizations to be used as a tool to gather customer/organization sales data offline before logging on and reporting sales.

Reporting Instructions
[Click here for instructions](#) on how to submit sales data into the Contract Sales Reporting System.

Vendor Quarterly Sales Reporting Instructions

Step 2: Once logged in, a drop-down menu will show all your active contracts. Select the contract number for which you're reporting. The system will automatically populate your vendor number. **If no contract number appears, contact your DES Contract Specialist or call or email 360.407.2210 or contractingandpurchasing@des.wa.gov**



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Select contract & reporting period

Vendor #:

Contract #: -- Select Contract --

06515 - Landscaping (Test Contract)

09714 - this is a test contract - do not use

10022 - Major EPA Testing

10722 - Test

14422 - Test - MC

14522 - Test - Mandatory

14622 - Test - INF

14722 - Test - COP - WA NASPO LEAD

14822 - Test - COP - NASPO Participant

14922 - Test - COP - WA COOPERATIVE LEAD

15022 - Test - COP - MMCAP PARTICIPANT


15122 - Test - COP - SOURCEWELL PARTICIPANT

15222 - Test - COP - ORCPP

[View Management Fee Invoices](#)

Vendor Quarterly Sales Reporting Instructions

Step 3: Select “Reporting Year” and “Reporting Quarter” by clicking on the drop down menus. ***“Future reporting is not allowed” means that vendors can’t report sales for a quarter that hasn’t commenced.*** The contract information and reporting history will display.



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Connie Dove logged in | Logout

Contract Sales Reporting System (QA)

Select contract & reporting period

Vendor #: W1

Contract #: 06515 - Landscaping (Test Contract)

Reporting Year: 2023

Reporting Qtr: Qtr 2

Note: Future reporting is not allowed

Contract Title: Landscaping (Test Contract)

Contract Administrator: Ron Weasley

Admin Phone: (360) 123-5555

Admin Email: ron.weasley@fake.net

Vendor Name: DES TEST VENDOR ADMIN ACCOUNT (NOT A VENDOR)

Vendor Start Date: 01-01-2016

Vendor End Date: 08-31-2018

Vendor Contact Name: D.E.S. TEST VENDOR! ADMIN USER!

Contact Phone: (360) 902-7400

Contact Email: pcamail@ga.wa.gov

[View Management Fee Invoices](#)


Sales Reporting History

Year	Qtr 1	Qtr 1 \$	Qtr 2	Qtr 2 \$	Qtr 3	Qtr 3 \$	Qtr 4	Qtr 4 \$	Total
2016	N	\$0.00	N	\$0.00	N	\$0.00	N	\$0.00	\$0.00
2017	N	\$0.00	N	\$0.00	N	\$0.00	P	\$0.00	\$0.00
2018	P	\$0.00	P	\$0.00	P	\$0.00	N	\$0.00	\$0.00
2019	N	\$0.00	N	\$0.00	N	\$0.00	N	\$0.00	\$0.00
2020	N	\$0.00	N	\$0.00	N	\$0.00	N	\$0.00	\$0.00
2021	N	\$0.00	N	\$0.00	N	\$0.00	N	\$0.00	\$0.00
2022	N	\$0.00	N	\$0.00	N	\$0.00	N	\$0.00	\$0.00
2023	N	\$0.00	N	\$0.00	N	\$0.00	X	\$0.00	\$0.00

X = Not required to report Y = Have reported sales N = Have not reported sales P = Sales reporting in progress

Vendor Quarterly Sales Reporting Instructions

Step 4: After you select the reporting year and quarter, the system will display three reporting options at the bottom of the screen.

 If the information provided here is incorrect, please contact Customer Service at (360) 407-2210 or contractingandpurchasing@des.wa.gov

- a. ☐ Check here to manually enter sales by customer
- b. ☐ Check here if sales equal zero for the year and quarter you are reporting.
- c. ☐ Import sales from file. [Help](#)

- ***To input sales data by customer***, check box ‘a’ and click the ‘Enter Sales’ button that appears. The following instructions will guide you through this process.
- ***To report zero sales for a quarter***, check the ‘b’ box. Click ‘Submit Zero Sales’ button and your reporting is complete.
- ***To import data from a sales file***, check the ‘c’ box and click the ‘Import Sales’ button. See [Sales Reporting Upload instructions](#). Vendors needing to report sales to multiple customers typically choose this option.

Vendor Quarterly Sales Reporting Instructions

The following steps are for Vendors choosing option a. Click 'Enter Sales' to input sales by customer.

Step 5: The next page will display the list of approved customers (with signed Contract Usage Agreements). Vendors can look customers up by name (alphabetically) or by customer number by selecting the corresponding radial.

Enter Sales

 [Help](#)

Display By: ☒ Customer Name ☐ Customer Number

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Please select a letter of the alphabet for the organization you wish to report sales for.

#	Customer/Organization Name
21401	ABERDEEN CITY OF
35005	ABERDEEN SCHOOL DISTRICT 5
165	ACCOUNTANCY STATE BOARD OF

 [Help](#)

Enter Sales - Display by Customer Number

Display By: ☐ Customer Name ☒ Customer Number

[0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [Show All](#)

Please select the beginning number of the organization number for the organization you wish to report sales for.

Customer/Org #	Customer/Organization Name	MCUA	Sales Amount
001	STATE REVENUE FOR DISTRIBUTION	Y	<input type="text" value="0"/>
005	FEDERAL REVENUE FOR DISTRIB	Y	<input type="text" value="0"/>
010	BOND RETIREMENT AND INTEREST	Y	<input type="text" value="0"/>
			<input type="text" value="0"/>

Vendor Quarterly Sales Reporting Instructions

Step 6: For each customer, enter the amount of sales for the quarter in whole dollar amounts only [e.g., 1014, 212899, etc.]. For adding “decimals, dollar signs and commas” will produce an error and the sales will not process.

You can search through customers (alphabetically or numerically) until you enter all sales for the quarter. As you enter each sale, an update to the system will be noted at the bottom of the page.

Note: You may not be able to find customer names due to the naming convention where customer names are reversed. For example, the City of Tacoma is at the “T’s” for “Tacoma City Of,” not at the “C’s” for “City of Tacoma.” Another example is the Washington Department of Transportation is at the “T’s” for “Transportation Dept Of,” not at the “W’s or D’s” for “Washington or Department.”

099	SALARIES FOR ELECTED OFFICIALS WA CITIZENS COMM ON	Y	<input type="text" value="0"/>
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Enter Misc Sales

Enter Subcontractor Sales

Review Sales

Sales updated for org # 010 - BOND RETIREMENT AND INTEREST

Save / Submit Later

Vendor Quarterly Sales Reporting Instructions

Step 7: Once you have entered all sales for the quarter, scroll to the bottom of the screen and choose one of the appropriate options:

If you cannot find a specific customer, please call or email 360.407.2210 or contractingandpurchasing@des.wa.gov (many customers are part of a customer that is in the system).

- **To input miscellaneous sales**, select 'Enter Misc. Sales' (a) and move to Step 8 for additional instructions.
- **To review sales**, select 'Review Sales' (b) and move to step 10 for additional instructions.
- **To submit at a later time**, select 'Save/Submit Later' (c) and move to step 9 for additional instructions.

095	AUDITOR OFFICE OF THE STATE	Y	<input type="text" value="0"/>
62408	AURORA CITY OF	N	<input type="text" value="0"/>

a.

Enter Misc Sales

b.

Review Sales

Sales updated for org # 21401 - ABERDEEN CITY OF

c.

Save / Submit Later

Vendor Quarterly Subcontractor Sales Reporting Instructions

Step 7a: If your contract allows, and your business utilizes approved subcontractors, your sales reporting process will be slightly different. Once you have entered all sales for the quarter, scroll to the bottom of the screen and choose one of the appropriate options:

If you cannot find a specific customer, please call or email 360.407.2210 or contractingandpurchasing@des.wa.gov. Most customers are part of a larger group.

- **To input miscellaneous sales**, select ‘Enter Misc. Sales’ (a) and move to Step 8 for additional instructions.
- **To input Subcontractor Sales**, select ‘Enter Subcontractor Sales’ (b) and move to Step 9. Note that the subcontractor sales are based on the overall sales entered before moving onto entering subcontractor sales.
- **To submit at a later time**, select ‘Save/Submit Later’ (c) and move to step 10 for additional instructions.

099	SALARIES FOR ELECTED OFFICIALS WA CITIZENS COMM ON	Y	<div><div></div><div>0</div></div>
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a.

Enter Misc Sales

b.

Enter Subcontractor Sales

Review Sales

Sales updated for org # 010 - BOND RETIREMENT AND INTEREST

c.

Save / Submit Later

Vendor Quarterly Sales Reporting Instructions

Step 8: After Selecting ‘Enter Misc. Sales’ this screen will appear:

Enter Sales for Misc Organizations

Please enter miscellaneous organization sales for organization not found in Section 2.

Miscellaneous Sales: If you are unable to find an customer/organization, enter the organization and amount below. If you are unable to locate multiple customer/organizations, please save this report and contact Customer Service at (360) 407-2210 or contractingandpurchasing@des.wa.gov to help identify the customer/organization.

Customer/Org Name	Sales Amount	
<input type="text"/>	<input type="text"/>	<button>Add Misc Customer/Org</button>

[Edit Customer/Org Sales](#)

[Edit Subcontractor Sales](#)

[Review Sales](#)

Vendor Quarterly Sales Reporting Instructions

- **To add misc. sales**, Enter Customer/Org Name and Sales Amount and select 'Add Misc. Customer/Org'. As you enter each sale, the system updated will be noted at the bottom of the page. If you need to edit/delete select the 'Update' and/or 'Delete' link generated by the system, to the right of the sales amount as pictured below.

Enter Sales for Misc Organizations

Please enter miscellaneous organization sales for organization not found in Section 2.

Miscellaneous Sales: If you are unable to find a customer/organization, enter the organization and amount below. If you are unable to locate multiple customer/organizations, please save this report and contact Customer Service at (360) 407-2210 or contractingandpurchasing@des.wa.gov to help identify the customer/organization.

Customer/Org Name	Sales Amount	
<input type="text" value="Pomeroy Auditor"/>	<input type="text" value="\$100.00"/>	Update Delete
<input type="text"/>	<input type="text"/>	<button>Add Misc Customer/Org</button>

POMEROY AUDITOR has been added to misc sales

[Edit Customer/Org Sales](#)

[Edit Subcontractor Sales](#)

[Review Sales](#)

After entering all 'Misc. Sales', choose one of the following:

- **To edit customer sales**, select 'Edit Customer/Org Sales'.
- **To enter subcontractor sales**, select 'Edit Subcontractor Sales' – note this option will only appear to contractors with approved subcontractors.
- **To review**, select 'Review Sales' to review all entered sales for the quarter, prior to submitting for final report to DES.

Vendor Quarterly Sales Reporting Instructions

Step 9: After Selecting ‘Enter Subcontractor Sales’ this screen will appear:

Enter Subcontractor Sales

- ☐ Enter sales OR zero sales by subcontractor
- ☐ Enter ZERO sales for ALL subcontractors

Enter Misc Sales

Edit Customer/Org Sales

Review Sales

Save / Submit Later

If any of your authorized subcontractors have sales, select the “Enter sales OR zero sales by subcontractor” box.

If NONE of your authorized subcontractors have sales, select the “Enter ZERO sales for ALL subcontractors” box.

Vendor Quarterly Sales Reporting Instructions

Step 9a: If your subcontractor did not have sales then select the “Report Zero Sales Selected Subcontractor” button.

Sales updated for org # 100 - ATTORNEY GENERAL OFFICE OF THE

☒ Enter sales OR zero sales by subcontractor

Enter Subcontractors: W417 - TAKE-A-TICKET, INC. **Report Zero Sales Selected Subcontractor**

Customer/Org #	Customer/Organization Name	Vendor Sales Amt	Sales Amount
100	ATTORNEY GENERAL OFFICE OF THE	\$100.00	0
010	BOND RETIREMENT AND INTEREST	\$1.00	0

Subcontractor	Customer/Org #	Customer/Organization Name	Vendor Sales Amt	Sales Amt
W693 - GLOBALSTAR CONSULTING LLC.	100	ATTORNEY GENERAL OFFICE OF THE	\$100.00	\$25.00

Sales updated for org # 100 - ATTORNEY GENERAL OFFICE OF THE

After entering all ‘Subcontractor Sales’, choose one of the following:

- **To edit customer sales**, select ‘Edit Customer/Org Sales’.
- **To review**, select ‘Review Sales’ to review all entered sales for the quarter, prior to submitting for final report to DES.
- **Save/Submit Later**, save the current iteration of your report. Note that your report is not fully submitted using this option.

Vendor Quarterly Sales Reporting Instructions

Step 9b: Enter the sales the subcontractor had. In this example our business and subcontractor had overall sales of \$100 with the Bond Retirement and Interest. Of those \$100 in sales our subcontractor had \$25 in sales.

Sales updated for org # 100 - ATTORNEY GENERAL OFFICE OF THE

☒ Enter sales OR zero sales by subcontractor

Enter Subcontractors: W693 - GLOBALSTAR CONSULTING LLC. ▼

Customer/Org #	Customer/Organization Name	Vendor Sales Amt	Sales Amount
100	ATTORNEY GENERAL OFFICE OF THE	\$100.00	25
010	BOND RETIREMENT AND INTEREST	\$1.00	0

Subcontractor	Customer/Org #	Customer/Organization Name	Vendor Sales Amt	Sales Amt
W693 - GLOBALSTAR CONSULTING LLC.	100	ATTORNEY GENERAL OFFICE OF THE	\$100.00	\$25.00

Enter Misc Sales Edit Customer/Org Sales Review Sales

Sales updated for org # 100 - ATTORNEY GENERAL OFFICE OF THE

Save / Submit Later

After entering all 'Subcontractor Sales', choose one of the following:

- **To edit customer sales**, select 'Edit Customer/Org Sales'.
- **To review**, select 'Review Sales' to review all entered sales for the quarter, prior to submitting for final report to DES.
- **Save/Submit Later**, save the current iteration of your report. Note that your report is not fully submitted using this option.

Vendor Quarterly Sales Reporting Instructions

Step 10: After selecting 'Review Sales', the system generates a summary of your reported sales for review prior to submitting. If your sales are correct, check the box acknowledging your review. From this screen, you can choose from the following options:

- 'Edit Misc. Sales'. Select this to make edits to any Misc. Sales.
- 'Edit Subcontractor Sales'. Select this to make any edits to your subcontractor sales.
- 'Edit Customer/Org Sales'. Select this to make edits to sales from a specific customer.
- 'Save/Submit Later'. Select this if you need to log out of the system and continue to enter sales at a later time.
- 'Submit Sales Report'. Check the box(es) to certify your sales are correct. Then select 'Submit Sales Report' if all sales are correct.

Your sales report is not submitted until you choose 'Submit Sales Report'

Review Sales

Organization Sales

Customer/Org #	Customer/Org Name	Sales Amount
010	BOND RETIREMENT AND INTEREST	\$100.00
Total Sales:		\$100.00

Subcontractor Sales

Subcontractor	Customer/Org #	Customer/Org Name	Sales Amt
w693 - GLOBALSTAR CONSULTING LLC.	010	BOND RETIREMENT AND INTEREST	\$25.00
Total Sales:			\$25.00

Miscellaneous Sales

Customer/Org Name	Sales Amount
Pomeroy Auditor	\$100.00
Total Sales:	\$100.00

☐ Please check here to acknowledge that all sales have been reviewed and verified before clicking Submit

☐ Please check here to acknowledge that all subcontractor sales have been reviewed and verified before clicking Submit

Edit Misc Sales

Edit Subcontractor Sales

Edit Customer/Org Sales

Save / Submit Later

Submit Sales Report

Vendor Quarterly Sales Reporting Instructions

Step 12: After submitting your sales, the system will provide a confirmation page. You will also receive an e-mail confirming your sales have been reported.

Sales Reporting Confirmation

Thank you for reporting sales for:

Vendor #: W1

Contract #: 06515

Year: 2022

Quarter: 4

You should receive an email confirming your sales report.

For any questions, please contact Customer Service at (360) 407-2210 or by email at contractingandpurchasing@des.wa.gov

[Report sales for another reporting period](#)

Vendor Quarterly Sales Reporting Instructions

DATA FILE UPLOAD

THE FOLLOWING STEPS ARE FOR VENDORS WISHING
TO REPORT VIA A TAB DE-LIMITED FILE UPLOAD.



Washington State
**DEPARTMENT OF
ENTERPRISE SERVICES**

Vendor Quarterly Sales Reporting Instructions

File Upload Overview

The tab-delimited file can be created by:

- Using the Excel [Contract Sales Reporting Worksheet](#) available on the [Contract Sales Reporting System](#) login page and saving as a text tab-delimited file (recommended).
- A text tab-delimited file created from vendor database or IT department.

The sales file only needs 3 columns in the following order for the upload process.

- DES Customer #: These are the customer numbers currently on the [Contract Sales Reporting Worksheet](#).
- Customer Name: This is used as a reference for any processing errors.
- Sales Amount: Sales dollars rounded to the nearest dollar. If reporting credits, **place a minus symbol [-]** in front of the dollar amount. **Note: Don't add dollar signs [\$] or decimal points [.]**. **For the file won't upload if these are present.**

The file upload option is available on the "Select Contract & Reporting Period" screen. If the *Import sales from file* option is selected, you will be able to select your file from your personal computer or network drive. After the file has been uploaded and processed, you will be able to review, edit and submit the sales report.

Vendor Quarterly Sales Reporting Instructions

Step 1. Create a **text** tab-delimited file using the Excel [Contract Sales Reporting Worksheet](#), on the [Contract Sales Reporting System](#) login page and choose the link to the [Contract Sales Reporting Worksheet](#).

Login

Welcome to Enterprise Services' online Contract Sales Reporting tool for contract vendors.

Special Note:

Credit card payments will be accepted on Tuesdays and Thursdays via phone at (360)-725-5700 from 8:00 – 4:30 p.m. PST. If you reach our voicemail, please leave a detailed message to receive a return call the following Tuesday/Thursday. **Please wait to receive an invoice from DES before sending payment. This is to ensure your payment can be identified, accepted and applied correctly.**

Please enter your Email Address and Password to log on.

If you do not have an Email Address or Password, or if you are having system trouble, please contact Customer Service at (360) 407-2210 or contractingandpurchasing@des.wa.gov

[Forget your password?](#)

Email Address:

Password:

Login


[Contract Sales Reporting Worksheet](#) Lists all customer/organizations to be used as a tool to gather customer/organization sales data offline before logging on and reporting sales.

Reporting Instructions

[Click here for instructions](#) on how to submit sales data into the Contract Sales Reporting System.

Vendor Quarterly Sales Reporting Instructions

Step 2. Choose the appropriate Reporting Year and Report Quarter, and then click *View Report*.



Sales Reporting Worksheet

[Hide](#)

Printing: Click on the printer icon located on the far right side of the report toolbar below. If an error message appears after clicking the printer icon, follow the instructions for converting to a PDF file or Export to Excel.

Export to Excel: Click on "select a format" and choose Excel, then click "Export" to the right of the dropdown and follow the prompts.

Convert to PDF: Click on "select a format" and choose Acrobat (PDF) file, then click "Export" to the right of the dropdown and follow the prompts.

Reporting Year: 2013

Report Qtr: Qtr 3

View Report

1 of 42

100%

Find | Next

Excel

Export

Customer #	Customer Name	Sales	MCUA
21401	ABERDEEN CITY OF		N
35005	ABERDEEN SCHOOL DISTRICT 5		Y
165	ACCOUNTANCY STATE BOARD OF		Y
035	ACTUARY OFFICE OF THE STATE		Y
10100	ADAMS COUNTY		Y
30104	ADAMS COUNTY CONSERVATION DISTRICT		N
30100	ADAMS COUNTY FIRE DISTRICT		N
39312	ADAMS COUNTY HEALTH DISTRICT		N
80260	ADAMS COUNTY PUBLIC HOSPITAL DISTRICT		N
110	ADMINISTRATIVE HEARINGS OFFICE OF		Y
055	ADMINISTRATIVE OFFICE OF THE COURTS		Y
35210	ADNA SCHOOL DISTRICT 226		N
39010	AFFILIATED HEALTH SERVICES		N
119	AFRICAN-AMERICAN AFFAIRS WASHINGTON STATE COMMISSION ON		Y

Vendor Quarterly Sales Reporting Instructions

Step 3. To export the report to an Excel document, click the dropdown box, *Select a format*. Choose Excel, and then click *Export*.



Sales Reporting Worksheet

[Hide](#)

Printing: Click on the printer icon located on the far right side of the report toolbar below. If an error message appears after clicking the printer icon, follow the instructions for converting to a PDF file or Export to Excel.

Export to Excel: Click on "select a format" and choose Excel, then click "Export" to the right of the dropdown and follow the prompts.

Convert to PDF: Click on "select a format" and choose Acrobat (PDF) file, then click "Export" to the right of the dropdown and follow the prompts.

Reporting Year: 2013 Report Qtr: Qtr 3

[View Report](#)

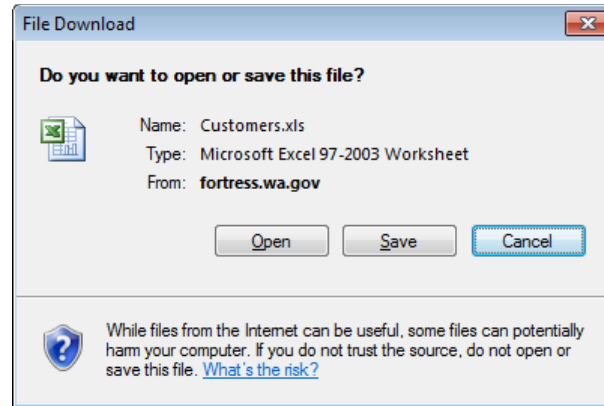
1 of 42 100% Find | ext Excel Export

Customer #	Customer Name	Sales	MCUA
21401	ABERDEEN CITY OF		N
35005	ABERDEEN SCHOOL DISTRICT 5		Y
165	ACCOUNTANCY STATE BOARD OF		Y
035	ACTUARY OFFICE OF THE STATE		Y
10100	ADAMS COUNTY		Y
30104	ADAMS COUNTY CONSERVATION DISTRICT		N
30100	ADAMS COUNTY FIRE DISTRICT		N
39312	ADAMS COUNTY HEALTH DISTRICT		N
80260	ADAMS COUNTY PUBLIC HOSPITAL DISTRICT		N
110	ADMINISTRATIVE HEARINGS OFFICE OF		Y
055	ADMINISTRATIVE OFFICE OF THE COURTS		Y
35210	ADNA SCHOOL DISTRICT 226		N
39010	AFFILIATED HEALTH SERVICES		N
119	AFRICAN-AMERICAN AFFAIRS WASHINGTON STATE COMMISSION ON		Y

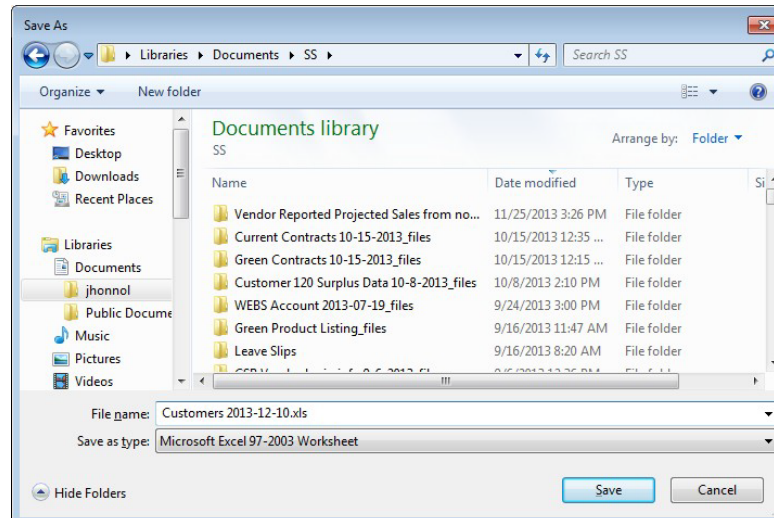
Vendor Quarterly Sales Reporting Instructions

Step 4. A File Download dialog box will appear. Choose **Save** (Figure 3).

- Note: The document may take some time to load.

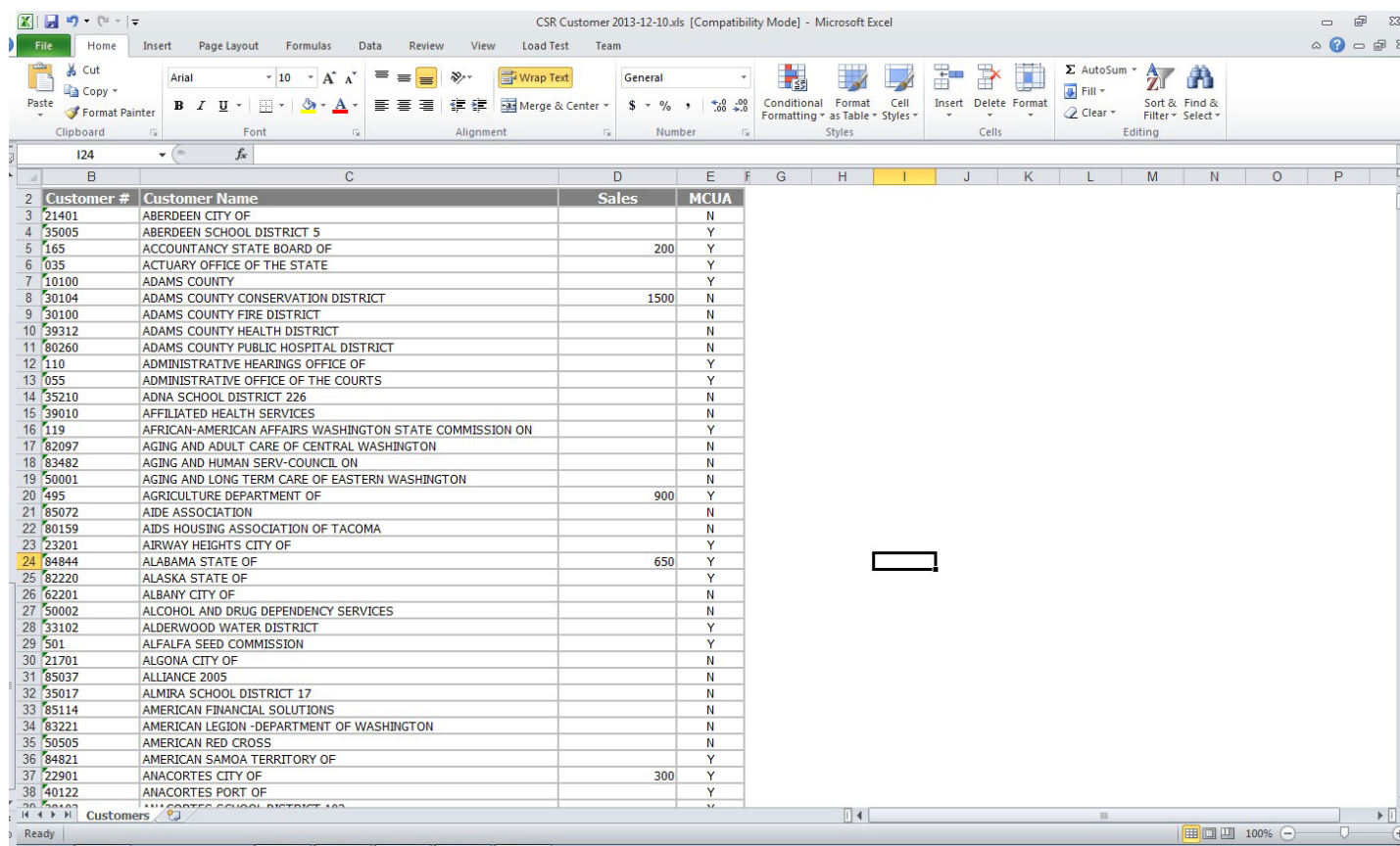


Step 5. Rename, choose a location to save the document and then click **Save** (Figure 4).



Vendor Quarterly Sales Reporting Instructions

- Step 6.** Open the saved Excel file and enter your sales data in the appropriate column.
- To import the document, it must be in the format displayed in Figure 5.
 - The columns with Customer Number, Customer Name and Sales are required.
 - Sales amounts must be entered to the nearest dollar (do **NOT** enter \$ symbol)
 - If reporting credits, place a minus symbol [-] in front of the dollar amount.

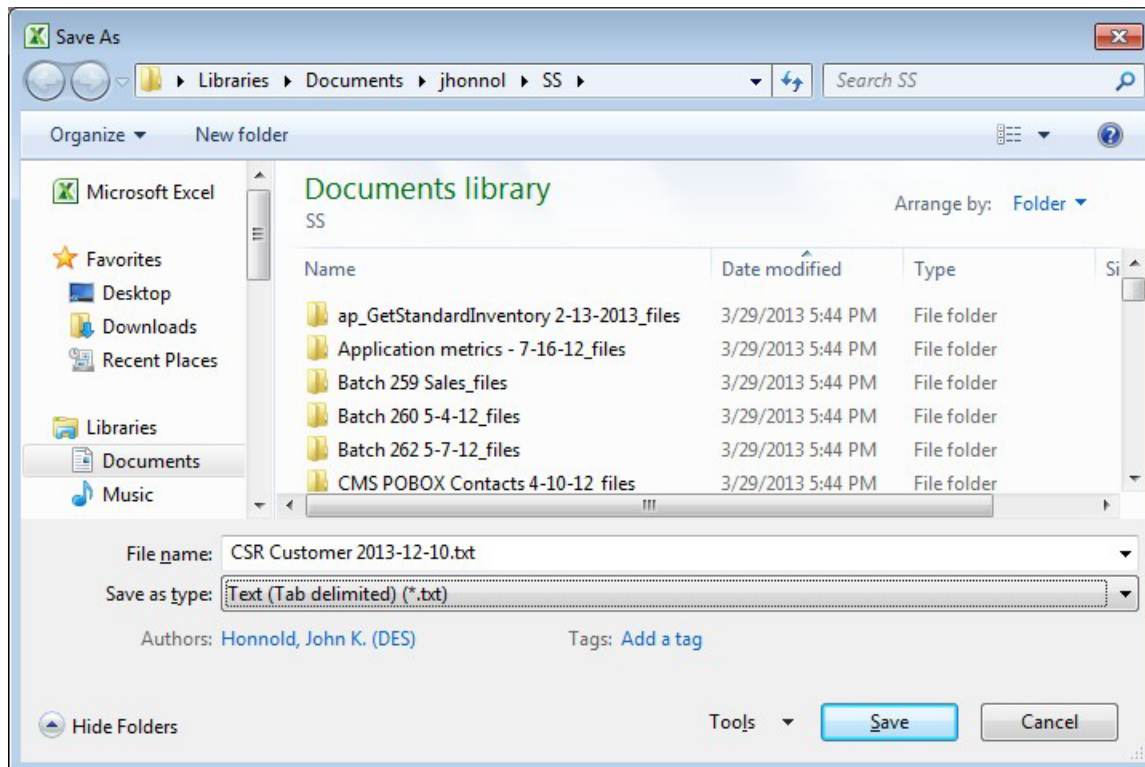


Customer #	Customer Name	Sales	MCUA
21401	ABERDEEN CITY OF		N
35005	ABERDEEN SCHOOL DISTRICT 5		Y
165	ACCOUNTANCY STATE BOARD OF	200	Y
035	ACTUARY OFFICE OF THE STATE		Y
10100	ADAMS COUNTY		Y
30104	ADAMS COUNTY CONSERVATION DISTRICT	1500	N
30100	ADAMS COUNTY FIRE DISTRICT		N
39312	ADAMS COUNTY HEALTH DISTRICT		N
80260	ADAMS COUNTY PUBLIC HOSPITAL DISTRICT		N
110	ADMINISTRATIVE HEARINGS OFFICE OF		Y
055	ADMINISTRATIVE OFFICE OF THE COURTS		Y
35210	ADNA SCHOOL DISTRICT 226		N
39010	AFFILIATED HEALTH SERVICES		N
119	AFRICAN-AMERICAN AFFAIRS WASHINGTON STATE COMMISSION ON		Y
82097	AGING AND ADULT CARE OF CENTRAL WASHINGTON		N
83482	AGING AND HUMAN SERV-COUNCIL ON		N
50001	AGING AND LONG TERM CARE OF EASTERN WASHINGTON		N
495	AGRICULTURE DEPARTMENT OF	900	Y
85072	AIDE ASSOCIATION		N
80159	AIDS HOUSING ASSOCIATION OF TACOMA		N
23201	AIRWAY HEIGHTS CITY OF		Y
84844	ALABAMA STATE OF	650	Y
82220	ALASKA STATE OF		Y
62201	ALBANY CITY OF		N
50002	ALCOHOL AND DRUG DEPENDENCY SERVICES		N
33102	ALDERWOOD WATER DISTRICT		Y
501	ALFALFA SEED COMMISSION		Y
21701	ALGONA CITY OF		N
85037	ALLIANCE 2005		N
35017	ALMIRA SCHOOL DISTRICT 17		N
85114	AMERICAN FINANCIAL SOLUTIONS		N
83221	AMERICAN LEGION - DEPARTMENT OF WASHINGTON		N
50505	AMERICAN RED CROSS		N
84821	AMERICAN SAMOA TERRITORY OF		Y
22901	ANACORTES CITY OF	300	Y
40122	ANACORTES PORT OF		Y

Vendor Quarterly Sales Reporting Instructions

Step 7. After you have completed entering your sales data, save the Excel file as a Text (Tab delimited) file.

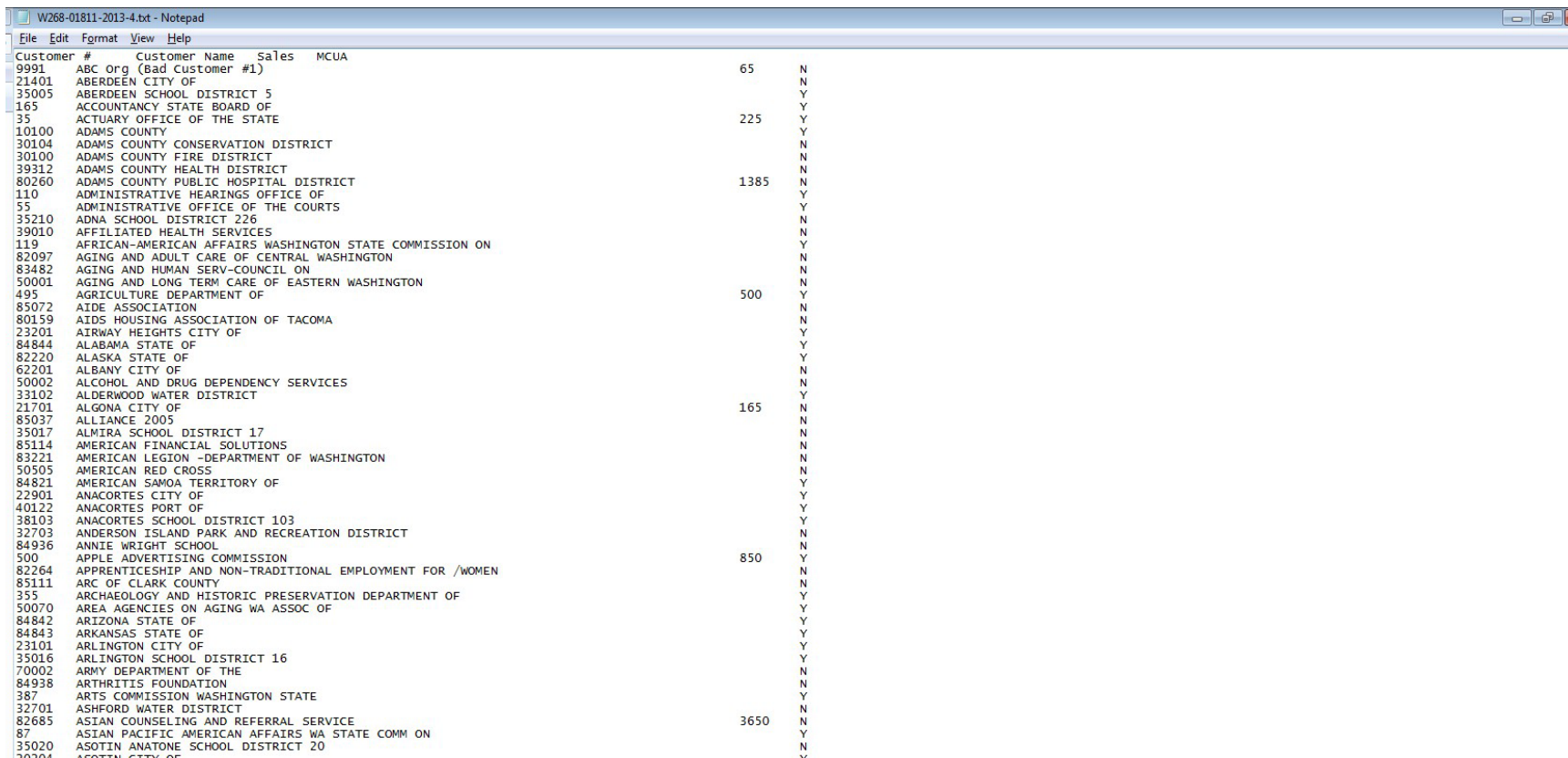
- Choose *File*
- Choose *Save As*
- Rename and choose a location to save the document.
- Change the *Save as type* to *Text (Tab delimited)*.
- Click *Save*.



Vendor Quarterly Sales Reporting Instructions

Example of Saved Tab-delimited File

The figure below displays an example of a tab-delimited file saved from the [Contract Sales Reporting Worksheet](#).



Customer #	Customer Name	Sales	MUA
9991	ABC Org (Bad Customer #1)	65	N
21401	ABERDEEN CITY OF		N
35005	ABERDEEN SCHOOL DISTRICT 5		Y
165	ACCOUNTANCY STATE BOARD OF		Y
35	ACTUARY OFFICE OF THE STATE	225	Y
10100	ADAMS COUNTY		Y
30104	ADAMS COUNTY CONSERVATION DISTRICT		N
30100	ADAMS COUNTY FIRE DISTRICT		N
39312	ADAMS COUNTY HEALTH DISTRICT		N
80260	ADAMS COUNTY PUBLIC HOSPITAL DISTRICT	1385	N
110	ADMINISTRATIVE HEARINGS OFFICE OF		Y
55	ADMINISTRATIVE OFFICE OF THE COURTS		Y
35210	ADNA SCHOOL DISTRICT 226		N
39010	AFFILIATED HEALTH SERVICES		N
119	AFRICAN-AMERICAN AFFAIRS WASHINGTON STATE COMMISSION ON		Y
82097	AGING AND ADULT CARE OF CENTRAL WASHINGTON		N
83482	AGING AND HUMAN SERV-COUNCIL ON		N
50001	AGING AND LONG TERM CARE OF EASTERN WASHINGTON		N
495	AGRICULTURE DEPARTMENT OF	500	Y
85072	AIDE ASSOCIATION		N
80159	AIDS HOUSING ASSOCIATION OF TACOMA		N
23201	AIRWAY HEIGHTS CITY OF		Y
84844	ALABAMA STATE OF		Y
82220	ALASKA STATE OF		Y
62201	ALBANY CITY OF		N
50002	ALCOHOL AND DRUG DEPENDENCY SERVICES		N
33102	ALDERWOOD WATER DISTRICT		Y
21701	ALGONA CITY OF	165	N
85037	ALLIANCE 2005		N
35017	ALMIRA SCHOOL DISTRICT 17		N
85114	AMERICAN FINANCIAL SOLUTIONS		N
83221	AMERICAN LEGION -DEPARTMENT OF WASHINGTON		N
50505	AMERICAN RED CROSS		N
84821	AMERICAN SAMOA TERRITORY OF		Y
22901	ANACORTES CITY OF		Y
40122	ANACORTES PORT OF		Y
38103	ANACORTES SCHOOL DISTRICT 103		Y
32703	ANDERSON ISLAND PARK AND RECREATION DISTRICT		N
84936	ANNIE WRIGHT SCHOOL		N
500	APPLE ADVERTISING COMMISSION	850	Y
82264	APPRENTICESHIP AND NON-TRADITIONAL EMPLOYMENT FOR /WOMEN		N
85111	ARC OF CLARK COUNTY		N
355	ARCHAEOLOGY AND HISTORIC PRESERVATION DEPARTMENT OF		Y
50070	AREA AGENCIES ON AGING WA ASSOC OF		Y
84842	ARIZONA STATE OF		Y
84843	ARKANSAS STATE OF		Y
23101	ARLINGTON CITY OF		Y
35016	ARLINGTON SCHOOL DISTRICT 16		Y
70002	ARMY DEPARTMENT OF THE		N
84938	ARTHRITIS FOUNDATION		N
387	ARTS COMMISSION WASHINGTON STATE		Y
32701	ASHFORD WATER DISTRICT		N
82685	ASIAN COUNSELING AND REFERRAL SERVICE	3650	N
87	ASIAN PACIFIC AMERICAN AFFAIRS WA STATE COMM ON		Y
35020	ASOTIN ANATONE SCHOOL DISTRICT 20		N
30204	ASOTIN CITY OF		Y

Vendor Quarterly Sales Reporting Instructions

Selecting File Import Option

Step 8. Login to the [Contract Sales Reporting System](#).

Step 9. Click the dropdown boxes to select the appropriate *Reporting Year* and *Reporting Quarter* (Figure 8).

Step 10. Check *Import sales from file*, then click 'Import Sales'.

Select contract & reporting period

Vendor #:

Contract #:

Reporting Year:

Reporting Qtr: Note: Future reporting is not allowed

Contract Title: Landscaping (Test Contract)

Contract Administrator: Ron Weasley

Admin Phone: (360) 123-5555

Admin Email: ron.weasley@fake.net

Vendor Name: DES TEST VENDOR ADMIN ACCOUNT (NOT A VENDOR)

Vendor Start Date: 01-01-2016

Vendor End Date: 08-31-2018

Vendor Contact Name: D.E.S. TEST VENDOR! ADMIN USER!

Contact Phone: (360) 902-7400

Contact Email: pcamail@ga.wa.gov

[View Management Fee Invoices](#)

Sales Reporting History									
Year	Qtr 1	Qtr 1 S	Qtr 2	Qtr 2 S	Qtr3	Qtr.3 S	Qtr 4	Qtr 4 S	Total
2016	N	\$0.00	N	\$0.00	N	\$0.00	N	\$0.00	\$0.00
2017	N	\$0.00	N	\$0.00	N	\$0.00	P	\$0.00	\$0.00
2018	P	\$0.00	P	\$0.00	P	\$0.00	N	\$0.00	\$0.00
2019	N	\$0.00	N	\$0.00	N	\$0.00	N	\$0.00	\$0.00
2020	N	\$0.00	N	\$0.00	N	\$0.00	N	\$0.00	\$0.00
2021	N	\$0.00	N	\$0.00	N	\$0.00	N	\$0.00	\$0.00
2022	N	\$0.00	N	\$0.00	N	\$0.00	N	\$0.00	\$0.00
2023	N	\$0.00	N	\$0.00	N	\$0.00	X	\$0.00	\$0.00

X = Not required to report

Y = Have reported sales

N = Have not reported sales

P = Sales reporting in progress

❗ If the information provided here is incorrect, please contact Customer Service at (360) 407-2210 or contractingandpurchasing@des.wa.gov

☐ Check here to manually enter sales by customer

☐ Check here if sales equal zero for the year and quarter you are reporting.

☒ Import sales from file. [Help](#)

Import Sales

Vendor Quarterly Sales Reporting Instructions

Step 11. Click '*Choose File*', then locate and select the Text (Tab delimited) file.

Step 12. Click *Upload File* to upload.

Import Sales From File

Choose File

2023 Q2 Sales.txt

Upload File

Cancel

[Help](#)

Vendor Quarterly Sales Reporting Instructions

Step 13. If the file is successfully uploaded, the process sales button will appear (Figure 10).

- If the file did not load, see instructions for Error Uploading Report File.

Step 14. Click *Process Sales* to begin processing.

- Note: The sales processing may take a few minutes. Please wait for message to confirm that the upload processing is complete. Please do not attempt to navigate to other screens while the file is being processed.

Import Sales From File

2023 Q2 Sales.txt uploaded, ready to process. Click Process Sales button to continue.

Choose File

No file chosen

[Help](#)

Process Sales

Cancel

Vendor Quarterly Sales Reporting Instructions

Error Uploading Report File

- If a file fails to import correctly, an error message will appear. The following are possible reasons the file failed to upload and process correctly:
 - File is not saved in a tab-delimited file. Re-save file in proper tab-delimited format and repeat file import process.
 - File is not in the proper format of Customer #, Customer Name and Sales. Reformat the file and repeat import process.
 - Sales amount data not in correct format. Open file in Excel, right click on sales amount column and select *Format Cells*. Select *Number* from the category options and change decimal places to zero. Click *Ok*. Save file again in tab-delimited format. Repeat file import process.
 - Remove dollar signs (\$), decimal points (.) and commas (,). The file won't upload if these are present.
 - Enter whole dollar amounts only. If a sale is above "50 cents" round up; if it's below "50 cents" round down.

Vendor Quarterly Sales Reporting Instructions

Step 15. After processing the sales file, as message will provide status and processing information. At this time, the sales data has been uploaded and processed. You must still review and submit the sales report.

Step 16. Click *Review Sales*.

If you do not have any other sales to report, check the box indicating you have reviewed your sales and submit your report. If you do have subcontractor sales go to slide 35.

Review Sales

Organization Sales

Customer/Org #	Customer/Org Name	Sales Amount
010	BOND RETIREMENT AND INTEREST	\$100.00
Total Sales:		\$100.00

Subcontractor Sales

Subcontractor	Customer/Org #	Customer/Org Name	Sales Amt
w693 - GLOBALSTAR CONSULTING LLC.	010	BOND RETIREMENT AND INTEREST	\$25.00
Total Sales:			\$25.00

Miscellaneous Sales

Customer/Org Name	Sales Amount
Pomeroy Auditor	\$100.00
Total Sales:	\$100.00

☐ Please check here to acknowledge that all sales have been reviewed and verified before clicking Submit

☐ Please check here to acknowledge that all subcontractor sales have been reviewed and verified before clicking Submit

Edit Misc Sales

Edit Subcontractor Sales

Edit Customer/Org Sales

Save / Submit Later

Submit Sales Report

Vendor Quarterly Sales Reporting Instructions

Step 17. Review your sales data. Use the buttons below to review, edit and submit your sales report.

Step 18. Check the box(es) acknowledging that your report is correct. Then click *Submit Sales Report*, to complete your sales reporting.

Review Sales

Organization Sales

Customer/Org #	Customer/Org Name	Sales Amount
010	BOND RETIREMENT AND INTEREST	\$100.00
Total Sales:		\$100.00

Subcontractor Sales

Subcontractor	Customer/Org #	Customer/Org Name	Sales Amt
w693 - GLOBALSTAR CONSULTING LLC.	010	BOND RETIREMENT AND INTEREST	\$25.00
Total Sales:			\$25.00

Miscellaneous Sales

Customer/Org Name	Sales Amount
Pomeroy Auditor	\$100.00
Total Sales:	\$100.00

☐ Please check here to acknowledge that all sales have been reviewed and verified before clicking Submit

☐ Please check here to acknowledge that all subcontractor sales have been reviewed and verified before clicking Submit

Edit Misc Sales

Edit Subcontractor Sales

Edit Customer/Org Sales

Save / Submit Later

Submit Sales Report

Vendor Quarterly Sales Reporting Instructions

Step 19. To input Subcontractor Sales, select 'Edit Subcontractor Sales' and move to Step 20. Note that the subcontractor sales are based on the overall sales entered before moving onto entering subcontractor sales. This option will only show up if the contract you are reporting under allows for subcontractors and subcontractors have been set up with DES.

Review Sales

Organization Sales

Customer/Org #	Customer/Org Name	Sales Amount
010	BOND RETIREMENT AND INTEREST	\$100.00
Total Sales:		\$100.00

Subcontractor Sales

Subcontractor	Customer/Org #	Customer/Org Name	Sales Amt
w693 - GLOBALSTAR CONSULTING LLC.	010	BOND RETIREMENT AND INTEREST	\$25.00
Total Sales:			\$25.00

Miscellaneous Sales

Customer/Org Name	Sales Amount
Pomeroy Auditor	\$100.00
Total Sales:	\$100.00

- ☐ Please check here to acknowledge that all sales have been reviewed and verified before clicking Submit
- ☐ Please check here to acknowledge that all subcontractor sales have been reviewed and verified before clicking Submit

[Edit Misc Sales](#)[Edit Subcontractor Sales](#)[Edit Customer/Org Sales](#)[Save / Submit Later](#)[Submit Sales Report](#)

Vendor Quarterly Sales Reporting Instructions

Step 20: After Selecting ‘Enter Subcontractor Sales’ this screen will appear:

Enter Subcontractor Sales

- ☐ Enter sales OR zero sales by subcontractor
- ☐ Enter ZERO sales for ALL subcontractors

Enter Misc Sales

Edit Customer/Org Sales

Review Sales

Save / Submit Later

If any of your authorized subcontractors have sales, select the “Enter sales OR zero sales by subcontractor” box.

If NONE of your authorized subcontractors have sales, select the “Enter ZERO sales for ALL subcontractors” box.

Vendor Quarterly Sales Reporting Instructions

Step 20a: If your subcontractor did not have sales then select the “Report Zero Sales Selected Subcontractor” button.

Sales updated for org # 100 - ATTORNEY GENERAL OFFICE OF THE

☒ Enter sales OR zero sales by subcontractor

Enter Subcontractors: W417 - TAKE-A-TICKET, INC. **Report Zero Sales Selected Subcontractor**

Customer/Org #	Customer/Organization Name	Vendor Sales Amt	Sales Amount
100	ATTORNEY GENERAL OFFICE OF THE	\$100.00	0
010	BOND RETIREMENT AND INTEREST	\$1.00	0

Subcontractor	Customer/Org #	Customer/Organization Name	Vendor Sales Amt	Sales Amt
W693 - GLOBALSTAR CONSULTING LLC.	100	ATTORNEY GENERAL OFFICE OF THE	\$100.00	\$25.00

Sales updated for org # 100 - ATTORNEY GENERAL OFFICE OF THE

After entering all ‘Subcontractor Sales’, choose one of the following:

- **To edit customer sales**, select ‘Edit Customer/Org Sales’.
- **To review**, select ‘Review Sales’ to review all entered sales for the quarter, prior to submitting for final report to DES.
- **Save/Submit Later**, save the current iteration of your report. Note that your report is not fully submitted using this option.

Vendor Quarterly Sales Reporting Instructions

Step 20b: Enter the sales the subcontractor had. In this example our business and subcontractor had overall sales of \$100 with the Bond Retirement and Interest. Of those \$100 in sales our subcontractor had \$25 in sales.

Enter Subcontractor Sales

Sales updated for org # 010 - BOND RETIREMENT AND INTEREST

☒ Enter subcontractor sales

Enter Subcontractors: w693 - GLOBALSTAR CONSULTING LLC. ▼

Customer/Org #	Customer/Organization Name	Vendor Sales Amt	Sales Amount
010	BOND RETIREMENT AND INTEREST	\$100.00	25

Subcontractor	Customer/Org #	Customer/Organization Name	Vendor Sales Amt	Sales Amt
w693 - GLOBALSTAR CONSULTING LLC.	010	BOND RETIREMENT AND INTEREST	\$100.00	\$25.00

Sales updated for org # 010 - BOND RETIREMENT AND INTEREST

Enter Misc SalesEdit Customer/Org SalesReview Sales

Save / Submit Later

After entering all 'Subcontractor Sales', choose one of the following:

- **To edit customer sales**, select 'Edit Customer/Org Sales'.
- **To review**, select 'Review Sales' to review all entered sales for the quarter, prior to submitting for final report to DES.
- **Save/Submit Later**, Select this if you need to log out of the system and continue to enter sales at a later time.

Vendor Quarterly Sales Reporting Instructions

Step 21: After selecting 'Review Sales', the system generates a summary of your reported sales for review prior to submitting. If your sales are correct, check the box acknowledging your review. From this screen, you can choose from the following options:

- 'Edit Misc. Sales'. Select this to make edits to any Misc. Sales.
- 'Edit Subcontractor Sales'. Select this to make any edits to your subcontractor sales.
- 'Edit Customer/Org Sales'. Select this to make edits to sales from a specific customer.
- 'Save/Submit Later'. Select this if you need to log out of the system and continue to enter sales at a later time.
- 'Submit Sales Report'. Check the box(es) to certify your sales are correct. Then select 'Submit Sales Report' if all sales are correct.

Your sales report is not submitted until you choose 'Submit Sales Report'

Review Sales

Organization Sales

Customer/Org #	Customer/Org Name	Sales Amount
010	BOND RETIREMENT AND INTEREST	\$100.00
Total Sales:		\$100.00

Subcontractor Sales

Subcontractor	Customer/Org #	Customer/Org Name	Sales Amt
w693 - GLOBALSTAR CONSULTING LLC.	010	BOND RETIREMENT AND INTEREST	\$25.00
Total Sales:			\$25.00

Miscellaneous Sales

Customer/Org Name	Sales Amount
Pomeroy Auditor	\$100.00
Total Sales:	\$100.00

☐ Please check here to acknowledge that all sales have been reviewed and verified before clicking Submit

☐ Please check here to acknowledge that all subcontractor sales have been reviewed and verified before clicking Submit

Edit Misc Sales

Edit Subcontractor Sales

Edit Customer/Org Sales

Save / Submit Later

Submit Sales Report