

Contractor Information

Contractor Name	
Federal ID Number	
NYS Vendor ID Number	
Date Report Submitted	
Contractor Contact Name	
Contact Phone Number	
Contact Email	
Contract Number	
Group Number	
Quarter Ending	

Instructions: Contractor shall furnish OGS with a report of all sales provided under the Contract on a quarterly basis or as requested by OGS, utilizing the "Appendix E- Report of Contract Sales" template. Purchases by Non-State Agencies, political subdivisions and others authorized by law shall be reported in the same report and indicated as required.

All fields of information shall be accurate and complete.

The report is to be submitted electronically in Microsoft Excel format unprotected, via e-mail to the attention of the designated OGS Procurement Services Contract Administrator listed on the OGS website and shall reference the Group Number, Award Number, Contract Number, Sales Period, Contractor's Name and all other fields required. OGS reserves the right to amend the "Appendix E - Report of Contract Sales" template or to require sales to be reported in a different format. Further, additional related sales information and/or detailed Authorized User purchases may be required by OGS and must be supplied upon request.

The chart below defines the fields and the information that should be entered for the columns listed in the Report of Contract Sales.
Please use this sheet as a reference when populating the "Sales Report" tab of this spreadsheet.

Sales Report	
Field/Column Name	Definition/Explanation
Order Date	Date of order.
Order Number	Order number as assigned by Contractor.
Authorized User Name (Sold to)	Name of entity authorized by the laws of the State of New York to participate in NYS centralized contracts (including, but not limited to, State Agencies, political subdivisions, public authorities, public benefit corporations and certain other entities set forth in law).
State Agency (Y/N)	For the purposes of this report, State Agencies are all state departments, boards, commissions, offices or institutions. SUNY, CUNY, the NYS Legislature and the NYS Judiciary are not considered State Agencies for the purposes of this report. A list of Agencies follows this list of required fields.
Entity Type	Options: "SLG" for State and Local Governmental Entities or "EDU" for entities which meet the definition of a "Microsoft Qualified Educational User" (Appendix F of the CMBA between Microsoft and New York State).
Microsoft Model/Part Number	Model/Part number provided by Microsoft.
Contractor SKU	Unique Product identifier provided by Contractor for each individual Product.
Product Description	Enter the Product Description corresponding to the product sold to the Authorized User.
Quantity	Total number of Products per specific Contractor SKU that was sold.
Unit Cost	Actual price per unit paid by the Authorized User.
Total Product Cost	Unit Cost * Quantity. Total amount paid by the Authorized User.
Microsoft Program Agreement	The Program Agreement under which the Products sold can be found.
Product Type	Specify if product sold is On-Premise Software or an Online Service.
Cost-Plus/Cost-Minus Percentage	Cost-Plus Percentage or Cost-Minus Percentage applied to Net Reseller Cost for the specific purchase.
Date of Enrollment/Registration	The date that the Enrollment/Registration Form was executed.
Enrollment/Registration Form Number	The Licensing ID (identification number) assigned by Microsoft to an Authorized User's Enrollment or Affiliate Registration Form.
Licensing Duration	The length of the term of the Enrollment Agreement.

State Agencies
AGENCY NAME
Adirondack Park Agency
Aging, State Office for the
Agriculture and Markets, Department of
Alcoholic Beverage Control, Division of
Alcoholism and Substance Abuse Services, Office of
Arts, Council on the
Attorney General, Office of the
Board of Elections
Budget, Division of the
Children and Family Services, Office of
Civil Service, Department of
Commission on Quality of Care and Advocacy for Persons with Disabilities
Correctional Services, Department of (Corcraft)
Corrections and Community Supervision, Department of
Criminal Justice Services, Division of
Development Authority of the North Country
Developmental Disability Planning Council
Economic Development, Department of
Education Department, State
Employee Relations, Governor's Office of
Energy Research and Development Authority
Environmental Conservation, Department of
Environmental Facilities Corporation
Executive Chamber
Financial Control Board - New York City
Financial Services, Department of
General Services, Office of
Health, Department of
Higher Education Capital Match Program Board
Higher Education Services Corporation
Homeland Security and Emergency Services, Office of
Housing and Community Renewal, Division of
Hudson River Park Trust
Hudson River Valley Greenway Communities Council
Human Rights, Division of
Indigent Legal Services, Office of
Inspector General, Office of the State
Job Development Authority
Justice Center for the Protection of People with Special Needs
Labor, Department of
Lake George Park Commission
Lottery, Division of the
Medicaid Inspector General, Office of
Mental Health, Office of
Military and Naval Affairs, Division of
Mortgage Agency, State of New York
Motor Vehicles, Department of

New York State Gaming Commission
New York State Housing Finance Agency
New York State Racing and Wagering Board
Information Technology Services, Office of
Parks, Recreation and Historic Preservation, Office of
People with Developmental Disabilities, Office For
Prevention of Domestic Violence, Office for the
Public Employment Relations Board
Public Integrity, Commission on
Public Service, Department of
Regulatory Reform, Governor's Office of
State Commission of Correction
State Comptroller, Office of the
State of New York Municipal Bond Bank Agency
State Police, Division of
State, Department of
Statewide Financial System
Tax Appeals, Division of
Taxation and Finance, Department of
Temporary and Disability Assistance, Office of
Thruway Authority
Transportation, Department of
Veterans' Affairs, Division of
Victim Services, Office of
Workers' Compensation Board