

**eProcurement Solutions**

**Quarterly Detailed Sales Report Submission**

* NASPO ValuePoint requires line item sales reports on a quarterly basis for all sales completed under NASPO Value Point contracts.
* Quarterly detailed sales reports are required to be submitted via the online portal at <https://reporting.naspovaluepoint.org>, via email to [spendreports@naspovaluepoint.org](mailto:spendreports@naspovaluepoint.org), or via another approved automatic submission method based on the following schedule.
  + Q1
    - **Quarter End:** March 31st
    - **Report Due:** April 30th
  + Q2
    - **Quarter End:** June 30th
    - **Report Due:** July 31st
  + Q3
    - **Quarter End:** September 30th
    - **Report Due:** October 31st
  + Q4
    - **Quarter End:** December 31st
    - **Report Due:** January 31st
* Reports should be submitted in CSV or Excel format with no additional formatting, subtotals, or total rows included.
* The fields required are described below and should be included exactly as they are labeled and can be provided in any order.

*\*Not required if submitted via online portal.*

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| --- | --- | --- |
| **Field** | **Description** | **Example** |
| Portfolio\* | Name of portfolio. | eProcurement Solutions |
| Year\* | Reporting period year. | 2021 |
| Quarter\* | Reporting period quarter on a calendar year basis. | 1 |
| Vendor\_Name\* | Name of vendor. | Company Inc. |
| Vendor\_Contract\_Number | Contract number transaction is occurring under. | 00819 |
| Customer\_Name | Customer (agency) name. | Commonwealth of Kentucky |
| Customer\_Number | Vendor assigned account number for the purchasing entity. | 8173817 |
| Customer\_Type | State Government, K12 Education, Higher Education, Local Government, Non Profit, Other | State Government |
| Customer\_Address | Street address of customer. | 100 Main St. |
| Customer\_City | City of customer. | Lexington |
| Customer\_State | State abbreviation of customer. | KY |
| Customer\_Zip | 5 digit zip code of customer. | 40506 |
| Invoice\_Number | Vendor assigned invoice number. | 1841992840 |
| Invoice\_Date | Vendor assigned invoice date. | 1/1/2021 |
| PO\_Number | Entity assigned PO number. | PO039491092 |
| PO\_Date | Entity assigned PO date. | 1/2/2021 |
| Project\_Name | Vendor assigned project name or identifier. | Kentucky eProcurement System Phase 1 |
| Category | Full Solution, Individual Workstream Implementation, eSoftware Only, Services Only | Full Solution |
| Product\_Number | Vendor assigned product number. | 1781787781 |
| Product\_Description | Product description. | MyProduct Software Licenses |
| Unit\_Price | Unit price of item. | $1,000.00 |
| Quantity | Quantity of item. | 25 |
| Total\_Price | Extension of unit price and quantity. | $25,000.00 |