

## ESC Region 13 Cooperative Quarterly Sales Report Instructions

ESC Region 13 Cooperative Vendors are required to report all product and/or service sales purchased under the ESC Region 13 Cooperative in accordance with and Section 27\* of the Vendor Contract. Vendors shall submit quarterly reports using the designated template and pay administrative fees in accordance with Section 5\*\* of the Vendor Contract.

### [Submission Link](#)

The quarterly report shall include the following:

- Member/Customer Name
  - Name of the Member or eligible user that purchased the product or service; do not include extra information such as addresses, phone numbers, contact names, etc. Use the exact name that is listed on purchase order received by the member/customer.
- Product/Service Description
  - Describe the product or service that was provided
- Purchase Order Number
  - Must provide purchase order number as issued by the customer; payment transaction number may be used for credit card payments made at the time of the order.
- Project Start & End Dates
  - Indicate the state and end dates of the service being provided to the member/customer.
- Invoice Number
  - Must match the information shown on the actual invoice provided to the customer.
- Invoice Date
  - The invoice date should be the date the invoice was sent to the customer and should be in the following format MM/DD/YYYY. Must fall within the reporting quarter. If adjustments are being made to an invoice reported during a previous quarter, use the date of the adjustment, not the date of the original invoice.
- P.O. Amount
- Invoice Amount
- Total Admin Fee

ESC Region 13 will review the quarterly sales report for accuracy. Upon review, the Vendor will receive and invoice from ESC Region 13's business office requesting payment of Administration Fees.

\*For previous contract versions, reporting may be found in Section 25.

\*\*For previous contract versions, administrative fee may be found in Section 26.