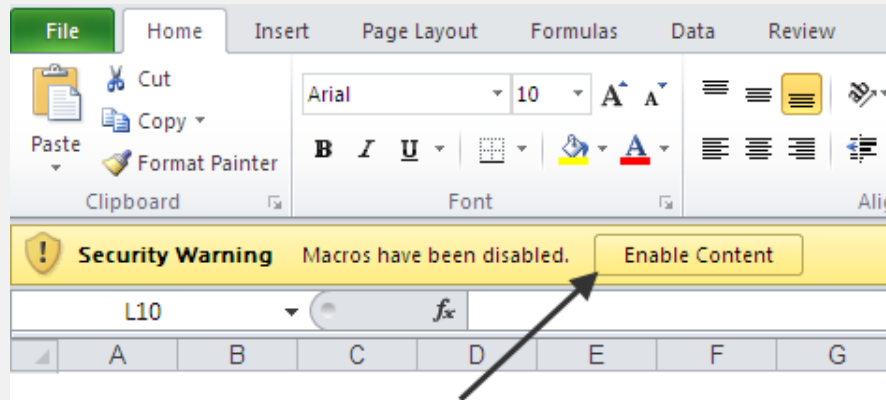


# USAGE REPORT INS

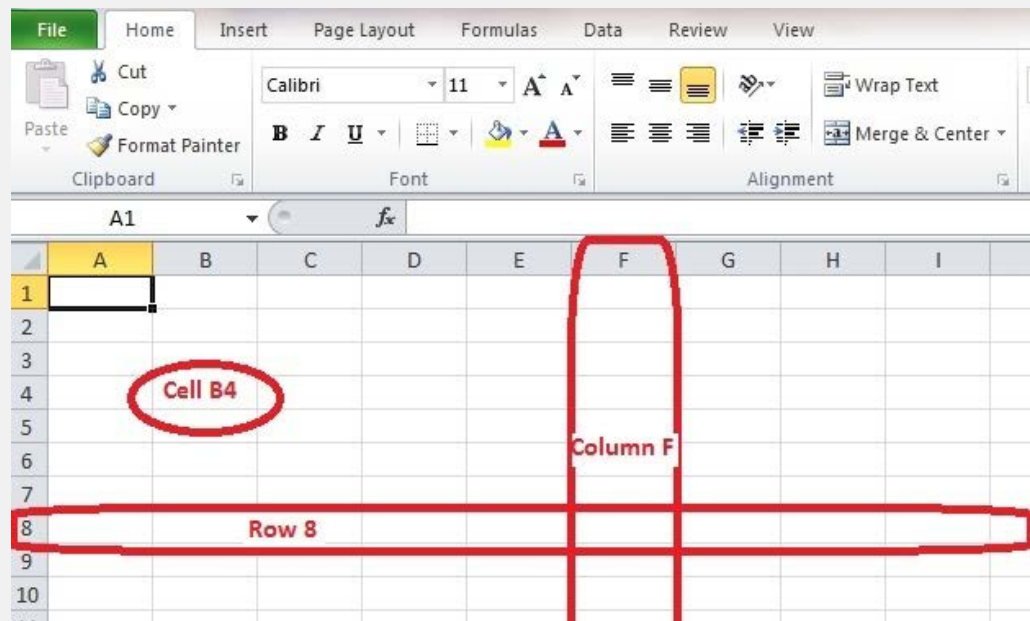
The following instructions explain how to complete the Quarterly Contract Usage Report for the State of Oklahoma. If you need more information about the template, please contact [Strategic.Sourcing@omes.ok.gov](mailto:Strategic.Sourcing@omes.ok.gov)

## Notes:

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

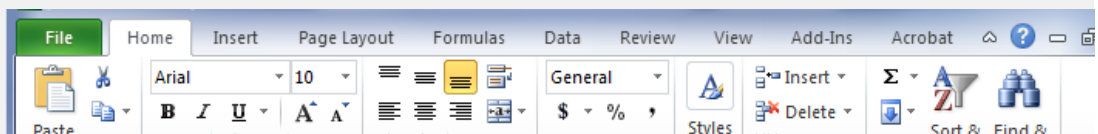


- 2.) Columns A, O, P, and Q are locked. You may not edit the calculated fields under any circumstances.



## Completing the Quarterly Usage Report

- 1.) Select the Quarterly Usage worksheet





**A B C D E F**

- 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 Agencies, enter the Agency's name at 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.

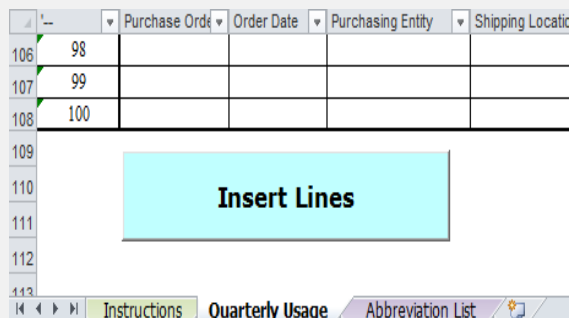
***Remaining fields will automatically calculate based on the values entered.***

### Inserting Lines

1. Select a cell between Columns B and N, and on Lines 1-25.

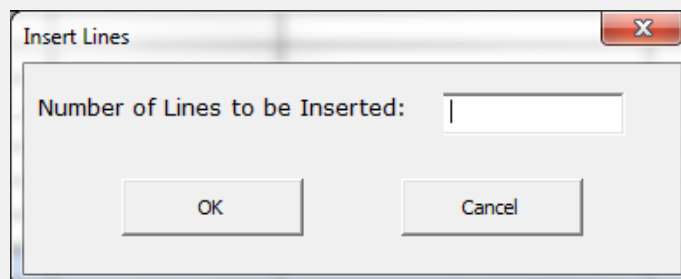
Note: Do NOT select a cell in the Example line

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 automatically update.

These steps can be completed multiple times until the desired number of rows is available.

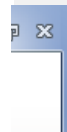


# INSTRUCTIONS

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.





# S Central Purchasing

<input type="text"/>	ING PERIOD:	<input type="text"/>
<i>ities, school districts, municipalities, higher education institutions</i>		
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>

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

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

ferences the date range for which sales were made. Please put an "X" indicating which  
tted.

Product Description (Required)	Product Category	Supplier Item #	UNSPSC Code	MSRP	Unit Price (Required)	Quantity (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.

lly update.

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

