

# UC Procurement Supplier Sales and Incentive Reporting Form Assembly Instructions

Please provide the total sales volume associated with the UC Agreements/Contracts for the quarter. Once you have completed all fields on this page, click the “Submit Sales Data” button. All required fields are designated with (\*). This form should be completed even if you have \$0 sales to report for the current reporting period.


Submit and complete by the 15<sup>th</sup> of the month following the specified UC Reporting Period.

## Supplier Information

FIELD	INSTRUCTIONS
Supplier Name	Enter Supplier Name
UC Agreement Number	Enter UC Agreement Number (i.e. UCOP-XX or XX/OP/XXX)
UC Patronage Incentive	Enter Patronage Incentive if applies (i.e. 1% is 0.01)
Contact Name	Enter Contact Name (form completed by)
Contact Phone	Enter Contact Phone Number
Email	Enter Contact Email Address
Do you have Spend, and/or Incentives information to provide?	Select yes, if you are entering data for the current term. Select no, if you do not have sales to report.

## Sales Data

FIELD	INSTRUCTIONS
Select Campus Location	Select a Campus Location from the drop down
Total Sales \$	Enter Total Sales (for campus)
Total Incentives \$	Enter total Incentive Amount
Add Another Set of Sales Data	To add data for another campus, click on “Add Another Set of Sales Data”
Total Incentive	Enter grand total of all Incentives
Attach Any Supporting Document (optional)	Use “Browse” to find and attach a document from your desktop or other file.

Click on  or...

- **Cancel** – completely cancels the form; data entered lost.
- **Save my progress and resume later** – saves all data entered to this point and enables return to complete entry at a later time. Must enter email & create a password for later access.
- **Resume a previously saved form** – using the email and password previously entered enables return to a form in progress.