



# **COSTARS Vendor Information and System Training**

**December 2013**

# Contents

---

Topic	Page Number
COSTARS Program Overview	3
COSTARS System Overview & Navigation	7
View/Edit Contract Details	12
Vendor Fees Payment	14
Report Sales Data	17
Access Member Contact Information	23
COSTARS Contact Information	25

# ***COSTARS Program Overview***

# What is COSTARS?

---

COSTARS is the Commonwealth of Pennsylvania's cooperative purchasing program administered by the Department of General Services (DGS) Bureau of Procurement (BOP).

The COSTARS program provides registered local public procurement units (LPPU) as well as state-affiliated entities within the Commonwealth (together "members") and suppliers (or "vendors") a tool to find and do business with each other effectively through the use of a contract established by DGS.

This approach to cooperative purchasing leverages the purchasing power of thousands of local entities, combined with the state, to obtain more competitive pricing and choice than individual purchasers might be able to obtain on their own, while eliminating the time and expensive costs of public bidding procedures, and at the same time, providing increased opportunities for thousands of businesses of all sizes in all locations, to compete for millions of dollars of LPPU business.

A local public procurement unit (LPPU) is defined as:

- any political subdivision,
- any public authority,
- any tax exempt, nonprofit education or public health institution or organization,
- any nonprofit fire company, nonprofit rescue company, nonprofit ambulance company
- and to the extent provided by law, any other entity, including a council of government or an area government, that expends public funds for the procurement of supplies and services.

More than 7,800 members are currently taking advantage of existing Commonwealth and COSTARS contracts, including commodities such as furniture, office supplies, sodium chloride (road salt), vehicles, IT hardware and software, and laboratory and medical supplies.

It is estimated that COSTARS members spend more than \$650 million per year using the COSTARS program. Our goal is to produce contracts with competitive pricing, while providing increased opportunities for suppliers and eligible participants.

# Supplier Benefits

## What are the benefits of being a COSTARS vendor?

- **Additional Business Opportunities** — There are more than 7,800 COSTARS members taking advantage of existing contracts by purchasing more than \$650 million in goods and services annually. A complete list of currently registered COSTARS members, with contact information, can be accessed by COSTARS suppliers through the COSTARS website.
- **COSTARS Brand**— COSTARS-authorized suppliers may use the trademarked COSTARS name and logo in their marketing materials, in accordance with contract terms and conditions.
- **Flexibility**— COSTARS-exclusive contracts do not dictate any specific lists of items. Rather, a bidder may offer any type or number of items within the scope of the contract. Resellers may bid as many product lines as their manufacturers authorize them to sell. A supplier may supplement its original bid to provide pricing for additional items within the scope of the contract or to remove items or services it no longer wishes to offer at any time. A supplier may adjust its pricing under certain circumstances in accordance with the contract terms and conditions. Suppliers may offer their products state-wide or limit their market area to certain counties.
- **Ancillary Services**—Certain COSTARS-exclusive contracts enable a supplier to offer ancillary services in conjunction with the products it provides to a purchaser. Sample ancillary services include, but are not limited to, training and post-warranty support and maintenance.
- **Dealer Network**—All COSTARS-exclusive contracts enable a supplier to offer contract items through its designated local dealer network.
- **Negotiate**—Suppliers are able to negotiate prices with members for less than bid prices.
- **Reduced Costs**—The COSTARS process eliminates the need and cost of a formal advertised bidding process. Local governmental units are required to pay within 30 days.
- **Sell Quality, not just price!**

## EXAMPLES OF COSTARS EXCLUSIVE CONTRACTS

- Furniture
- Food
- IT hardware
- Copiers
- Janitorial supplies
- Software
- Voting systems
- Fire/EMS vehicles and supplies
- Office supplies
- Printing and graphic services
- Maintenance, repair equipment
- Toiletries
- Recreation and fitness equipment
- Water and waste-water treatment
- Waste, recycling containers
- LED signals
- Medical supplies
- Laboratory supplies
- Vehicles
- Energy Conservation Supplies
- Groundskeeping maintenance

*For a complete listing of all contracts available for vendors to bid on, please go to our Web site at*

[www.dgs.state.pa.us/costars](http://www.dgs.state.pa.us/costars)

# General Provisions for Suppliers

COSTARS vendors, or potential vendors, should be aware of the general provisions listed below.

- **Supplier Registration**—Suppliers are required to register their business in the PA Supplier Portal and receive a six-digit vendor number as a prerequisite to bidding on a state agency or COSTARS Contract. The Supplier Registration process is available at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us). Although it is a prerequisite, registering and receiving a vendor number does not mean a supplier has been awarded a contract and is able to sell to COSTARS members. To become a COSTARS supplier, one needs to respond to bidding opportunities that are published on the DGS COSTARS or eMarketplace webpages and be awarded a contract.
- **Bidding Opportunities** – All COSTARS-exclusive contract bidding opportunities are published on the DGS COSTARS web-pages. DGS does not post on its website any one particular COSTARS member’s request to contract for a specific purchase. Any contract that DGS bids as a COSTARS-exclusive contract is available for use to *all* COSTARS members.
- **Solicitations** – DGS uses the Competitive Sealed Bidding process to establish COSTARS-exclusive contracts. Suppliers participate in the COSTARS Program as contractors by submitting a responsible and responsive bid to a COSTARS Invitation for Bids (IFB) to receive a COSTARS-exclusive contract award by completing the Bid Item Workbook embedded in the solicitation.
- **Facsimile Bids** – Facsimile Bids are not accepted.
- **Electronic Bidding** – Electronic bidding is not available for COSTARS-exclusive contracts. However, the bidder should include in its hard-copy (printed) bid package an electronic submission of all offered items and pricing on a CD.
- **Bid Opening Date** – All COSTARS-exclusive contract bidding opportunities are continuous. Continuous bidding permits prospective suppliers to submit a bid on a COSTARS-exclusive contract at any time, instead of waiting for a supplemental bidding opportunity. Bids will be accepted on any given Commonwealth business day. Any bid received after the Bid Opening Time (1:30 PM Eastern) will be opened on the next Commonwealth business day.
- **Multiple Awards** – DGS awards COSTARS-exclusive contracts to *all* responsible and responsive bidders. Because everyone who is responsible and responsive will be awarded a contract, DGS will not compare bidders’ pricing submittals for COSTARS-exclusive procurements. Although pricing will not be a factor in contract award, pricing may be a consideration when members select a contractor and place their orders. Consequently, each bidder should present their very best response to an IFB.
- **Administrative Fee** – Suppliers are required to pay the appropriate fee in each contract period, for each COSTARS-exclusive contract, and according to the following criteria:

Bidder-Contractor Classification	Required Fee
DGS Self-Certified Small Business	\$500
All Other Bidders-Contractors	\$1,500

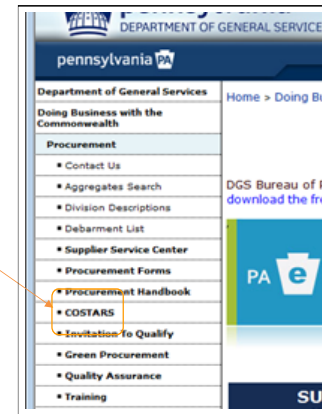
- **Right-to-Know Law** – The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, applies to COSTARS-exclusive contracts. This legislation requires most state contracts, including COSTARS-exclusive contracts, to be available for public viewing on an internet website. To comply with this legislation, COSTARS-exclusive contracts are published within the [COSTARS Members Area](#) of the COSTARS web-pages and are also accessible from the PA [eMarketplace](#) web-pages. This means that you are able to view your competitors’ COSTARS-exclusive contracts and they are able to view yours.

# ***COSTARS System Overview & Navigation***

# Login – DGS Website

Suppliers access the COSTARS website through the DGS website. *Follow the steps below to navigate to the COSTARS website. Use Internet Explorer 6.0 through 8.0 only.*

1. Navigate to the DGS COSTARS page using your Internet Browser: [www.costars.state.pa.us](http://www.costars.state.pa.us). Alternatively, navigate to the DGS home page at [www.dgs.state.pa.us](http://www.dgs.state.pa.us), click **Procurement** in the top, right menu, then click **COSTARS** in the left menu)



2. Click the **Suppliers** button in the middle of the screen





# Login from the PA Supplier Portal

3. Click the [Access the Supplier Gateway](#) link.

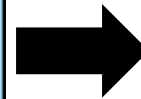
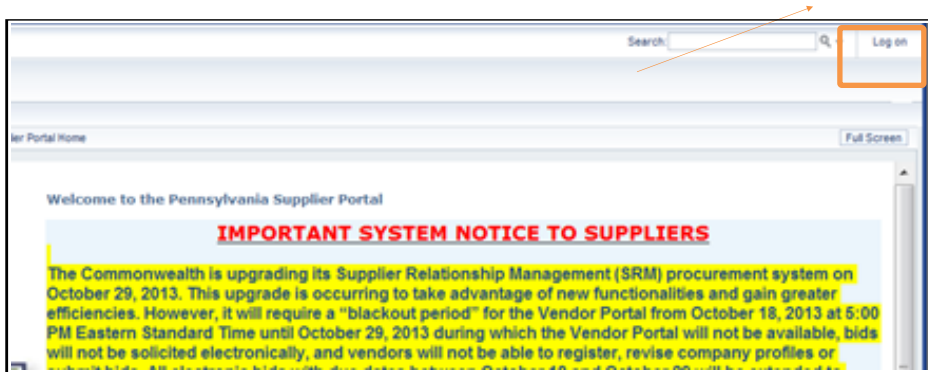
Report Sales/Pay Fee/Edit Profile/  
Review Contract Terms and Offerings Instructions

1. Click on the Supplier Gateway button below.
2. Log in to the Supplier Portal.
  - o In the upper right-hand corner select **Log On**.
  - o Enter your User ID and Password.
3. Select the **Bidder** Tab at the top of the page. .
4. Select **Enterprise Applications** on the left side of the page.
5. If a Security Warning pop-up box appears, select **No** or **Show All Content**.
6. Select the **COSTARS** link at the top of the page to access the Vendor Dashboard where you can report sales, pay administrative fees, edit your profile or review contract terms and offerings.

Click here to Access the 

**Note:** For the most optimal experience, please ensure that you are using **Internet Explorer** versions 6 through 8.


4. Click Log On in the top right hand side of the screen. Login with your credentials.



Welcome Pennsylvania Suppliers! The Pennsylvania Supplier Portal will be unavailable on **Tuesdays and Thursdays from 8:00 PM - 9:00 PM Eastern Time for regular system maintenance**. During this time, the system is not available for transactions including new registrations, supplier record maintenance, and bidding. Thank you for your patience.

User \*

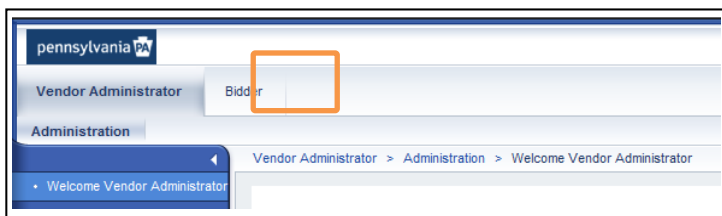
Password \*



Logon Problems? [Replace Password](#)  
Forgot your User ID? Contact the Payable Service Call Center at 877-435-7363 - option 1 Or email [RA\\_PSCSRMPORTAL@pa.gov](mailto:RA_PSCSRMPORTAL@pa.gov)

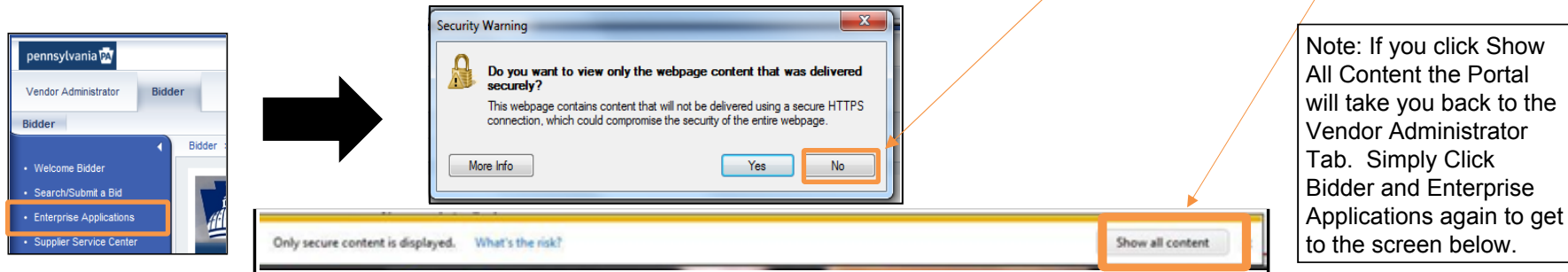
**Note:** If you forget your User Name or Password, call the Call Center at 1.877.435.7363  
Option 1. To Reset your password click on the Replace Password link

5. Click on the Bidder tab at the top of the screen.



## Login from the PA Supplier Portal - continued

6. Click Enterprise Applications on the left menu. When the Security Warning Pops-up, Click the No. If there is no Security Warning, look on the bottom of the page for the Only Secure Content is displayed error box. Click Show All Content. If you do not see a Security Warning or error box and your page is blank with no pop-up, please disable pop-up blockers in your browser. Note: You must use Internet Explorer 6.0 through 8.0 only.



The screenshot shows the Pennsylvania Supplier Portal interface. On the left, a navigation menu is visible with 'Enterprise Applications' highlighted. A large black arrow points from the menu to a 'Security Warning' dialog box. The dialog box contains the text: 'Do you want to view only the webpage content that was delivered securely? This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.' Below the text are 'More Info', 'Yes', and 'No' buttons, with the 'No' button highlighted by an orange box. A second orange box highlights the 'Show all content' button at the bottom of the page. A note box on the right explains that clicking 'Show All Content' will take the user back to the Vendor Administrator Tab, and clicking 'Bidder' and 'Enterprise Applications' again will get them to the screen below.

Note: If you click Show All Content the Portal will take you back to the Vendor Administrator Tab. Simply Click Bidder and Enterprise Applications again to get to the screen below.

7. Under the Welcome to the Enterprise Application Portal, click the link to the COSTARS system.



The screenshot shows the 'enterprise application portal' for the Department of General Services, Pennsylvania. The page title is 'Welcome to the Enterprise Application Portal.' Below the title is a table of links and descriptions:

<a href="#">COSTARS</a>	This is the new COSTARS site.
<a href="#">Auto Service Facilities Qualification ITQ</a>	Commonwealth Automotive Facilities wishing to qualify to work on State Vehicles.
<a href="#">ITQ Proposal Administration</a>	Organizations interested in doing business with the Commonwealth through an Invitation to Qualify (ITQ) contract may create new or edit an existing ITQ proposal.
<a href="#">DGS e-mail notifications (eAlerts)</a>	Sign up here to be notified of new bids issued by the Department of General Services.
<a href="#">Invoices in Process Report</a>	Provides vendors a report that identifies the status of unpaid invoices within the Commonwealth's payment request workflow process. Workflow refers to the process that the Commonwealth uses to track and manage invoices as they are reviewed, approved, and sent to the Treasury Department for payment.
<a href="#">Vendor Payments Report</a>	Provides vendors a report that identifies payments which have completed the invoice review process and have been paid by the Treasury Department.

A large red arrow points from the left towards the 'COSTARS' link in the table.

8. You will be logged into COSTARS and directed to the *Welcome to COSTARS* screen (shown on next page).

# COSTARS Supplier Gateway

Welcome to the COSTARS Supplier Gateway area! There are four main sections to the COSTARS home page. Review each box to learn more about these components.



**Website Header:** The website header identifies the COSTARS system. It includes the vendor's name once logged into the system. A login/logoff button controls security to the site. Remember to logoff after each session in COSTARS.

Home  
Sales Reporting  
Contract Details  
COSTARS Members

**WELCOME TO COSTARS SUPPLIER GATEWAY!**

**MY CONTRACTS DUE FOR RENEWAL OR REQUIRE PAYMENT**

No Contracts Due For Renewal or Payment.			
--	--	--	--

**MY ACTIVE CONTRACTS**

Contract #	Contract Description	End Date	
<a href="#">4400010458</a>	Passenger Vehicles Contract - Supplement		<a href="#">Report Sales</a>
<a href="#">013-106</a>	Emergency Responder Vehicles	05/14/2015	<a href="#">Report Sales</a>
<a href="#">4400006415</a>	Police & Specialty Vehicles	09/30/2011	<a href="#">Report Sales</a>

**MY CONTRACTS DUE FOR SALES REPORTING**

Contract #	Contract Description	End Date	
<a href="#">4400010458</a>	Passenger Vehicles Contract - Supplement		<a href="#">Report Sales</a>
<a href="#">013-106</a>	Emergency Responder Vehicles	05/14/2015	<a href="#">Report Sales</a>
<a href="#">4400006415</a>	Police & Specialty Vehicles	09/30/2011	<a href="#">Report Sales</a>

[Reported Sales Journal](#)

**MY CLOSED/REJECTED CONTRACTS**

Contract #	Contract Description	End Date	
<a href="#">4400007502</a>	Lt Duty Pickup Trucks and Cargo Vans		<a href="#">Report Sales</a>
<a href="#">4400007630</a>	Passenger Vehicles Contract		<a href="#">Report Sales</a>
<a href="#">4400008610</a>	Passenger Vehicles Contract		<a href="#">Report Sales</a>

**USER MANUAL**

**VENDOR'S GUIDE**

**Left Navigation Menu:** The left side navigation menu provides links to the system functionality.  
**Home:** Returns you to this screen.  
**Sales Reporting:** Allows you to enter sales data or upload data for each contract.  
**Contract Details:** Review the details and update the contact information for each contract.  
**COSTARS Member List:** This is a member search function including export to excel of all member contact information.

**Dashboard:** The vendor dashboard provides quick links to perform the required activities for each contract.

**Training Materials:** The training materials section provides users with information on performing COSTARS system activities.

***View/Edit Contract Details***

# View/Edit Contract Details

There are two ways to view contract information:

1. Click on any of the contract number links on the Vendor's Home Screen, **or**
2. Click the Contract Details link on the left navigation menu. If you navigate using this link you will have to choose which contract you'd like to view at the top of the *Contract Details* screen.

**CONTRACT DETAILS**

Contract # --Select--

Contract Number:	4400006415	Effective Date:	Commodity Specialist:
Contract Description:	4400007502	End Date:	Contact Phone:
Product Categories:	4400007630		
Ancillary Services:	4400008510		
	4400010458		

3. The contract details will appear. The website, address, address county, service area county and vendor contact details may all be updated at any time.

**CONTRACT DETAILS**

Contract # 013-106 - Emergency Responder Vehicles

**Contract Information**

Contract Number:	013-106	Effective Date:	05/24/2012	Commodity Specialist:	Stacey Logan-Kent
Contract Description:	Emergency Responder Vehicles	End Date:	05/14/2015	Contact Phone:	717-787-2355
Product Categories:	Fire trucks, including aeriels, rescues, engine-rescues, trucks, engines, quads, quints, tankers, pumper-tankers and brush trucks.; Pursuit certified police vehicles.				
Ancillary Services:	Extended Warranty; Hand Controls, Redundant Controls; Installation; Preventive Maintenance Services; Special Delivery Arangments per Special Terms and Conditions; Special Letter Training.				

Vendor Contract: Contract Overview:

**Vendor Details**

\* Vendor# 149919

\* Vendor Name Day Chevrolet, Inc.

\* FEIN# 25-1504942

Web URL www.dayfleet.com

\* Address 1600Golden Mile Highway

Address Line 2

Monroeville PA 15146

DGS Certified Small Business

Business Category:

Emergency Response

24 Hours Emergency Service

\* Address County Franklin

\* Service Area County

Adams  Allegheny  Armstrong  Beaver  Bedford  Berks  Blair

Bradford  Bucks  Butler  Cambria  Cameron  Carbon  Centre

Chester  Clarion  Clearfield  Clinton  Columbia  Crawford  Cumberland

Dauphin  Delaware  Elk  Erie  Fayette  Forest  Franklin

Fulton  Greene  Huntingdon  Indiana  Jefferson  Juniata  Lackawanna

Lancaster  Lawrence  Lebanon  Lehigh  Luzerne  Lycoming  McKean

Mercer  Mifflin  Monroe  Montgomery  Montour  Northampton  Northumberland

Perry  Philadelphia  Pike  Potter  Schuylkill  Snyder  Somerset

Sullivan  Susquehanna  Tioga  Union  Venango  Warren  Washington


Wayne  Westmoreland  Wyoming  York  Out of State

Comments

**Vendor Contact Details (At Least One Contact)**

Contract Type*	First Name*	Last Name*	Phone Extn *	Fax	Email Address
Primary	Don	Phillips	4235134002	7243276294	
--Select--					
--Select--					

A link to the Vendor Contract and Contract Overview are available to download and review.

 In some instances, service county information was not able to be transferred to the new system. Check your service area county information and make any corrections by **October 15, 2013**. Updating your service county information will ensure that members are able to find your company when performing contract searches.

## ***Vendor Fee Payment***

# Pay Contract Administrative Fee

When a contract's initial or renewal fees are due, the contract will appear in the top, left section of the dashboard. A Pay Now link will be available to pay the administrative fee via check, money order or credit card.

1. Click [Pay Now](#) to go to the *Payment Processing* screen.

WELCOME TO COSTARS!			
MY CONTRACTS DUE FOR RENEWAL OR REQUIRE PAYMENT			
Contract #	Contract Description	End Date	
<a href="#">013-106</a>	Emergency Responder Vehicles	05/24/2013	<a href="#">Pay Now</a>


2. The contract number, title and fee amount are displayed across the screen.
  - A. To pay by check or money order: Click the PDF icon in the middle of the screen to download the remittance receipt and send your payment to the Department of General Services at the address provided on the screen.
  - B. To pay by credit card: Click the radio button to select a credit card payment  Credit Card  
The screen will refresh to enter credit card details.

**PAYMENT PROCESSING**

Vendor Contract: 013-106 - Emergency Responder Vehicles Fee Amount (\$): 1500

Payment can be made by check or credit card.  
1. If you select check option, you will have to print the remittance receipt and send the bottom half of it with the check.  
2. If you select credit card option, you will be prompted to enter credit card information online.

Choose how you want make the payment  
 Check/Money Order  Credit Card

Print Remittance Receipt  


Mail Payment To:  
Department of General Services  
Bureau of Procurement  
555 Walnut St, 6th Floor Forum Place  
Harrisburg, PA 17125

Click to pay by credit card.

Click to download the remittance receipt and pay by check or money order.

# Pay Contract Administrative Fee - continued

3. Enter the credit card details: Card Holder Name, Card Billing Address, Credit Card Type (Visa, Mastercard, Discover or American Express), Credit Card Number, Expiration Date and CVM Code.
4. Click [Submit Payment]

**PAYMENT PROCESSING**

<b>Vendor Contract:</b> 4200005754	<b>Fee Amount (\$):</b> 1500.00
------------------------------------	---------------------------------





Payment can be made by check or credit card.  
1. If you select check option, you will have to print the remittance receipt and send the bottom half of it with the check.  
2. If you select credit card option, you will be prompted to enter credit card information online.

Choose how you want make the payment

Check/Money Order  Credit Card

\* Card Holder Name (As it appears on card)

\* Address   
Address Line 1  
Address Line 2  
City  --Select--  Zip Code

\* Credit Card Type     

\* Credit Card Number

\* Expiration Date  \* 2013

\* CVM Code  *CVM Code is a 3 or 4 digits number imprinted on the back or front of your credit card.*

**Important:**  
*We limit the number of charges on credit cards to avoid duplicate payments. If you have additional payments, please wait at least 60 minutes before attempting to pay with the same card.*



## ***Report Sales Data***

# Report Sales Data

Sales information for each contract is required to be reported quarterly in COSTARS. The dashboard provides a quick link to report sales for each contract.



1. Click [Report Sales](#) to add sales information for the contract listed.

**Note:** To view all sales data that has been reported click [Reported Sales Journal].

MY CONTRACTS DUE FOR SALES REPORTING			
Contract #	Contract Description	End Date	
<a href="#">4400010458</a>	Passenger Vehicles Contract - Supplement		<a href="#">Report Sales</a>
<a href="#">013-106</a>	Emergency Responder Vehicles	05/24/2013	<a href="#">Report Sales</a>
<a href="#">4400006415</a>	Police & Specialty Vehicles	09/30/2011	<a href="#">Report Sales</a>

[Reported Sales Journal](#)

2. The Reported Sales Journal appears, showing all reported sales for the selected contract. Keep Reported Sales Journal Drop Down Menus on All when entering sales. Use No Sales to Report if you have no sales. Use Add New Sale if you have a small number of Sales. Use Upoad Sales Data only if you have a large number of Sales to report. Please only use one method.

1. Click [Add New Sale] to report a new sale.
2. Click [Upload Sales Data] to upload a spreadsheet of sales information.
3. Click [No Sales to Report] to indicate that no sales were made during the quarter.
4. Click Edit  or Delete  next to the line item in the sales journal to edit the sales information or remove the sale from COSTARS.

**REPORTED SALES JOURNAL**

Vendor: Day Chevrolet, Inc. (Vendor #:149919)

Contract: 013-106 - Emergency Responder Vehicles

---

**Selected Contract**

Contract: 013-106 - Emergency Responder Vehicles

Contract Awarded Date: 05/24/2012      Expiration Date: 05/24/2014

---

**Reported Sales**      Reporting Year: 2013      Reporting Quarter: Quarter 3 (Jul - Sep)      **3 Records Found.**

Contract #	Customer Name	County	Category	Sales Date	Entry Date	No. of Sales	Total Amount \$	X
013-106	Athens Township	Bradford	Specialty Response Vehicles...	08/15/2013	10/18/2013	1	42801.00	
013-106	Athens Township	Bradford	Specialty Response Vehicles...	08/15/2013	10/18/2013	1	49831.00	
013-106	UPMC	Allegheny	Specialty Response Vehicles...	08/13/2013	10/18/2013	1	30413.00	

**Note:**

- Use "Add New Sales" button to report transactions individually
- Use "No Sales to Report" button to indicate no sales
- Use "Upload Sales Data" button to upload a large number of transactions using spreadsheet
- To print sales journal, use "Export to Excel" button, then Print

# Add New Sales Data

1. Add a new sales record by clicking the [Add New Sale] button at the bottom of the screen.
2. Start typing the customer's information. Matching COSTARS members will appear. Click the customer's name.
3. Select the product/service bought from the drop-down list
4. Type or choose the sales date from the calendar.
5. Type the total number of sales made to the customer on the selected date. This function allows you to batch similar sales to the same customer within the same reporting period.
6. Type the total sales amount. Do not use commas. Leave the Drop Down Menus in the Reported Sales Journal blank.
7. Click [Save]. The new record will appear in the table of sales in the lower portion of the screen.

**REPORTED SALES JOURNAL**

Vendor

Contract

---

**Selected Contract**

Contract	013-106 - Emergency Responder Vehicles		
Contract Awarded Date	05/24/2012	Expiration Date	05/24/2014

---

**Sales Record Details**

\* Customer Name

Sale Product/Service Category

\* No. of Sales

\* Sales Date

\* Total Amount \$

# Upload Sales Data

Sales information may be uploaded using a standardized spreadsheet template.

1. Click the [Sales Reporting Standard Template](#) link, under **Reporting Tools**, on the right side of the screen to download and open the template. Do not make any changes to this Template.
2. Open the spreadsheet and enter your sales data. You must create a separate spreadsheet for each contract. You will need to know:
  - A. Your six-digit vendor number
  - B. Your six or ten digit contract number for the sale
  - C. The member organization's ID number who purchased your products. You can look this up by downloading the COSTARS Members List spreadsheet and finding the Member ID in Column B. This spreadsheet is available in Reporting Tools.
  - D. The category code number for the product category of the sold product. You can look this up by downloading the COSTARS Product/Service Category List and finding the Category Code in Column C, available in Reporting Tools.
  - E. The sales date
  - F. The total number of sales made to the customer on the date
  - G. The total sales amount

**Spreadsheet Template**

VendorNumber	ContractNumber	MemberID	CategoryCode	SalesDate	No.of Sales	TotalAmount

3. Save the spreadsheet on your computer.
4. Go back to the COSTARS screen and choose the Contract # from the drop-down.
5. Click [Select File] to browse your computer and select the spreadsheet you saved in Step 3.
6. Click [Upload] to upload the sales data.

**SALES DATA UPLOAD**

*Note: The file can be accepted only if the following criteria is met:*

1. The data entered in the spreadsheet is only for the contract selected.
2. The uploaded data is in standard template format. Please use the template (Sales Reporting Standard Template) available under reporting tools.
3. Vendor and Contract Number entered in the file corresponds to the logged in Vendor.
4. Member ID entered in the spreadsheet matches with the record in our database. Please use the (COSTARS Member List) reporting tool to get the exact Member ID.
5. Category Code entered in the spreadsheet matches with the record in our database. Please use the (COSTARS Product/Service Category List) reporting tool to get the exact Category Code.

\* Contract #

\* File

- Reporting Tools**
- [Sales Reporting Standard Template](#)
  - [COSTARS Member List](#)
  - [COSTARS Product/Service Category List](#)

Links to upload template and supporting documents.

# Upload Sales Data - continued

Below are some examples of error messages you may see when uploading a sales data file. Correct all errors in the spreadsheet, then upload the file again.

### SALES DATA UPLOAD

**Note:** The file can be accepted only if the following criteria is met:

- The data entered in the spreadsheet is only for the contract selected.
- The uploaded data is in standard template format. Please use the template (Sales Reporting Standard Template) available under reporting tools.
- Vendor and Contract Number entered in the file corresponds to the logged in Vendor.
- Member ID entered in the spreadsheet matches with the record in our database. Please use the (COSTARS Member List) reporting tool to get the exact Member ID.
- Category Code entered in the spreadsheet matches with the record in our database. Please use the (COSTARS Product/Service Category List) reporting tool to get the exact Category Code.

**Reporting Tools**

[Sales Reporting Standard Template](#)

[COSTARS Member List](#)

[COSTARS Product/Service Category List](#)

\* Contract #

\* File

#### Upload Results

File upload failed because of following records in error. Please correct these records and upload the file again.

Total Number of Errors: 3

Record Number	Vendor Number	Contract Number	Category Code	Member ID	Sales Date	No. of Sales	Total Amount	Error Message
4	998877	002-267	27	12011	2013-04-12	4	473	Invalid Product Category Code
5	998877	003-100	25	11827	2013-05-08	6	366	Invalid Product Category Code
6	998877	002-267	26	4411	2013-05-04	7		Invalid Total Amount

Error messages describe incorrect or missing data.

Example of successful upload:

### SALES DATA UPLOAD

**Note:** The file can be accepted only if the following criteria is met:

- The data entered in the spreadsheet is only for the contract selected.
- The uploaded data is in standard template format. Please use the template (Sales Reporting Standard Template) available under reporting tools.
- Vendor and Contract Number entered in the file corresponds to the logged in Vendor.
- Member ID entered in the spreadsheet matches with the record in our database. Please use the (COSTARS Member List) reporting tool to get the exact Member ID.
- Category Code entered in the spreadsheet matches with the record in our database. Please use the (COSTARS Product/Service Category List) reporting tool to get the exact Category Code.

\* Contract #

\* File

**Records Uploaded Successfully!**

**Important:** COSTARS will notify you if there are errors in the spreadsheet. If there are errors you must fix them and upload the spreadsheet again. When there are errors, **no data will be saved** until the entire spreadsheet is accepted.

# No Sales Data to Report

1. Add a record indicating that there are no sales this quarter by clicking the [No Sales to Report] button at the bottom of the screen. The following information will appear on the screen. All fields except the Sales Date will be grayed out.
2. Enter a date for the “sales date.” This date should be any date within the quarter when there were no sales. This date simply functions as a way for the system to know which time period this record is for.
3. Click [Save].

**REPORTED SALES JOURNAL**

Vendor

Contract 013-106 - Emergency Responder Vehicles

---

**Selected Contract**

Contract	013-106 - Emergency Responder Vehicles		
Contract Awarded Date	05/24/2012	Expiration Date	05/24/2014

---

**Sales Record Details**

\* Customer Name

Sale Product/Service Category

\* No. of Sales

\* Sales Date

\* Total Amount \$

## ***Access Member Contact Information***

# Access Member Contact Information

Home

Sales Reporting

Contract Details

**COSTARS Members**

pennsylvania **COSTARS (Cooperative Purchasing Program)**

**COSTARS MEMBER SEARCH**

Organization Name

Category --All--

State --All States-- County --All Counties--

Contact Person First Name Last Name

Records Per Page 10 **Search** **Reset**

---

pennsylvania **COSTARS (Cooperative Purchasing Program)**

**COSTARS MEMBER SEARCH**

Organization Name

Category --All--

State --All States-- County --All Counties--

Contact Person First Name Last Name

Records Per Page 10 **Search** **Reset**

**Search Results** 7874 Records Found.

Organization	Member ID	State/County	COSTARS Category
1280 Housing Development	11410	PA-Philadelphia	County Department
1st Sphere community and Economic	12445	PA-Delaware	Education - Other Non-profit
21st Century Cyber Charter School	32855	PA-Chester	Education - Private, Non-profit Schools
3 Rivers Wet Weather Incorporated	4937	PA-Allegheny	Other Non-profit
7th Ward Civic Association	5238	PA-Cambria	Fire, Rescue, Ambulance
A Second Chance, Inc.	5687	PA-Allegheny	Other Non-profit
A W Beattie Career Center	9561	PA-Allegheny	Education - Private, Non-profit Schools
A Woman's Concern, Inc.	10702	PA-Lancaster	Health - Non-profit
A Woman's Place	5719	PA-Bucks	Other Non-profit
All Schools	4411	PA-Allegheny	Education - Other Non-profit

**Export to Excel**

1. Click COSTARS Members
2. Select Category or leave blank for complete list.
3. Click Search
4. Click Export to Excel

Organization Name	Member ID	State/County	COSTARS Category	Contact Person	Address	Title	Phone	Fax	Email Address
1280 Housing Development	11410	PA-Philadelphia	County Department	Clara Valle	3340 Arch St 3rd Flr Philadelphia, PA 19102	Maintenance Office Manager	215-521-2484	215-521-1000	vallecl@urbanlogix.org
1st Sphere community and Economic	12445	PA-Delaware	Education - Other Non-profit	John Valle	1000 Springdale Blvd, Edinboro, PA 16741	Board Secretary	800-379-5590	800-379-	
21st Century Cyber Charter School	32855	PA-Chester	Education - Private, Non-profit Schools	John Scherman	1000 Springdale Blvd, Edinboro, PA 16741	Executive Director	412-574-0174	412-574-	jscherma@21stcentury.org
3 Rivers Wet Weather Incorporated	4937	PA-Allegheny	Other Non-profit	John Scherman	1000 Springdale Blvd, Edinboro, PA 16741	Executive Director	412-574-0174	412-574-	jscherma@21stcentury.org
7th Ward Civic Association	5238	PA-Cambria	Fire, Rescue, Ambulance	John Scherman	1000 Springdale Blvd, Edinboro, PA 16741	Executive Director	412-574-0174	412-574-	jscherma@21stcentury.org
A Second Chance, Inc.	5687	PA-Allegheny	Other Non-profit	John Scherman	1000 Springdale Blvd, Edinboro, PA 16741	Executive Director	412-574-0174	412-574-	jscherma@21stcentury.org
A W Beattie Career Center	9561	PA-Allegheny	Education - Private, Non-profit Schools	John Scherman	1000 Springdale Blvd, Edinboro, PA 16741	Executive Director	412-574-0174	412-574-	jscherma@21stcentury.org
A Woman's Concern, Inc.	10702	PA-Lancaster	Health - Non-profit	John Scherman	1000 Springdale Blvd, Edinboro, PA 16741	Executive Director	412-574-0174	412-574-	jscherma@21stcentury.org
A Woman's Place	5719	PA-Bucks	Other Non-profit	John Scherman	1000 Springdale Blvd, Edinboro, PA 16741	Executive Director	412-574-0174	412-574-	jscherma@21stcentury.org
All Schools	4411	PA-Allegheny	Education - Other Non-profit	John Scherman	1000 Springdale Blvd, Edinboro, PA 16741	Executive Director	412-574-0174	412-574-	jscherma@21stcentury.org



## ***COSTARS Contact Information***

# COSTARS Contacts

---

For more information regarding the COSTARS Program contact:

Department of General Services

Bureau of Procurement

COSTARS Program

555 Walnut Street, 6th Floor

Harrisburg, PA 17101

Toll-Free: 1-866-768-7827

Fax: 717-783-6241

E-mail: [gs-pacostars@pa.gov](mailto:gs-pacostars@pa.gov)

Please visit the COSTARS Website at [www.costars.state.pa.us](http://www.costars.state.pa.us).

## Key Contacts:

- Dawn Eshenour, Program Manager
- Bruce Beardsley, Marketing Manager
- Claire Osborne, Marketing Manager
- Kim Bullivant, Marketing Manager