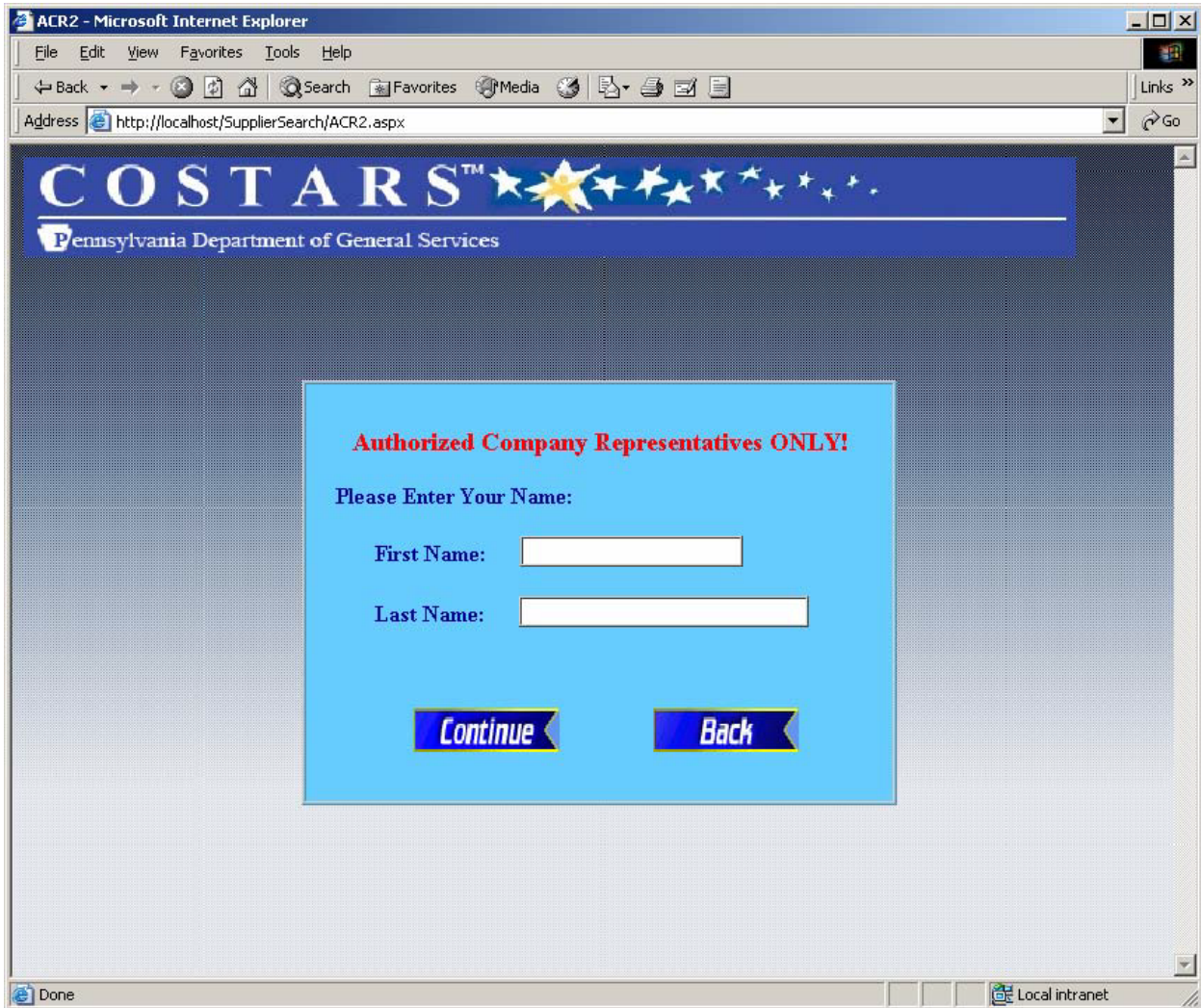


State Contract COSTARS Supplier Sales Reporting System User's Manual

From the COSTARS home page (www.dgs.state.pa.us/COSTARS), click on the Suppliers' button. Click on the COSTARS Suppliers' Gateway link on the right. Click on the State Contract link. Enter your Supplier Vendor Number to gain access to the system. When your Supplier Number is found, you will be taken to the **Sales Reporting Authorization** screen.



The screenshot shows a Microsoft Internet Explorer browser window titled "ACR2 - Microsoft Internet Explorer". The address bar displays "http://localhost/SupplierSearch/ACR2.aspx". The page header features the COSTARS logo with a starburst graphic and the text "Pennsylvania Department of General Services". The main content area is a light blue box with the following text and form elements:

Authorized Company Representatives ONLY!

Please Enter Your Name:

First Name:

Last Name:

At the bottom of the form are two buttons: "Continue" and "Back". The browser's status bar at the bottom shows "Done" and "Local intranet".

You are required to enter your Name to gain access to the Sales Reporting Screen. Any data you enter will have your name and a date/time stamp associated with it. COSTARS staff may request verification that you are an authorized company representative upon validating the reports.

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To Enter a New Sale: 'Click' the INSERT button

Insert **Reset** **Print**

Contract Number: 4600011934 **Continue**

Customer Search:
 Customer Name:
 Address/County:
 Product Category:
 Sales Date:
 Sales Amount: \$

To Update or Delete - 'Click' the Select button next to the record, make changes and 'Click' Update, or 'Click' Delete.

	Contract Number	Customer Name	Address	County	Product Category	Sales Date	Sales Amount
<input type="button" value="Select"/>	4600011934	Lebanon Bureau of Fire	400 South 8th Street, Lebanon 17042	Lebanon	Anti-freeze	07/05/2003	\$ 0000.00
<input type="button" value="Select"/>	4600011934	Southwest Regional Tax Bureau	One Centennial Way, Scottsdale 15683	Fayette	Anti-freeze	09/06/2003	\$ 6777.00

You are then taken to the **Sales Reporting** Screen. Select from the Contract Number dropdown the Contract Number you want to report sales for and then click the **Continue** button located next to it. The Sales table at the bottom of the screen will show you ALL Sales records entered in the past for that contract number. If there is more than one page of entries, you will see the number of pages displayed at the bottom of the table. Click on the page number you wish to display. Entries are ordered by Sales Date in descending order.

To Update an existing Sales Entry, click on the **Select** button next to it, make your changes in the fields at the top, and click on the **Update** button. Please note that “No Sales this Quarter” records cannot be updated. They must be deleted and reentered if changes are needed.

To Delete an existing Sales Entry, click on the **Select** button next to it and then click the **Delete** button.

NOTE: If you delete or edit an existing Sales Record, the system changes or eliminates that record FOREVER, as if the original entry never existed!


To enter a new Sales Amount or to report “No Sales this Quarter”, ‘click’ on the **Insert** flag button at the top.

Sales - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://localhost/CostarsStateContracts/Sales.aspx

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Select a Customer Name or 'NO SALES THIS QUARTER' and then 'click' the CONTINUE button

[Save](#) [Reset](#) [Print](#)

Contract Number:	4600011934	
Customer Search:	Township	Search
Customer Name:		Continue
Address/County:		
Product Category:		
Sales Date:		
Sales Amount:	\$	

To Update or Delete - 'Click' the Select button next to the record, make changes and 'Click' Update, or 'Click' Delete.

	Contract Number	Customer Name	Address	County	Product Category	Sales Date	Sales Amount
Select	4600011934	Lebanon Bureau of Fire	400 South 8th Street, Lebanon 17042	Lebanon	Antifreeze	07/05/2009	\$ 9000.00
Select	4600011934	Southwest Regional Tax Bureau	One Centennial Way, Scottdale 15683	Fayette	Antifreeze	09/08/2008	\$ 6777.00

Done Local intranet

Enter part of the Customer Name into the Customer Search field. In the example above by typing in Township and then clicking the **Search** button, the Customer Name dropdown will be loaded only with Customers with the word “Township” as a part of their name. Click on the drop-down arrow.

Your other option is to simply click on the dropdown arrow then scroll through the alphabetical ordered list until you find your customer. If your customer is not listed, they are not a COSTARS member.

If you are reporting “NO SALES THIS QUARTER”, type NO SALES into the search field.

Sales - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://localhost/CoStarsStateContracts/Sales.aspx

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Select a Customer Name or 'NO SALES THIS QUARTER' and then 'click' the CONTINUE button

[Save](#) [Reset](#) [Print](#)

Contract Number: 4600011934

Customer Search: Township [Search](#)

Customer Name: [Continue](#)

Address/County: Allegheny Township
Allegheny Township VFC#1

Product Category: Allen Township
Alsace Township
Altoona Logan Township Mobile MEDA
Amity Township
Amwell Township
Annin Township
Annlville Township
Anthony Township
Anthony Township Board of Supervisors

Sales Date:

Sales Amount: \$

To Update or Delete - 'Click' Delete.

	Contract Number	Customer Name	Address	County	Product Category	Sales Date	Sales Amount
Select	4600011934	Lebanon Bureau of Fire	400 South 8th Street, Lebanon 17042	Lebanon	Antifreeze	07/05/2009	\$ 9000.00
Select	4600011934	Southwest Regional Tax Bureau	One Centennial Way, Scottdale 15683	Fayette	Antifreeze	09/08/2008	\$ 6777.00

Done Local intranet

Select the Customer Name from the dropdown list, or select NO SALES THIS QUARTER. You can do so by scrolling down with the scroll bar on the right and then press the down arrow till you get to the one you want. Select by 'clicking' on the Name or press Enter key.

To proceed, you will need to 'click' on the **Continue** button to the right of the list.


The system will locate the Customer Name in the Members database and will attempt to pre-fill the Address and County for you automatically.

Sales - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://localhost/CoStarsStateContracts/Sales.aspx

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Select the Address and County down from the dropdowns and then 'click' the CONTINUE button

Insert **Reset** **Print**

Contract Number:	4600011934
Customer Search:	
Customer Name:	Abington Township Continue
Address/County:	<input type="text"/> <input type="text"/> Continue
Product Category:	1176 Old York Rd., Abington 19001
Sales Date:	1176 Old York Road, Abington 19001
Sales Amount: \$	P.O. Box 8, Waverly 18471
	PO Box 8, Waverly 18471

To Update or Delete - 'Click' the Select button next to the record, make changes and 'Click' Update, or 'Click' Delete.

	Contract Number	Customer Name	Address	County	Product Category	Sales Date	Sales Amount
Select	4600011934	Lebanon Bureau of Fire	400 South 8th Street, Lebanon 17042	Lebanon	Antifreeze	07/05/2009	\$ 9000.00
Select	4600011934	Southwest Regional Tax Bureau	One Centennial Way, Scottsdale 15683	Fayette	Antifreeze	09/08/2008	\$ 6777.00

Done Local intranet

If there is more than one address and county associated with that Customer Name, You will be required to select the appropriate address and county from dropdown lists and 'click' **Continue** to proceed.

You will then be able to enter a Sales Date and Sales Amount. Do NOT key a dollar sign with your amount. You can key in commas and decimal points on entry if you like. As you can see, the comma will not show on the Sales amount in the table.

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Enter a Sales Date and Amount and 'click' the SAVE button

[Save](#) [Reset](#) [Print](#)

Contract Number: 4600011934

Customer Search:

Customer Name: Abington Township

Address/County: P.O. Box 8, Waverly 18471 Lackawanna [Continue](#)

Product Category: Antifreeze

Sales Date: 9/4/2008

Sales Amount: \$ 56777.00

To Update or Delete - "Click" the Select button next to the record, make changes and "Click" Update, or "Click" Delete.

	Contract Number	Customer Name	Address	County	Product Category	Sales Date	Sales Amount
Select	4600011934	Lebanon Bureau of Fire	400 South 8th Street, Lebanon 17042	Lebanon	Antifreeze	07/05/2009	\$ 9000.00
Select	4600011934	Southwest Regional Tax Bureau	One Centennial Way, Scottdale 15683	Fayette	Antifreeze	09/08/2008	\$ 6777.00

'Click' on the **Save** button to save the data.

If you select the 'NO SALES THIS QUARTER' and 'click' on Continue, the Address/County, and Product Category fields will be disabled and the Sales Amount will default to 0.00.

Enter a Sales Date within the quarter you are reporting on and then click on Save.

After clicking on the SAVE button, your entry will appear in the sales table on the bottom of your screen (in order of descending sales date). This confirms that your sales transaction has been properly recorded.

The **Print** button takes you to a print screen where you can print your Sales History.

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[Back](#)

"Click" on the Printer icon at the top of your screen to send to your printer.

If your report is more than 15 records, you will need to "Click" on the second page indicator at the bottom of the grid and "Click" on the Printer icon again to print a second page.

Customer Name	Address	County	Product Category	Sales Date	Sales Amount
ACAA Fire Rescue	100 Airport Blvd, Pittsburgh 15231	Allegheny	Volume Licensing of Software Products	07/07/2008	\$ 90000.00
Abington Township	PO Box 8, Waverly 18471	Lackawanna	Network Software	08/22/2007	\$ 9990.20
Pinegrove Township	2758 SR 157, Venus 16364	Venango	Firewall and Security Software	06/06/2007	\$ 9000.00
Aaron Barrada, Inc	PO Box 21, Hunker 15639	Westmoreland	Imaging Software	05/05/2007	\$ 700.00
7th Ward Civic Association	404 Cedar Street, Johnstown 15902-2022	Cambria	Network Software	05/03/2007	\$ 67000.00
				04/03/2007	\$ 0.00