

Commonwealth of Pennsylvania
Department of General Services
Bureau of Procurement
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August 11, 2014

SALES REPORTING ADVISORY

Dear Supplier:

While reviewing sales reports, it seems that there may be a misunderstanding regarding “# of Sales Transactions”. That number is NOT meant to be units sold, which some suppliers might be reporting. It is meant to represent the number of times a member would have had to go out to bid (or seek quotes) if they weren’t using COSTARS. For example, a sale to a member for \$21,383 for 26 units would be ONE transaction. If there was no COSTARS, the member would have gone out to bid for those 26 items – one bid, one transaction. If the member needed and ordered 50 units, but accepted two separate deliveries on two invoices, the member would have gone out to bid for those 50 items – still one bid, one transaction.

Two transactions would be if the member, at some other point in the quarter, decided they needed additional items and didn’t think of including them in the original order - they would have to go out to bid again – two bids, two transactions. Or, if a member purchased something from a supplier in January and then purchased something else from the supplier in February, that would probably be two transactions. We added this capability in the system so that, in the above cases, a supplier would only need to make one entry for both transactions.

When in doubt, enter ONE transaction.

This is one of our most important pieces of data because it demonstrates how much, in process costs, a COSTARS member saved by not going to bid (~\$3500 for each occasion). If you were making this error, please review your Reported Sales Journal and correct the entries beginning July 1, 2013.

If you need further clarification, please contact me directly at the telephone number below or the COSTARS toll-free telephone at 1-866-768-7827.

Sincerely,

Bruce Beardsley
Marketing Manager
717-214-3432