



ARBuy Fee Reporting Template Instructions

Purpose: To provide guidance and detailed instructions to AR Statewide Contract suppliers in providing correct quarterly sales reporting data on the **ARBuy Fee Tracking Template**.

Column A. Blank

Column B. State or Local Sale

Column C. Organization (Govt Dept or Local Govt Name)

Column D. State (Two Letter Abbreviation)

Column E. Department (e.g., Department of Health)

Column F. Item Description: description of the item purchased from the customer's PO or other purchasing document

Column G. PO Date Format (mm/dd/yyyy): the date on the face of the PO or other purchasing document from the customer

Column H. PO Number: the customer's PO or other purchasing document number

Column I. Line Item Number

Column J. Unit Price

Column K. Quantity

Column L. Total Sales Amount Detail: gross sales amount less any credits, returns, taxes, regulatory fees and separately stated shipping fees

Column M. Amount Invoiced During Reporting Period: invoiced amount against the PO or other purchasing document during the reporting quarter

Column N. Total Fee Owed

Cell P7 in **column P** will calculate based on detail reported in **column N**. This amount represents the total net sales under the contract that were invoiced during the reporting quarter.