

Agency Vendor Usage Report Submission Process Workflow for  
MyMarketplace.delaware.gov

One of the primary goals in administering a contract is to keep accurate records regarding its actual value and usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around the ability to convey accurate and realistic information to all interested Vendors.

Each contracted vendor shall submit a Vendor Usage Report to the contracting Agency by the 15<sup>th</sup> (or next business day after the 15<sup>th</sup> day) of each month. The Vendor Usage Report is to be submitted **Electronically in Excel 97-2003 format** detailing the purchasing of all items on this contract for the current month period of the contract. The Agency will then prepare a consolidated Vendor Usage Report for each contract and submit it electronically in **EXCEL 97-2003** format as an email attachment to contracting@state.de.us. Please note that for a contract with multiple vendors, each vendor will submit a Vendor Usage Report – the agency then must take each separate Usage Report and combine with other Vendor Usage Reports to create a single consolidated report which is then forwarded to contracting@state.de.us as an email attachment. It shall contain the six-digit department and organization code. Vendors not having activity during a specific month, shall reply with an email message stating ‘no activity’ (along with a completed usage report attachment stating ‘no activity’) if there is no activity during the reporting period. Any exception to this requirement may result in cancellation of the award. Failure to provide the report with the minimum required information could negate and should be considered in any contract extension clauses. Vendors who are determined to be in default of this report requirement should have such conduct considered against them, when assessing responsibility in the evaluation of future proposals.

- Agency Responsibilities:

- SEND Vendor Usage Report by the 20<sup>th</sup> each month via email to contracting@state.de.us using the attached Vendor Usage Report template. This is also the same form that will be completed and submitted by vendors each month.
  - Vendor Usage Reports should correspond with the fiscal year (July-June)
  - Vendor Usage Reports should be completely filled out according to Form Instructions.
    - When completing the report each line should have information contained in it.
    - Do not skip rows or spaces between vendors. There should not be any blank rows.
    - Do not use subtotals – information should list line item purchase information associated with each purchase.
- If the contract has multiple vendors, the usage information must be consolidated into a single usage report (simply by copying/pasting from one document to the other).
- After the usage information is consolidated into a single report, the report (attachment) must be named using the following naming convention:

**YYY\_FYZZ.xls**  
(example; 403\_FY12)

**YYY** = Agency Contract Number

**FYZZ** = Current Fiscal Year

- The finished Vendor Usage Report should be cumulative of all spend since the beginning of the fiscal year (July) to the current reported month. In other words, a suggestion might be to copy/paste usage information for the current month to the report submitted the previous month.

- When submitting the cumulative Vendor Usage Report, in the email message include the amount of spend by vendor and total overall contract spend for the current month of the report. For example:

Contract XYZ

<u>Vendor Name</u>	<u>Amount of Spend for (Month/YY)</u>
Vendor1	\$ XXX.XX
Vendor2	\$ XXXX.XX
Vendor3	<u>\$XXXXX.XX</u>
Total Contract Spend	\$YYYYY.YY

- Agency should develop checklist to monitor/track submission of Usage Reports by vendors.