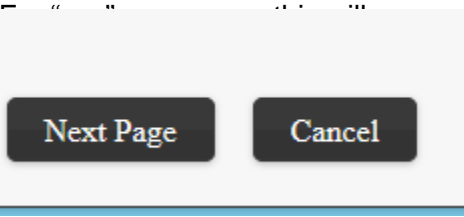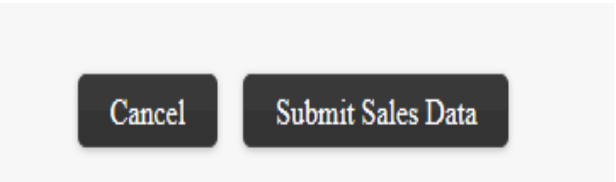# PROCUREMENT SOURCING SUPPLIER SALES & INCENTIVE FORM: INSTRUCTIONS

Please provide the total sales volume associated with the UC Agreements/Contracts for the requested quarter. Once you have completed all fields on this page, click the "Next Page" button to access the second part of the form. All required fields are designated with (*). This form should be completed even if you have $0 sales to report for the current reporting period.

PAGE 1 – Supplier Information

FIELD	INSTRUCTIONS
Supplier Name*	Enter Supplier Name
UC Agreement Number	Enter UC Agreement Number (i.e. UCOP-xx; xx/OP/xxx)
UC Patronage Incentive (%)	Enter Patronage Incentive if applies (i.e. 5% is entered as .05)
Contact Name*	Enter Contact Name (form completed by)
Contact Phone*	Enter Contact Phone Number
Contact Zipcode*	Enter Contact Zipcode
Email*	Enter Contact Email Address
Do you have Sales, Incentives, and/or Green/ Sustainable information to provide?	Select yes, if you are entering data for the current term. Select no, if you do not have sales to report.
For "yes" responses, this will	For "no responses, this will appear at the bottom of the page:

PAGE 2 – Sales Data

FIELD	INSTRUCTIONS
Select Campus Location*	Select a campus location
Total Sales $	Enter total sales (for campus)
Total Incentives $	Enter total incentive amount
Do you have Green/Sustainable Sales to report? *	Selecting no will enable you to submit the totals for campus and move on to another campus, if desired. Selecting yes will bring up the form to enter Green/Sustainable Sales by category for the campus.
Add Another Set of Sales Data	To add data for another campus, click on "Add Another Set of Sales Data"
Attach Any Supporting Document (optional)	Use browse to find and attach a document from your desktop or other file.

Click on   **Submit Sales Data**   or…

- **Previous Page** – returns you to prior page, but preserves data entered on current page.
- **Cancel** – completely cancels the form; data entered lost.
- **Save my progress and resume later** – saves all data entered to this point and enables return to complete entry at a later time. Must enter email & create a password for later access.
- **Resume a previously saved form** – using the email and password previously entered enables return to a form in progress.