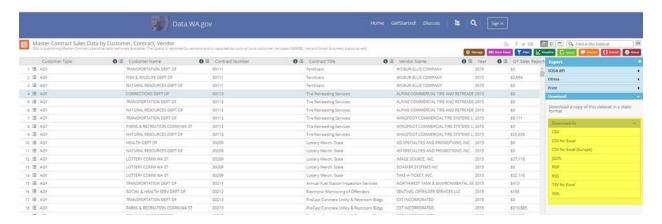


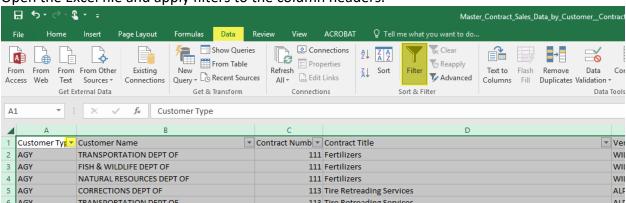
Instructions on how to view and export DES Master Contract sales

The <u>master contract sales data</u> displayed on data.wa.gov is updated quarterly (calendar). If you are a customer looking for your entities spend, the best way to find your data is to export the information.

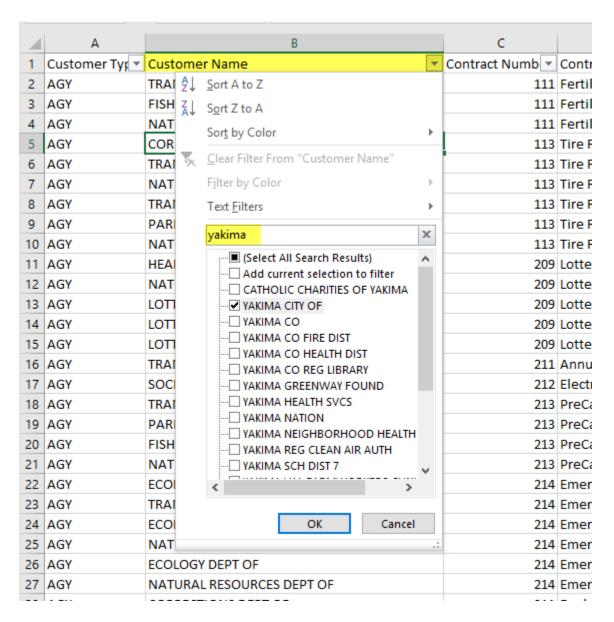
To export the data, select "Export" then select the file type (CSV for Excel).



Open the Excel file and apply filters to the column headers.



Click on the drop down filter for the "Customer Name" column and type in the entity name. Select the option that best fits your search.



The data is now filtered to show sales by the contract and vendor for the entity selected. The data is broken down by calendar quarters and includes whether the vendor on contract is Veteran owned, Small Business or Minority/Woman Owned Business (OMWBE).

If you have any questions, please email CPRManalytics@des.wa.gov or call (360) 407-2214.