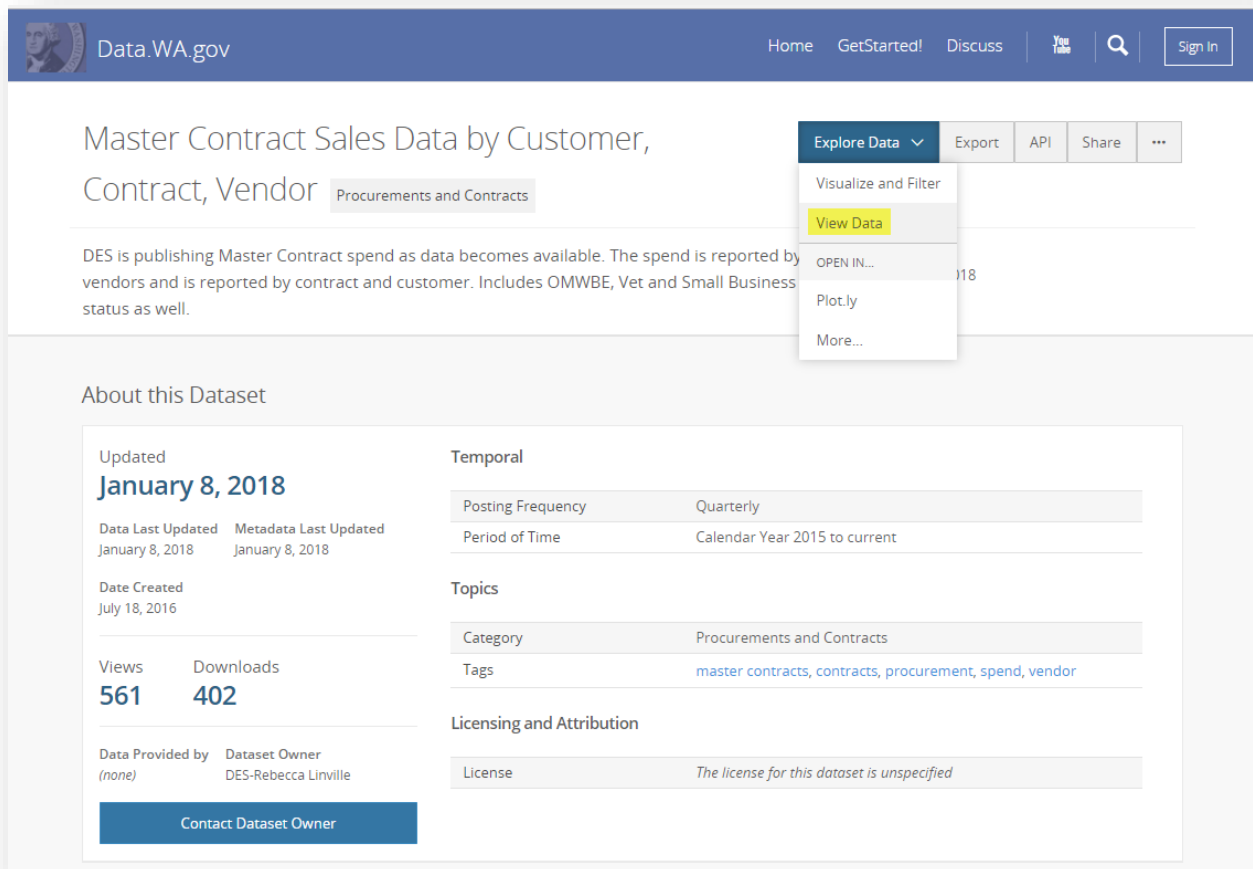


Instructions on how to view and export DES Master Contract sales

The [master contract sales data](#) displayed on data.wa.gov indicates when the last update occurred. The master contract sales data is reported information from vendors who are on contract. To view the data, select “Explore Data” then “View Data.” The next page will display the data.



The screenshot shows the Data.WA.gov website interface. At the top, there is a navigation bar with links for Home, GetStarted!, Discuss, YouTube, a search icon, and a Sign In button. The main content area features the title "Master Contract Sales Data by Customer, Contract, Vendor" and a category tag "Procurements and Contracts". Below the title, there is a description: "DES is publishing Master Contract spend as data becomes available. The spend is reported by vendors and is reported by contract and customer. Includes OMWBE, Vet and Small Business status as well." To the right of the title, there is a menu with options: "Explore Data" (selected), "Export", "API", "Share", and "...". A dropdown menu is open under "Explore Data", showing options: "Visualize and Filter", "View Data" (highlighted in yellow), "OPEN IN...", "Plot.ly", and "More...". Below the description, there is a section titled "About this Dataset" which contains several metadata fields:

Updated	January 8, 2018		
Data Last Updated	January 8, 2018	Metadata Last Updated	January 8, 2018
Date Created	July 18, 2016		
Views	561	Downloads	402
Data Provided by	(none)	Dataset Owner	DES-Rebecca Linville
Contact Dataset Owner			

Temporal

Posting Frequency	Quarterly
Period of Time	Calendar Year 2015 to current

Topics

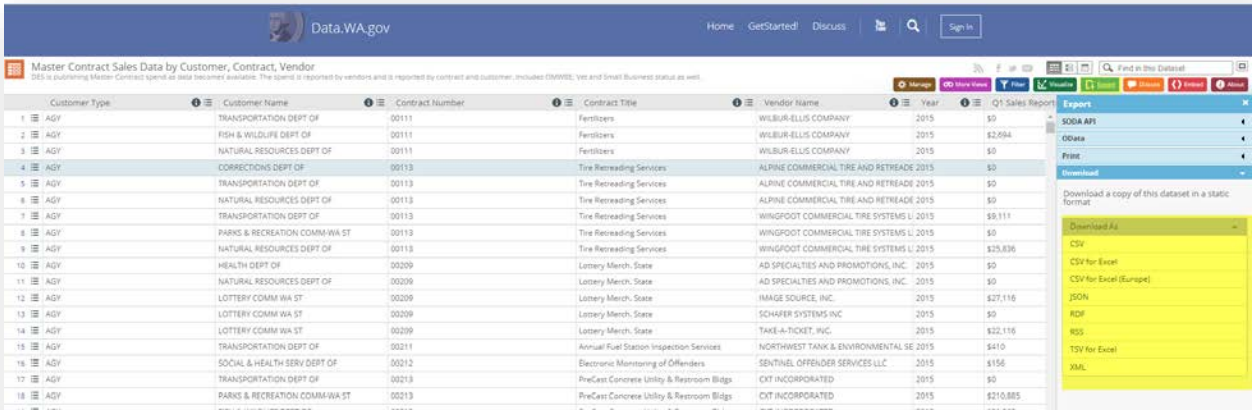
Category	Procurements and Contracts
Tags	master contracts , contracts , procurement , spend , vendor

Licensing and Attribution

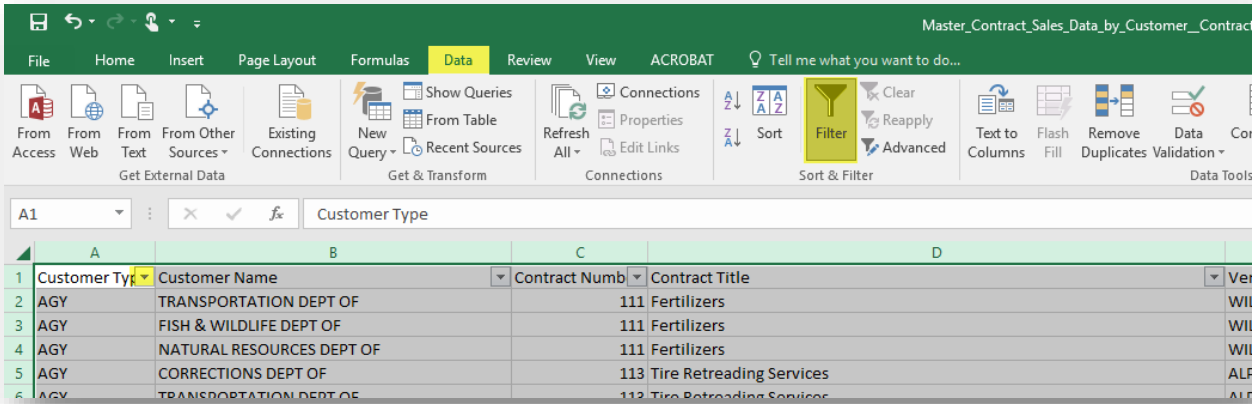
License	<i>The license for this dataset is unspecified</i>
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If you are a customer looking for your entities spend, the best way to find your data is to export the information.

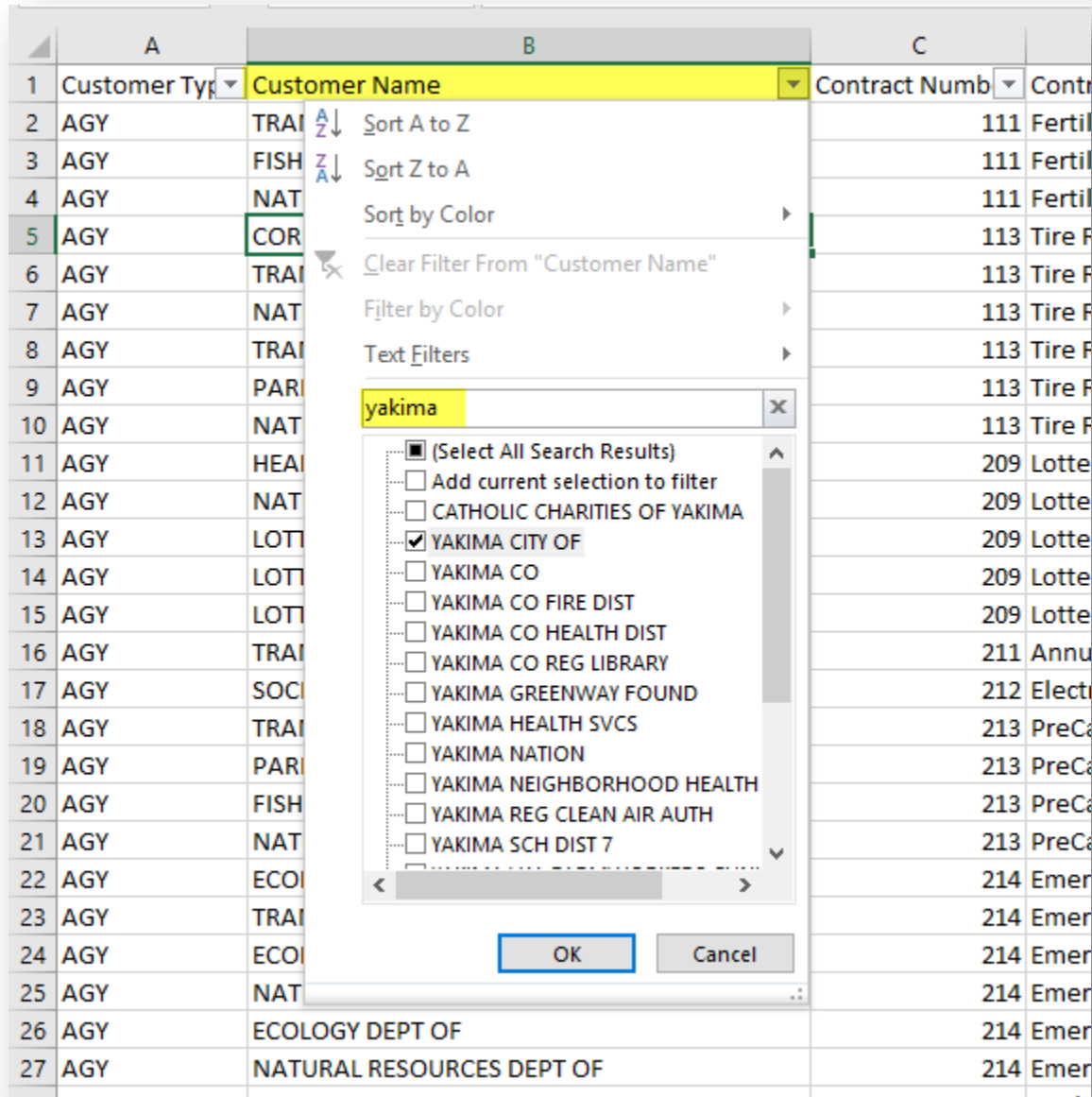
To export the data, select "Export" then select the file type (CSV for Excel).



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.