

**Procurement Report - Procurement Transactions Tip Sheet**

Field	Award Process			
	Authority Contract - Competitive Bid	Authority Contract - Non-Competitive Bid	Non Contract Procurement/Purchase Order	Purchased Under State Contract
Vendor Name	Required	Required	Required	Required
Transaction Number	Optional	Optional	Optional	Optional
Procurement Description	Required	Required	Required	Required
Status	Required	Required	Required	Required
Type of Procurement	Required	Required	Required	Required
Award Process	Required	Required	Required	Required
Award Date	Required	Required	Not Required	Not Required
Begin Date	Required	Required	Not Required	Not Required
Renewal Date	Optional	Optional	Not Required	Not Required
Does the Contract have an End Date?	Required	Required	Not Required	Not Required
End Date	Required if answered "yes" to "Does the contract have an End Date?"	Required if answered "yes" to "Does the contract have an End Date?"	Not Required	Not Required
Fair Market Value	Not Required	Required if Award Date > 3/1/2010	Not Required	Not Required
Amount	Required	Required	Not Required	Not Required
Explain why the fair market value is less than the amount	Not Required	Required if Award Date > 3/1/2010 and the Amount is more than the Fair Market Value	Not Required	Not Required
Amount Expended for Fiscal Year	Required	Required	Required	Required
Amount Expended for Life to Date	Required	Required	Not Required	Not Required
Current or Outstanding Balance	Required	Required	Not Required	Not Required
Number of Bids or Proposals Received Prior to Award of Contract	Required if Award Date > 3/1/2010	Optional	Not Required	Not Required
Is the Vendor a NYS or Foreign Business Enterprise?	Optional	Optional	Optional	Optional
Is the Vendor a Minority or Woman-Owned Business Enterprise?	Required	Required	Required	Required
Were MWBE firms solicited as part of this procurement process?	Required	Required	Not Required	Not Required
Number of Bids or Proposals Received from MWBE firms	Required if answered "yes" to "Were MWBE firms solicited..."	Required if answered "yes" to "Were MWBE firms solicited..."	Not Required	Not Required
Exemption from the publication requirements of Article 4c of the economic development law?	Optional	Optional	Not Required	Not Required
If yes, basis for exemption	Required if answered "yes" to "Exemption from the publication..."	Required if answered "yes" to "Exemption from the publication..."	Not Required	Not Required
Address Line 1	Required	Required	Required	Required
Address Line 2	Optional	Optional	Optional	Optional
City	Required	Required	Required	Required
State	Required, unless selecting "Other" for Country	Required, unless selecting "Other" for Country	Required, unless selecting "Other" for Country	Required, unless selecting "Other" for Country
Postal Code	Required	Required	Required	Required
Plus 4	Optional	Optional	Optional	Optional
Province/Region	Optional	Optional	Optional	Optional
Country	Required	Required	Required	Required

**Important Notes**

- Fields identified as "Not Required" will cause a bulk load template to fail if populated.
- Many fields in the template provide a drop-down which shows acceptable values for the cells. If values other than those shown are entered, it will cause the bulk load to fail on validation.
- The following punctuation is prohibited and will cause the bulk load to fail on validation: " & ' \$
- Values that are negative should be represented as -1000.00 NOT (1000.00)
- Commas should not be used in values: 1000.00 NOT 1,000.00
- When copying and pasting data into the Excel template from an external system or another spreadsheet, the "Copy/Paste Special/Values" option should be used, however, you must remember to convert dates back into MM/DD/YYYY format after pasting data.
- All trailing and leading spaces should be cleared from values before saving.