IOWA | Department of Administrative Services
1305 East Walnut, Hoover Building 3rd Floor, Des Moines, IA 50319

DAS - Central Procurement

Vendor Quarterly Reporting Instructions

REPORTS

Contracted vendors are required to report to the State of Iowa any purchases made by State of Iowa Agencies and/or State of Iowa political subdivisions. Reports are to be submitted quarterly, no later than 30 days after the end of each quarter. Vendors may send an email that says "no sales" if no purchases were made from a contract during the quarter.

Submission link: Vendor Quarterly Report and Admin Fee Submission Form

Link to Report Template: Vendor Quarterly Report Template

Reports must contain:

- Vendor Name and State of Iowa Vendor Number
- State of Iowa Master Agreement Number
- Customer Name (Name of agency, city, county, school district, etc)
- Agency number (for State Agencies)
- Date of Invoice
- Invoice #
- Vendor Item #
- Item SKU
- Item UOM
- Manufacturer
- Product Category (if applicable)
- Discount Category (if applicable)
- Quantity
- Product List Price
- Item Purchased Price