



What is Required in quarterly Sales Reporting?

Report All Contract Sales: Contract suppliers participating in the Empire State Cooperative Procurement Alliance (“Alliance”) will report all Sales under their contracts with the Alliance, including sales to New York State political subdivisions and others authorized by New York State law that utilize the Contract. These include, but are not limited to, local governments, public authorities, Boards of Cooperative Educational Services (BOCES), public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations.

Sales Calculation: "Sales" shall mean total invoices for gross purchases, less, any credits, taxes, regulatory fees, and separately stated shipping charges not included in unit prices, procured by an Alliance Member, regardless of whether or not EPC Marketplace is used as part of the purchase process.

How frequently am I required to turn in my sales report?

You must submit your sales report for each quarter of the State Fiscal Year. See table below for timelines.

CALENDAR YEAR	DATE RANGE	DUE NO LATER THAN
Calendar Year, Q1	January 1 – March 31	April 30
Calendar Year, Q2	April 1 – June 30	July 31
Calendar Year, Q3	July 1 – September 30	October 31
Calendar Year, Q4	October 1 – December 31	January 31

What if I didn’t have any sales during the quarter ending to report?

Per your contract with the Empire State Cooperative Procurement Alliance, you are still required to submit a zero sales report. Please include your contract name, contract number, fiscal year, and specify a zero sales report when submitting your documents.

Guidelines for Reporting Transactions:

The following criteria should be used by vendors in determining when to include an item sold pursuant to a participating contract in their quarterly reporting:

1. Reporting is not retroactive. Reporting starts on the effective date after the full execution date of your company's Empire State Cooperative Procurement Alliance contract or contract amendment.
2. The Purchase Order (PO) or other purchasing document is dated before or during the reporting quarter. The invoice or payment date is during the reporting quarter.
3. Email completed report to reconciler@mdfcommerce.com

Please use the reporting template provided [here](#) to submit your report.

Review this [instruction](#) for guidelines on completing the template.

Payment Options:

We provide three convenient options for submitting payments to ensure your convenience. W 9 is available upon request.

OPTION 1	OPTION 2	OPTION 3
ACH	FIRST CLASS MAIL	OVERNIGHT MAIL
Acct Name: PERISCOPE HOLDINGS INC Acct No: 2400071508 ABA/Routing NO: 111017979 Swift Code: TXCBUS44	Make checks payable to: PERISCOPE HOLDINGS INC	Make checks payable to: PERISCOPE HOLDINGS INC
Bank Name: TEXAS CAPITAL BANK Bank Address: 2000 McKinney Avenue Suite 190 Dallas, TX 75201	Periscope – Empire PO BOX 674891 DALLAS TX 75267-4891	PERISCOPE – EMPIRE LOCKBOX NUMBER 674891 1200 E CAMPBELL RD STE 108 RICHARDSON TX 75081
Business Address: Periscope Holdings Inc 15 British American Blvd. Latham, NY 12110		

If you need assistance with reporting and or payment or to request a User Guide, contact the Reconciler support team at reconciler@mdfcommerce.com.