SALES DATA RECORD LAYOUT EXHIBIT

1   Purpose

This Exhibit provides instructions for completing the Sales Data Record. The Sales Data Record gives the detail of the Contract Administrative Fees owed by Supplier to The Resource Group based on payments made to Supplier by all Customers during the applicable Contract Administrative Fee Payment Period. Number fields may be zero filled to the left (but it is not required). Invoices and credits both are to be extracted in this process. Fields should not be enclosed by "quotes."

2   Definitions

Unless otherwise defined herein, capitalized terms shall have the meaning ascribed to them elsewhere in the Agreement.

2.1   "**Sales Data Record**" means the spreadsheet provided by Supplier in the format specified in Section 5.1 of this Exhibit in accordance with Section 2 of the Agreement.

3   Instructions

3.1   Reporting.

3.1.1 A Sales Data Record is required for each Contract Administrative Fee Payment Period.

3.1.2   Reports are to be emailed to adminfees@theresourcegroup.com.

3.1.3   The Sales Data Record is to be provided in Microsoft Excel format. A row in the Sales Data Record spreadsheet is required for every invoice line item unless otherwise indicated in Section 2 of the Agreement.

3.1.4   The sum of the rows in the Sales Data Record spreadsheet for an invoice must equal the total amount paid by the Customer for the invoice during the Contract Administrative Fee Payment Period.

3.1.5   Credits for returned Products or cancelled Services for which payment has been refunded to Customer shall be identified in a row for each relevant invoice line item.

3.2   Formatting.

3.2.1   Monetary fields must be in whole cents without dollar sign.

3.2.2   Decimals in numeric fields must be explicit for fractional quantities.

3.2.3   Leading zeros for numeric fields are acceptable.

3.2.4   Credits are indicated by a negative quantity and positive transaction unit price.

3.2.5   Fields must not be enclosed by quotes.

4 Contact Information and Support

Questions regarding the completion of the Sales Data Record or Zero Record can be directed to the GPO Vendor Assistance Team at (314) 733-6499.

5 Record Layouts

5.1 Sales Data Record - All fields are required.

Field Name	Description
Ship to Customer #	Customer number of the facility where Product or Service is shipped
Ship to Name	Name of location receiving product
Ship to Street Address	Street address of location receiving Products or Services.
Ship to City	City of location receiving Products or Services.
Ship to State	State of location receiving Product or Service.
Ship to Zip Code	Zip Code of location receiving Product or Service.
UOM	ANSI unit of measure. Represents the shipping container. *** For Services related contracts if UOM is not applicable please use 'EA'
Content	Content of the smallest UOM, ex. When a CASE contains 12 EACH, then the Content is 12. May be known as "conversion factor." (Numeric value only) *** For services related contracts if Content is not applicable please use '1'.
Basic Unit	Smallest defined unit of measure for this item. (i.e., "EA"). Should be an ANSI unit of measure value. *** For services related contracts if Basic Unit is not applicable please use 'EA'
Quantity	Quantity purchased based on UOM. Must be negative for credits. (Numeric Value Only) *** For services related contracts if Quantity is not applicable please use '1'.
Unit Price	Cost per Unit of Measure purchased. Include up to 4 decimals places. Based on US currency.
Total Purchase Amount	Total dollar amount of the purchase based on the quantity purchased and the unit price. Include up to 4 decimal places. Based on US currency.
Total Administrative Fee	Total dollar amount of the admin fee associated with the quantity and/or purchase amount.
Admin Fee %	For example, 5% Total Spend
Manufacturer Parent	Required field
Manufacturer Division	May be the same as Parent. Required field
Item Description	Description of the Product or Service (e.g., software, subscription, maintenance, implementation fee, etc.)
National Contract Number	Contract number assigned by The Resource Group (unless specified otherwise, ITxxxxxxxxx)
The Resource Group – Member Id	Field is required. The data value is available from: www.theresourcegroup.com/participantroster.
Purchase Date	(MM/DD/YYYY) Date of Purchase
Purchase Order #	
Invoice #	Invoice number for which payment was made.