

| Report Period: | 07/01/2023 through 09/30/2023 |  | Departments: All Locations |  |
| :---: | :---: | :---: | :---: | :---: |
| Customer Number: | 1 |  |  |  |
| Customer Name: | ABC Nuts \& Bolts Co. (Sample) |  |  |  |
| Report Period | Purchase \$'s | Report Period | Purchase \$'s | \% of Purchases |
| Purchase \$'s: | \$12,804.18 | Contract: | \$12,766.02 | 99.70\% |
| Return/Credits: | \$0.00 | Non-Contract: | \$38.16 | 0.30\% |
| Net Purchases: | \$12,804.18 | Totals: | \$12,804.18 | 100.00\% |

## Report Period Monthly Sales Analysis

| Year | Month | Purchase $\$ \mathbf{}$ 's | Returns/Credits | Net Purchase \$'s |
| :---: | :---: | ---: | ---: | ---: |
| 2023 | July | $\$ 4,219.48$ | $\$ 0.00$ | $\$ 4,219.48$ |
| 2023 | August | $\$ 3,896.55$ | $\$ 0.00$ | $\$ 3,896.55$ |
| 2023 | September | $\$ 4,688.15$ | $\$ 0.00$ | $\$ 4,688.15$ |
| TOTAL |  | $\$ 12,804.18$ | $\$ 0.00$ | $\$ 12,804.18$ |

## Report Period Order Summary Analysis

|  | <\$50.00 | \$50-\$99.99 | \$100.00-\$149.99 | \$150.00-\$199.99 | \$200.00-\$249.99 | \$250.00-\$499.99 | \$500 + |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| \# of Orders | 28 | 17 | 23 | 16 | 6 | 13 | 0 |
| \# of Lines | 33 | 39 | 101 | 84 | 37 | 87 | 0 |
| Ordered \$'s | \$681.18 | \$1,222.02 | \$2,779.12 | \$2,804.27 | \$1,332.76 | \$3,984.83 | \$0.00 |

Ordering Habit Summary

| Total Orders | Total Order Lines | Avg. Lines per Order | Avg. Order Size ( $\$$ ) |
| :---: | :---: | :---: | :---: |
| 103 | 381 | 3.7 | $\$ 124.31$ |

Listing Of Orders By Order Source

| Order Source Description | Purchase \$'s | \# of Orders | 1 |
| :--- | ---: | ---: | ---: |
| 00 | $\$ 38.16$ | 0 Orders |  |
| WebStore | $\$ 12,766.02$ | 102 |  |
| TOTAL | $\$ 12,804.18$ | 103 |  |

Top 25 Items By Quantity

| Rank | Item \# | Item Description | Contract | UOM | Qty | Purchase \$'s |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | UNV11289 | Copy Paper Convenience Carton, 92 Bright, 20 lb | * | CT | 43 | \$1,235.82 |
| 2 | UNV21200 | Copy Paper, 92 Bright, 201b, $8.5 \times 11$, White, 500 | * | CT | 40 | \$2,277.10 |
| 3 | BICGSF11BK | PEN,BP,STK,RND STIC,FN,BLK | * | DZ | 25 | \$45.75 |
| 4 | UNV04117 | Rubber Bands, Size 117, 0.06 in. Gauge, Beige, 4 | * | PK | 25 | \$52.25 |
| 5 | UNV20744 | Slant D-Ring View Binder, 3 Rings, 1.5 in. Capacit | * | EA | 25 | \$176.00 |
| 6 | BICGSM609BK | PEN,BP,STK,RND STIC,MED,BLK | * | BX | 22 | \$187.88 |
| 7 | SPA60 | Dum-Dum-Pops, Assorted Flavors, Individually Wr | * | PK | 22 | \$469.70 |
| 8 | CCO782796 | KIRKLAND WATER BOTTLE 40CT, COSTCO (only ay | * | CT | 22 | \$140.88 |
| 9 | BICGSM609BE | PEN,BP,STK,RND STIC,MED,BLU | * | BX | 16 | \$170.88 |
| 10 | UNV24200RM | Copy Paper, 92 Bright, 20lb, $8.5 \times 14$, White, 500 | * | RM | 14 | \$122.26 |
| 11 | CNK555565 | Replacement Antimicrobial Counter Chain Ballpoi | * | EA | 14 | \$31.92 |
| 12 | KCC21400BX | White Facial Tissue for Business, 2-Ply, White, Po | * | BX | 12 | \$34.08 |
| 13 | PENBL77A | PEN,GEL,RTR,ENERGL DLX,MED,BLK | * | EA | 10 | \$39.00 |
| 14 | MMM684SH | FLAG,POST-IT, SIGN HERE ,4COL | * | PK | 9 | \$68.13 |
| 15 | PAP2014534 | InkJoy 50ST Ballpoint Pen, Stick, Medium 1 mm, | * | PK | 9 | \$70.11 |
| 16 | BICGSMG361AST | Round Stic Grip Xtra Comfort Ballpoint Pen Value | * | PK | 8 | \$72.32 |
| 17 | DXE5338CDPK | PerfecTouch Paper Hot Cups, 8 oz, Coffee Haze D | * | PK | 8 | \$73.52 |
| 18 | UNV40307 | Plastic Clipboard with High Capacity Clip, 1. 25 in | * | EA | 8 | \$30.32 |
| 19 | FEL5933801 | Mouse Pad with Microban Protection, $9 \times 8$, Navy | * | EA | 7 | \$60.83 |
| 20 | UNV00416 | Rubber Bands, Size 16, 0.04 in. Gauge, Beige, $4 ¢$ | * | PK | 7 | \$24.57 |
| 21 | KCC21271 | TISSUE,FACIAL,BOUTIQUE | * | PK | 6 | \$94.44 |
| 22 | RED33002 | Single-Subject Wirebound Notebooks, Narrow Ruld | * | EA | 6 | \$24.42 |
| 23 | ASP30206 | MousePad Pro Memory Foam Mouse Pad with Wris | * | EA | 5 | \$81.50 |
| 24 | CTX402000 | Currency Straps, Violet, \$2, 000 in \$20 Bills, 1000 | * | PK | 5 | \$76.90 |
| 25 | IVR10012 | Compressed Air Duster Cleaner, 10 oz Can, 2 Pach | * | PK | 5 | \$78.07 |

Top 25 Items By Sales

| Rank | Item \# | Item Description | Contract | UOM | Qty | Purchase \$'s |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | UNV21200 | Copy Paper, 92 Bright, 20lb, $8.5 \times 11$, White, 500 | * | CT | 40 | \$2,277.10 |
| 2 | UNV11289 | Copy Paper Convenience Carton, 92 Bright, 20 lb | * | CT | 43 | \$1,235.82 |
| 3 | SPA60 | Dum-Dum-Pops, Assorted Flavors, Individually Wr | * | PK | 22 | \$469.70 |
| 4 | UNV24200 | PAPER,XEROX DUP,LGL,20\#,WHT | * | CT | 5 | \$402.35 |
| 5 | ICX90781278 | Direct Thermal Printing Thermal Paper Rolls, 3.1 | * | CT | 1 | \$225.83 |
| 6 | BICGSM609BK | PEN,BP,STK,RND STIC,MED,BLK | * | BX | 22 | \$187.88 |
| 7 | SPA534 | Dum-Dum-Pops, Assorted Flavors, Individually Wr | * | CT | 1 | \$187.17 |
| 8 | SPA00534 | Dum Dum Pops Original Candy - Blue Raspberry, B | * | CT | 1 | \$187.17 |
| 9 | UNV20744 | Slant D-Ring View Binder, 3 Rings, 1. 5 in. Capacit | * | EA | 25 | \$176.00 |
| 10 | UNV051080 | Unstretched Handwrap Film with Reusable Handle | * | CT | 1 | \$174.19 |
| 11 | BICGSM609BE | PEN,BP,STK,RND STIC,MED,BLU | * | BX | 16 | \$170.88 |
| 12 | CCO782796 | KIRKLAND WATER BOTTLE 40CT, COSTCO (only ay | * | CT | 22 | \$140.88 |
| 13 | SMD19535 | SuperTab Reinforced Guide Height Fastener Folde | * | BX | 2 | \$127.98 |
| 14 | ICX90781356 | Direct Thermal Printing Thermal Paper Rolls, 3.1 | * | PK | 2 | \$124.62 |
| 15 | IVR10014 | Compressed Air Duster Cleaner, 10 oz Can, 4 Pack | * | PK | 4 | \$124.16 |
| 16 | PGC05814 | Select-a-Size Kitchen Roll Paper Towels, 2-Ply, 5. | * | PK | 3 | \$123.84 |
| 17 | UNV24200RM | Copy Paper, 92 Bright, 20lb, $8.5 \times 14$, White, 500 | * | RM | 14 | \$122.26 |
| 18 | MMM81224P | Magic Greener Tape, 1 in . Core, $0.75 \mathrm{in} . \times 75 \mathrm{ft}$, | * | PK | 2 | \$115.18 |
| 19 | KCC21271 | TISSUE,FACIAL,BOUTIQUE | * | PK | 6 | \$94.44 |
| 20 | KCC21286CT | Boutique Anti-Viral Facial Tissue, 3-Ply, White, Pc | * | CT | 2 | \$93.46 |
| 21 | UNV200305 | 30\% Recycled Copy Paper, 92 Bright, 20 lb Bond W | * | CT | 2 | \$92.28 |
| 22 | MMMR33010SSMIA | Pop-up $3 \times 3$ Note Refill, 3 in. $\times 3$ in. , Supernova | * | PK | 4 | \$91.00 |
| 23 | ASP30206 | MousePad Pro Memory Foam Mouse Pad with Wris | * | EA | 5 | \$81.50 |
| 24 | IVR10012 | Compressed Air Duster Cleaner, 10 oz Can, 2 Pack | * | PK | 5 | \$78.07 |
| 25 | CTX402000 | Currency Straps, Violet, \$2, 000 in \$20 Bills, 1000 | * | PK | 5 | \$76.90 |



| Item Groups Purchase Analysis |  |  |
| :--- | ---: | ---: |
| Item Groups | Period Purchases | \% of Spend |
| Art \& Drafting | $\$ 338.42$ | $2.60 \%$ |
| Calendars \& Books | $\$ 81.35$ | $0.60 \%$ |
| Contract Furniture, Special Order \& Uncataloged Prq | $\$ 1,867.39$ | $14.60 \%$ |
| Desk \& Office Supplies \& Accessories | $\$ 1,027.15$ | $8.00 \%$ |
| Filing \& Record Storage | $\$ 221.08$ | $1.70 \%$ |
| Food, Beverages \& Breakroom Supplies | $\$ 1,484.62$ | $11.60 \%$ |
| Janitorial Cleaning Supplies \& Equipment | $\$ 896.59$ | $7.00 \%$ |
| Loose Leaf Binders \& Accessories | $\$ 309.53$ | $2.40 \%$ |
| Office Machines \& Equipment | $\$ 131.34$ | $1.00 \%$ |
| Paper Products | $\$ 5,030.11$ | $39.30 \%$ |
| Shipping \& Warehouse | $\$ 51.84$ | $0.40 \%$ |
| Stamps, Nameplates, Signs \& Fees | $\$ 31.75$ | $0.20 \%$ |
| Technology Products \& Supplies | $\$ 571.19$ | $4.50 \%$ |
| Writing Instruments \& Correction | $\$ 761.82$ | $5.90 \%$ |
| TOTAL | $\$ 12,804.18$ | $\mathbf{1 0 0 . 0 0 \%}$ |

## Departmental Purchase Analysis

| Department No. | Department Name | Period Purchases | \% Spend |
| :---: | :---: | :---: | :---: |
| Dept or Cost Center | Your Ship to Location Here | \$801.39 | 6.26\% |
| Dept or Cost Center | Your Ship to Location Here | \$748.78 | 5.85\% |
| Dept or Cost Center | Your Ship to Location Here | \$699.35 | 5.46\% |
| Dept or Cost Center | Your Ship to Location Here | \$682.36 | 5.33\% |
| Dept or Cost Center | Your Ship to Location Here | \$666.99 | 5.21\% |
| Dept or Cost Center | Your Ship to Location Here | \$656.68 | 5.13\% |
| Dept or Cost Center | Your Ship to Location Here | \$655.65 | 5.12\% |
| Dept or Cost Center | Your Ship to Location Here | \$610.80 | 4.77\% |
| Dept or Cost Center | Your Ship to Location Here | \$597.54 | 4.67\% |
| Dept or Cost Center | Your Ship to Location Here | \$563.87 | 4.40\% |
| Dept or Cost Center | Your Ship to Location Here | \$554.83 | 4.33\% |
| Dept or Cost Center | Your Ship to Location Here | \$514.91 | 4.02\% |
| Dept or Cost Center | Your Ship to Location Here | \$470.74 | 3.68\% |
| Dept or Cost Center | Your Ship to Location Here | \$461.69 | 3.61\% |
| Dept or Cost Center | Your Ship to Location Here | \$378.22 | 2.95\% |
| Dept or Cost Center | Your Ship to Location Here | \$362.06 | 2.83\% |
| Dept or Cost Center | Your Ship to Location Here | \$339.84 | 2.65\% |
| Dept or Cost Center | Your Ship to Location Here | \$310.95 | 2.43\% |
| Dept or Cost Center | Your Ship to Location Here | \$303.86 | 2.37\% |
| Dept or Cost Center | Your Ship to Location Here | \$290.06 | 2.27\% |
| Dept or Cost Center | Your Ship to Location Here | \$266.66 | 2.08\% |
| Dept or Cost Center | Your Ship to Location Here | \$230.43 | 1.80\% |
| Dept or Cost Center | Your Ship to Location Here | \$229.96 | 1.80\% |
| Dept or Cost Center | Your Ship to Location Here | \$226.57 | 1.77\% |
| Dept or Cost Center | Your Ship to Location Here | \$210.61 | 1.64\% |
| Dept or Cost Center | Your Ship to Location Here | \$189.05 | 1.48\% |
| Dept or Cost Center | Your Ship to Location Here | \$177.21 | 1.38\% |
| Dept or Cost Center | Your Ship to Location Here | \$135.52 | 1.06\% |
| Dept or Cost Center | Your Ship to Location Here | \$124.87 | 0.98\% |
| Dept or Cost Center | Your Ship to Location Here | \$115.28 | 0.90\% |
| Dept or Cost Center | Your Ship to Location Here | \$114.98 | 0.90\% |
| Dept or Cost Center | Your Ship to Location Here | \$112.47 | 0.88\% |
| TOTAL | Your Ship to Location Here | \$12,804.18 | 100.00\% |

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