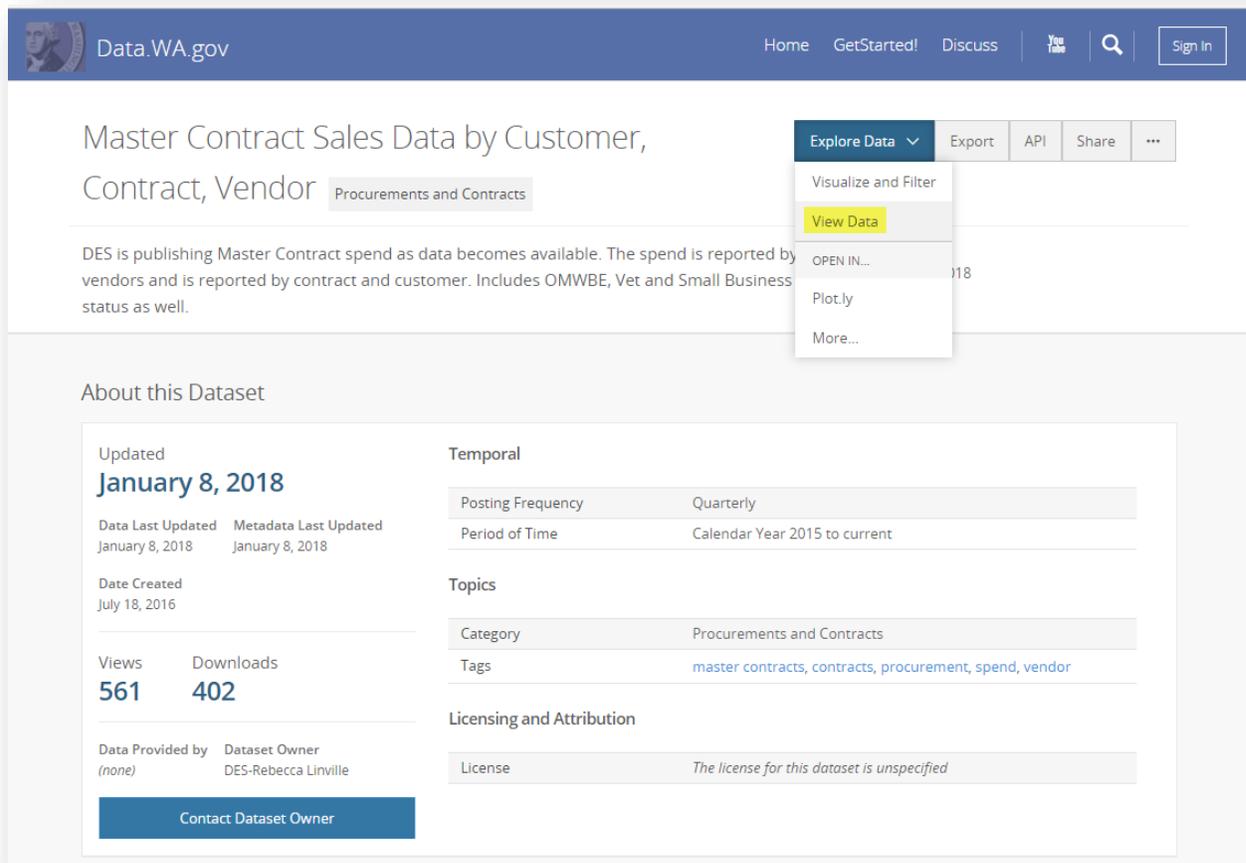


# Instructions on how to view and export DES Master Contract sales

The [master contract sales data](#) displayed on data.wa.gov indicates when the last update occurred. The master contract sales data is reported information from vendors who are on contract. To view the data, select “Explore Data” then “View Data.” The next page will display the data.



The screenshot shows the Data.WA.gov interface for the dataset 'Master Contract Sales Data by Customer, Contract, Vendor'. The 'Explore Data' dropdown menu is open, showing options: Visualize and Filter, View Data (highlighted), OPEN IN..., Plot.ly, and More... The 'About this Dataset' section contains the following information:

Updated <b>January 8, 2018</b>	
Data Last Updated January 8, 2018	Metadata Last Updated January 8, 2018
Date Created July 18, 2016	
Views <b>561</b>	Downloads <b>402</b>
Data Provided by (none)	Dataset Owner DES-Rebecca Linville
<a href="#">Contact Dataset Owner</a>	

**Temporal**

Posting Frequency	Quarterly
Period of Time	Calendar Year 2015 to current

**Topics**

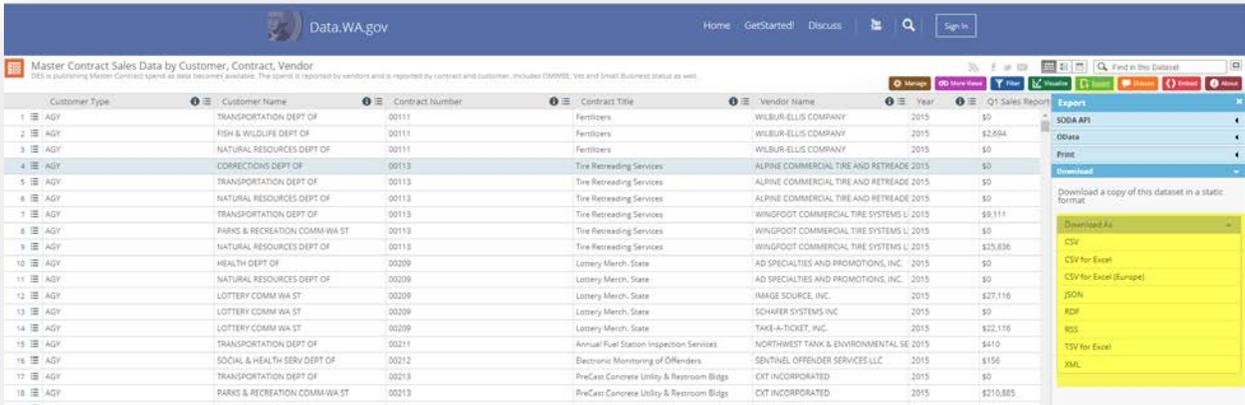
Category	Procurements and Contracts
Tags	master contracts, contracts, procurement, spend, vendor

**Licensing and Attribution**

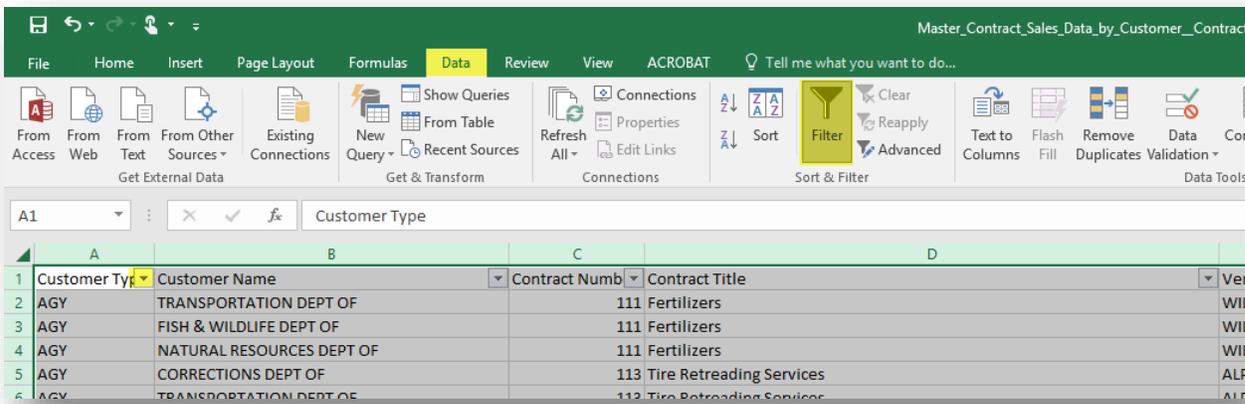
License	The license for this dataset is unspecified
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If you are a customer looking for your entities spend, the best way to find your data is to export the information.

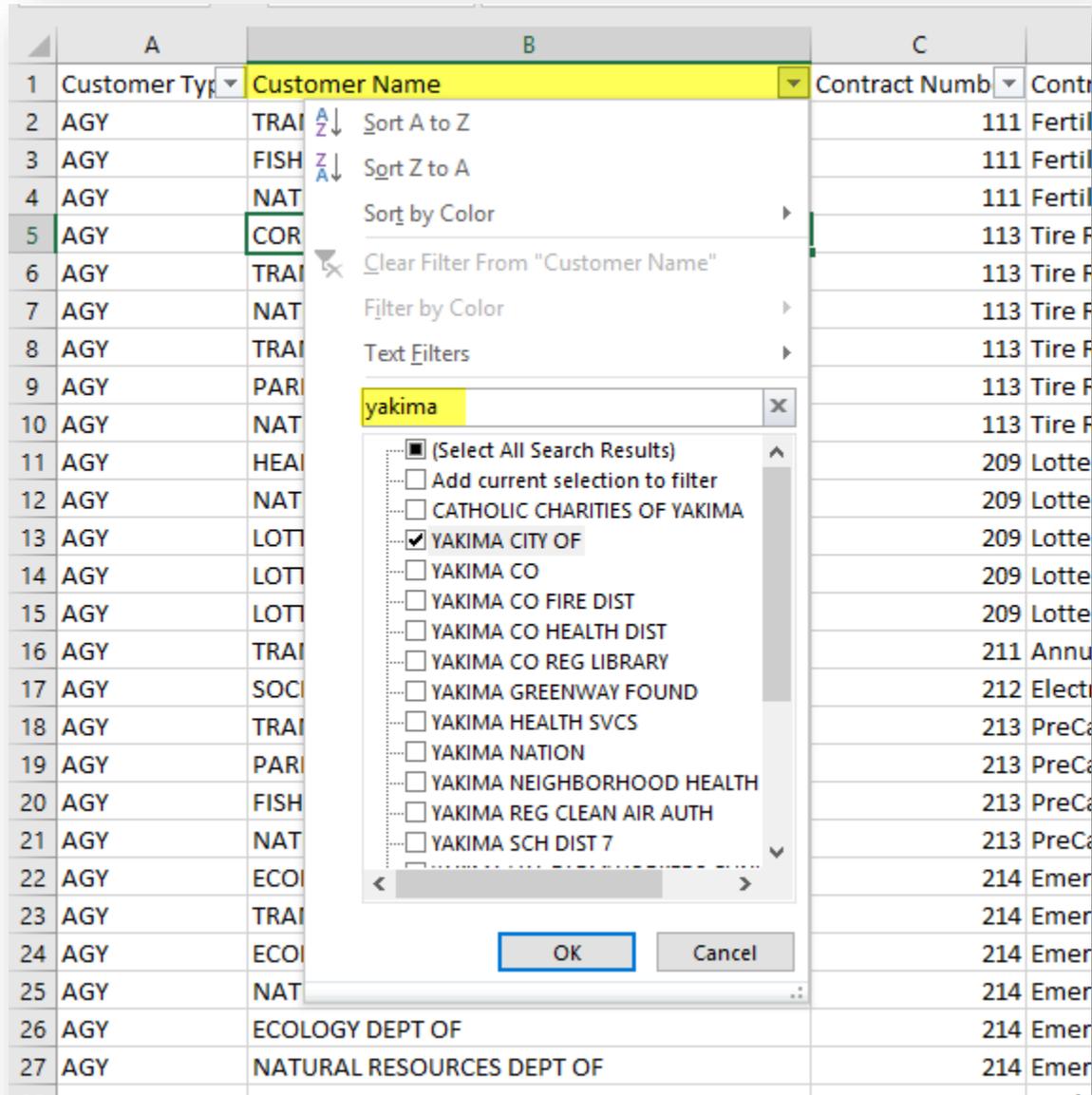
To export the data, select "Export" then select the file type (CSV for Excel).



Open the Excel file and apply filters to the column headers.



Click on the drop down filter for the “Customer Name” column and type in the entity name. Select the option that best fits your search.



The data is now filtered to show sales by the contract and vendor for the entity selected. The data is broken down by calendar quarters and includes whether the vendor on contract is Veteran owned, Small Business or Minority/Woman Owned Business (OMWBE).

If you have any questions, please email [CPRManalytics@des.wa.gov](mailto:CPRManalytics@des.wa.gov) or call (360) 407-2214.