

**Sample - Quarterly Standing Offer or Supply Arrangement Business Volume Report**

(This report covers all National Master Standing Offers, Regional Master Standing Offers, Departmental Individual Standing Offers and Supply Arrangements)

GSIN	SO or SA Number	SO/SA Title/Description	Document Type	Supplier's Name	Supplier's Contact Info	SO/SA Value (\$)	
						Original Value	Total Amended Value
<b>Call Up Details By Ordering Department or Agency</b>							
Name of PWGSC SO or SA Authority	Reporting Period (FY and Quarter)	Department/ Agency	Delivery Location (Province)	Total # of Orders for the Reporting Period (Quarter)	Total \$ Value of Orders For the Reporting Period (incl GST/HST)	Total # of Orders for the FY To Date	Total \$ Value of Orders for the FY To Date (incl GST/HST)
<b>Comments</b>							
<i>Note: Customized reporting remains the responsibility of the Contracting Authority or Commodity Team. Original table format is available from the Value Management Office, Acquisition Renewal Sector</i>							

**Acronyms:**  
 FY = Fiscal Year  
 SA = Supply Arrangement  
 SO = Standing Offer