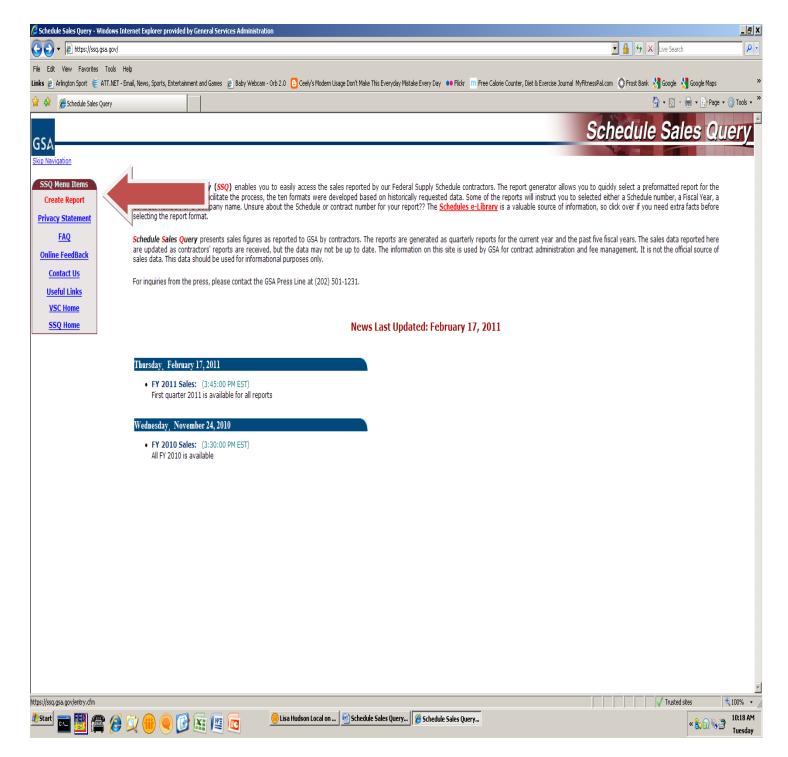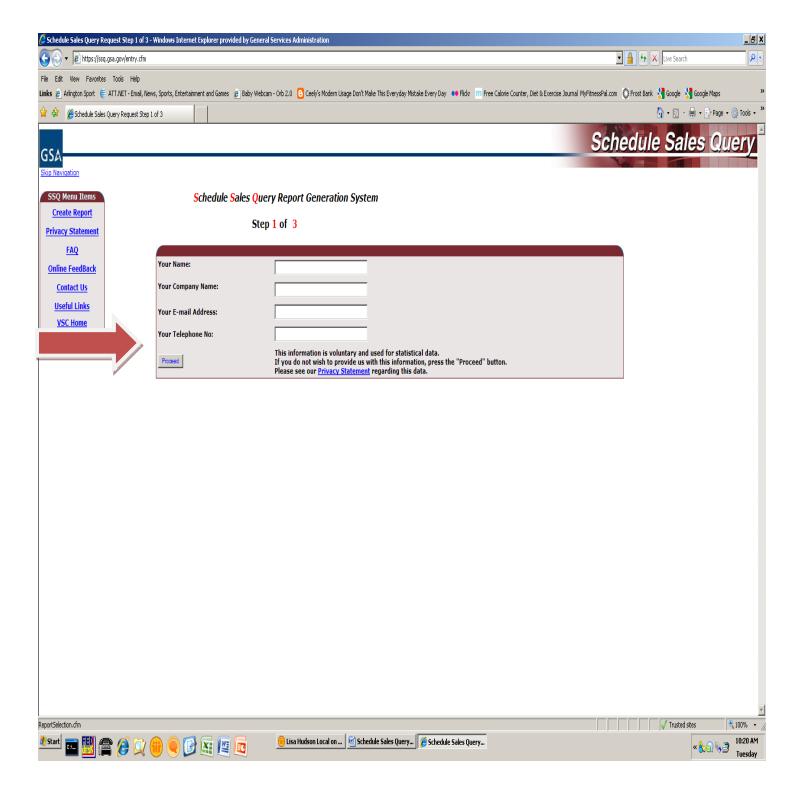**Instructions for Schedule Sales Query**
- To access the Schedule Sales Query page go to http://ssq.gsa.gov.
- Click on Create Report on the left-hand side of the screen.

Description: This is a screenshot of the Schedule Sales Query homepage with a red arrow pointing to the "create report" button located on the upper left hand side of the screen.

- Skip the next page by clicking Proceed.

Description: This is a screenshot of the Schedule Sales Query Report Generation System Step 1 of 3 with a red arrow pointing to the "Proceed" button located on the lower left hand side of the screen.

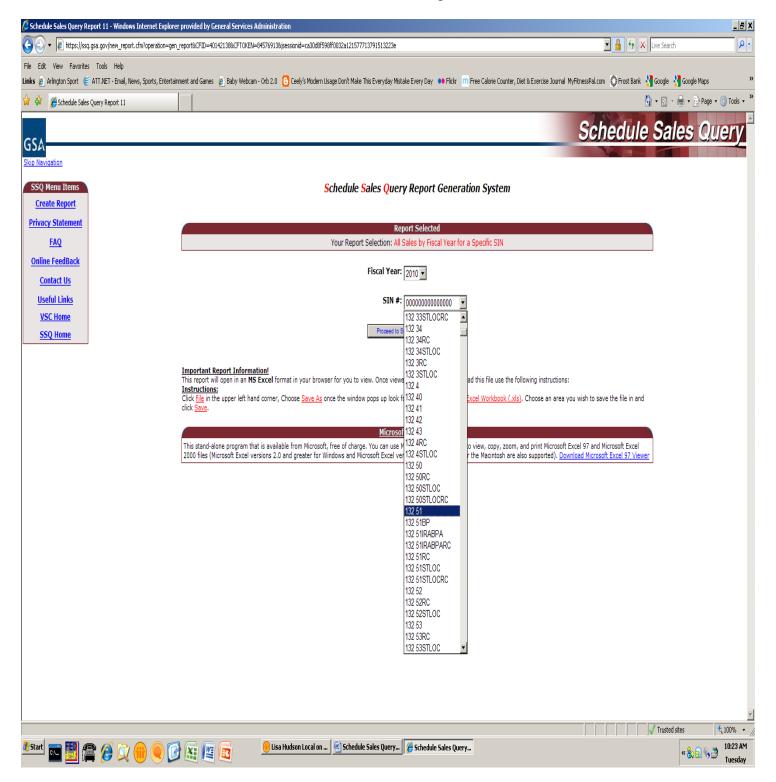- Select report 11 "All Sales by Fiscal Year for a Specific SIN Number", and click Generate Report.

Description: This is a screenshot of the Schedule Sales Query Report Generation System Step 2 of 3 with a red arrow pointing to the report 11, "All Sales by Fiscal Year for a Specific SIN Number" button. It is located at the bottom of the report listing.

- Select the Fiscal Year and SIN #, and click Proceed to Step 3.

Description: This is a screenshot of the Schedule Sales Query Report Generation System showing the report section "All Sales by Fiscal Year for a Specific SIN". There is a dropdown box allowing you to select a particular fiscal year and another dropdown box allowing you to select a SIN. Once these have been selected click "Proceed to Step 3".
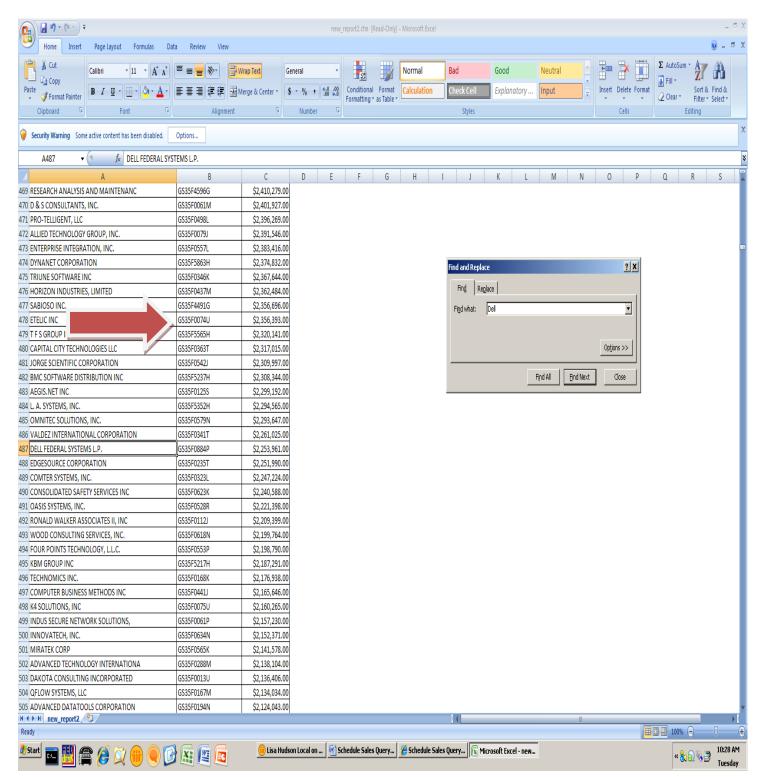
- Click Proceed to the Final Step. You can either save or open the report.

Description: This is a screenshot of the Schedule Sales Query Report Generation System. It is displaying the information regarding the fiscal year and SIN for the report selected. At the bottom of the page there are two buttons, click the one on the left that says "Proceed to the Final Step".

- Review report. You can find contractors by name by using the Edit, Find function or Ctrl F.

	A	B	C
469	RESEARCH ANALYSIS AND MAINTENANC	GS35F4596G	$2,410,279.00
470	D & S CONSULTANTS, INC.	GS35F0061M	$2,401,927.00
471	PRO-TELLIGENT, LLC	GS35F0498L	$2,396,269.00
472	ALLIED TECHNOLOGY GROUP, INC.	GS35F0079J	$2,391,546.00
473	ENTERPRISE INTEGRATION, INC.	GS35F0557L	$2,383,416.00
474	DYNANET CORPORATION	GS35F5863H	$2,374,832.00
475	TRIUNE SOFTWARE INC	GS35F0346K	$2,367,644.00
476	HORIZON INDUSTRIES, LIMITED	GS35F0437M	$2,362,484.00
477	SABIOSO INC.	GS35F4491G	$2,356,696.00
478	ETELIC INC	GS35F0074U	$2,356,393.00
479	T F S GROUP I	GS35F5565H	$2,320,141.00
480	CAPITAL CITY TECHNOLOGIES LLC	GS35F0363T	$2,317,015.00
481	JORGE SCIENTIFIC CORPORATION	GS35F0542J	$2,309,997.00
482	BMC SOFTWARE DISTRIBUTION INC	GS35F5237H	$2,308,344.00
483	AEGIS.NET INC	GS35F0125S	$2,299,192.00
484	L. A. SYSTEMS, INC.	GS35F5352H	$2,294,565.00
485	OMNITEC SOLUTIONS, INC.	GS35F0579N	$2,293,647.00
486	VALDEZ INTERNATIONAL CORPORATION	GS35F0341T	$2,261,025.00
487	DELL FEDERAL SYSTEMS L.P.	GS35F0884P	$2,253,961.00
488	EDGESOURCE CORPORATION	GS35F0235T	$2,251,990.00
489	COMTER SYSTEMS, INC.	GS35F0323L	$2,247,224.00
490	CONSOLIDATED SAFETY SERVICES INC	GS35F0623K	$2,240,588.00
491	OASIS SYSTEMS, INC.	GS35F0528R	$2,221,398.00
492	RONALD WALKER ASSOCIATES II, INC	GS35F0112J	$2,209,399.00
493	WOOD CONSULTING SERVICES, INC.	GS35F0618N	$2,199,764.00
494	FOUR POINTS TECHNOLOGY, L.L.C.	GS35F0553P	$2,198,790.00
495	KBM GROUP INC	GS35F5217H	$2,187,291.00
496	TECHNOMICS INC.	GS35F0168K	$2,176,938.00
497	COMPUTER BUSINESS METHODS INC	GS35F0441J	$2,165,646.00
498	K4 SOLUTIONS, INC	GS35F0075U	$2,160,265.00
499	INDUS SECURE NETWORK SOLUTIONS,	GS35F0061P	$2,157,230.00
500	INNOVATECH, INC.	GS35F0634N	$2,152,371.00
501	MIRATEK CORP	GS35F0565K	$2,141,578.00
502	ADVANCED TECHNOLOGY INTERNATIONA	GS35F0288M	$2,138,104.00
503	DAKOTA CONSULTING INCORPORATED	GS35F0013U	$2,136,406.00
504	QFLOW SYSTEMS, LLC	GS35F0167M	$2,134,034.00
505	ADVANCED DATATOOLS CORPORATION	GS35F0194N	$2,124,043.00

Description: This is a screenshot of an Excel document displaying the report pulled from the Schedule Sales Query Report Generation System. The report lists contractors by name and they can be searched using the Ctrl-F command.