



Instructions for the Vendor Reporting Template (Wireless Transmission & Data Sheet)

- To get an up-to-date template, please download the spreadsheet available from our web site at:

<http://www.ppitpb.gov.on.ca/mbs/psb/psb.nsf/docs/vendorreporting.html>

If you are having difficulty in finding or downloading the template, please request one by e-mail at:

ppitpb.aps@mbs.gov.on.ca

- Once opened you will see the General sheet:

Microsoft Excel - NewTemplate.xls

File Edit View Insert Format Tools Data Window Help Acrobat

Save As

Arial 10

Vendor: [Dropdown]

Agreement: [Dropdown]

Month: [Dropdown]

Were there any new contracts during this month?

No data for this month

Vendor Listbox

Agreement Listbox

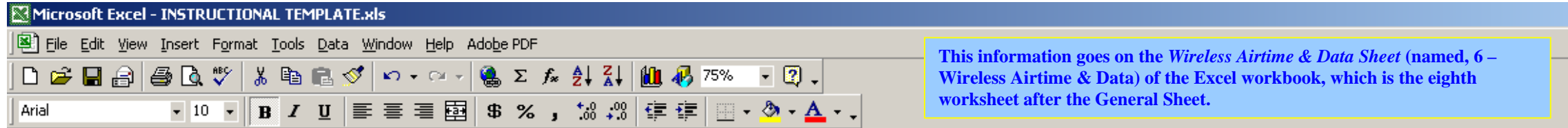
Reporting Period Listbox

Nil Activity Checkbox

1. Choose the Vendor name.
2. Choose the standing agreement.
3. Choose the reporting period (for quarterly reports, the reporting periods appear at the bottom of the list).
4. If there is *no new activity* for this month (basically a “Nil Report”), check off the checkbox.

A Nil Report is filed if there is no new data to report.

INSTRUCTIONS FOR THE WIRELESS TRANSMISSION & DATA SHEET



	A	B	C	D	E	F	G	H	I	J	K
1	Ministry/Cluster/Agency	Branch	Plan Name	Plan Quantity	Total Plan Cost	Feature/Option Costs	Total Minutes	Airtime Cost	Long Distance Minutes	Long Distance Cost	Data Usage (MB)
2	FINANCE		Plan X	30	\$ 750.00	\$ 55.00	301	\$ 15.05	394	\$ 11.82	40.00
3	FINANCE		Plan Y	35	\$ 1,050.00	\$ 75.00	3948	\$ 276.36	294	\$ 11.76	0.00
4	FINANCE		Plan Z	25	\$ 875.00	\$ 105.00	993	\$ 89.37	30	\$ 0.30	20.01
5	GOVERNMENT SERVICES		Plan X	20	\$ 500.00	\$ 56.00	39	\$ 1.95	20	\$ 0.60	0.00
6	GOVERNMENT SERVICES		Plan Y	30	\$ 900.00	\$ 76.00	20022	\$ 1,401.54	394	\$ 15.76	0.00
7	GOVERNMENT SERVICES		Plan Z	40	\$ 1,400.00	\$ 106.00	39184	\$ 3,526.56	2947	\$ 29.47	0.00
8	GOVERNMENT SERVICES		Plan ZZ	50	\$ 2,000.00	\$ 155.00	3957	\$ 158.28	29	\$ 0.20	12.76
9	TRANSPORTATION		Plan X	45	\$ 1,125.00	\$ 57.00	293	\$ 14.65	39	\$ 1.17	1.50
10	BPS	CITY OF TORONTO	Plan X	35	\$ 875.00	\$ 58.00	29344	\$ 1,467.20	59	\$ 1.77	4.67
11	BPS	CITY OF TORONTO	Plan Y	25	\$ 750.00	\$ 77.00	2938	\$ 205.66	20	\$ 0.80	9.99
12	BPS	CITY OF TORONTO	Plan Z	20	\$ 700.00	\$ 107.00	293	\$ 26.37	399	\$ 3.99	0.00
13	BPS	UNIVERSITY OF WATERLOO	Plan X	22	\$ 550.00	\$ 59.00	203	\$ 10.15	49	\$ 1.47	0.00
14	BPS	UNIVERSITY OF WATERLOO	Plan Y	24	\$ 720.00	\$ 78.00	3994	\$ 279.58	202	\$ 8.08	1.23
15											

Ministry/Cluster/Agency: We require top level information only. Therefore only list the totals for each client ministry and each plan category or phone model they have been billed for the reporting month. *Do not list plans for each individual!*

If you are reporting a client in the Broader Public Sector, input "BPS" in this field.

If the client is ordering through an IT Cluster, please indicate the cluster name in the Ministry/Cluster/Agency field and the ministry name in the Branch field.

Branch: If you are reporting a client in the Broader Public Sector, please input the name of the institution in this field.

Plan Name: What is the name of the plan that is being reported?

Plan Quantity: The number of this cellular airtime plan assigned to the OPS during this month for this client.

Total Plan Cost: What is the total cost the client ministry/cluster was invoiced for this plan or phone model within the reporting period?

Feature/Option Costs: What is the total cost for Features/Options the client has for this plan or phone model within the reporting period?

Total Minutes: The total airtime minutes that the client used under this plan within the reporting period.

Airtime Cost: The total cost of airtime minutes the client was invoiced for this plan within the reporting period.

Long Distance Minutes: The total long distance minutes the client used under this plan within the reporting period.

Long Distance Cost: The total cost of long distance minutes the client was invoiced for this plan within the reporting period.

Data Usage: How many megabytes of data was transmitted through this plan during the reporting period?

INSTRUCTIONS FOR THE EQUIPMENT SHEET

Microsoft Excel - INSTRUCTIONAL TEMPLATE.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Arial 10 B I U \$ % , +.0 .00 +.0

A47 =

	A	B	C	D	E	F	G
1	Ministry/Cluster/Agency	Branch	Product Categories	Manufacturer	Tran Type	Quantity	Total Cost
3	FINANCE		Cellular Phones	Motorola	Lease	3	\$450.00
4	FINANCE		One Way Pagers	Suntel	Lease	100	\$5,000.00
5	FINANCE		One Way Pagers	Sun Telecom	Lease	25	\$1,250.00
6	GOVERNMENT SERVICES		Cellular Phones	Nokia	Lease	3	\$525.00
7	GOVERNMENT SERVICES		Cellular Phones	Motorola	Lease	5	\$750.00
8	GOVERNMENT SERVICES		PDAs	Blackberry	Lease	10	\$5,000.00
9	GOVERNMENT SERVICES		PDAs	Palm One	Lease	2	\$1,100.00
10	TRANSPORTATION		Cellular Phones	Nokia	Lease	30	\$5,250.00
11	BPS	CITY OF TORONTO	Cellular Phones	Nokia	Lease	20	\$3,500.00
12	BPS	CITY OF TORONTO	Cellular Phones	Motorola	Lease	40	\$6,000.00
13	BPS	CITY OF TORONTO	Cellular Phones	Samsung	Lease	33	\$6,600.00
14	BPS	UNIVERSITY OF WATERLOO	Cellular Phones	Motorola	Lease	9	\$1,350.00
15	BPS	UNIVERSITY OF WATERLOO	Network Cards	Sony-Ericsson	Lease	3	\$600.00
16	BPS	UNIVERSITY OF WATERLOO	Phone Accessories	Sony-Ericsson	Lease	2	\$50.00
17							

This information goes on the *Equipment Sheet* (named, 1 – Equipment) of the Excel workbook, which is the third worksheet after the General Sheet.

Ministry/Cluster/Agency: We require top level information only. Therefore only list the totals for each client ministry and each plan category or phone model they have been billed for the reporting month. *Do not list wireless device models for each individual!*

If you are reporting a client in the Broader Public Sector, input “BPS” in this field.

Branch: If you are reporting a client in the Broader Public Sector, please input the name of the institution in this field.

If the client is ordering through an IT Cluster, please indicate the cluster name in the Ministry/Cluster/Agency field and the ministry name in the Branch field.

Product Categories: Category of the device. Either:
Cellular Phones
One Way Pagers
PDAs
Smart Phones
Network Cards, or
Accessories

Manufacturer: The name of the manufacturer of the wireless device.

Tran Type: Always “Lease”

Quantity: Aggregate total of wireless device leased to the client.

Total Cost: Aggregate cost of the wireless device leased to the client.

ONE PRODUCT LINE FOR EACH MINISTRY

When reporting, keep in mind that you *do not* have to detail each and every individual product that you provide to the Province of Ontario. What is needed is summary information for the products sold, licensed, upgraded, ect. to each Ministry or Agency of the province. Therefore, there will only be a few rows (referred to as “Product Lines”) for each Ministry that you provide cellular airtime to.

This table illustrates the Ministry Product Line reporting concept:

Service Agreement	Ministry	Product	Units	Total Cost
SA-3000	LABOUR	PLAN X	30	\$750.00
SA-3000	LABOUR	PLAN Y	55	\$525.00
SA-3000	TRANSPORTATION	PLAN X	200	\$1000.00
SA-3000	TRANSPORTATION	PLAN Y	150	\$1530.00



ONE TEMPLATE TO REPORT BOTH PLANS AND DEVICES

Please report both the month’s plans and equipment charges on the same template. The Wireless Airtime & Data sheet to report wireless plans and the Equipment Sheet to report wireless devices.



A DIFFERENT TEMPLATE FOR EVERY SERVICE AGREEMENT

If you are a vendor of record (VOR) for multiple standing agreements (SA), it is necessary to file a separate report for every SA that you are listed under.

For example, a vendor is a VOR for three SA’s: 1004-04, 1005-04 & 1008-04. During the Jan/07 reporting period (and every period), the vendor must submit *three* separate reports. One will list the products for VOR-1004-04, another for VOR-1005-04 and finally another for VOR-1008-04.



FILE NAMES FOR VENDOR TEMPLATES

There is a naming convention for the Vendor Reporting Template Excel files. For *monthly reports* it is: vendor (dash) service agreement (dash) month year, formatted in the following way:

VENDORNAME-VOR####-MMYY

For example, a vendor named MGS under VOR-1008-04 is creating a template for the period of February 1st to 28th, 2007. The file name would be:

MGS-VOR100804-FEB07

REVISING DATA PREVIOUSLY REPORTED

When revisions need to be made for reports already filed to MGS , it is not necessary to send in all of the data that was originally reported for that period. Simply report the products that have revised data within the period that they would have originally been included.

For example, in the period of Jan/04 a vendor reported three products starting for the Ministry of Community Safety and Corrections. However, in Feb/04 the vendor discovers that one of the products had actually been sold to the Attorney General. What the vendor can do is submit a revised Jan/04 report with only the product line listing the Attorney General as a client....the other two, listing Community Safety as a client, are not transcribed onto the revised report, since they already have been reported correctly.

REPORTING REQUIREMENT AMENDMENT: SEPTEMBER 1ST, 2006

If applicable, client information must now include the IT Cluster that the reported transaction was completed through. If an IT Cluster on behalf of a Ministry/Agency acquired contracts, licenses, or products, please indicate the Cluster name in the Ministry/Cluster/Agency, and the name of the Ministry/Agency in the Branch field of the reporting template.

To find the names of the current clusters, please refer to the Lookup sheet of the reporting template on columns D & E, under the Cluster category.

Ministry/Cluster/Agency	Branch	Product Categories	Manufacturer	Tran Type	Quantity	Total Cost
FINANCE		Cellular Phones	Motorola	Lease	3	\$450.00
FINANCE		One Way Pagers	Suntel	Lease	100	\$5,000.00
FINANCE		One Way Pagers	Sun Telecom	Lease	25	\$1,250.00
GOVERNMENT SERVICES GOVERNMENT SERVICES I & IT DELIVERY CLUSTER SERVICES	GOVERNMENT SERVICES	Cellular Phones	Nokia	Lease	3	\$525.00
GOVERNMENT SERVICES GOVERNMENT SERVICES I & IT DELIVERY CLUSTER SERVICES	GOVERNMENT SERVICES	Cellular Phones	Motorola	Lease	5	\$750.00
GOVERNMENT SERVICES		PDA's	Blackberry	Lease	10	\$5,000.00
GOVERNMENT SERVICES		PDA's	Palm One	Lease	2	\$1,100.00
TRANSPORTATION		Cellular Phones	Nokia	Lease	30	\$5,250.00
BPS	CITY OF TORONTO	Cellular Phones	Nokia	Lease	20	\$3,500.00
BPS	CITY OF TORONTO	Cellular Phones	Motorola	Lease	40	\$6,000.00
BPS	CITY OF TORONTO	Cellular Phones	Samsung	Lease	33	\$6,600.00

Name of Cluster that work/product was acquired through.

Name of Ministry/Agency that work/product was ordered by.

