



Instructions for the Vendor Reporting Template (Equipment 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:

The screenshot shows a Microsoft Excel spreadsheet with a 'General Information' section. The section contains the following elements:

- Vendor:** A dropdown menu labeled 'Vendor Listbox'.
- Agreement:** A dropdown menu labeled 'Agreement Listbox'.
- Month:** A dropdown menu labeled 'Reporting Period Listbox'.
- Were there any new contracts during this month?** A checkbox labeled 'Nil Activity Checkbox' with the text 'No data for this month' next to it.

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 EQUIPMENT SHEET

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 I & IT DELIVERY CLUSTER	GOVERNMENT SERVICES	Cellular Phones	Nokia	Lease	3	\$525.00
7	GOVERNMENT SERVICES I & IT DELIVERY CLUSTER	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

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

Client Ministry/Cluster: We require top level information only. Therefore only list the totals for each client ministry and the products they have started renting/purchased for the reporting month. *Do not list each individual unit of equipment!*

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.

If the client is from the Broader Public Sector, please input the name of the institution in this field

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Product Categories: See page 3 for a list of Product Categories.

Manufacturer: The Name of the device's manufacturer

Tran Type: Was this transaction with the client a "Purchase" or a "Lease"

Quantity: The number of units of equipment within the product category for this client.

Unit Cost: The total cost of the product category for this client within the reporting month.

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, leased, 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 equipment to.

This table illustrates the Ministry Product Line reporting concept:

Service Agreement	Ministry	Product	Units	Unit Cost
SA-2962	LABOUR	CATEGORY “A”	30	\$200.00
SA-2962	LABOUR	CATEGORY “B”	55	\$525.00
SA-2962	TRANSPORTATION	CATEGORY “A”	200	\$200.00
SA-2962	TRANSPORTATION	CATEGORY “B”	150	\$525.00



EQUIPMENT PRODUCT CATEGORIES

Use these categories when listing equipment sales to ministry/cluster clients:

Application Software	Internetworking	Projection Devices
Books/Manuals	Inw Application Software	Servers
Cables	Memory	Software License/UG/Main
Configure Printers	Modems	Storage Cabinets
Controller Board	Monitors	Supplies/Access
Desktop Exp Base	Network And Comm	Switch Boxes
Desktops/Workstations	Operating Software	Tapebackups
Digit/Plot/Scan	Optical Drive/CD Rom	Toner And Kits
Floppy Drives	Portable	UPS
Font Cartridges	Portable Options	Video Boards
Hard Drives	Printer Access	Warranties
Input Devices	Printers	



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: 3005, 2989 & 2962. During the Jan/04 reporting period (and every period), the vendor must submit *three* separate reports. One will list the products for SA-3005, another for SA-2989 (a quarterly report) and finally another for SA-2962.

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-SA####-MMYY

For example, a vendor named MBS under the SA-2962 VOR is creating a template for the period of January 1st to 31st, 2004. The file name would be:

MBS-SA2962-JAN04



REVISING DATA PREVIOUSLY REPORTED

When revisions need to be made for reports already filed to MBS PPITPB, 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 the Attorney General. However, in Apr/04 the vendor discovers that one of the products had actually been sold to Corrections. What the vendor can do is submit a revised Jan/04 report with only the product line listing the Ministry of Community Safety and Correctional Services as a client....the other two, listing the Attorney General 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.

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Name of Cluster that work/product was acquired through.

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