Instructions for the Vendor Reporting Template (MS Large Account Resellers Sheet)

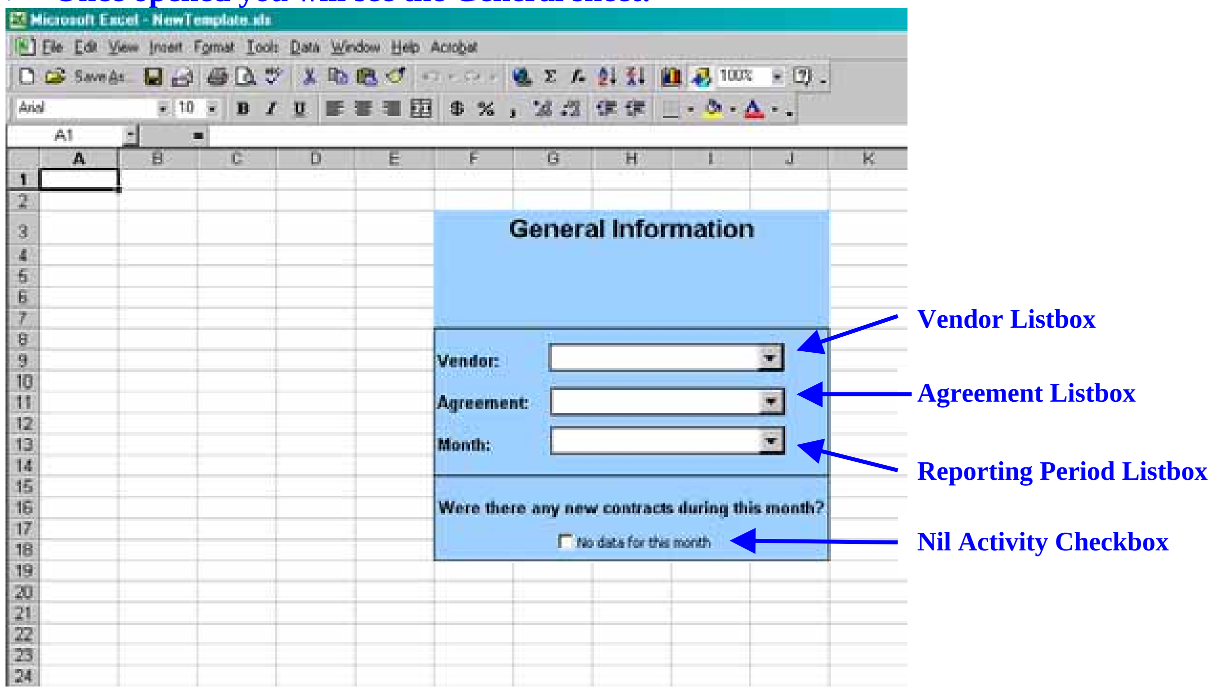
➢ **To get an up-to-date template, please download the spreadsheet available from our web site at:**

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.apts@mbs.gov.on.ca

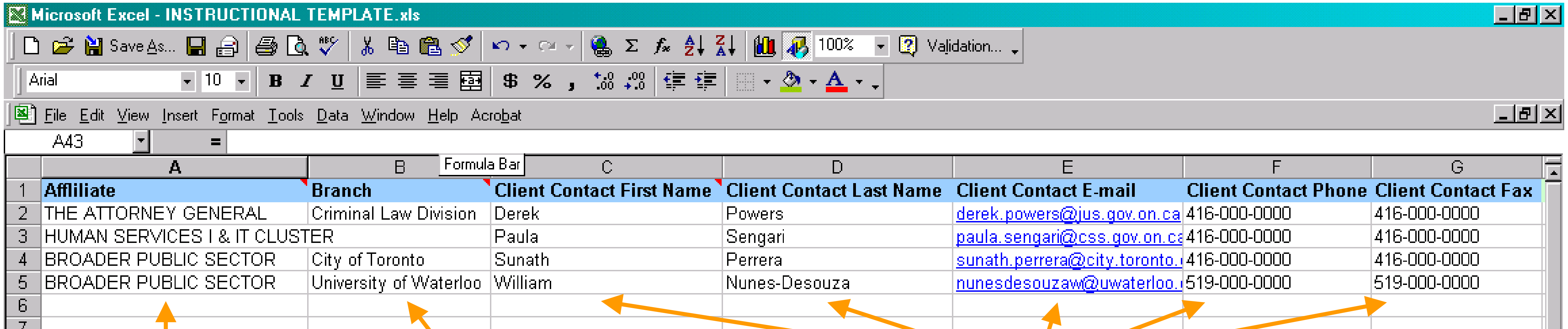
➢ **Once opened you will see the General sheet:**



1. **Choose the Vendor name.**
2. **Choose the standing agreement U8364444.**
3. **Choose the reporting period.**
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. Please access the APTS Reporting Website *http://www.vor.report.ppitpb.gov.on.ca* to submit NIL reports.

INSTRUCTIONS FOR THE MS LARGE ACCOUNT RESELLERS SHEET



	A	B	C	D	E	F	G
1	Affiliate	Branch	Client Contact First Name	Client Contact Last Name	Client Contact E-mail	Client Contact Phone	Client Contact Fax
2	THE ATTORNEY GENERAL	Criminal Law Division	Derek	Powers	derek.powers@jus.gov.on.ca	416-000-0000	416-000-0000
3	HUMAN SERVICES I & IT CLUSTER		Paula	Sengari	paula.sengari@css.gov.on.ca	416-000-0000	416-000-0000
4	BROADER PUBLIC SECTOR	City of Toronto	Sunath	Perrera	sunath.perrera@city.toronto.	416-000-0000	416-000-0000
5	BROADER PUBLIC SECTOR	University of Waterloo	William	Nunes-Desouza	nunesdesouzaw@uwaterloo.	519-000-0000	519-000-0000
6							
7							

Affliate: The name of the client organization.

If the client belongs to the Broader Public Sector, please input "Broader Public Sector" here and input the clients organization name in the Branch 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: The branch of the client organization.

If the client belongs to the Broader Public Sector, please input the organization's name here.

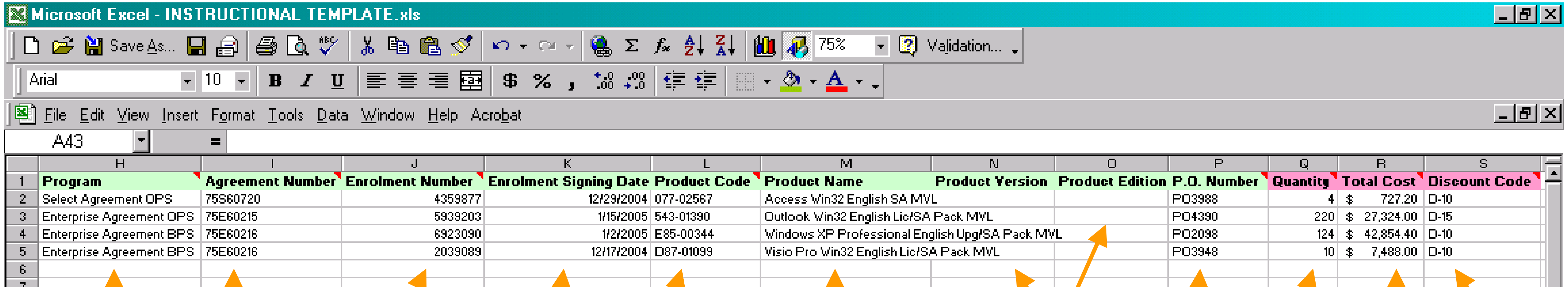
This field is not mandatory.

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.

Client Contact First Name, Last Name, Email, Phone & Fax: Your affiliate contact for the transaction.

Must be an OPS or BPS employee.

This information goes on the *MS Large Account Resellers Sheet* (named, 7 – MS Large Account Resellers) of the Excel workbook, which is the fifth worksheet after the General Sheet.



	H	I	J	K	L	M	N	O	P	Q	R	S
1	Program	Agreement Number	Enrolment Number	Enrolment Signing Date	Product Code	Product Name	Product Version	Product Edition	P.O. Number	Quantity	Total Cost	Discount Code
2	Select Agreement OPS	75S60720	4359877	12/29/2004	077-02567	Access Win32 English SA MVL			PO3988	4	$ 727.20	D-10
3	Enterprise Agreement OPS	75E60215	5939203	1/15/2005	543-01390	Outlook Win32 English Lic/SA Pack MVL			PO4390	220	$ 27,324.00	D-15
4	Enterprise Agreement BPS	75E60216	6923090	1/2/2005	E85-00344	Windows XP Professional English Upg/SA Pack MVL			PO2098	124	$ 42,854.40	D-10
5	Enterprise Agreement BPS	75E60216	2039089	12/17/2004	D87-01099	Visio Pro Win32 English Lic/SA Pack MVL			PO3948	10	$ 7,488.00	D-10
6												

Program:
Either –
“Select Agreement OPS”
“Enterprise Agreement OPS”
“Select Agreement BPS” or
“Enterprise Agreement BPS”

Agreement Number:
Either –
75S60720
75S60721
75S60215 or
75S60216

Enrollment Number:
The enrollment number for this transaction.

Enrollment Signing Date:
The signing date for this transaction.

Product Code:
The product number as outlined in the Government of Ontario’s price list.

Product Name: The product’s name or brief description.

Product Version, Product Edition:
The product’s version and edition numbers.

P.O. Number:
Your internal administrative number for the transaction.

Quantity:
The number of product units included in the transaction.

Total Cost: The total value of the transaction.

Discount Code: The discount used for the transaction.

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 agreements: U48364444, 3005 & 3001. During the Jan/05 reporting period (and every period), the vendor must submit *three* separate reports. One will list the products for U48364444, another for SA-3005 (a quarterly report) and finally another for SA-3001.

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####-MMMYY

For example, a vendor named MBS under the SA-3005 VOR is creating a template for the period of January 1st to 31st, 2004. The file name would be:

MBS-SA3005-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/05 a vendor reported three products starting for the Ministry of Community Safety and Corrections. However, in Feb/05 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/05 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 I & IT DELIVERY CLUSTER	GOVERNMENT SERVICES	Cellular Phones	Nokia	Lease	3	$525.00
GOVERNMENT SERVICES I & IT DELIVERY CLUSTER	GOVERNMENT SERVICES	Cellular Phones	Motorola	Lease	5	$750.00
GOVERNMENT SERVICES		PDAs	Blackberry	Lease	10	$5,000.00
GOVERNMENT SERVICES		PDAs	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.