Instructions for the Vendor Reporting Template (Multifunctional Devices Sheet)

➢ **To get an up-to-date template, please download the spreadsheet available from our web site at:**
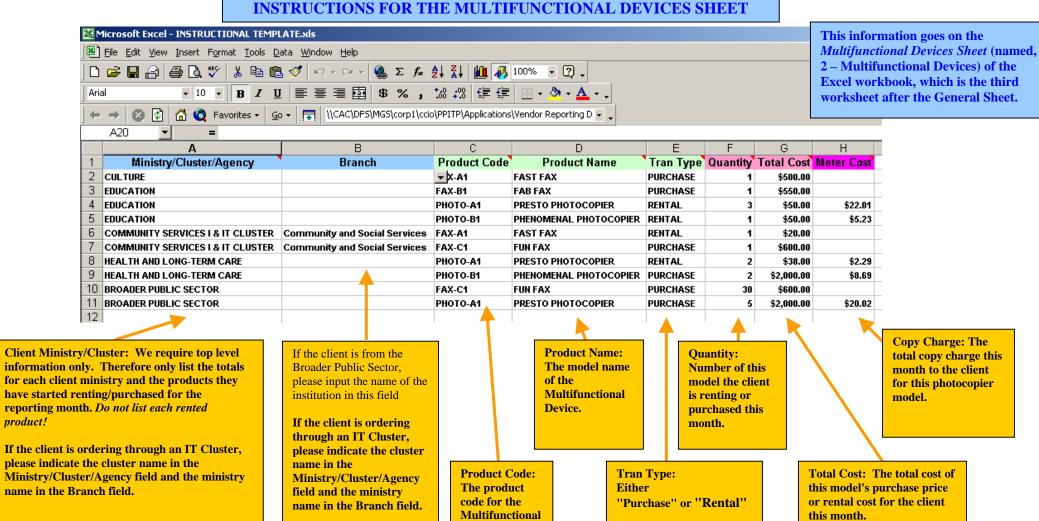
http://www.ppitpb.gov.on.ca/mbs/psb/psb.nsf/docs/vendorreporting.html

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:**

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 MULTIFUNCTIONAL DEVICES SHEET

This information goes on the *Multifunctional Devices Sheet* (named, 2 – Multifunctional Devices) of the Excel workbook, which is the third worksheet after the General Sheet.

Microsoft Excel - INSTRUCTIONAL TEMPLATE.xls

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	Ministry/Cluster/Agency	Branch	Product Code	Product Name	Tran Type	Quantity	Total Cost	Meter Cost
2	CULTURE		X-A1	FAST FAX	PURCHASE	1	$500.00	
3	EDUCATION		FAX-B1	FAB FAX	PURCHASE	1	$550.00	
4	EDUCATION		PHOTO-A1	PRESTO PHOTOCOPIER	RENTAL	3	$50.00	$22.01
5	EDUCATION		PHOTO-B1	PHENOMENAL PHOTOCOPIER	RENTAL	1	$50.00	$5.23
6	COMMUNITY SERVICES I & IT CLUSTER	Community and Social Services	FAX-A1	FAST FAX	RENTAL	1	$20.00	
7	COMMUNITY SERVICES I & IT CLUSTER	Community and Social Services	FAX-C1	FUN FAX	PURCHASE	1	$600.00	
8	HEALTH AND LONG-TERM CARE		PHOTO-A1	PRESTO PHOTOCOPIER	RENTAL	2	$38.00	$2.29
9	HEALTH AND LONG-TERM CARE		PHOTO-B1	PHENOMENAL PHOTOCOPIER	PURCHASE	2	$2,000.00	$8.69
10	BROADER PUBLIC SECTOR		FAX-C1	FUN FAX	PURCHASE	30	$600.00	
11	BROADER PUBLIC SECTOR		PHOTO-A1	PRESTO PHOTOCOPIER	PURCHASE	5	$2,000.00	$20.02
12								

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 rented product!*

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

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 Code: The product code for the Multifunctional Device.

Product Name: The model name of the Multifunctional Device.

Tran Type: Either "Purchase" or "Rental"

Quantity: Number of this model the client is renting or purchased this month.

Total Cost: The total cost of this model's purchase price or rental cost for the client this month.

Copy Charge: The total copy charge this month to the client for this photocopier model.

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, rented, 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 photocopiers to.

This table illustrates the Ministry Product Line reporting concept:

Service Agreement	Ministry	Product	Units	Unit Cost
VOR-1012	LABOUR	PHOTOCOPIER "A"	30	$200.00
VOR-1012	LABOUR	PHOTOCOPIER "B"	55	$525.00
VOR-1012	TRANSPORTATION	PHOTOCOPIER "A"	200	$200.00
VOR-1012	TRANSPORTATION	PHOTOCOPIER "B"	150	$525.00

A DIFFERENT TEMPLATE FOR EVERY SERVICE AGREEMENT

If you are a vendor on multiple VORs, it is necessary to file a separate report for every VOR that you are listed under.

For example, a vendor is listed on three VORs, 1006-04, 1005-04 & 1012. During the Sep/06 reporting period (and every period), the vendor must submit *three* separate reports. One will list the products for VOR-1006-04, another for VOR-1005-04, and finally another for VOR-1012.

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 MGS under VOR-1012 is creating a template for the period of September 1st to 30th, 2006. The file name would be:

MBS-VOR1012-SEP06

REVISING DATA PREVIOUSLY REPORTED

When revisions need to be made for reports already filed to MGS SCM, 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 Jul/06 a vendor reported three products rented to the Ministry of Community Safety & Correctional Services. However, in Sep/06 the vendor discovers that one of the products had actually been rented to the Attorney General. What the vendor can do is submit a revised Jul/06 report with only the product line listing the Attorney General as a client….the other two, listing Community Safety & Corrections as a client, are not transcribed onto the revised report, since they already have been reported correctly.

REPORTING REQUIREMENT AMENDMENT: SEPTEMBER 1<u>ST</u>, 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.