



Instructions for the Vendor Reporting Template (Photocopier & Fax 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:

A	B	C	D	E	F	G	H	I	J	K
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										

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 PHOTOCOPIER & FAX SHEET

Microsoft Excel - INSTRUCTIONAL TEMPLATE.xls

File Edit View Insert Format Tools Data Window Help Acrobat

Arial 10

	A	B	C	D	E	F	G	H	I
1	Ministry/Cluster/Agency	Product Code	Product Name	Tran Type	Quantity	Total Cost	Volume Count	Copy Charge	
3	CULTURE	FAX-A1	FAST FAX	FACSIMILE PURCHASE	1	\$500.00			
4	EDUCATION	FAX-B1	FAB FAX	FACSIMILE PURCHASE	1	\$550.00			
5	EDUCATION	PHOTO-A1	PRESTO PHOTOCOPIER	PHOTOCOPIER RENTAL	3	\$150.00	22013	\$22.01	
6	EDUCATION	PHOTO-B1	PHENOMENAL PHOTOCOPIER	PHOTOCOPIER RENTAL	1	\$50.00	5239	\$5.23	
7	COMMUNITY SERVICES I & IT CLUSTER	FAX-A1	FAST FAX	FACSIMILE RENTAL	1	\$20.00			
8	COMMUNITY SERVICES I & IT CLUSTER	FAX-C1	FUN FAX	FACSIMILE PURCHASE	1	\$600.00			
9	HEALTH AND LONG-TERM CARE	PHOTO-A1	PRESTO PHOTOCOPIER	PHOTOCOPIER RENTAL	2	\$76.00	2298	\$2.29	
10	HEALTH AND LONG-TERM CARE	PHOTO-B1	PHENOMENAL PHOTOCOPIER	PHOTOCOPIER PURCHASE	2	\$4,000.00	8693	\$8.69	
11									
12									
13									
14									

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!*

Product Name: The model name of the Photocopier/Fax.

Tran Type: Either "Photocopier Purchase" "Photocopier Rental" "Facsimile Purchase" or "Facsimile Rental"

Unit 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.

Product Code: The product code for the Photocopier/Fax

Quantity: The number of this model of photocopier/fax the client is renting or purchased this month.

Volume Count: The total copy volume this photocopier model has made for the client this month.

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

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 photocopyers to.

This table illustrates the Ministry Product Line reporting concept:

Service Agreement	Ministry	Product	Units	Unit Cost
SA-3002	LABOUR	PHOTOCOPIER “A”	30	\$200.00
SA-3002	LABOUR	PHOTOCOPIER “B”	55	\$525.00
SA-3002	TRANSPORTATION	PHOTOCOPIER “A”	200	\$200.00
SA-3002	TRANSPORTATION	PHOTOCOPIER “B”	150	\$525.00



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 & 3002. 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-3002.



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-3002 VOR is creating a template for the period of January 1st to 31st, 2004. The file name would be:

MBS-SA3002-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 rented to the Ministry of Community Safety & Corrections. However, in Apr/04 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 Jan/04 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.