



Instructions for the Vendor Reporting Template (Wireless Services 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.apt@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

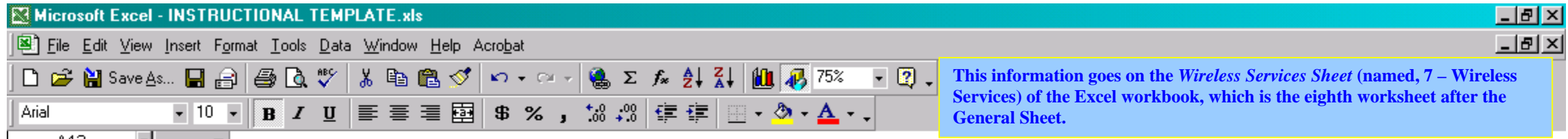
Reporting Period Listbox

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 SERVICES SHEET



	A	B	C	D	E	F	G	H	I	J
1	Ministry/Cluster/Agency	Plan Category	Plan Category Usage	Plan Quantity	Usage Amount (MB)	Access Fees	Usage Cost	Feature/Option Costs	Roaming Charges	
2	CITIZENSHIP AND IMMIGRATION	1a	Individual - 0 MB to 2 MB	13	23.53	\$4.71	\$65.00	\$7.53	\$11.41	
3	CITIZENSHIP AND IMMIGRATION	1c	Individual - 0 MB to 20 MB	5	42.7	\$4.27	\$25.00	\$3.45	\$7.27	
4	CITIZENSHIP AND IMMIGRATION	2g	Shared - Unlimited Usage	1	102.42	\$1.02	\$5.00	\$0.38	\$0.38	
5	COMMUNITY SAFETY AND CORRECTIONAL SERV	1a	Individual - 0 MB to 2 MB	32	35.86	\$7.17	\$160.00	\$4.36	\$37.67	
6	COMMUNITY SAFETY AND CORRECTIONAL SERV	1b	Individual - 0 MB to 5 MB	21	64.27	\$9.64	\$105.00	\$20.01	\$27.87	
7	COMMUNITY SAFETY AND CORRECTIONAL SERV	1c	Individual - 0 MB to 20 MB	2	39.12	\$3.91	\$10.00	\$1.71	\$1.30	
8	COMMUNITY SAFETY AND CORRECTIONAL SERV	1d	Individual - 0 MB to 40 MB	2	38.64	\$1.93	\$10.00	\$1.93	\$2.01	
9	ENVIRONMENT	1a	Individual - 0 MB to 2 MB	28	1.63	\$0.33	\$140.00	\$8.99	\$17.58	
10	ENVIRONMENT	1c	Individual - 0 MB to 20 MB	3	12.98	\$1.30	\$15.00	\$2.48	\$2.77	
11										
12										

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

Plan Category Usage: The Wireless Plan's name. See the table on page 3 for details.

Usage Amount: The total amount of usage, in Megabytes, by this client ministry/cluster using this plan type. Only list the amount for this reporting month.

Usage Costs: The total flat rate charges for this client ministry/cluster using this plan type. Only list the costs for this reporting month.

Roaming Charges: The total roaming charges for this client ministry/cluster under using this plan type. Only list the charges for this reporting month.

Plan Category: This is the Wireless Plan Code. See the table on page 3 for details.

Plan Quantity: How many of this type of plan are ongoing for this client ministry/cluster over the past reporting month?

Access Fees: Includes the total Activation Charges and the System Access Fees for this client/ministry cluster using this plan type. Only list the fees for this reporting month.

Feature/Options Costs: Includes all Messaging charges and other feature costs for this client ministry/cluster using this plan type. Only list the costs for this 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, 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 wireless services to.

This table illustrates the Ministry Product Line reporting concept:

Service Agreement	Ministry	Product	Units	Total Unit Cost
SA-3003	LABOUR	PLAN “1A”	30	\$200.00
SA-3003	LABOUR	PLAN “1B”	55	\$525.00
SA-3003	TRANSPORTATION	PLAN “1A”	200	\$200.00
SA-3003	TRANSPORTATION	PLAN “1B”	150	\$525.00



PLAN TYPES

These are the plan codes and names that are respectively inputted into the Plan Category (Col. B) and Plan Category Usage (Col. C) fields.

Category	Plan Code	Plan Name
Individual Plans	Plan 1a	0 MB to 2 MB
	Plan 1b	0 MB to 5 MB
	Plan 1c	0 MB to 20 MB
	Plan 1d	0 MB to 40 MB
	Plan 1e	0 MB to 100 MB
	Plan 1f	0 MB to 300 MB
	Plan 1g	Unlimited Usage
Shared Minute Plans	Plan 2a	0 MB to 100 MB
	Plan 2b	0 MB to 250 MB
	Plan 2c	0 MB to 500 MB
	Plan 2d	0 MB to 10,000 MB
	Plan 2e	0 MB to 20,000 MB
	Plan 2f	0 MB to 40,000 MB
	Plan 2g	Unlimited Usage



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: 2996, 2988 & 3003. During the Jan/04 reporting period (and every period), the vendor must submit *three* separate reports. One will list the products for SA-2996, another for SA-2988 and finally another for SA-3003.

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-3003 VOR is creating a template for the period of February 1st to 28th, 2003. The file name would be:

MBS-SA3003-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 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.

