

Contract Service Fee (CSF) Quarterly Process: MHEC’s volume reporting process is done on a quarterly basis. **Both the volume report and payment are due 45 days after the end of a quarter.**

Excel Instructions for Quarterly Reporting:

- **Reporting is required whether you have sales or not during the reporting period. If the required fields in the Excel document are not completed correctly the file will be returned to you because it will not upload to our system. Spend information must be reported accurately and will be validated with our membership.**
- Each quarter an email reminder will be sent to all supply partners. Attached to the email, you will find a Quarterly Sales Volume Reporting form in excel format.
- Use the excel file sent to you each quarter, it is specific to your company and the quarter.
- Do not modify the excel file as it is programmed to upload the data automatically to our system.
- The excel file contains 1 workbook with multiple worksheets. If you hold multiple contracts or multiple bids for a contract you will find a separate tab/worksheet in the excel workbook for each bid number you have been awarded.
- When you open the excel file you may need to “Enable Content”. This is a button that is shown at the top of your screen.
- The file is “protected” and therefore entry is restricted to certain cells within each of the Tabs: “Contract”, “Invoice & Authorization” and “Non-Member Reporting”.
- Entry is REQUIRED in these designated cells:

Contract Tab: For each member with volume, enter in the green area in the cells; Gross Sales, Net Sales. **If the entire contract had zero sales** enter “0” in the yellow highlighted cell at the bottom.

Invoice & Authorization Tab: All excel files require Authorization to upload to our system. If this is missing the file will be returned to you for correction. Enter your name and date in the yellow highlighted “Authorized by” and “Date” include Phone and Email in each cell.

Non-Member Reporting Tab: There are 2 steps to report non-member sales from MHEC contracts.

1. *Non-MemberReporting Tab:* Complete the information in the columns including bid number (select from the drop down box), entity name, gross sales and net sales. For each contract number you selected from the dropdown, subtotal the gross and net sales and enter these numbers in Step 2 shown below.
2. *Contract Tab:* Go to each contract tab in the excel file. The first member row is named: “**Non- Member-For Volume Reporting**” (in yellow). Enter the total sales from the NonMember tab for each of the contract(s) in this row.

Important: Total Gross and Net Sales in the Non-Member Contract tab MUST equal the total Non-Member Gross and Net Sales entered into the first highlighted row **Non-Member-For Volume Reporting in the corresponding contract tabs see Sample Grids below:**

Example: Non-Member Tab

BidNum	NonMember School	Gross Value (list or street pricing)	Net Sales (contract pricing)
MC15-D05	NonMemberName	\$ 10,000.00	\$ 5,000.00
MC15-D05	NonMemberName	\$ 15,000.00	\$ 10,000.00
MC15-D25	NonMemberName	\$ 10,000.00	\$ 2,500.00
MC15-D25	NonMemberName	\$ 8,000.00	\$ 4,000.00

Example: Quarterly Volume Report – Sample Contract Tab

SAMPLE: Tab for MC15-D05		
School Name	Gross Value	Net Sales
	(list or street pricing)	(contract pricing)
Non Member-For Volume Reporting	\$ 25,000.00	\$ 15,000.00

SAMPLE: Tab for MC15-D25		
School Name	Gross Value	Net Sales
	(list or street pricing)	(contract pricing)
Non Member-For Volume Reporting	\$ 18,000.00	\$ 6,500.00

- **Do not re-name the file**, as the file name identifies your company and the quarter covered.
- Complete each tab/worksheet; enter the sales volume for each member with both gross AND net dollars. We use this information to calculate **savings**. This information is reported back to our members and is important to them.
- If a member has zero sales, leave the cell/field blank.

Completed Excel Files:

Return the completed Excel file as an email attachment.

Email to: vendor1@mhec.net.

Please send the file in **Excel format not PDF format**. The excel file uploads to our system.

Remittance/Payment (Invoice & Authorization tab):

The Invoice & Authorization tab/worksheet is the actual invoice and used for remittance purposes. After completing all volume entry in the contract tab/s, the Invoice & Authorization tab will automatically populate with the sales volume you entered and will calculate the amount due to MHEC, based on the percentage contract service fee that you agreed to by contract.

In addition, this is the tab you are required to enter your authorization and date. Enter your name and date in the yellow highlighted cells. This is used as your signature, you do not need to pdf the excel document. **We want the Excel file returned to us electronically.** Your authorization is required.

Print the Invoice & Authorization page and include a copy with your payment. You do NOT have to print the contract tabs only the Invoice & Authorization tab. All payments must be in the form of a check made payable to MHEC and sent to 505 East Pleasant Street, Amherst, MA 01003.

Please Note: If the remittance amount is \$0 you do not need to mail this document, however, you still need to complete each contract tab in the excel file: at the bottom in the yellow highlighted cell report the \$0 volume and you MUST also fill in your authorization & date on the Invoice/Remittance tab and email the excel file to: Vendor1@mhec.net ; for complete instructions; see “Excel Instructions for Quarterly Reporting” above.

Due Dates: Both the Excel file and the Payment are due by 45 days after the end of the quarter.

MHEC Quarter	Quarter Dates	Due Date
Quarter 1	July 1st – September 30th	November 15th
Quarter 2	October 1 – December 31st	February 15th
Quarter 3	January 1st – March 31st	May 15th
Quarter 4	April 1st – June 30th	August 15th

Reporting Requirement:

Failure to respond with a completed report and payment by the deadline may result in contract suspension.

We appreciate and value your continued partnership. If you have any questions, please contact Sue McCarthy, Business Manager at 413.545.1086.

Judy Thornton
Director of Business Services