

## Volume Reporting Instructions

- **Contract Service Fee (CSF) Quarterly Process:** MHEC'S volume reporting process is done on a quarterly basis. The **volume report and payment are due 45 days** after the end of each quarter.
- **Failure to submit a report and payment may result in CONTRACT SUSPENSION.**
- **Volume Reporting is required for ALL contracted suppliers.** Even if reporting zero volume, there are specific areas that need to be completed and returned for upload.
- **Reports are to be returned only to MHEC's Business Office email at vendor1@mhec.net**
- **Report Sales Volume made pursuant to MHEC contract pricing.** Including sales made to Members & Non Members.
- **If you are a contract holder and happen to name dealers in your contract, YOU are required to report volume from your dealers.**
- **You must use the specific report sent to you for each quarter.** Do not use a prior quarter's report. Our membership is constantly expanding, which makes the last quarter's report obsolete. These reports are specifically generated for your company and reporting period.
- **Do not attempt to modify the report.** These reports are protected from modification. Only the areas designated for reporting purposes are allowed to have information entered. These reports are specifically programmed to allow the data to be uploaded automatically to our system.
- **Once finished with the report, save the report with the same file name it originally was assigned.** Each file's name is created specifically for your company. The file needs to be saved in Excel format. **Do NOT save as a PDF.**
- **For any QUESTIONS,** feel free to contact the Business Office at 413-992-2514 or the main phone number for MHEC at 413-545-4669. Email address is vendor1@mhec.net.

## Step-by-Step Guide

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## Excel Instructions for Quarterly Reporting:

You must enable content if prompted.

The screenshot shows the Microsoft Excel interface. At the top, a yellow security warning banner reads "SECURITY WARNING Macros have been disabled." with an "Enable Content" button highlighted by a red box. Below the ribbon, the formula bar shows "D16" and a function icon. The worksheet grid shows columns A through I. In column A, there is contact information for MHEC. In column D, there is a table titled "QUARTERLY SALES VOLUME REPORT" with headers for "CONTRACT #", "CONTRACT TYPE", "VENDOR NAME", "CONTACT NAME", and "CONTACT PHONE #".

MHEC	<b>QUARTERLY SALES VOLUME REPORT</b>							
100 University Drive, Suite 1	CONTRACT #	CONTRACT TYPE						
Amherst, MA 01002	VENDOR NAME							
Telephone: (413) 545-4669	CONTACT NAME							
FAX: (413) 577-0692	CONTACT PHONE #							
FAX: (413) 577-2202								
Email To: <a href="mailto:vendor1@mhec.net">vendor1@mhec.net</a>								

## Invoice & Authorization

The "Invoice & Authorization" tab requires completion regardless of reporting Net Sales or reporting Zero Volume. If a payment is due, submit a copy of the Invoice and Authorization page with the payment. The area that needs to be completed, is highlighted in yellow. Enter your name and date of completion.

10						
11	Massachusetts Higher Education Consortium					
12	100 University Drive, Suite 1					
13	Amherst, MA 01002					
14	Tel. 413-545-4669- Fax 413-577-2202					
15						
16	<b>Invoice YEAR Quarter #</b>					
17	Invoice Date					
18	V#					
19	Vendor Name					
20	Contact Name					
21	FY					
22	Quarter					
23	Due Date					
24						
25	<b>Bid#</b>	<b>Reporting Period</b>	<b>Gross Value</b>	<b>Net Sales</b>	<b>CSF%</b>	<b>CSF Fee Due</b>
26	MC11-F11		\$ 50,000.00	\$ 35,000.00	1.00%	\$350.00
27	<b>Totals:</b>		\$ 50,000.00	\$ 35,000.00		\$350.00
28	Amount overpaid as of = \$50.00					-\$50.00
29	Amount Due - Please pay this amount:					<b>\$300.00</b>
30						^ Please pay this amount^
31						
32						
33						
34	<b>PLEASE PRINT THIS PAGE AND SEND WITH YOUR CHECK TO:</b>					
35	MHEC					
36	Attn: Accounts Receivable CSF					
37	100 University Drive, Suite 1					
38	Amherst, MA 01002					
39						
40	<b>REQUIRED: "Authorization By" below: Supplier to Complete</b>					
41	Authorized by:		Date:			
42						
43						
44	Phone:		Email:			
45						
46	Under pains and penalties of perjury, I hereby declare that this is a true and					
47	accurate report of payments and fees due to MHEC pursuant to the MHEC					
48	contract.					
49						
50						
51						

Must have a name and date in the yellow highlighted cells.

Please make sure you have our current address in your records. Thank you!

This section is automatically filled in with the information you provided in the contract and Non Member tabs.

Instructions
MC11-F11
NonMemberReporting
Invoice & Authorization
+

Ready

## Reporting ZERO SALES

If you have no sales to report, you are still required to complete a quarterly report and send back the Excel file. At the bottom of the contract tab(s), you will see a highlighted cell where you enter "0" to report zero sales. If you have multiple contract tabs, you will need to enter zero sales for all contracts in the highlighted cell. You are also required to fill in the Invoice and Authorization tab with your name and date of completion.

1659	Winthrop Public Library	\$	-	\$	-
1660	Wiscasset Public Library, ME	\$	-	\$	-
1661	Witherle Memorial Library, ME	\$	-	\$	-
1662	Woburn, City of	\$	-	\$	-
1663	Woburn Public Library	\$	-	\$	-
1664	Woburn Public Schools	\$	-	\$	-
1665	Wolfeboro Public Library, NH *(Joined 8/1/2018)	\$	-	\$	-
1666	Woods Hole Oceanographic Institution	\$	-	\$	-
1667	Woodstock, Town of, CT	\$	-	\$	-
1668	Woodward School, The	\$	-	\$	-
1669	Woonsocket, City of, RI	\$	-	\$	-
1670	Worcester Academy	\$	-	\$	-
1671	Worcester County Horticultural Society	\$	-	\$	-
1672	Tower Hill Botanic Garden	\$	-	\$	-
1673	Worcester Polytechnic Institute	\$	-	\$	-
1674	Worcester State University	\$	-	\$	-
1675	Worcester, City of	\$	-	\$	-
1676	Worcester Public Library	\$	-	\$	-
1677	Worcester Public Schools	\$	-	\$	-
1678	Worthington Library	\$	-	\$	-
1679	Wrentham Public Schools	\$	-	\$	-
1680	Yale University	\$	-	\$	-
1681	Yarmouth Public Schools, ME	\$	-	\$	-
1682	Yarmouth, Town of	\$	-	\$	-
1683	Yarmouth Parks and Recreation	\$	-	\$	-
1684	Yarmouth Town Library	\$	-	\$	-
1685	York County Community College	\$	-	\$	-
1686	York Public Library, ME	\$	-	\$	-
1687	<b><u>COLUMN TOTALS:</u></b>	GROSS	VALUE	NET	SALES
1688					
1689					
1690					
1691					
1692					
1693					
1694					
1695					
1696					
1697	<b>Authorization is still required. Rather than authorizing each contract we have moved the authorization section to the "Invoice &amp; Authorization" tab so that you complete the authorization one time for each quarter.</b>				
1698					
1699					
1700					
1701					

If you are reporting **ZERO** sales, make sure to place a "0" in the yellow highlighted box.

IF you have **MULTIPLE** contracts and are reporting **ZERO** sales for both, each contract tab will need to be filled out.

Enter a 0, if there are zero sales in total:

Contract Service Rate: 1.00%  
 Contract Service Fee (due MHEC): \$ -



### Reporting Member Sales:

The Quarterly Reports have tabs that are created for each contract that you were awarded. Each quarter's report contains a complete list of our current membership. Report member sales for each contract on the corresponding tab. You are not required to enter a zero for members who have not utilized MHEC contract pricing for the current quarter.

9	FAILURE TO SUBMIT REPORT BY (The deadline date) RESULT IN CONTRACT SUSPENSION.		
10			
11	If you are a CONTRACT HOLDER and happen to name dealers in your contract, YOU are STILL required to report, NOT your dealers.		
12	<b>QUARTER YEAR-Q#: Start of Quarter Date - End of Quarter Date</b>		
13	<b>REPORTING PERIOD Start of Quarter Date - End of Quarter Date</b>		
14	<b>Member Name</b>	<b>Gross Value</b>	<b>Net Sales</b>
15		(list or street pricing)	(contract pricing)
16	Non Member-For Volume Reporting	\$ -	\$ -
17	Abbott Library, NH *(Joined 8/1/2018)	\$ -	\$ -
18	Abington, Town of	\$ -	\$ -
19	Abington Public Library	\$ -	\$ -
20	Abington Public Schools	\$ -	\$ -
21	Academy for Career Exploration, RI *(Joined 7/1/2018)	\$ -	\$ -
22	ACCEPT Education Collaborative	\$ -	\$ -
23	Action for Boston Community Development	\$ 55,000.00	\$ 40,000.00
24	Acton Memorial Library	\$ -	\$ -
25	Acton-Boxborough Regional School District	\$ -	\$ -
26	Acushnet Public Library	\$ -	\$ -
27	Adams Free Library	\$ -	\$ -
28	Addison Central School District, VT *(Joined 7/1/2018)	\$ -	\$ -
29	Addison Northeast Supervisory Union, VT *(Joined 7/1/2018)	\$ -	\$ -
30	Addison Northwest School District, VT *(Joined 7/1/2018)	\$ -	\$ -
31	Adelbrook Community Services	\$ -	\$ -
32	Agawam, Town of	\$ -	\$ -
33	Agawam Public Library	\$ -	\$ -
34	Agawam Public Schools	\$ -	\$ -
35	Albert Church Brown Mem. Library, China, ME	\$ -	\$ -
36	Aldrich Public Library, Barre, VT	\$ -	\$ -
37	Alice L. Pendleton Library, Islesboro, ME	\$ -	\$ -
38	Alliance for Inclusion and Prevention	\$ -	\$ -
39	Alternatives Unlimited	\$ -	\$ -
40	Alzheimer's Association of New England	\$ -	\$ -
41	American International College	\$ -	\$ -
42	Amesbury Public Schools	\$ -	\$ -
43	Amherst College	\$ -	\$ -
44	Amherst Housing Authority	\$ -	\$ -
45	Amherst Town Library, NH	\$ -	\$ -
46	Amherst, Town of	\$ -	\$ -
47	Amherst Regional High School	\$ -	\$ -
48	The Jones Library, Amherst	\$ -	\$ -
49	Andover Public Library, ME	\$ -	\$ -
50	Andover, Town of	\$ -	\$ -
51	Memorial Hall Library, Andover	\$ -	\$ -
52	Anna Maria College	\$ -	\$ -
53	Antrim NH Town of	\$ -	\$ -

Reporting Period is specific to your companies contract.

GROSS VALUE must always be a larger number than NET SALES.

IF awarded multiple contracts, make sure both tabs are filled out.

## Finding a Specific Member

Since our membership is constantly expanding, it might be easier to use the “Find & Select” tool in Excel. An example is provided below.

**STEP 1.** Use the "Find & Select" tool to search for specific members.

**STEP 2.** Enter in a key word associated with the member you are looking for. This will help you to locate that specific member.

Member Name	Gross Value (list or street pricing)	Net Sales (contract pricing)
<b>Non Member-For Volume Reporting</b>	\$ -	\$ -
Abbott Library, NH *(Joined 8/1/2018)	\$ -	\$ -
Abington, Town of	\$ -	\$ -
Abington Public Library	\$ -	\$ -
Abington Public Schools	\$ -	\$ -
Academy for Career Exploration, RI *(Joined 7/1/2018)	\$ -	\$ -
ACCEPT Education Collaborative	\$ -	\$ -
Action for Boston Community Development	\$ -	\$ -
Acton Memorial Library	\$ -	\$ -
Acton-Boxborough Regional School District	\$ -	\$ -
Acushnet Public Library	\$ -	\$ -
Adams Free Library	\$ -	\$ -
Addison Central School District, VT *(Joined 7/1/2018)	\$ -	\$ -
Addison Northeast Supervisory Union, VT *(Joined 7/1/2018)	\$ -	\$ -
Addison Northwest School District, VT *(Joined 7/1/2018)	\$ -	\$ -
Adelbrook Community Services	\$ -	\$ -
Agawam, Town of	\$ -	\$ -
Agawam Public Library	\$ -	\$ -
Agawam Public Schools	\$ -	\$ -
Albert Church Brown Mem. Library, China, ME	\$ -	\$ -
Aldrich Public Library, Barre, VT	\$ -	\$ -
Alice L. Pendleton Library, Islesboro, ME	\$ -	\$ -
Alliance for Inclusion and Prevention	\$ -	\$ -
Alternatives Unlimited	\$ -	\$ -
Alzheimer's Association of New England	\$ -	\$ -
American International College	\$ -	\$ -
Amesbury Public Schools	\$ -	\$ -
Amherst College	\$ -	\$ -
Amherst Housing Authority	\$ -	\$ -
Amherst Town Library, NH	\$ -	\$ -
Amherst, Town of	\$ -	\$ -
Amherst Regional High School	\$ -	\$ -
The Jones Library, Amherst	\$ -	\$ -
Andover Public Library, ME	\$ -	\$ -
Andover, Town of	\$ -	\$ -
Memorial Hall Library, Andover	\$ -	\$ -
Anna Maria College	\$ -	\$ -
Antrim NH, Town of	\$ -	\$ -
Aquinnah Public Library	\$ -	\$ -

## Non Member Reporting

Non Member reporting has its own tab at the bottom of the excel sheet. Leave this tab completely blank, if there were no sales made to Non Members. The “BidNum” column has a drop down option for each awarded contract. You are required to select the contract you are reporting Non Member volume for. Manually enter the Non Members name in the Non Member column.

A	B	C	D
1	<b>Use for Non Member Sales Only</b>		
2		<b>Non Member Reporting: 1 Step</b>	
3	MHEC		
4	100 University Drive, Suite 1	Complete each field below as you have in the past.	
5	Amherst, MA 01002		
6	Telephone: (413) 545-4669	The system will <b>automatically</b> “SUM” the totals for each BidNum/Contract and <b>automatically</b> enter the values into the highlighted first row (#16) of the BidNum/Contract tab: <i>Non Member-</i>	
7	FAX: (413) 577-0692		
8	FAX: (413) 577-2202		
9	Email: vendor1@mhec.net	For Volume Reporting: <i>Gross Value and Net Sales.</i>	
10			
11	CompanyName		
12	ContactName		
13	Phone		
14			
15			
16	Select BidNum from drop-down	Enter Information Below:	
17	<b>BidNum</b>	<b>NonMember</b>	<b>Gross Value</b>
18			<b>Net Sales</b>
19	MC11-F11		<b>(list or street pricing)</b>
20			<b>(contract pricing)</b>
21			\$ - \$ -
22			\$ - \$ -
23			\$ - \$ -
24			\$ - \$ -
25			\$ - \$ -
26			\$ - \$ -
27			\$ - \$ -
28			\$ - \$ -
29			\$ - \$ -
30			\$ - \$ -
31			\$ - \$ -
32			\$ - \$ -
33			\$ - \$ -
34			\$ - \$ -
35			\$ - \$ -
36			\$ - \$ -
37			\$ - \$ -
38			\$ - \$ -
39			\$ - \$ -
40			\$ - \$ -
41			\$ - \$ -
42			\$ - \$ -
43			\$ - \$ -
44			\$ - \$ -
45			\$ - \$ -

This is where the drop down arrow appears to choose your specific contract.

Manually enter the Non Member name in this column.

Tab used to report Non Member reporting.



**Non Member Reporting continued.**

The system will automatically “SUM” the totals of the Non Member sales; then the system will populate the “Non Member-For Volume Reporting” line on the contract tab (Line #16) highlighted below.

14	<b>Member Name</b>	<b>Gross Value</b>	<b>Net Sales</b>
15		(list or street pricing)	(contract pricing)
16	<b>Non Member-For Volume Reporting</b>	\$ -	\$ -
17	Abbott Library, NH *(Joined 8/1/2018)	\$ -	\$ -
18	Abington, Town of	\$ -	\$ -
19	Abington Public Library	\$ -	\$ -
20	Abington Public Schools	\$ -	\$ -
21	Academy for Career Exploration, RI *(Joined 7/1/2018)	\$ -	\$ -
22	ACCEPT Education Collaborative	\$ -	\$ -
23	Action for Boston Community Development	\$ -	\$ -
24	Acton Memorial Library	\$ -	\$ -
25	Acton-Boxborough Regional School District	\$ -	\$ -
26	Acushnet Public Library	\$ -	\$ -
27	Adams Free Library	\$ -	\$ -
28	Addison Central School District, VT *(Joined 7/1/2018)	\$ -	\$ -
29	Addison Northeast Supervisory Union, VT *(Joined 7/1/2018)	\$ -	\$ -
30	Addison Northwest School District, VT *(Joined 7/1/2018)	\$ -	\$ -
31	Adelbrook Community Services	\$ -	\$ -
32	Agawam, Town of	\$ -	\$ -
33	Agawam Public Library	\$ -	\$ -
34	Agawam Public Schools	\$ -	\$ -
35	Albert Church Brown Mem. Library, China, ME	\$ -	\$ -
36	Aldrich Public Library, Barre, VT	\$ -	\$ -
37	Alice L. Pendleton Library, Islesboro, ME	\$ -	\$ -
38	Alliance for Inclusion and Prevention	\$ -	\$ -
39	Alternatives Unlimited	\$ -	\$ -
40	Alzheimer's Association of New England	\$ -	\$ -
41	American International College	\$ -	\$ -
42	Amesbury Public Schools	\$ -	\$ -
43	Amherst College	\$ -	\$ -
44	Amherst Housing Authority	\$ -	\$ -
45	Amherst Town Library, NH	\$ -	\$ -
46	Amherst, Town of	\$ -	\$ -
47	Amherst Regional High School	\$ -	\$ -
48	The Jones Library, Amherst	\$ -	\$ -
49	Andover Public Library, ME	\$ -	\$ -
50	Andover, Town of	\$ -	\$ -
51	Memorial Hall Library, Andover	\$ -	\$ -
52	Anna Maria College	\$ -	\$ -
53	Antrim NH, Town of	\$ -	\$ -
54	Aquinnah Public Library	\$ -	\$ -
55	Archbishop Williams High School	\$ -	\$ -
56	Area Cooperative Educational Services	\$ -	\$ -
57	Arlington, Town of	\$ -	\$ -
58	Arlington Public Schools	\$ -	\$ -

Line # 16 will automatically be filled in with the information you provided in the Non Member tab.





## CSF Schedule

<b>MHEC Quarter</b>	<b>Quarter Dates</b>	<b>Due Date</b>
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