Volume Reporting Instructions

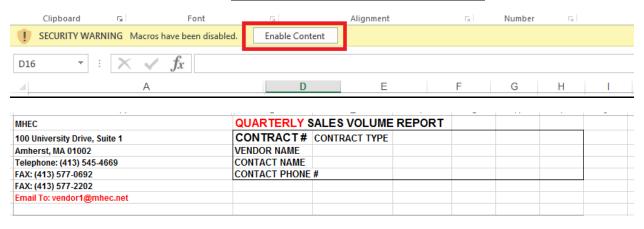
- Contract Service Fee (CSF) Quarterly Process: MHEC'S volume reporting process is done
 on a quarterly basis. The volume report and payment are <u>due 45 days</u> after the end of
 each quarter.
- Failure to submit a report and payment may result in **CONTRACT SUSPENSION**.
- Volume Reporting is required for <u>ALL</u> 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, <u>YOU</u> 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

- Pg.2 Excel Instructions for Quarterly Reporting Begins
- Pg.3 Invoice & Authorization Excel Tab
- Pg.4 Reporting Zero Sales
- Pg.5 Reporting Member Sales
- **Pg.6** Finding a Specific Member
- Pg.7-8 Reporting for Non Members
- Pg.9 CSF Reporting Schedule

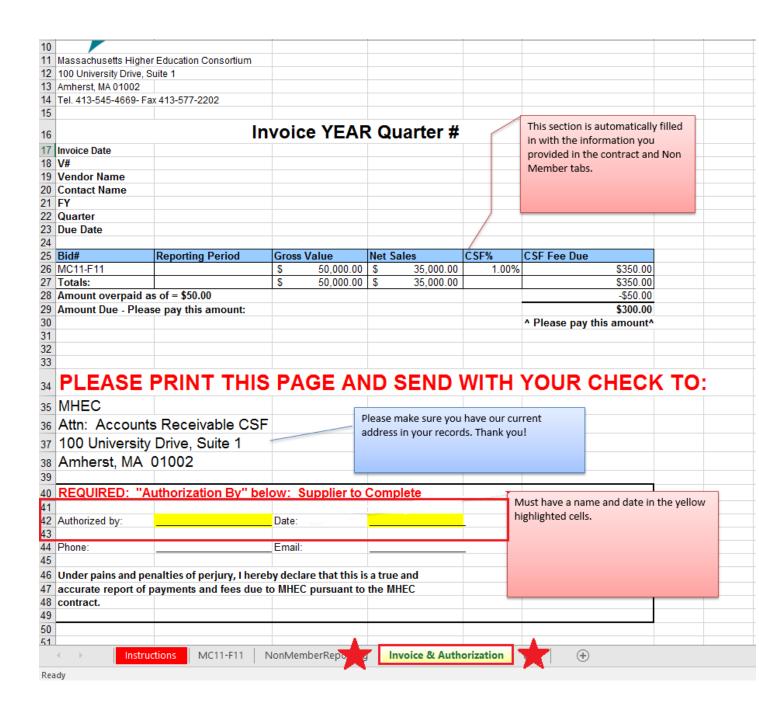
Excel Instructions for Quarterly Reporting:

You must enable content if prompted.



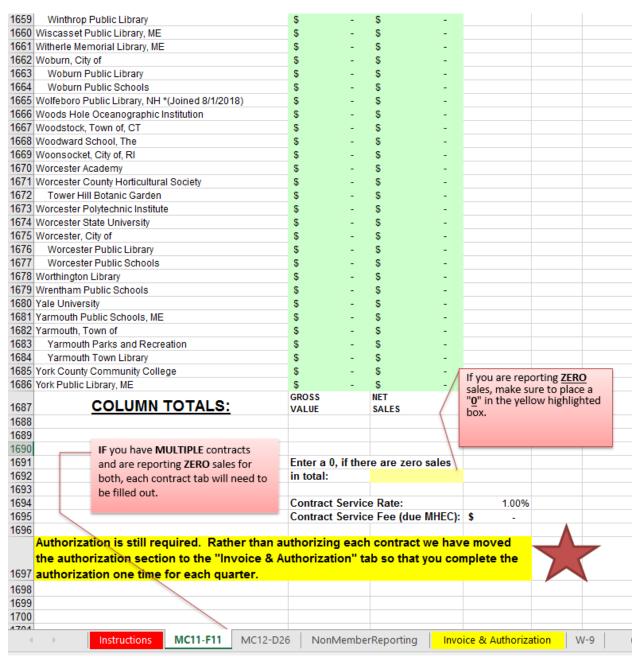
Invoice & Authorization

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 completed, is highlighted in yellow. Enter your name and date of completion.



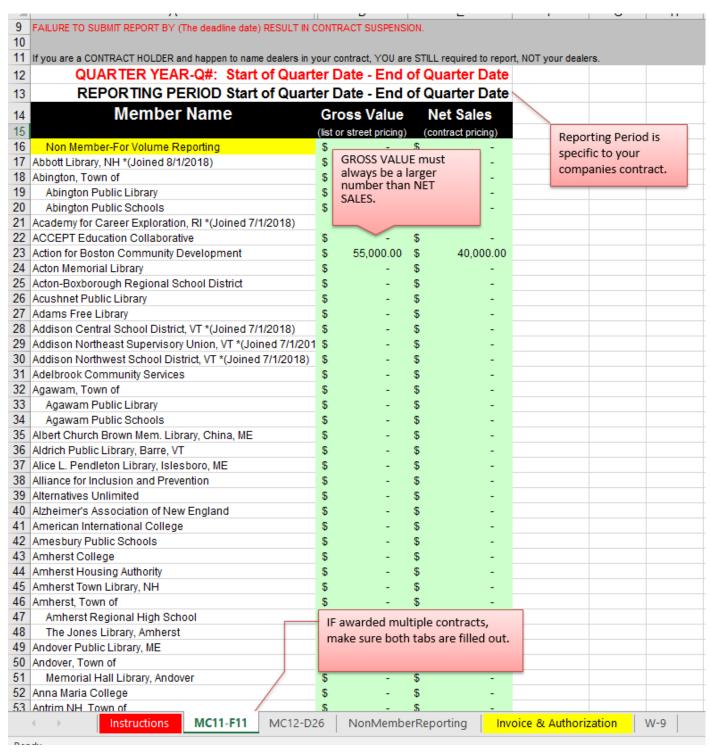
Reporting ZERO SALES

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.



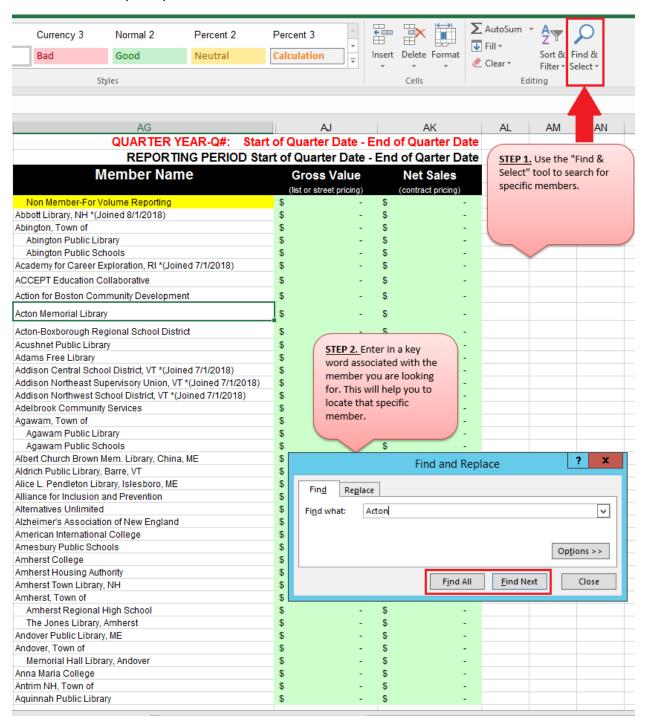
Reporting Member Sales:

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.



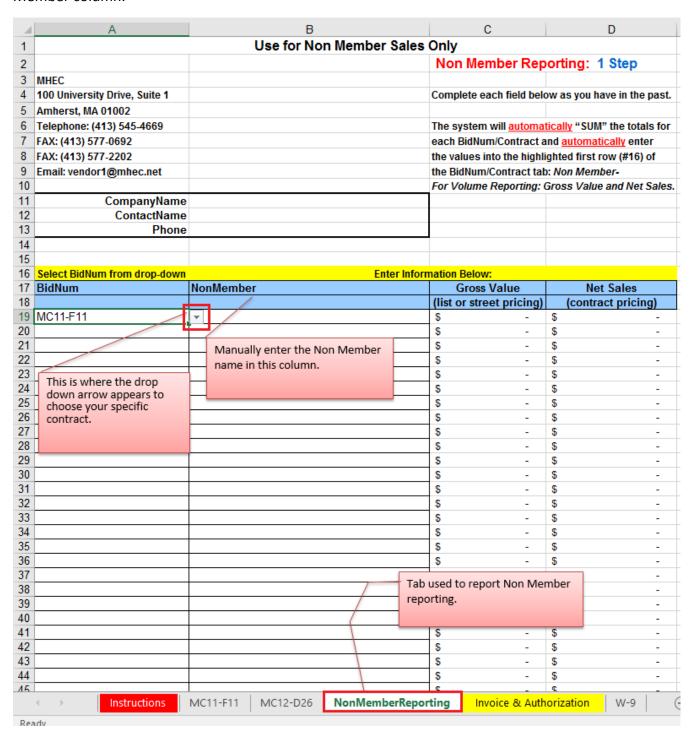
Finding a Specific Member

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



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.



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			ross Value	Net Sales					
15			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			-	_	1	-		
20	Abington Public Schools			itomatically be			-		
21	Academy for Career Exploration, RI *(Joined 7/1/2018)			e information yo					
	ACCEPT Education Collaborative	р	rovided in the	Non Member ta	b.				
	Action for Boston Community Development								
	Acton Memorial Library	Ψ		Ψ -	_		_		
	Acton-Boxborough Regional School District	\$	-	\$ -					
	Acushnet Public Library	\$	-	\$ -					
27	Adams Free Library	\$	-	\$ -					
	Addison Central School District, VT *(Joined 7/1/2018)	\$	-	\$ -					
	Addison Northeast Supervisory Union, VT *(Joined 7/1/201		-	\$ -					
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	\$	-	\$ -					
	Amherst, Town of	\$	-	\$ -					
47	Amherst Regional High School	\$	-	\$ -					
48	The Jones Library, Amherst	\$	_	\$ -					
49	Andover Public Library, ME	\$	_	\$ -					
	Andover, Town of	\$	_	\$ -					
51		\$	_	\$ -					
	Anna Maria College	\$	_	\$ -					
	Antrim NH, Town of	\$	_	\$ -					
	Aquinnah Public Library	\$	_	\$ -					
		\$	_	\$ -			_		
	Area Cooperative Educational Services	\$	_	\$ -					
57	Arlington, Town of	\$	_	\$ -					
58	Arlington, Fown of Arlington Public Schools	\$		\$ -			_		
-		_	1	<u> </u>		1		1	
	Instructions MC13-J06 Invoice & Authorization W-9								

CSF Schedule

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