

Attention Supply Partners:

Volume reporting is important to the MHEC, your assistance in this process is appreciated.

Top 10 Volume Reporting Questions:

1. What sales are reportable to MHEC?

Response: All sales of goods and services provided to and purchased by entities receiving MHEC contract pricing are reportable. It should include all purchases made pursuant to the contract regardless of what entity is utilizing the contract pricing. Eligible entities include, but are not limited to: a) private secondary schools; b) state higher education entities c) private higher educational entities d) educational non-profits e) any other entities utilizing MHEC contract pricing.

2. How do I "sign" the excel file?

Response: Simply, type your name in the area at the bottom of each excel worksheet tab. We use your entry as your signature.

The area appears as shown below:

Authorized by: _____ Date: _____
Phone: _____ Email: _____

3. How do I know if I am required to report quarterly volume?

Response: MHEC will send an email with quarterly excel volume report attached. The email will explain the quarter, due date and instructions. Additionally, you signed a Contract Service Fee commitment form making this a requirement. For contracts re-bid the form was in the bid document and for contract extended, the form was part of that process.

For complete instructions:

http://www.mhec.net/uploads/pdfs/Contract%20Service%20Fee%20Process%20for%20Web_Details.pdf

4. How do I know what is required by contract?

Response: Each quarter MHEC sends email notifications to suppliers that are contractually obligated to report quarterly and make the contract service fee payment. By contract you must return the completed excel volume report and make payment 45 days after the end of a quarter. Contract compliance requires both the payment and the excel form. Unless both are received, your contract is non-compliant and you will be sent an overdue notice and may be suspended from contract. Please submit both the electronic excel file and the payment.

Electronic Excel file: vendor1@mhec.net

Payment: MHEC
Attn: Accounts Receivable CSF
505 East Pleasant Street
Amherst, MA 01003

Quarter Payment & Reporting Due Dates

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

5. How should I submit the excel volume reports to MHEC?

Response: The volume files are sent to you in excel format and need to be returned to MHEC in excel format. Please email the excel files. Many times they are submitted to us in PDF format, which will not upload to our system. It is not necessary to mail the paper volume report.

6. What do the columns in the excel file mean, Gross Sales, Net Sales?

Gross Sales: The gross sales column in the excel file should contain the pricing the member would have received if the contract did not exist. The Gross Sales figure MUST be greater than the Net Sales figure, as the contract pricing is always lower than the street/gross price.

Net Sales: The net sales column in the excel file is the contract pricing. The net sales column MUST be less than the Gross Sales figure. The difference between the gross and net columns represents the contract savings to the member. Contracts are measured by savings and therefore it is important to complete both the Gross and Net Sales fields.

Member Name	Gross Value (list or street pricing)	Net Sales (contract pricing)	Example
Member ABC	\$ 20,000.00	\$ 10,000.00	Correct
Member XYZ	\$ 10,000.00	\$ 20,000.00	Incorrect

7. How do I report Non Member sales?

Response: You must complete 2 steps.

1. Non-Member Reporting Tab: Complete the information in the columns including bid number (select from the drop down box), entity name, gross sales, net sales and authorized area at the bottom of the worksheet. Then subtotal the gross and net sales of each bid/contract number you selected and enter this summary information in the corresponding contract tab.
2. Contract Tab: Go to each contract tab that had Non-Member sales. The first row of the member list is for this purpose. The row is named "Non- Member-For Volume Reporting" (in yellow), fill in the total Non- Member sales for the bid number including BOTH gross and net sales.

Important: The Total Sales in the contract tab/tabs MUST equal the Total Sales in the Non-Member Reporting Tab.

8. Once I receive an Excel file for quarterly reporting can I re-use the file each quarter?

Response: No, each quarter new excel files are created and sent to suppliers because the report lists the member names and our member list is constantly growing.

9. What data do I include in the report?

Response: In the header section of the form, it explains the dates.

QUARTER: Each quarter MHEC processes reporting. Check these dates to determine the Quarter to be reported. MHEC numbers each volume report with OUR fiscal year dates which begins July 1 and end June 30. This area shows the begin and end dates of the quarter; 10/1/13-12/31/13.

REPORTING PERIOD: Use these dates to determine the dates within the quarter that need to be reported for your contract. As contract dates vary the effective dates vary by contract. Use this field to determine the dates to report. VOLUME SALES DURING THIS TIME FRAME SHOULD BE BASED ON THE PAYMENTS YOU RECEIVED DURING THIS TIME.

10. Why is my Excel file returned to me?

Response: The excel files automatically upload to our system. The system logic looks for:

Contract tabs: All tabs must be completed and authorized. Many times one of the tabs is not completed.

Gross Sales & Net Sales: The system checks Gross and Net sales for each member ensuring that Net sales is less than Gross sales figures. The form will not upload unless this is true.

Non Member Sales: The system checks that the Non Member tab is completed and the first row in each contract tab sums to the total of the Non Member tab. If this is not the case than an error report is generated.