

# MHEC Volume Reporting: Form Instructions

## Easy as 1 2 3

### VOLUME FORM:

|  |   |   |          |                           |                       |  |                         |  |                               |  |
|--|---|---|----------|---------------------------|-----------------------|--|-------------------------|--|-------------------------------|--|
| <b>MHEC</b><br>505 East Pleasant Street<br>Amherst, MA 01003-9259<br>Telephone: (413) 545-4669<br>FAX: (413) 577-0692<br>FAX: (413) 577-2202<br>Email To: vendor1@mhec.net             | <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">1</span>   | <b>QUARTERLY SALES VOLUME REPORT</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">MC11-D21</td> <td style="width: 40%;">Electronic Test Equipment</td> </tr> <tr> <td colspan="2">Supplier Company Name</td> </tr> <tr> <td colspan="2">Supplier Contact Person</td> </tr> <tr> <td colspan="2">Supplier Contact's Telephone#</td> </tr> </table> | MC11-D21 | Electronic Test Equipment | Supplier Company Name |  | Supplier Contact Person |  | Supplier Contact's Telephone# |  |
| MC11-D21   | Electronic Test Equipment   |   |          |                           |                       |  |                         |  |                               |  |
| Supplier Company Name  |   |   |          |                           |                       |  |                         |  |                               |  |
| Supplier Contact Person  |   |   |          |                           |                       |  |                         |  |                               |  |
| Supplier Contact's Telephone#  |   |   |          |                           |                       |  |                         |  |                               |  |
| FAILURE TO SUBMIT REPORT BY FEBRUARY 15, 2014 MAY RESULT IN CONTRACT SUSPENSION.<br>In addition to completing the Gross and Net Sales columns, enter the Average Discount %: 0%        |   |   |          |                           |                       |  |                         |  |                               |  |
| If you are a CONTRACT HOLDER and happen to name dealers in your contract, YOU are STILL required to report, NOT your dealers.  |   |   |          |                           |                       |  |                         |  |                               |  |
| <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">3</span> <b>QUARTER 2014-Q2: 10/1/2013 - 12/31/2013</b><br><b>REPORTING PERIOD 10/1/2013 - 12/31/2013</b> |   |   |          |                           |                       |  |                         |  |                               |  |
| <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">4</span>  | <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">5</span>   |   |          |                           |                       |  |                         |  |                               |  |
| <b>Member Name</b>   | <b>Gross Value</b><br>(list or street pricing)  | <b>Net Sales</b><br>(contract pricing)  |          |                           |                       |  |                         |  |                               |  |
| Non Member-For Volume Reporting  | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| Abbot Public Library, Marblehead   | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| Abington Public Library  | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| Action for Boston Community Development  | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| Acton Memorial Library   | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| Agawam Public Library  | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| Alternatives Unlimited   | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| American International College   | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| Amesbury Public Schools *(Joined 7/1/2013)   | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| Amherst College  | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| Worcester State University   | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| Worthington Library  | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| York County Community College  | \$ -  | \$ -  |          |                           |                       |  |                         |  |                               |  |
| <b>COLUMN TOTALS:</b>  | <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">6</span> GROSS<br><span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">7</span> VALUE<br><span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">8</span> Enter a 0, if there are zero sales in<br>total:<br>Contract Service Rate: | <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">5</span> NET<br>SALES<br><br>1.00%   |          |                           |                       |  |                         |  |                               |  |
| Authorized by:   | <b>Contract Service Fee (due MHEC):</b> \$  | -   |          |                           |                       |  |                         |  |                               |  |
| Phone:   | Date:   | Email:  |          |                           |                       |  |                         |  |                               |  |

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**EXCEL FILE:** Each file has multiple tabs (at the bottom): Navigate by clicking on each

|                 |          |          |            |                    |     |
|-----------------|----------|----------|------------|--------------------|-----|
| <b>MC11-D21</b> | MC11-F05 | MC13-F04 | Remittance | NonMemberReporting | W-9 |
|-----------------|----------|----------|------------|--------------------|-----|

## EXCEL FILE: Tab for Remittance/Invoice

## Invoice FY2014 Quarter 2

Massachusetts Higher Education Consortium  
 505 East Pleasant Street  
 Amherst, MA 01003-9259  
 Tel. 413-545-4669- Fax 413-577-2202

|              |                       |
|--------------|-----------------------|
| Invoice Date | 12/31/2013            |
| V#           | 22                    |
| Vendor Name  | Supplier Company Name |
| Contact Name | Volume Contact Name   |
| FY           | 2014                  |
| Quarter      | 2014-Q2               |
| Due Date     | 2/15/2014             |

| Bid#  | Reporting Period       | Gross Value | Net Sales | CSF%  | CSF Fee Due              |
|---|------------------------|-------------|-----------|-------|--------------------------|
| MC10-B01  | 10/1/2013 - 12/31/2013 | \$ -        | \$ -      | 1.00% | \$ -                     |
| <b>Totals:</b>                                    |                        | \$ -        | \$ -      |       | \$ -                     |
| Prior Period Over/Under Payment As Of 01/09/2014: |                        |             |           |       | \$ -                     |
| Adjusted Amount Due:                              |                        |             |           |       | \$ -                     |
|   |                        |             |           |       | ^ Please pay this amount |

Please print this page and send with your check to:

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

## EXCEL FILE: Tab for Non Member Reporting, Requires 2 Steps

**Step 1: Enter detail in this tab and sum totals for each contract**

**Step 2: Enter Contract Totals on top row in each contract tab**

### #12 Step 1: Go to Non Member Tab

|  |                  |   |                                 |
|--|------------------|---|---------------------------------|
| MHEC<br>505 East Pleasant Street<br>Amherst, MA 01003-9259<br>Telephone: (413) 545-4669<br>FAX: (413) 577-0692<br>FAX: (413) 577-2202<br>Email: vendor1@mhec.net |                  | <b>Step 1</b>   |                                 |
| CompanyName<br>ContactName<br>Phone  |                  | When this sheet is complete, please enter the total Gross Value and Net Sales by Bid Number onto line 16 of the appropriate Bid Number tab.<br>Also, don't forget to 'sign' the Authorized by line at the bottom of this section. |                                 |
| Select BidNum from drop-down   |                  | Enter Information Below:  |                                 |
| BidNum   | NonMember School | Gross Value<br>(list or street pricing)   | Net Sales<br>(contract pricing) |
|  |                  | \$ -  | \$ -                            |
|  |                  | \$ -  | \$ -                            |
|  |                  | \$ -  | \$ -                            |
| MC10-B01   Remittance <b>NonMemberReporting</b> W-9   (+)  |                  |   |                                 |

#12 Step 2: Go to Contract Tab, Row 1 Non Member-For Volume Reporting

**QUARTER 2014-Q2: 10/1/2013 - 12/31/2013**  
**REPORTING PERIOD 10/1/2013 - 12/31/2013**

| Member Name                             | Gross Value<br>(list or street pricing) | Net Sales<br>(contract pricing) |
|---|---|---------------------------------|
| <b>Non Member-For Volume Reporting</b>  |   |                                 |
| Abbot Public Library, Marblehead        | \$ -                                    | \$ -                            |
| Abington Public Library                 | \$ -                                    | \$ -                            |
| Action for Boston Community Development | \$ -                                    | \$ -                            |
| Acton Memorial Library                  | \$ -                                    | \$ -                            |

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EXCEL FILE: Tab MHEC's W9 Form

Form enclosed to set up for payment

|  |   |  |  |
|--|---|--|--|
| <b>Form W-9</b><br><small>(Rev. December 2011)<br/>         Department of the Treasury<br/>         Internal Revenue Service</small> | <b>Request for Taxpayer<br/>         Identification Number and Certification</b>  |  | <small>Give Form to the<br/>         requester. Do not<br/>         send to the IRS.</small> |
|  | <small>Name (as shown on your income tax return)</small><br><b>Massachusetts Higher Education Consortium</b>  |  |  |
| <small>Print or type<br/>         instructions on page 2.</small>  | <small>Business name/ disregarded entity name, if different from above</small><br>_____   |  | <input checked="" type="checkbox"/> <small>Exempt payee</small>                              |
|  | <small>Check appropriate box for federal tax classification:</small><br><input type="checkbox"/> <small>Individual/sole proprietor</small> <input type="checkbox"/> <small>C Corporation</small> <input type="checkbox"/> <small>S Corporation</small> <input type="checkbox"/> <small>Partnership</small> <input type="checkbox"/> <small>Trust/estate</small> |  |  |
|  | <input type="checkbox"/> <small>Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) &gt;</small> _____  |  |  |
| <input checked="" type="checkbox"/> <small>Other (see instructions) &gt;</small> <b>nonprofit, tax exempt, 501(c)3</b>               |   |  |  |

## **Volume Report Instructions:**

**Schedule:** Emails are sent to you each quarter with an excel volume report attached. The email explains the instructions. MHEC contact information is at the left.

**Contract Requirements:** The completed electronic excel file and payment are due 45 days after the end of the quarter.

**Excel Requirements:** The electronic file is required. These reports automatically upload to our system. Entry is allowed only in the required fields and areas of the file are restricted so that the file will upload. Do not change or modify the format of the excel file. Return the completed file to MHEC using the same file name as was sent to you. The file has multiple worksheets/tabs. Excel files must be completed in entirety otherwise they will not load to the system. In this case, an error report will generate and the excel file will be returned to you to make the required changes.

**Excel Format:** Each contract has a separate tab. Additional tabs are included for Non Member Reporting, Remittance/Invoice, MHEC W-9 form.

**Sales Volume:** Report the sales volume for PAYMENTS received in the REPORTING PERIOD shown on the volume form. All sales of goods and services provided to and purchased by entities receiving MHEC contract pricing is reportable. It should include all purchases made pursuant to this are subject to this fee 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.

1 **Form Header Section:** MHEC has 2 Types of volume forms: Annual & Quarterly. This is shown in red at the top of each form. This form is Quarterly. Each form has the Contract #, MC10-B01 and Contract Name: Graduation Regalia & Access. Reports are customized for each Supplier AND each quarter. The email request is sent to the contact person identified by the Supplier as the responsible party to report. Please let us know when changes occur.

2 **Requirements Section:** Reporting due dates and reporting responsibilities of Contractor & Dealer are explained here. Each quarter a NEW, UNIQUE volume form in excel format is created. Use the excel form for the quarter shown, do not modify as it is coded for the quarter displaying. If you do not have the excel file, email or call MHEC.

3 **Quarter & Reporting Period explained:** 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. The dates shown are 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 TIMEFRAME SHOULD BE BASED ON THE PAYMENTS YOU RECEIVED DURING THIS TIME.**

4 **Member List Section:** This list is an excerpt of the FULL membership list, it is not the entire list. Each quarter MHEC creates NEW volume reports for each supplier. The report lists the participating Members for the quarter. Our membership is growing and this list changes regularly. Member names will be listed for the quarter in alpha order. Use the top row in each contract tab (shown in yellow) to report Non Member Volume Total Sales; there are 2 Steps to report this volume; explained below in #12.

5 **Sales Data Entry:** For each member that had sales, enter the gross and net sales in the columns to the right of their name. **Report sales for which you RECEIVED PAYMENT DURING THE REPORTING PERIOD SHOWN ON THE VOLUME FORM.** Note: Do not modify the form as this format is required to upload the data. The file is protected in some areas for this reason. The system uses the member, supplier codes in the volume system.

6 **Column Totals:** After entering the Gross & Net Sales for each member, the column will total automatically and will appear at the bottom of each column.

7 **Zero Sales for All Members in Quarter:** Enter 0 in this box. You are still required to send the excel file but as no payment is due you do not need to mail the remittance page.

8 **Contract Service Fee Percent & Contract Service Fee Due MHEC:** This is the percentage agreed to by contract, multiplied by the total net sales for this contract.

9 **Authorized by:** These fields are required to upload to our system. To complete just TYPE your name, date, phone, email. This is "used" as your signature, just type each field. **No need to physically sign, pdf or mail paper copy.**

**10 Excel Tab Display:** Excel files contain multiple tabs and when a supplier holds numerous contracts the excel file will have multiple contract tabs, one for each contract. All contract tabs MUST be completed. All excel files contain the following tabs/worksheets in the file: Contracts, Remittance, NonMemberReporting and W-9.

**11 Remittance/INVOICE Tab:** This is your Invoice for the quarter. It contains the payable to information and mailing address. After sales entry is completed in each Contract tab, this page will automatically populate, NO ENTRY IS ALLOWED IN THIS TAB/PAGE. Print the remittance page and send to MHEC with your payment, this will ensure that the payment is posted to the proper supplier account.

**11A Prior Period Over/Under Payment As of 1/9/14:** Suppliers sometimes make payments to MHEC for different amounts than the Invoice states. This field shows the account balance AS OF THE DATE THE EXCEL FILE WAS CREATED. If you have not made payments since that date, pay the ADJUSTED AMOUNT DUE. This will adjust balance to zero.

**12 Non Member Sales:** By contract, when MHEC contract pricing is extended to a non MHEC member, the Supplier is REQUIRED to report the volume to MHEC. There are 2 Steps. Step 1: Go to the Nonmember Tab, select the BidNum# from drop down, enter non member entity name, gross & net sales. Tally the sales volume from this tab for each contract you hold. Step 2: Go to each contract tab and enter the Gross and Net sales in the top row/yellow. The total from the NonMember Tab MUST equal the Contract tabs NonMember row, otherwise the file will be returned to you to make the correction. The system cannot load a file that does not balance.

**13 W-9 Form:** For Payment purposes, the excel file contains a copy of MHEC's form.