## Document No.04b

## MANAGEMENT INFORMATION SCHEDULE

### Notes for offerors

1. Offerors are to provide contact details for the provision of Management Information in Document No. 05b – Specification Response Point J59.
2. The successful offerors are required to submit, on a monthly basis, the data detailed in Document No. 04c - Management Information – Templatewithin ten (10) working days from the end of the appropriate sales month.
3. The CMU reserves the right to modify the data requirements in Document No. 04c - Management Information – Template. Any modifications will be communicated to suppliers, who will adopt the amended version from the following reporting period.
4. If the supplier return is not completed as specified, data will not load successfully in to the reporting systems and will therefore be returned to the supplier for correction. It is therefore important that the template is completed as follows:
	1. **File format**

The template must be returned in Excel format. If the supplier sales information exceeds 64,000 rows, the information should be split into separate Excel worksheets.

* 1. **Naming convention for the file**

The file should be named in the format shown below:
YYMM \_CONTRACT REFERENCE\_SUPPLIER NAME

* 1. **Nil returns**

Suppliers are required to notify the Regional Pharmaceutical Lead if there have been no sales for this framework in a particular month abiding by the timelines stated in point 3 above. The nil return should have only the following fields populated:

* + 1. Extract Date
		2. Supplier Name
	1. **Format of the fields.** The fields are formatted in-line with the table given below.
1. The completed report should be submitted to Regional Pharmaceutical Lead in line with the timeframes outlined in point 3 above.
2. Regional Pharmaceutical Lead contact addresses are:
	1. London – Jackie Eastwood jacqueline.eastwood@lpp.nhs.uk
	2. East of England – James Kent james.kent@southend.nhs.uk
	3. Richard Bateman – richard.bateman2@nhs.net

**Instructions for completing the template for management information**

| **Column** | **Column Reference** | **Column Name** | **Data Type** | **Format** | **Requirement** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | A | Extract Date | Short Date | DD/MM/YYYY | Completed by Supplier | The date the report was submitted to the CMU |
| 2 | B | Supplier Name | General |  | Completed by Supplier | The Supplier Name on the framework award document |
| 3 | C | Trust Name | General |  | Completed by Supplier | The name of the ordering Trust, identified from the Participating Authorities |
| 4 | D | Order Number | General |  | Completed by Supplier | The Trust order number |
| 5 | E | Order Date (DD/MM/YYYY) | Short Date | DD/MM/YYYY | Completed by Supplier | The date ordered by customer |
| 6 | F | Delivery Date (DD/MM/YYYY) | Short Date | DD/MM/YYYY | Completed By Supplier | The date delivered to customer |
| 7 | G | Supplier Product Code | General |  | Completed by Supplier | The product code used by the supplier |
| 8 | H | Quantity Ordered | Number | 0 Decimal Places | Completed by Supplier | The quantity of units ordered |
| 9 | I | Quantity Delivered | Number | 0 Decimal Places | Completed by Supplier | The quantity of units delivered |
| 10 | J | Unit Price | Currency | 2 Decimal Places | Completed by Supplier | Price per unit |
| 11 | K | Total Price | Currency | 2 Decimal Places | Completed by Supplier | Order line price |