## Document No.04e - Management information schedule

## MANAGEMENT INFORMATION SCHEDULE

### Notes for offerors

1. Offerors are to provide contact details for the provision of Management Information in Document No. 05a – Offer Schedule - Supplier Information.
2. Data is to cover orders delivered by the manufacture only and is **NOT** to include deliveries made **BY** third parties i.e. home delivery companies.
3. The successful offerors are required to submit on a monthly basis the data detailed in Document No. 04d - Supplier Management Information Schedule - Template,by the 11th of the month following the end of the appropriate sales month.
4. MPSC also reserves the right to modify the data requirements in Document No. 04d - Supplier Management Information Schedule - Template.
5. If the supplier return is not completed as specified, data will not load successfully into the MPSC system and will therefore be returned to the supplier for correction. It is therefore important the template is completed as follows:
   1. **Excel 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.
   2. **Naming convention for the file.** The file should be named YYMM \_CONTRACT REFERENCE\_SUPPLIERNAME\_.XLS.
   3. **Structure of the return.**

Please refer to the INSTRUCTIONS tab on Document No. 4c - Supplier Management Information Schedule - Template

* 1. **Nil returns.** Suppliers are required to notify MPSC if there have been no sales for this framework in a particular month abiding by the timelines stated in point 2 above. The nil return should contain:
     1. Date of extract / number of orders / current stock holding / total volume for the month – all in the INSTRUCTIONS tab
     2. MonthlySalesData Tab - heading row
     3. MonthlySalesData Tab - populate the required yellow cells in the first row only with the text ‘NIL’