## 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. 05a - Offer Schedule.
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. 4c - Supplier Management Information Schedule - Template,within seven working days from the end of the appropriate sales month.
4. CMU also reserves the right to modify the data requirements in Document No. 4c - Supplier Management Information Schedule - Template.
5. If the supplier return is not completed as specified, data will not load successfully in to the CMU 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 README tab on Document No. 4c - Supplier Management Information Schedule - Template

* 1. **Nil returns.** Suppliers are required to notify CMU 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 README tab
		2. MonthlySalesData Tab - heading row
		3. MonthlySalesData Tab - populate the required yellow cells in the first row only with the text ‘NIL’

f. **Format of the fields.** The fields are formatted in-line with the table given below.

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

| Column | Column Reference | Column Name | Data Type | Format | Requirement | Notes |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | A | Homecare Supplier | Character [Max 255] |  | Completed By Supplier on ReadMe tab | The name of the supplier (no asterisks, commas, speech marks, inverted commas, apostrophes, tildes) |
| 2 | B | Referring Customer Name | Character [Max 255] |  | Auto Generated |  |
| 3 | C | Referring Customer Code or Postcode | Character [Max 8] |  | Completed By Supplier | Post Code of Customer product supplied to |
| 4 | D | Customer Name | Character [Max 255] |  | Auto Generated |  |
| 5 | E | Customer Code | Character [Max 255] |  | Auto Generated |  |
| 6 | F | Product Code | Character [Max 255] |  | Completed By Supplier | The product code / identifier used by the supplier |
| 7 | G | Product Name | Character [Max 255] |  | Auto Generated |  |
| 8 | H | Supplier Names | Character [Max 255] |  | Completed By Supplier | Where the drug is from |
| 9 | I | Units/Vials sold(Quantity Singles) | Integer |  | Completed By Supplier | The number of [Units of Purchase] ordered |
| 10 | J | Total units Purchased | Decimal |  | Auto Generated |  |
| 11 | K | Pack Size | Integer |  | Completed By Supplier | Pack Size of product ordered |
| 12 | L | Line Type (Product)  | Character [Max 1] | P | Auto Generated |  |
| 13 | M | Price per unit | Currency (£) |  | Auto Generated |  |
| 14 | N | Total Sales Value | Currency (£) |  | Auto Generated |  |
| 15 | O | Date delivered | Date | DD/MM/YYYY  | Completed By Supplier | The date delivered to customer |
| 16 | P | Delivery Indicator (Set to T as Default) | Character [Max 1] |  | Auto Generated |  |
| 17 | Q | Report Extract date | Date | DD/MM/YYYY  | Completed By Supplier on ReadMe tab | This is the date that the supplier provided the feed – It is used by the IBT system to identify the Month |
| 18 | R | Unique Sales Order Ref | Character [Max 255] |  | Completed By Supplier | Order number Supplier uses to identify the individual order line. |