

Suppliers' Guide to Data Reporting

NWUPC requires all the suppliers to its Frameworks to provide us with data on a quarterly basis

Reporting Dates

All quarterly reports need to be submitted by 15th day of the following month. NWUPC's quarters work on the financial year of our university members which starts in August and ends in July. The timetable for the quarters and dates when they should be reported are as follows:

Quarter	Dates	Request Sent	Reporting deadline
Quarter 1	1 st August – 31 st October	1 st November	15 th November
Quarter 2	1 st November – 31 st January	1 st February	15 th February
Quarter 3	1 st February – 30 th April	1 st May	15 th May
Quarter 4	1 st May – 31 st July	1 st August	15 th August

Spend Data

Spend Data records the spend information of the members of the participating consortia to the Framework. This data shows us the value of the Framework and it is used by the Consortia to produce invoices for the Framework Levy. You will be required to complete a spreadsheet for each agreement/lot that you are on. All tabs on the spreadsheet must be completed if there is spend from any institution that is a member of that consortia. Based on this data each Consortia will then invoice separately.

All spend data must be provided exclusive of VAT.

Please only enter numerical values e.g., 12.34, do not enter zeros e.g., 0.00, do not enter text e.g., zero.

Enter the amounts against the correct institution and under the correct month.

Please do not add tabs or insert columns or rows

The summary sheet completes automatically, please do not try to amend.