SAVES IT HWSW
Statement of Work Appendix 1a:
Contract Management Deliverables

Dated: 6/12/2025

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1.0 General Information (applies to all reports)

1.1 SAVES Data by Vendor

The SAVES vendors must maintain and submit all appropriate reports as per the contract requirements. After award a meeting will be schedule where the FAA will provide the Templates for the reports and assist Vendors with report submission data format requirements.

1.2 Report Format

- All reports shall be submitted using Microsoft Excel (.xlsx preferred, .xls acceptable). The spreadsheets shall contain text only. The spreadsheets shall not contain formatting; rounding of number/dollar values, hard line returns, word wrapping or other embedded special characters such as leading apostrophes (excel precedes leading zeroes with apostrophes) and white space.
- Reports may contain data fields that are optional. If there is no data to report in these fields the field must be left empty. (No spaces, returns, tabs, etc.)
- The easiest way to achieve this is to copy all and paste into a new document by right clicking and selecting "values only".
- After pasting the values into the new spreadsheet, the columns will need to be assigned the correct data type.
- All date fields, unless otherwise provided in the examples reports below must be MM-DD-YYYY.
- All price columns number format with 2 decimals.
- The rest of the columns (pay attention to order/mod number/CLIN) may need to be formatted as "general" to avoid converting number values to text.
- NO BLANK ROWS: Row 1 should contain the column headers, there should be no blank rows above row 1. Additionally, do not "freeze panes" to allow for header locking. Reports will be rejected if "freeze panes" is enabled.
- Additional rows for internal use (such as cells containing grand totals of a column) that are not part of an order are not allowed.

1.3 Reports are due as follows:

- Asset Identification (AI) report is due by 11:59 am Eastern Time on the Monday of each week. If the Monday falls on a government holiday, the AI report shall be due the next business day.
- Monthly Activity Report (MAR) is due by 11:59 am Eastern Time on the 10th of each month but can be submitted as early as the 1st of each reporting cycle. If the 10th falls on a weekend or government holiday, the MAY report shall be due the next business day immediately following the 10th.
- SAVES IT HW/SW REBATE (Admin Fee) Report is due quarterly during the month after the quarter ends. The report provides a total for all rebates (fees) collected and are expected to be paid for the previous quarter.

1.4 No-Sales for MAR Report

A report is still required by 11:59 am Eastern Time the 10th of each month. No-sales MAP reports should still be updated. The file name should reflect the date of submission, cumulative

number, and the file name column within the report should reflect the updated file name. The file will contain a single row which contains the column headers.

1.5 Rejection of reports

- SAVES personnel reserves the right to reject reports submitted by the vendor if necessary. Possible reasons for rejection are missing information or formatting issues. Each report will be checked by SAVES for content as well as formatting. If SAVES personnel rejects a report, the report will be returned to the vendor with an explanation identifying the problem(s).
- The vendor must make the necessary corrections and resubmit the report in its entirety within three (3) business days from the day the report was returned.
- SAVES personnel will advise the vendor within a reasonable number of days after receipt of a revised report whether the revised report is accepted. If the revised report still contains errors, it will be rejected and returned to the vendor for correction. Subsequent reports will NOT be accepted until all the required corrections have been made and SAVES personnel has notified the vendor that the revised report is accepted.

1.6 Common Rejection Reasons

1.6.1 Formatting Issues

- File not in Microsoft Excel Spreadsheet .xls or .xlsx format
- Missing columns, extra columns, or columns not in the correct order
- Incorrect naming convention of the report
- Missing column headings or column headings with “freeze panes” enabled
- Spreadsheet contains Macros, links, etc.

1.6.2 Data Issues

- Missing “Required” data (Ex. Contract Number)
- Data type is incorrect for the column. (Ex. A column for numeric data has text)
- Data exceeds maximum length acceptable for column(s)
- Date is presented in the incorrect format
- Numbers within the report contain more than 2 decimal places.
- The Order/Mod total does not match the sum of the items being reported
- Invalid DOT Mode, LOB/SO, State or Country Code
- No Formatting, hard line returns, embedded special characters or word wrapping within a column
- “Duplicate Orders” (Two rows containing the same Contract Number, Order Number, Mod Number, Transaction Date, SKU, Item Description, Part Quantity, Part Unit Price, and Part Extended Dollar Amount.)

1.7 Revised Reports

- Revised reports must be submitted as a complete file (e.g. make changes/corrections to the original file and resubmit the entire file, not just what was changed).

- Reserved: the file name format when submitting revised files
- Subsequent revisions to the same file should indicate the revision number (e.g. Rev2,
- Rev3, etc.).

2.0 Asset Identification (AI) Report

- The AI report provides weekly asset identification data that populates the SAVES database. This data is used to identify all products that received an asset tag including monitors, license code, type of license, and license rights. The data will be used to track our assets and provide visibility into the type of asset and where these assets are physically located and/or tracked in our environment.
- Reserved for monitors: populating bar codes.
- AI reports shall be submitted no later than 11:59 am Eastern Time the Monday of every week. If the Monday falls on a government holiday the AI report shall be due the next business day. AI reports are due by 11:59 am Eastern Time and will contain transactions up to and including the last day of the previous week.
- Reserved: the file name format for the AI report AI Report with date.
- The AI report is cumulative in nature. Cumulative reports shall include all transactions from the start of the quarter up to the last day of the final week in the quarter.
- The AI Report is on one Excel workbook with two tabs. One tab is for Software purchases and the other for Hardware purchases. The data required for the different commodities requires there to be a tab for each and they must be reported that way.

Table 1: Sample Asset Identification (AI) Report

Excel Column	Column Name	Format	Required	Comments
Software Asset Report Tab				
A	Award Number	Text	Y	Enter the DO number (e.g.69XXX-25-F-XXXXX) or PC number (e.g.TPC-25-XXXXX-SV). Must be unique when combined with the contract number.
B	Procurement Request Number	Text	Y	Procurement Request Number
C	Request for Quote Number (RFQ)	Text	Y	Enter RFQ ID number ("RFQ 1234")
D	Period of performance (PoP) Start	Date	Y	MM/DD/YYYY
E	PoP End	Date	Y	MM/DD/YYYY
F	Contracting Office/Purchase Cardholder	Text	Y	Enter DOT/FAA Contracting Officer or Purchase Cardholder who executed delivery order or placed a purchase/credit card order.
G	End Username	Text	Y	Ship to Customer/End Username
H	Did POC receive key codes?	Text	Y	Y or N response only

Excel Column	Column Name	Format	Required	Comments
I	License Type	Text	Y	**License Type**: Device = 1 license per computer/device User = 1 license required for each user of the software Float = Install as many times as wanted but only x number of users will be allowed to use the software at the same time
J	License Rights	Text	Y	**License Right**s: Perpetual - Permanent license that does not expire. Maintenance - relates to a perpetual license and typically renewed annually Subscription - Temporary License that expires after a defined time frame - usually 1 year from date of purchase/renewal SaaS - Software As A Service - Software is hosted with the Cloud service provider and is external to FAA Server - License is specifically designated for server usage only and could be perpetual or subscription Site - Licenses are designated for use by any user within a specific geographic location and could be perpetual or subscription. i.e. - Oklahoma City, OK
K	OEM	Text	Y	Name of Original Equipment Manufacturer (OEM)
L	Product Name	Text	Y	Name of Product
M	Edition	Text	N	
N	PartNbr	Text	Y	Part Number being ordered
O	SKU	Text	N	Vendor's unique Stock Keeping Unit identifier for the product sold
P	Description	Text	Y	A description of the product that was purchased. (Example: Adobe Creative Cloud Pro term license/user 12-month term).
Q	Qty	Number	Y	Quantity being ordered. Cannot be left blank or be Zero (0).
R	ListPrice	Currency	Y	Manufacturer's Suggested Retail Price (MSRP)

Excel Column	Column Name	Format	Required	Comments
S	Discount	Percentage	Y	Percentage Discount of "Unit Price Each" compared to the "List Price"
T	PriceEa	Currency	Y	Price per item. Price should reflect the unit price in dollars and cents. Do not round up to whole dollars and use only two decimal places to indicate "cents." (e.g. 10125.15)
U	Total Award Amount	Currency	Y	Total dollar amount of the transaction (order or order mod). Do NOT round up to whole dollars and use only two decimal places to indicate "cents." (e.g. 10125.15)
V	Comments	Text	N	Free text for vendor/reseller notes.
Hardware Asset Report Tab				
A	Date Submitted	Date	Y	Date weekly report submitted
B	Date Modified	Date	Y	Only required, if an item was modified. Please highlight the specific cells of the line item that were changed.
C	Order #	Text	Y	Order Number
D	Contract Number	Text	Y	FAA Contract
E	Delivery Order/Purchase Order Number	Text	Y	Purchase Order Number
F	Line of Business (LOB)	Text	N	Line of Business, if known
G	Ship to (Name)	Text	Y	Name of person the item(s) are shipped to
H	Asset Barcode	Text	Y	Asset Barcode (See Asset Identification Specification)
I	Parent Bar Code	Text	Y	Bar Code of the Asset, for which this asset is a sub-assembly. If Parent is N/A the field should contain the Asset Bar Code.
J	Equipment Description	Text	Y	Asset Name, Nomenclature or Description
K	Mfg Part Number	Text	Y	Manufacturer assigned Part Number
L	Serial Number	Text	Y	Manufacturer assigned Serial Number
M	Manufacturer	Text	Y	Manufacturer Name
N	Year Manufactured	Number	Y	Year Asset Manufactured
O	Cost	Currency	Y	Acquisition Cost
P	Unit of Issue	Text	Y	See Pick List below
Q	National Stock Num	Text	N	Defense Logistics Information Service assigned National Stock Number

Excel Column	Column Name	Format	Required	Comments
R	PR Number	Text	N	FAA Purchase Request Number
S	Comments	Text	N	Comment
T	Region	Text	N	See Pick List below
U	Cost Center	Text	N	FAA Cost Center Code
V	Location ID	Text	N	Facility Service Equipment Profile assigned Facility Type
W	Facility Type	Text	N	Facility Service Equipment Profile assigned Location Identifier
X	Job Order Number	Text	N	Resource Tracking Program assigned Job Order Number

3.0 Monthly Activity Report (MAR)

- The MAP report provides monthly sales, product and performance data that populates the SAVES database.
- MAP reports shall be submitted no later than 11:59 am Eastern Time the 10th of every month. If the 10th falls on a weekend or government holiday the OT report shall be due the next business day immediately following the 10th. OT reports are due by 11:59 am Eastern Time and will contain transactions up to and including the last day of the previous month.
- The MAP report is made up of several one Excel workbook with several tabs. The information is required for all purchases together both SW and HW.
- The tabs are sub reports, and each provides different data for the SAVES data repository. The data fields are described in the below report sample table.
- Contract/Order numbers must match between the tabs in the report,
- SAVES personnel reserves the right to request a new cumulative file iteration at any time as much as a new iteration monthly.
- Reserved: the file name format for the MAP report with Month of period reported alphabetic only.
- All report submissions will be tracked through a reporting tool for timeliness and monthly submission compliance.
- Since part of the MAP report is cumulative, vendors may correct previously reported information in subsequent reports (see section Revised Reports above and examples below) such as:
  - Canceling a transaction or a mod to a transaction previously reported
  - Correcting dollar amounts previously reported
  - Correcting products previously reported

Table 2: Sample of Monthly Activity Report (MAR)

Excel Column	Column Name	Format	Required	Comments
Financial Tab				
A	Request for Quote Number (RFQ)	Text	Y	Enter RFQ ID number ("RFQ 1234")
B	Contract Number	Text	Y	Enter the Contract Number including dashes. (e.g. 697DCK-25-D-XXXXX). The same Contract Number must be entered in every transaction row.
C	FAA Delivery Order # / Pcard Order #	Text	Y	Enter the DO number (e.g.69XXX-25-F-XXXXX) or PC number (e.g.TPC-25-XXXXX-SV). Must be unique when combined with the contract number.
D	Order Date	Short Date	Y	Date of the order or modification (e.g. 03/24/2025) e.g. Date signed by Contracting officer on the delivery order or the date the order is entered in the contractor's system for a credit card purchase.
E	Contracting Office/Purchase Cardholder	Text	Y	Enter DOT/FAA Contracting Officer or Purchase Cardholder who executed delivery order or placed a purchase/credit card order.
F	End Username	Text	Y	Ship to Customer/End Username
G	End User Email	Text	Y	Ship to Customer's email address
H	End User Phone Number	Phone Number	Y	Ship to Customer's telephone number. (Format: 9999999999)
I	Street Address 1	Text	Y	First line of Customer's Ship-To address
J	Street Address 2	Text	N	Second line of Customer's Ship-To address
K	Street Address 3	Text	N	Third line of Customer's Ship-To address
L	City	Text	Y	Customer's Ship-To city
M	State	Text	Y	Customer's Ship-To state for USA only. Post office two-character abbreviation
N	Country	Text	Y	Indicate the "Ship-To" country. Entry must be "US" for the United States or the 2-Character country code abbreviation from the Service/Agency/Country Code list located at: This column is only 2-characters wide so you must use abbreviations only.
O	5-digit Zip Code	ZipCode	Y	Five-digit Customer Ship-To zip code.
P	MODE	Text	Y	Use the abbreviation from the DOT mode
Q	Line of Business	Text	Y	Use the FAA LOB/SO
R	CLIN Number	Text	Y	Enter Contract Line Item (CLIN)
S	Manufacturer	Text	Y	Name of Original Equipment Manufacturer (OEM)
T	Product Name	Text	Y	Name of Product
U	Part Number	Text	Y	Part Number being ordered

Excel Column	Column Name	Format	Required	Comments
V	SKU	Text	Y	Vendor's unique Stock Keeping Unit identifier for the product sold
W	Description	Text	Y	A description of the product that was purchased. (Example: Adobe Creative Cloud Pro term license/user 12-month term).
X	Quantity	Number	Y	Quantity being ordered. Cannot be left blank or be Zero (0).
Y	List Price	Currency	Y	Manufacturer's Suggested Retail Price (MSRP)
Z	Discount	Percentage	Y	Percentage Discount of "Unit Price Each" compared to the "List Price"
AA	Unit Price Each	Currency	Y	Price per item. Price should reflect the unit price in dollars and cents. Do not round up to whole dollars and use only two decimal places to indicate "cents." (e.g. 10125.15)
AB	Subtotal	Currency	Y	Calculation of the multiplication of Quantity and Unit Price Each.
AC	Shipping	Currency	Y	Cost of Shipping in dollars and cents.
AD	Total Cost	Currency	Y	Total dollar amount of the transaction (order or order mod). Do NOT round up to whole dollars and use only two decimal places to indicate "cents." (e.g. 10125.15)
AE	Vendor Order Number	Text	Y	Vendor's unique order number.
AF	Comments	Text	N	Free text for vendor/reseller notes.
AG	MAR Period	Date	Y	Identifying the period being reported (formatted "YYYY/MM")
AH	Bundle HWSW	Text	Y	Yes or No only values will be accepted
AI	Product-Based Services	Text	Y	Yes or No only values will be accepted
AJ	Delivery Order with Options	Text	Y	Yes or No only values will be accepted
Delivery Tab				
A	Request for Quote Number (RFQ)	Text	Y	Enter RFQ ID number ("RFQ 1234")
B	FAA Delivery Order # / Pcard Order #	Text	Y	Enter the DO number (e.g.69XXX-25-F-XXXXX) or PC number (e.g.TPC-25-XXXXX-SV). Must be unique when combined with the contract number.
C	End Username	Text	Y	Name of end user/customer
D	Order Date	Short Date	Y	Date of the order or modification (e.g. mm/dd/yyyy) e.g. Date signed by Contracting officer on the delivery order or the date the order is entered in the contractor's system for a credit card purchase.
E	Required Delivery Date	Short Date	Y	Date the ordered items are required to be delivered (e.g. mm/dd/yyyy).
F	Delivery Date	Short Date	Y	Date the ordered items have been delivered (e.g. mm/dd/yyyy).
G	Simple Or Complex	Text	Y	Enter "Simple" or "Complex"

Excel Column	Column Name	Format	Required	Comments
H	Exception (Y or N)	Text	Y	Use this field to identify exceptions to required delivery timeframes with agreement from the customer.
I	Comments	Text	N	Enter justification identifying reasons for the exception. Such as "Customer Notified and Agreed on Delivery Date Change".
Performance Log Tab				
A	Service Type	Number	Y	1 -- Quote, 2 -- Order Receipt, 3 -- Shipping Notification, 4 -- Customer Service, 5 -- HW Installations, 6 -- Not Bid, 7 -- Other (specify in comments)
B	Request for Quote Number (RFQ)	Text	Y	Enter RFQ ID number ("RFQ 1234")
C	End Username	Text	Y	Ship to Customer/End Username
D	MODE	Text	Y	Use the abbreviation from the DOT mode list
E	Date/Time Received (m/d/yy h:mm)	Date/Time	Y	m/d/yy h:mm
F	Date/Time Responded (m/d/yy h:mm)	Date/Time	Y	m/d/yy h:mm
G	Exception (Y or N)	Text	Y	Use this field to identify exceptions to required delivery timeframes with agreement from the customer.
H	Comments	Text	N	Enter required justification identifying reasons for exceptions only. Such as "Customer Notified and Agreed on Delivery Date Change".
Obligation Report Tab				
A	Request for Quote Number (RFQ)	Text	Y	Enter RFQ ID number ("RFQ 1234")
B	Contract Number	Text	Y	Enter the Contract Number including dashes. (e.g. 697DCK-25-D-XXXXX). The same Contract Number must be entered in every transaction row.
C	FAA Delivery Order # / Pcard Order #	Text	Y	Enter the DO number (e.g.69XXX-25-F-XXXXX) or PC number (e.g.TPC-25-XXXXX-SV). Must be unique when combined with the contract number.
D	Order Date	Short Date	Y	Date of the order or modification (e.g. 03/24/2025) e.g. Date signed by Contracting officer on the delivery order or the date the order is entered in the contractor's system for a credit card purchase.
E	Contracting Office/Purchase Cardholder	Text	Y	Enter DOT/FAA Contracting Officer or Purchase Cardholder who executed delivery order or placed a purchase/credit card order.
F	End Username	Text	Y	Ship to Customer/End Username
G	End User Email	Text	Y	Ship to Customer's email address
H	End User Phone Number	Phone Number	Y	Ship to Customer's telephone number. (Format: 9999999999)
I	Street Address 1	Text	Y	First line of Customer's Ship-To address
J	Street Address 2	Text	N	Second line of Customer's Ship-To address

Excel Column	Column Name	Format	Required	Comments
K	Street Address 3	Text	N	Third line of Customer's Ship-To address
L	City	Text	Y	Customer's Ship-To city
M	State	Text	Y	Customer's Ship-To state for USA only. Post office two-character abbreviation
N	Country	Text	Y	Indicate the "Ship-To" country. Entry must be "US" for the United States or the 2-Character country code abbreviation from the Service/Agency/Country Code list located at: This column is only 2-characters wide so you must use abbreviations only.
O	5-digit Zip Code	ZipCode	Y	Five-digit Customer Ship-To zip code.
P	MODE	Text	Y	Use the abbreviation from the DOT mode
Q	Line of Business	Text	Y	Use the FAA LOB/SO
R	CLIN Number	Text	Y	Enter Contract Line Item (CLIN)
S	Manufacturer	Text	Y	Name of Original Equipment Manufacturer (OEM)
T	Product Name	Text	Y	Name of Product
U	Part Number	Text	Y	Part Number being ordered
V	SKU	Text	Y	Vendor's unique Stock Keeping Unit identifier for the product sold
W	Description	Text	Y	A description of the product that was purchased. (Example: Adobe Creative Cloud Pro term license/user 12-month term).
X	Quantity	Number	Y	Quantity being ordered. Cannot be left blank or be Zero (0).
Y	List Price	Currency	Y	Manufacturer's Suggested Retail Price (MSRP)
Z	Discount	Percentage	Y	Percentage Discount of "Unit Price Each" compared to the "List Price"
AA	Unit Price Each	Currency	Y	Price per item. Price should reflect the unit price in dollars and cents. Do not round up to whole dollars and use only two decimal places to indicate "cents." (e.g. 10125.15)
AB	Subtotal	Currency	Y	Calculation of the multiplication of Quantity and Unit Price Each.
AC	Shipping	Currency	Y	Cost of Shipping in dollars and cents.
AD	Total Cost	Currency	Y	Total dollar amount of the transaction (order or order mod). Do NOT round up to whole dollars and use only two decimal places to indicate "cents." (e.g. 10125.15)
AE	Vendor Order Number	Text	Y	Vendor's unique order number.
AF	Comments	Text	N	Free text for vendor/reseller notes.
AG	MAR Period	Date	Y	Identifying the period being reported (formatted "YYYY/MM")
AH	Bundle HWSW	Text	Y	Yes or No only values will be accepted
AI	Product-Based Services	Text	Y	Yes or No only values will be accepted

Excel Column	Column Name	Format	Required	Comments
AJ	Delivery Order with Options	Text	Y	Yes or No only values will be accepted

4.0 SAVES IT HW/SW REBATE PROGRAM Report

- In accordance with the SOW, the SAVES IT HW/SW Rebate Program Report, also called the Admin Fee report, reports the quarterly amount collected, the 0.5% (one-half of one percent) rebate from the Contractor on hardware and software purchases within the previous quarter.
- The Admin Fee report is on one Excel worksheet with no tabs
- Reports shall be submitted quarterly. The Admin Fee report is due by 11:59 am Eastern Time on the 10th of the month following a Fiscal Year quarter, i.e. first quarter is October through December. If the 10th falls on a weekend or government holiday the Admin Fee report must be due the next business day immediately following the 10th.
- Reserved: the file name format for the Admin Fee report
- Order numbers must match between the Admin Fee report and the MAP report.

Table 3: Sample of Admin Fee Report

Excel Column	Column Name	Format	Required	Comments
A	SUBTOTAL (Total)	Currency	Y	Formula: SUM(Column AB)
B	SHIPPING (Total)	Currency	Y	Formula: SUM(Column AC)
C	GRAND TOTAL	Currency	Y	Formula: SUM(Column AD)
D	ADMIN FEE Check Amount	Currency	Y	Formula:SUM(Column AD)*0.005

Excel Column	Column Name	Format	Required	Comments
A	Request for Quote Number (RFQ)	Text	Y	Enter RFQ ID number ("RFQ 1234")
B	Contract Number	Text	Y	Enter the Contract Number including dashes. (e.g. 697DCK-25-D-XXXXX). The same Contract Number must be entered in every transaction row.
C	FAA Delivery Order # / Pcard Order #	Text	Y	Enter the DO number (e.g.69XXX-25-F-XXXXX) or PC number (e.g.TPC-25-XXXXX-SV). Must be unique when combined with the contract number.
D	Order Date	Short Date	Y	Date of the order or modification (e.g. 03/24/2025) e.g. Date signed by Contracting officer on the delivery order or the date the order is entered in the contractor's system for a credit card purchase.
E	Contracting Office/Purchase Cardholder	Text	Y	Enter DOT/FAA Contracting Officer or Purchase Cardholder who executed delivery order or placed a purchase/credit card order.
F	End Username	Text	Y	Ship to Customer/End Username
G	End User Email	Text	Y	Ship to Customer's email address
H	End User Phone Number	Phone Number	Y	Ship to Customer's telephone number. (Format: 9999999999)
I	Street Address 1	Text	Y	First line of Customer's Ship-To address

Excel Column	Column Name	Format	Required	Comments
J	Street Address 2	Text	N	Second line of Customer's Ship-To address
K	Street Address 3	Text	N	Third line of Customer's Ship-To address
L	City	Text	Y	Customer's Ship-To city
M	State	Text	Y	Customer's Ship-To state for USA only. Post office two-character abbreviation
N	Country	Text	Y	Indicate the "Ship-To" country. Entry must be "US" for the United States or the 2-Character country code abbreviation from the Service/Agency/Country Code list located at: This column is only 2-characters wide so you must use abbreviations only.
O	5-digit Zip Code	ZipCode	Y	Five-digit Customer Ship-To zip code.
P	MODE	Text	Y	Use the abbreviation from the DOT mode list found at the following link:
Q	Line of Business	Text	Y	Use the FAA LOB/SO list located at:
R	CLIN Number	Text	Y	Enter Contract Line Item (CLIN) structure legend found at the following link:
S	Manufacturer	Text	Y	Name of Original Equipment Manufacturer (OEM)
T	Product Name	Text	Y	Name of Product
U	Part Number	Text	Y	Part Number being ordered
V	SKU	Text	Y	Vendor's unique Stock Keeping Unit identifier for the product sold
W	Description	Text	Y	A description of the product that was purchased. (Example: Adobe Creative Cloud Pro term license/user 12-month term).
X	Quantity	Number	Y	Quantity being ordered. Cannot be left blank or be Zero (0).
Y	List Price	Currency	Y	Manufacturer's Suggested Retail Price (MSRP)
Z	Discount	Percentage	Y	Percentage Discount of "Unit Price Each" compared to the "List Price"
AA	Unit Price Each	Currency	Y	Price per item. Price should reflect the unit price in dollars and cents. Do not round up to whole dollars and use only two decimal places to indicate "cents." (e.g. 10125.15)
AB	Subtotal	Currency	Y	Calculation of the multiplication of Quantity and Unit Price Each.
AC	Shipping	Currency	Y	Cost of Shipping in dollars and cents.
AD	Total Cost	Currency	Y	Total dollar amount of the transaction (order or order mod). Do NOT round up to whole dollars and use only two decimal places to indicate "cents." (e.g. 10125.15)
AE	Vendor Order Number	Text	Y	Vendor's unique order number.
AF	Comments	Text	N	Free text for vendor/reseller notes.
AG	MAR Period	Date	Y	Identifying the period being reported (formatted "YYYY/MM")

Excel Column	Column Name	Format	Required	Comments
AH	Bundle HWSW	Text	Y	Yes or No only values will be accepted
AI	Product-Based Services	Text	Y	Yes or No only values will be accepted
AJ	Delivery Order with Options	Text	Y	Yes or No only values will be accepted