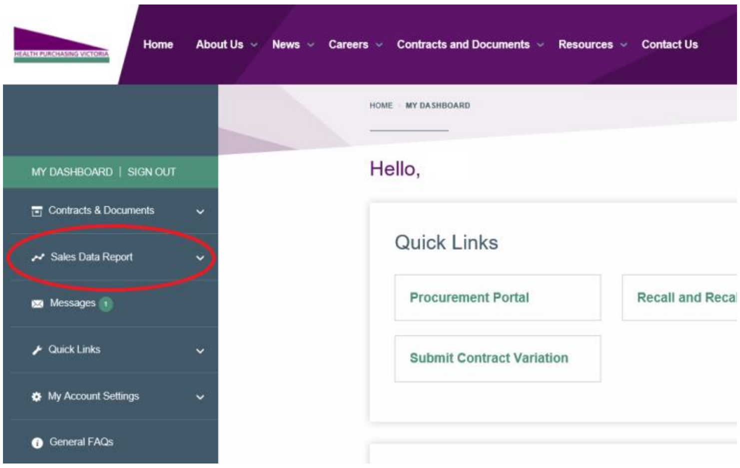
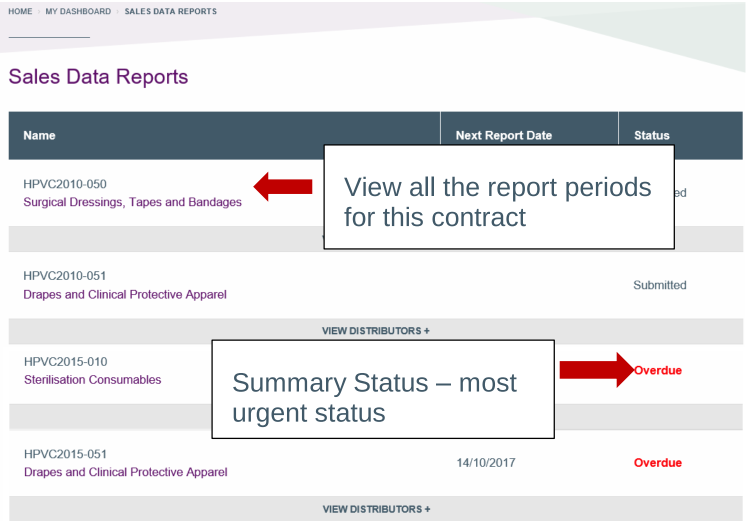
Your Sales Data Reports

Once you have logged into the HPV website you can access your sales data reporting status by selecting **Sales Data Reports** from the left navigation menu within your Dashboard**.**



A summary of your contracts with sales reports to be submitted through the website will be displayed. The most urgent status for all reports per contract will be displayed on this summary screen.



Click on **View Distributors** to see a list of the distributors associated with each contract (this includes your company).

Note: in your sales data reports the distributor names must exactly match the legal entity names listed here. If any of the names or dates are incorrect, please advise HPV via suppliers@hpv.zendesk.com.

Report Status

Contracts and reporting periods will have one of the following statuses:

Re-submit - a report has been submitted, however HPV has advised that the report is incomplete or incorrect and must be re-submitted.

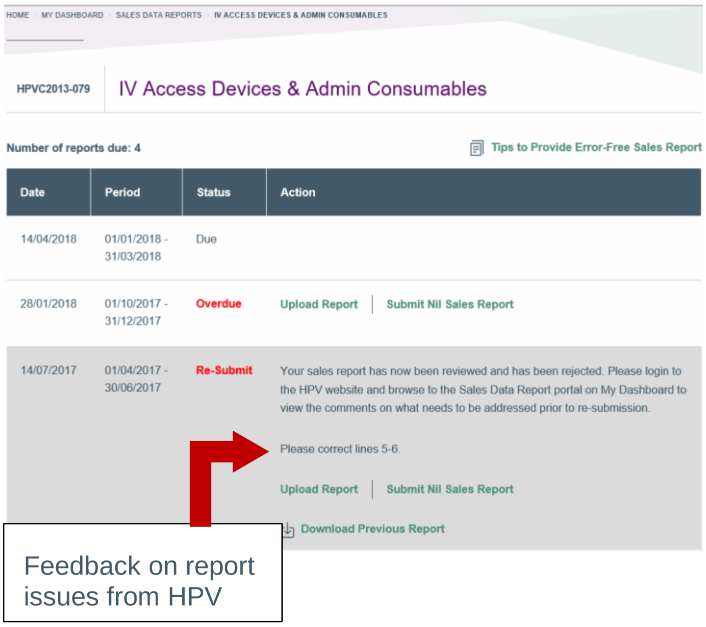
Overdue - report has not been submitted by the due date.

Due - report is currently due, or will be due at the end of the current reporting period.

Submitted - a report has been submitted and is pending HPV's review.

Accepted - a report has been submitted and accepted by HPV.

Click on the contract name to see the list of the reporting periods for each contract.

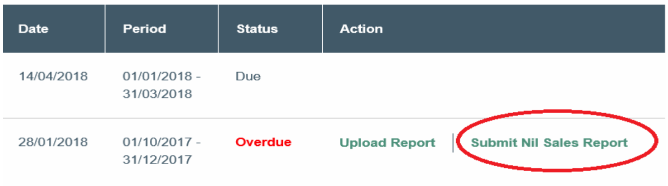


If you have been asked to resubmit a report, the reason for the request will also be displayed. A file with additional information may also be attached. You can also download your original submission.

Nil Sales

If you do not have any sales to report for the period, for yourself and all distributors, a file upload is not required.

Select **Submit Nil Sales Report**. You will then be asked to enter a comment in relation to the nil sales report. This comment will be sent to HPV.

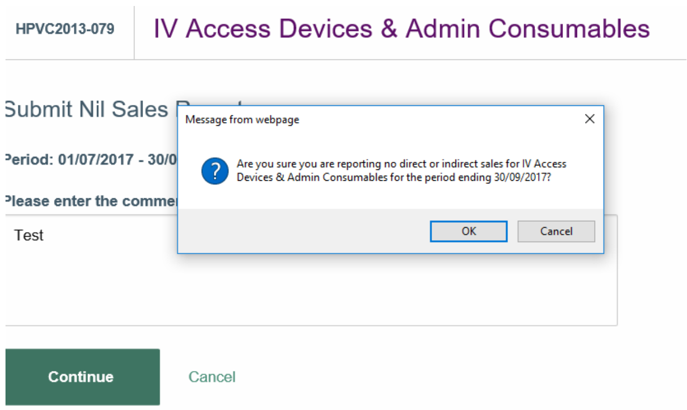


Date	Period	Status	Action
14/04/2018	01/01/2018 - 31/03/2018	Due	
28/01/2018	01/10/2017 - 31/12/2017	Overdue	Upload Report | Submit Nil Sales Report

Select **Continue** to proceed with the submission. You will be prompted to confirm that you are reporting Nil Sales for the selected contract and period.

If you wish to proceed, select **OK**.

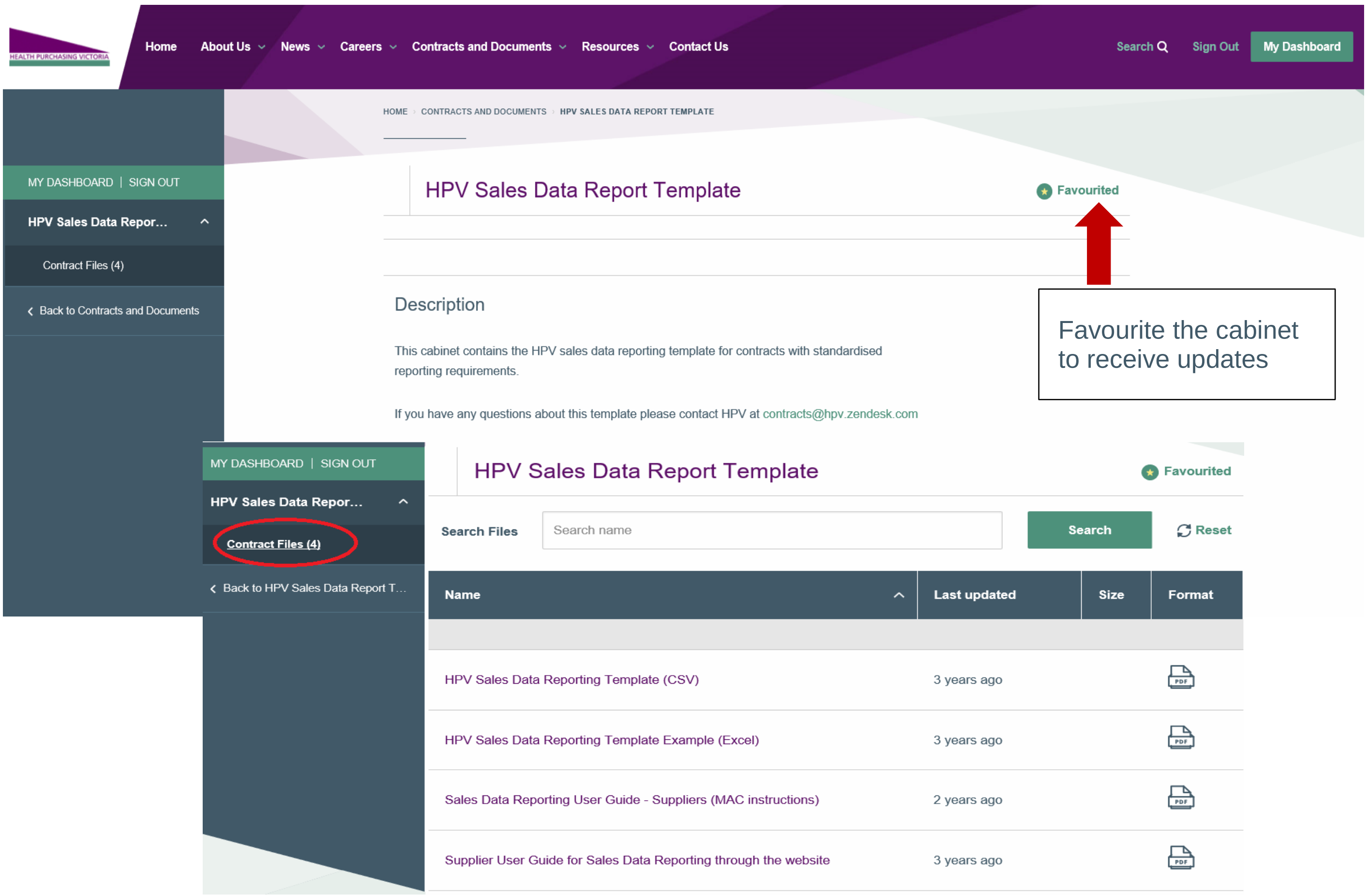
After clicking **OK**, the status for your report for that period will be updated to Accepted.



Before Uploading a Report

Before submitting your report, check that you have done the following:

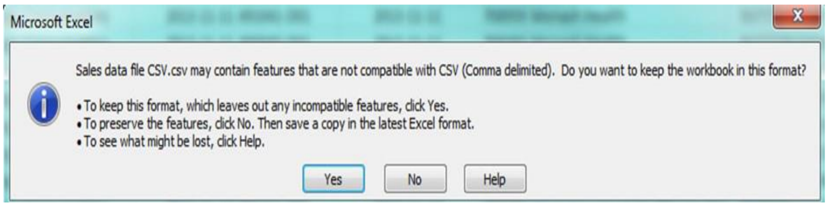
1. Used the correct sales report template. The template is available from the “HPV Sales Data Report Template” cabinet on the website. **Favourite** this cabinet to receive notifications when HPV provide additional information on sales data reporting.

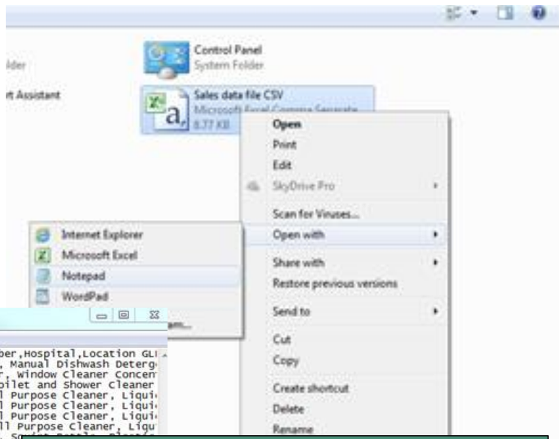


2. Complied with the instructions for completing the template. These are provided in the “HPV Sales Data Report Template” cabinet.
3. Used the distributor names as displayed in your reports summary screen, and included all distributors, including your company, with sales for the period.
4. Saved the file in csv format.

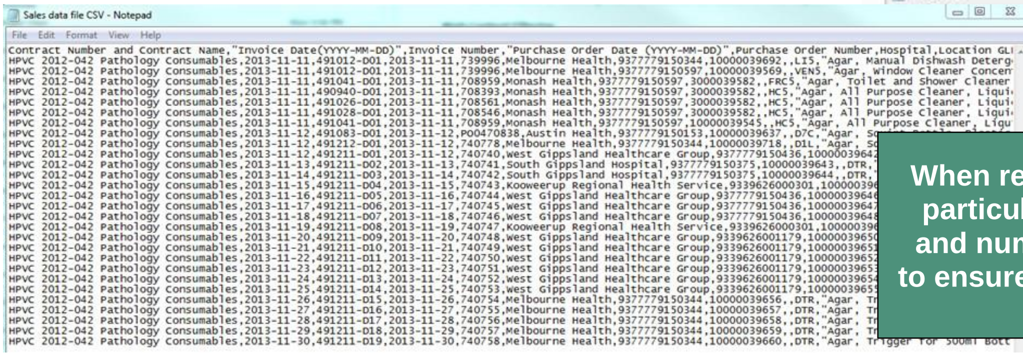
To save an Excel file as a csv file:

1. Format your file in Excel, paying particular attention to the date formats (YYYY-MM-DD) and number formats (use text format to ensure leading zeros do not drop off).
2. Select **Save As** and select the location and name of the file to save. In **Save as type:** select CSV (Comma delimited).
3. Select **Yes** when prompted. Then exit Excel.





4. To check the formatting, **DO NOT** open the file in Excel. Right click on the file and select **Open With** then select either **Notepad** or **WordPad**.



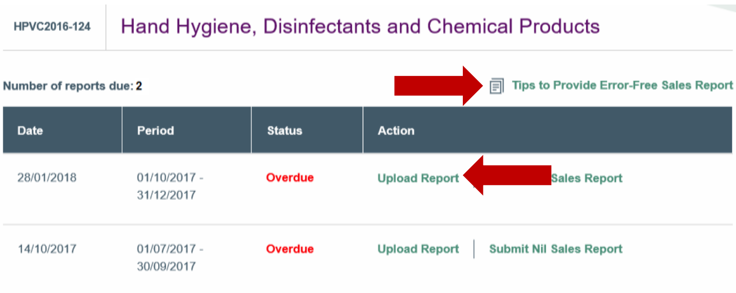
When reviewing the CSV file, pay particular attention to the dates and numeric and currency fields to ensure that they have converted as you intended.

Uploading a Report

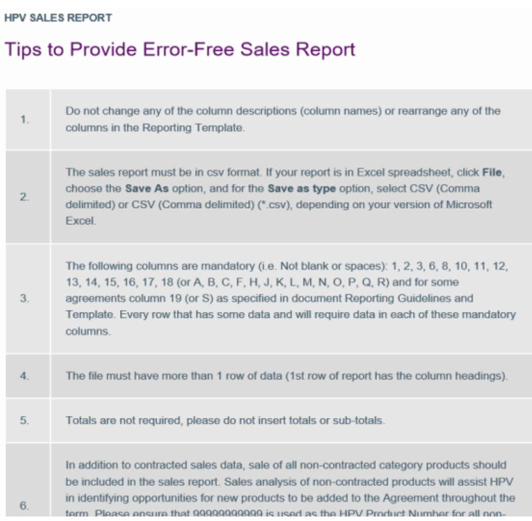
Once the report file has been prepared it can be uploaded to the relevant contract and reporting period. Select **Upload Report**.

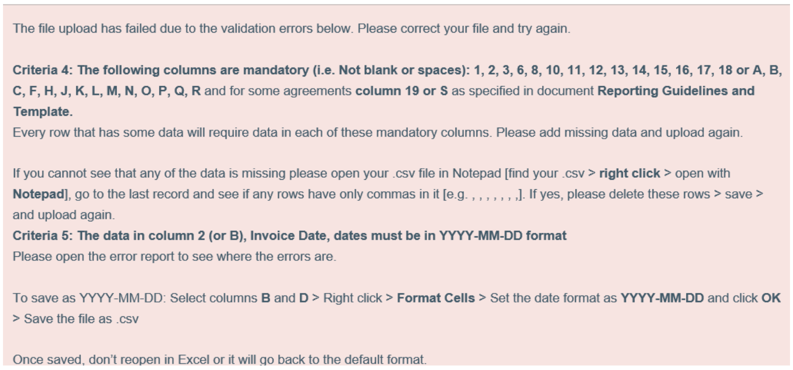
Please take the opportunity to double check that your file complies with all the validation criteria by reviewing **Tips to Provide Error-Free Sales Report**.

Select **Browse** then navigate to the location of your file and select it. Click on **Continue**.



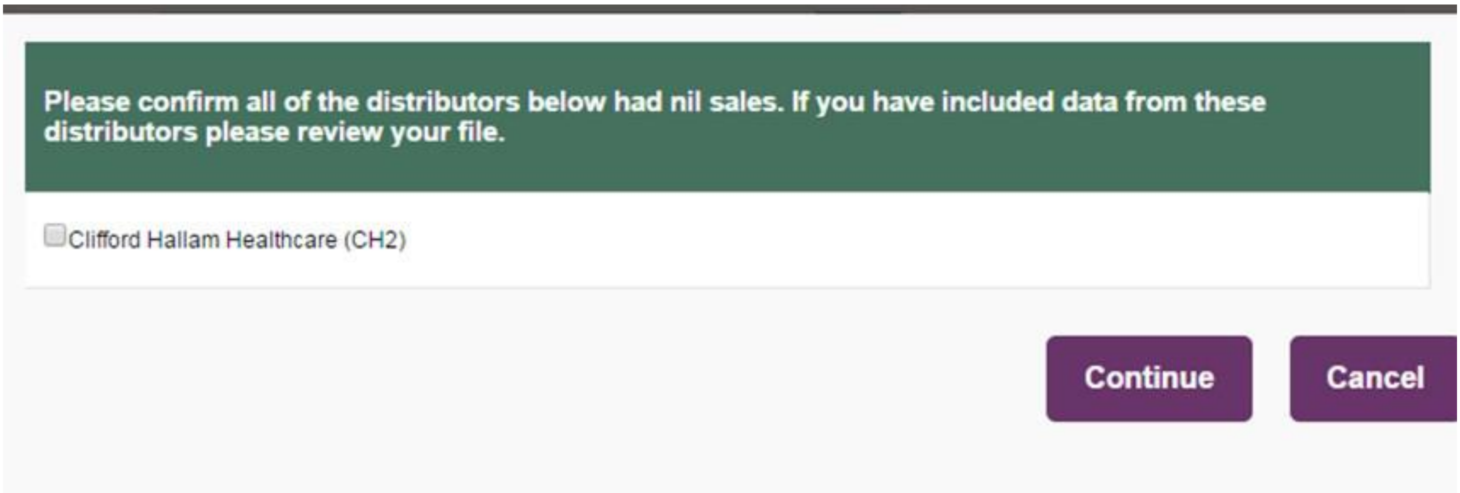
If the file does not comply with all of the validation criteria, the file will not upload. The error types found in the file will be displayed to allow you to correct the file and upload it again.





If you wish to provide any additional details to HPV regarding the report, use the comments box displayed. Click **Send** to complete the upload.

If your file does not contain sales for all distributors, including the contract holder, you will be prompted to confirm that you are reporting “nil sales” for the missing distributor(s). If this is correct, check the box next the distributor name(s) and click on **Continue**. If this is not correct click on **Cancel** and correct the file before uploading.



Once your file has been successfully uploaded, the status will change to **Submitted**, and the date of submission will be displayed.

Email Notifications

There are two types of email notifications that will be sent from the website to suppliers:

1. Notification to the submitter that the uploaded report has been either successful or unsuccessful.
2. Notifications of due and overdue reports:
   - An initial notification is sent to the Sales Data Contact(s) as soon as reports becomes due (1st of the month after the end of the reporting period).
   - A second notification is sent to the Sales Data Contact(s) as soon as the report is overdue.
   - If reports remain overdue, notifications are sent weekly to the Sales Data Contact(s) and your company’s Super User(s).

Your HPV Sales Report Notifications

Hi Phil,

This is a summary of your overdue Sales Reports.

Your Sales Report

Name	Due Date	Status
Sutures, Skin Staples and Tissue Adhesives	01 Apr 2015	Due

Thanks,
HPV website administration

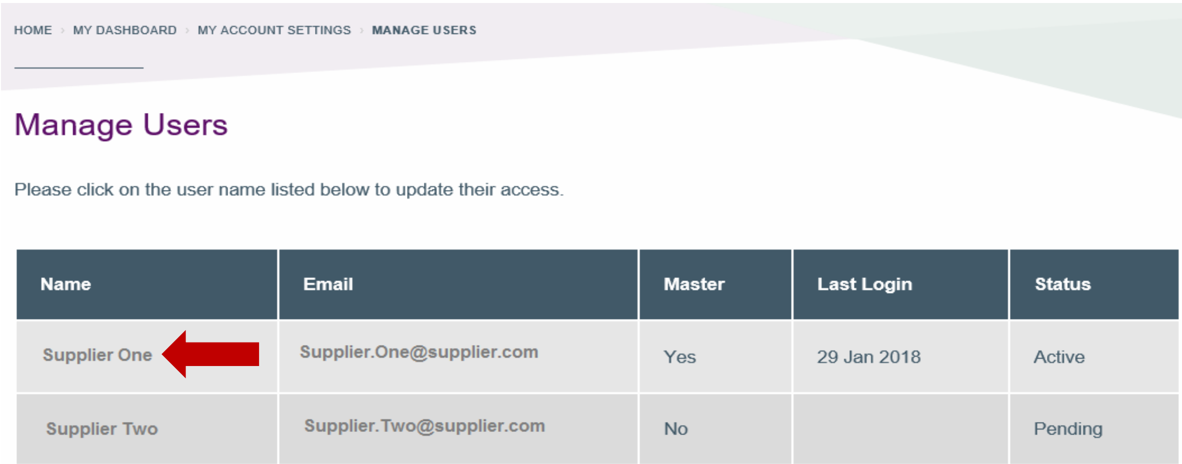
Please do not reply directly to this email

Notifications will be sent from **noreplyhpv@hpv.org.au**

If you are not receiving notifications please check your junk folder or spam filters.

Assigning Sales Data Contacts - Super Users

To add or remove the Sales Data Contact flag from a user, click on the **Name** of the user in **My Account Settings** --> **Manage User Accounts**.

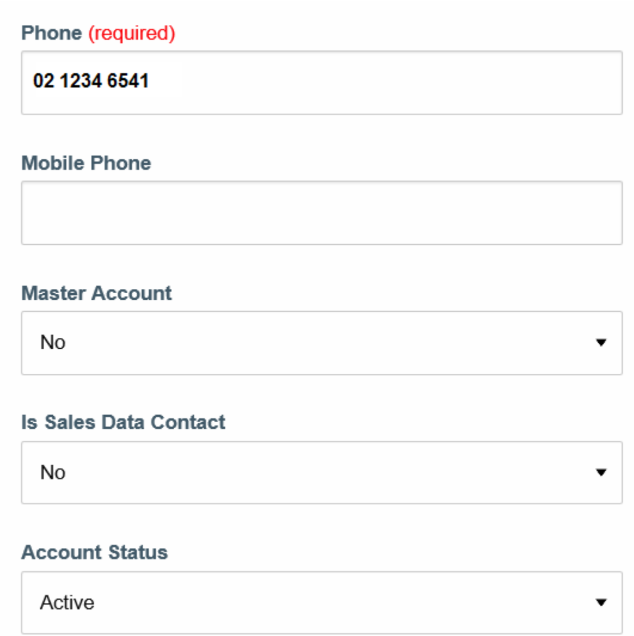

HOME › MY DASHBOARD › MY ACCOUNT SETTINGS › MANAGE USERS

Manage Users

Please click on the user name listed below to update their access.

Name	Email	Master	Last Login	Status
Supplier One	Supplier.One@supplier.com	Yes	29 Jan 2018	Active
Supplier Two	Supplier.Two@supplier.com	No		Pending

Select **Yes** in the **Is Sales Data Contact** field to assign this function to the selected user.



Sales Data Contacts
All supplier accounts submitting sales data reports through the website are required to have at least <u>one</u> Sales Data Contact nominated.

By default, the Sales Data Contact is the website Super User(s) for your organisation. The Super User can assign this responsibility to another user through the Manager User Accounts function.

You will not be able to change the status to No if there are no other users assigned as Sales Data Contact for your organisation.