Technical requirements for reporting zero-rated sales

This document explains how to format and submit reporting of zero-rated sales to CPCC under the zero-rating program. This reporting takes place no later than the last day of the month that follows the end of each reporting period; there are six two-month reporting periods per year, starting with January – February.

Reports must be formatted as described below, and submitted through the "Zero-rating for distributors" page of the CPCC web site (www.cpcc.ca). Follow the directions under the heading "Distributor Reports" to log-on and upload and submit your report for immediate analysis. When the analysis is complete, the distributor will see a message to indicate if the report has passed the automated tests or if it contained errors. Where errors are identified, they will be fully described on-screen; reports can be sent as many times as necessary to correct errors.

Layout of the electronic report
Your report must be a simple text file (i.e., no formatting) where each line represents one sale. Each line will contain five pieces of information, separated by tab characters. Such a file can be created, for example, by saving an Excel spreadsheet as a tab-delimited text file. See below for instructions on how to use Excel. (Other spreadsheet or word-processing software can also be used.) The five pieces of information must be provided in the format described in the following rules:

	Field #1	Field #2	Field #3	Field #4	Field #5
Information required	**Buyer certificate number**	**Name of buyer**	**Date of sale**	**Type of media**	**Quantity Sold**
Rules for entering information required	alphanumeric, typically six letters followed by one number, with no spaces or hyphens	alphanumeric	8-digit number formatted as YYYYMMDD, 4-digit year, two-digit month, two-digit day with no spaces or hyphens	must use the following terms only: **CD-RA** **CD-RWA** **CD-R** **CD-RW**	Number of units (1 CD-R = 1 unit)

✔ Examples of correctly formatted reporting:

XOXOXO9	XY Corporation	20031030	CD-R	500
CACACA9	123 Ontario Ltd.	20030903	CD-RA	50

✖ Examples of incorrectly formatted reporting, which would be rejected by the system:

CACACA-9	123 Ontario Ltd.	April 20, 2003	Disc	ten
Bob Smith Duplication	12345A7	CD-R	500	20031030

How to create a tab-delimited text file in Excel
1) Create your report in Excel following the formatting listed above, or using CPCC's pre-formatted Excel spreadsheet (available at www.cpcc.ca).
2) Save your file. The file name will appear on your hard drive as "yourfilename.<u>exl</u>" or "yourfilename.<u>xls</u>" depending on the version of Excel you have. Do not close the file.
3) Under "File", select "Save as"
4) In File Name box, modify your file name to differentiate it from the original file. For example "yourfilename2".
5) Using the Save as type drop down menu, select Text (Tab Delimited).
6) Click Save. There are now two different files on your hard drive. When uploading to the CPCC web site, be sure to select the Text (Tab Delimited) file (yourfilename2.<u>txt</u>).
7) **Important:** If your report contains errors, they will be identified and described at the end of the report analysis. To correct your report, reopen your Excel file, make the required changes and resave as a tab-delimited text file and resubmit the report. Reports can be sent as many times as necessary to correct errors.