Technical requirements for reporting zero-rated purchases

This document explains how to format and submit reporting of zero-rated purchases 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 submit your report for immediate analysis. The system will automatically recognize Special Distributors and give them the option of submitting either sales or purchase reports. When the analysis is complete, you 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 purchase. Each line will contain four 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 four pieces of information must be provided in the format described in the following rules, or the system will reject the report:

	Field #1	Field #2	Field #3	Field #4
Information required	**Name of supplier**	**Date of purchase**	**Type of media**	**Quantity Purchased**
Rules for entering information required	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:

XYZ Manufacturing Ltd.	20031030	CD-R	500
123 Importing Inc.	20030903	CD-RA	50

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

XYZ Manufacturing Ltd.	30102003	Disc	five hundred
50	CD-R	123 Importing Inc.	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.exl" or "yourfilename.xls" depending on the version of Excel you have. Do not close the file.
3) Under the "File" drop-down menu, select "Save As…"
4) In the "File Name" box, change the file name to differentiate it from the original, e.g., "yourfilename2".
5) Using the "Save as type" drop-down menu, select "Text (Tab Delimited)".
6) Click Save. There are now two different report files on your hard drive. When uploading to the CPCC website, be sure to select the Text (Tab Delimited) file ("yourfilename2.txt").
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.