

## Instructions:

### Executive Summary Tables

If given the option, choose not to update data.

**Note: Data must be entered into white boxes; data will automatically calculate for dark boxes**

### I.YR1

- 1) Click on tab labeled YR1
- 2) PVO/Country: Type the name of your organization and the program country. If your organization is working in multiple countries, list all of them.
- 3) Submission Date: Enter the date the form will be submitted.
- 4) Inland Rate:
  - i) Inland rates only apply to landlocked countries
  - ii) If the inland rate is not \$0/MT type the correct inland rate.
  - iii) If your **inland rate is different for different commodities**, type in the inland rate that applies to the majority of your commodities.
  - iv) You will have an opportunity to change the inland rate for various commodities in a moment.
  - v) INLAND RATE IS NOT RELATED TO ITSH
- 5) Now choose either ER for an emergency resource funded activity or NER for non-emergency resource funded activity.
- 6) Now enter the technical sector, recipient category and commodity for Year 1 for each commodity. (For more information on the sectors please see the AER).
  - i) Click on the appropriate cell to view drop down lists. If the text is too small to read go to “View” on your menu bar and select “Zoom”.

- ii) Each requested commodity must be listed under a technical sector and a recipient category.
  - (a) List commodities for **Direct Distribution** on lines 1-15 and commodities for **Monetization** on lines 39-58.
  - (b) To enter monetization amounts scroll down to the bottom of the table.

**No. of Direct Beneficiaries:** Enter the number of direct beneficiaries for each commodity. Note that this number is different from the number of recipients on the AER.

**Male/ Female:** Indicate the gender for the direct beneficiaries listed in the previous column if known.

**MT:** Enter the MT required for the activity for the number of beneficiaries entered.

**Rounded MT:** This cell automatically rounds up to the nearest tenth.

**Inland Rate:** The rate will automatically calculate. If the inland rate for this commodity is not the rate that you inputted as the inland rate for the majority of commodities click on the cell **you may type in the correct rate here**. NOTE: Do not double click on this cell. If you accidentally do so, and you see a formula within the cell, click “enter”. If you see that the cell has changed in a way that you did not intend type CTRL+Z.

**Estimated Total Commodity and Freight:** This is an automatic calculation. Rounded MT \* (Inland Rate +Ocean Rate+ Estimated Price).

**Support funds:** Enter the amount of planned funding for each of the following: Section 202e, ITSH, Missions funds, Private Sector Funding and/or PVO Cost Share in Row 12. Round to the thousandth. The other boxes (dark boxes) will total automatically.

## **II. Line 17**

1. The date, PVO, Country, inland rate, 202e, ITSH, Mission Funding, Private Sector Funding and PVO Cost Share and inland rate are all connected to the Year 1 page and will automatically carry over.
2. Chose the commodities from the drop down lists in column C for both Direct Distribution and Monetization commodities.
3. Enter the Line 17 MT per commodity making sure the number is a multiple of ten; this should exactly match Line 17 in the AER.
4. The inland rate will be the same as the one entered for Year 1. You can manually change the rate if it varies for different commodities.

## **III. YR2-YR5**

- 1) Click on the tab labeled “Year 2”.
- 2) The PVO, Country, submission date and Inland rate will carry over.
- 3) Complete the table as in Year 1.
- 4) Complete all 5 years as applicable.