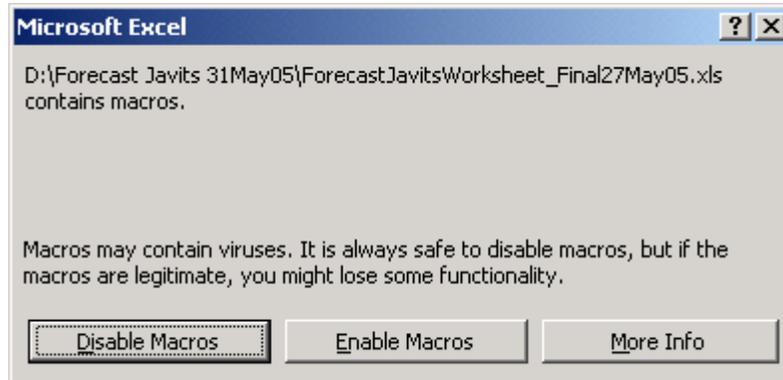


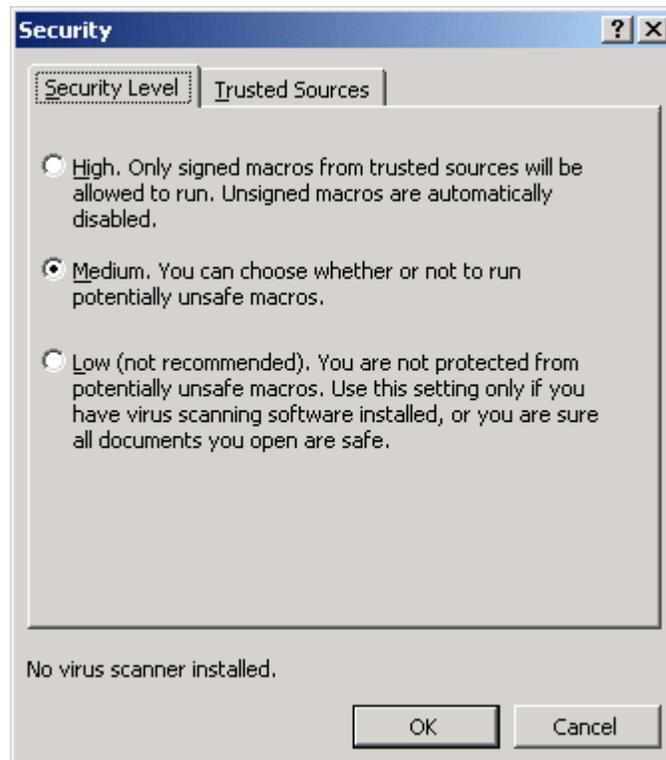
Instructions for Sales Forecasting/JAVITS/EDA Worksheet

The ForecastJavitsWorksheet.xls file is a worksheet to be used for data entry for the FMS Sales Forecast and JAVITS/EDA Report. In an attempt to streamline these two tasks, the worksheet has been developed to enable users to submit entries for both requirements. It has been formatted with pre-defined fields and drop-down lists for data entry.

Copy/download the excel file down to your PC. When the worksheet is opened, there should be a message to let you know that macros are contained within the worksheet. Click on 'Enable Macros' to open.



If the above message does NOT appear, then the security level on the excel application is too high to allow the macros to run. The user will not be able to use the button to insert an item from the MASL list. In order to correct this, open Excel, select 'Tools' from the toolbar across the top, select 'Macros', then select 'Security...' the form below will appear. Make sure 'Medium' is selected and click OK.



FMS Forecast Submissions

The excel file should open with the 'FMSProjections' tab/worksheet displayed. Use this worksheet to submit FMS forecasted sales for the next two out years.

Most of the columns contain drop-down lists to choose from. The "Item" column contains a button in the header. Click in the cell to enter an item (activate the cell), then click on the button in the header to display a list of pre-defined items available for sale. Highlight the appropriate item then click the 'Enter MASL Item' button. The item will be entered into the activated cell. The dollar amount must be entered as a number, in increments of millions. For example, \$5M would be entered as 5.000, \$250K should be entered as 0.250. Never include alpha characters, only enter numbers.

Sales Forecasting fields: Country, Year, Priority, Implementing Agency, Category, Item, TotalSale, Quantity, Comments, and 36B.

The table below contains the list of the columns and a definition of the data required for each field for the FMS Sales Projections.

Column	Definition/Details
Country	Select the country from the drop-down list.
Year	Select the forecasted YR (2007, 2008) for line item sale.
Priority	Select priority level. Select A if sale is highly likely to occur in FY <i>or</i> select B if the sale is somewhat likely to occur in the FY.
Implementing Agency	Enter the implementing agency responsible for the sale.
Category	Select the general category of the item to be sold to the country.
Item	To enter a sale item, click in the cell and enter the item being purchased, or click on the button in the 'Item' header. A pop-up form will open and a list of items will be presented. Select the appropriate item and click the 'Enter Masl Item' button. The item selected will appear in the cell the user previously selected. If a particular item is not listed, you can type in a new model name or model number.
TotalSale	Enter the estimated dollar amount in millions. Enter numbers ONLY. Do not enter alphabetical characters. (i.e. \$5M – 5.000, \$250K – 0.250)
Quantity	Enter the estimated quantity.
Comments	Enter any additional comments that are relevant to the line item for the Forecast.
36B	Enter True or False to designate the line item as a 36B sale.

Javits Submissions

To submit information for the Javits report, click on the 'JavitsProjections' tab at the bottom of the worksheet. If there are items listed on the 'FMSProjections' tab that should be included in the Javits report, the user can copy the line(s) and paste it (them) in the 'JavitsProjections' worksheet. The worksheet is incorporated with drop-down list boxes to be used for submissions. There is also a button for the 'Item' list, to use the MASL list provided, click on the cell where you would like to enter the MASL item, then click on the button in the Item column header. A form will pop-up displaying a list of items. Highlight the desired item and then click on the 'Enter MASL Item' button. The item will be entered into the cell the user selected. In the Javits worksheet, the description will also appear in the column to the right of the selected cell.

Note: If the description is longer than 255 characters the following error will appear... #VALUE! If this happens, the user can click on the third tab titled 'Reference – MASL Description' and copy and paste the description.

JAVITS/EDA fields: Country, Agency, EDA, LOA, SaleType, Category, Item, Description, TotalSale, Quantity, Comments (required for offensive weapons systems) and 36B.

The table below contains the list of the columns and a definition of the data required for each field for the Javits report.

Column	Definition/Details
Country	Select the country from the drop-down list.
Agency	Select the implementing agency responsible for the sale.
EDA	Enter a double asterisk (**) if the item is expected to be an Excess Defense Article (EDA) sale.
LOA	Enter an asterisk (*) if the sale is deemed likely to result in a letter of offer and acceptance (LOA) in the calendar year 2006.
SaleType	Select whether the line item is an FMS or DCS sale. SAOs, DSCA and IAs should not include DCS lines unless full knowledge of the details of the potential DCS sale is known.
Category	Select the general category of the item to be sold to the country.
Item	Select the appropriate item name or model number from the drop-down list. If a particular item is not listed, you can type in a new model name or model number. However, if you add a new item, a description of the item/system/support/etc must be typed in the "General Description" block.
Description	Enter a description ONLY IF the Item/Model # was not listed in the drop down menu. (i.e. If you typed a new item into the Item/Model # column, please enter a description.)
TotalSale	Enter the estimated dollar amount for the sale in millions. (i.e. \$5M – 5.000, \$250K – 0.250) <i>Note:</i> It is important that the values for the JAVITS Report not be underestimated. ONLY report sales of major weapons or weapons-related defense equipment valued at \$7M or more, or any other weapons and weapons-related defense equipment for \$25M or more which may be offered during the next calendar year.
Quantity	Enter the estimated quantity of items to be purchased. <i>Note:</i> It is important that the quantities for the JAVITS Report not be underestimated.
Comments	Enter any additional information that you feel is relevant to the line item for the JAVITS report. Following information is REQUIRED for all offensive weapons systems: Include whether the sale is a first introduction into the country or the region. State whether any in-country or regional opposition to the sale is expected. Indicate the reason for the purchase, i.e. as a sub-system of a ship; replace outdated equipment; replace losses; or need to counter a threat; etc. Also indicate if the U.S. Unified Commander approves the sale. If he strongly supports the sale please indicate why. Describe any other potential issues with this sale, i.e. ENDP, MTCR, funding availability, etc.
36B	Enter True or False to designate the line item as a 36B sale.

Once submissions are complete, save the excel worksheet and email it back to the appropriate Country Program Director.