

Report Page	Report Field	Validation Rule	Validation should be satisfied (note 1)	Validation must be satisfied (note 2)	Validation Rule Set Start (note 3)	Validation Discontinued (note 4)	Rule in CIR	Rule in QCR	Rule in ICRL	Rule in ICRH	Rule in CCR	Validation Message
Supplier	Company Name	Must be completed		Y	1		Y	Y	Y	Y	Y	Company name must be populated
Supplier	Company Registration Number	Should be completed	Y		1		Y	Y	Y	Y	Y	Company Registration Number should be populated
Supplier	Trading As Name	Should be completed	Y		1		Y	Y	Y	Y	Y	Trading As Name should be populated
Supplier	Address Name/Number & Street/Road	Should be completed	Y		1		Y	Y	Y	Y	Y	Address Name/Number & Street/Road should be populated
Supplier	Town/City	Should be completed	Y		1		Y	Y	Y	Y	Y	Town/City should be populated
Supplier	County/Region	Should be completed	Y		1		Y	Y	Y	Y	Y	County/Region should be populated
Supplier	Country	Should be completed	Y		1		Y	Y	Y	Y	Y	Country should be populated
Supplier	Post/Zip Code	Should be completed	Y		1		Y	Y	Y	Y	Y	Postal/Zip Code should be populated
Supplier	Is the company an SME?	Should be completed	Y		1		Y	Y	Y	Y	Y	Automatic - No/Yes
Supplier	Last Day of Most Recent Completed Financial Year	Should be completed	Y		1		Y	Y	Y	Y	Y	Last Day of Most Recent Completed Financial Year should be populated
Supplier	Last Day of Most Recent Completed Financial Year	Cannot be either [13 months ago (CIR,QCR)/14 months ago (ICRL, ICRH)/18 months ago (CCR)] or a date in the future	Y		1		Y	Y	Y	Y	Y	Last Day of Most Recent Completed Financial Year should be within the last 13 or 14 months / Last Day of Most Recent Completed Financial Year should be within the last 18 months
Supplier	Immediate Parent Company 1 - Name	If this field is entered, then so should the other Parent Company 1 fields	Y		1		Y	Y	Y	Y	Y	All Immediate Parent Company 1 details should be completed
Supplier	Immediate Parent Company 1 - Registration Number	If this field is entered, then so should the other Parent Company 1 fields	Y		1		Y	Y	Y	Y	Y	All Immediate Parent Company 1 details should be completed
Supplier	Immediate Parent Company 1 - Registration Address	If this field is entered, then so should the other Parent Company 1 fields	Y		1		Y	Y	Y	Y	Y	All Immediate Parent Company 1 details should be completed
Supplier	Immediate Parent Company 2 - Name	If this field is entered, then so should the other Parent Company 2 fields	Y		1		Y	Y	Y	Y	Y	All Immediate Parent Company 2 details should be completed
Supplier	Immediate Parent Company 2 - Registration Number	If this field is entered, then so should the other Parent Company 2 fields	Y		1		Y	Y	Y	Y	Y	All Immediate Parent Company 2 details should be completed
Supplier	Immediate Parent Company 2 - Registration Address	If this field is entered, then so should the other Parent Company 2 fields	Y		1		Y	Y	Y	Y	Y	All Immediate Parent Company 2 details should be completed
Supplier	Immediate Parent Company 3 - Name	If this field is entered, then so should the other Parent Company 3 fields	Y		1		Y	Y	Y	Y	Y	All Immediate Parent Company 3 details should be completed
Supplier	Immediate Parent Company 3 - Registration Number	If this field is entered, then so should the other Parent Company 3 fields	Y		1		Y	Y	Y	Y	Y	All Immediate Parent Company 3 details should be completed
Supplier	Immediate Parent Company 3 - Registration Address	If this field is entered, then so should the other Parent Company 3 fields	Y		1		Y	Y	Y	Y	Y	All Immediate Parent Company 3 details should be completed
Report Submission Admin	Date this report is due	Should be completed	Y		1		Y	Y	Y	Y	Y	Report Due Date should be a valid date
Report Submission Admin	Date this report is due	If a date is more than a month after the 'Date contract became a QDC/QSC', then show an additional message	Y		1		Y	Y	Y	Y	Y	Report Due Date is more than a month after the Date that the contract became a QDC/QSC
Report Submission Admin	Supplier Staff – Contact for Compliance/Penalty Notice Issues	All fields (Name, Position, Contact Details - Phone, Contact Details - Email) should be completed	Y		1		Y	Y	Y	Y	Y	Supplier Staff – Contact for Compliance/Penalty Notice Issues - all fields should be populated
Report Submission Admin	Supplier Staff – Contact for Compliance/Penalty Notice Issues - Name	Name should be completed	Y		1		Y	Y	Y	Y	Y	Supplier Staff – Contact for Compliance/Penalty Notice Issues - Name should be populated

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Report Submission Admin	Supplier Staff – Contact for Compliance/Penalty Notice Issues - Position	Position should be completed	Y		1		Y	Y	Y	Y	Y	Supplier Staff – Contact for Compliance/Penalty Notice Issues - Position should be populated
Report Submission Admin	Supplier Staff – Contact for Compliance/Penalty Notice Issues - Phone	Contact Details - Phone should be completed	Y		1		Y	Y	Y	Y	Y	Supplier Staff – Contact for Compliance/Penalty Notice Issues - Contact Details - Phone should be populated
Report Submission Admin	Supplier Staff – Contact for Compliance/Penalty Notice Issues - Email	Contact Details - Email should be completed	Y		1		Y	Y	Y	Y	Y	Supplier Staff – Contact for Compliance/Penalty Notice Issues - Contact Details - Email should be populated & Email should be in valid format
Report Submission Admin	MOD Staff - Individual responsible for managing the contract	All fields (Name, Position, Contact Details - Phone, Contact Details - Email) should be completed	Y		1		Y	Y	Y	Y	Y	MOD Staff - Individual responsible for managing the contract all fields should be populated NOTE: QSCs are not required to provide this information
Report Submission Admin	MOD Staff - Individual responsible for managing the contract	Name should be completed	Y		1		Y	Y	Y	Y	Y	MOD Staff - Individual responsible for managing the contract Name should be populated NOTE: QSCs are not required to provide this information
Report Submission Admin	MOD Staff - Individual responsible for managing the contract	Position should be completed	Y		1		Y	Y	Y	Y	Y	MOD Staff - Individual responsible for managing the contract Position should be populated NOTE: QSCs are not required to provide this information
Report Submission Admin	MOD Staff - Individual responsible for managing the contract	Contact Details - Phone should be completed	Y		1		Y	Y	Y	Y	Y	MOD Staff - Individual responsible for managing the contract Contact Details - Phone should be populated NOTE: QSCs are not required to provide this information
Report Submission Admin	MOD Staff - Individual responsible for managing the contract	Contact Details - Email should be completed	Y		1		Y	Y	Y	Y	Y	MOD Staff - Individual responsible for managing the contract Email address should be populated / Email should be in valid format NOTE: QSCs are not required to provide this information
Report Submission Admin	Supplier Staff - CEO Contact Details	All fields (Name, Position, Contact Details - Phone, Contact Details - Email) should be completed	Y		1		Y	Y	Y	Y	Y	Supplier CEO - Supplier CEO all fields should be populated
Report Submission Admin	Supplier Staff - CEO Contact Details - Name	Name should be completed	Y		1		Y	Y	Y	Y	Y	Supplier CEO - Supplier CEO Name should be populated
Report Submission Admin	Supplier Staff - CEO Contact Details - Position	Position should be completed	Y		1		Y	Y	Y	Y	Y	Supplier CEO - Supplier CEO Position should be populated
Report Submission Admin	Supplier Staff - CEO Contact Details - Contact Details - Phone	Contact Details - Phone should be completed	Y		1		Y	Y	Y	Y	Y	Supplier CEO - Supplier CEO Phone should be populated
Report Submission Admin	Supplier Staff - CEO Contact Details - Contact Details - Email	Contact Details - Email should be completed	Y		1		Y	Y	Y	Y	Y	Supplier CEO - Supplier CEO Email should be populated / Email should be in valid format
Contract	Contract Title	Must be completed		Y	1		Y	Y	Y	Y	Y	Contract Title must be populated
Contract	Contract Description	Must be completed		Y	1		Y	Y	Y	Y	Y	Contract Description must be populated
Contract	Contractor's Unique Reference Number for Contract	Should be completed	Y		1		Y	Y	Y	Y	Y	Contractor's Unique Reference Number for Contract should be completed
Contract	MOD's Unique Reference Number for Contract	Should be completed	Y		1		Y	Y	Y	Y	Y	MOD's Unique Reference Number for Contract should be completed
Contract	Date Contract Entered Into	Must be completed		Y	1		Y	Y	Y	Y	Y	Date Contract Entered Into must be populated
Contract	Date Contract Entered Into	Cannot be in the future		Y	1		Y	Y	Y	Y	Y	Date Contract Entered Into cannot be in the future
Contract	Contract Completion Date	Must be completed		Y	1		Y	Y	Y	Y	Y	Contract Completion Date must be populated
Contract	Contract Completion Date	Must be after the 'date contract entered into'		Y	1		Y	Y	Y	Y	Y	Contract Completion Date must be after contract start date

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Contract	Latest Pricing Amendment - Date	Cannot be in the future	Y		1		Y	Y	Y	Y	Y	Latest Pricing Amendment date should not be before the Contract Entered Into date
Contract	Latest Pricing Amendment - Date Signed	Validation warning if fields are completed for contracts selected as QDC or QSC (rather than by Amendment)	Y		2		Y	N	N	N	N	Amendment fields should not be completed when the contract is not set as a QDC/QSC by amendment
Contract	Total Contract Price	Must be completed		Y	1		Y	Y	Y	Y	Y	Total Contract Price must be completed
Contract	Total Contract Price	Fail if a contract price is over 100,000 (£100bn)	Y		2		Y	Y	Y	Y	Y	Total Contract Price should be less than £100bn
Contract	Total Contract Value (for threshold purposes)	Should be completed	Y		1	4	Y	Y	Y	Y	Y	Total Contract Value should be completed
Contract	Total Price Committed to Pay	Should be completed	Y		4		Y	Y	Y	Y	Y	Total Committed Price to Pay should be completed
Contract	Total Contract Value (for threshold purposes)	Fail if a contract value is over 100,000 (£100bn)	Y		2	4	Y	Y	Y	Y	Y	Total Contract Value should be less than £100bn
Contract	Total Price Committed to Pay	Fail if a contract value is over 100,000 (£100bn)	Y		4		Y	Y	Y	Y	Y	Total Committed Price to Pay should be less than £100bn
Contract	Business Units	Require at least one Business Unit to be provided	Y		2		Y	Y	Y	Y	Y	At least one Business Unit should be specified
Contract	Total Contract Price	If the Total Contract Price has changed from the last submitted contract report (of any type), then the Latest Pricing Amendment - Date field should have changed.	Y		3		Y	Y	Y	Y	Y	The Total Contract Price has changed since the last submitted contract report, without a corresponding pricing amendment date change. Please report a new pricing amendment date, or provide a comment to explain why an amendment was not required.
Reporting Plan	Contract Report Plan - Dates when reports become due	Dates (if specified) must be within the relevant financial year specified in the column header		Y	1		Y	N	N	N	N	Date for financial year must be within the relevant financial year
Reporting Plan	Contract Pricing Statement - Dates when reports become due	Dates (if specified) must be within the relevant financial year specified in the column header		Y	1		Y	N	N	N	N	Date for financial year must be within the relevant financial year
Reporting Plan	Contract Cost Statement - Dates when reports become due	Dates (if specified) must be within the relevant financial year specified in the column header		Y	1		Y	N	N	N	N	Date for financial year must be within the relevant financial year
Reporting Plan	On Demand Reports	Fail if a date entered for the CRP, CPS or CCS is consistent with the date generated in the 'Required reports for every QDC/QSC' table above (i.e. the contractor should not list their default reporting dates as on-demand reports)	Y		2		Y	N	N	N	N	Date entered for on-demand report - CRP/CPS/CCS due date - matches a date generated for a required report for every QDC/QSC
Reporting Plan	Interim Contract Reports	Check if a schedule has been provided. (one every 3 years contract >£50m, every 5 years <£50m)	Y		3		Y	N	N	N	N	Row X: An Interim Contract Report should be required within Y years of the [Contract Notification Report reporting date/previous ICR reporting date]
Reporting Plan	Are you required to submit quarterly contract	Check if the contractor has selected 'yes' or 'no'	Y		4		Y	N	N	N	N	Are you required to submit quarterly contract reports? should have an option selected
Reporting Plan	Are there agreed ICR reporting dates within the contract?	Check if the contractor has selected 'yes' or 'no'	Y		4		Y	N	N	N	N	Are there agreed ICR reporting dates within the contract? should have an option selected
Profit	Statutory Guidance on Allowable Costs in force at the time of agreement	Check if statutory guidance selected is the relevant version that was in force at the 'Date a contract became a QDC/QSC'	Y		2		Y	N	N	N	N	The Statutory Guidance on Allowable Costs selected is not the relevant version for the year that the contract became a QDC/QSC defined as on the Contract page
Profit	Statutory Guidance on the Contract Profit Rate in force at the time of agreement	Check if statutory guidance selected is the relevant version that was in force at the 'Date a contract became a QDC/QSC'	Y		2		Y	N	N	N	N	The Statutory Guidance on Contract Profit Rate selected is not the relevant version for the year that the contract became a QDC/QSC as defined on the Contract page
Profit	Total Allowable Costs (including any Risk Contingency Allowance)	Must be completed		Y	1		Y	N	N	N	N	Total Allowable Costs (Including any Risk Contingency Allowance) must be populated

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Profit	Total Allowable Costs (including any Risk Contingency Allowance)	Should be less than or equal to 'Total contract price' on the Contract page	Y		1		Y	N	N	N	N	Total Allowable Costs (Including any Risk Contingency Allowance) should be less than or equal to the Total Contract Price
Profit	Total Risk Contingency included in Allowable Costs	Should be completed	Y		1		Y	N	N	N	N	Total Risk Contingency included in the Allowable Costs should be populated
Profit	Total Risk Contingency included in the allowable costs	Should be less than 'Total allowable costs (including any risk contingency)'	Y		1		Y	N	N	N	N	Total Risk Contingency included in the Allowable Costs should be less than 'Total Allowable Costs (Including any Risk Contingency Allowance)'
Profit	Baseline Profit Rate %	Check if the right BPR was selected based on the date the contract became a QDC/QSC.	Y		2		Y	N	N	N	N	The BPR selected is not the relevant version for the year that the contract became a QDC/QSC as defined on the Contract page
Profit	Baseline Profit Rate %	If "other" BPR is selected, check if commentary has been provided in adjacent field.	Y		2		Y	N	N	N	N	If "Other" is selected for the BPR, comments for the BPR should be provided
Profit	Cost Risk Adjustment %	Should be completed	Y		1		Y	N	N	N	N	CRA Value should be populated
Profit	Cost Risk Adjustment %	Should be within +/-25% of the BPR that has been selected	Y		1		Y	N	N	N	N	Cost Risk Adjustment should be within 25% +/- of the Baseline Profit Rate
Profit	Profit On Cost Once (POCO) adjustment %	Should be completed	Y		1		Y	N	N	N	N	Profit On Cost Once Adjustment should be populated
Profit	Profit On Cost Once (POCO) adjustment %	Should be a negative value or 0%	Y		1		Y	N	N	N	N	Profit On Cost Once Adjustment should be negative value or 0%
Profit	Profit On Cost Once (POCO) adjustment %	If any sub-contracts in the Sub Contracts page are selected as a associated group contract, check if a figure below 0 has been inputted or a comment should be provided.	Y		3		Y	N	N	N	N	If any sub-contracts in the Sub Contracts page are selected as an associated group contract, then the POCO value should be less than 0 or a comment should be provided
Profit	Single Source Regulations Office - funding adjustment %	Should be completed	Y		1		Y	N	N	N	N	The SSRO Funding Adjustment - funding adjustment should be populated
Profit	Single Source Regulations Office - funding adjustment %	Should be a negative value or 0%	Y		1		Y	N	N	N	N	The SSRO Funding Adjustment - funding adjustment should be negative value or 0%
Profit	Single Source Regulations Office - funding adjustment %	Check if the % is appropriate for the financial period the date contract became QDC/QSC falls on.	Y		2		Y	N	N	N	N	The SSRO Funding Adjustment entered is not the relevant % for the financial period that the contract became a QDC/QSC as defined on the Contract page
Profit	Agreed Incentive Adjustment %	Should be completed	Y		1		Y	N	N	N	N	Agreed Incentive Adjustment should be populated
Profit	Agreed Incentive Adjustment %	Should be between 0% and 2%	Y		1		Y	N	N	N	N	Agreed Incentive Adjustment value should be between 0% and 2%
Profit	Capital Servicing Allowance adjustment %	Should be completed, if contractor has not filled in the CSA calculator (not mandatory) they should fill in this field	Y		1		Y	N	N	N	N	Capital Servicing Allowance adjustment should be populated
Profit	Capital Servicing Allowance adjustment %	Check if CSA calculator has been completed (value boxes, not comments).	Y		2		Y	N	N	N	N	The CSA Calculator has not been fully completed
Profit	Capital Servicing Allowance adjustment %	If calculator appears to be completed, check if year selected in 'capital servicing rate used' field is correct based on date contract became QDC/QSC	Y		2		Y	N	N	N	N	The 'Capital Servicing Rate used' selection is not the relevant financial year for the financial period that the contract became a QDC/QSC as defined on the Contract page
Profit	Capital Servicing Allowance adjustment %	CSA% does not match calculated figure	Y		4		Y	N	N	N	N	CSA % does not match calculated figure
Profit	CSA Calculator	Check comment if other selected as the CSA rate within CSA calculator	Y		3		Y	N	N	N	N	A comment should be entered if 'Other' has been selected as the Capital Servicing Rate in the Capital Servicing Rate Calculator
Profit	Contract Profit Rate	Should equal the sums of steps 1-6.	Y		1		Y	N	N	N	N	The Contract Profit Rate should equal the sum of steps 1 through 6. If it does not, a comment should be provided explaining the discrepancy.

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Profit	The total Contract Price, including maximum amount that can be earned via Incentive Adjustment	(Calculated field) should reconcile to the 'Total Contract Price' on the Contract Page, to 3dp	Y		1		Y	N	N	N	N	The Total Contract Price should match the Total Contract Price defined on the Contract Page
Pricing Method Breakdown	Total	(Calculated field) should reconcile to the 'Total Contract Price' on the Contract Page, to 3dp	Y		1		Y	Y	Y	Y	Y	Total Contract Price should equal the Total Contract Price defined on the Contract Page
Pricing Method Breakdown	Firm Pricing	For each of the regulated pricing method fields listed in Col B, if the price has changed from the last submitted contract report (of any type), then the Latest Pricing Amendment - Date field should have changed	Y		3		Y	Y	Y	Y	Y	The Firm Pricing element has changed since the last submitted contract report, without a corresponding pricing amendment date change. Please report a new pricing amendment date, or provide a comment to explain why an amendment was not required
Pricing Method Breakdown	Fixed Pricing	For each of the regulated pricing method fields listed in Col B, if the price has changed from the last submitted contract report (of any type), then the Latest Pricing Amendment - Date field should have changed	Y		3		Y	Y	Y	Y	Y	The Fixed Pricing element has changed since the last submitted contract report, without a corresponding pricing amendment date change. Please report a new pricing amendment date, or provide a comment to explain why an amendment was not required
Pricing Method Breakdown	Cost Plus Pricing	For each of the regulated pricing method fields listed in Col B, if the price has changed from the last submitted contract report (of any type), then the Latest Pricing Amendment - Date field should have changed	Y		3		Y	Y	Y	Y	Y	The Cost Plus Pricing element has changed since the last submitted contract report, without a corresponding pricing amendment date change. Please report a new pricing amendment date, or provide a comment to explain why an amendment was not required
Pricing Method Breakdown	Estimate Based Fee Pricing	For each of the regulated pricing method fields listed in Col B, if the price has changed from the last submitted contract report (of any type), then the Latest Pricing Amendment - Date field should have changed	Y		3		Y	Y	Y	Y	Y	The Estimate Based Fee pricing element has changed since the last submitted contract report, without a corresponding pricing amendment date change. Please report a new pricing amendment date, or provide a comment to explain why an amendment was not required
Pricing Method Breakdown	Volume Driven Pricing	For each of the regulated pricing method fields listed in Col B, if the price has changed from the last submitted contract report (of any type), then the Latest Pricing Amendment - Date field should have changed	Y		3		Y	Y	Y	Y	Y	The Volume Driven Pricing element has changed since the last submitted contract report, without a corresponding pricing amendment date change. Please report a new pricing amendment date, or provide a comment to explain why an amendment was not required
Pricing Method Breakdown	Target Pricing	For each of the regulated pricing method fields listed in Col B, if the price has changed from the last submitted contract report (of any type), then the Latest Pricing Amendment - Date field should have changed	Y		3		Y	Y	Y	Y	Y	The Target Pricing element has changed since the last submitted contract report, without a corresponding pricing amendment date change. Please report a new pricing amendment date, or provide a comment to explain why an amendment was not required
DPS Inputs	Data Input Line?	At least 1 DPS line should be selected	Y		1		Y	N	Y	Y	Y	At least one DPS line should be selected
DPS Inputs	DPS "other" selections	For the "other" DPS lines selected, check if description box has been completed	Y		3		Y	N	N	N	N	[DPS code] [Other] DPS code description] - Should have a description completed
DPS Input Values	Totals	Total costs (all years and DPS lines summed) should not be more than 'total Allowable Costs (including any risk contingency allowance)' on the Profit page	Y		1		Y	N	N	N	N	The Total value of all DPS lines should not be more than the Total Allowable Costs (Including any Risk Contingency Allowance) defined on the Profit page
DPS Input Values	Any DPS line	Should have data entered in at least one of the years (or the 'Not profiled' column)	Y		1		Y	N	Y	Y	Y	DPS Line - XXXXXX should have data entered in at least one of the years (or the 'Not profiled' column)
DPS Input Values	Annual profile/not profiled	Each data input line should have at least one entry either in the annual profile or the 'Not Profiled' column	Y		2		Y	N	Y	Y	Y	DPS Line - XXXXXX should have data entered in at least one of the years (or the 'Not profiled' column)
DPS Input Values	Row 1 (Total row)	For each of the annual profile totals (including Not Profiled), if the price has changed from the last submitted contract report (of any type), then the Latest Pricing Amendment - Date field should have changed	Y		3		Y	N	Y	Y	Y	The total costs for year XX/XX has changed since the last submitted contract report, without a corresponding pricing amendment date change. Please report a new pricing amendment date, or provide a comment to explain why an amendment was not required.
Summary Analysis of Price	Total Subtotal Cost	Should equal the 'total Allowable Costs (including risk contingency allowance)' on the Profit page, to 3 dp	Y		1		Y	N	N	N	N	Subtotal Cost should equal the Total Allowable Costs (Including any Risk Contingency Allowance) defined on the Profit page

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Summary Analysis Of Price	Additional Profit arising from Incentive Adjustment if met	This, plus the 'Profit (excluding incentive adjustment)' above should equal the 'Contract Profit Rate - expressed as amount' on the Profit page, to 3 dp	Y		1		Y	N	N	N	N	The Profit (excluding Incentive Adjustment) PLUS the Additional Profit arising from Incentive Adjustment if met, should equal the Contract Profit Rate - expressed as an amount defined on the Profit page
Summary Analysis Of Price	Total Contract Price (including incentive adjustment)	This should equal the 'Total contract price' on the Contract page, to 3 dp	Y		1		Y	Y	Y	Y	Y	The Total Contract Price (including incentive adjustment) should equal the Total Contract Price defined on the Contract page
Summary Analysis of Price	Total Allowable Costs from DPS	If a non-standard DPS structure has been used, all values in this row should be provided (the row is auto populated from the DPS Inputs page when a DPS structure has been used)	Y		1		Y	N	Y	Y	Y	The Subtotal planned cost of components row is incomplete. This report has a DPS selected in the DPS Input page which is not standard and therefore requires manual entry. Please ensure all values are entered.
Summary Analysis of Price	Total Contract Price (including incentive adjustment)	For each of the annual profile totals (including Not Profiled), if the price has changed from the last submitted contract report (of any type), then the Latest Pricing Amendment - Date field should have changed	Y		3		N	Y	Y	Y	Y	The annual profile totals in 'Total Contract Price (including incentive adjustment)' for year XX/XX have changed since the last submitted contract report, without a corresponding pricing amendment date change. Please report a new pricing amendment date, or provide a comment to explain why an amendment was not required.
Cost Recovery Rates	Entire Page	Check if at least one recovery base has been listed	Y		2		Y	N	Y	Y	Y	At least one recovery base should be listed
Cost Recovery Rates	Pricing Business Unit Name	Pricing Business Unit should match a Business Unit listed in the Contract page	Y		2		Y	N	N	N	Y	Business unit: XXXXXXXX not found in the list of business units defined on the Contract page
Cost Recovery Rates	Name of cost recovery rate	Name of Cost Recovery Rate is a required field	Y		1		Y	N	N	N	Y	Name of Cost Recovery Rate must be populated
Cost Recovery Rates	Recovery Base Units	Name of Cost Recovery Rate and Recovery Base Units fields cannot match	Y		2		Y	N	Y	Y	Y	Recovery Rate Name - XXX and its Unit of Measure should not have the same value
Cost Recovery Rates	Of which overheads (if applicable)	If Labour & Overheads selected, then user should enter a value	Y		1		Y	N	N	N	N	XXXXXXXX - YY/YY - if the ""Type of Cost Recovery Rate"" is set as "Labour & Overheads" then ""Of which overheads (if applicable)"" should be populated
Cost Recovery Rates	Of which overheads (if applicable)	The value entered should not be greater than the value in the rate column	Y		1		Y	N	N	N	N	XXX FINYR - the "Of which overheads (if applicable)" field should not be greater than the "Rate" field'
Cost Recovery Rates	Listed recovery bases	For any recovery bases listed, check the row has been fully completed	Y		3		Y	N	Y	Y	Y	Row X: Please complete all description and annual fields for each listed recovery base
Cost Breakdown	Labour (from rates)	Fail if the value provided in this field does not match the total carried forward from the Cost Recovery Rates page	Y		2		Y	N	N	N	N	The total value of the Labour (from rates) field should match the total value of the labour defined in the Cost Recovery Rates page
Cost Breakdown	Overhead (from rates)	Fail if the value provided in this field does not match the total carried forward from the Cost Recovery Rates page	Y		2		Y	N	N	N	N	The total value of the Overhead (from rates) field should match the total value of the overheads defined in the Cost Recovery Rates page
Cost Breakdown	Total	This should equal the 'total Allowable Costs (including any risk contingency allowance)' on the Profit page, to 3dp	Y		1		Y	N	N	N	N	The Cost Recovery Rate Breakdown Total should equal the Total Allowable Costs (Including any Risk Contingency Allowance) defined on the Profit page
Assumptions	Whole page	Have at least one assumption listed	Y		3		Y	N	N	N	N	Assumptions page must have at least one assumption added. If there are no assumptions to report, please select 'No'
Assumptions Inflation	Allowable Costs linked to rate	The sum of Allowable Costs across all years should not be greater than the 'total allowable costs (including any risk contingency allowance)' on the Profit page	Y		1		Y	N	N	N	N	The sum of all Allowable Costs across all years should not be greater than the Total Allowable Costs (including any risk contingency) defined on the Profit page
Assumptions Inflation	All fields (per assumption)	Check if all information and all annual profile fields have been completed for an assumption row (Not Profiled can be left blank)	Y		2		Y	N	N	N	N	Inflation rate assumption is incomplete
Assumptions Inflation	Selection box - 'yes'/'no'	Check if the contractor has selected 'yes' or 'no'	Y		3		Y	N	N	N	N	Are there inflation assumptions relating to this contract? must have an option selected
Assumptions Inflation	Inflation Assumptions rows	If "Yes" selected, must have one row provided	Y		3		Y	N	N	N	N	If the 'Are there inflation assumptions relating to this contract?' has been set to 'Yes' then at least one assumption should be entered.

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Assumptions Exchange Rates	Allowable Costs linked to rate	The sum of Allowable Costs across all years should not be greater than the 'total Allowable Costs (including any risk contingency allowance)' on the Profit page	Y		1		Y	N	N	N	N	The sum of all Allowable Costs across all years should not be greater than the Total Allowable Costs (Including any Risk Contingency Allowance) defined on the Profit page
Assumptions Exchange Rates	All fields (per assumption)	Check if all information and all annual profile fields have been completed for an assumption row (Not Profiled can be left blank)	Y		2		Y	N	N	N	N	Exchange rate assumption is incomplete
Assumptions Exchange Rate	Selection box - 'yes/'no'	Check if the contractor has selected 'yes' or 'no'	Y		3		Y	N	N	N	N	Are there exchange rate assumptions relating to this contract?' must have an option selected
Assumptions Exchange Rate	Exchange Rate Assumptions rows	If "Yes" selected, must have one row provided	Y		3		Y	N	N	N	N	If the 'Are there exchange rate assumptions relating to this contract?' has been set to 'Yes' then at least one assumption should be entered.
Sub Contracts	List of Sub-Contracts	If no sub contracts listed, a comment should be added in the comment box	Y		2		Y	Y	Y	Y	Y	If no sub contracts are listed, a comment should be provided in the General Description of Use of Sub-Contracts field
Sub Contracts	Expected Contract Completion date	Expected Contract Completion date must be greater than Date contract entered into/expected to be entered into		Y	1		Y	Y	Y	N	Y	Let date must be before Contract Completion Date
Sub Contracts	Total value of all sub-contracts (including those under £1 million)	This should not be greater than the 'total Allowable Costs (including any risk contingency allowance)' on the Profit page	Y		1	4	Y	N	N	N	N	The Total value of all sub-contracts should not be greater than the Total Allowable Costs (including any risk contingency) defined on the Profit page
Sub Contracts	Total price of the QDC/QSC which is attributable to subcontracts	This should not be greater than the 'total Allowable Costs (including any risk contingency allowance)' on the Profit page	Y		4		Y	N	N	N	N	Total price of the QDC/QSC which is attributable to sub-contracts should not be greater than Total Allowable Costs (including any risk contingency) defined on the Profit page
Sub Contracts	Total value of all sub-contracts (including those under £1 million)	This should equal the 'Sub-contracts' field on the Cost Breakdown page	Y		1	4	Y	N	N	N	N	The Total value of all sub-contracts should equal the Sub-Contracts value defined on the Cost Recovery Rates Breakdown page
Sub Contracts	Total price of the QDC/QSC which is attributable to subcontracts	This should equal the 'Sub-contracts' field on the Cost Breakdown page	Y		4		Y	N	N	N	N	Total price of the QDC/QSC which is attributable to sub-contracts should equal the Sub-Contracts value defined on the Cost Breakdown page
Sub Contracts	Total value of all sub-contracts (including those under £1 million)	This should be greater or equal to the sum of all sub-contract prices listed within the page	Y		1	4	Y	Y	Y	N	Y	The Total value of all sub-contracts should be greater than or equal to the sum of all sub-contracts entered on the Sub Contracts page
Sub Contracts	Sub Contracts row - 'Sub-contract entered into' column	If the 'Date entered into/Expected to be entered into' is in the past, check that the 'Sub-contract entered into?' tickbox has been ticked to signify 'yes'	Y		3		Y	Y	Y	N	Y	For sub-contract XXXX. If the 'Date entered into/Expected to be entered into' is in the past, the 'Sub-contract entered into?' tickbox should be ticked
Sub Contracts	Listed sub contracts	For any sub-contracts listed, check the row has been fully completed	Y		3	4	Y	Y	Y	N	Y	Row X: Please complete all fields for all listed sub-contract
Sub Contracts	Listed sub contracts	For any sub-contracts listed, check the row has been fully completed	Y		4		Y	Y	Y	N	Y	Row X: Please complete all fields for all listed sub-contract
Payments	List of Significant Individual Payments	There should be at least one row entered. (Validation message flags that contractor can ignore the message if it is a QSC)	Y		1		Y	N	Y	Y	Y	No payment data has been entered. This warning can be ignored if the contract is a QSC. If no data was entered because no expected payment in the contract is expected to exceed £100,000 or 1% of the contract value (whichever is the greater), please leave a comment in the 'Comments, Issues & Supporting Information' explaining this.
Payments	List of Significant Individual Payments	For any row of significant payments listed, check the Contracted Date, Currency and Amount has been completed	Y		4		Y	N	Y	Y	Y	Significant Payment Row X: Please ensure at least 'contracted date', 'currency' and 'amount' field have been complete for all significant payments listed
Payments	Amount (£m)	The sum of entered amounts in this column should not be greater than the Total Contract Price on the Contract page (if GBP used as a currency)	Y		1		Y	N	Y	Y	Y	The sum of all GBP payments in the List of significant Individual Payments section should not be greater than the Total Contract Price defined on the Contract page
Payments	Amount (£m)	An entered amount should not be less than 0.1 (£100,000)	Y		1		Y	N	Y	Y	Y	Value of payment: X is less than £100,000

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Payments	Amount (£m)	An entered amount should not be less than 1% of the Total Contract Price	Y		1		Y	N	Y	Y	Y	Value of payment: X is less than 1% of the Total Contract Price
Payments	Annual Profile summarising all contracted payments	The sum of entered amounts in table column should not be greater than the Total Contract Price on the Contract page (if GBP used as a currency)	Y		1		Y	N	Y	Y	Y	The sum of all GBP payments in the Annual Profile summarising all contracted payments should not be greater than the Total Contract Price defined on the Contract page.
Payments	Annual Profile summarising all contracted payments	Check if there is at least one line with data in the fields	Y		3		Y	N	Y	Y	Y	No payment data has been entered. This warning can be ignored if the contract is a QSC. If no data was entered because no expected payment in the contract is expected to exceed £100,000 or 1% of the contract value (whichever is the greater), please leave a comment in the 'Comments, Issues & Supporting Information' explaining this.
Payments	List of significant payments	For any row of significant payments listed, check the Contracted Date, Currency and Value has been completed	Y		3		Y	N	Y	Y	Y	Significant Payment Row X: Please ensure at least 'Contracted Date', 'Currency' and 'Value' fields have been completed for all significant payments listed
Payments	Annual Profile of Payments	For any annual profile of payments listed, check the row has been fully completed	Y		3		Y	N	Y	Y	Y	Annual Payment Profile GBP: Please complete all fields for listed annual profile of payments
Key Deliverables	Deliverables	There should be at least one row entered	Y		1		Y	N	Y	Y	Y	At least one Key Deliverable should be specified
Key Deliverables	Add Deliverable	Name and Description should be provided (if applicable)	Y		2		Y	N	Y	Y	Y	Deliverable: XXXXXXXX should have a name and description (if applicable) specified
Key Deliverables	Add Metric	Parameter, Name, Value and Unit should be provided (if applicable)	Y		2		Y	N	Y	Y	Y	Metric: X on deliverable: XXXXXXXX should have a Parameter, Name, Value and Unit specified
Key Deliverables	Metrics	At least one metric provided (in total, not per metric)	Y		2		Y	N	Y	Y	Y	At least one metric should be provided (in total)
Milestones	Milestones	There should be at least one row entered	Y		1		Y	Y	Y	N	Y	At least one milestone should be entered
Milestones	Contracted Target Date	This should be within the 'Date contract entered into' and 'Contract Completion date on the Contract page. (Note, this is NOT the date contract became a QDC/QSC)	Y		1		Y	Y	Y	N	Y	The Contracted Target Date for milestone XXXXXXXX should be within the Date Contract entered into and Contract completion date defined on the Contract page
Milestones	Actual or Forecast Completion Date	Check the contractor has provided Actual or Forecast dates for all Milestones	Y		2		N	Y	N	N	Y	Milestone XXXXXXXX: should have both the Actual and Forecast dates completed
Milestones	Actual or Forecast Completion Date	If there is a variance between Actual and Forecast completion dates, then a comment should be provided explaining the variance	Y		1		N	Y	Y	N	Y	Milestone XXXXXXXX: if there is a variance between the Actual and Forecast dates, then a comment should be provided explaining the variance
Milestones	Listed milestones	For any milestones listed, check the row has been fully completed	Y		3		Y	Y	Y	N	Y	Row X: Please complete all fields for listed milestones
Reminder Of Obligations	Can you confirm that this contract is in line with the following obligations?	Users must either tick the box for each statement, OR write a comment in the box explaining any deviations		Y	1		Y	N	N	N	N	Obligation must be accepted or a comment provided explaining any deviations
Analysis of Cost by Supplier Breakdown	Supplier Breakdown	At least one line should be entered	Y		1		N	Y	N	N	N	At least one line should be entered
Analysis of Cost by Supplier Breakdown	Supplier Breakdown	All lines where a description has been entered should have data entered in one of the years or the not profiled column	Y		1		N	Y	N	N	N	XXXXXXX: Year data should be entered for at least one of the years (or the Not Profiled column)
Analysis of Cost by Supplier Breakdown	Total	Total value should not be more than 'Total Contract Price' on the contract page	Y		1		N	Y	N	N	N	The Total Value of all lines should not be more than the Total Contract Price defined on the Contract page
Analysis of Cost by Supplier Breakdown	Total Row	For each of the annual profile totals (including Not Profiled), if the price has changed from the last submitted contract report (of any type), then the Latest Pricing Amendment - Date field should have changed	Y		3		N	Y	N	N	N	The annual profile totals in 'Total Contract Price (including incentive adjustment)' for year XX/XX have changed since the last submitted contract report, without a corresponding pricing amendment date change. Please report a new pricing amendment date, or provide a comment to explain why an amendment was not required
Actual & Forecast Analysis of Cost	Data Status Flag	Where there is data within a column, a data status flag should be provided	Y		1		N	Y	N	N	N	Where there is a value, please select an option from the dropdown

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Actual & Forecast Analysis of Cost	Data Status Flags	Future dates cannot be actuals	Y		3		N	Y	N	N	N	Year Period: XX/XX. Dates in the future cannot have an 'Actuals' Cost Data Status flag
Actual & Forecast Price Summary	Data Status Flag	Where there is data within a column, a data status flag should be provided	Y		1		N	Y	Y	Y	Y	Where there is data within a year, the cost data status must be selected Data Status flag should be set for FINYEAR
Actual & Forecast Price Summary	Total Allowable Costs from DPS	If a non-standard DPS structure has been used, all values in this row should be provided (the row is auto populated from the DPS Inputs page when a DPS structure has been used)	Y		1		Y	N	Y	Y	Y	The Subtotal planned cost of components row is incomplete. This report has a DPS selected in the DPS Input page which is not standard and therefore requires manual entry. Please ensure all values are entered.
Actual & Forecast Price Summary	Data Status Flags	Future dates cannot be actuals	Y		3		N	Y	Y	Y	Y	Year Period: XX/XX. Dates in the future cannot have an 'Actuals' Cost Data Status flag
Quarter	Data Status Flag	Where there is data within a column, a data status flag should be provided	Y		1		N	Y	N	N	N	Cost Data Status flag for Current Year Quarter 1 - Where there is data within a quarter, the Cost Data Status flag should be completed
Quarter	Cross Check against Government Financial Year	Entries in these columns should always equal 0. Update validation message to state: "[Financial Year] Cross Check for row 0 should equal the [Financial Year] Government Financial Year Total in row 0" To ensure that users are clear about which field is generating the error	Y		1		N	Y	N	N	N	FINYEAR Cross Check for XXXXXX should equal the Government Financial Year Total in XXXXXX
Quarter	Data Status Flags	Future dates can not be actuals	Y		3		N	Y	N	N	N	Year Period: XX for Next Year Quarter X. Dates in the future cannot have an 'Actuals' Cost Data Status flag
Variance, Events & Circumstances	Remaining unexplained variance	The remaining unexplained variance as a % of total variance should not be greater than 10%	Y		1		N	Y	Y	Y	Y	The remaining unexplained variance as a % of the total variance should not be greater than 10%
Variance, Events & Circumstances	All fields	If selected as an event or circumstance, all fields should be completed	Y		3		N	Y	Y	Y	Y	Row X: Please complete all fields for listed event or circumstance
Actual & Forecast DPS Input Values	Data Status Flag	Where there is data within a column, a data status flag should be provided	Y		1		N	N	Y	Y	Y	Year period FINYEAR should have the Cost Data Status Flag set
Actual & Forecast DPS Input Values	Any DPS line	Should have data entered in at least one of the years (or the 'Not profiled' column)	Y		1		Y	N	Y	Y	Y	XXXXXXXXX should have data entered in at least one of the years (or the 'Not profiled' column)
Actual & Forecast DPS Input Values	Data Status Flags	Future dates can not be actuals	Y		3		N	N	Y	Y	Y	Year Period: XX/XX. Dates in the future cannot have an 'Actuals' Cost Data Status flag
Actual & Forecast Cost Recovery Rates	Data Status Flag	Where there is data within a column, a data status flag should be provided	Y		1		N	N	Y	Y	Y	Data Status flag should be set for FINYEAR
Actual & Forecast Cost Recovery Rates	Data Status Flags	Future dates can not be actuals	Y		3		N	N	Y	Y	Y	Year Period: XX/XX. Dates in the future cannot have an 'Actuals' Cost Data Status flag
Actual & Forecast Cost Recovery Rates	Listed recovery bases	For any recovery bases listed, check the annual profile has been fully completed or not profiled	Y		3		N	N	Y	Y	Y	Row X: Please complete all description and annual fields for the listed recovery base
Final Payments	Final Payments	Check if the amount fields have all been completed	Y		2		N	Y	Y	N	Y	All of the amount fields should be completed

Note 1 - Referred to as validation warnings in the SSRO's reporting guidance and displayed in amber in DefCARS.

Note 2 - Referred to as validation errors in the SSRO's reporting guidance and displayed in red in DefCARS.

Note 3 - Validation rule set 1 applied from 15 March 2017, validation rule set 2 applied from 20 June 2018, validation rule set 3 applied from 15 May 2019 and validation set 4 applied from 27 November 2019.

Note 4 - Identifies that the validation rule was discontinued from the date the indicated set was introduced.