



## Training Quick Reference Guide

### HOW TO COMPLETE AND SUBMIT A \$0 SALES REPORT IN THE VENDER REPORT MANAGEMENT (VRM) PORTAL

**This Reference Guide:**

Provides information to submit a \$0 sales report in the VRM. For more information on VRM sales reporting, please visit the [Submitting Statewide Contract Sales Reports](#) homepage

**Of Special Note:**

Statewide Contract Vendors are required to submit sales reports every quarter. In the absence of sales for a particular quarter, vendors still are required to report \$0 in sales by following the steps below.

STEP	ACTION
1	Log In to the VRM portal. In your Dashboard, click <b>Sales Reports</b> to see the required sales report(s) for your business. On the <b>Sales Report</b> page, choose the Reporting Period by clicking <b>View</b> next to <b>Pending Submission</b> .
2	You will be brought to the <b>This Sales Report</b> tab. Click the <b>Submit Report</b> button.
3	The <b>Sign &amp; Submit This Sales Report</b> window appears. Enter the following: <b>Legal Full Name, Job Title, Legal Company Name, and Today's date</b> . Check the three boxes of acknowledgement: <input type="checkbox"/> <i>By checking this box, I attest that the information in this sales report is accurate to my knowledge.</i> <input type="checkbox"/> <i>By checking this box, I confirm that there are no sales details to submit for this reporting period.</i> <input type="checkbox"/> <i>By checking this box, I confirm that there are no diverse expenditures to submit for this reporting period.</i> Click <b>Submit Sales Report</b> .
4	A dialogue box appears asking if you want to submit the report. Select <b>OK</b>
5	You will be brought back to the <b>This Sales Report</b> tab. At the top of the page, a report confirmation message appears stating <b>"Sales report submitted"</b> .