Training Quick Reference Guide

How to Complete and Submit Sales Reports Using Manual Entry in the Vendor Report Management (VRM) Portal

This Reference Guide:
Provides information to add sales report data manually in the VRM. This is the recommended method if you have less than 10 records to report.

Of Special Note:
Statewide Contract Vendors are required to submit sales reports every quarterly. In the absence of sales for a particular quarter, vendors are still required to report $0 in sales. For guidance on how to submit a $0 sales report; review the *Quick Reference Guide*: **How to Complete and Submit a $0 Sales Report** on the Submitting Statewide Contract Sales Reports homepage.

STEP	ACTION
1	Log In to the VRM. In your Dashboard, click View on the left navigation list. Click ***Sales Reports*** to see all the report(s) for your business.
2	On the ***Sales Report*** page, choose the reporting period by clicking ***View*** next to ***Pending Submission.***
3	You will be brought to the ***This Sales Report*** tab. Click the ***Report Detail*** tab in the tabular menu on top on your screen.
4	In the ***Report Detail*** tab, scroll down the page and select the ***Add Record Manually*** option. A data entry screen appears displaying the report information and a list of fields to be populated. All fields with the red asterisk (*) must be completed. **Note:** If you are unsure about the information to provided, review the descriptions and found on top of each field. If you have more questions, contact the contract manager.
5	Saving options for manual entry: ▪ Save → to save the record and return to the ***Sales Detail*** tab ▪ Save & New (Copy Details) → to save the record, and then copy that data into a new record. Minor edits can be made. ▪ Save & New (Black) → to save the record and generate another sales report details window for a new record.
6	Potential Errors: You will receive an error message if you enter a value in the Purchasing Entity Name that does not match the accepted values. If you believe the value you entered is correct, at the bottom of the record, enter an ***Exception Explanation*** and click ***Resave with Exception***.
7	After all the records are entered manually, return to the ***This Sales Report*** tab. Add your ***Diverse Expenditures*** (if applicable). Select the ***Submit Report*** button. **Note**: For instruction on how to add the Diverse Expenditure, please review the Quick Reference Guide: **How to Complete and Submit a Diverse Expenditure Report**
8	The ***Sign & Submit This Sales Report*** window will appear. Enter the following: legal full name Job Title, Legal Company Name, and date. Check the box/s of acknowledgement. Click on ***Submit Sales Report***.
9	You will be brought back to the ***This Sales Report*** tab. At top of the page, a report confirmation displays "**Sales report submitted".**