

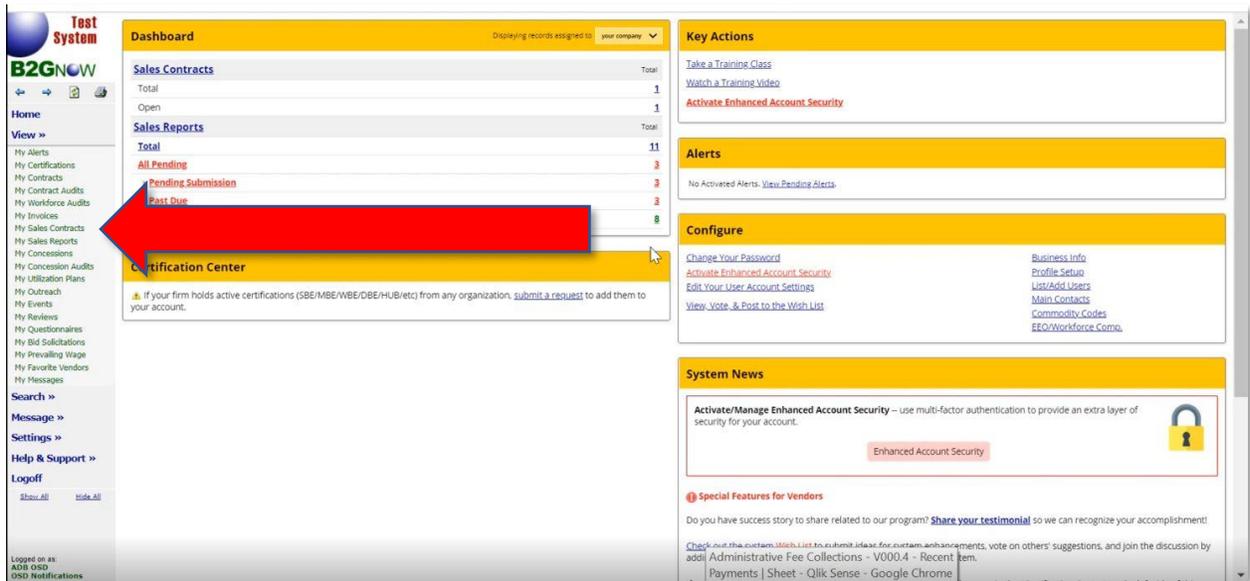
Job Aid:

Vendor Report Management System

How to add an Invoicing Contact

This Job Aid shows how to add an Invoicing Contact in the Vendor Report Management System (VRM)

1. From your Vendor Report Management System home page, or, dashboard, click on the “My Sales Contracts” link in the navigation bar on the left side of the screen.



2. On the “Vendor Profile: Sales Contracts” page, select the Invoicing “Change” link to open a drop-down menu. Select the Invoicing Contact from that drop-down menu. This is the individual that will receive notifications from the VRM.

