



# Job Aid: Vendor Report Management System How to Generate an Invoice

This job aid demonstrates how to generate an invoice for the Statewide Contract Administration Fee.

### VRM Administration Fee update:

Effective October 2022 with FY23 Q1 reporting, Statewide Contract Vendors will use the Vendor Report Management (VRM) system to submit both their quarterly sales reports, as well as Administration Fee payments. Vendors who owe Administration Fee payments for prior quarters should contact the [OSD Admin Fee Administrator](#) for guidance.

### Summary of new payment process:

1. Submit your sales report through the VRM system
2. Once accepted by OSD, the VRM system generates your Administration Fee invoice
3. View and pay the invoice through the VRM system.

### How to Generate an Invoice:

1. To generate an invoice, submit your quarterly sales report
2. Once submitted, the VRM system will display a text box indicating that the report has been submitted and is awaiting approval from OSD staff.

The screenshot shows the Vendor Report Management System interface. At the top, it says 'SUBMITTED' and 'ADB OSD on 9/8/2022 (View Signature)'. There are two main sections: 'Reported Sales' showing '\$900,000 from 1 records' with a 'View Sales Details' button, and 'Diverse Expenditures' showing '\$0 for 0.00%' with a 'View Diverse Expenditures' button. A red box highlights the 'Sales Report Invoice Information' section, which contains the text: 'This is not an invoice. This is the anticipated amount that will be due when this sales report is accepted.' Below this, it shows 'INVOICE AMOUNT \$9,000.00' and 'INVOICE DESCRIPTION Invoice generated based on 1% of the sales report total.' Below the red box, there is a message: 'This report has been submitted but not yet reviewed. If changes are necessary, you can withdraw the report, edit, and resubmit. However, once the report is accepted, no updates are permitted.' with a 'Withdraw Report' button. At the bottom, there is an 'Additional Information' section with links for 'REPORTING DATA TEMPLATE' (Standard, View Template, Download Template) and 'ASSIGNED STAFF' (Anthony Bassett, COMMBUYS Data Analyst; Jonathan Gassen, COMMBUYS Data Analyst (secondary)).

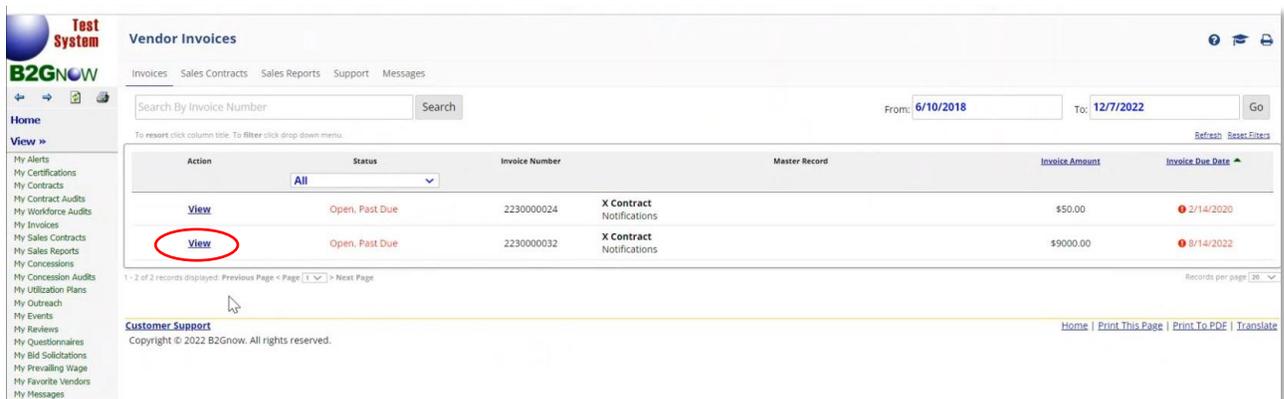
3. The information in the “Sales Report Invoice Information” text box isn’t your invoice. This is the anticipated invoice amount based on 1% of reported sales.
4. When OSD staff review and accept the report, an invoice automatically is generated, and your Invoicing contact is notified.

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- From your VRM home screen, click on “My invoices” in the left side navigation bar to view your invoices.



- From this screen, click the “View” link next to the invoice you would like to view.



The screenshot shows the 'Vendor Invoices' page in the B2Gnow system. The page includes a search bar for 'Search By Invoice Number', date filters for 'From: 6/10/2018' and 'To: 12/7/2022', and a table of invoices. The 'View' links in the table are circled in red.

Action	Status	Invoice Number	Master Record	Invoice Amount	Invoice Due Date
<a href="#">View</a>	Open, Past Due	2230000024	X Contract Notifications	\$50.00	2/14/2020
<a href="#">View</a>	Open, Past Due	2230000032	X Contract Notifications	\$9000.00	6/14/2022

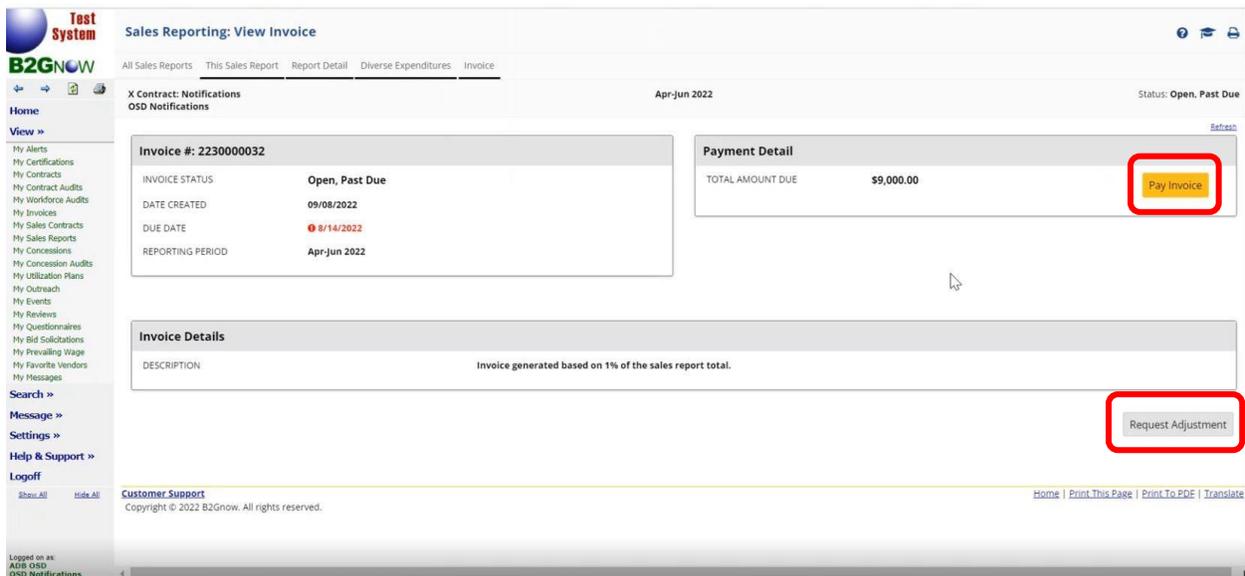
1 - 2 of 2 records displayed: Previous Page < Page [ 1 ] > Next Page

Customer Support  
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7. On the View Invoice screen, you will see your invoice details and total amount due. From here, you may pay your invoice or request a change, if needed.



**Sales Reporting: View Invoice**

All Sales Reports | This Sales Report | Report Detail | Diverse Expenditures | Invoice

X Contract: Notifications | OSD Notifications | Apr-Jun 2022 | Status: Open, Past Due

**Invoice #:** 2230000032

INVOICE STATUS	Open, Past Due
DATE CREATED	09/08/2022
DUE DATE	8/14/2022
REPORTING PERIOD	Apr-Jun 2022

**Payment Detail**

TOTAL AMOUNT DUE	\$9,000.00
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**Invoice Details**

DESCRIPTION: Invoice generated based on 1% of the sales report total.

**Buttons:** Pay Invoice, Request Adjustment