

## Job Aid: <u>Vendor Report Management System</u> How to Pay an Invoice

This job aid shows how to pay the Statewide Contract Administration Fee through the Vendor Report Management System (VRM)

1. In the "Payment Detail" box, locate the Total Amount Due and the "Pay Invoice" button.

Test System	Sales Reporting: View Invoice	G 🗢 0					
B2GNOW	All Sales Reports This Sales Report Report Detail Diverse Expenditures Invoice						
↔ →	X Contract: Notifications	Apr-Jun 2022 Status: Open, Past Due					
Home	OSD Notifications						
View »		Bafrash					
My Alerts My Cortifications	Invoice #: 2230000032	Payment Detail					
My Contracts My Contract Audits My Workforce Audits	INVOICE STATUS Open, Past Due DATE CREATED 09/08/2022	TOTAL AMOUNT DUE \$9,000.00 Pay Invoice					
My Sales Contracts My Sales Reports	DUE DATE 0 8/14/2022						
My Concessions My Concession Audits My Utilization Plans My Outreach My Events My Reviews	REPORTING PERIOD Aprjun 2022						
My Questionnaires My Bid Solicitations	Invoice Details						
My Prevailing Wage My Favorite Vendors My Messages	DESCRIPTION Invoice general	ted based on 1% of the sales report total.					
Search »							
Message »		Dequest Adjustment					
Settings »		request regulation					
Help & Support »							
Logoff							
Show All Hide All	Customer Support Copyright © 2022 B2Gnow, All rights reserved.	Home   Print This Page   Print To PDF   Translate					
Logged on as: ADB OSD OSD Notifications	4						

 Selecting the "Pay Invoice" button will move you to the nCOURT payment system. The Description, Admin Fee Invoice number, and Amount will auto populate. Complete your payment information and click submit to pay. Vendors may submit payments by Automated Clearing House (ACH) debit or by credit card (a 2.79% convenience fee will be assessed for credit card payments). As of October 2022, vendors no longer need a Control Number to submit their Administration Fee payments.

Invoice for Apr-Jun 2022 sales report.	Admin Fee Invoice	Amount
Invoice for Apr-lup 2022 sales report		
interest of the second second second	2230000032	\$9,000.00
		\$9,000.00
	Con Total A	venience Fee : \$251.10 mount Due: \$9,251.10
Billing Information	Payment Information © Credit/Debit Card O Elect	ronic Check/ACH
International Address	Card Type	



## Job Aid: <u>Vendor Report Management System</u> How to Pay an Invoice

3. On the Invoice Page, the invoice status will display as "pending" while your payment is being processed. The VRM page will auto refresh, and they should give it a few second to allow the status to update to paid.

System	Sales Reporting: View Invoice				0 🖻 🖨		
B2GNOW	All Sales Reports This Sales Report Report Detail Diverse Expenditures Invoice						
4 4 🗿 🎒	X Contract: Notifications	Apr-Ju	n 2022		Status: Payment Pending		
Home	OSD Notifications						
View »						Refresh	
My Alerts	Invoice #: 2230000032		Payment Detail				
My Contracts My Contract Audits My Workforce Audits	INVOICE STATUS Payment Pending		TOTAL AMOUNT DUE	\$9,000.00		Reset to Open	
My Invoices	DATE CREATED 09/08/2022						
My Sales Contracts My Sales Reports	DUE DATE 0 8/14/2022						
My Concessions	REPORTING PERIOD Apr-Jun 2022						
My Utilization Plans					B		
My Outreach My Events							
My Reviews							
My Questionnaires My Bid Solicitations	Invoice Details						
My Prevailing Wage My Favorite Vendors My Messages	DESCRIPTION	oice generated based on 1% of the sales re	port total.				
Search »							
Message »							
Settings »							
Help & Support »	Customer Support				Home   Prin	nt This Page   Print To PDF   Translate	
Logoff	Copyright © 2022 B2Gnow. All rights reserved.						
Show All Hide All							
Logged on as							
OSD Notifications	4						