

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		0 🕿 🖯			
B2GNOW	All Sales Reports This Sales Report Report Detail Diverse Expenditures Invoice					
↔ → ② 	X Contract: Notifications	Apr-Jun 2022	Status: Open, Past Due			
Home	OSD Notifications					
View »			Refresh			
My Alerts My Certifications	Invoice #: 2230000032	Payment Detail				
My Contracts My Contract Audits My Workforce Audits My Invoices	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 08/14/2022					
My Concessions My Concession Audits My Utilization Plans My Outreach My Events My Reviews	REPORTING PERIOD Apr-jun 2022		T			
My Questionnaires My Bid Solicitations	Invoice Details					
My Prevailing Wage My Favorite Vendors My Messages	DESCRIPTION Invoice general	ated based on 1% of the sales report total.				
Search »						
Message »			Request Adjustment			
Settings »			Request hojasthere			
Help & Support »						
Logoff						
Show All Hide All	Customer Support Copyright © 2022 B2Gnow, All rights reserved.		Home Print This Page Print To PDE 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.

Description Invoice for Apr-Jun 2022 sales report.	Admin Fee Invoice 2230000032	Amount \$9,000.00
Invoice for Apr-Jun 2022 sales report.	2230000032	
		\$9,000.00
		nience Fee : \$251.10 ount Due: \$9,251.10
Billing Information	Payment Information	nic Check/ACH
International Address		



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.

Test System	Sales Reporting: View Invoice					0 🖻 🖨
B2GNOW	All Sales Reports This Sales Report Report Detail Diverse Expen	iditures Invoice				
4 4 🗟 🎒	X Contract: Notifications OSD Notifications		Apr-Jun 2022		Status: Payment Pending	
Home						
View »						Refresh
My Alerts My Certifications	Invoice #: 2230000032		Payment Detail			
My Contracts My Contract Audits	INVOICE STATUS Payment Pending		TOTAL AMOUNT DUE	\$9,000.00		Reset to Open
My Workforce Audits My Invoices	DATE CREATED 09/08/2022					
My Sales Contracts	DUE DATE 08/14/2022					
My Sales Reports My Concessions	REPORTING PERIOD Apr-Jun 2022					
My Concession Audits My Utilization Plans					6	
My Outreach					10	
My Events My Reviews						
My Questionnaires My Bid Solicitations	Sonnaires					
My Prevailing Wage						
My Favorite Vendors My Messages	DESCRIPTION	Invoice generated based on 1% of the s	ales report total.			
Search »						
Message »						
Settings »						
Help & Support »	Customer Support				Home	Print This Page Print To PDF Translate
Logoff	Copyright © 2022 B2Gnow. All rights reserved.					
Show All Hide All						
Logged on as: ADB OSD						
ADB OSD OSD Notifications	4					And in case of the local division of the loc