

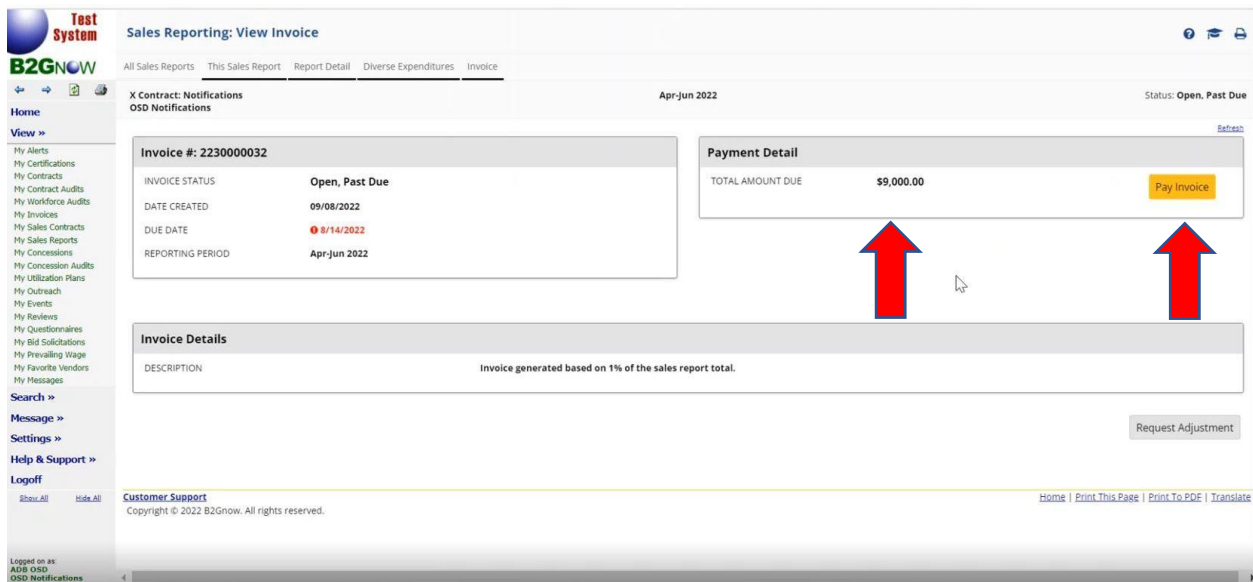
Job Aid:

Vendor Report Management System

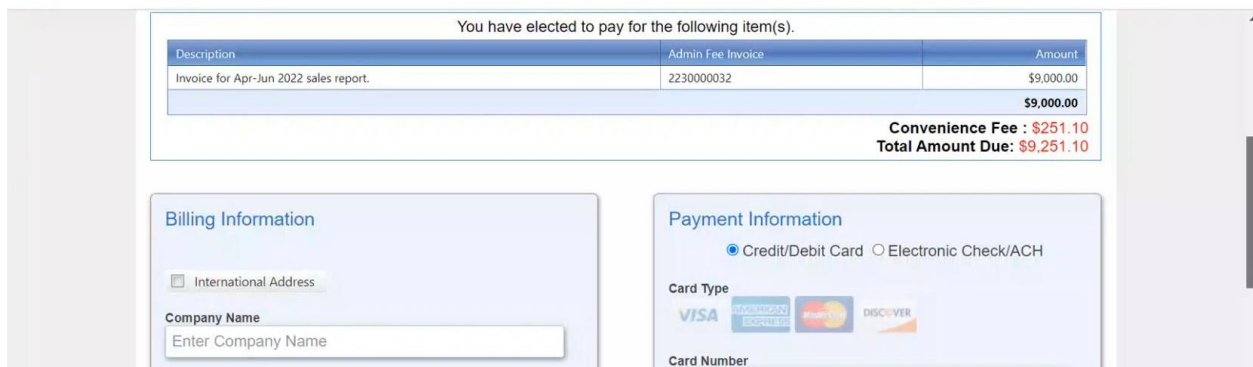
How to Pay an Invoice

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.



2. 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.





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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.

Sales Reporting: View Invoice

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

X Contract: Notifications | OSD Notifications | Apr-Jun 2022 | Status: **Payment Pending**

Invoice #: 2230000032

INVOICE STATUS:	Payment Pending
DATE CREATED:	09/08/2022
DUE DATE:	8/14/2022
REPORTING PERIOD:	Apr-Jun 2022

Payment Detail

TOTAL AMOUNT DUE	\$9,000.00	Reset to Open
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Invoice Details

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