

Job Aid:

Vendor Report Management System

How to Request a Deferral or Adjustment

This Job Aid shows how to request a change to your 1% Administration Fee Invoice through the Vendor Report Management System (VRM)

1. Vendors may request changes to their Invoice amount through the VRM. Vendors must provide the requested amount, a detailed explanation, and supporting documentation to explain submitting an Administration Fee that is less than the contractual invoice amount. Requests are reviewed by OSD, and vendors receive notifications through the VRM regarding next steps. There are two methods of change available:

a. Deferral

- i. Requesting a total or partial deferment of the amount due that quarter.
Example: A vendor is awaiting payment from the buyer for a large-dollar sale. The Administration Fee due on this outstanding payment may be deferred to the next quarter when payment is received from the buyer.

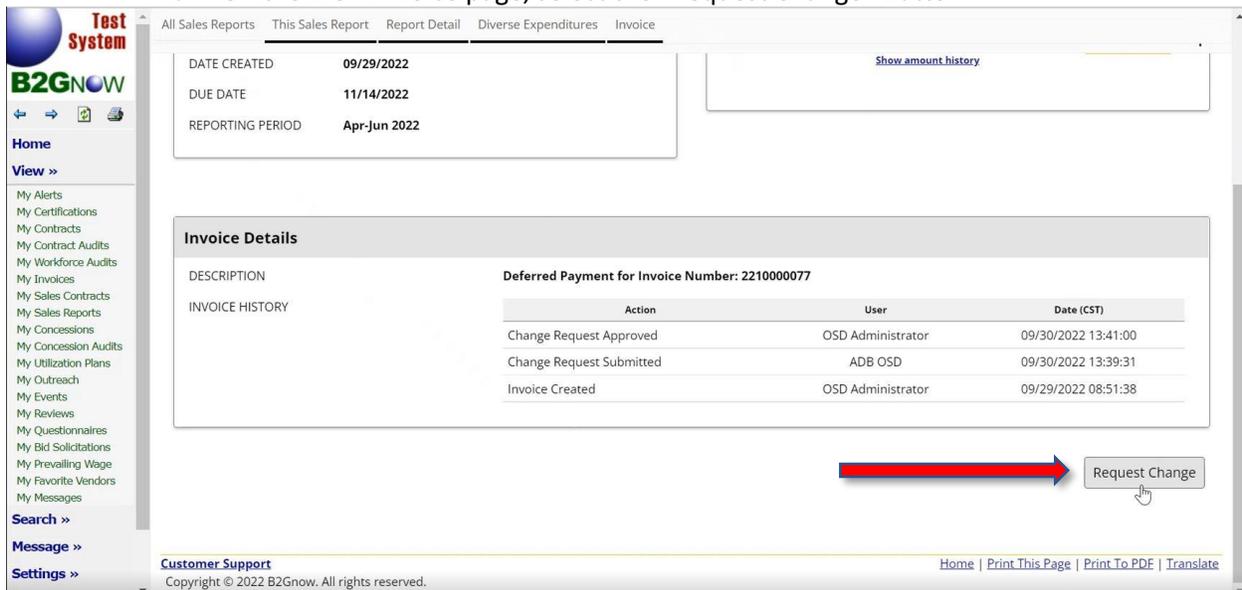
b. Adjustment

- ii. A change to the amount due that payment quarter. Example: a Prompt Pay Discount (PPD) reduces the buyer’s payment, thereby lowering total sales paid to the vendor. The vendor may request an adjustment for the PPD amount

Note: If vendors require both a **Deferral and an Adjustment** within a reporting quarter, vendors should file a Deferral request first, then, once approved, vendors may request an Adjustment based on the new invoice created.

2. To request a change

- a. On the View Invoice page, select the “Request Change” Button.



The screenshot shows the 'View Invoice' page in the VRM system. The breadcrumb trail at the top reads: All Sales Reports > This Sales Report > Report Detail > Diverse Expenditures > Invoice. The main content area displays invoice details for invoice number 2210000077, including the date created (09/29/2022), due date (11/14/2022), and reporting period (Apr-Jun 2022). Below this, the 'Invoice Details' section shows a description of 'Deferred Payment for Invoice Number: 2210000077' and an 'INVOICE HISTORY' table. The table has columns for Action, User, and Date (CST). The actions listed are 'Change Request Approved', 'Change Request Submitted', and 'Invoice Created'. A red arrow points to the 'Request Change' button located at the bottom right of the page.

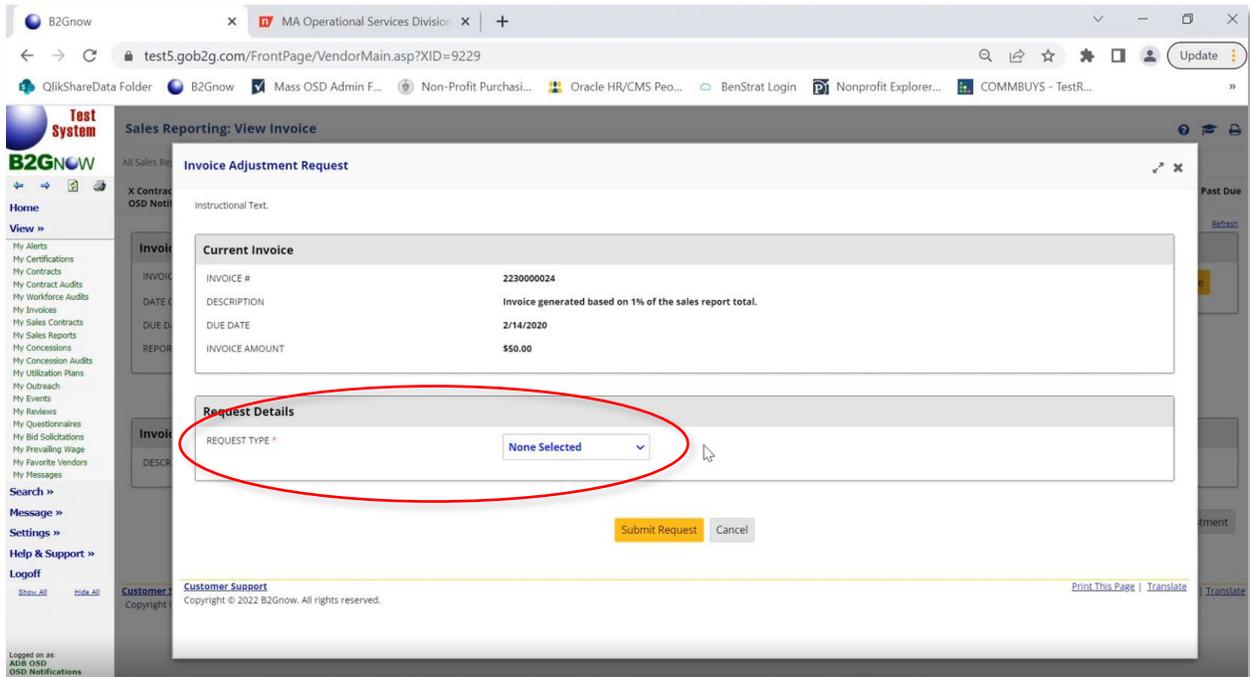
| Action | User | Date (CST) |
|--------------------------|-------------------|---------------------|
| Change Request Approved | OSD Administrator | 09/30/2022 13:41:00 |
| Change Request Submitted | ADB OSD | 09/30/2022 13:39:31 |
| Invoice Created | OSD Administrator | 09/29/2022 08:51:38 |

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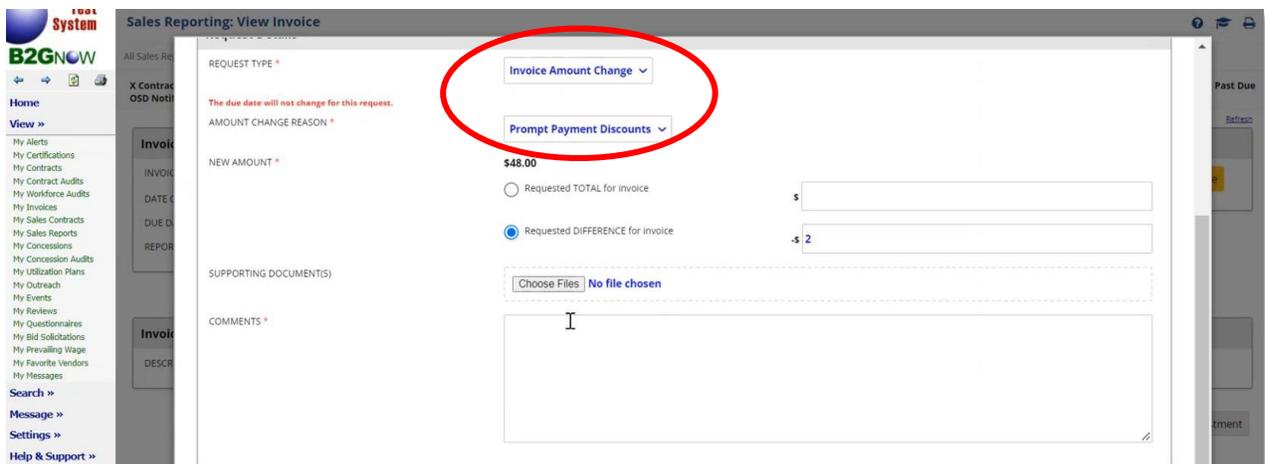
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3. On the "Invoice Adjustment Request Screen" you have the option to select Adjustment or Deferral from the drop-down menu.

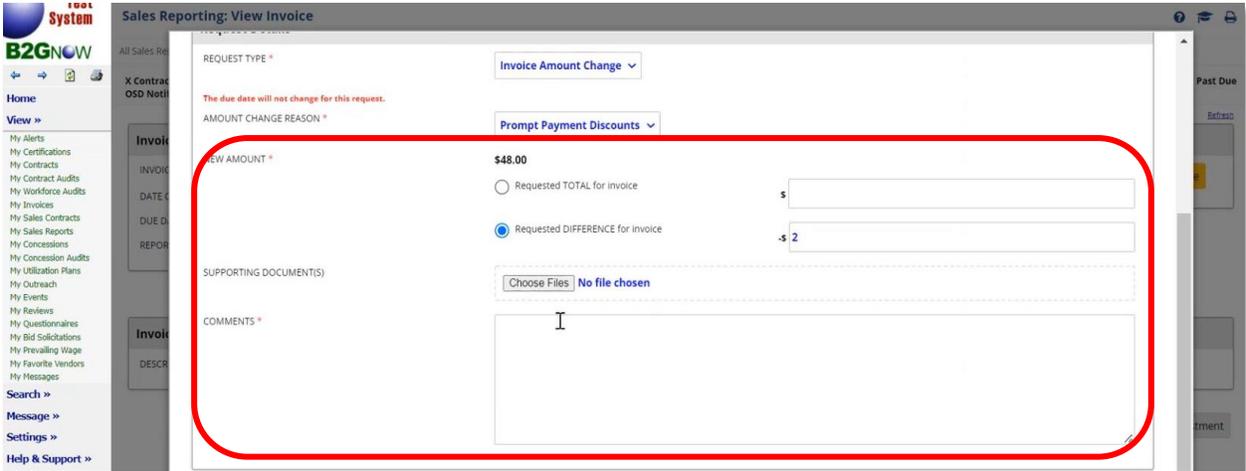


4. On the invoice adjustment screen, select the reason you are requesting a change from the drop-down menu. This action is required for adjustments and deferrals. Note: Adjustment requests do not change the due date.



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5. Vendors will enter either the requested invoice total or the amount of the requested change. For Adjustments and Deferrals, you must provide justification for submitting an Administration Fee payment that is less than the contractual amount and include supporting documentation.



6. After completing the required fields, click the “Submit Request” button. Vendors will be notified via the VRM if their request is approved or denied. If approved, a new invoice is generated. Navigate to the new invoice by selecting “My Invoices” from the left side navigation bar.

