

Job Aid: <u>Vendor Report Management System</u> 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)

- 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
 - 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

All Sales Reports This Sales Report Report	Detail Diverse Expenditures Invoice		
DATE CREATED 09/29/2022		Show amount histor	У
DUE DATE 11/14/2022			
REPORTING PERIOD Apr-Jun 2022			
Invoice Details			
DESCRIPTION	Deferred Payment for Invoice Number:	2210000077	
INVOICE HISTORY	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
			Reques
		-	· ,



Job Aid: <u>Vendor Report Management System</u> How to Request a Deferral or Adjustment

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

B2Gnow		× MA Operational Servic	es Division 🗙 🃋 -							\sim	-	٥	×
← → C	test5.g	gob2g.com/FrontPage/VendorMain.a	sp?XID=9229					Q		* 0		Upd	ate 😧
QlikShareData	Folder 🧉	B2Gnow Mass OSD Admin F	Non-Profit Pure	nasi 🙁 Or	racle HR/CMS Peo	👄 BenStrat Login	D Nonprofit Explorer		MBUYS - Te	estR			*
Test System	Sales Rej	porting: View Invoice										0	8 8
B2GNOW	All Sales Re	Invoice Adjustment Request									2	×	
Home View »	X Contrac OSD Notif	Instructional Text.											Past Due <u>Refresh</u>
My Alerts My Certifications	Invoid	Current Invoice											
My Contracts	INVOIC	INVOICE #		230000024								11	
My Workforce Audits	DATE	DESCRIPTION		nvoice generated	d based on 1% of the sal	es report total.							
My Invoices My Sales Contracts	DUE D.	DUE DATE		/14/2020								11	
My Sales Reports My Concessions My Concession Audits My Utilization Plans My Outreach	REPOR	INVOICE AMOUNT		50.00									
My Events My Reviews		Request Details											
My Questionnaires My Bid Solicitations My Prevailing Wage My Favorite Vendors My Messages	Invoic DESCR	REQUEST TYPE *		None Selected	$ \rightarrow) $	\$						Ц	
Search »												-	
Message »					and the second se							- 1	ment
Settings »					Submit Reque	st Cancel							
Help & Support »													
Logoff Show All Hide All	Customer S Copyright (Customer Support Copyright © 2022 B2Gnow. All rights reserved.								Print This P	age <u>Tra</u>	nslate	Translate
Logged on as ADB OSD OSD Notifications		_	_	_	_	_	_	_	_	_	-		

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

System	Sales Repo	orting: View Invoice			0	
B2GNOW	All Sales Re	REQUEST TYPE *	Invoice Amount Change 🗸		^	
◆	X Contrac					Past Due
Home		The due date will not change for this request.				
View »	-	AMOUNT CHANGE REASON *	Prompt Payment Discounts ~			Refresh
My Alerts	Invoid					
My Certifications		NEW AMOUNT *	\$48.00			
My Contract Audits	INVOIC					
My Workforce Audits			Requested TOTAL for invoice			
My Invoices	DATEC			3		
My Sales Contracts	DUED					
My Sales Reports			Requested DIFFERENCE for invoice			
My Concessions	REPOR			-3 2		
My Concession Audits						
My Utilization Plans		SUPPORTING DOCUMENT(S)				
My Outreach			Choose Files No file chosen			
My Events						
My Reviews	-	COMMENTS *	Т			-
My Questionnaires	Invoir	COMMENTS	L 1			
My Bravailing Wage						
My Favorite Vendore	DESCR					
My Messages	DESCH					
Search »						
Message »						topost
Settings »				4		timent
Help & Support »						



Job Aid: <u>Vendor Report Management System</u> How to Request a Deferral or Adjustment

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.

System	Sales Repo	orting: View Invoice			0	
	All Sales Re	REQUEST TYPE *	Invoice Amount Change 🐱		-	
Home	OSD Notil	The due date will not change for this request.				Past Due
View »		AMOUNT CHANGE REASON *	Prompt Payment Discounts 🐱			Refresh
My Alerts My Certifications My Contracts	Invoic	EW AMOUNT *	\$48.00			
My Contract Audits My Workforce Audits My Invoices	DATEC		Requested TOTAL for invoice	\$		
My Sales Contracts My Sales Reports My Concessions	DUE D. REPOR		Requested DIFFERENCE for involce	-5 2		
My Utilization Plans My Outreach My Events		SUPPORTING DOCUMENT(S)	Choose Files No file chosen			
My Reviews My Questionnaires My Bid Solicitations My Prevailing Wage My Favorite Vendors My Messages	Invoi c DESCR	COMMENTS *	I			
Search »						
Message »						tment
Settings » Help & Support »						

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.

Test System	Sales Repo	orting: View Invoice		0	
B2GNOW	All Sales Re	REQUEST TYPE *		1	•
⇔ ⇒ 🔮 🍛	X Contrac		Invoice Amount Change 🖌		Past Due
Home	OSD Notil	The due date will not change for this request.			
View »		AMOUNT CHANGE REASON *	Prompt Payment Discounts 🗸		Refresh
My Certifications My Contracts My Contract Audits My Workforce Audits My Invoices My Sales Contracts My Sales Reports My Concessions	INVOIC DATE C DUE D. REPOR	NEW AMOUNT *	\$48.00 Requested TOTAL for invoice \$ 		•
My Concession Audits My Utilization Plans My Outreach My Events		SUPPORTING DOCUMENT(S)	Choose Files No file chosen		
My Reviews My Questionnaires My Bid Solicitations My Prevailing Wage My Favorite Vendors My Messages	Invoic DESCR	COMMENTS *	I		
Search »					
Message »					and the second s
Settings »			6		tment
Help & Support »					
Logoff				1	
Show All Hide All	Customer S Copyright (Submit Request Cancel		<u>Translate</u>
Logged on as ADB OSD OSD Notifications					