

# This Job Aid shows how to navigate manual invoicing through the Vendor Report Management System (VRM)

1. From your VRM home screen, click on "My Invoices" in the left side navigation bar. See image below.



2. From this page, click on the "Sales Reports" tab, located in the top-center-left of the window.

2GNOW		to Sales Reports Mex					
⇒ 🖻 🍏	Search By Invoice	Number Search		From:	7/29/2022	To: 1/25/2023	Go
N »	To resort click column tit	de. To filter click drop down menu.					Refresh Reset Filter
Alerts	Action	Status	Invoice Number		Master Record	Invoice Amount	Invoice Due Date 🔺
Certifications Contracts	1-	All ~					
Contract Audits Workforce Audits	View	No Charge	2220000034	X Contract Notifications		\$0.00	-
rivoices Sales Contracts Sales Reports	View	Paid (9/19/2022)	2230000032	X Contract Notifications		\$9000.00	8/14/2022
Concessions Concession Audits	View	Open, Past Due	2210000077	X Contract Notifications		\$4478.00	<b>0</b> 8/14/2022
My Utilization Plans My Outreach My Events My Reviews My Questionnaires My Bid Solicitations	View	Payment Pending	2210000109	X Contract Notifications		\$40.00	11/14/2022
	View	Payment Pending	2220000018	X Contract Notifications		\$25.00	11/14/2022
revailing Wage avorite Vendors lessages	View	Paid (9/15/2022)	2230000040	X Contract Notifications		\$24.00	11/15/2022
nessages rch »	1 - 6 of 6 records displayed:	Previous Page < Page 1 V > Next Page					Records per page 20



3. After clicking on the "Sales Reports" tab, look for the report that is Pending Submission (see image below) and click "View"

System	Marrage	es Sales Reports Bid Solicitations Outreach								
B2GNOW	message	ales reports bid solicitations outreach								
4	Sh	now ONLY records assigned to you								
Home						From:	10/27/2020	To:	10/27/2023	Go
View »	To resort	click column title. To filter click drop down menu.							User Manual Refr	esh Tak
My Alerts My Certifications	View	Status	Reporting Period	Due Date	Submitted	Reviewed	Organizati		Contr	
My Contracts My Contract Audits		All 🗸					All	~	All	~
My Workforce Audits My Invoices	View	Accepted	Jul-Sep 2022	11/14/2022	10/3/2022	10/25/2022	MAOSD		X Conti Notifica	
My Sales Contracts My Sales Reports	View	Submitted, Pending Review	Apr-Jun 2022	8/14/2022	9/8/2022		MAOSD		X Conti Notifica	
My Concessions My Concession Audits	View	Accepted	Jan-Mar 2022	5/15/2022	9/20/2022	9/20/2022	MAOSD		X Conti Notifica	
My Utilization Plans My Outreach	View	Accepted	Oct-Dec 2021	2/14/2022	9/8/2022	10/25/2022	MAOSD		X Conti Notifica	
My Events My Reviews My Operationnalistic	View	Accepted	Jul-Sep 2021	11/14/2021	9/26/2022	9/26/2022	MAOSD	0	X Conti Notifica	
My Prevailing Was	Men.	Pending Submission (Past Due)	un 2021	0 8/14/2021			MAOSD		X Conti Notifica	
My Favorite Vendors My Messages	Xiew	Pending Submission (Past Due)	Jan-Mar 2021	0 5/15/2021			MAOSD		X Conti Notifica	
Search »	1 - 7 of 7	records displayed: Previous Page < Page 1 🗸 >	Next Page					- 13	Records per page	20

4. When you've clicked the "View" link in the "Sales Report" tab, you will see the Sales Report screen, similar to the image below, and that its status is Pending Submission.

Test System	Sales Reporting: View Sales Re All Sales Reports This Sales Report Report				Help & Tools 💥
B2GN€W ⇔ ⇒ இ @	Commonwealth of Massachusetts Ope X Contract: Notifications OSD Notifications	rational Services Division	Apr-Jun 2021 Pending Submission		Reported Sales: <b>\$0</b> Diverse Expenditures: <b>\$0</b> Diverse Percent: <b>0%</b>
View »					User Manual Refresh
My Alerts My Certifications	Sales Report Information				
My Contracts	VENDOR	OSD Notifications			
My Contract Audits My Workforce Audits	REPORTING PERIOD	Apr-Jun 2021			
My Invoices	STATUS	Pending Submission			
My Sales Contracts My Sales Reports My Concessions	DUE DATE	8/14/2021 🕕 PAST DU	E	3	
My Concession Audits My Utilization Plans My Outreach My Events	Reported Sales		Diverse	Expenditures	
My Reviews My Questionnaires My Bid Solicitations My Prevailing Wage My Favorite Vendors		from <b>0</b> records		\$0 for 0.00%	ditures
My Messages					
Search »	·				
Message » Settings »	This report has not ye	t been submitted. When all records have	been added for the reporting	g period, you can submit this report by clicking	Submit Report.



5. Scroll down until you see the "Submit Report" button in the bottom-middle of the screen. Click the "Submit Report" button.

Test	Sales Report Information		
System	VENDOR	OSD Notifications	
GNOW	REPORTING PERIOD	Apr-Jun 2021	
🔹 🍙	STATUS	Pending Submission	
	DUE DATE	8/14/2021 🕕 PAST DUE	
s ifications racts	Reported Sales		Diverse Expenditures
ract Audits dorce Audits	<b>\$0</b> from	0 records	\$0 for 0.00%
loes			
s Contracts s Reports	View/Add S	ales Details	View/Add Diverse Expenditures
cessions cession Audits			
ation Plans			
each its	This report has not yet be	en submitted. When all records have been added	for the reporting period, you can submit this report by clicking Submit Report.
ews			
stionnaires Solicitations		Submi	it Report
ailing Wage	L		45"
rite Vendors sages			
>>	Additional Information		
>>			
je »	REPORTING DATA TEMPLATE	Standard <u>View Template</u> Down	

6. A pop-up will appear, see image below. Enter a description of the products or services rendered in accordance with the contractual agreement between the entity and OSD.

Test 🗧	Sales Report Informa	ation		
System	VENDOR	OSD Notifi	cations	
B2GNOW	REPORTING PERIOD	Apr-Jun 20	21	
⇔ ⇒ 🙆 🌆	STATUS	Pending Su	bmission	
Home	DUE DATE			<u></u>
View »	Sign	& Submit This Sales	Report	
My Alerts My Certifications	Reported Sa			Close
My Contracts	Reported of			* Required Entry
My Contract Audits My Workforce Audits	Propose	d Invoice		
My Invoices My Sales Contracts	Enter de	scription and amount for invoice. When th	e submitted sales report is accepted, the invoice will be generat	ed with this information.
My Sales Contracts My Sales Reports	Invoice D	Description *	Invoice Amount •	
My Concessions My Concession Audits				
My Utilization Plans My Outreach My Events		ur name and information below to sign thi to complete the process.	is sales report. Review any acknowledgement(s) required, check	the box(es), and click Submit Sales
My Reviews My Questionnaires My Bid Solicitations My Prevailing Wage	Туре уос	ur full, legal name •	Type your title •	
My Favorite Vendors				
My Messages			•	
Search »	Additional Informati	on		
Message »	REPORTING DATA TEMPLAT	F Standard	View Template Download Template	
Settings »	ASSIGNED STAFF FOR REPOR		assett, COMMBUYS Data Analyst	



7. Continue to fill out all of the required fields, as indicated by the red asterix, and be sure to click the attestation and confirmation check boxes. When your information is complete, click the "Submit Sales Report" button to submit the report to OSD for review.

Test -	Sales Report Information			
System	VENDOR	OSD Notifications		
B2GNOW	REPORTING PERIOD	Apr-Jun 2021		
⇔ ⇒ 🙆 🌆	STATUS	Pending Submissio	n	
Home	DUE DATE			-
View »	Type your full, legal	name •	Type your title *	
My Aatts My Certifications My Contracts My Contract Audits My Contract Audits My Contracts My Sales Contracts My Sales Reports My Concessions My Concessions My Concessions My Concessions My Contract My Utilization Rens My Contract My	OSD Notification	is box, I attest that the information in th is box, I confirm that there are no sales o is box, I confirm that there are no divers	Enter today's date * 10/27/2022 s sales report is accurate to my knowledge.* fetails to submit for this reporting period.* e expenditures to submit for this reporting period.*	
Search »	Additional Information			
Message » Settings »	REPORTING DATA TEMPLATE		emplate Download Template OMMBUYS Data Analyst	

8. Tip: If you have a pre-payment discount or if you want to apply for an adjustment, you may do that after the invoice amount is created. See OSD Job Aid: "How to Request a Deferral or Adjustment to Your Invoice." Be mindful that you don't calculate for those discounts on this screen. The invoice must be created, accepted, and filed before requesting an adjustment.

System 2GN€W ⇒ 🖻 🈅	All Sales Report This Sales Report Report Detail DI Commonwealth of Massachusetts Operational S X Contract: Notifications OSD Notifications	Contraction of the	Apr-Jun 2021 Submitted, Pending Rev	iew	Reported Sales: Diverse Expenditures: Diverse Percent:
N » Alerts Certifications			Sales report submitte	ιd.	
Contracts Contract Audits Vorkforce Audits nvolces	Sales Report Information				User Manual Br
ales Contracts ales Reports oncessions oncession Audits tilization Plans lutreach vents	VENDOR REPORTING PERIOD STATUS SUBMITTED	OSD Notificati Apr-Jun 2021 <mark>Submitted, Per</mark> <u>ADB OSD</u> on 10		13-	
rlews estionnaires Solicitations vailing Wage	Reported Sales		Diver	se Expenditures	
vorite Vendors ssages	\$0 from 0 records			\$0 for 0.00%	
h » Ige » gs »	View Sales De	tails		View Diverse Expenditures	



9. Scrolling down and notice the text box "Sales Report Invoice Information." The information in the text box isn't your invoice. This is the anticipated invoice amount based on the sales reported off of the agreement during the current quarter.

When OSD staff review and accept the report, an invoice is automatically generated and your Invoicing Contact is notified.

Reported Sales     Spondo     Spondo     Spondo        Spondo           Spondo   Spondo           Spondo   Spondo       Spondo   Spondo       Spondo   Spondo          Spondo   Spondo             Spondo   Spondo     Spondo     Spondo  Spondo  Spondo  Spondo  Spondo  Spondo  Spondo Spondo  Spondo  Spondo  Spondo </th <th>Test System</th> <th colspan="7"></th>	Test System							
ever set       Weer Sales Details         Weer Sales Details       Sole Sales Control         Weer Sales Details       Weer Sales Details         Weer Sales Details       Sole Sales Control         Weer Sales Details       Weer Sales Control         Weer Sales Details	32GN€W	Reported Sales		Diverse Expenditures				
<ul> <li>Sector Sector Se</li></ul>	lome fiew »							
V provide V	ly Certifications ly Contracts ly Contract Audits		View Sales Details	View Diverse Expenditures				
Constantian Life         The set on Number. These the set of coupled almost of that will be due when the list set on report is accepted. The set on list is the set of coupled almost of that will be due when the list set on report. Set of the	ty Invoices ty Sales Contracts	Sales Report Invoice Information						
Visition of a Support   Spring	ty Sales Reports ty Concessions	This is not an involce. This is the anticipated amo	unt that will be due when this sales report is accepted.					
V classical in Voluce DESCRIPTION     Invoice generated based on the of the sales report testal.       V classical in Voluce DESCRIPTION     Invoice generated based on the of the sales report testal.       V classical in Voluce DESCRIPTION     Invoice generated based on the of the sales report testal.       V classical in Voluce DESCRIPTION     Invoice generated based on the of the sales report testal.       V classical in Voluce DESCRIPTION     Invoice generated based on the of the sales report testal.       V classical in Voluce DESCRIPTION     Invoice generated based on the of the sales report testal.       V classical in Voluce DESCRIPTION     Invoice generated based on the of the sales report testal.       V classical in Voluce DESCRIPTION     Invoice DESCRIPTION       V classical in Voluce DESCRIPTION     Invoice generated based on the of the sales report testal.       V classical in Voluce DESCRIPTION     Invoice DESCRIPTION       V classical in Voluce DESCRIPTION     Invoice generated based on the of the sales report testal.       V classical in Voluce DESCRIPTION     Invoice DESCRIPTION       V classical in Voluce DESCRIPTION     Invoice DESCRIPTION       V classical in Voluce DESCRIPTION     Invoice generated based on the of the sales report testal.       V classical in Voluce DESCRIPTION     Invoice DESCRIPTION       V classical in Voluce DESCRIPTION     Invoice generated based on the of the sales report testal.       V classical in Voluce DESCRIPTION     Invoice DESCRIPTION	ly Concession Audits	INVOICE AMOUNT	\$9,000.00					
V Qualiformal V Possibility varies V Possibility varies	y Outreach y Events	INVOICE DESCRIPTION	Invoice generated based on 1% of the sales r	eport total.				
essage >	ly Questionnaires ly Bid Solicitations ly Prevailing Wage ly Favorite Vendors ly Messages	This report has been submitted but not yet reviewed. If changes are necessary, you can withdraw the report, edit, and resubmit. However, once the report is accepted, no updates are permitted.						
Additional Information       dp 8 Support H golf     REPORTING DATA TEMPLATE       Standard View Template     Standard View Template       ASSIGNED STAFF     Anthony Basett: COMMBUYS Data Analyst Jonathan Gason: COMMBUYS Data Analyst       NOTES     NOTES	sarch »							
goff         ERCORTING DATA TEMPLATE         Standard         View Template         Developmental           based         based         ASSGRED STAFF         Anthony Reset: COMMUNY Data Analyst Jonathan Gason, COMMBUYS Data Analyst (secondary)           NOTES         NOTES         NOTES	ettings »	Additional Information						
Librarial         Initial         Astignetic for MMBUYS bata Analyst           Librarial         Initial         Astignetic for MMBUYS bata Analyst           Jonathan Gasson         COMMBUYS bata Analyst           NOTES         Initial								
	-	ASSIGNED STAFF		secondary)				
		NOTES						
	opped on as	L						