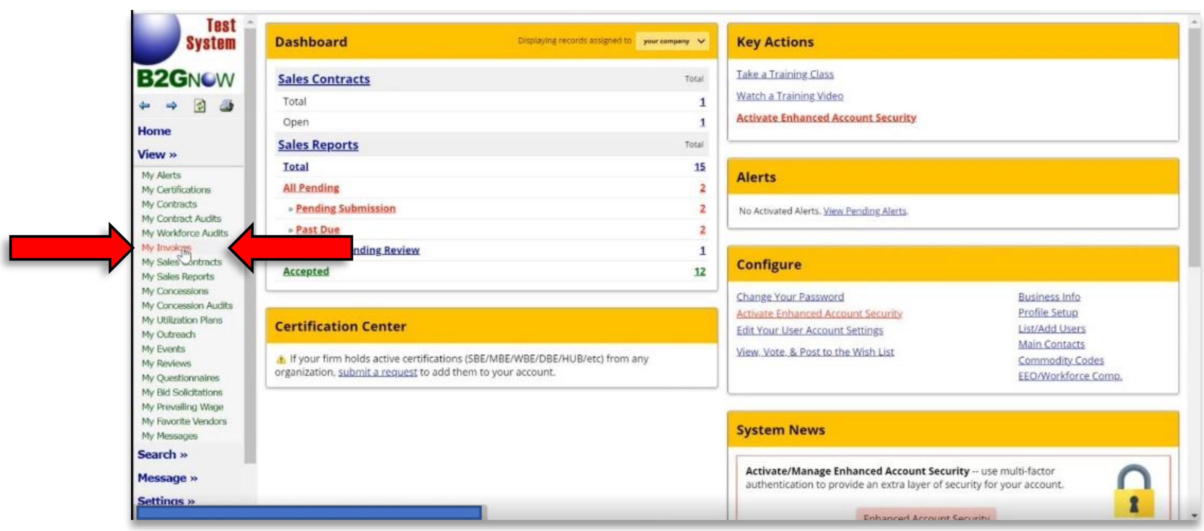
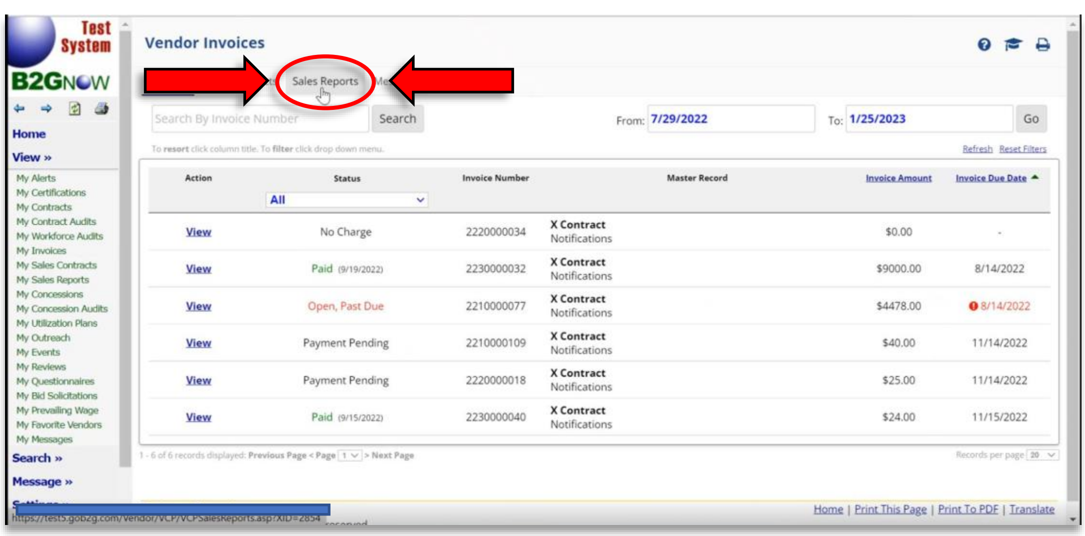
Job Aid:
[Vendor Report Management System](#)
How to Navigate Manual Invoicing

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.

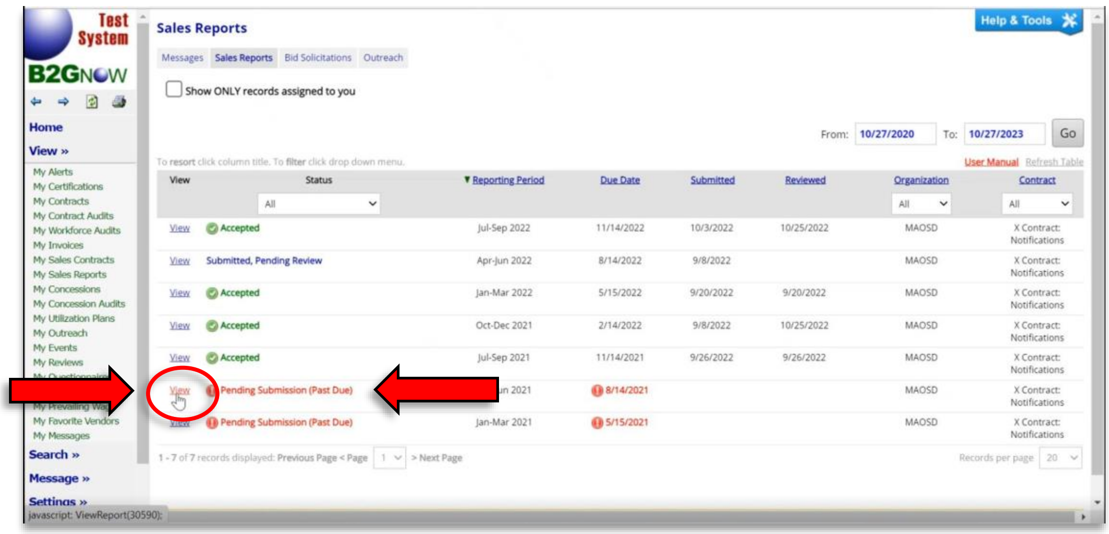


Job Aid:

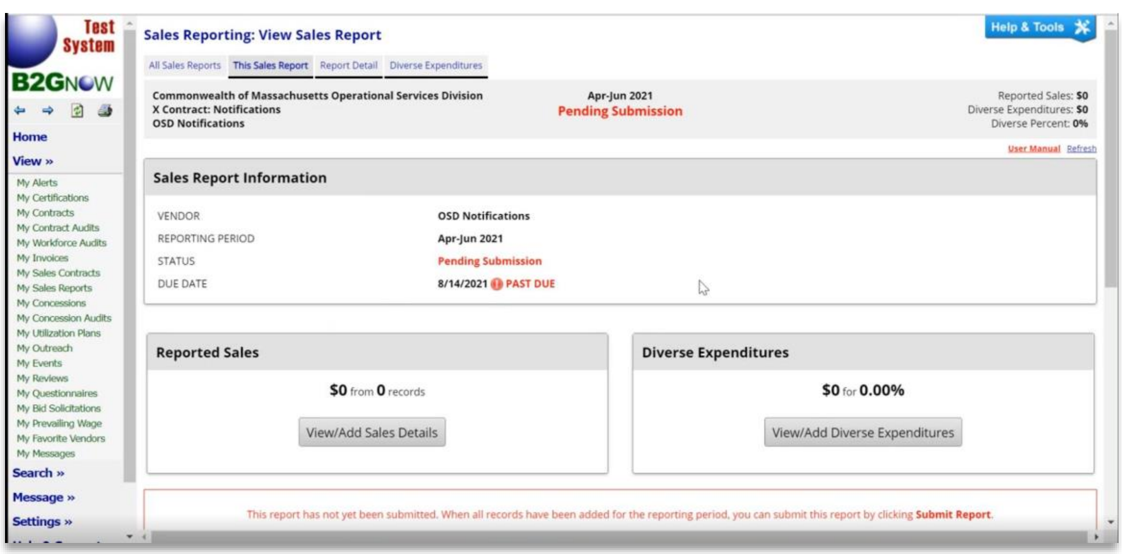
[Vendor Report Management System](#)

How to Navigate Manual Invoicing

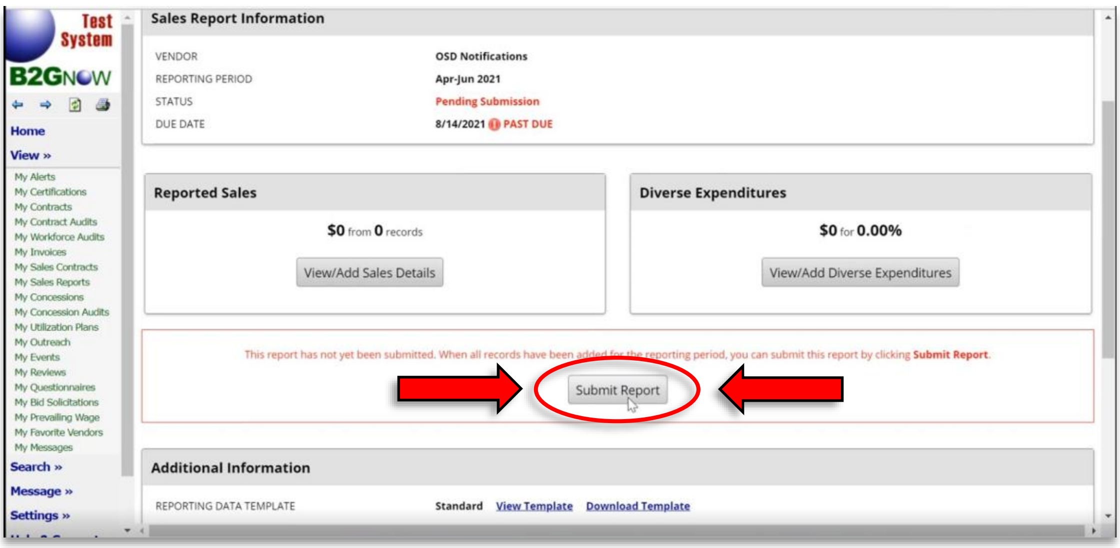
3. After clicking on the "Sales Reports" tab, look for the report that is Pending Submission (see image below) and click "View"



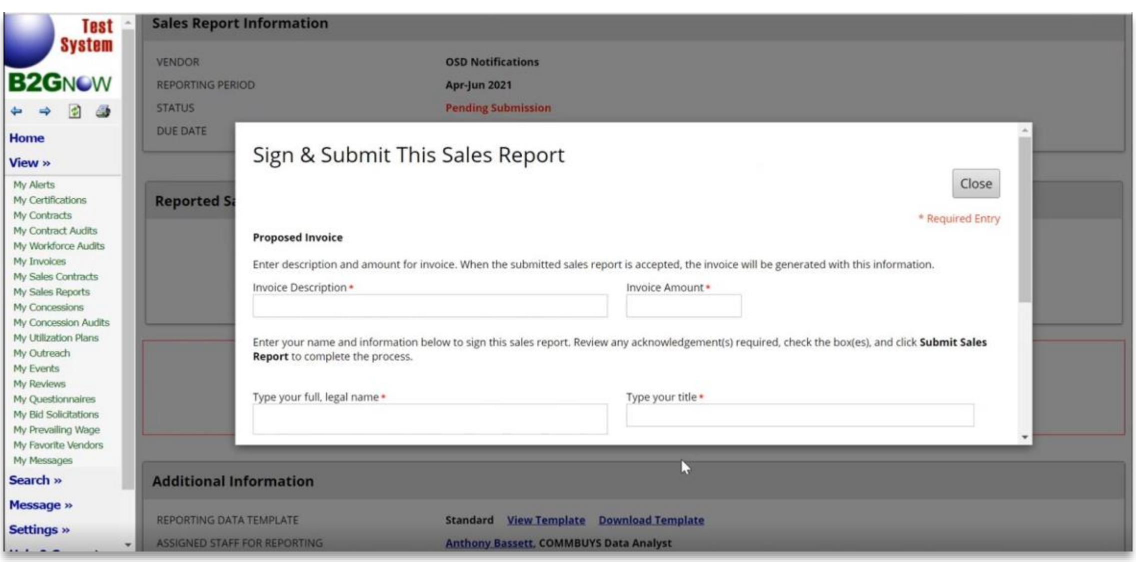
4. When you've clicked the "View" link in the "Sales Report" tab, you will see the Sales Report screen, similar to the image below, and that its status is Pending Submission.



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



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.

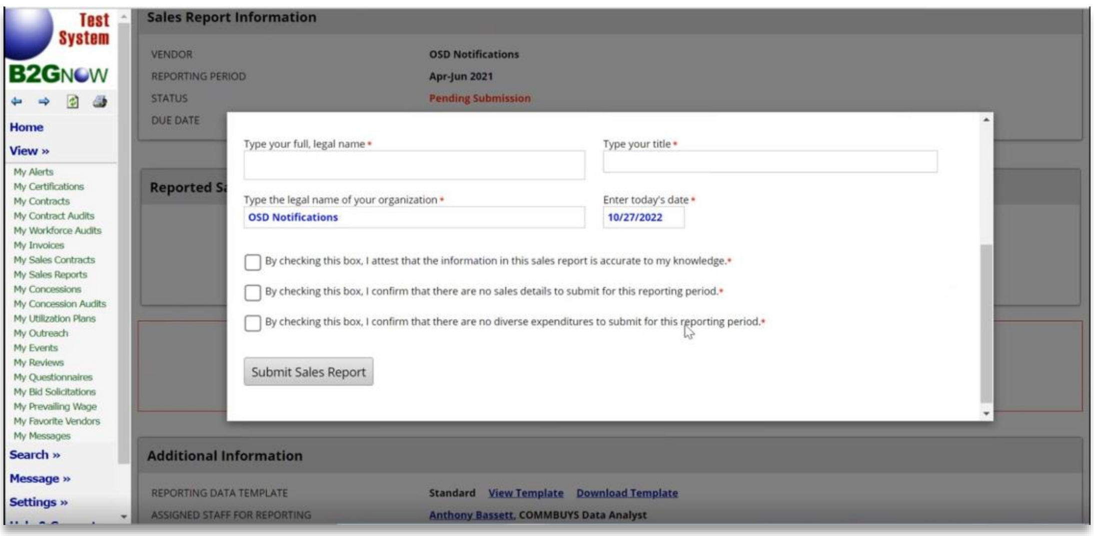


Job Aid:

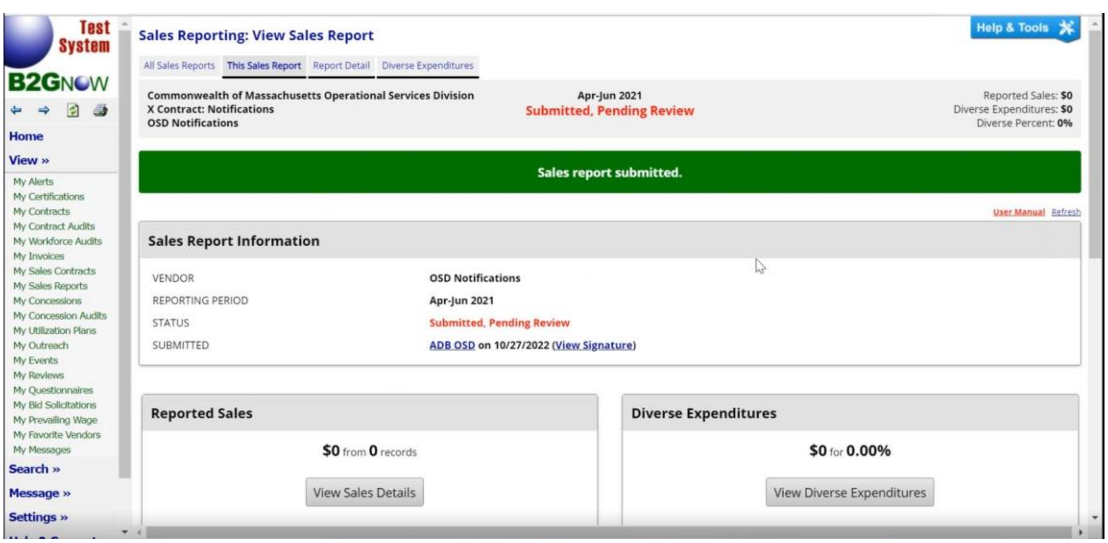
[Vendor Report Management System](#)

How to Navigate Manual Invoicing

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.



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.



Job Aid:
Vendor Report Management System
How to Navigate Manual Invoicing

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.