

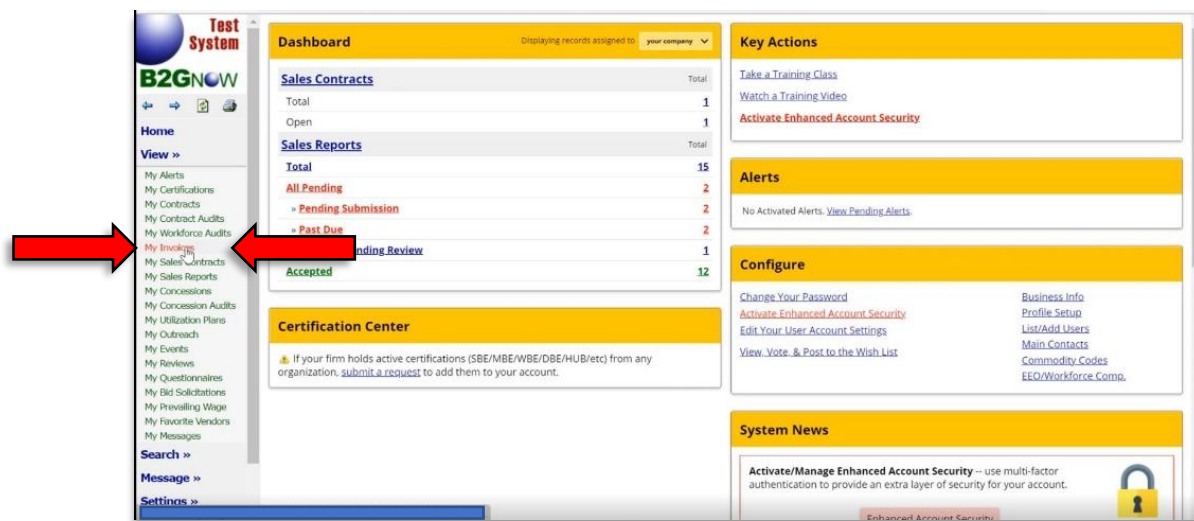
Job Aid:

Vendor Report Management System

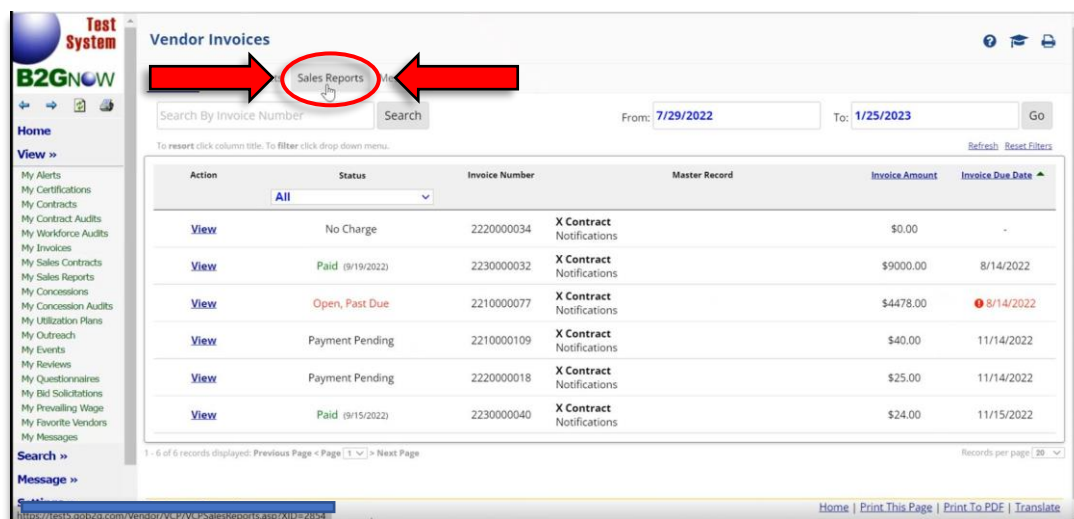
How to Navigate Manual Invoicing

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.

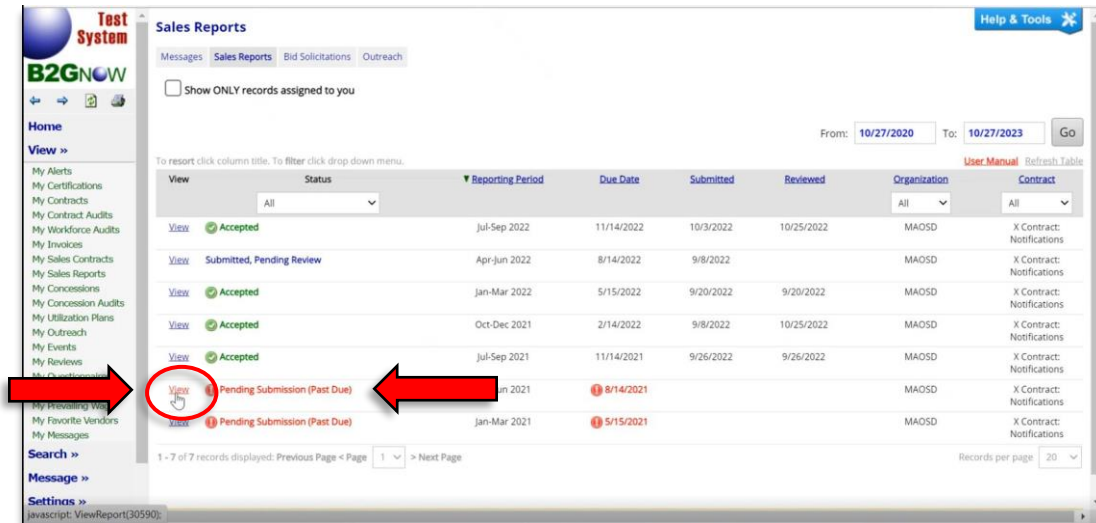


2. From this page, click on the “Sales Reports” tab, located in the top-center-left of the window.

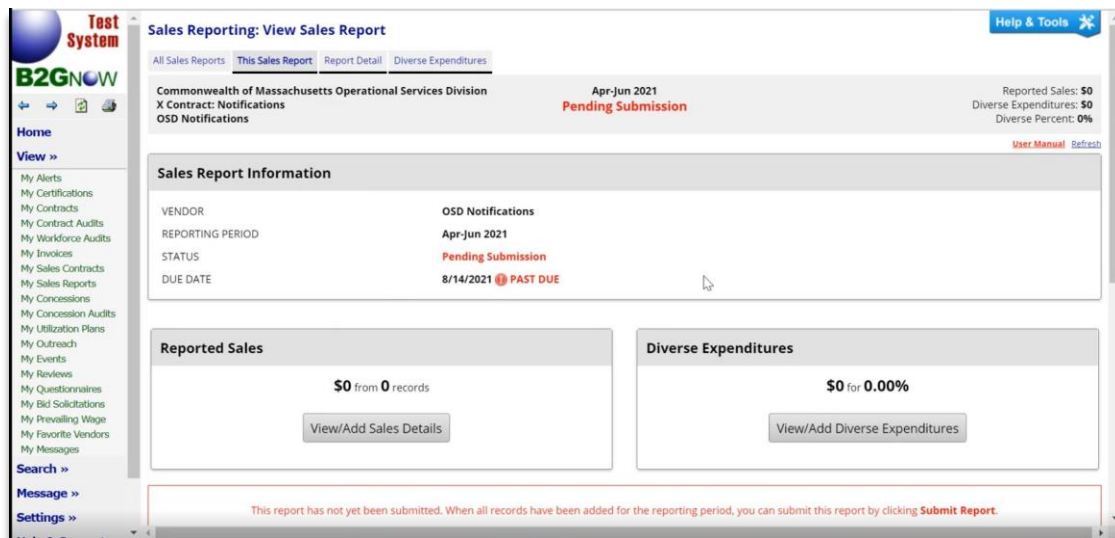


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- After clicking on the "Sales Reports" tab, look for the report that is Pending Submission (see image below) and click "View"



- 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.



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

Sales Report Information

VENDOR: [blank]
 REPORTING PERIOD: Apr-Jun 2021
 STATUS: Pending Submission
 DUE DATE: 8/14/2021 PAST DUE

Reported Sales
 \$0 from 0 records
[View/Add Sales Details](#)

Diverse Expenditures
 \$0 for 0.00%
[View/Add Diverse Expenditures](#)

This report has not yet been submitted. When all records have been added for the reporting period, you can submit this report by clicking **Submit Report**.

Additional Information
 REPORTING DATA TEMPLATE: Standard [View Template](#) [Download Template](#)

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.

Sign & Submit This Sales Report

Proposed Invoice
 Enter description and amount for invoice. When the submitted sales report is accepted, the invoice will be generated with this information.

Invoice Description * Invoice Amount *

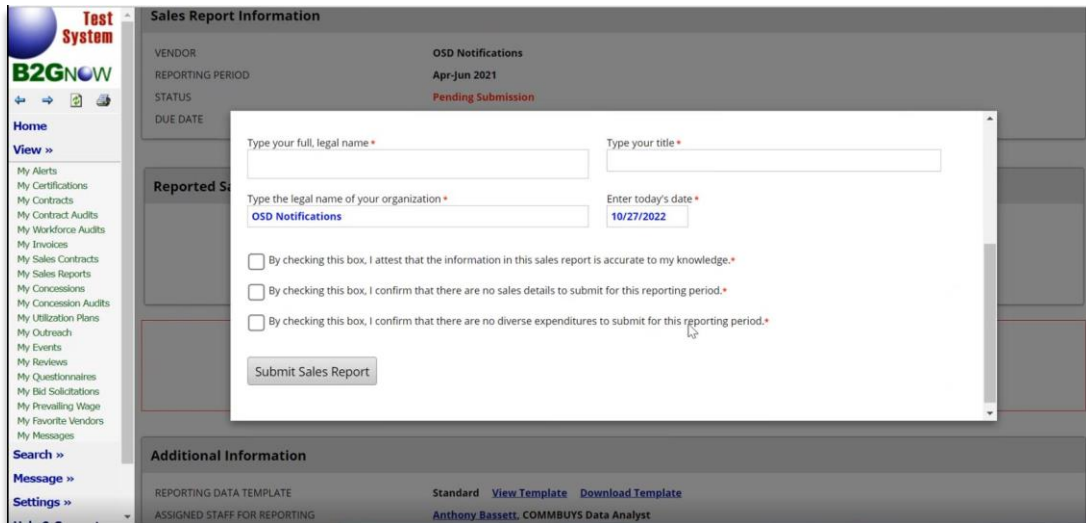
Enter your name and information below to sign this sales report. Review any acknowledgement(s) required, check the box(es), and click **Submit Sales Report** to complete the process.

Type your full, legal name * Type your title *

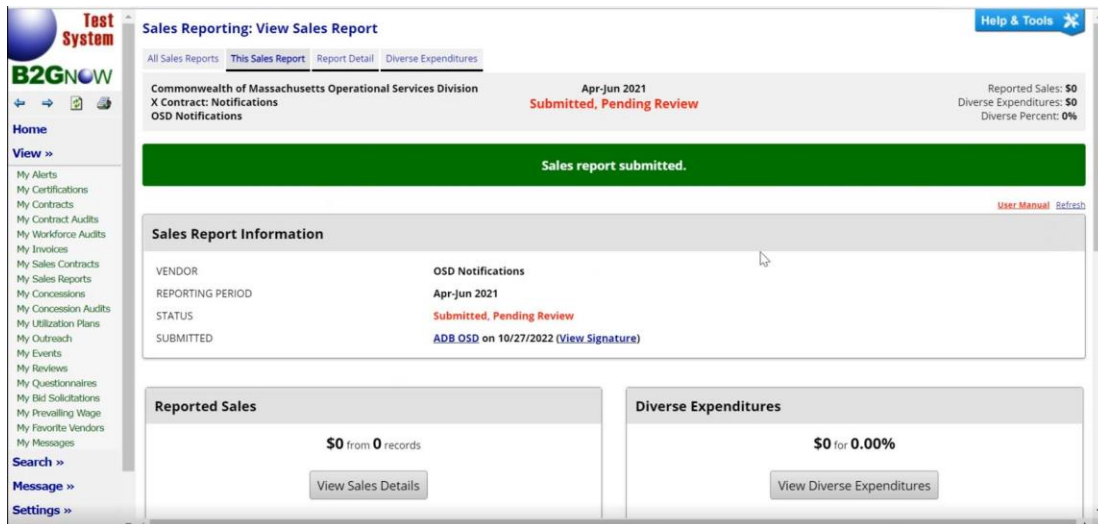
[Close](#)

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7. Continue to fill out all of the required fields, as indicated by the red asterisk, 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.

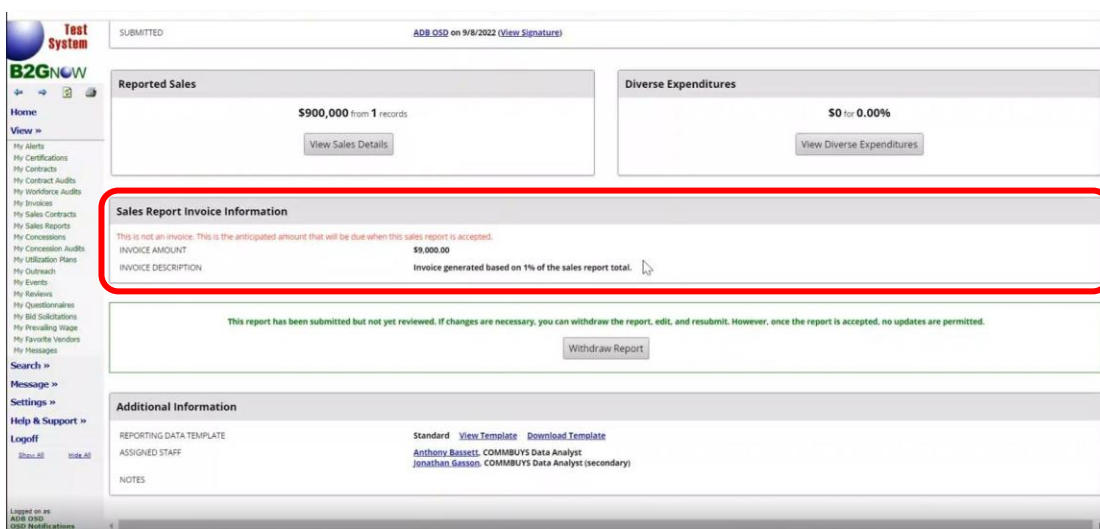


8. **Tip:** If you have a pre-payment discount or if you want to apply for an adjustment, you may do that after the invoice amount is created. **See OSD Job Aid: “How to Request a Deferral or Adjustment to Your Invoice.”** Be mindful that you don’t calculate for those discounts on this screen. The invoice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



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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.



The screenshot displays the Vendor Report Management System interface. The top navigation bar includes a 'Test System' button and a 'SUBMITTED' status. The main content area is divided into several sections: 'Reported Sales' showing '\$900,000 from 1 records' with a 'View Sales Details' button; 'Diverse Expenditures' showing '\$0 or 0.00%' with a 'View Diverse Expenditures' button; 'Sales Report Invoice Information' (highlighted with a red box) which contains a warning message: 'This is not an invoice. This is the anticipated amount that will be due when this sales report is accepted.' It lists 'INVOICE AMOUNT' as '\$9,000.00' and 'INVOICE DESCRIPTION' as 'Invoice generated based on 1% of the sales report total.' Below this is a green message: '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.' and a 'Withdraw Report' button. The 'Additional Information' section at the bottom lists 'REPORTING DATA TEMPLATE' as 'Standard' with links to 'View Template' and 'Download Template', and 'ASSIGNED STAFF' as 'Anthony Bassett, COMMBUYS Data Analyst' and 'Jonathan Gasson, COMMBUYS Data Analyst (secondary)'. The left sidebar contains a 'Home' button and a 'View' dropdown menu with various options like 'My Alerts', 'My Certifications', etc. The bottom status bar shows 'Logged on as: ASD OSD' and 'OSD Notifications'.