

Monthly Sales Return Help Guide

As per the terms and conditions of your contract, you are required to submit a Monthly Sales Return which details any work you have undertaken with purchasers under Local Buy LGA arrangements. This includes all invoiced amounts raised by the contractor, the contractor's sub-contractors or agents for each month.

Submitting timely and accurate monthly sales returns is a contractor's obligation under the terms and conditions of contract and non-compliance may result in removal from the arrangement.

The Monthly Sales Return is **due before the 21st** of each month

If you have any difficulties when submitting your monthly sales return, please contact Local Buy by lodging a support enquiry or using the details below.

Ph: 1800 524 357

Email: finance@localbuy.net.au

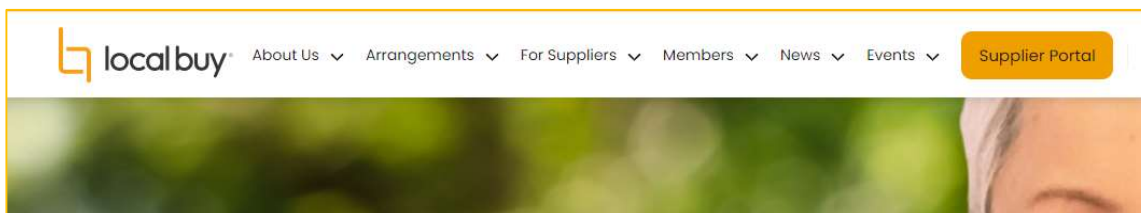
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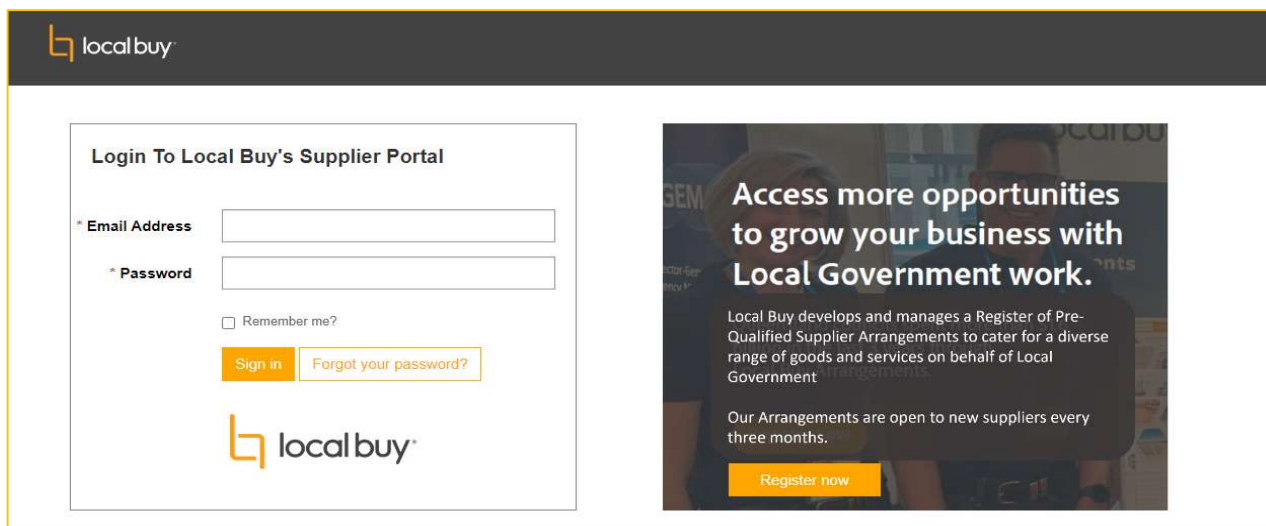
1. Logging In

Navigate to www.localbuy.net.au. The online Reporting portal can be accessed in the latest version of the following browsers: Microsoft Edge, Mozilla Firefox, Google Chrome and Safari.

1. Click on the **Supplier Portal** icon to access the Local Buy Supplier Reporting Portal.

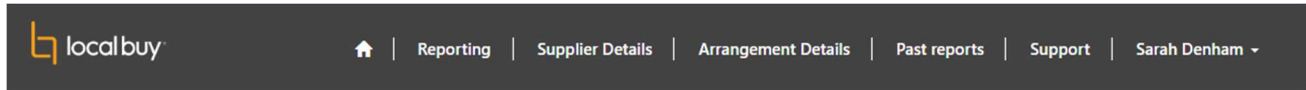


2. Enter your username and password, press Sign in.

A screenshot of the 'Login To Local Buy's Supplier Portal' page. The page has a dark header with the 'local buy' logo. The main content area is white and contains a login form on the left and a promotional banner on the right. The login form includes fields for 'Email Address' and 'Password', a 'Remember me?' checkbox, and 'Sign in' and 'Forgot your password?' buttons. The promotional banner features the text 'Access more opportunities to grow your business with Local Government work.' and a 'Register now' button. The Local Buy logo is also present at the bottom of the login form.

2. Navigating Around the Site

This is the Home / Reporting screen you will be taken to whenever you access the Supplier reporting portal. Use the headings along the top of the page to navigate to that area of the portal;



- **Reporting** - Complete or update a monthly sale return.
- **Supplier Details** - Update your account details and contacts.
- **Arrangement Details** - View your pre-qualified status for current arrangements.
- **Past Reports** - View past sales returns.
- **Support** - Get help regarding your returns or status.

3. Reporting

Reporting can be submitted on the “Reporting” tab. The “Reporting” page contains a summary of the Arrangements that your organisation is pre-qualified on. Every month, you must report against each Arrangement. Your organisation can either:

- Submit a return against an Arrangement/s; or
- Submit a “Nil” return (if your organisation does not have any sales returns to report).

If you have a sales return to submit...

Click the hyperlink that corresponds to the Arrangements you are reporting the sales return against under the “Arrangement Number” column of the table.

If you have a ‘Nil’ sales return to submit...

Click the corresponding tick box for the Arrangement/s you wish to submit a ‘Nil’ sales return on.

NEXT PAGE.

Welcome to Local Buy's Supplier Portal

Supplier Name	Supplier Verification Number	Year Joined Local Buy	Total Sales (YTD)
Local Buy Supplier	VS1234567	1973	\$750,725.00

In the Local Buy Supplier Portal you can access:

- **Reporting** - Complete or update a monthly sales return
- **Supplier Details** - Update your account details and contacts
- **Arrangement Details** - View your pre-qualified status
- **Past Reports** - View past sales returns
- **Support** - Get help regarding your returns or status

Submit a monthly sales return

As a Local Buy Supplier, you must complete a monthly sales return. You must report the accumulative total of all invoices (ex GST) for work completed under a Local Buy contract by purchaser for the period shown. Reporting is due on the 21st of each month. To submit a return, click the arrangement number and follow the prompts. You can still edit returns with a complete status.

You can submit NIL activity by ticking the box in the submit NIL column, then selecting the SUBMIT NIL button.

Arrangement Number	Arrangement Name	Period ↓	Due Date	Status	Revenue (Ex GST)	Total CMF (Ex GST)	Submit NIL
LB1234	Fruit & Vegetables	Sept 23	30/09/2023	Complete	\$1,561,045.00	\$0.00	<input type="checkbox"/>
LB12345	Salad	Sept 23	30/09/2023	Complete	\$500.00	\$7.50	<input type="checkbox"/>
Lb2324	Cheese and Crackers	Sept 23	30/09/2023	Outstanding	\$72,890.00	\$7,289.00	<input type="checkbox"/>

This is the arrangement number you are reporting for – and this link will take you into the report.

This is the invoicing period you are reporting for.

This is the date the return is due to be completed by.

Status Reasons:

Outstanding: Return is still requiring submission.

Complete: return has been submitted and is still able to be amended if necessary

Total value of invoices that have been issued for that arrangement, for that period (between supplier and purchaser)

Total value of Contract Management Fee payable for that period. (invoice to be issued by Local Buy)

If you have no invoiced transactions, you can submit a NIL return. Tick the box for every arrangement that you need to submit NIL for.

Completing Your Return

1. To add purchasers, use the **Add Purchasers** button to open the purchasers list.

Arrangement Number *	Arrangement Name	Reporting Period *	Due Date
LB1234	Fruit & Vegetables	Sept 23	21/11/2023

Add Purchaser **Add Recent Purchaser**

Purchaser Name	Invoice/PO Numbers	VP RFX Number	Number of Sales	Revenue (Ex GST)	Total CMF (Ex GST)	
A. B. Paterson College	AB12345	VP123456	1	\$15,000.00	\$0.00	<input type="checkbox"/>
A. B. Paterson College	654321	VP65432		\$10,000.00	\$0.00	<input type="checkbox"/>
ACT Procurement Solutions (ACT Local Government)				\$67,890.00	\$0.00	<input type="checkbox"/>

Submit

2. Search and select the purchaser you wish to report against by ticking the box and pressing Select. You can only select one (1) purchaser at a time.

Purchaser *

Invoice/PO Number

Lookup records

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Company Name	State	City
<input type="checkbox"/>	A. B. Paterson College		
<input type="checkbox"/>	Abbot Point		
<input type="checkbox"/>	Acacia Ridge State School		
<input type="checkbox"/>	Access Community Services		
<input type="checkbox"/>	ACT Education Directorate		
<input type="checkbox"/>	ACT Procurement Solutions (ACT Local Government)		

< **1** 2 3 4 5 6 7 8 .. 16 >

Select **Cancel** **Remove value**

3. Complete the following fields;

Invoice / PO Number: this is the PO or invoices numbers issued between yourself and the purchaser.

VP RFX Number: If the work was awarded via the VendorPanel platform, please include the VP Rfx Number

Project Name: for ease of auditing, please include the project name.

Revenue (ex-GST): This is the total amount (**EX GST**) invoiced during the reporting period to that Purchaser or project.

Purchaser *

Invoice/PO Number

VP RFX Number

Number of Sales

Revenue (Ex GST) *

Add Purchaser

4. The **Rebate Value (ex-GST)** will be automatically worked out according to your arrangement's Contract Management Fee (found in Schedule A of the General Conditions of Contract for that arrangement).

5. Once you have entered the details and pressed **Add Purchaser** the figures will be saved into your return.

You can then repeat steps 1 – 4 as many times as necessary for that month's return.

4. Submitting Your Return

1. Click **Submit** at any stage to complete your Monthly Sales Return for that arrangement. Every time you enter an amount into the form, totals are automatically refreshed.

2. Once a return has been submitted, the status will change from Outstanding to Complete. Returns can continue to be amended if required up until they are finalised by Local Buy.

3. Once finalised, returns will be available to view only in the **Past Reports** section of the portal. If you wish to check the details of a Past report, click on the arrangement number to view further details. If there are any changes required to be made to a past report, please Log a Support Enquiry.

5. Submitting a Nil Return

Welcome to Local Buy's supplier self-reporting portal

As a Local Buy Pre-Qualified supplier, you are required to report any invoiced sales by purchaser under the relevant arrangement. If you have no sales for the period, you are required to submit a NIL Report.

Returns are required to be submitted by the 21st of the reporting period. If you miss reporting work throughout the year, this can be included in the next available period.

Business Name ¹	Supplier Verification Number	Year Joined Local Buy	Total Sales reported through Local Buy				
Local Buy Supplier	VS1234567	1973					

Arrangement Number	Arrangement Name	Period ↓	Due Date	Status	Revenue (Ex GST)	Total CMF (Ex GST)	Submit NIL
LB1234	Fruit & Vegetables	Sept 23	30/09/2023	Outstanding	\$92,890.00	\$0.00	<input checked="" type="checkbox"/>
LB12345	Salad	Sept 23	30/09/2023	Outstanding			<input checked="" type="checkbox"/>
Lb2324	Cheese and Crackers	Sept 23	30/09/2023	Complete	\$72,890.00	\$7,289.00	
LB12345	Salad	Aug 23	31/08/2023	Outstanding			<input checked="" type="checkbox"/>
Lb2324	Cheese and Crackers	Aug 23	31/08/2023	Outstanding			<input type="checkbox"/>

Navigate to the Reporting area of the portal. Select the arrangement you wish to submit a NIL return for by ticking the box on the right-hand side of the page, as shown in the Completing your return section on Page 3 of this guide.

6. Submitting Additional Returns

1. Once you have submitted a return you will automatically be taken back to the reporting screen. From here you will be able to select another arrangement if there is one available.
2. If you are on multiple arrangements, please ensure a return has been submitted for each one.
3. Click on Your Name in the top navigation bar and select **Sign Off** once all reports are submitted.

7. Forgotten Password

1. Click **Forgotten your password?** to reset your password details.

8. Contact Us

To update the online reporting contact for your business, have a purchaser added to the system or contact Local Buy in relation to your Monthly Sales Return please **Log a Support Enquiry** through the portal.