Monthly Sales Report Help Guide

As per the terms and conditions of your contract, you are required to submit a Monthly Sales Report 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 reports 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 Report is **due before the 21st** of each month

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

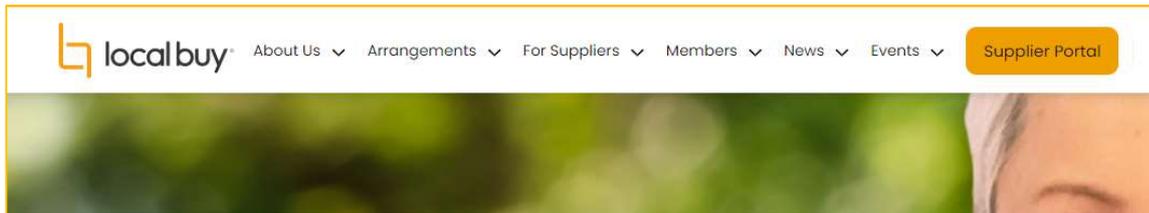**Ph: 1800 524 357**

Email: finance@localbuy.net.au

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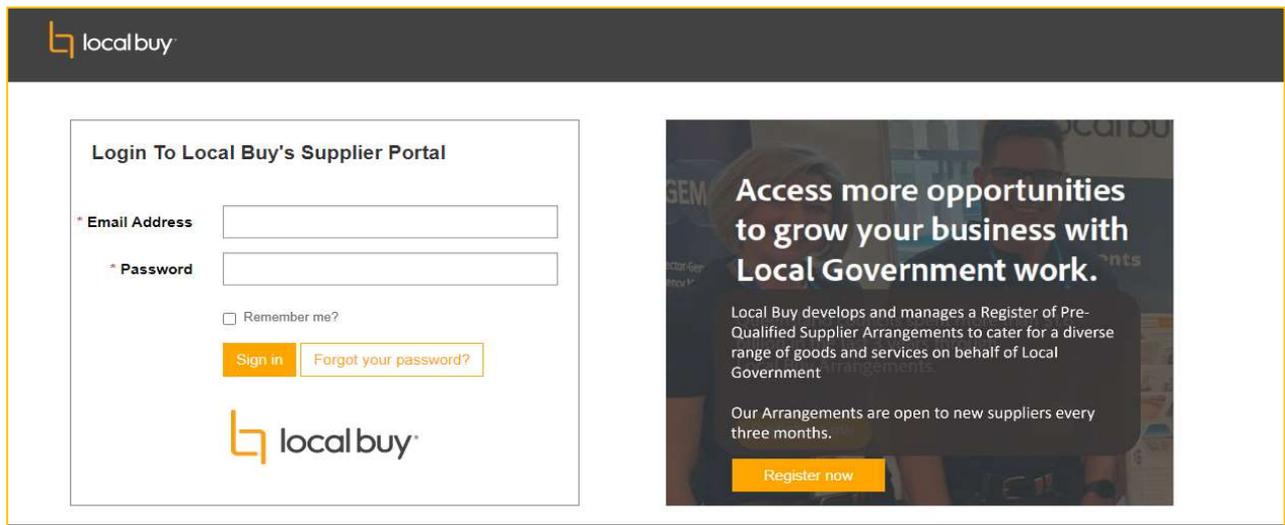
1. Logging In

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.
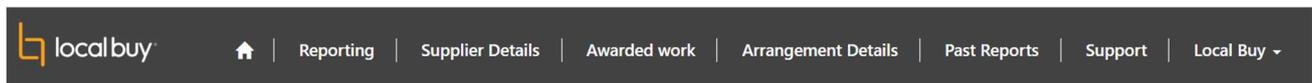

2. Enter your username and password, press Sign in.

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 report.
- **Supplier Details** - Update your account details and contacts.
- **Arrangement Details** - View your pre-qualified status for current arrangements.
- **Past Reports** - View past sales reports.
- **Support** - Get help regarding your reports 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 report against an Arrangement/s; or
- Submit a "Nil" report (if your organisation does not have any sales to report).

If you have sales to report…

> Click the hyperlink that corresponds to the Arrangement you are reporting the sales against, in the "Arrangement Number" column of the table.

If you have a 'Nil' sales report to submit…

> Click the corresponding tick box for the Arrangement/s you wish to submit a 'Nil' sales report on, then click the orange Submit NIL box above the table.

Search [🔍]   Export Current View   Submit NIL

Arrangement Number	Arrangement Name	Period ↓	Due Date	Status	Revenue (Ex GST)	Total CMF (Ex GST)	Submit NIL	Purchase Order Number
LB1234	Fruit & Vegetables	02. August 24	21/02/2024	Complete	$14,912.00	$223.68		
LB12345	Salad	02. August 24	21/02/2024	Overdue	$0.00	$0.00	☐	
LB12345	Salad	01. July 24	21/01/2024	Outstanding	$80,390.00	$1,205.85	☐	

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

This is the arrangement name / description.

This is the invoicing period you are reporting for.

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

Status Reasons:

Outstanding: Report from the current period is still requiring submission.

Overdue: Report from a past period in the current Financial Year is still requiring submission.

Complete: Report has been submitted but 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 report. Tick the box for every arrangement that you need to submit NIL for, then click the orange Submit NIL button.

If you have provided a Purchaser Order to be included on your Contract Management Fee invoice from Local Buy, this will show here.

Completing Your Report

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

				Add Purchaser	Add Recent Purchaser	
Purchaser Name	**Invoice/PO Numbers**	**VP RFX Number**	**Project / Job Name**	**Revenue (Ex GST)**	**Total CMF (Ex GST)**	
Barcoo Shire Council				$67,890.00	$1,018.35	⌄
ACT Procurement Solutions (ACT Local Government)		VP1234567		$12,500.00	$187.50	⌄
Total				**$80,390.00**	**$1,205.85**	

Submit

2. Click the magnifying glass on the right side, then 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 *

🔍

Lookup records   ✕

Search   🔍

Choose one record and click Select to continue

✔	**Company Name**	**State**	**City**
✔	Drought Angels		
☐	Farm Angels		
☐	Tully Bowls Club Inc		
☐	Silkwood School	Q	Mount Nathan
☐	Queensland Government		
☐	Local Government Managers Australia	QLD	Brisbane
☐	Upper Mount Gravatt State	QLD	

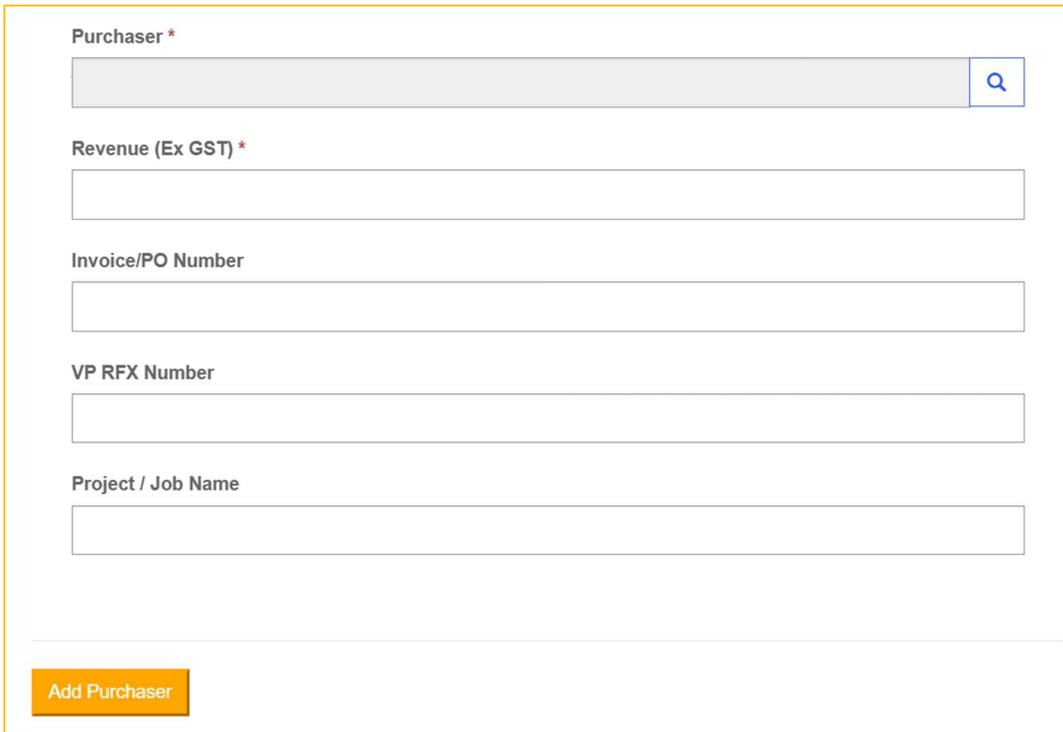< **1** 2 3 4 5 6 7 8 .. 168 >

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.

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 report.

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

4. Submitting Your Report

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

2. Once a report has been submitted, the status will change from Outstanding or Overdue, to Complete. Complete reports can continue to be amended if required up until they are finalised by Local Buy at the end of the month.

3. Once finalised, reports 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 Report

Navigate to the Reporting area of the portal. Select the arrangement you wish to submit a NIL report 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.

							Submit NIL	Purchase Order Number
Arrangement Number	**Arrangement Name**	**Period** ↓	**Due Date**	**Status**	**Revenue (Ex GST)**	**Total CMF (Ex GST)**		
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Search 🔍   Export Current View   Submit NIL

6. Submitting Additional Reports

1. Once you have submitted a report 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 report has been submitted for each one.

3. Click on Your Name in the top navigation bar and select **Sign Out** 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 Report please **Log a Support Enquiry** through the portal.