



## ARBuy Contract Sales Reporting & Supplier Convenience Fee Payment Instructions

**Purpose:** To provide guidance and detailed instructions to AR Statewide Contract suppliers in providing quarterly sales reporting and remitting related convenience fees in ARBuy. Quarterly sales reporting and fee remittance will commence in October 2020 for sales beginning the earlier of contract amendment date or July 1, 2020.

### What to Include in Quarterly Sales Reporting

Statewide Contract suppliers will report the net sales under their contracts with the State of Arkansas. Statewide contract net sales are defined as gross sale amounts less credits, taxes, regulatory fees and separately stated shipping charges not included in unit prices. Reporting should include sales for all State Departments (e.g., Department of Health), colleges and universities, local governments, school districts and special districts/entities (inclusive of political subdivisions).

If the supplier has no reportable sales during the quarterly period, a zero sales report should be submitted with no data included.

### Level of Detail

Using the Excel spreadsheet provided, net Sales are reported at the detailed item level consistent with the items as they appeared on the purchasing document (i.e. PO).

Example: A PO is issued on 7/15/20 by the City of Little Rock and meets the criteria below for reporting during the quarter. The PO contains two line items. Each item is reported as a separate line in the spreadsheet.

### Criteria for Reporting Transactions

Based on the contract amendment language, the following criteria should be used by suppliers in determining when to include an item sold pursuant to a statewide contract in their quarterly reporting:

1. The PO or other purchasing document is dated before or during the reporting quarter.
2. The invoice date is during the reporting quarter. Receipt of payment related to the invoice is NOT required for the transaction to be reported.

If you have questions on reporting standards or specific transactions, please email [accounting@periscopeholdings.com](mailto:accounting@periscopeholdings.com).

## How to Use Excel Template for Quarterly Sales Reporting

An Excel template entitled “AR Quarterly Sales Reporting Template” has been provided to Statewide contract suppliers. If you cannot locate the template, please email our Supplier Enablement team at [accounting@periscopeholdings.com](mailto:accounting@periscopeholdings.com), and a copy will be provided to you.

### Data Input

Key header terms in the template are defined as follows:

- Column A. AR Department or Local Government Name: the name of the customer (e.g., Department of Health)
- Column B. PO Date: the date on the face of the PO or other purchasing document from the customer
- Column C. PO Number: the customer’s PO or other purchasing document number
- Column D. Item Description: description of the item purchased from the customer’s PO or other purchasing document
- Column E. Total Sales Amount Detail: gross sales amount less any credits, returns, taxes, regulatory fees and separately stated shipping fees
- Column F. Amount Invoiced During Reporting Period: invoiced amount against the PO or other purchasing document during the reporting quarter

Cell G2 in column G will calculate based on detail reported in column F. This amount represents the total net sales under the contract that were invoiced during the reporting quarter.

### Saving Your File:

The completed quarterly sales reporting file should be named using the following convention:

AR Contract number (dash) supplier name (dash) quarter-end reporting period

Example: 46000XXXXX-OCCInc-Sep2020

### Submitting Your Report:

Completed Excel quarterly sales reports are emailed to [accounting@periscopeholdings.com](mailto:accounting@periscopeholdings.com) no later than 30 days after the end of each calendar quarter (e.g., October 30 reporting deadline for the quarter ended September 30).

## Remitting Your Convenience Fee

### Option 1: Electronically via ARBuy (preferred) with ACH:

Log into ARBuy, access the Reconciler module and input the “Total Sales Summary” amount from the completed Excel spreadsheet (cell G2). A link to a step-by-step guide on this process has been provided in the email related to Sales Reporting and Fee Remittance.

- ✓ Logging into ARBuy at <https://arbuy.arkansas.gov/bs/>
- ✓ Accessing the Reconciler module where sales data is accumulated, uploaded, and payments are initiated
- ✓ Editing the summary item shown for the supplier by inputting the total net sales invoiced during the reporting quarter, cell G2, from the AR Quarterly Sales Reporting template Excel file into the ARBuy system
- ✓ Reviewing sales amount and confirming
- ✓ Remitting convenience fees due

If the supplier is remitting their quarterly fees by check, direct ACH or credit card, the supplier should calculate and remit 1% of the “Total Sales Summary” from the completed Excel spreadsheet (cell G2).

### Option 2: Remittance Address for Checks:

Periscope Holdings, Inc.  
LOCKBOX NUMBER 679255  
1200 E CAMPBELL RD STE 108  
RICHARDSON TX 75081

### Option 3: ACH – direct to Periscope

Bank: Texas Capital Bank, N.A.  
Address: 2000 McKinney Ave., Dallas, TX 75201  
Phone: 877-839-2265  
Account Type: Checking  
Routing: 111017979  
Account Number: 4011034727  
Account Name: Periscope Intermediate Corp, Arkansas Operating Account

### Option 4: Credit Card

<https://periscope.mypaysimple.com/s/periscope>

If the supplier requires a W-9 or other supplier compliance disclosures to be provided, the supplier should contact [accounting@periscopeholdings.com](mailto:accounting@periscopeholdings.com) to make the request.