VENDOR GUIDE FOR REPORTING SALES AND VENDOR COLLECTED ADMINISTRATIVE FEE VIA ALOHA EBUYS RECONCILER

This guide provides step-by-step instructions for reporting sales and paying the Vendor-Collected Administrative Fee in ALOHA EBUYS Reconciler, supported by NIC.

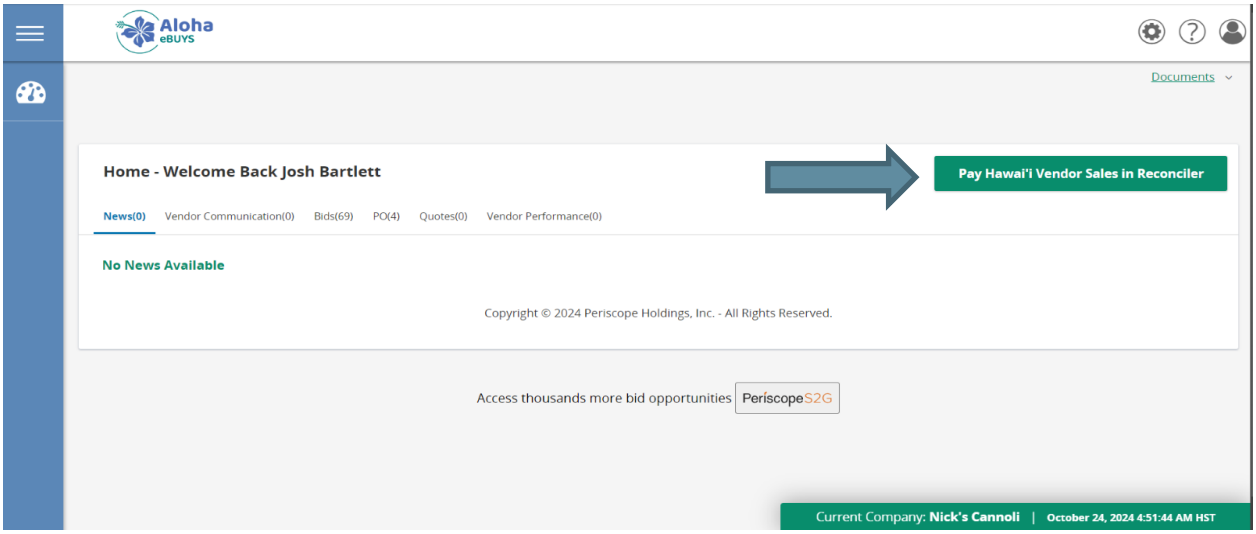
If you have questions or need assistance processing your quarterly payment, contact reconciler@mdfcommerce.com.

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LOGIN TO RECONCILER

- Sign in to Aloha eBUYS.
- Ensure you navigate to the Seller role by clicking on the person icon in the upper right of the screen and switching (if necessary) to the SELLER role.
- Click the "Pay Hawai'i Vendor Sales in Reconciler" button at the far right of the Supplier Home Page.



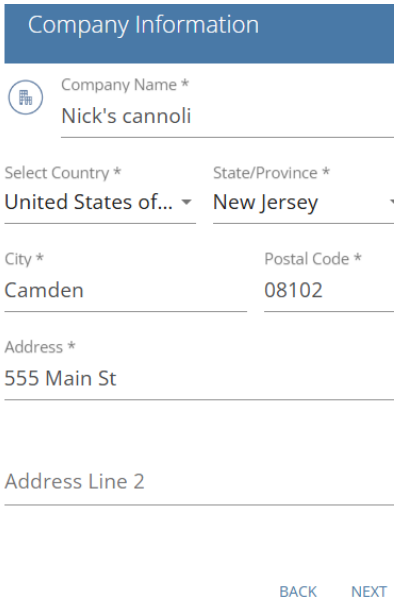
FIRST TIME ACCESSING RECONCILER POP-UP

If it's your first time accessing Reconciler, you will need to create or join an S2G company.

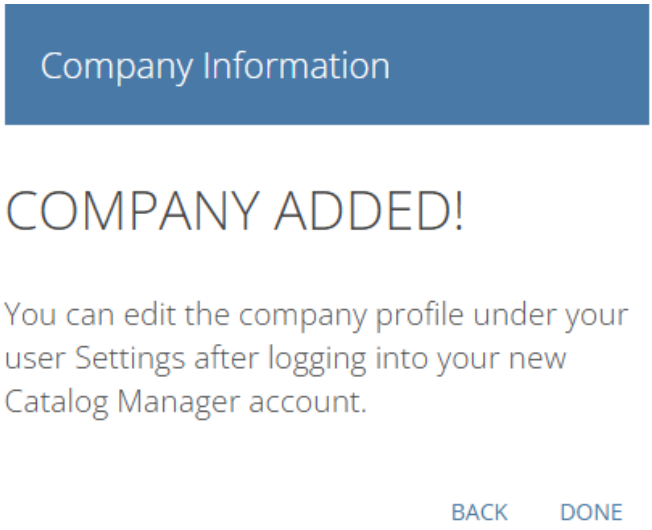
- Enter your full company name. If a drop-down menu appears while you are typing, ignore it and continue entering the complete company name. When finished, click anywhere outside the window to close the drop-down menu, then click "Next."



- Your Company Information will be pre-populated from your data in Aloha eBUYS. You may edit it as needed.

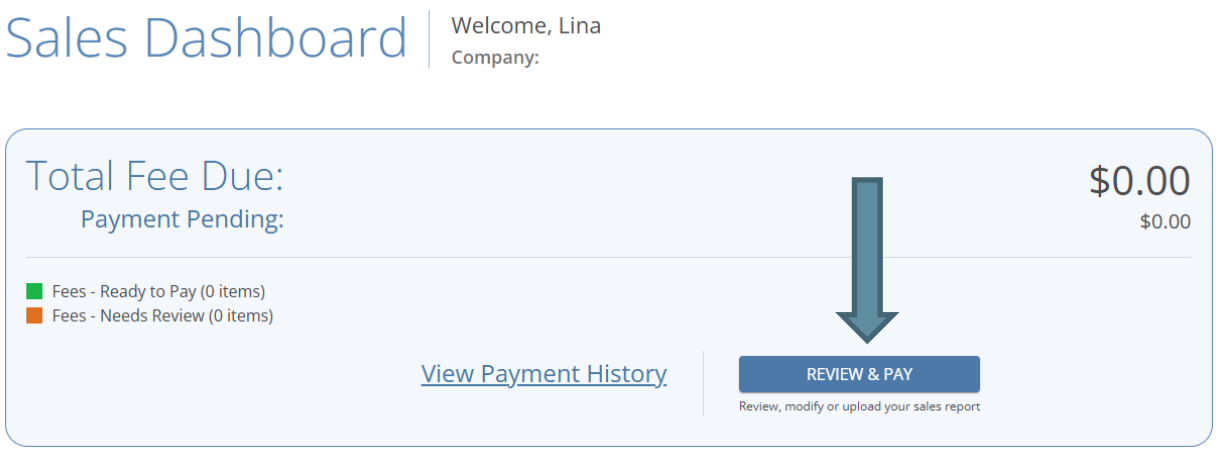


- Your Company will be added, and you'll be all set to begin paying your Vendor Collected Administrative Fee!

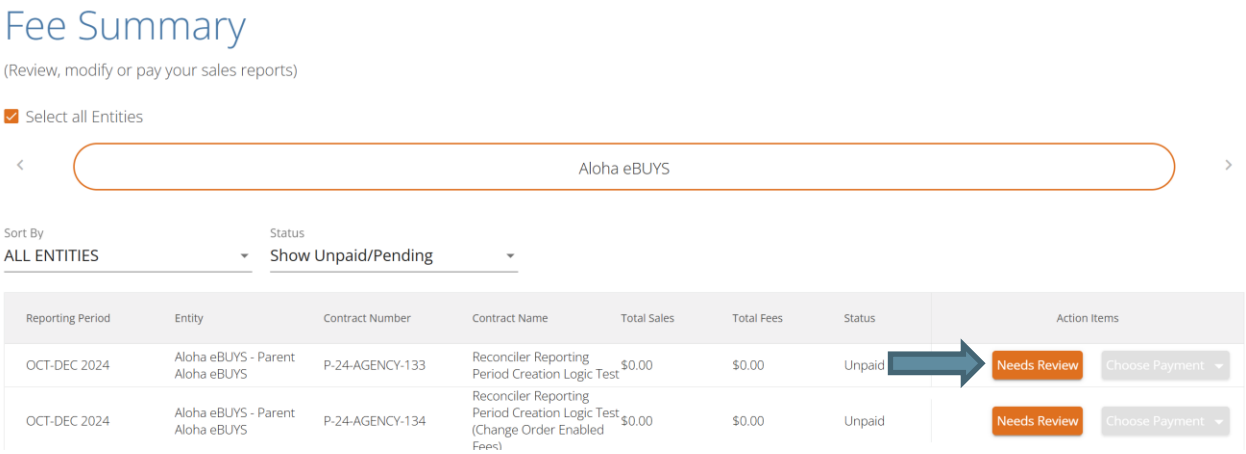


RECONCILER DASHBOARD

- On the Reconciler Dashboard, click “Review & Pay” in the Total Fee Due section.



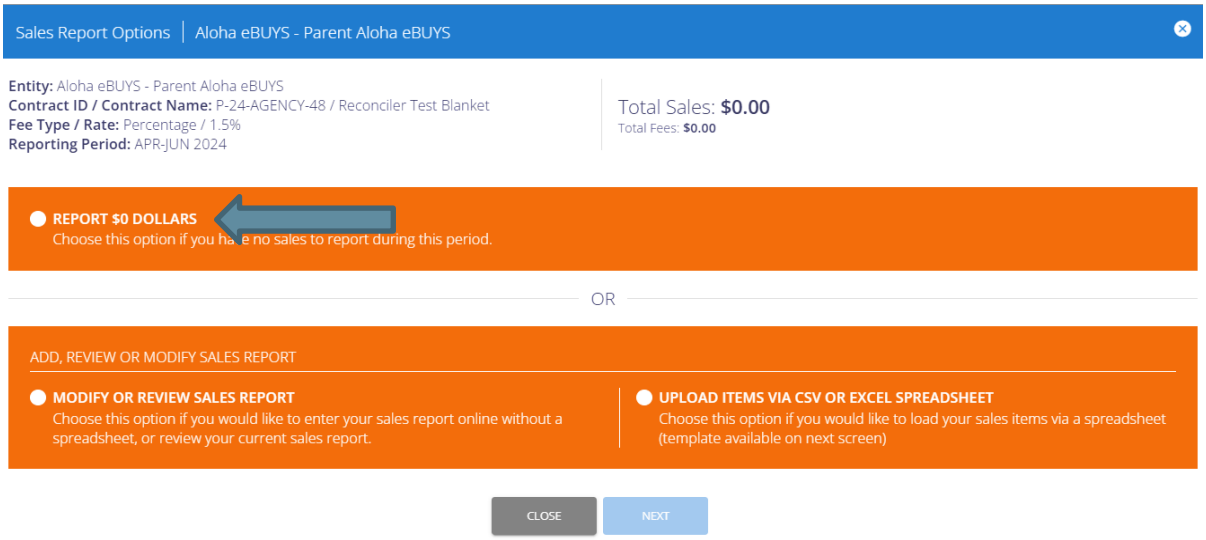
- Click "Needs Review" next to the Contract Number and reporting period to submit the Vendor Collected Administrative Fee.
  (Note: If your company has multiple contracts, you'll need to review and process each one.)
  *For clarification, contact reconciler@mdfcommerce.com.



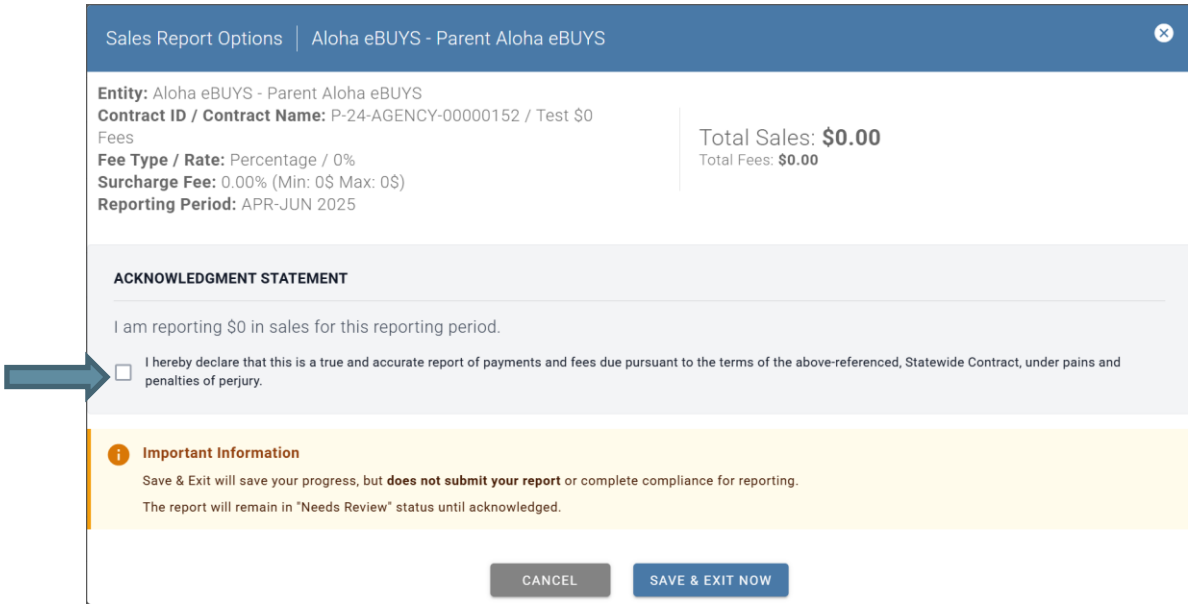
REPORTING OPTIONS

REPORT $0 DOLLARS

Start process – If you have no sales to report during the period, click the circle next to "Report $0 Dollars."

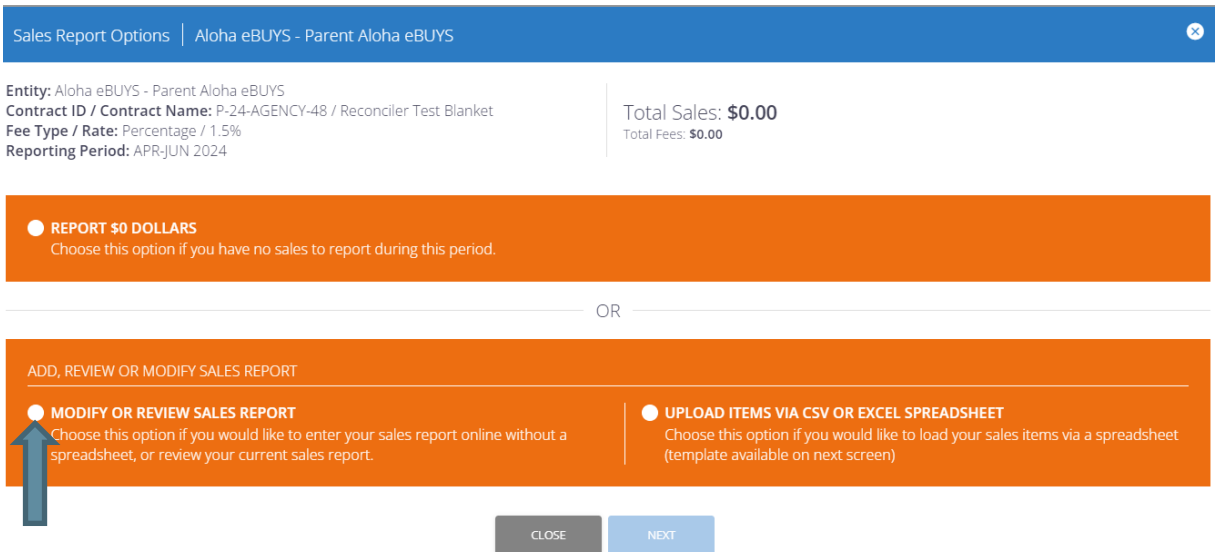


Complete process – Check the acknowledgment box to confirm your reporting information is accurate. Then select "Save and Exit".

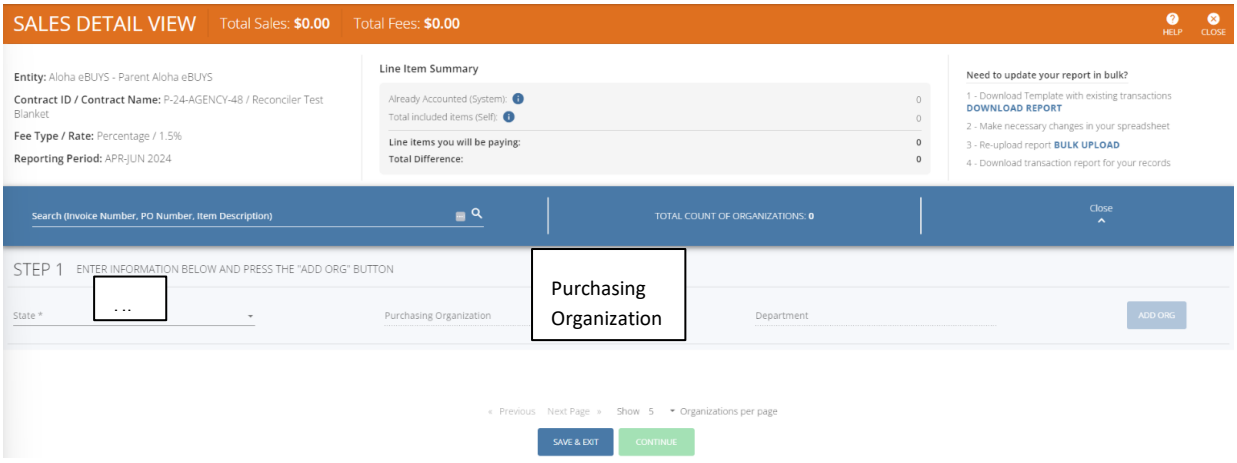


REPORT ITEMS INDIVIDUALLY

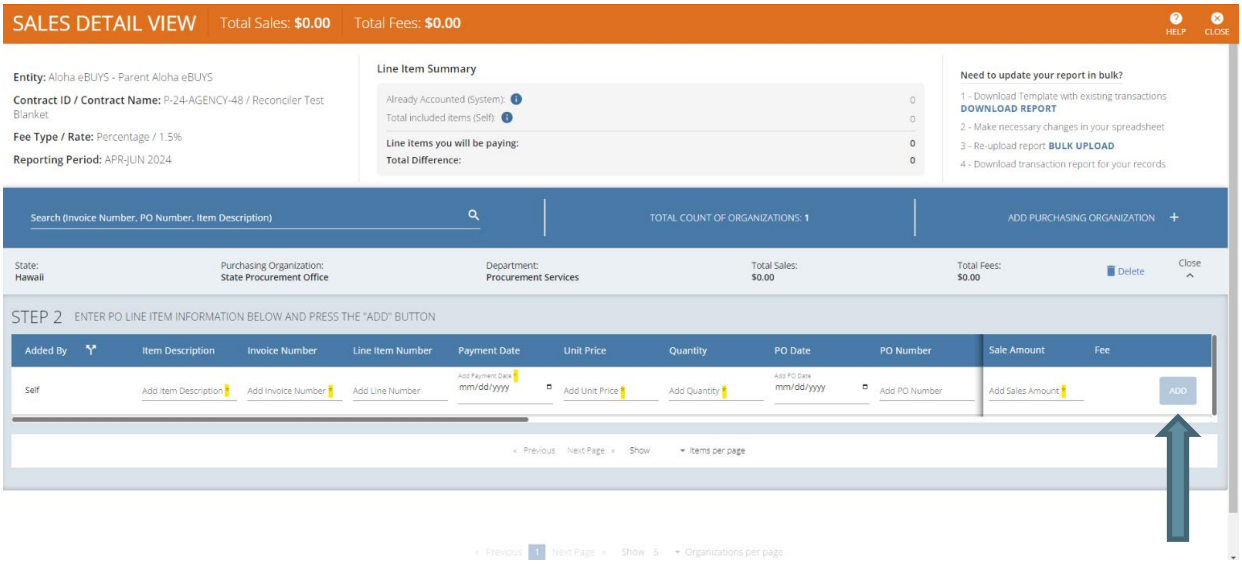
Start process: To report items individually, select “Modify or Review Sales Report.”



Step 1: To add a purchasing organization, select “Add Purchasing Organization” on the right side of the Sales Detail View. The purchasing organization is the department responsible for purchasing your goods or services. The “Department” field refers to the specific division or office within that purchasing organization.



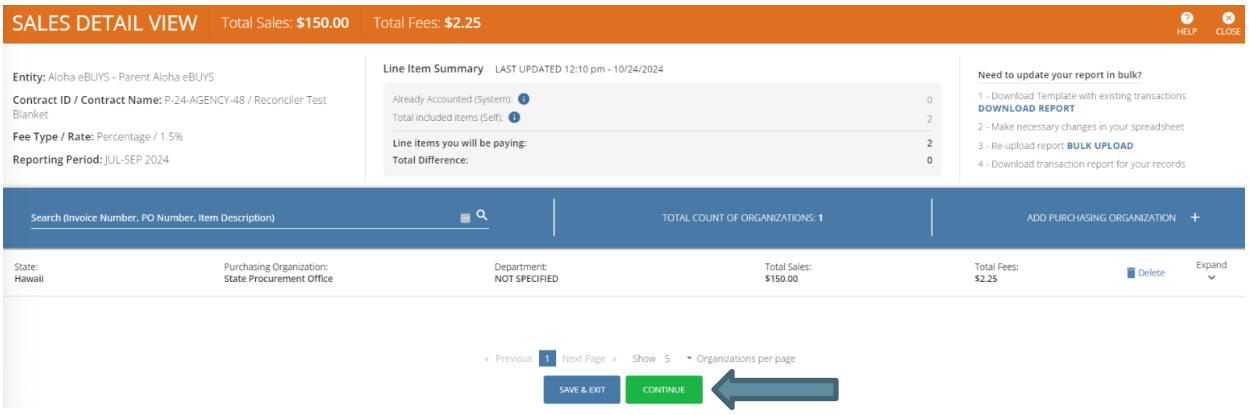
Step 2: Enter the total sales amount for the reporting period in the "Add Sales Amount" field.



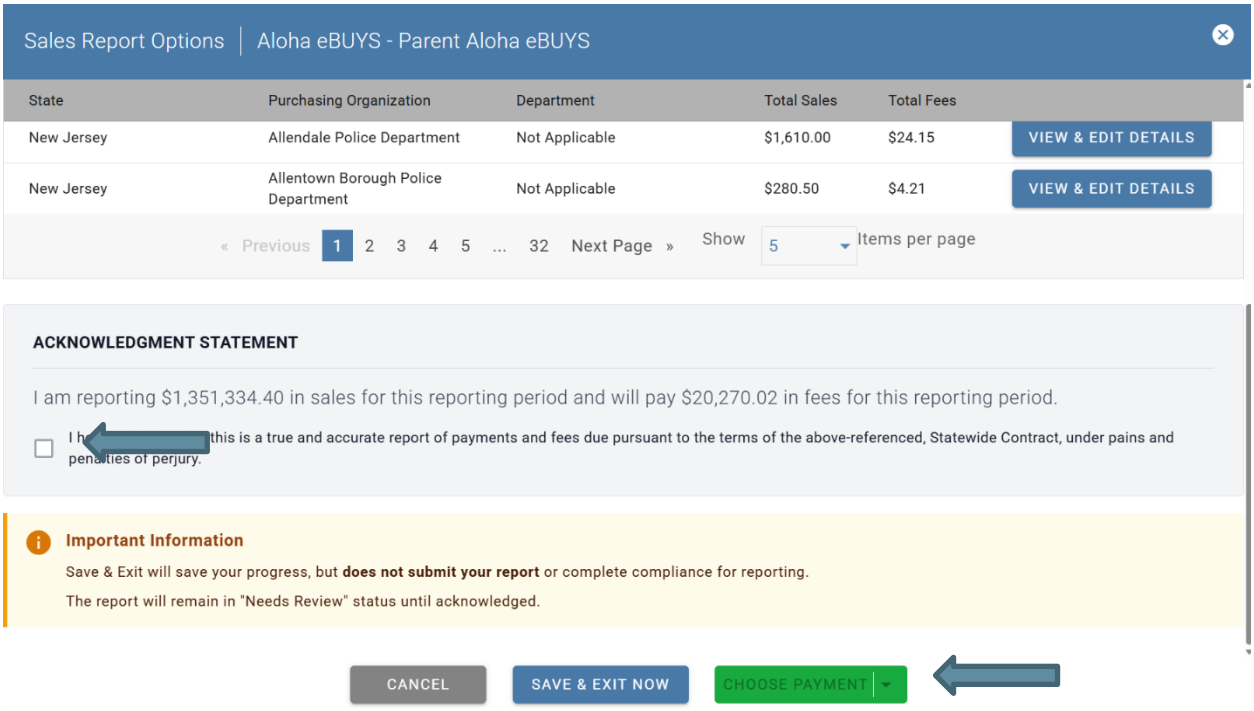
Step 3: Complete all required fields to the left of the "Sales Amount" column. Required fields are marked with an asterisk (*).

Step 4: Select "ADD" to add the sale to your report. If the button is unavailable, confirm that all required fields are complete.

Step 5 - Once you have added and adjusted all transactions for the period, scroll to the bottom of the page and select "Continue."



Step 6 - Check the Acknowledgment box, then click "Choose Payment."



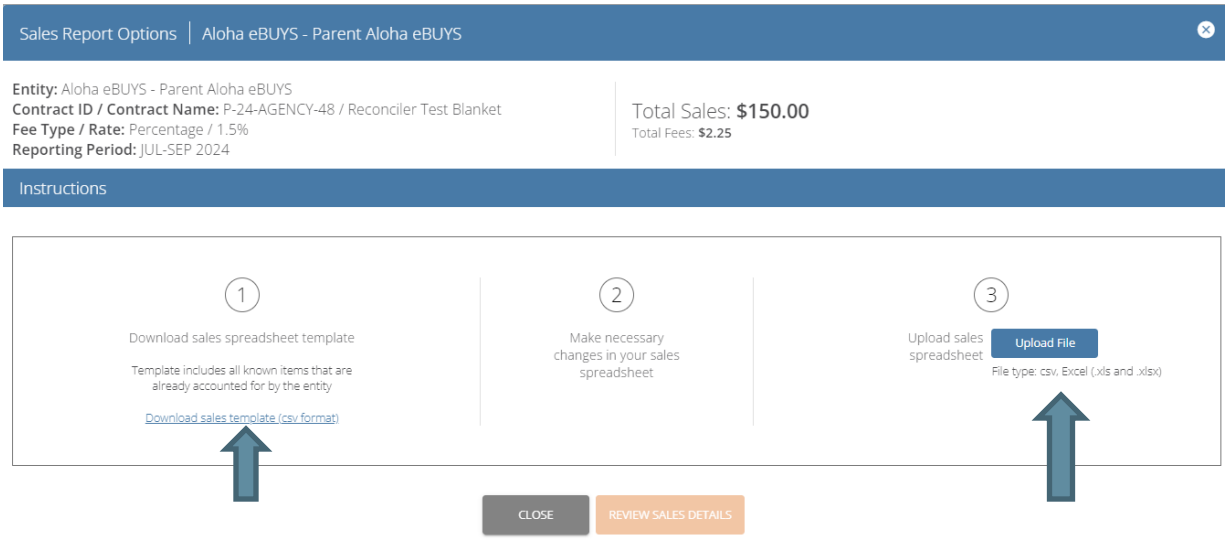
BULK UPLOAD VIA CSV OR EXCEL SPREADSHEET

Start process –To report using the Excel or .csv template, click the circle next to "Upload Items via CSV or Excel Spreadsheet."

Step 1 - Download the sales spreadsheet template.

Step 2 - Make necessary additions or changes if needed to the 9 required fields in the spreadsheet. Be sure not to add columns or change existing column positions. See Reporting Tips below.

Step 3 - Upload the revised file.



Reporting Columns Transcriptions:

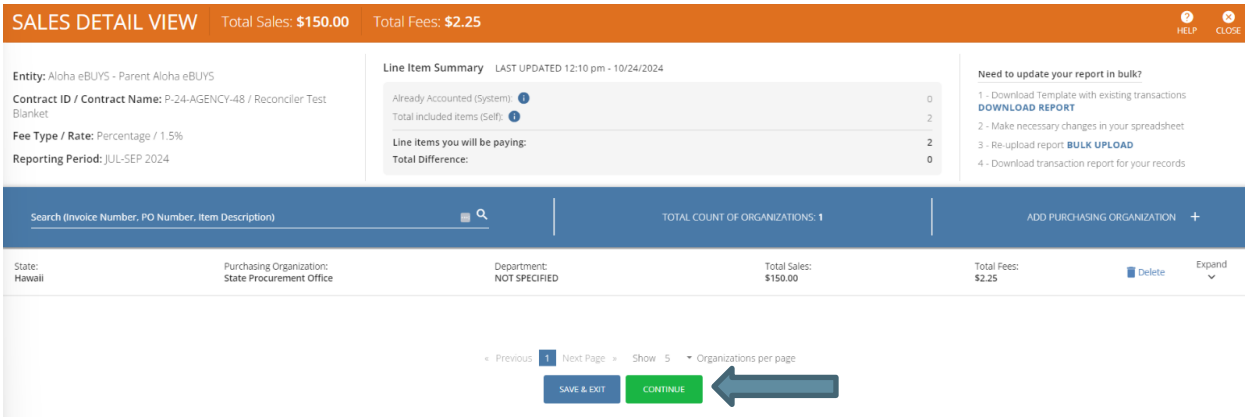
- Organization – Refers to the department responsible for purchasing your goods or services.
- State – Use the abbreviation "HI" for Hawaii only.
- Department – Refers to the division or office within the purchasing organization.

REPORTING TIPS

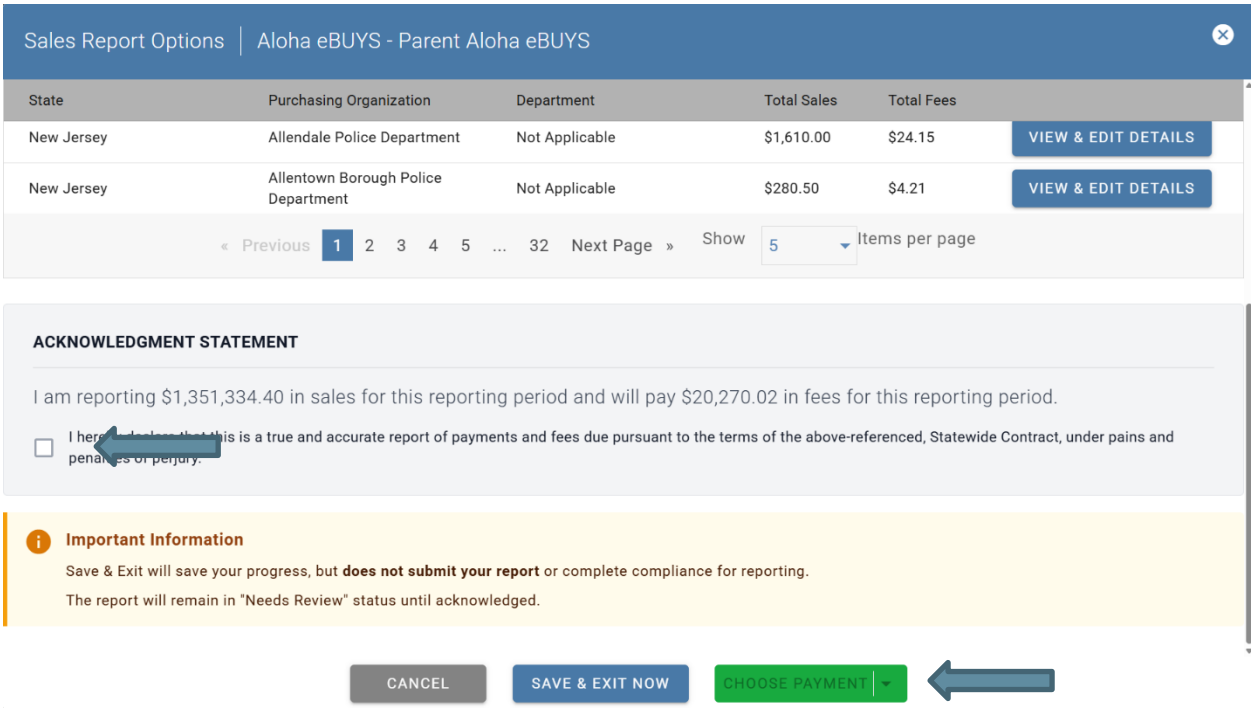
- **Numeric Columns**: Use up to 5 decimal places only.
- **Negative Amounts**: Indicate negative amounts using a "-" sign.
- **Date Format**: Enter dates as either *01/01/2025* or *1/1/2025*.
- **Sales Transactions**: Avoid leaving blank lines between transactions.
- **"Added By" Column**: This is for internal use only—please disregard.
- **"Admin Fee" Column**: Leave this field blank; the system will automatically calculate fees based on your contract.

Note: Nine required fields are marked with an asterisk (*) in the template's header row.

Step 4 - Scroll to the bottom of the page and select "Continue."



Step 5: Check the acknowledgment box, then select "Choose Payment."

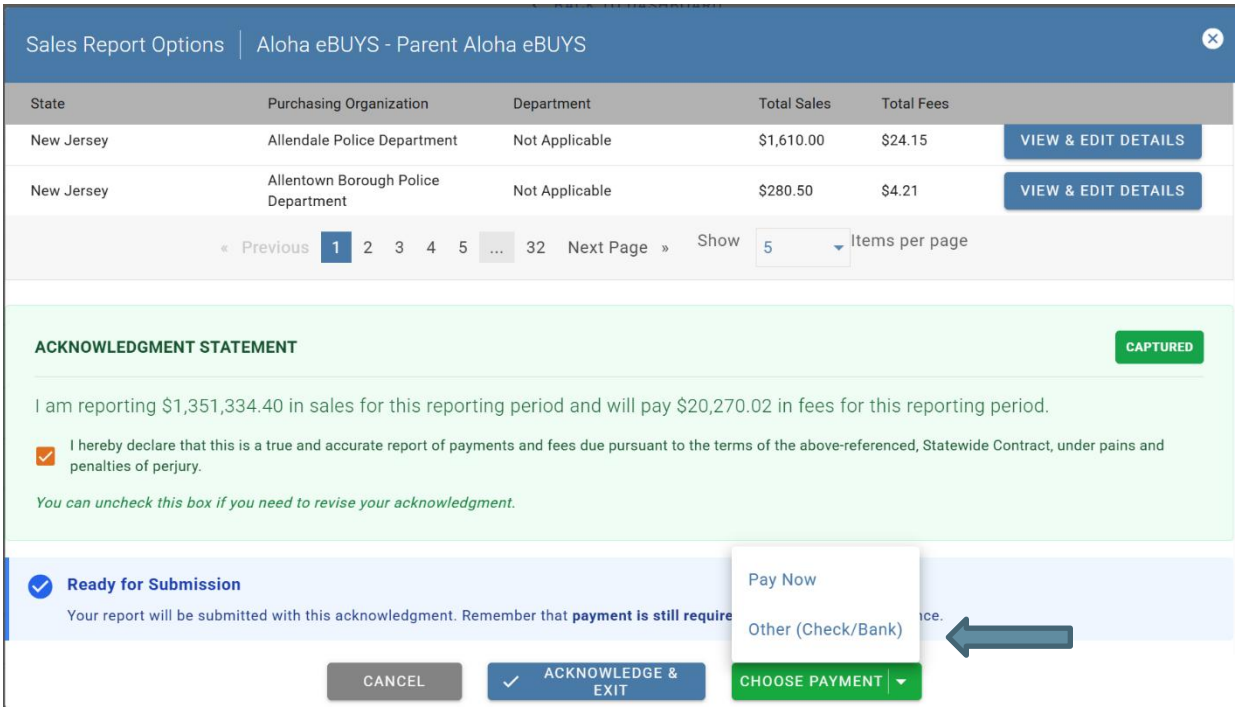


PAYMENT OPTIONS

PAY LATER / PAY VIA ACH OR CHECK

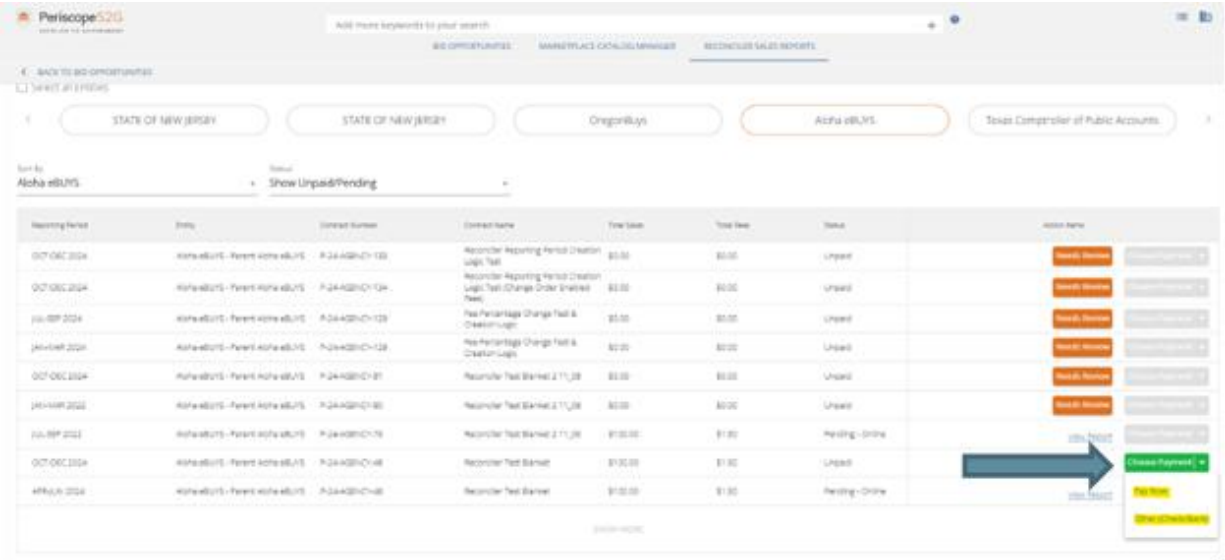
Start process: Select "Other/Bank" to submit the report and generate an invoice for ACH or check payment.

Note: "Save and Exit" saves your progress but does not submit your report. Compliance is completed only after the acknowledgment and payment steps are completed.



Option 1 - If paying via ACH or check (Other Check/Bank), follow the instructions displayed. Please print and include an invoice if you mail a check.

Option 2 - If you return to select a payment method and print invoice, select Choose Payment on the Fee Summary page. Follow the steps for your preferred method of payment.



PAY ONLINE

Start process: If you are paying online, you will be directed to the checkout portal to complete your payment.

1 Payment Type → 2 Customer Info → 3 Payment Information → 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1		$1.50	1	$1.50
Total				$1.50

Payment

Payment Type

Payment Type

Electronic Check

Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction ("IAT").

Next

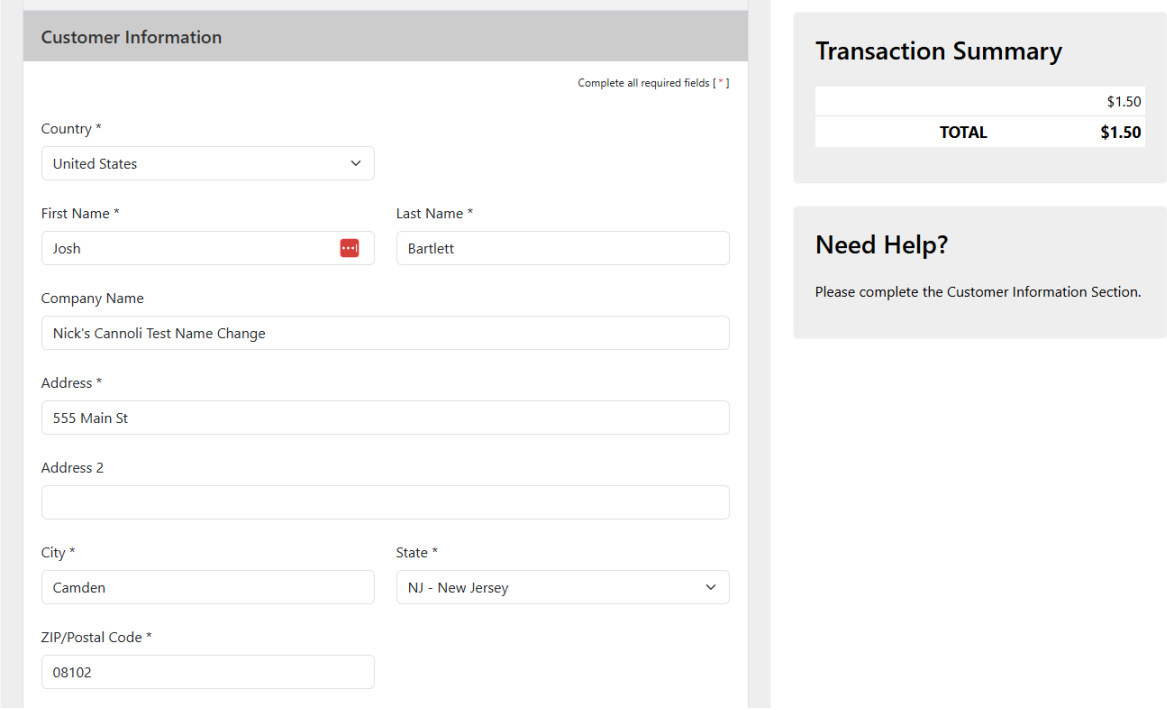
Transaction Summary

	$1.50
TOTAL	**$1.50**

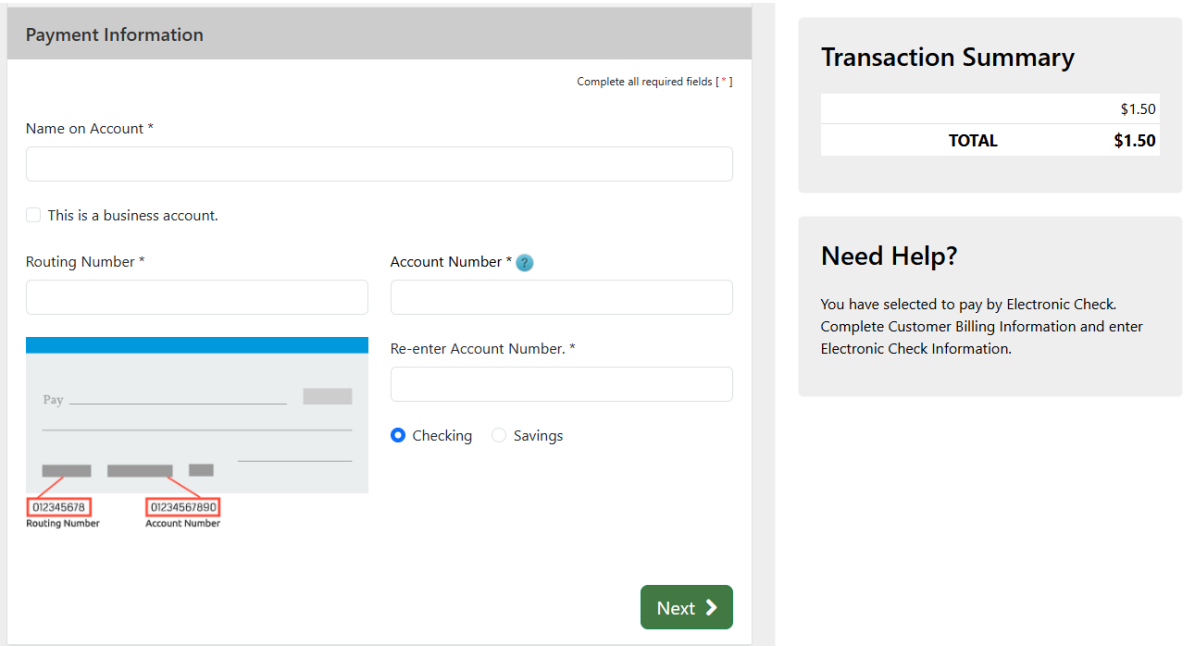
Need Help?

Select Payment Method and Continue to proceed with payment.

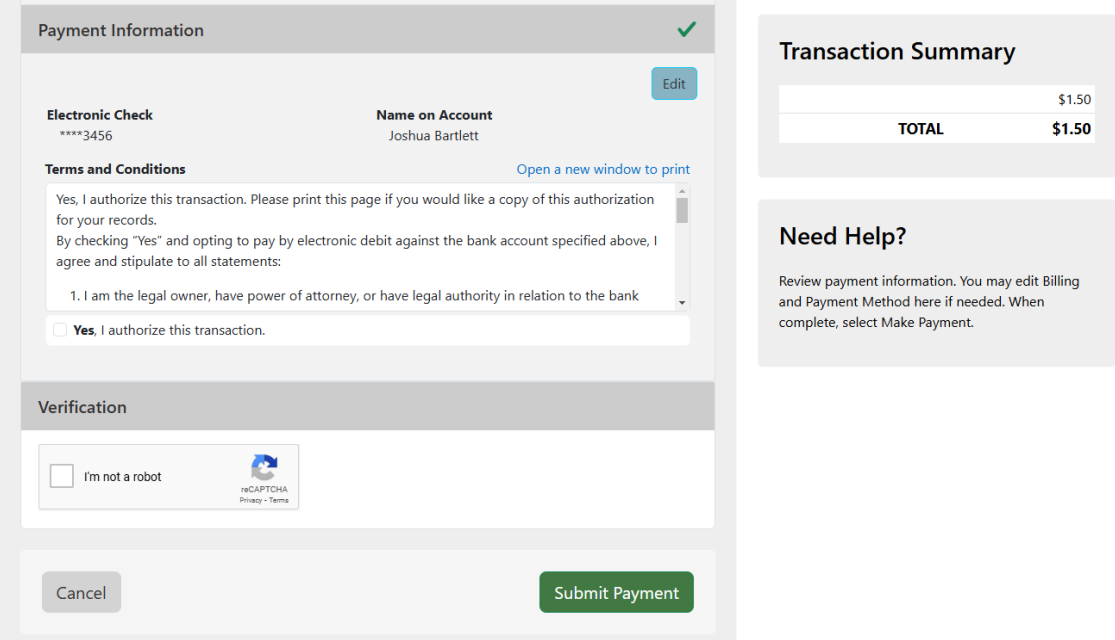
Step 1 – Your customer contact information will already be populated based on your login. The information in these fields can be updated if desired. Then click “Next.”



Step 2 – Complete the required payment information fields and click “Next.”



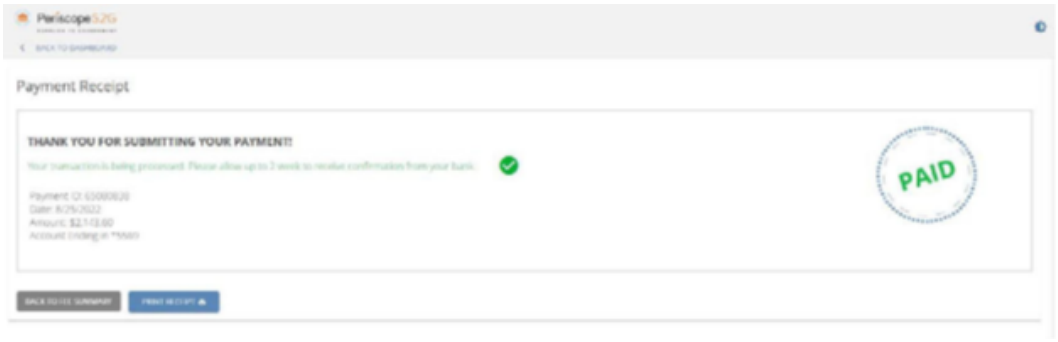
Step 3 - Scroll to the bottom of the Terms and Conditions box. Check the checkbox to authorize the transaction. Then click "Submit Payment."



Step 4 - A message will show your payment is processing. **Do not hit the back button during this time.**



Step 5 - A payment receipt confirmation will appear, which you can print using the "Print" button if you wish.



Step 6 - Click “BACK TO FEE SUMMARY” to return to the Reconciler Dashboard.