VENDOR REPORTING SALES AND PAYMENT GUIDE

What is required in quarterly Sales Reporting?

Report All Contract Sales: Contract suppliers participating in the Aloha eBUYS VCAF Program will report all Sales under their contracts with the State of Hawaii (State), including sales to both State agencies and counties.

NOTE: The prime contractor is responsible for reporting and paying the Vendor Contract Administration Fee (VCAF) on all sales made under the contract, including sales made through authorized dealers.

Sales Calculation: "Sales" shall mean total invoices for gross purchases, less, any credits, taxes, regulatory fees, and separately stated shipping charges not included in unit prices, procured on, or utilizing pricing and/or other terms of the Contract for which reporting is being submitted, regardless of the purchase process.

How often am I required to submit my sales report?

You must submit your sales report for each quarter of the State Fiscal Year. See the table below for timelines.

FISCAL YEAR	DATE RANGE	DUE NO LATER THAN
Fiscal Year, Q1	July 1 – September 30	October 31
Fiscal Year, Q2	October 1- December 31	January 31
Fiscal Year, Q3	January 1 – March 31	April 30
Fiscal Year, Q4	April 1- June 30	July 31

What if I didn't have any sales during the quarter ending to report?

Per your contract with the State, you are still required to submit a zero sales report. Please include your contract name, contract number, and fiscal year, and specify a zero sales report when submitting your documents.

Guidelines for Reporting Transactions:

The following criteria should be used by vendors in determining when to include an item sold pursuant to a participating contract in their quarterly reporting:

1. Reporting is not retroactive. Reporting starts on the effective date after the full execution date of your company's Aloha eBUYS Participating Addendum (PA) Amendment.
2. The Purchase Order (PO) or other purchasing document is dated before or during the reporting quarter. The invoice or payment date is during the reporting quarter.
3. Email completed report to reconciler@mdfcommerce.com

Use the reporting template provided here to submit your report.

Review this instruction for guidelines on completing the template.

Payment Options: We offer three convenient ways to submit payments.
W 9 is available upon request.

ACH/EFT INFORMATION **(Option 1)**	**Account Type: Checking** **Routing: 111017979** **Account Number: 2400031300** **Swift Code: TXCBUS44** **Account Name: Periscope Holdings Inc** **Aloha eBUYS Operating Account**	**Bank: Texas Capital Bank, N.A.** **Address: 2000 McKinney Ave Suite 190, Dallas, TX 75201** **Business address:** **15 British American Blvd** **Lathan, NY 12110**
FIRST CLASS MAIL **(Option 2)**	Make checks payable to Periscope Holdings Inc	Periscope Holdings Inc P.O. BOX 674868 Dallas, TX 75266-4868
OVERNIGHT MAIL **VIA UPS/FEDEX**	Make checks payable to Periscope Holdings Inc	Periscope Holdings Inc Lockbox Number 674868 1200 E Campbell Rd. Ste 108 Richardson, TX 75081