 Volume Sales Report (VSR) and

Vendor Collected Administrative Fee (VCAF) Instructions

**Volume Sales Report (VSR)**

1. Contractor shall submit a Volume Sales Report (VSR) to Department of Administrative Services, Procurement Services (DASPS) no later than thirty (30) calendar days after the end of each calendar quarter. Calendar quarters end March 31, June 30, September 30, and December 31.
2. Contractor shall not reflect the Vendor Collected Administrative Fees (VCAF) as a separate line item charge to Authorized Purchasers.
3. The VSR must contain:
4. Complete and accurate details of all receipts (for both sales and refunds) for the reported period;
5. The information identified in DASPS document titled Volume Sales Report Template. This document should be supplied by the DASPS Contract Administrator at time of execution.
6. Such other information as DASPS may reasonably request. Contractor shall send a VSR to DASPS each quarter, whether or not there are sales. When no sales have been recorded for the quarter a report must be submitted stating “No Sales for the Quarter.” This report may be sent by e-mail without any attachment provided the subject title clearly identifies Contractor’s company name, the relevant Price Agreement Number, and the reporting period for the VSR.
7. Contractor shall provide the VSR in MS Excel (.xls, .xlsx) format and in spreadsheet form. The VSR must be submitted by e-mail unless the size of the file precludes transmission by email. VSR may be submitted by CD if the file precludes transmission by email. Delivered print outs of VSRs or faxed VSRs are not acceptable. Approval from the Contract Administrator must be obtained for deviations from these requirements.
8. Contractor shall submit the first VSR to the DASPS Contract Administrator for review and approval. The approved first VSR and subsequent VSRs must be submitted to [VCAF.REPORTING@OREGON.GOV](mailto:VCAF.REPORTING@OREGON.GOV). The Contract Administrator's receipt or acceptance of any of the VSRs furnished pursuant to the Price Agreement shall not preclude DASPS from challenging the validity thereof at any time.
9. Procurement Services reserves the right to terminate the Price Agreement if VSRs are not received as scheduled or in the prescribed format.

**Vendor Collected Administrative Fee (VCAF)**

1. The Department of Administrative Services (DAS) will invoice the Contractor based on the approved VSR. Within 30 days from the date of invoice receipt, the Contractor shall remit payment to DAS to the “remit to” address listed on the invoice.
2. Contractor shall not reflect the VCAF as a separate Quote, PO or Invoice line item charge to Authorized Purchasers.
3. Contractor shall keep records showing the sales of Goods pursuant to the Agreement in sufficient detail to enable DASPS to determine the VCAF payable by Contractor and further agrees to permit its books and records to be examined from time to time to the extent necessary to verify the Volume Sales Reports. Such examination is to be made at the expense of DASPS by any auditor appointed by DASPS who is reasonably acceptable to Contractor, or, at the option and expense of Contractor, by a certified public accountant appointed by Contractor.
4. In the event that such examination reveals underpayment of the VCAF, Contractor shall immediately pay to DASPS the amount of deficiency, together with any interest owed. If the examination reveals an underpayment of 5% or more, Contractor shall reimburse DASPS for the cost of the audit.
5. The VCAF is a charge generally equal to 2% (Two Percent) of Contractor’s gross total sales, less any credits or refunds, made to Authorized Purchasers during the calendar quarter. In some instances, due to market conditions, the VCAF may vary from the 2% (Two Percent) standard. In all instances, the contract will clearly state the rates of the applicable VCAF.
6. If VCAF is not paid by the invoice due date, the past due balance may accrue interest at a rate of 18% per annum until such past due amount has been paid in full. In addition, the account balance will be assigned to the Oregon Department of Revenue, and subsequently a private collection firm, for collection as required by Oregon Revised Statute 293.231. At that time, you will also become responsible for the payment of an additional collection fee of up to 35.14% percent of the amount you owe. This additional percentage will apply to any increase in the amount you owe due to the accrual of interest on the unpaid principal amount. DASPS' right to interest on late payments shall not preclude DASPS from exercising any of its other rights or remedies pursuant to the Price Agreement or otherwise with regards to Contractor's failure to make timely remittances.
7. Contractor shall make VCAF payments by Automated Clearing House (ACH) transactions.
8. ACH Credit transactions will be initiated by Contractor to initiate transfer of funds from a bank account of Contractor’s choosing to the bank for DASPS after Contractor receives from Department of Administrative Services Shared Financial Services (DAS SFS) a completed authorization agreement for ACH Credits. These payment transactions will be processed upon receipt of invoice from DAS SFS. Contractor shall comply with DAS SFS’s reasonable instructions to facilitate this method of payment as noted with the receipt of the first invoice email.

In the event ACH is not available as a means of invoice payment, the Contractor may remit in the form of a check. The check MUST reference the PS invoice number. Payments must be mailed to:

DAS-SFS-Cashier

155 Cottage ST NE

Salem, OR 97301