Sales Reporting

Create radical efficiencies in vendor sales reporting across contracts

Agencies that manage statewide contracts for goods and services often require the awarded prime vendors to report sales made through those contracts. This reporting process can be complex due to the large number of suppliers involved and the volume of contracts an agency must monitor. Inaccurate reports can lead to lost income (when the municipality charges a fee). It is critical for agencies to have reliable, accurate reporting processes in place. Additionally, paper-based or even Excel and email-based approaches can be costly in terms of staff time spent correcting and re-entering sales data.

What leads to inaccurate sales reporting? Many agencies still rely on paper documents and manual data entry. Human error and illegible handwriting remain significant sources of data entry and calculation mistakes. Data is often scattered across multiple systems that do not integrate or communicate effectively with each other. As a result, staff waste valuable time searching through disconnected data silos—and even then, they may not find all necessary information, leading to incomplete or delayed reports. Poor communication between agencies and suppliers further complicates reporting, causing delays and frustration on both sides. Enforcing a consistent reporting schedule—whether monthly, quarterly, or annually—is another persistent challenge for staff.

For agencies managing statewide contracts, finding an efficient and reliable solution is critical. The ideal system should digitize the entire reporting process and enable vendors to directly interact with the system. It should offer automated alerts and notifications between agencies and suppliers to ensure timely communication. Staff should be able to set consistent reporting schedules, with built-in opportunities to validate the data before submission. To promote consistency across contracts, templates should be easy to create, edit, copy, and reuse. The solution should also enable agencies to track vendor spend with small and disadvantaged suppliers and offer high-level, at-a-glance visibility into key metrics and contract performance. Integrated, in-system communication between agencies and vendors should be a core feature, with all interactions recorded and stored for audit purposes.

B2Gnow recognizes the recurring operational burden that agencies face when managing sales reporting requirements. The Sales Reporting module is a unified solution that enables vendors to submit data efficiently and helps agency staff review and manage compliance with ease. The module simplifies and automates the entire sales reporting process. Vendors can submit accurate data via bulk uploads or manual entry. At the same time, agencies gain access to robust administrative tools, configurable workflows, real-time communication, and built-in compliance tracking—all within a single platform. The result is reduced administrative overhead, improved data accuracy, and stronger contract oversight.

$5 Trillion
In monitored contract value

780,000+
Contracts in the system

5.5+ Million
Certification records managed

Key Features

Data Upload - Vendors can submit sales data via bulk load (Microsoft Excel) or manual entry. The system supports high-volume import for efficiency and manual entry for smaller batches.

Vendor Report Management - Vendors manage their own sales reports and can correct validation errors before submission, ensuring data quality and minimizing back-and-forth.

Automated Alerts & Reminders - Built-in notifications keep vendors and staff informed of submission deadlines, past-due reports, and workflow actions (e.g., returns, approvals).

Configurable Templates - Staff-defined data templates ensure consistent formatting and validation of sales data, providing a reliable foundation for accurate reporting. Templates can be created, edited, copied, and reused across contracts.

Data Validation Process - A comprehensive four-step file review process checks formatting, field compliance, and data integrity before reports are submitted.

Review & Workflow Actions - Organizations can review submitted reports, accept or return them with comments, or allow vendors to withdraw and resubmit. All workflow decisions are logged.

In-System Communications - Staff and vendors can exchange messages and comments within the system. Communication is tracked at both the contract and report levels.

Audit Trails - All actions taken on contracts and reports are logged for transparency and compliance oversight.

Diverse Spend Capture - Agencies can track vendor spend with diverse suppliers, supporting a wide range of diversity and inclusion initiatives.

Administrative Controls - Staff can manage workflows, configure rules, reduce operational burden, and control vendor reporting statuses (e.g., active/inactive)

Dashboards & Reporting - High-level dashboards provide summary statistics and clickable links to contracts and reports. Standard reports are available for sales data analysis.

Entity Name Translation - Automatically standardizes vendor naming conventions to maintain data consistency across submissions.

Benefits:

- **Streamlines Processes** – Bulk uploads, automated alerts, and templates save time for all parties.
- **Ensures Data Integrity** – Enforced templates, validation steps, and audit trails ensure reliable reporting.
- **Strengthens Compliance** – Workflow rules, diverse spend tracking, and audit history support enforcement.
- **Increases Visibility** – Logged communications and dashboards provide visibility across contracts.
- **Enables Vendor Participation** – Self-managed submissions, status toggling, and in-system communication.
- **Reduces Administrative Burden** – Administrative tools and automation reduce the need for manual intervention by agency staff.