



ARBuy Supplier Reporting & Payment Guide

Purpose: To provide guidance and detailed instructions to AR Statewide Contract suppliers in providing quarterly sales reporting and remitting related convenience fees.

What is Required in Quarterly Sales Reporting

Report All Contract Sales

Contract suppliers participating in the ARBuy Marketplace Program will report Net Purchases under their contracts with the State of Arkansas, including sales to both State agencies and local public purchasing entities. Reporting should include both State Agency sales and sales from all local public purchasing participants such as municipalities, colleges and universities, local governments, school districts and special districts/entities (inclusive of political subdivisions).*

Sales Calculation

Net Purchases are defined as gross sale amounts less credits, taxes, regulatory fees, clearly agreed-to “pass-through,” and separately stated shipping charges not included in unit prices.

Report Zero Sales

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

Criteria for Reporting Transactions

The following criteria should be used by suppliers in determining when to include an item sold pursuant to a participating 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.

Level of Detail

Net Purchases will be reported in the same level of detail shown on the purchasing document (PO). Example: A PO is issued on 02/15/22 by the City of Little Rock and meets the criteria above for reporting during the quarter. The PO contains two-line items. Each item is reported as a separate line in the spreadsheet.

*Supplier Convenience Fee Assessment

For suppliers participating in the Marketplace Program, the 1% Convenience Fee is charged on applicable Cooperative Purchasing Program sales. Please confirm your State Contract terms and conditions prior to starting your quarterly sales reporting.

Reporting is not retroactive. Reporting starts on the effective date of a newly awarded contract or for a contract with a Participating Amendment, the date the new amendment was fully executed.

Submitting Your Report and Remitting Your Fee by Quarter for 2023

Reporting Template

Use the reporting template provided [here](#) to report your Net Purchases.
Refer to the Reporting Template Instructions found in Payment Documentation section below for guidance on which fields are mandatory.

Submit your report to reconciler@mdfcommerce.com and pay using one of the following methods:

Option 1: 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: 4011036870
Account Name: Periscope Intermediate Corp, Arkansas Operating Account

Option 2: Remittance Address for Checks:

Please make checks payable to Periscope Intermediate Corp

First Class Mail

Periscope Intermediate Corp
PO BOX 674852
DALLAS TX 75267-4852

Overnight

Periscope Intermediate Corp
LOCKBOX NUMBER 674852
1200 E CAMPBELL RD
STE 108
RICHARDSON TX 75081

Report Deadlines for 2023

Quarter 1: January- March	Reporting due April 30th
Quarter 2: April- June	Reporting due July 31st
Quarter 3: July- September	Reporting due October 31st
Quarter 4: October- December	Reporting due January 31st

Payment Documentation

Periscope has published the following documentation to facilitate payment processing:

- [ARBuy Fee Tracking Template](#)
- [ARBuy Fee Reporting Template Instructions](#)
- [W-9: Periscope Intermediate Corp. - 2023](#)
- [W-9: Periscope Holdings, Inc. - 2023](#)
- [W-9: Periscope Holdings, Inc. - 2022](#)
- [Periscope DDA Letter](#)