

## How to Use VendorWeb

[VendorWeb](#) allows vendors of the Commonwealth to view their payment information (scheduled payments and payment history) and [sign up for Electronic Funds Transfer \(EFT\)](#).

This document shows vendors how to:

- Log into VendorWeb ([www.mass.gov/vendorweb](http://www.mass.gov/vendorweb))
- Find scheduled payments from specific departments
- Find payments for a specific date range
- View Payment History by payment or by department
- View Payment History since 1/1/2011
- Download payments to a spread sheet

If you have additional questions on [VendorWeb](#), please first contact one of the [departments you do business with](#) or the Comptrollers Help Desk at [comptroller.info@state.ma.us](mailto:comptroller.info@state.ma.us)

VendorWeb also provides:

- Printable copy of 1099
- Specific Remittance Information for MassHealth Providers

For additional Vendor guidance, including Forms and Policies, visit the [Comptroller Guidance for Vendors Page](#).

## How to Use VendorWeb

### Step 1: VendorWeb Login

1. Enter the 12 character vendor code. Vendor codes begin with "VC". If the vendor code is unknown, contact one of the departments you do business with.
2. Enter the last 4 digits of the Tax Identification Number (TIN). This is the number provided to the Commonwealth on the W-9 form when you first became a vendor. This is either a Social Security Number (SSN), or an Employer Identification Number (EIN).
3. Click **Login**

## VendorWeb

---

**\*This is a secure area\***

Due to the nature of the material contained in VendorWeb, this session is encrypted, and we ask that you enter your vendor code to continue. If you do not know, or are unable to remember your vendor code, please contact your departmental representative for this information.

### Vendor Login

To log in, enter your 12-digits alpha/numeric Vendor Code and last 4-digits Taxpayer Identification Number (TIN), then click "Login".

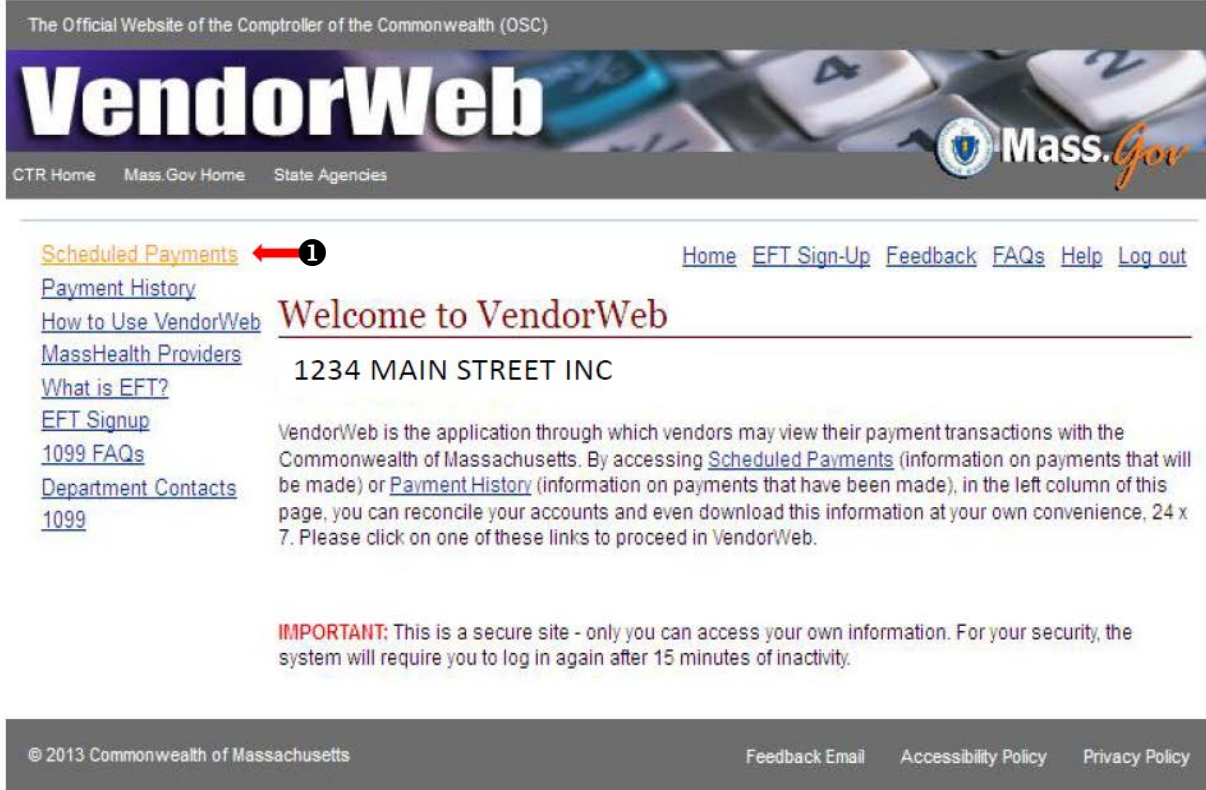
**Vendor Code:**  ①

**Last 4-digits TIN:**  ②  ③

## How to Use VendorWeb

### Step 2: Viewing Scheduled Payments

1. Click on **Scheduled Payments** on the left side of the screen



The Official Website of the Comptroller of the Commonwealth (OSC)

# VendorWeb

CTR Home   Mass.Gov Home   State Agencies

[Scheduled Payments](#) **1**   [Home](#)   [EFT Sign-Up](#)   [Feedback](#)   [FAQs](#)   [Help](#)   [Log out](#)

[Payment History](#)  
[How to Use VendorWeb](#)  
[MassHealth Providers](#)  
[What is EFT?](#)  
[EFT Signup](#)  
[1099 FAQs](#)  
[Department Contacts](#)  
[1099](#)

## Welcome to VendorWeb

### 1234 MAIN STREET INC

VendorWeb is the application through which vendors may view their payment transactions with the Commonwealth of Massachusetts. By accessing [Scheduled Payments](#) (information on payments that will be made) or [Payment History](#) (information on payments that have been made), in the left column of this page, you can reconcile your accounts and even download this information at your own convenience, 24 x 7. Please click on one of these links to proceed in VendorWeb.

**IMPORTANT:** This is a secure site - only you can access your own information. For your security, the system will require you to log in again after 15 minutes of inactivity.

© 2013 Commonwealth of Massachusetts   [Feedback Email](#)   [Accessibility Policy](#)   [Privacy Policy](#)

# How to Use VendorWeb

## Step 3: View Scheduled Payments

1. Select a department. By default "All Departments" is selected. Scroll the alphabetical list to find the correct department. Click on the listing to highlight the entry. To pick more than one department, hold down the "Ctrl" key and select.
2. Click **Search**

[Payment History](#)  
[How to Use VendorWeb](#)  
[MassHealth Providers](#)  
[What is EFT?](#)  
[EFT Signup](#)  
[1099 FAQs](#)  
[Department Contacts](#)  
[1099](#)

## 1234 MAIN STREET INC Scheduled Payments

The Scheduled Payments view provides the status of payment transactions that have been reviewed and processed, but are not yet paid. Here you can:

- [Understanding Scheduled Payments](#)
- Select one, several or all departments
- Find scheduled payment dates and payment amounts
- View details about the scheduled payment such as reference number and description
- **Note:** If you are looking for information about a payment already issued, go to the [Payment History](#) view.

Select the Department(s) to search - To select multiple departments, hold down the "Ctrl," "Shift," or "Command" key and click on the departments you wish to view.

Select the Department(s) to search



Reset

## How to Use VendorWeb


### Step 4: Scheduled Payments Details

This page will detail the payments scheduled from the selected department(s). The following fields are displayed:

1. Address ID
2. Department
3. Document ID
4. Payment Reference Number
5. Description
6. Scheduled Payment Date
7. Amount

The Official Website of the Comptroller of the Commonwealth (OSC)

# VendorWeb

CTR Home Mass.Gov Home State Agencies 

[Home](#) [EFT Sign-Up](#) [Feedback](#) [FAQs](#) [Help](#) [Log out](#)

## 1234 MAIN STREET INC

### Scheduled Payments Details

Department(s) Searched: TRE  
Number of Scheduled Payments Found: 1  
[Understanding Scheduled Payments](#)

[Return Scheduled Payments Search](#)

**Address ID:** AD001---1234 MAIN ST BOSTON, MA ①

**Department:** TRE – OFFICE OF THE STATE TREASURER ②

**Document ID:** ③

**Payment Reference Number:** ④

**Description:** ⑤

**Scheduled Payment Date:** ⑥

**Amount:** ⑦

© 2013 Commonwealth of Massachusetts [Feedback Email](#) [Accessibility Policy](#) [Privacy Policy](#)

## How to Use VendorWeb

### Payment Date Notes

Scheduled Payment date:

- when checks are postmarked and “EFT” funds are transmitted to your bank.
- EFT funds will be available to the vendor two business days after the scheduled payment date.

The total amount may be different when viewing Payment History since the following are not included in the Scheduled Payments section:

- discounts
- contract retainage
- delinquent debt owed to the Commonwealth
- other deductions

Contact the [Department](#) that issued the payment with questions regarding deductions

Actual amounts are listed in the Payment History section of VendorWeb


# How to Use VendorWeb

## Step 5: Viewing Payment History

### 1. Click Payment History

The Official Website of the Comptroller of the Commonwealth (OSC)

# VendorWeb

CTR Home Mass.Gov Home State Agencies 

[Scheduled Payments](#) [Home](#) [EFT Sign-Up](#) [Feedback](#) [FAQs](#) [Help](#) [Log out](#)

[Payment History](#) **1** [How to Use VendorWeb](#) [MassHealth Providers](#) [What is EFT?](#) [EFT Signup](#) [1099 FAQs](#) [Department Contacts](#) [1099](#)

## Welcome to VendorWeb

### 1234 MAIN STREET INC

VendorWeb is the application through which vendors may view their payment transactions with the Commonwealth of Massachusetts. By accessing [Scheduled Payments](#) (information on payments that will be made) or [Payment History](#) (information on payments that have been made), in the left column of this page, you can reconcile your accounts and even download this information at your own convenience, 24 x 7. Please click on one of these links to proceed in VendorWeb.

**IMPORTANT:** This is a secure site - only you can access your own information. For your security, the system will require you to log in again after 15 minutes of inactivity.

© 2013 Commonwealth of Massachusetts [Feedback Email](#) [Accessibility Policy](#) [Privacy Policy](#)

# How to Use VendorWeb

## Step 6: Payment History

1. Select a Department(s)
2. Choose a preselected date range, or place a specific date range in the **From** and **To** fields
3. **Payments are listed by payment number as the default. You can select grouped by department** if you want to view payments for a specific, or group of, departments or...
4. If you would like the payment history downloaded in a spreadsheet, select **Yes**.
5. Click **Search**

[Scheduled Payments](#)

[Home](#) [EFT Sign-Up](#) [Feedback](#) [FAQs](#) [Help](#) [Log out](#)

**Payment History**

[How to Use](#)

[VendorWeb](#)

[MassHealth Providers](#)

[What is EFT?](#)

[EFT Signup](#)

[1099 FAQs](#)

[Department Contacts](#)

[1099](#)

## 1234 MAIN STREET INC

### Payment History

The Payment History view provides detailed information on your completed payment transactions with the Commonwealth. Here you can:

- [Understanding Payment History](#)
- Select one, several or all departments
- Choose a preset date range (the past 15 calendar days) or customize your date range search
- Display results grouped by department or grouped by payment
- Download your payment history to your own spreadsheet application
- **Note:** If you are looking for a payment you believe may not have yet been issued, go to the [Scheduled Payment](#) view.

Select the Department(s) to search - To select multiple departments, hold down the "Ctrl," "Shift," or "Command" key and click on the departments you wish to view.

Select the Department(s) to search

1  ALL DEPARTMENTS

ADD - DEVELOPMENTAL DISABILITIES COUNCIL

AGO - ATTORNEY GENERAL OFFICE

AGR - DEPARTMENT of AGRICULTURAL RESOURCES

ALA - ADMINISTRATIVE LAW APPEALS DIVISION

ANF - EXECUTIVE OFFICE for ADMINISTRATION and FINANCE

APC - APPEALS COURT

ART - MASS CULTURAL COUNCIL

ATB - APPELLATE TAX BOARD

BBE - BOARD OF BAR EXAMINERS

2 Choose A Date Range

Past 15 Days

OR Enter a Custom Date Range mm/dd/yyyy (no earlier than 01/01/2011)

From:  To:

How Do you Want to Show the Results

Group By Payment 3

Would you like to download search result to your computer?

No:  Yes:  4

5

**Search** **Reset**



## How to Use VendorWeb

### Payment History Details

Payment Date, Payment Number (payment numbers containing a letter, such as "A" are sent via EFT, otherwise a paper check was issued), Payment Reference Number (invoice number), Contract Number, Individual line amount, check amount, and check description are displayed.

Any discounts, contract retainage, delinquent debt owed to the Commonwealth, or other deductions are displayed.

[Home](#) [EFT Sign-Up](#) [Feedback](#) [FAQs](#) [Help](#) [Log out](#)

## 1234 MAIN STREET INC

### Payment History

Date Range Searched: From 10/2/2013 To 10/17/2013  
 Department(s) Searched: TRE  
 Number of Payment Lines Found: 5

[Understanding Payments History](#)

Address ID: AD001---1234 MAIN ST BOSTON, MA  
 Department: TRE - OFFICE OF THE STATE TREASURER  
 Contact Phone Number: (617) 367-3900

Invoice number

Dept. Encumbrance name

Original Payment Amount

Payment Amount - Discount Amount + Penalty Amount

Return Payments History Search

Payment Date	Payment Number	Payment Ref. No.	Contract Number	Line Amount	Check Amount
10/2/2013	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Check Description: [REDACTED]					
				Discount Line Amount:	[REDACTED]
				Penalty Interest Amount:	-
10/4/2013	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Check Description: [REDACTED]					
				Discount Line Amount:	[REDACTED]
				Penalty Interest Amount:	-
10/7/2013	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Check Description: [REDACTED]					
				Penalty Interest Amount:	-
10/7/2013	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Check Description: [REDACTED]					
				Penalty Interest Amount:	-
10/10/2013	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Check Description: [REDACTED]					

If you have additional questions on [VendorWeb](#), please first contact one of the [departments you do business with](#) or the Comptrollers Help Desk at [comptroller.info@state.ma.us](mailto:comptroller.info@state.ma.us)