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)
- 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

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.
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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.

<table>
<thead>
<tr>
<th>Vendor Login</th>
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<tbody>
<tr>
<td>To log in, enter your 12-digits alpha/numeric Vendor Code and last 4-digits Taxpayer Identification Number (TIN), then click &quot;Login&quot;.</td>
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</table>

<table>
<thead>
<tr>
<th>Vendor Code:</th>
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<table>
<thead>
<tr>
<th>Last 4-digits TIN:</th>
<th>Login</th>
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</table>
Step 2: Viewing Scheduled Payments

1. Click on Scheduled Payments on the left side of the screen
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
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
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.
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Step 5: Viewing Payment History

1. Click Payment History
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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

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 Payments 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.

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

Would you like to download search results to your computer?

[ ] No [ ] Yes

Click Search
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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.

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