



CTR Job Aid

Using VendorWeb

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Overview

Vendors of the Commonwealth of Massachusetts can use VendorWeb to view information about payments from Commonwealth departments.

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- Find information on scheduled payments [3](#)
- Find information on payment history by payment or department, and download payment history to a spreadsheet [5](#)
- View and download printable tax Forms 1099 (Non-Employment Income) [7](#)

Support

If you are a vendor with a question specific to your contract or form information, please contact [the department with whom you are doing business](#). If you require your vendor code or have any other questions about VendorWeb, contact the Office of the Comptroller at comptroller.info@mass.gov or 617-973-2468.

Log into VendorWeb

1. Visit [VendorWeb](#).
2. In the **Vendor Code** field, enter the 12 character vendor code, beginning with VC.
If you do not know your vendor code, please [contact the department you are doing business with](#). Additionally, you can contact the Office of the Comptroller Solution Desk at comptroller.info@mass.gov or 617-973-2468.
3. In the **Last 4-digits TIN** field, Enter the last 4 digits of the Tax Identification Number.
This is the number first provided to the Commonwealth of Massachusetts on the Form W-9 when you first became a vendor. This is either a Social Security Number (SSN) or an Employer Identification Number (EIN).
4. Select '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: ❶

Last 4-digits TIN: ❷

Login ❸

Find information on scheduled payments

Vendors may view the status of payment transactions that have been reviewed and processed but have not yet been paid.

Step 1: Log into VendorWeb

- A. Log into [VendorWeb](#) using the instructions on Page 1.
- B. Select 'Scheduled Payments' on the left side of the screen.

[Scheduled Payments](#) [Home](#) [Feedback](#) [FAQs](#) [Help](#) [Log out](#)

[Payment History](#)
[How to Use VendorWeb](#)
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[What is EFT?](#)
[1099 FAQs](#)
[1099](#)

OFFICE OF THE COMPTROLLER 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

Step 2: Find your scheduled payments

- A. Select a department from the scroll menu.
By default "All Departments" is selected. To select more than one department, hold down the **Ctrl** key (**Cmd on Mac**) and select.
- B. Select the 'Search' button.

Select the Department(s) to search

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

[Search](#) [Reset](#)

This will display details of payments scheduled from the selected department(s).

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:
Department:
Document ID:
Payment Reference Number:
Description:
Scheduled Payment Date:
Amount:

Address ID – The vendor address on file.

Department – The Commonwealth of Massachusetts with whom a payment is scheduled.

Document ID – The identifying number of the transaction in the Commonwealth’s accounting system.

Payment Reference Number – The vendor’s invoice number, or a number assigned by the department to assist the vendor in identifying the invoice being paid.

Scheduled Payment Date – The date when checks are postmarked, or when funds are transmitted to your account via Electronic Funds Transfer (EFT). Funds transmitted via EFT will be available two business days after the scheduled payment date.

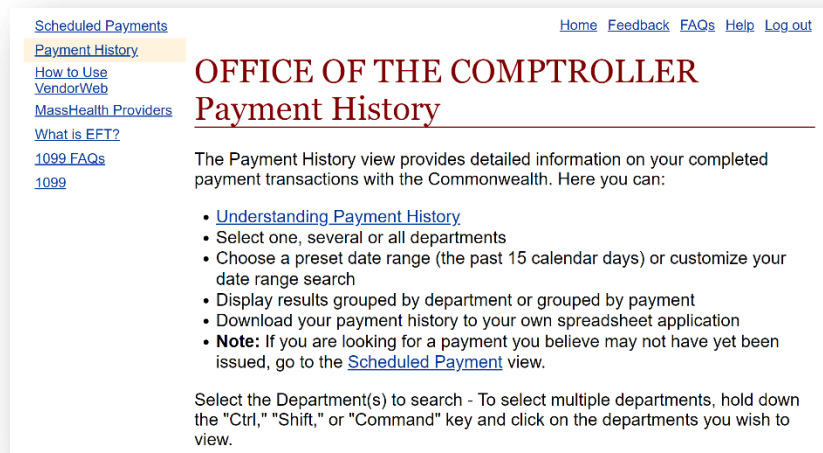
Amount – The amount of the scheduled payment. This may be different when viewing Payment History since discounts, contract retainage, delinquent debt owed to the Commonwealth and intercepted, or other deductions are not included in Scheduled Payments. Actual payment amounts are listed in Payment History.

Find information on payment history

Vendors may view past transactions with the Commonwealth of Massachusetts via VendorWeb, dating back to 2011.

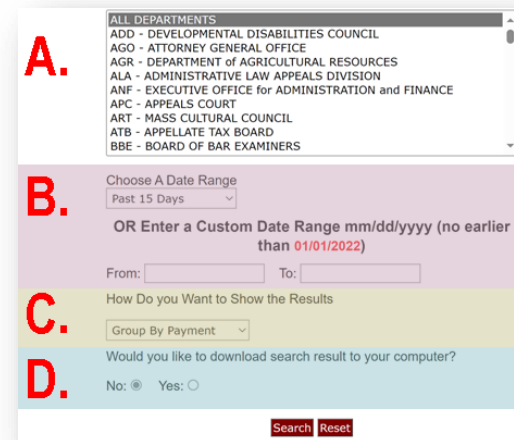
Step 1: Log into VendorWeb

- A. Log into [VendorWeb](#) using the instructions on Page 1.
- B. Select 'Payment History' from the left side of the screen.



Step 2: Find your payment history

- A. From the 'Payment History' page, select a department or departments.
By default "All Departments" is selected. To select more than one department, hold down the **Ctrl** key (**Cmd on Mac**) and select.
- B. Choose from one of the date range options, **OR** place a specific date range in the **From:** and **To:** fields.
- C. Choose if you want results to appear grouped by Payment Number (default), or by Department.
- D. To download this as a spreadsheet, select **Yes**. Then select **Search**.



This will display payment history details from the selected department(s).

1234 Main Street Inc

Payment History

Date Range Searched:

From 10/2/2024 to 10/17/2024

Department(s) Searched:

TRE

Number of Payment Lines Found:

5

[Understanding Payments History](#)

Return Payments History Search

Address ID: AD001 ---- 1234 MAIN ST INC, BOSTON, MA

Department: TRE - OFFICE OF THE STATE TREASURER

Contact Phone Number (617) 367-3900

Payment Date	Payment Number	Payment Ref. No.	Contract Number	Line Amount	Check Amount
10/10/2024					
Check Description:					
				Discount Line Amount:	
				Penalty Interest Amount:	
10/12/2024					
Check Description:					
				Discount Line Amount:	
				Penalty Interest Amount:	
10/14/2024					
Check Description:					
				Discount Line Amount:	
				Penalty Interest Amount:	
10/17/2024					
Check Description:					
				Discount Line Amount:	
				Penalty Interest Amount:	

Payment Date – The day the check was mailed or the Electronic Funds Transfer was sent.

Payment Number – The check number or Electronic Funds Transfer number.

Payment Ref. No. – The invoice number.

Contract Number – Department encumbrance name.

Line Amount – Original payment amount

Check Amount – The payment amount, minus discount amount, and plus penalty amounts. Contact [the intercepting department](#) with questions regarding deductions.

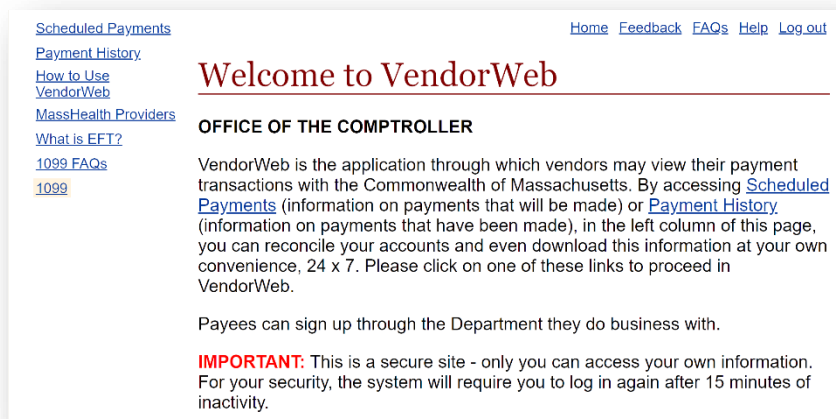
View and download printable tax Forms 1099 (Non-Employment Income)

Vendors may view, download, and print a Form 1099 for each of the previous three tax years.

This form can be used for tax filing purposes. It does not need to be submitted to the IRS or Massachusetts Department of Revenue.

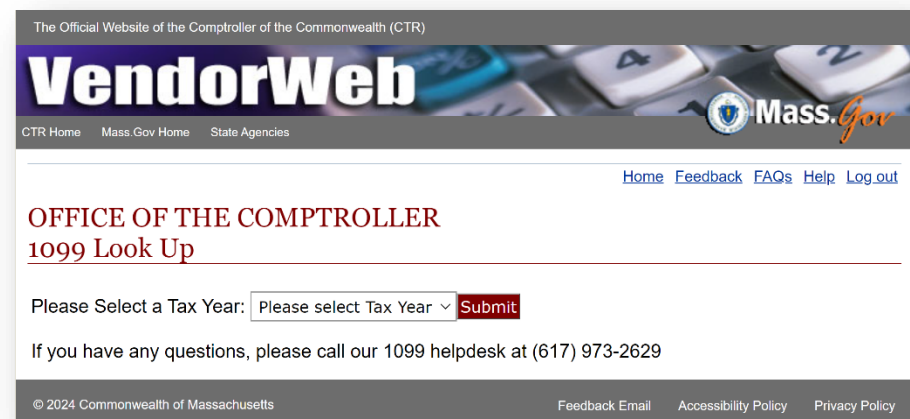
Step 1: Log into VendorWeb

- A. Log into [VendorWeb](#) using the instructions on Page 1.
- B. Select '1099' on the left side of the screen.



Step 2: Select your tax year

- A. In the drop-down menu, choose the year you wish to view and select 'Submit'.



- B. This will open your selected Form 1099. You will be able to save it to your device or print the form.