



OPERATIONAL SERVICES DIVISION

# Adding Users to the Vendor Report Management (VRM) System

Guidance for Statewide Contract Vendors



# Overview



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The Vendor Report Management (VRM) system is used by Statewide Contract Vendors to submit quarterly sales reports. Effective October 2022 for FY23 Q1 reporting, Statewide Contract Vendors also will submit Administration Fee payments through the VRM system.

Use this guide to set up Administrative Fee staff as Users in the VRM system.

Guidance to *classify* Administration Fee staff as *Invoicing Contacts* in the VRM system, a next important step, will be forwarded in the next few weeks.



# Access to the VRM System



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# Vendor Report Management System

[Log In](#)

### System Training

Learn how to fully utilize our system with a live trainer

[TRAINING](#)

### Account Access

Lookup Vendor accounts or reset user passwords

[ACCOUNT LOOKUP](#)[FORGOT PASSWORD](#)

### About the System

Learn more about this system and how it works today

[INFORMATION FOR VENDORS](#)

The Vendor Report Management System is powered by [B2Gnow](#) Software © Copyright 2019.

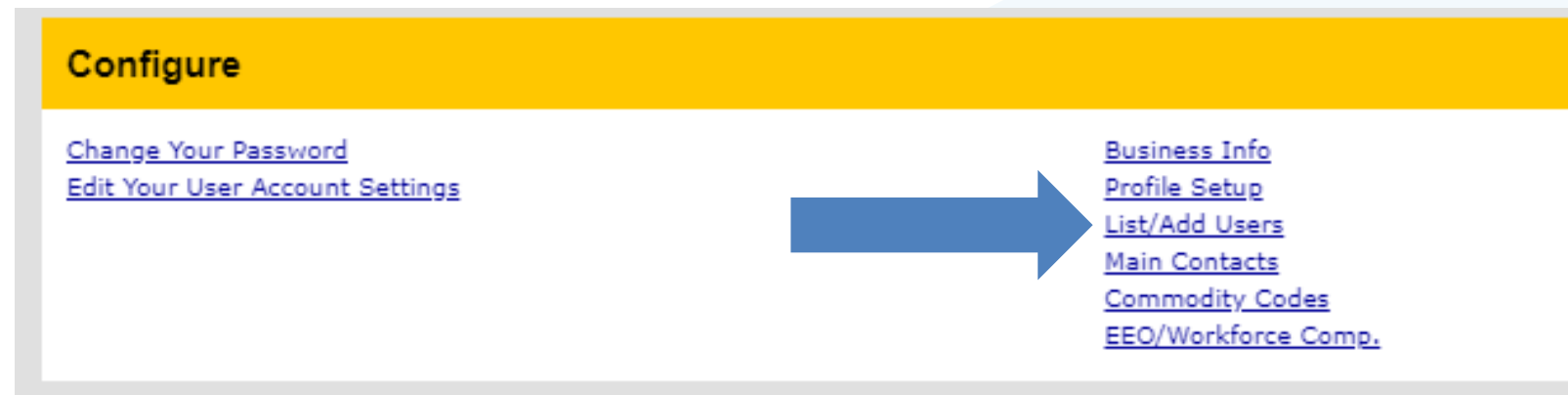
A User with VRM system login credentials should access the portal at [massosd.gob2g.com](https://massosd.gob2g.com).

# Set Up a New User



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From the system dashboard, select List/Add Users from the Configure box on the right side of the screen.



# Set Up a New User

Click Add User.

GeneralPublic ProfileUsersCommodity CodesContactsEmployeesCertificationsSales ContractsWorkforce Comp/EEOQuestionnaires

OSD Notifications

Listed are all user accounts for this vendor. To view a user's information, click the user's name. Inactive users that have not accessed their account within the past two years are shaded.

Add User

Users

Name	Title	Contact Role(s)
<a href="#">Ops_OSD</a>		Certifications, Contracts, General, Insurance, Invoicing, Owner, Prevailing Wage, Sales
<a href="#">OSD_ADB</a>		

# Set Up a New User



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Complete the requested information and click Save.

These are the settings for the displayed user. When finished, click the **Save Changes** button.

\* required entry

Home

View »

Search »

Message »

Settings »

Help & Support »

Logoff

Show All

Hide All

Contact Information

Enter the user's contact information. The email address serves as the username.

NAME \*

Salutation First name \* Last name \* Suffix

USERNAME/EMAIL \*

TITLE

PHONE NUMBER \* Ext.

MOBILE NUMBER

FAX NUMBER

PASSWORD Will be automatically generated

Addresses

Select the addresses for this user. To edit or add addresses, click the **General** tab at the top of this page.

PHYSICAL \*

MAILING \*

BILLING \*

SHIPPING \*

Select a physical address

Select a mailing address

Select a billing address

Select a shipping address

Account Preferences

Select the timezone and notification settings for this user.

TIME ZONE \*

NOTIFICATION OPTIONS

US/Central

☒ Notify this user of new system features and services. Uncheck the box to not receive these notices.

☒ Notify this user of outreach campaigns and opportunities, such as seminars, training bulletins, and procurement opportunities. Uncheck the box to not receive these notices from Commonwealth of Massachusetts Operational Services Division. This action has no impact on official correspondence sent as part of any applicable agreement, contract, certification, or policy.

Save

User List



# Access to the VRM System

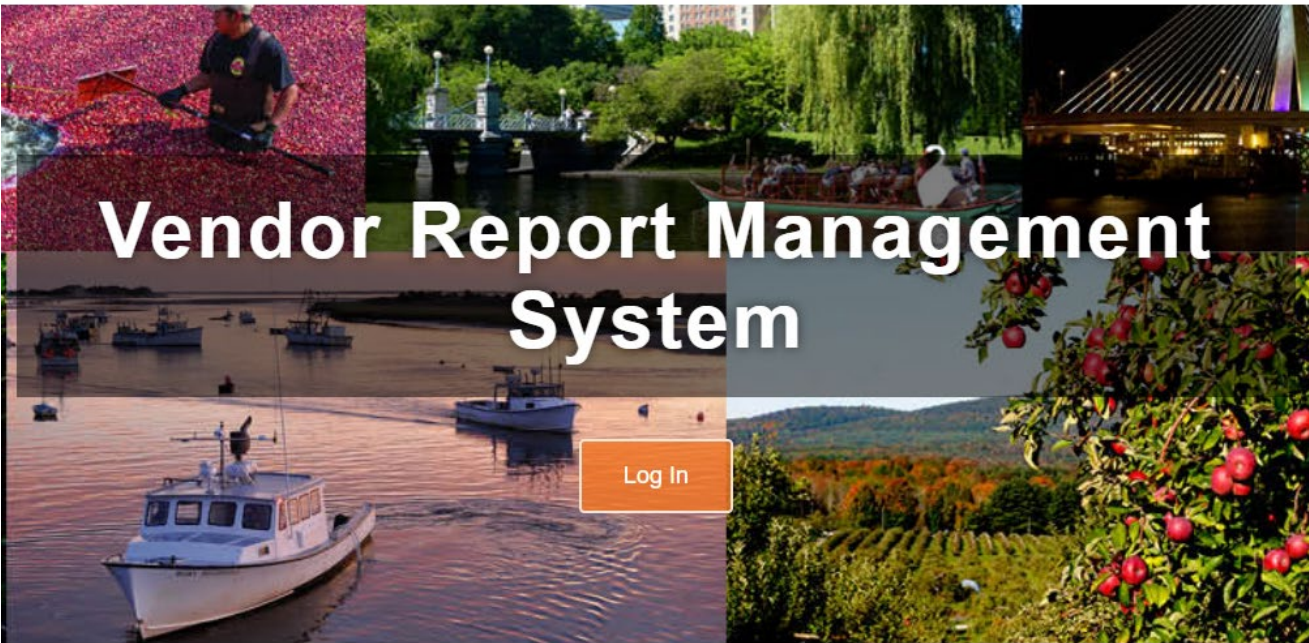


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The newly added User will access the VRM portal at [massosd.gob2g.com](https://massosd.gob2g.com) and select the Forgot Password tile.

# Access to the VRM System



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**Reset Password**

Enter your email address, username, or user number in the box below and we will create a one-time use password and send it to the registered email address for the account. You will be required to reset your password after login. If you do not know your username, you can [look it up](#).

**Need help?**

Some questions may be answered by watching a tutorial video:

[FORGOT PASSWORD](#)

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The new User will enter their email address and click submit.

They will receive an email asking them to update their VRM login credentials.



# Next Steps



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Over the next few weeks, vendors will receive instructions to *classify* their Administration Fee staff member as the *Invoicing Contact* in the Vendor Report Management system so they may receive important Administration Fee notifications.

If you have questions about adding a staff member to the Vendor Report Management system, contact the [OSD Help Desk](#) at 888-MA-State (627-8283).