Template for Agencies to send to Prime Departmental Contractors: Registering in the Supplier Diversity Hub

The Commonwealth of Massachusetts has developed a system for prime vendors on departmental contracts to report spending with diverse partners.

**All departmental contract vendors are required to register with the Supplier Diversity Hub and complete the questionnaire by [DATE]**. Vendors are required to register and report any spending with diverse businesses on an annual basis.

To get access the Hub, you will need to complete a brief questionnaire. [Please click this link](https://sdh.formverse5.com/AUTOCENESERVER_SDH/WebApp/FillFormWO.aspx?templateId=b07021b7-34ac-41a0-9048-9dabc76022ad) and answer the questions provided. If you have questions, please refer to [this video](https://www.youtube.com/watch?v=idAmE2fVvgg).

Once complete, you will receive an email with your login information and password.

As a Prime contractor, you will use the Hub to report your payments to diverse and small businesses. These payments are then confirmed with the vendors and displayed in the system. For more information on how to use these features, use the links below:

[Report contractor spending using The Hub](https://www.youtube.com/watch?v=ElmEt4FU_AM)

[Payment management using The Hub](https://www.youtube.com/watch?v=w96W3tAGzwI)

The Supplier Diversity Office (SDO) has a Hub Vendor Reporting Class for Prime Contractors. In this class, you will learn how to register in the Hub, submit SDP spend reports, add and manage users, and view your current spend. Please [Click Here to Register](mailto:webmaster.sdo@mass.gov).

If you have any questions, please contact us at [webmaster.sdo@mass.gov](mailto:webmaster.sdo@mass.gov) .

Thank you,