

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

As we begin the new fiscal year, the Commonwealth of Massachusetts has developed a system for prime vendors on departmental contracts to report spending with diverse partners.

Moving forward, all indirect spend on departmental contracts must be reported in the Supplier Diversity Hub.

You will soon receive an email from **adminsvc@autocene.com** requesting that you register within the Supplier Diversity Hub.

All departmental contract vendors are required to register with the Supplier Diversity Hub and complete the self-assessment by [DATE]. Vendors are required to register and report any spending with diverse businesses on an annual basis. They also have the option to report their spending each quarter to ensure SDP benchmarks are being met.

To register in the Supplier Diversity Hub, please visit [Automation - AUTOCENE WEBAPP \(formverse5.com\)](https://Automation-AUTOCENEWEBAPP(formverse5.com)) to complete the business self-assessment.

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

To enter spend with SDP partners, log in and click on the “Goods and Services – Spend Reporting” tab on the left-hand side of the page. Click on the “Electronic Form” button to report your spend.

To access job aids and how-to videos, you may click on the “Help” section within the Supplier Diversity Hub.

If you have any questions, please contact webmaster.sdo@mass.gov.

Thank you,