OPERATIONAL SERVICES DIVISION

Update Business Contact Information in the VRM Portal

Guidance for Statewide Contract Vendors

Serving Public Buyers and Vendors of the Commonwealth of Massachusetts

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Overview

The Vendor Report Management (VRM) portal is used by Statewide Contract Vendors to submit their quarterly sales reports, as required.

The portal is designed to send sales report updates to Statewide Contract Vendors at key points during each reporting cycle. The portal may accommodate up to **two** Business Contacts to receive these important messages. These Business Contacts may be any staff member who is set up as a User in the VRM portal.

Use this guide to:

- Set Up a New User (p. 4);
- Designate a User as a Business Contact (p. 7).

Access the VRM Portal

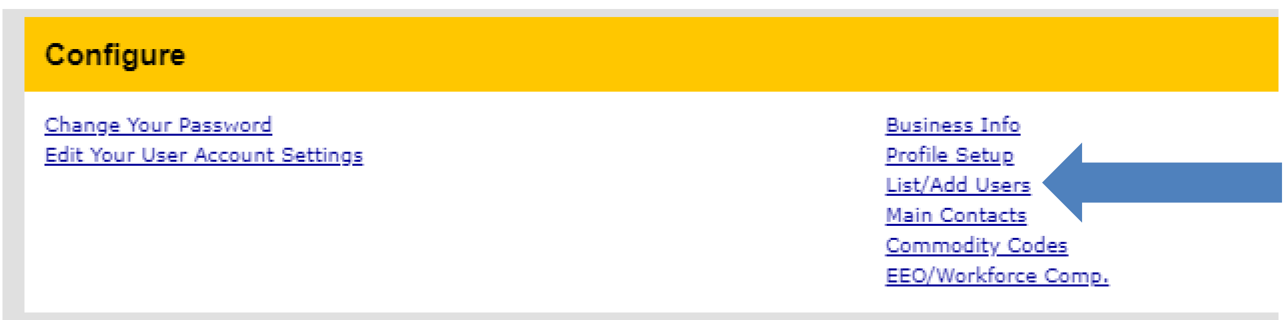
Go to massosd.gob2g.com to log in.

Set Up a New User

Before you may designate a staff member as a Business Contact, the individual must be set up as a User in the VRM portal.

Note: If your Business Contact designees already are set up as Users, skip to p. 7.

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

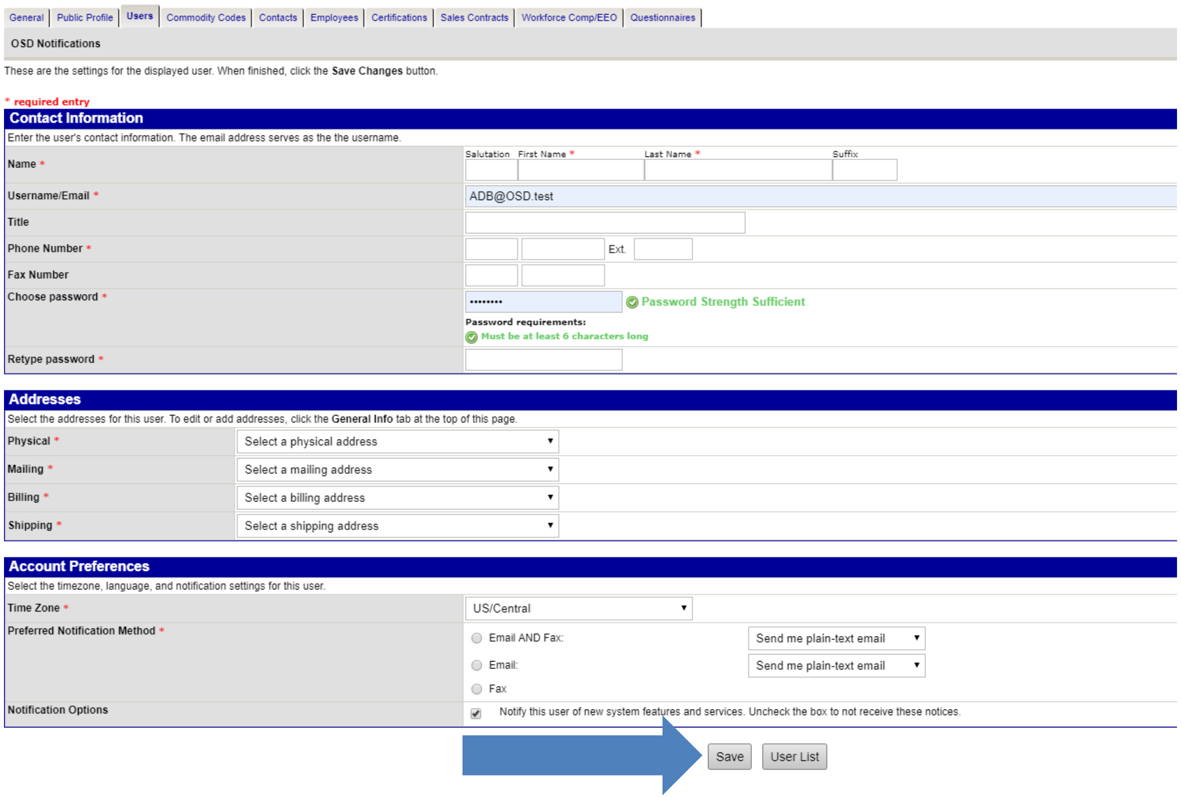


Set Up a New User

Click Add User.

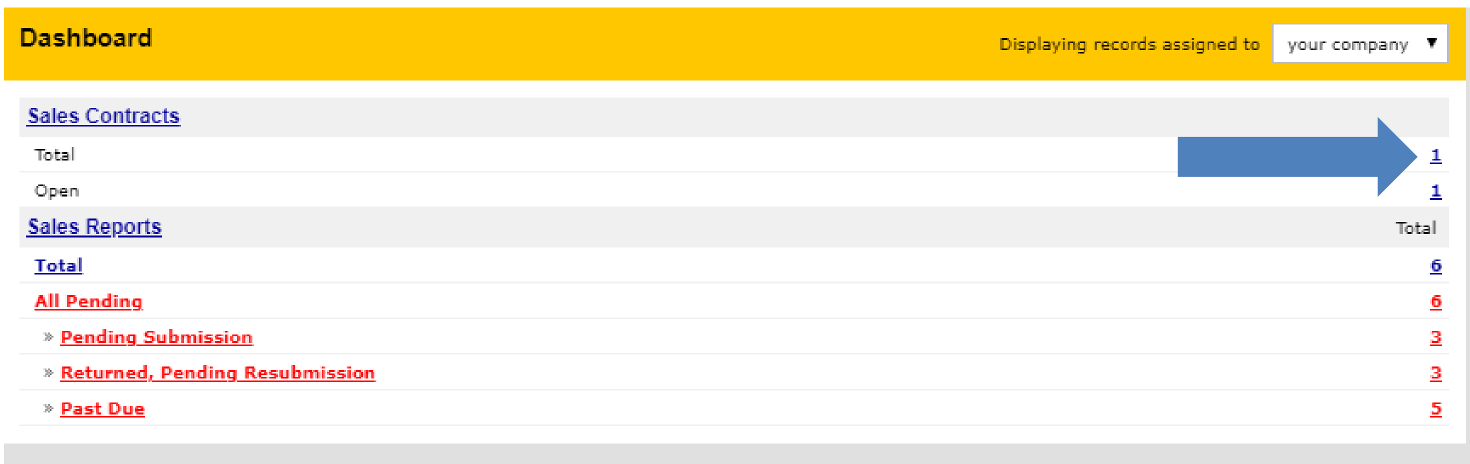
Set Up a New User

Complete the requested information and click Save.



Designate a User as a Business Contact

From the portal dashboard, select your contract.



Designate a User as a Business Contact

Select the *change* hyperlink from the Sales Contracts box to update Business Contact information.

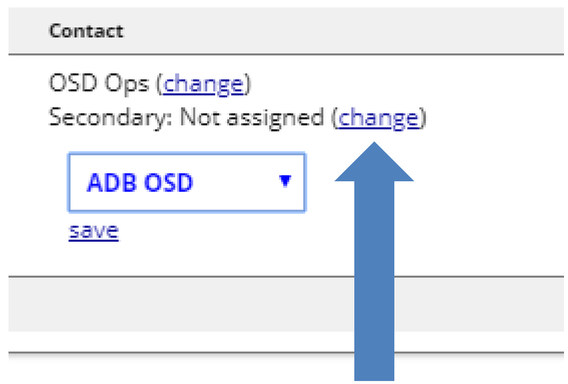
Sales Contracts

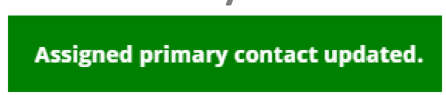
Actions	Organization	Contract	Status	Contact
View	Commonwealth of Massachusetts Operational Services Division	X Contract: Notifications	Active 6 incomplete reports	OSD Ops (change) Secondary: Not assigned (change)

Designate a User as a Business Contact

The dropdown will display all current Users.

Select the User to be added as a Business Contact.



A green banner will confirm any Business Contact update, primary or secondary: 

Questions

Need assistance?

Contact the OSD Help Desk:

COMMBUYS@mass.gov

888 MA-State (627-8283)