VendorWeb Supportive Document

Issue Date: March 31, 2024

Purpose:
This document was created to assist MOVA subrecipients with using VendorWeb to search payment transactions. VendorWeb is an online application through which Statewide Contractors, which all of MOVA's subrecipients are, may view their payment transactions with the Commonwealth of Massachusetts. Vendorweb also shows any intercepted payments.

What you will need:
- Subrecipients may check on their reimbursements for the current and past fiscal year by accessing Mass Finance's [Vendor Web website](#).
- [VendorWeb Guide](#)
- Subrecipient vendor code (12-character vendor code, beginning with VC)
  - To find your vendor code, navigate to Organization Information in eGrants by clicking on your name in the top right corner of the screen and selecting Profile.

  Once in your user profile, click on Organization Information from the lefthand panel. Scroll to the bottom of Organization Information and find the Additional Information – MOVA Use Only section.
- Last 4 TIN (Subrecipient Tax Identification Number) - can also be found in eGrants as detailed above.
- If looking for only a MOVA reimbursement select VWA as the department.

An example of what a successful VendorWeb lookup may look like is below:

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](#)

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:	███████	