

How to disclose subvendor expenditures

A subvendor report is filed when a candidate or committee makes an expenditure of \$5,000 or more, in the aggregate for the calendar year, to a vendor, and the vendor makes expenditures of \$500 or more on behalf of the candidate or committee. The candidate or committee is required to disclose how the vendor spent the money.

This illustrated guide demonstrates how to e-file a subvendor report using Reporter 7, OCPF's e-filing software.



How to disclose subvendor expenditures

Log into Reporter 7 on the front page of the OCPF website.

The screenshot shows the OCPF website with a navigation bar at the top containing links for Filers, Legal, Reports, Data, Forms & Education, and About, along with social media icons and a phone number (617) 979-8300. The main header features the OCPF logo and the text 'Massachusetts Office of Campaign and Political Finance'. Below the header is a search bar with the placeholder text 'What are you looking for?'. To the right of the search bar is the 'E-Filing / Reporter Sign-In' box, which contains a login form with a username field (containing '40004'), a password field, a 'Log In' button, and links for 'Organize with OCPF' and 'Forgot Password?'. A large black arrow points from the 'Contribution Limits' tile to the 'E-Filing / Reporter Sign-In' box.

Contribution Limits

[Annual Limits Chart](#)

Election Charts

Boston Mayoral Race: Fundraising in 2021

Candidate	Raised	Spent	Independent Support	Independent Oppose
Wu, Michelle	\$1,799,114.1	\$1,967,186.36	\$950,266.74	
Essaibi George, Annissa	\$1,576,034.59	\$1,538,006.84	\$672,078.59	

News & Media

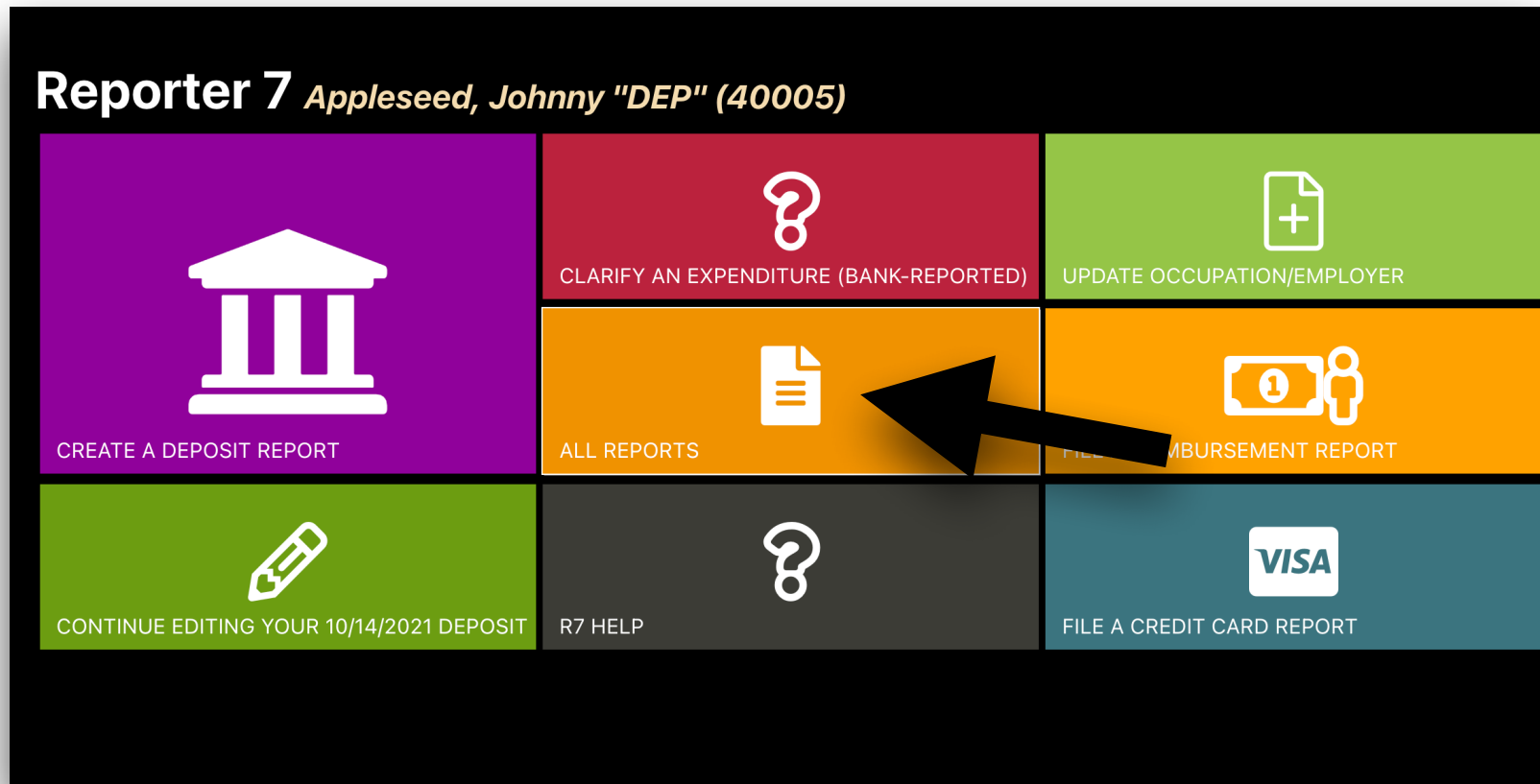
Events

Upcoming Seminars

20 Oct 2021 Training Seminar, 2 p.m. via Zoom
Email jtait@cpf.state.ma.us for an invite

How to disclose subvendor expenditures

Select the All Reports tile.



How to disclose subvendor expenditures

Choose the Subvendors tab.

OCPE Reporter 7 [Home](#) [Reports](#) [Tools](#) [Switch Account](#)

Reports *Appleseed, Johnny "DEP" (40005)*

Report Year: 2021

[Deposits](#) [Credit Cards](#) [Reimbursements](#) [Payroll](#) **[Subvendors](#)** [Year-End Report](#)

Create A New Deposit Report

Deposit reports are filed each time: 1. Checks, cash or money orders are deposited into your depository account, 2. Credit Card contributions transferred from a 3rd party, 3. funds transferred from a savings account into your depository account.


Deposit Date

Create Report

Status	Seq.	Deposit Date	Receipt Total	Net Deposit	E-Filed	
Draft	133	10/14/2021	\$0.00	\$0.00		Edit
E-Filed	132	3/5/2021	\$500.00	\$450.00	4/15/2021	Edit
E-Filed	131	1/2/2021	\$100.00	\$2.00	1/21/2021	Edit

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Enter the report date and the name of the original vendor, then click Create. Please remember that the expenditure to the original vendor has previously been disclosed by the committee bank.

 **Reporter 7** [Home](#) [Reports](#) [Tools](#) [Switch Account](#)


Reports *Appleseed, Johnny "DEP" (40005)*

Report Year:

[Deposits](#) [Credit Cards](#) [Reimbursements](#) [Payroll](#) [Subvendors](#)

2021 Subvendor Report 

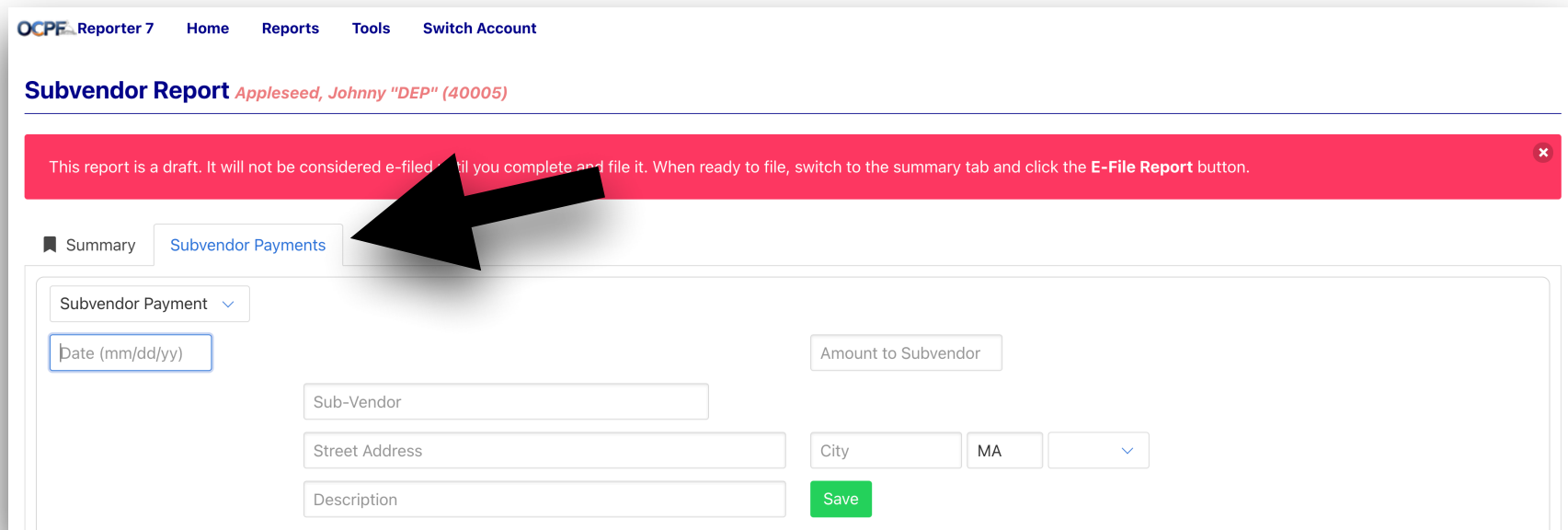
Subvendor reports are filed when a committee directly pays a vendor, who in turn, pays another (sub)vendor. These



[Create](#)

How to disclose subvendor expenditures

Click the Subvendor Payments tab.



The screenshot shows the OCPF Reporter 7 interface. At the top, there is a navigation bar with links: Home, Reports, Tools, and Switch Account. Below this, the page title is "Subvendor Report" followed by the vendor name "Appleseed, Johnny 'DEP' (40005)". A red banner message states: "This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button." Below the banner, there are two tabs: "Summary" and "Subvendor Payments". A large black arrow points to the "Subvendor Payments" tab. The "Subvendor Payments" tab is active and shows a form with the following fields: "Subvendor Payment" (a dropdown menu), "Date (mm/dd/yy)" (a text input field), "Amount to Subvendor" (a text input field), "Sub-Vendor" (a text input field), "Street Address" (a text input field), "City" (a text input field), "MA" (a text input field), and a "Description" (a text input field). A green "Save" button is located at the bottom right of the form.

OCPE Reporter 7 Home Reports Tools Switch Account

Subvendor Report Appleseed, Johnny "DEP" (40005)

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button.

Summary Subvendor Payments

Subvendor Payment ▾

Date (mm/dd/yy) Amount to Subvendor

Sub-Vendor

Street Address City MA ▾

Description Save

How to disclose subvendor expenditures

Enter the subvendor information and click Save. In this example, the vendor, Minuteman West Consulting, paid \$750 to another vendor, Top Stat Polling, for a text poll. Top Stat Polling is the subvendor.

Subvendor Report *Appleseed, Johnny "DEP" (40005)*

This report is a draft. It will not be considered e-filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Rep**

Summary

Subvendor Payments

Subvendor Payment ▾

10/18/2021

\$750

Top Stat Polling Company

12345 West Street

Springfield

MA

01101 ▾

Campaign Poll (text Message)

Save

Filters:

Filter by Name

--- ALL RECORD TYPES --- ▾

Start Date

End Date

Minimum Amount

Maximum Amount

Date	Subvendor, Address	Purpose
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FINISH: Return to the Summary tab and e-file the report.

Subvendor Report *Appleseed, Johnny "DEP" (40005)*

This report is a draft. It will not be considered filed until you complete and file it. When ready to file, switch to the summary tab and click the **E-File Report** button.

Summary

Subvendor Expenditures

Export to PDF

Delete

Report Date:	10/18/2021
Vendor:	Minuteman West
Subvendor Payment Total:	\$750.00

By clicking the "E-File Report" button, you are certifying under the penalties of perjury that: 1) you are the candidate, the duly appointed treasurer or an authorized user who has been granted permission to e-file reports and statements on the candidate's or committee's behalf; and 2) this report has been examined and approved for filing by the candidate and the committee treasurer (if applicable) and that it is, to the best of your knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of the candidate and/or committee in accordance with the requirements of M.G.L. c. 55. Moreover, clicking the "E-File Report" button to file an electronic campaign finance report or financial activity statement with OCPF is your electronic signature of the report.

E-File Report