

在現有供應商帳戶上建立供應商門戶用戶編號(ID)

歡迎來到波士頓供應商門戶網站。如想使用現有供應商編號(ID)上註冊個人供應商門戶用戶，請遵循以下的詳細說明。您可以在一個供應商帳戶上用自己唯一的用戶編號(ID)註冊多個用戶。您需要提供一個稅號和供應商編號 (ID)來完成註冊。

1. 打開互聯網瀏覽器，輸入網站 www.boston.gov/procurement，然後單擊 "Go To Supplier Portal - 轉到供應商門戶" 鏈接

PROCUREMENT

We buy the highest quality products for the City at the lowest possible price. Our department selects vendors through public bidding and processes purchase orders and contracts.

CONTACT

617-635-4564

PURCHASING@BOSTON.GOV

1 CITY HALL SQUARE
ROOM 808
BOSTON, MA 02201-2034
UNITED STATES

Monday through Friday, 9 a.m. - 5 p.m.

GO TO SUPPLIER PORTAL

2. 點擊左下角的 "Vendor Registration Form - 供應商登記表格" 連結來開始註冊程序。

Supplier Portal

Home Sign out

Favorites Main Menu

Login

Login as an Existing User

User ID:

Password:

Sign In

[Forgot User Id](#)
Click here to email your User Id

[I forgot my password](#)
Click here to reset your password

Supplier Portal Registration

[Register as a Sourcing Bidder](#)
City of Boston's Bidders are suppliers which have access to view the City's Invitations for Bid, Requests for Proposal, and other procurement events. You must be registered in order to place a bid. In addition, registered suppliers can select categories of procurement which they want to be notified of. When a bid event is posted to the City of Boston Supplier Portal, Bidders who have selected that potential contract's relevant category of business may be notified of the event via email. Please use this registration process if you are looking to become a City of Boston supplier and need [additional information](#).

[Vendor Registration Form](#)
City of Boston's Vendors have an existing agreement (contract, awarded bid, etc.) with the City and the City. Vendors have all of the same access to place bid offers on future on future events that Bidders do. They also are able to maintain company information on their Vendor profile and see details of their contractual agreements with City of Boston. Please use this registration process if you are already an active City of Boston vendor looking to register as a supplier portal user.

My Sell Events

Event ID	Event Name	Start Date/Time	End Date/Time	Event Status
EV00005882	Tents and rental equipment 2 events	08/14/2018 5:45PM EDT	08/20/2018 05:00 PM EDT	Posted
EV00005884	Salt Shed Repair	08/15/2018 9:00AM EDT	08/22/2018 04:00 PM EDT	Posted
EV00005881	SENIOR SHUTTLE SCHEDULING SOFTWARE	07/16/2018 12:01PM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005726	Roxbury Phase III Survey & Malcolm X Project	07/16/2018 10:00AM EDT	08/31/2018 05:00 PM EDT	Posted
EV00005808	Industrial Cleaning at Various BFD locations	08/06/2018 9:00AM EDT	08/20/2018 12:00 PM EDT	Posted
EV00005846	Furnish & install Bunk Room Partitions	08/13/2018 9:00AM EDT	08/30/2018 12:00 PM EDT	Posted
EV00005839	Ford F-350 Crew Cab Truck BPD	08/06/2018 9:00AM EDT	08/21/2018 12:00 PM EDT	Posted
EV00005845	Duct Cleaning for Boston Fire Department	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005837	Compact SUV (BFD)	08/06/2018 9:00AM EDT	08/21/2018 12:00 PM EDT	Posted
EV00005836	Compact SUV (BFD)	08/06/2018 9:00AM EDT	08/21/2018 12:00 PM EDT	Posted
EV00005844	BFD WORK POLO SHIRTS	08/13/2018 9:00AM EDT	08/27/2018 12:00 PM EDT	Posted
EV00005777	BFD Diesel Powered Marine Engine Repairs	08/06/2018 9:00AM EDT	08/20/2018 12:00 PM EDT	Posted
EV00005813	BFD Boat Repairs to Gasoline Powered boats	08/06/2018 9:00AM EDT	08/20/2018 12:00 PM EDT	Posted
EV00005886	Appraisal Services on an As-Needed Basis	08/13/2018 9:00AM EDT	08/28/2018 04:00 PM EDT	Posted
EV00005811	Access Control System	08/06/2018 9:00AM EDT	08/22/2018 12:00 PM EDT	Posted
EV00005769	Abandoned Vehicle Disposal	08/06/2018 10:00AM EDT	08/21/2018 12:00 PM EDT	Posted
EV00005861	2019 Harley Davidson FLHP Police Motorcycle	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005865	2019 Ford Transit Cargo Van/Wagon XL350 2-Types	08/13/2018 9:00AM EDT	08/29/2018 12:00 PM EDT	Posted
EV00005856	2019 Ford Interceptor Utility AWD (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005855	2019 Ford Interceptor Explorer AWD (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005857	2019 Ford Interceptor AWD Marked SUV K-9 (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005859	2019 Ford Interceptor AWD Marked SUV (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005858	2019 Ford Interceptor AWD Marked SUV (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005860	2019 Ford Fusion Hybrid SE (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005867	2019 Ford F350 -4x4 Rack Body Plow Sander	08/13/2018 9:00AM EDT	08/29/2018 12:00 PM EDT	Posted
EV00005866	2019 Ford F250-2WD Cab and Chassis Prisoner Transp	08/13/2018 9:00AM EDT	08/29/2018 12:00 PM EDT	Posted
EV00005830	2019 Chevy Tahoe LTZ (BPD)	08/06/2018 9:00AM EDT	08/21/2018 12:00 PM EDT	Posted

- 將顯示 “Create a Vendor User Account - 建立供應商用戶帳戶” 表單屏幕。填妥所有帶星號* 的必填項目和輸入您組織的 10 位供應商編號(ID)。點擊 “Submit - 提交”。

您的供應商編號(ID)可以在任何以前的付款通知和/或任何您的公司在以前的採購訂單或合同的左上角找到。)



Create a Vendor User Account

1) New Vendors: Register a user account and then log in to complete the Vendor Eform

2) Existing Vendors: Register a user account and reference your 10 digit City of Boston Vendor ID below

*First Name:

*Last Name:

*Email:

*Tax Identification No: 9-digit number assigned by IRS, no spaces/dashes

City of Boston Vendor ID: 10-digit number assigned by City. Existing Vendors Only

Check if you are authorized to sign & execute contracts for this company

*Enter User ID: User ID must be a minimum of 7 characters

*Password:

*Confirm Password:

*Security Question: ▼

*Response:

* Required Field

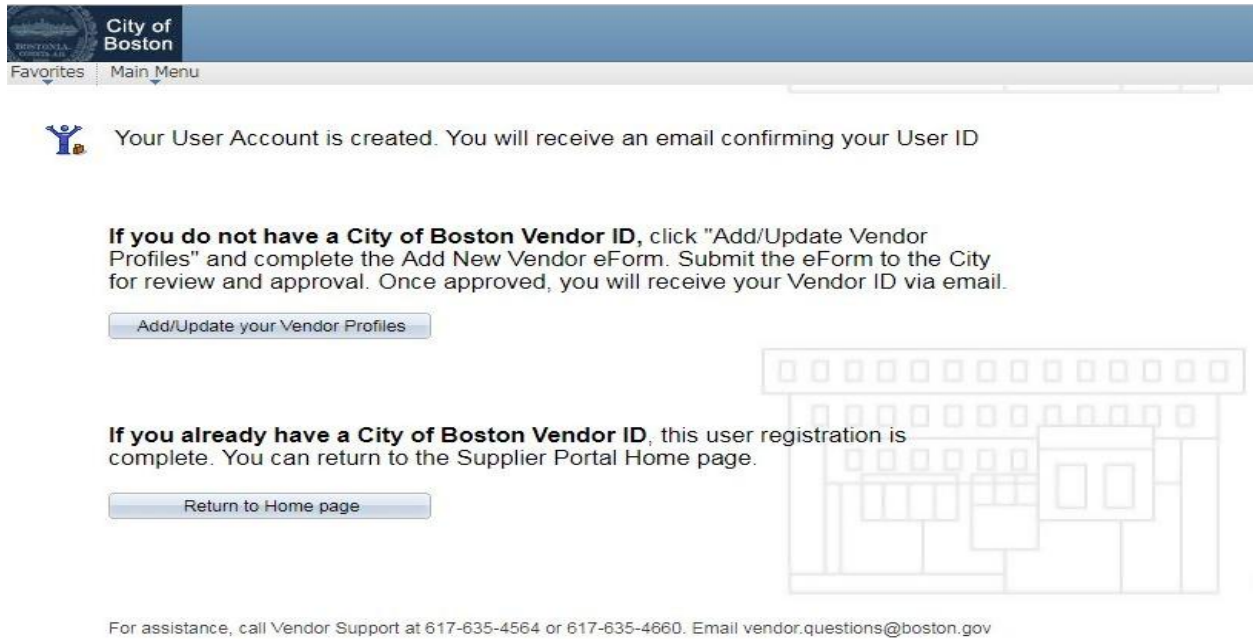
如果您是以個人身份註冊，而不是以企業身份註冊，您可以使用您的社會保險號碼作為您的稅務編號。

您可以選擇任何您想要的用戶編號(ID)。它至少有 7 個字符長。注意：用戶編號(ID)是區別大小寫的

勾選此複選框將使該用戶編號(ID)在系統中具有一定的權限，允許波士頓市向該用戶發送電子簽名合同，並允許他們訪問、電子簽署並將其上傳到波士頓市。不選複選框不會對用戶在門戶的所有其他功能產生不利影響。

4. 在您點擊“Submit - 提交”之後，您的註冊就完成了。您將被引導到以下的頁面。**您完成了！**
只需點擊“Return to Home Page - 返回主頁”即可返回供應商門戶網站主頁。

您可以點擊“Create/Update your Vendor Profile - 建立/更新您的供應商資料”按鈕來訪問您的供應商
帳戶進行更新/更改。



The screenshot shows the City of Boston Vendor Portal interface. At the top, there is a blue header with the City of Boston logo and the text "City of Boston". Below the header, there are navigation links for "Favorites" and "Main Menu". The main content area features a blue icon of a person and the text: "Your User Account is created. You will receive an email confirming your User ID". Below this, there is a section for users without a Vendor ID: "If you do not have a City of Boston Vendor ID, click 'Add/Update Vendor Profiles' and complete the Add New Vendor eForm. Submit the eForm to the City for review and approval. Once approved, you will receive your Vendor ID via email." A button labeled "Add/Update your Vendor Profiles" is provided. Another section is for users with a Vendor ID: "If you already have a City of Boston Vendor ID, this user registration is complete. You can return to the Supplier Portal Home page." A button labeled "Return to Home page" is provided. On the right side, there is a faint background image of a building. At the bottom, there is contact information: "For assistance, call Vendor Support at 617-635-4564 or 617-635-4660. Email vendor.questions@boston.gov".

如果您有任何問題，請隨時致電供應商門戶支援部 617-635-4564 聯繫。您也可以發送電子郵件至
vendor.questions@boston.gov 與我們聯繫。

感謝您使用供應商門戶網站！