

CREAR UNA NUEVA CUENTA DE PROVEEDOR

Bienvenido al Portal de Proveedores de la Ciudad de Boston. Para aplicar para un número de identificación de proveedor de la Ciudad de Boston, por favor siga los siguientes pasos.

1. Abra su navegador de internet e introduzca www.boston.gov/procurement, luego, oprima 'Go to Supplier Portal' (Ir al Portal de Proveedores)

CITY of BOSTON | Mayor Martín J. Walsh

PAY AND APPLY PUBLIC NOTICES FEEDBACK TRANSLATE

HOME DEPARTMENTS PROCUREMENT

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.

LEARN ABOUT BIDDING MORE RESOURCES MEET THE PURCHASING AGENT

CITY OF BOSTON BIDS AND RFPs

You can find a list of current bids and RFPs through the City Record:

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. Oprima el enlace de 'Vendor Registration Form' (Formulario de Registro de Proveedores) cerca de la parte inferior izquierda, para comenzar con el proceso de registro.

City of Boston 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 access to bidding functionality.

Vendor Registration Form
City of Boston's Vendors have an existing agreement (contract, awarded bid, etc) between their company 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
EV00005686	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

3. Primero, usted debe configurar una cuenta de usuario. Se muestra el formulario de **“Create a Vendor User Account” (Creación de Cuenta de Usuario de Proveedor)**. Complete todos los campos requeridos, (marcados con un *) y oprima **“Submit” (Enviar)**.

- Deje vacío el campo de Identificación de Proveedor.
- Si la persona que realiza el registro tiene la autoridad de firmar contratos, marque la casilla que así lo indica. Esto brindará a la Identificación de Usuario ciertos permisos en el sistema, que permitirán a la Ciudad de Boston enviar a este usuario contratos para su firma electrónica. También permitirá al usuario acceder, firmar electrónicamente y cargar contratos en el sistema para la Ciudad de Boston.



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:

Your Password must:
-Be at least 8 characters in length
-Contain at least 1 upper case letter and 1 lower case letter
-Contain at least 1 number (0-9)
-Contain at least 1 special character
-

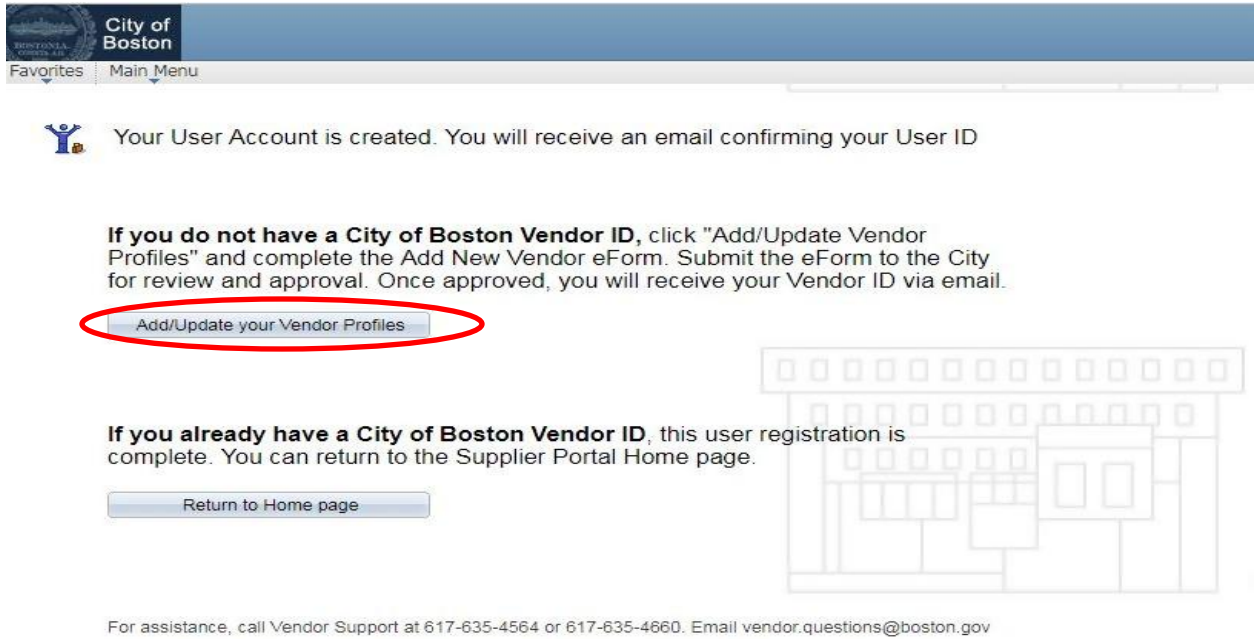
*Security Question: ▼

*Response:

* Required Field

Usted puede elegir lo que desee como Nombre de Usuario, siempre que tenga al menos 7 caracteres de longitud. Nota: Los Nombres de Usuario son SeNsIbLeS a MaYúScUIAs

4. Ahora, usted creará un perfil de Proveedor. Oprima **'Add/Update your Vendor Profile'** (Añadir/Actualizar su Perfil de Proveedor).



City of Boston
Favorites Main Menu

Your User Account is created. You will receive an email confirming your User 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.

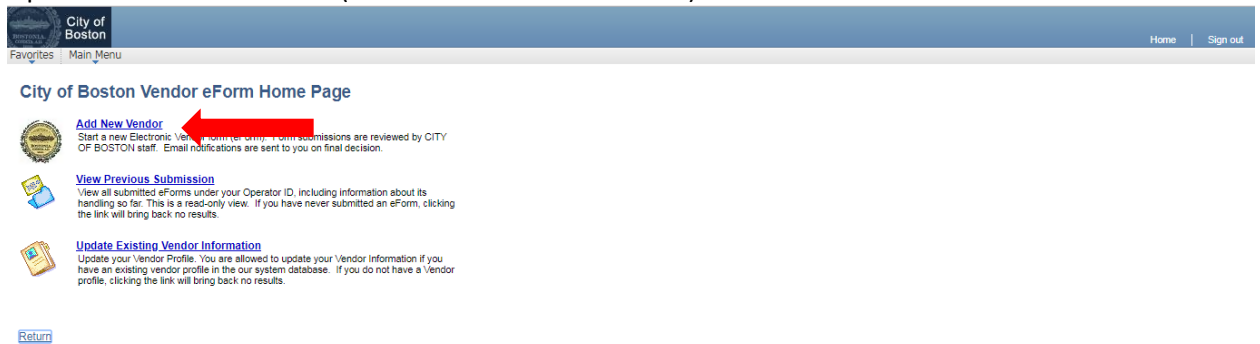
Add/Update your Vendor Profiles

If you already have a City of Boston Vendor ID, this user registration is complete. You can return to the Supplier Portal Home page.

Return to Home page

For assistance, call Vendor Support at 617-635-4564 or 617-635-4660. Email vendor.questions@boston.gov

5. Oprima **'Add New Vendor'** (Añadir un Nuevo Proveedor)



City of Boston
Favorites Main Menu Home Sign out

City of Boston Vendor eForm Home Page

Add New Vendor
Start a new Electronic Vendor eForm submission. All eForm submissions are reviewed by CITY OF BOSTON staff. Email notifications are sent to you on final decision.

View Previous Submission
View all submitted eForms under your Operator ID, including information about its handling so far. This is a read-only view. If you have never submitted an eForm, clicking the link will bring back no results.

Update Existing Vendor Information
Update your Vendor Profile. You are allowed to update your Vendor Information if you have an existing vendor profile in the our system database. If you do not have a Vendor profile, clicking the link will bring back no results.

[Return](#)

6. Seleccione Individual (Individuo) o Business (Negocio), y oprima **'Next'** (Siguiete)



City of Boston
Favorites Main Menu Home Sign out

Request to become a City of Boston Vendor
Authorized by **B**

Step 1 of 7: Business Type Classification

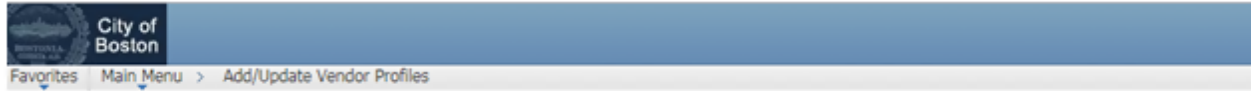
Business Type Classification

Are you a Business or an Individual?

Business Individual

<< Previous Next >>
Close

- Complete todos los campos requeridos. Sólo los campos marcados con un asterisco * son requeridos. Oprima **'Next' (Siguiente)**
 - Se recomienda una dirección de correo electrónico general de la compañía, aunque no es obligatoria.
 - En el área de **"NEW ADDRESS" (NUEVA DIRECCIÓN)**, marque la casilla o casillas que apliquen para dicha dirección.



Request to become a City of Boston Vendor



Step 2 of 7: Vendor Contact Information

eForm ID 15235

Vendor Information

*Vendor Name Taxpayer Identification Number *****6787

Business Name, if different from above *Country USA United States

*Address 1: *City: *State: *Postal:

DUNS Number Telephone Fax Number Website

Email

Si usted optó por recibir Órdenes de Compra por correo electrónico (vea la casilla siguiente) esta es la dirección de correo electrónico a la que se enviarán esos correos.

Vendor Classification

*Required Field. Please Make A Selection.

Individual / Sole Proprietor Corporation Partnership Other

Type of Contractor 1099 Withholding Class

Usted puede añadir direcciones adicionales, de ser necesario, oprimiendo el signo de "+" aquí. Los campos para nuevas direcciones aparecerán en la parte inferior izquierda. Es posible que usted deba desplazar un poco la página hacia abajo para verlos.

Additional Classification

Emerging Small Business Women-Owned Business Veteran

Disabled Individual

NEW ADDRESS

Select all that apply at this location

Ordering Invoice Remitting

Country USA United States

Address 1:

Address 2:

City:

State: Postal:

Vendor Contact(s)

NEW CONTACT

Type Contract Signer

Name Trevor Williams

Title

Phone Ext Phone Ty

Fax No.

Email trevorw@acmec.com

User ID Twillams1

Purchase Order Distribution Method

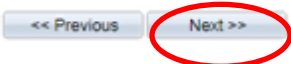
Check Here To Enable Delivery of Purchase Orders through Email. All Contact Email(s) Entered For This Address Location Will Receive the Purchase Order.

Usted puede añadir nombres adicionales de contacto a la cuenta, oprimiendo el signo "+" aquí.

To add an additional location, click the + on the right margin of the form.


To remove this location, click the - on the right margin of the form

Una vez que usted marque la casilla de **'Ordering' (Órdenes)** aparecerá la casilla de **'Purchase Order Dispatch' (Método de Despacho de Órdenes de Compra)**. Por favor marque esta casilla para recibir Órdenes de Compra por correo electrónico (recomendado). Las Órdenes de Compra son enviadas a la dirección de correo electrónico en la casilla de Información de Proveedor, en la parte superior de la página.



8. Para pagos más rápidos, complete la información de depósito directo (Cámara de Compensación Automatizada, A.C.H). Cuando haya completado toda la información, oprima **‘Click to Sign’ (Oprima para Firmar)** y luego oprima **‘Next’ (Siguiente)**.

*(Si usted prefiere recibir un cheque en físico por medio del Correo de los Estados Unidos, puede optar por no recibir depósitos directos, marcando la casilla de **‘Direct Deposit Opt Out’ (Optar por no recibir Depósitos Directos)** en la parte inferior izquierda de la pantalla).*

 City of Boston
Favorites Main Menu > Add/Update Vendor Profiles

Request to become a City of Boston Vendor Authorized by
B

Step 3 of 7: ACH Enrollment for Direct Deposit

DIRECT DEPOSIT ENROLLMENT

Previous Next

PAYMENT TYPE DIRECT DEPOSIT
DIRECT DEPOSIT NEW ENROLLMENT STATUS

Direct Deposit Form
CITY OF BOSTON
TREASURY DEPARTMENT
ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

Privacy Act Statement

The following information is provide to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U. S. C. 3322 and CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

Financial Institution Information

*Bank Name *Address *City *State *Postal Code

*Bank Account Type *Routing Number *Bank Account Number Phone Phone Extension

Direct Deposit Payment Notification



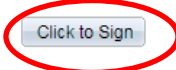
*Email ID

Signature

I hereby authorize the City of Boston's Treasurer's Office to ACH all payments due me at the financial institution indicated above. The City of Boston Treasurer is authorized to debit my account or to adjust any over deposit made to my account. I will not hold my bank liable for any erroneous deposits or adjustments made by the City of Boston Treasurer. This authorization may be cancelled by the City Treasurer at any time or by an Authorized Official of above agency.

DIRECT DEPOSIT OPT OUT?

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9. Revise la Información de Certificación W-9. Para continuar, oprima el botón de ‘Click Here to Acknowledge’ (Oprima Aquí para acusar de recibo) y luego oprima ‘Next’ (Siguiente). Si el artículo 2 no aplica, marque la casilla según se indica.

The screenshot shows the 'Request to become a City of Boston Vendor' page, Step 4 of 7: W-9 Certification. The page header includes the City of Boston logo and navigation links for Favorites, Main Menu, and Add/Update Vendor Profiles. The main heading is 'Request to become a City of Boston Vendor' with a 'B' logo indicating it is authored by the City of Boston. Below the heading is the sub-heading 'Step 4 of 7: W-9 Certification'.

W-9 Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Check Here to Cross Out Item 2, if applicable

CLICK HERE TO ACKNOWLEDGE

<< Previous **Next >>**

10. Marque la casilla para confirmar que ni usted, ni la organización que representa, tienen prohibiciones de hacer negocios con la Ciudad de Boston. Oprima ‘Next’ (Siguiente).

The screenshot shows the 'Request to become a City of Boston Vendor' page, Step 5 of 7: SAM Certification. The page header includes the City of Boston logo and navigation links for Favorites, Main Menu, Department Self Service, and COB Vendor eform. The main heading is 'Request to become a City of Boston Vendor' with a 'B' logo indicating it is authored by the City of Boston. Below the heading is the sub-heading 'Step 5 of 7: SAM Certification'.

The City of Boston will not enter into a business relationship with persons or entities currently debarred or suspended from procurement by the federal or state government or the City of Boston.

By checking this box, I certify that the person or entity identified as the Vendor on this eForm is not debarred, suspended, proposed for debarment, or otherwise declared ineligible from doing business with the federal or state government or the City of Boston, and that such person or entity is not listed as a debarred or excluded party under the federal government's System for Award Management (<http://www.sam.gov>) or the Commonwealth of Massachusetts' Debarment lists (<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/procurement-considerations/vendor-debarment.html>)

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11. Revise la página de resumen para verificar la precisión de la información, y oprima 'Submit' (Enviar)

City of Boston
Favorites Main Menu > Add/Update Vendor Profiles

Request to become a City of Boston Vendor Authorized by **B**

Step 6 of 7: Summary and Submission Page

Vendor Information

Vendor Name Acme Co Inc	Taxpayer Identification Number ****6787		
Business Name, if different from above	Country USA United States		
Address 1: 123 Main	City: Boston	State: MA	Postal: 02127
DUNS Number	Telephone 617/555-1234	Fax Number	Website
Email trevorw@acmecoco.com			

Vendor Classification
*Required Field. Please Make A Selection.
 Individual / Sole Proprietor Corporation Partnership Other

Type of Contractor

Additional Classification

Emerging Small Business Women-Owned Business Veteran
 Disabled Individual

NEW ADDRESS

Select all that apply at this location
 Ordering Invoice Remitting

NEW ADDRESS

Country
USA United States



Address 1:
123 Main

Address 2:

City:
Boston


State:
MA

Postal:
02127

To add an additional location, click the  on the right margin of the form.
To remove this location, click the  on the right margin of the form.

Vendor Contact(s)

NEW CONTACT

Type Contract Signer 

Name Trevor Williams

Title

Phone Ext Phone Type

Fax No.

Email trevorw@acmecoco.com

User ID Twilliams1

Optional Order Distribution Method

Check Here To Enable Delivery of Purchase Orders through Email. All Contact Email(s) Entered For This Address Location Will Receive the Purchase Order.

ENROLL IN ACH
 ENROLL IN ACH
 Check Here to Cross Item 2 if applicable
 SAM Certification

Electronically Signed 2013-09-23 08:34:22 by **TrevorWilliams**
User ID: Twilliams1

File Attachments

Upload	View	Description	Attachment ID
1 Upload	View		Delete

Add File Attachment

Comments

Your Comment:

Comment History:

<< Previous **Submit**

12. Su formulario de proveedor será enviado para su revisión por parte del departamento de auditoría. Una vez aprobado, usted recibirá su Identificación de Proveedor por correo electrónico.



Request to become a City of Boston Vendor

Authored by



Step 7 of 7: eForm Successfully Submitted

Operator ID: Twilliams

Operator ID Description: TrevorWilliams

Form Submission Date: Wednesday at 02:19 PM September 12, 2018

Form Submission Type: New Vendor Registration

Form Status: Pending

Thank you. Your eForm is complete and submitted. City of Boston Staff will review your form and notify you of the status.

[View This Form](#)

[Return to eForm Home Page](#)

Si usted tiene cualquier pregunta, por favor no dude en contactar al soporte de nuestro portal de proveedores, al 617-635-4564. Usted también puede contactarnos por correo electrónico a vendor.questions@boston.gov.

¡Gracias por utilizar el Portal de Proveedores de la Ciudad de Boston!