

## CITY OF BOSTON SUPPLIER PORTAL REGISTRATION INSTRUCTIONS FOR EXISTING VENDORS

Welcome to the City of Boston Supplier Portal. Through this portal Vendors will have the ability to review open bid events, sign up for automatic email notifications for bids that fall within chosen categories, submit a bid response, be awarded and sign contracts, and receive Purchase Orders via email! Please follow the instructions below to register.

### **Navigate to the City of Boston Supplier Portal**

1. Open your Internet browser and type in [www.boston.gov/procurement](http://www.boston.gov/procurement)
2. Click on the 'Access the Supplier Portal' link located under the 'Learn about Bidding' section.

### **Create a User Account to Operate on Behalf of Your Company**

3. Click on the 'Vendor Registration Form' link near the bottom to initiate the registration process.

**City of Boston Supplier Portal**

Home | S

Favorites | Main Menu

**Login**

**Login as an Existing User**

User ID:

Password:

[? 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 bid functionality.

[Vendor Registration Form](#)

City of Boston's Vendors have a... 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**

Events - Click the See All of My Events Link to see additional events [Customize](#) | [Find](#)

Event Name	Event Type	Start Date/Time	End Date/Time:
<a href="#">Ford OEM Parts for BPD Fleet Repair</a>	RFx	10/27/2014 9:00PM EDT	11/10/2014 12:00 PM
<a href="#">BPL 3-D Book-Birds Installation</a>	RFx	10/27/2014 9:31AM EDT	11/10/2014 09:30 AM
<a href="#">Industrial Towable Generator (MOEM)</a>	RFx	10/27/2014 9:01AM EDT	11/12/2014 12:00 PM
<a href="#">Removal of Scrap Metals (mixed materials)</a>	RFx	10/27/2014 9:00AM EDT	11/10/2014 12:00 PM
<a href="#">Chrysler/Dodge OEM Parts for BPD Fleet Repair</a>	RFx	10/27/2014 9:00AM EDT	11/13/2014 12:00 PM
<a href="#">GM OEM Parts for BPD Fleet Maintenance</a>	RFx	10/27/2014 9:00AM EDT	11/12/2014 12:00 PM
<a href="#">Solar Powered Driver Feedback Signs</a>	RFx	10/27/2014 9:00AM EDT	11/10/2014 12:00 PM
<a href="#">Ford Motorcraft Parts for BPD Fleet Repair</a>	RFx	10/27/2014 9:00AM EDT	11/10/2014 12:00 PM
<a href="#">Screened Sandy Loam for Cemetery Division</a>	RFx	10/24/2014 9:00AM EDT	11/04/2014 03:00 PM
<a href="#">PLUGS for the Boston Parks and Recreation Dept</a>	RFx	10/24/2014 9:00AM EDT	11/04/2014 03:00 PM
<a href="#">Cambridge PD EOD Vests</a>	RFx	10/24/2014 9:00AM EDT	10/30/2014 03:00 PM EDT
<a href="#">SMA for Omnicast Enterprise Camera Connections</a>	RFx	10/23/2014 3:00PM EDT	10/30/2014 03:00 PM EDT
<a href="#">Ramp Truck - BTD</a>	RFx	10/21/2014 9:01AM EDT	11/05/2014 12:00 PM
<a href="#">Penn Union Nylon Butt Splices</a>	RFx	10/21/2014 9:00AM EDT	10/30/2014 03:00 PM EDT
<a href="#">Wicked Free Wi-Fi</a>	RFx	10/20/2014 12:00PM EDT	11/05/2014 12:00 PM

4. The blank registration form will appear.

## Vendor Registration Form

### Vendor Registration Form

Create your initial profile as a City of Boston vendor. Your password will be sent to the email address below.

**\*First Name:**

**\*Last Name:**

**\*Enter User ID:**  (Minimum 7 Characters for User Id)

**\*Contact Email ID:**

**\*Tax Identification No:**  (Unique nine-digit number assigned by IRS, no spaces/dashes)

**Vendor ID:**  (Existing vendors only , 10-digit number assigned by City)

**Signature Authority:**  **(Check here if you are authorized to sign & execute contracts for this company)**

**Password Hint Question**

**Question:**  

**Response:**

**\* Required Field**

This is a preliminary registration to generate a username and password, sent via email. New Vendors should log in with the new credentials and complete the Vendor eForm. Approval is required before you are able to bid.

5. Please fill out all the required fields on the Vendor Registration Form.
  - The User ID is the unique login which you are creating for yourself.
  - Enter your Tax Identification Number (TIN) with no dashes or spaces.
  - Vendor ID is the number the City of Boston uses to differentiate vendors from each other. It can be found on contract documents and purchase orders. If you do not know your Vendor ID, please ask your contact at the City of Boston to look it up for you. Make sure you enter your Vendor ID exactly as it appears, with all leading zeros.

The registration process works by matching both Vendor ID & TIN to the City's existing data.

6. If the person who is registering is the same person who will be signing contracts, please have them check the 'Signature Authority' box. (\*If the person registering is not the same person who will be signing contracts, the contract signer(s) will have to follow this same procedure of registering themselves.)

**Signature Authority:**  **(Check here if you are authorized to sign & execute contracts for this company)**

7. You have the option to choose a password hint question and fill in your response, this will be the question prompted for you to answer in the event that you need to change or forget your password.

Example of a completed registration form:

### Vendor Registration Form

Create your initial profile as a City of Boston vendor. Your password will be sent to the email address below.

\*First Name:

\*Last Name:

\*Enter User ID:  (Minimum 7 Characters for User Id)

\*Contact Email ID:

\*Tax Identification No:  (Unique nine-digit number assigned by IRS, no spaces/dashes)

Vendor ID:  (Existing vendors only , 10-digit number assigned by City)

Signature Authority:  **(Check here if you are authorized to sign & execute contracts for this company)**

Password Hint Question

Question:  

Response:

**\* Required Field**

This is a preliminary registration to generate a username and password, sent via email. New Vendors should log in with the new credentials and complete the Vendor eForm. Approval is required before you are able to bid.

8. Almost immediately after hitting 'Submit' you should receive an email containing your chosen User ID and a system-generated password. This email will also contain a link to the login page. Please click that link or visit the Supplier Portal on [www.boston.gov/departments/procurement](http://www.boston.gov/departments/procurement) click the '[Access the Supplier Portal](#)' link under the '[Learn about Bidding](#)' section and log in with your user ID and password.
  
9. Once registered, if you would like to update any of the contact information on your Vendor profile you can do so by logging in to the Supplier Portal and clicking "Main Menu" and then clicking on 'Add/Update Vendor Profiles'. You would then click on the "Update Existing Vendor Information' link.

\*Please note that these user ID/passwords are case sensitive so please enter them exactly as they appear. If you have any questions or concerns please do not hesitate to contact our Bidder/Vendor Registration Help Desk at 617-961-1058 or by sending an email to [Vendor.questions@boston.gov](mailto:Vendor.questions@boston.gov).

\*\*\* FOR FASTER PAYMENTS DON'T FORGET TO SIGN UP FOR A.C.H . PAYMENTS WHICH WILL SEND YOUR PAYMENTS FROM THE CITY OF BOSTON DIRECTLY INTO YOUR BANK ACCOUNT \*\*\*\*

Thank you for using the City of Boston Supplier Portal!