

CITY OF BOSTON SUPPLIER PORTAL REGISTRATION INSTRUCTIONS FOR NEW VENDORS

Welcome to the City of Boston's Supplier Portal. To become a City of Boston Vendor there are basically two steps you need to complete:

- Register for access to the City of Boston supplier portal (this will generate a user ID and password which will allow you to log into the system)
- Log into the supplier portal and complete the Vendor eForm.

Please follow the step by step instructions below:

1. Open your Internet browser and type in www.boston.gov/procurement
2. Click on the 'Access the Supplier Portal' link under the 'Learn About Bidding' section of the page.
3. Click on the 'Vendor Registration Form' link (bottom left of screen)
4. Please fill out all the required fields on the Vendor Registration Form. Enter your tax ID with no dashes or spaces. Since you do not have a Vendor ID yet you will leave that field blank.
5. If the person who is registering has the authority to sign contracts on behalf of your company, check the 'Signature Authority' box. If not, leave it unchecked.
6. Choose a password hint question by clicking on the magnifying glass to the right of the question box, click on one of the questions and fill in the correct response in the box below it. (This will be used to confirm your identity in the event you forget your password).
7. Click 'Submit'. Almost immediately 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/procurement click on the 'Access the Supplier Portal' link and log in with your user ID and password.
***Please note that these user ID/passwords are case sensitive so please enter them exactly as they appear. After you click 'Sign-In' you will receive a Welcome pop-up message. Click 'OK' to continue.**
8. Now that you are signed in you must fill out the Vendor eForm. Click 'Main Menu' and then click the 'Add/Update Vendor Profiles' then click 'Add New Vendor'. Fill this form out making sure to fill in all required fields. Once complete and submitted the form will be routed to the City of Boston Auditing Dept. for approval. Once approved you will receive an E-mail with your 10 digit City of Boston Vendor ID.

If you have any questions please don't hesitate to contact our Bidder/Vendor Registration Help Desk at 617-961-1058. You can also contact us by sending an email vendor.questions@boston.gov

Thank you for using the City of Boston Supplier Portal!

