

# Updating Your Vendor Profile On-Line Using the Vendor eForm

1. Navigate to the [boston.gov/procurement](http://boston.gov/procurement) site, click on the 'Access the Supplier Portal' located under the 'Learn about Bidding' section and login using your User ID and password.

The screenshot shows the City of Boston Supplier Portal login interface. At the top, there is a navigation bar with the City of Boston logo, 'Supplier Portal' title, and links for Home, Report A Problem, and Sign out. Below this, there are links for Favorites and Main Menu. The main content area is divided into two sections. The left section is titled 'Login' and contains a 'Login as an Existing User' form with fields for User ID and Password, a Sign In button, and links for 'Forgot User Id' and 'I forgot my password'. The right section is titled 'My Sell Events' and displays a table of upcoming events.

Event Name	Event Type	Start Date/Time	End Date/Time
<a href="#">Sand - Parks &amp; Recreation Department</a>	RFx	10/05/2012 5:00PM EDT	10/17/2012 12:00 PM EDT
<a href="#">Stainless Steel Strapping Brackets</a>	RFx	10/05/2012 10:00AM EDT	10/15/2012 12:00 PM EDT
<a href="#">Cardinal Peak Caseworker System</a>	RFx	10/09/2012 9:00AM EDT	10/17/2012 10:00 AM EDT
<a href="#">Cisco Items</a>	RFx	10/04/2012 2:00PM EDT	10/19/2012 10:00 AM EDT
<a href="#">City Hall Room 103 Renovations</a>	RFx	10/12/2012 8:00AM EDT	10/19/2012 12:00 PM EDT

Below the table, there is a link 'See all of my events'.

2. Once logged in, click on 'Main Menu' then click on 'Add/Update Vendor Profiles'.

The screenshot shows the City of Boston Supplier Portal Main Menu. The top navigation bar includes the City of Boston logo, 'Main Menu' title, and links for Home, Add to Favorites, and Sign out. Below this, there is a 'Search Menu' field. The main content area is divided into two sections. The left section is titled 'Top Menu' and contains a list of menu items: 'Manage Events and Place Bids', 'Manage Contracts', 'View Terms & Conditions', 'Change My Password', and 'Add/Update Vendor Profiles'. The 'Add/Update Vendor Profiles' item is highlighted with a red circle. The right section is titled 'My Sell Events' and displays a table of upcoming events.

Event ID	Event Name	Start Date/Time	End Date/Time	Event Status
EV00003219	<a href="#">Erik's Your Bid.pdf Test #2</a>	06/21/2016 4:34PM EDT	06/06/2016 04:34 PM EDT	Posted
EV00003233	<a href="#">EJD RFP Timestamp 2</a>	07/20/2016 10:09AM EDT	06/04/2016 10:09 AM EDT	Posted

Below the table, there is a link 'See all Events'.

3. To make changes to your vendor profile click on 'Update Existing Vendor Information'



4. Make any necessary changes to the name and/or address in the appropriate fields. **Make sure your email address is populated and accurate.** Further down the page you can also add contacts in the 'Vendor Contacts' area.

City of Boston  
Home | Add to Favorites | Sign out

Request to become a City of Boston Vendor  
Authorized by

Step 2 of 7: Vendor Contact Information

eForm ID: 4283

Vendor Information

\*Vendor Name: Acme Company Inc  
Taxpayer Identification Number: \*\*\*\*\*4321  
Business Name, If different from above:   
\*Country: USA United States  
\*Address: 1 City Hall Plaza  
\*City: Boston  
\*State: MA  
\*Zip Code: 02110  
DUNS Number:   
Telephone:   
Fax Number:   
Website: http://  
Email: bob@acmec.com

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

5. You can also add additional addresses (Locations) if needed. If your profile has multiple addresses listed you can select which one to use for Ordering, Invoicing and Remitting by checking the appropriate boxes. **If you would like to have your Purchase Orders (PO's) sent to you via Email click on the box in the 'Purchase Order Distribution Method' area. Make sure you have an email address entered on your profile.** When finished, click the 'Next' button on the bottom right of the page.

**City of Boston**  
Favorites | Main Menu > VENDOR eForm Home Page | Home | Add to Favorites | Sign out

**Vendor Location(s)**  
Select all that apply at this location: ☒ Ordering ☒ Invoice ☒ Remitting

Country: USA United States  
Address 1: 1 City Hall Plaza  
Address 2:  
City: Boston  
State: MA Postal: 02110

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)**  
Find: First 1 of 1 Last

Type: Contract Signer  
Name: Bob Smith  
Title: President  
Phone: Ext: Phone Type:  
Fax No.:  
Email: bob.smith@acme.com  
Contract Signer: pmack11

Type: General  
Name: Allen Smith  
Title:  
Phone: Ext: Phone Type:  
Fax No.:  
Email: al.smith@acme.com  
Contract Signer:

Type: General  
Name: Anna Jones  
Title:  
Phone: Ext: Phone Type:  
Fax No.:  
Email: anna.jones@acme.com  
Contract Signer:

**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.

<< Previous Next >>

6. The next page displayed gives you the opportunity to enroll in Automated Clearing House (ACH) payments (Direct Deposit). Click 'Yes' to enroll or 'Next' if you do not want to enroll at this time.

**City of Boston**  
Favorites | Main Menu > Add/Update Vendor Profiles | Home | Add to Favorites | Sign out

**Request to become a City of Boston Vendor** | Authored by

**Step 3 of 7: ACH Enrollment for Direct Deposit**  
If you would like to receive direct deposit payments from the City of Boston, select 'YES' and complete all required fields below to enroll in ACH (Automated Clearing House). If not, select 'NEXT'.

**ENROLL IN ACH?**  
YES NO  
Previous Next

ACH Enrollment Status: NOT ENROLLED

ACH FORM

7. If you choose to enroll in ACH, the page will expand to display all the required fields which need to be filled out. Required fields are identified with an asterisk (\*). Please be very careful entering your banking information. You will also need to enter an Email address. The City of Boston will send the payment advice to the Email address you enter in the 'Email ID' field. Once you have populated all the required fields, the 'Click to Sign' button will activate. Press the 'Click to Sign' button and then click 'Next'.

ACH 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 provided 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

**ACH 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.

8. Read the W-9 certification page and click on the 'Click Here to Acknowledge' button. (Cross off item #2 if applicable). Your electronic signature will appear and the 'Next' button will activate. Click the 'Next' Button.

City of Boston

Favorites Main Menu > VENDOR eForm HomePage Home Add to Favorites Sign out

**Request to become a City of Boston Vendor** Authored by

**Step 4 of 7: W-9 Certification**

**W-9 Certification**

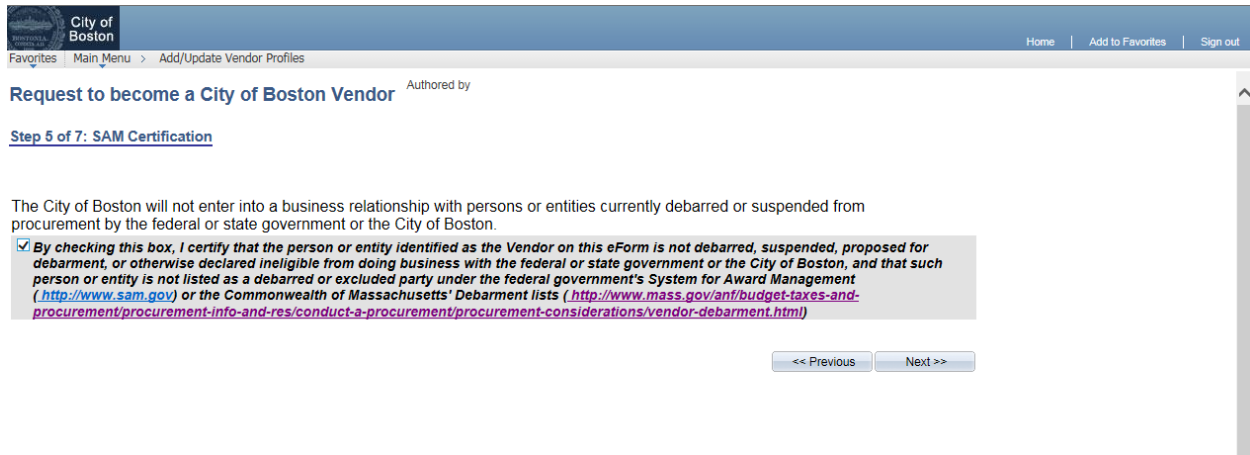
Under penalties of perjury, I certify that:

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

- Complete the SAM Certification page by clicking the box on the left to certify that you are not prohibited from doing business with The City of Boston as outlined in the verbiage on the page. Click 'Next'.



The screenshot shows the 'Request to become a City of Boston Vendor' page, specifically 'Step 5 of 7: SAM Certification'. The page header includes the City of Boston logo and navigation links like 'Home', 'Add to Favorites', and 'Sign out'. Below the header, the title 'Request to become a City of Boston Vendor' is displayed, followed by 'Step 5 of 7: SAM Certification'. A paragraph states: '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.' Below this, there is a checkbox with a red arrow pointing to it. The text next to the checkbox reads: '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)'. At the bottom right, there are two buttons: '<< Previous' and 'Next >>'.

- You will be taken to a Summary Page, scroll to the bottom and click the 'Submit' button. Your changes will be submitted for review and approval. You will receive a follow-up email indicating when the changes are approved by The City of Boston. If you have any difficulty or have questions about filling out this form please feel free to contact the Vendor Support Desk by calling 617-961-1058 or e-mailing [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov)

Thank you for using the City of Boston supplier portal!