Creating a New Vendor Account

Welcome to the City of Boston’s Supplier Portal. To apply for a City of Boston vendor ID number please follow the detailed steps below.

1. Open your Internet browser and type in [www.boston.gov/procurement](http://www.boston.gov/procurement) and click on ‘Go to Supplier Portal’

2. Click on the ‘Vendor Registration Form’ link near the bottom left to begin the registration process.
3. **First you must set up a user account.** The **Create a Vendor User Account** form displays. Complete all the required fields marked with an asterisk* and click ‘Submit’
   - Leave the Vendor ID field empty.
   - If the person registering has the authority to sign contracts check off the box indicating so. This will give the user ID certain permissions in the system which will allow the City to send this user contracts for electronic signature. It will also allow the user to access, electronically sign and upload contracts back to the City of Boston.

You can choose whatever you would like as a User ID as long as it is at least 7 characters in length. Note: User ID’s are **CaSe SeNsEtIvE**
4. Now you will create the vendor profile. Click on ‘Add/Update your Vendor Profile’

![Add/Update your Vendor Profiles button]

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.

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 button]

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

5. Click on ‘Add New Vendor’

![City of Boston Vendor eForm Home Page]

6. Select Individual or Business and click ‘Next’
7. Complete all required fields. Only the fields marked with an asterisk* are required. Click ‘Next’.
   - A general email address for the company although not required is highly recommended.
   - In the **NEW ADDRESS** area check off the box or boxes that apply for that address.

Once you check the ‘Ordering’ box the **Purchase Order Dispatch Method** box displays. Please check off this box to receive your PO’s via email (recommended). The PO’s are sent to the email address in the Vendor Information box at the top of the page.

You can add additional addresses if necessary by clicking the ‘+’ sign here. The new address line fields will appear at lower left. You may need to scroll down a bit to see them.

If you elect to receive PO’s via email (see check box below) this is the email address they will be sent to.

You can add additional contact names to the account by clicking the ‘+’ sign here.
8. For faster payments complete the direct deposit (A.C.H.) information. When all information is complete, click on ‘Click to Sign’ then click ‘Next’.

(If you would rather receive a paper check via US mail, you may opt out of direct deposit by checking the ‘Direct Deposit Opt Out’ box in the lower left of the screen.)
9. Review the W-9 Certification information. To proceed, click the ‘Click Here to Acknowledge’ button and then click ‘Next’. If item 2 does not apply, check the check box as indicated.

10. Check the box to confirm that neither you nor the organization you represent are barred from doing business with the City of Boston. Click ‘Next’.
11. Review the summary page for accuracy and click "Submit"
12. Your vendor eForm will be forwarded to our auditing department for review. Once approved you will receive your vendor ID number via email.

If you have any questions please don’t hesitate to contact supplier portal support at 617-635-4564. You can also contact us by sending an email to vendor.questions@boston.gov.

Thank you for using the City of Boston Supplier Portal!