

Signing and Uploading a Contract

1. Open a browser and type in www.boston.gov/procurement

(It is best to use IE- Internet Explorer as your browser for this particular process if possible)

2. Once you get to the City of Boston Procurement page click on the '**Go To Supplier Portal**' link located at the lower right of the screen.

The screenshot shows the City of Boston Procurement homepage. At the top, there's a navigation bar with links for PAY AND APPLY, PUBLIC NOTICES, FEEDBACK, and TRANSLATE, along with a search icon. Below the navigation, a banner features the Mayor's name, Martin J. Walsh. The main title 'PROCUREMENT' is prominently displayed. A descriptive paragraph explains the department's mission: '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.' Below this, there are links for 'LEARN ABOUT BIDDING', 'MORE RESOURCES', and 'MEET THE PURCHASING AGENT'. A section titled 'CITY OF BOSTON BIDS AND RFPS' contains text about finding bids and RFPs through the City Record. At the bottom right, a blue button labeled 'GO TO SUPPLIER PORTAL' is circled in red.

3. Enter your User Id and Password. Remember that these are *CaSe-sensitive* so you'll want to be sure to enter them correctly. Click '**Sign In**'.

Login as an Existing User

User ID: ←
 Password: ←

[Forgot User Id](#)
 Click here to email your User Id

[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 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 Name	Event Type	Start Date/Time	End Date/Time	Bid Status
16,500 GVW Dump Truck	RFX	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
12 Passenger Transport Vans (BCYF)	RFX	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted
Fire Fighting Hose for the BFD	RFX	07/29/2013 12:00PM EDT	08/13/2013 12:00 PM EDT	Accepted
Dump Truck - 6 Wheeler (1)	RFX	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
Truck Mounted Aerial Platform Lift-1	RFX	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted

[See all of my events](#)

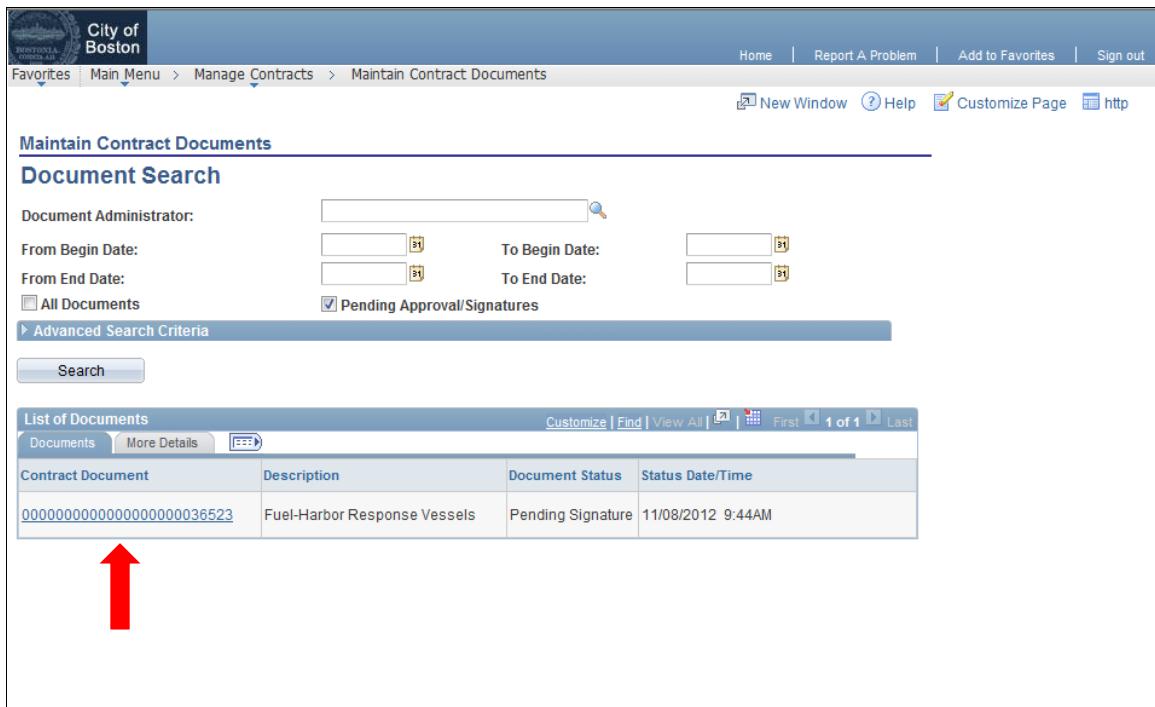
4. Once you've logged in, the Home page should look like the example below. Click on **Main Menu > Manage Contracts > Maintain Contract Documents**.

The screenshot shows the City of Boston Home page. A red circle highlights the 'Main Menu' link in the top left corner. A red arrow points from the 'Main Menu' link to a dropdown menu titled 'Main Menu'. This dropdown menu contains several items: 'Manage Events and Place Bids', 'Manage Contracts', 'View Terms & Conditions', 'Change Password', and 'VENDCO Form HomePage'. Another red arrow points from the 'Manage Contracts' option in the dropdown to a sub-menu titled 'Maintain Contract Documents'. This sub-menu also includes 'Update Contract Deliverables' and 'Review Contract Deliverables'. To the right of the sub-menu, there is a 'My Sell Events' section displaying a list of events with columns for 'Event Type', 'Start Date/Time', and 'End Date/Time'. The events listed are: '12 Passenger Transport Vans (BCYF)', '10,500 GWT Dump Truck', and 'Fire Fighting Hose for the BFD'. Below the event list is a link 'See all of my events'.

5. When you get to the **Document Search** page all you have to do is make sure the '**Pending Approval Signatures**' box is checked (it should already be checked off by default) and simply click on the '**Search**' button. (**Leave all search fields above empty**).

The screenshot shows the 'Maintain Contract Documents' - 'Document Search' page. At the top, the URL bar shows the path: 'Favorites > Main Menu > Manage Contracts > Maintain Contract Documents'. The main form has fields for 'Document Administrator' (a dropdown menu), 'From Begin Date' and 'To Begin Date' (date pickers), 'From End Date' and 'To End Date' (date pickers), and checkboxes for 'All Documents' and 'Pending Approval/Signatures'. A red arrow points from the 'Pending Approval/Signatures' checkbox to the 'Advanced Search Criteria' section. Below the search form is a table titled 'List of Documents' with columns 'Contract Document', 'Description', 'Document Status', and 'Status Date/Time'. A red circle highlights the 'Search' button at the bottom of the search form. The table shows one row of data: 'Contract Document' is empty, 'Description' is empty, 'Document Status' is empty, and 'Status Date/Time' is empty.

6. After clicking the ‘Search’ button the system will take 20-30 seconds to display the contract ID number in the Contract Document box. Please be patient



The screenshot shows a web-based application for managing contract documents. At the top, there's a navigation bar with the City of Boston logo, a Main Menu, and links for Home, Report A Problem, Add to Favorites, and Sign out. Below the navigation is a toolbar with options for New Window, Help, Customize Page, and http.

The main content area is titled 'Maintain Contract Documents' and has a 'Document Search' section. It includes fields for Document Administrator, From Begin Date, To Begin Date, From End Date, To End Date, and checkboxes for 'All Documents' and 'Pending Approval/Signatures'. There's also a 'Search' button and a link to 'Advanced Search Criteria'.

Below the search section is a table titled 'List of Documents' with columns for Contract Document, Description, Document Status, and Status Date/Time. One row is visible, showing a long ID '0000000000000000000036523' for a document named 'Fuel-Harbor Response Vessels' with a status of 'Pending Signature' and a date/time of '11/08/2012 9:44AM'. The table has buttons for Customize, Find, View All, First, Last, and a grid icon.

A red arrow points upwards from the bottom of the table towards the search criteria above it.

Contract Document	Description	Document Status	Status Date/Time
0000000000000000000036523	Fuel-Harbor Response Vessels	Pending Signature	11/08/2012 9:44AM

7. Click on the **Contract Document ID** to open the **Document Management** page. Then click on the **‘Open Main Document for Signing’ (‘Open Amendment File’ in some cases)** button.

Note: If your computer has a pop-up blocker enabled it may block the download of the document. When this happens you will need to click on the pop-up blocker message at the top of your screen and choose ‘Allow Download’- you may be brought back to the search screen in step #5. If so, you will need to repeat steps 5 & 6.

Maintain Contract Documents

Document Management

This document is currently pending your signature/approval. As the primary owner you are responsible for routing the document offline to get the necessary signatures and then uploading the final signed version using the Upload & Return Signed Document button below. (Please note that this will return the document back to the contract administrator as part of the upload)

Contract ID:	00000000000000000000036523	Reference:	Event # 24
Description:	Fuel-Harbor Response Vessels		
Document Administrator:	Coyne, Kevin		
Created On:	10/23/2012 10:26AM		
Begin Date:	11/01/2012	Expire Date:	10/31/2013
Document Status:	Pending Signature	Owner:	John Smith
<input type="button" value="Open Main Document for Signing"/> <input type="button" value="Upload Signed Document"/> <input type="button" value="Return without Signing Document"/>		View Attachments/Related Documents View Document History Send E-Mail	



8. You will now be prompted (bottom of screen) to 'Open' or 'Save' the document. Click '**Open**'. The contract document will open on your screen. You will need to have Adobe Reader installed on your machine to electronically sign the contract. Most PC's have this program pre-loaded.

a. If your PC does not have Adobe reader software, a FREE version can be downloaded from <http://get.adobe.com/reader/>

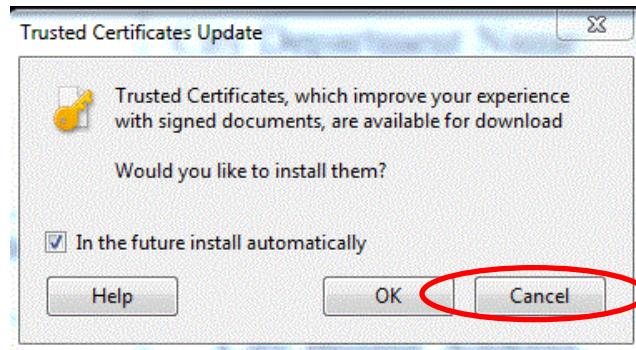
9. Click inside the **middle signature box** (Vendor/Contractor) to apply your E-Signature

Contract Signatures		
AUDITING	VENDOR/CONTRACTOR	AWARDING AUTHORITY/OFFICIAL
APPROVED AS TO THE AVAILABILITY OF AN APPROPRIATION OR PURSUANT TO ARTICLE 12 OF THE GENERAL CONDITIONS	AGREES TO PROVIDE THE GOODS OR SERVICES AS INDICATED IN ACCORDANCE WITH THE ASSOCIATED CONTRACT DOCUMENTS	IT IS MY BELIEF THAT THERE IS LITTLE OR NO RISK OF DEFAULT OR UNSATISFACTORY PERFORMANCE BY THE VENDOR/CONTRACTOR
SIGNATURE	SIGNATURE	SIGNATURE
APPROVING APPROPRIATION BY		

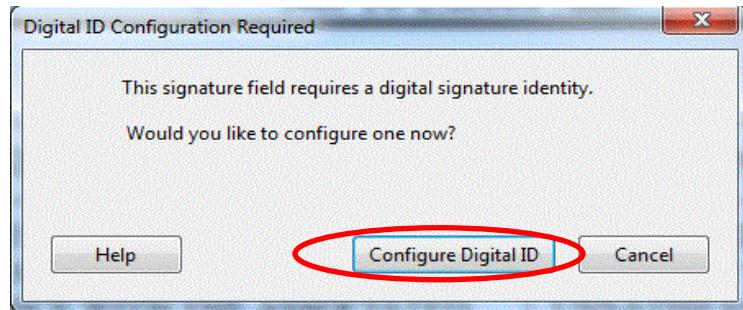
a. If this is your first time using Adobe Reader you will need to setup your Digital ID/Digital Signature. This is a one-time setup and will not need to be performed on subsequent documents requiring your electronic signature. (Detailed steps and screenshots included

(below). If you already have your Digital ID setup, please skip to step 15. Also, if the screen shots below do not exactly match what you are seeing you may have an older version of Adobe. Call Vendor Support if you need guidance 617-635-4564.

- b. You may get a **Trusted Certificates Update** box after clicking in the signature box. If so, simply click '**Cancel**' on it.



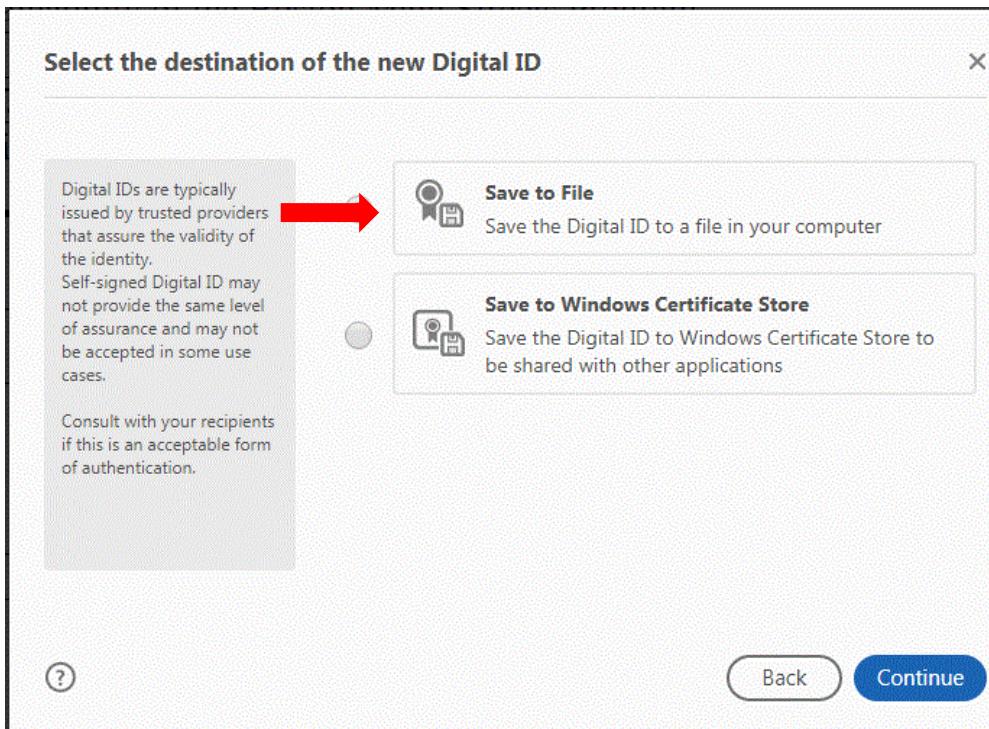
10. You will now see the **Digital ID Configuration Required** pop up box. Click on '**Configure Digital ID**'.



11. Begin configuration of your new digital ID. Select '**Create a new Digital ID**' and click '**Continue**'.



12. Select 'Save to File'. Then click 'Continue'.



13. Enter the signers **Name**, **Organization Name** and signers **Email Address**. You can leave the 'Organizational Unit' field blank and leave the other fields as they are. Click '**Continue**'.

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="Enter Name..."/>	←
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>	←
Organization Name	<input type="text" value="Enter Organization Name..."/>	←
Email Address	<input type="text" value="Enter Email..."/>	←
Country/Region	US - UNITED STATES	▼
Key Algorithm	2048-bit RSA	▼
Use Digital ID for	Digital Signatures	▼

?

Back Continue ←

14. Create a password for your digital ID. Enter your desired password in both the **Apply** box and the **Confirm** box fields and click '**Save**'. (Leave the top box as is)

Save the self-signed Digital ID to a file

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\119541\AppData\Roaming\Adobe\Acrobat\D ←

Apply a password to protect the Digital ID:

←

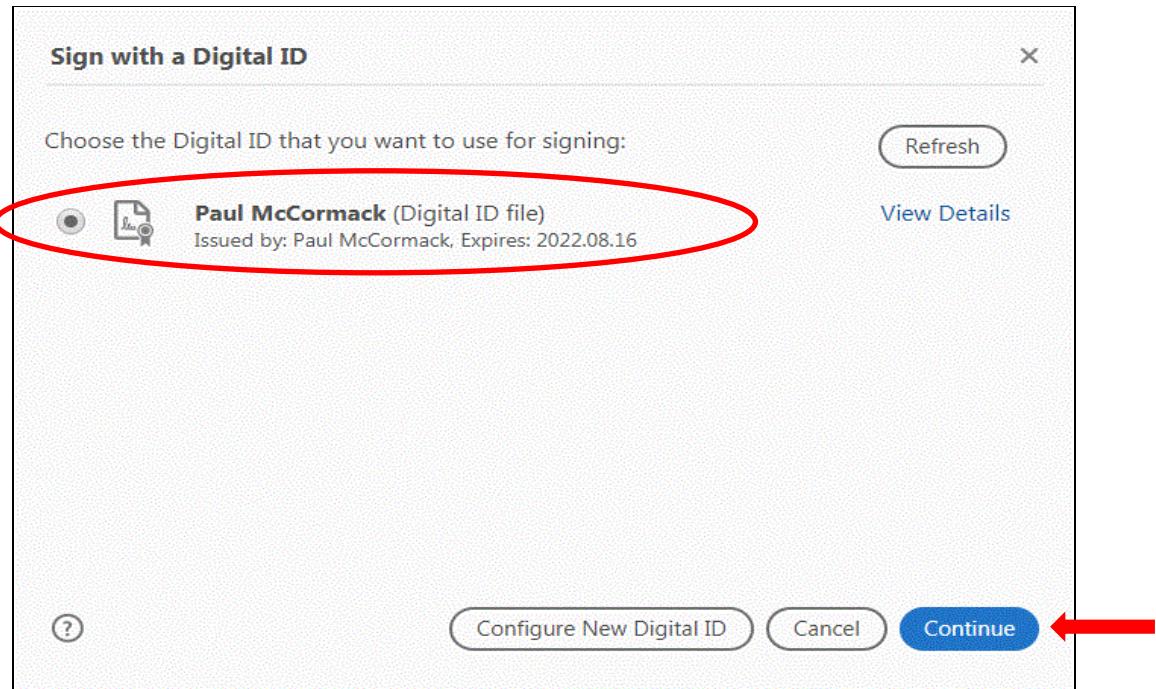
Confirm the password:

←

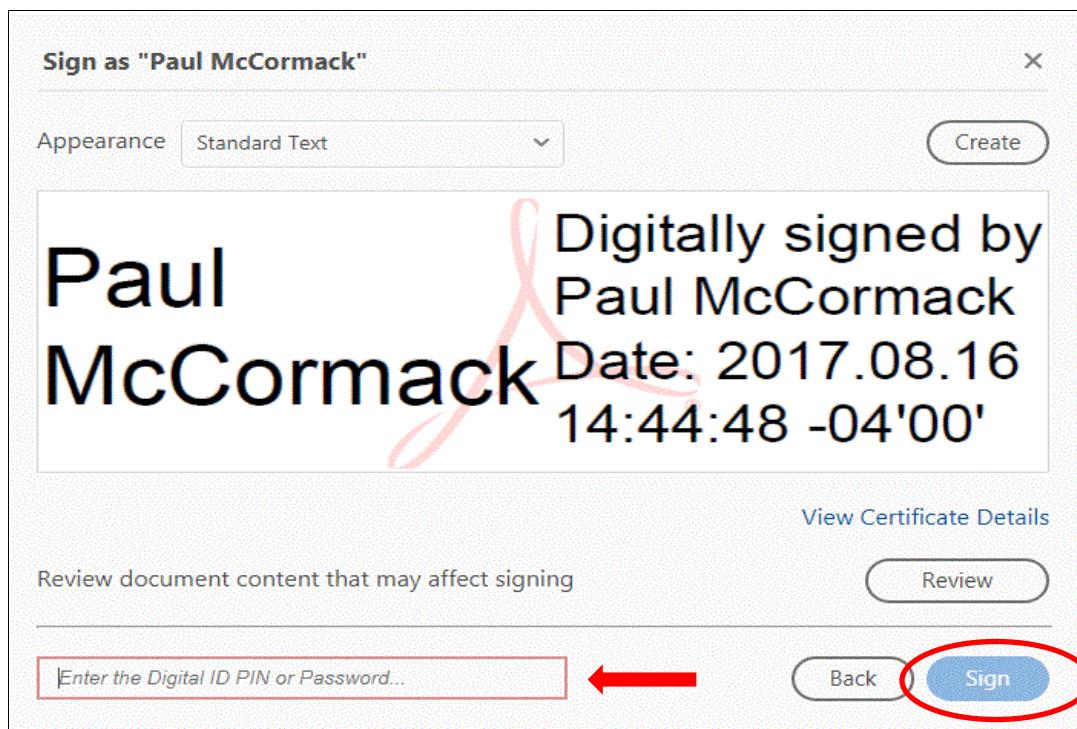
?

Back Save ←

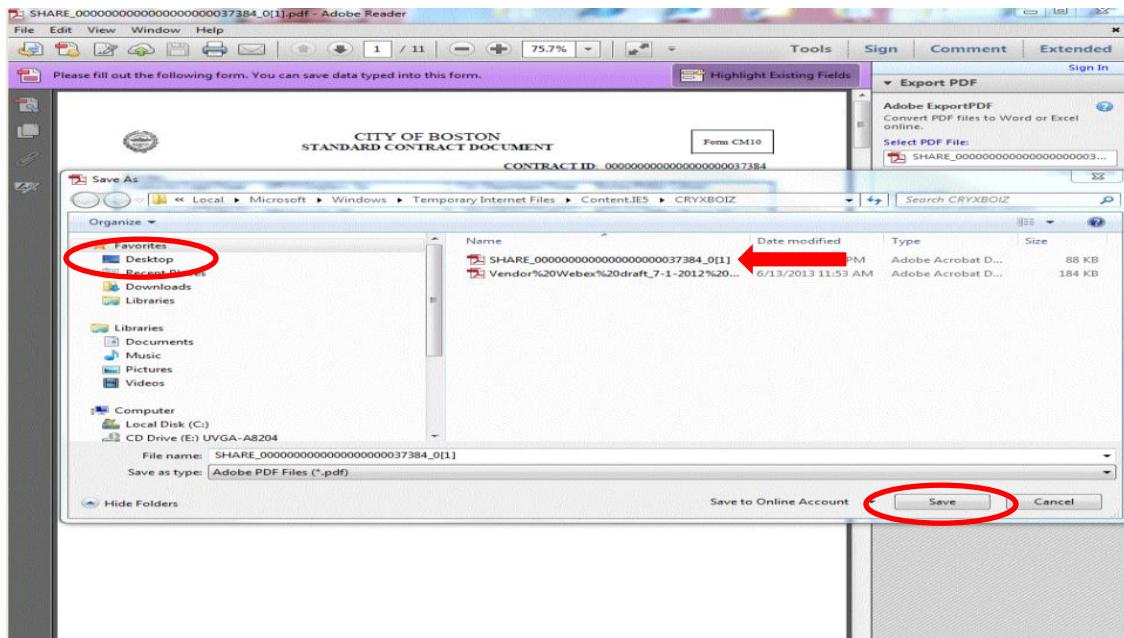
15. The **Sign with a Digital ID** box will appear and the digital ID you just created will appear here and be preselected for you. Click '**Continue**'.



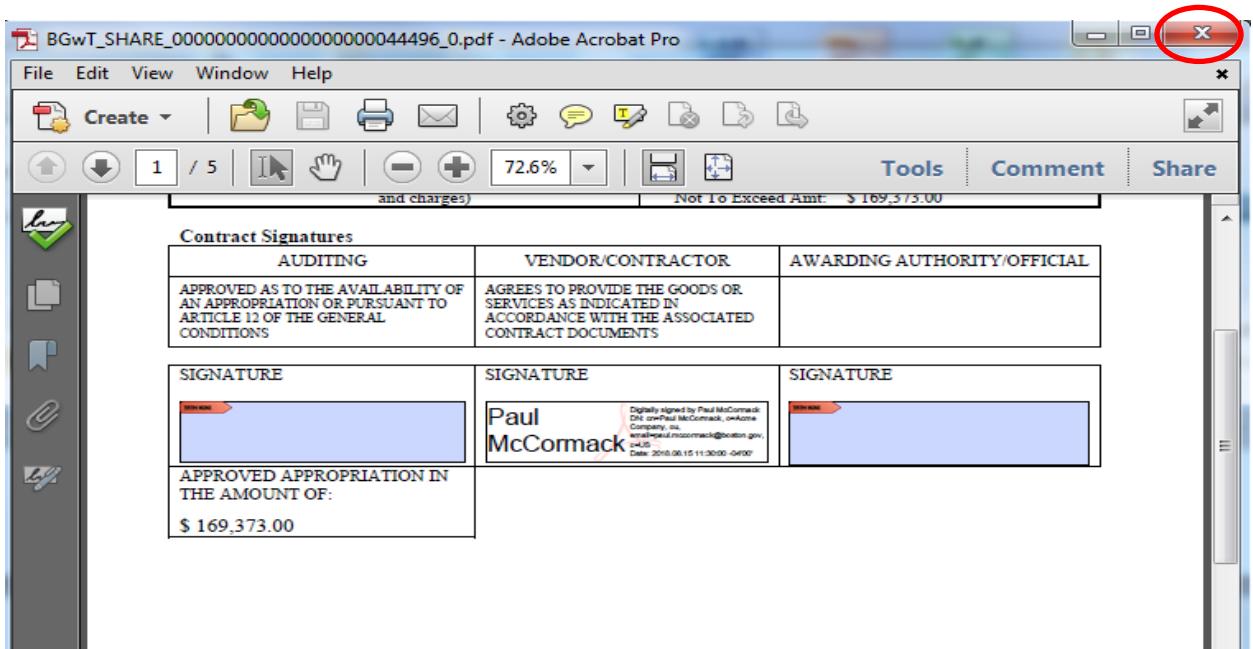
16. Your electronic signature will now display as a preview of what it will look like on the document. You will now enter the password you created in step # 14 on the bottom left of the screen. Click '**Sign**'.



17. After clicking 'Sign' Adobe will automatically prompt you to save the signed version of your document somewhere on your computer. Please make note of where you save the document (folder name or desktop etc.) as you will need to locate it to upload it to the Supplier Portal in the next step. Select the file location/folder on the left (i.e. Desktop) and then click 'Save'



18. The signed contract document now appears on your screen. The signed copy is already saved on your computer in the location you selected in the previous step. You can now close(X) this document and go back to the supplier portal to complete the upload which sends the signed document back to the City of Boston.



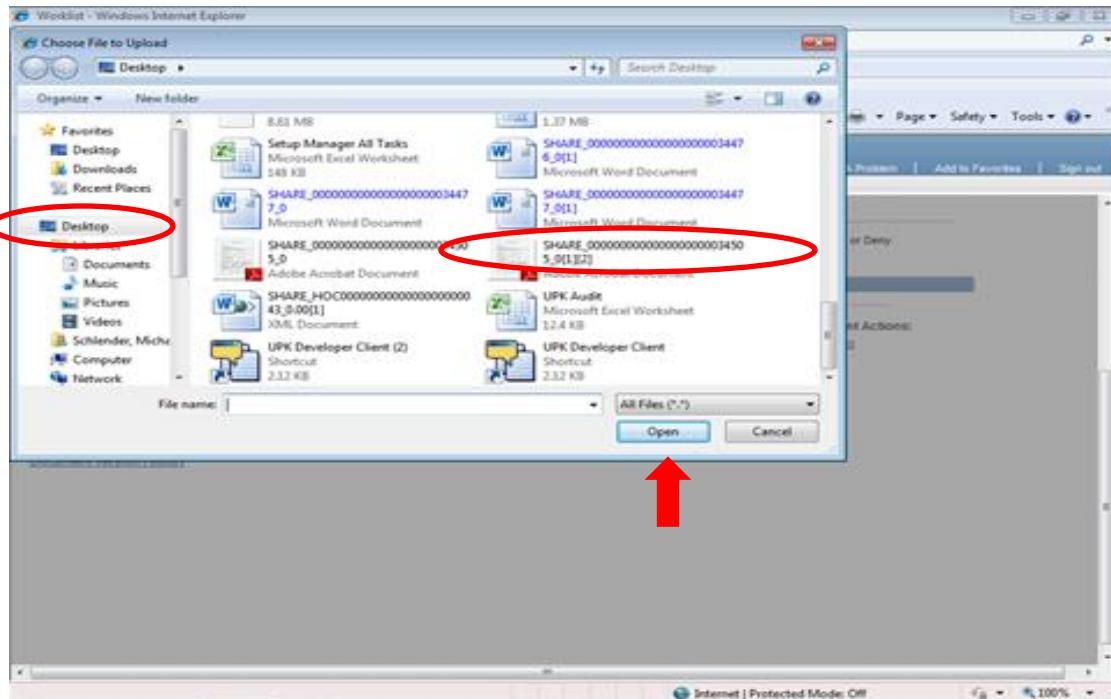
19. Once the signed document has been saved to your computer (previous step), you then need to go back to the Supplier Portal and click the '**Upload Signed Document**' button on the Document Management page.

The screenshot shows the 'Maintain Contract Documents' page under 'Document Management'. It displays document details: Contract ID: 0000000000000000000000000000000036523, Description: Fuel-Harbor Response Vessels, Document Administrator: Coyne, Kevin, Created On: 10/23/2012 10:26AM, Begin Date: 11/01/2012, Document Status: Pending Signature, Reference: Event # 24, Expire Date: 10/31/2013, Owner: John Smith. Below the details are several buttons: 'Open Main Document for Signing', 'Upload Signed Document' (which is circled in red), 'Return without Signing Document', 'View Attachments/Related Documents', 'View Document History', and 'Send E-Mail'.

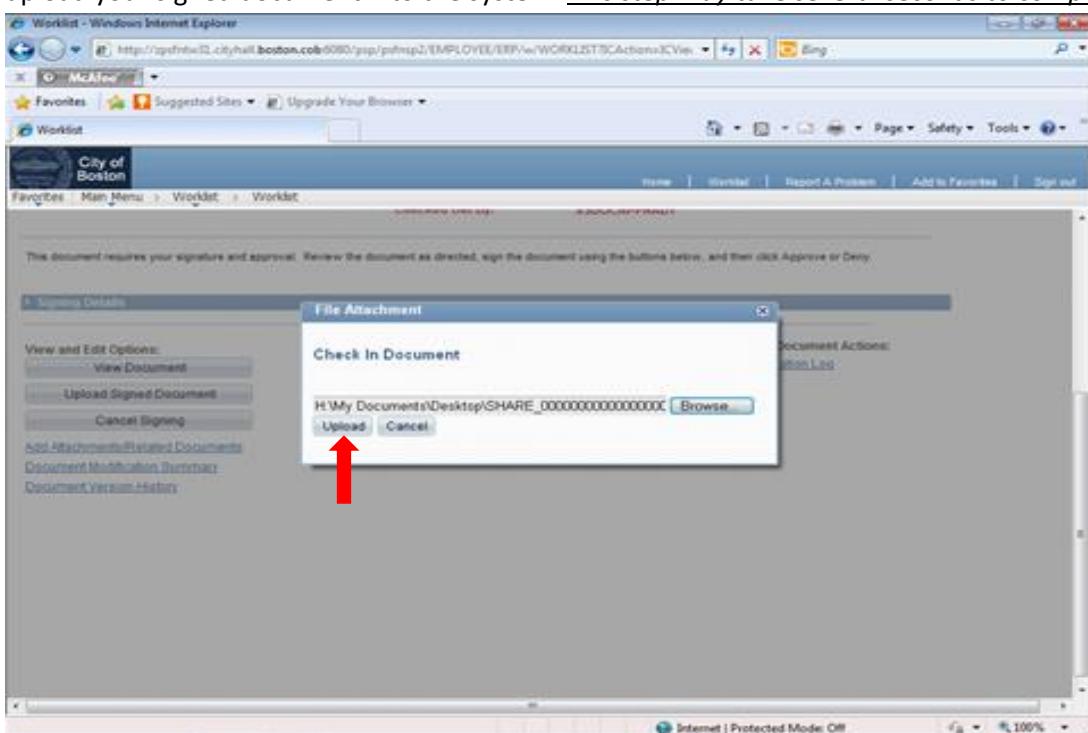
20. You now need to 'Browse' your PC and locate the signed document file you saved in Step #17.

The screenshot shows a 'File Attachment' dialog box titled 'Check In Document' with a single button 'Browse' highlighted by a red circle. This dialog is overlaid on a larger page that contains a sidebar with 'Signing Details' and a main area with a message about document review and signing options. The main page includes buttons for 'View Document', 'Upload Signed Document' (which is also circled in red), and 'Cancel Signing'.

21. Locate and click on the signed contract document that you just saved. *The file name will begin with the word SHARE followed by many zeros.* Click on the file name to select it and then click 'Open'.



22. Once you select the correct file simply click '**Upload**' on the **File Attachment** pop up box. This will upload your signed document into the system. *This step may take several seconds to complete*



23. Once the upload is complete you will be brought back to the **Document Search** page. Your Contract will appear at the bottom of the page in the Contract Document field and will show a status of 'Customer Review' after it is successfully uploaded.

Maintain Contract Documents

Document Search

Document Administrator:

From Begin Date: To Begin Date:
From End Date: To End Date:

All Documents Pending Approval/Signatures

[Advanced Search Criteria](#)

Search

List of Documents

Customize | Find | View All | First **1 of 1** Last

Documents	More Details		
Contract Document	Description	Document Status	Status Date/Time
0000000000000000042056		Customer Review	

24. The process is complete!

The Contract Administrator will immediately receive an email from the system indicating that you have completed the signature and uploaded it back to the City of Boston. They will then forward the contract along in our system for the other signatures within the City. You will receive a copy of the fully signed version once all signatures are present. The CM-10 contract document is the only document that is handled in this fashion via the supplier portal. Any other associated documents that may be required can be sent via email attachment to your contact at the City of Boston.

If you need assistance completing the electronic signature and uploading the signed Contract please feel free to contact the Vendor Support Desk by calling 617-961-1058 or e-mailing

vendor.questions@boston.gov

Thank you for using the City of Boston Supplier Portal!