Updating Information on an Existing Vendor Account

Welcome to the City of Boston’s Supplier Portal. To make changes, update information on an existing vendor account, including signing up for direct deposit follow the detailed steps below.

1. Navigate to the [boston.gov/procurement](http://boston.gov/procurement) site, click on the ‘Go to Supplier Portal’

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

3. To make changes to your vendor profile click on ‘Update Existing Vendor Information’
4. Make any necessary changes to the account in the appropriate fields. Click ‘Next’.

You cannot alter your business name in the system. Click on the ‘Update your Business Name’ link for additional info.

Update the general email address for the account. This is where PO’s will be sent if this method of dispatch is selected (see below).

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

Check this box to receive PO’s via email rather than US mail. Enter email address at top of screen beneath the DUNS Number field.

You can add additional contact names to the account by clicking the ‘+’ sign here. You can also make an existing User ID on the account capable of signing contracts. Click on the ‘Contract Signer’ info button for details.
5. For faster payments complete the direct deposit (A.C.H.) information. When all informations 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, then click ‘Next’.)
6. 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 box as indicated.

7. Check the box to confirm that neither you or the organization you represent are barred from doing business with the City of Boston. Click ‘Next’.
8. Review the summary page for accuracy and click ‘Submit’.
9. Your vendor eForm will be forwarded to our auditing dept. for review. Once approved you will be notified via email that your changes have been completed.

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 supplier portal!