

Creating a New Vendor Account

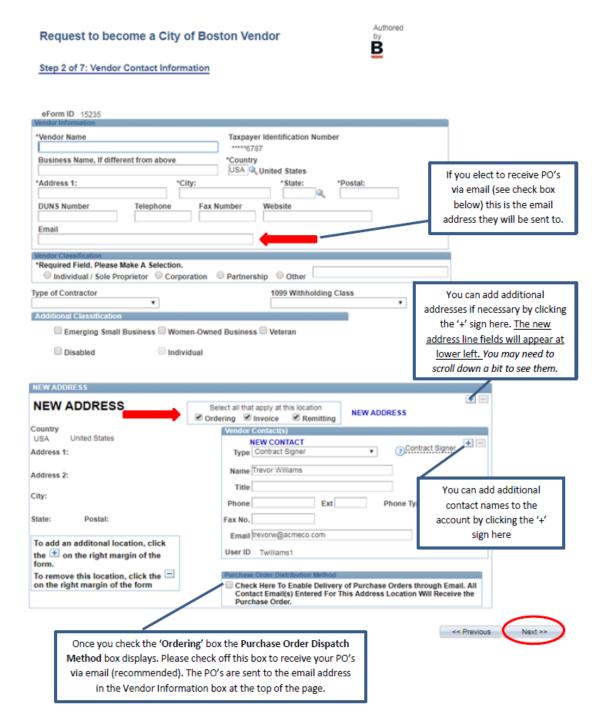
Welcome to the City of Boston's Supplier Portal. To apply for a City of Boston vendor ID number please follow the detailed steps below.

- 1. Open your Internet browser and type https://procurement.boston.gov
- 2. Click on the '**Vendor Registration Form**' link near the bottom left to begin the registration process.
- 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. There can only be one contract signer for each vendor account.
- 4. Now you will create the vendor profile. Click on 'Add/Update your Vendor Profile'
- 5. Click on 'Add New Vendor'
- 6. Select Individual or Business and click 'Next'
- 7. Complete all required fields. Only the fields marked with an asterisk* are required. Click 'Next'.
 - Please add a general email address for the company although this is not required.
 - Please enter 7 Non-employee for the 1099 Withholding Class.
 - In the 'New Address' area check off the box or boxes that apply for that address.

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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. This will take 2-3 business days. <u>Once approved you will receive your vendor ID number via email.</u>



Still having problems?

Please reach out to Vendor Support. Open Monday - Friday 8:30am 5:30pm ET at 617-961-1058 or at <u>vendor.questions@boston.gov</u>

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