



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.
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. 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.



Request to become a City of Boston Vendor

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Step 2 of 7: Vendor Contact Information

eForm ID 15235

Vendor Information

*Vendor Name: _____ Taxpayer Identification Number: *****6787

Business Name, If different from above: _____ *Country: USA United States

*Address 1: _____ *City: _____ *State: _____ *Postal: _____

DUNS Number: _____ Telephone: _____ Fax Number: _____ Website: _____

Email: _____

Vendor Classification

*Required Field. Please Make A Selection.

☐ Individual / Sole Proprietor ☐ Corporation ☐ Partnership ☐ Other

Type of Contractor: _____ 1099 Withholding Class: _____

Additional Classification

☐ Emerging Small Business ☐ Women-Owned Business ☐ Veteran

☐ Disabled ☐ Individual

NEW ADDRESS

Country: USA United States

Address 1: _____

Address 2: _____

City: _____

State: _____ Postal: _____

Select all that apply at this location

☒ Ordering ☒ Invoice ☒ Remitting

Vendor Contact(s)

NEW CONTACT

Type: Contract Signer

Name: Trevor Williams

Title: _____

Phone: _____ Ext: _____ Phone Ty: _____

Fax No.: _____

Email: trevorw@acmecoco.com

User ID: TWilliams1

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.

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.

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.

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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 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.

You can add additional contact names to the account by clicking the '+' sign here

- 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. Once approved you will receive your vendor ID number via email.

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Step 7 of 7: eForm Successfully Submitted

Operator ID: Twilliams
Operator ID Description: TrevorWilliams
Form Submission Date: Wednesday at 02:19 PM September 12, 2018
Form Submission Type: New Vendor Registration
Form Status: Pending

Thank you. Your eForm is complete and submitted. City of Boston Staff will review your form and notify you of the status.

[View This Form](#) [Return to eForm Home Page](#)

Still having problems?

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