



Creating a Supplier Portal User ID on an Existing Vendor Account

To register an individual Supplier Portal user on an existing vendor account, follow the detailed instructions below. You can register as many users with their own unique user ID's on one vendor account as you would like. You will need a Tax ID and a Vendor ID to complete this registration.

1. Open your Internet browser and type <https://procurement.boston.gov>
2. When you arrive at the Supplier Portal, click '**Vendor Registration Form**' on the bottom left-hand side.
3. The Create a Vendor User Account form displays. Complete all the required fields marked with an asterisk* and enter your organization's 10 digit vendor ID number as well. Click '**Submit**'.
 - o [To locate your vendor ID number please reach out to Vendor Support](#) (contact information is listed below)
 - o Check the box if you are authorized to sign & execute contracts for this company.
4. After you click '**Submit**' your registration is complete. You will be directed to the page below. **You are done!** Simply click '**Return to Home Page**' to get back to the supplier portal home page.

*If you choose, you can access your vendor account to make updates/ changes if desired by clicking on the '**Create/Update your Vendor Profile**' button.

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