



# Updating Information on an Existing Vendor Account

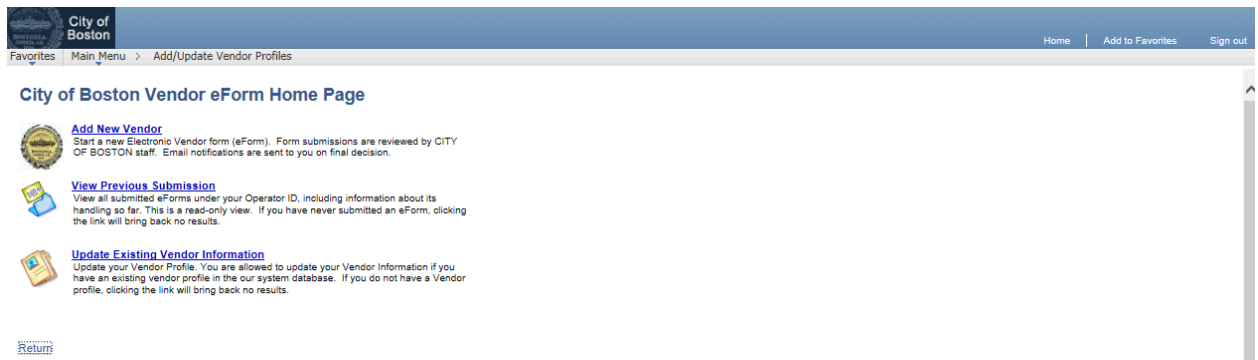
To update information on an existing vendor account including signing up for direct deposit follow the detailed steps below.

\* You can not change your vendor name. To change the name of your vendor account please email [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov). In the email, please request that you would like your vendor name changed and attach a W9.

1. Open your Internet browser and type in <https://procurement.boston.gov>
2. Enter your **User ID and Password**, these are case sensitive so you'll need to enter them exactly as they appear.

\*If you've logged in correctly, the 'Login as an existing user' box is replaced by 'Top Menu Features and Descriptions'

3. Once logged in, click on '**Main Menu**' then click on '**Add/Update Vendor Profiles**'
4. Click '**Update Existing Vendor Information**'



5. Make any necessary changes to the account in the appropriate fields. Click '**Next**'.

- **For 1099 Withholding Class, please choose 07 Non-employee Compensation**



## Request to become a City of Boston Vendor

Authorized  
by  
**B**

### Step 2 of 7: Vendor Contact Information

eForm ID 15241

#### Vendor Information

Vendor Name Acme Co	Update your Business name?	Taxpayer Identification Number *****6985
Business Name, If different from above		*Country USA United States
*Address 1: 123 Main	*City: Boston	*State: MA
		*Postal: 02110
DUNS Number	Telephone	Fax Number
		Website http://
Email Paul@acme.com		

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).

#### Vendor Classification

\*Required Field. Please Make A Selection.

☐ Individual / Sole Proprietor ☒ Corporation ☐ Partnership ☐ Other

Type of Contractor

#### Additional Classification

☐ Emerging Small Business ☐ Women-Owned Business ☐ Veteran  
☐ Disabled ☐ Individual

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.

#### EXISTING ADDRESS

##### ADDRESS 1 ON FILE

Country  
USA United States

Address 1:  
123 Main

Address 2:

City:  
South Boston

State: MA Postal: 02110

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

Select all that apply at this location

☒ Ordering ☒ Invoice ☒ Remitting

##### EXISTING ADDRESS 1 ON FILE

#### Vendor Contact(s)

##### EXISTING CONTACT 1 ON FILE

Type: Contract Signer

Name: Paul Mack

Title:

Phone: Ext: Phone Type:

Fax No.:

Email: paul@acme.com

User ID: Acme123

#### 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.

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.

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.

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6. 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, then click '**Next**'.)

7. 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.
8. 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**'

City of Boston PaulMack on PSFNSP2

Favorites Main Menu > Department Self Service > COB Vendor eForm

Request to become a City of Boston Vendor Authorized by B

Step 5 of 7: SAM Certification

The City of Boston will not enter into a business relationship with persons or entities currently debarred or suspended from procurement by the federal or state government or the City of Boston.

☒ By checking this box, I certify that the person or entity identified as the Vendor on this eForm is not debarred, suspended, proposed for debarment, or otherwise declared ineligible from doing business with the federal or state government or the City of Boston, and that such person or entity is not listed as a debarred or excluded party under the federal government's System for Award Management ( <http://www.sam.gov>) or the Commonwealth of Massachusetts' Debarment lists ( <http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/procurement-considerations/vendor-debarment.html>)

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9. Review the summary page for accuracy and click '**Submit**'.
10. 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.

## 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](mailto:vendor.questions@boston.gov)