

Signing and Uploading a City of Boston Contract

1. Open a browser and type in www.boston.gov/procurement

(It is best to use IE- Internet Explorer as your browser for this particular process if possible)

2. Once you get to the City of Boston Procurement page click on the 'Access the Supplier Portal' tab located under the 'Learn about Bidding' section.

CITY of BOSTON

HOME • DEPARTMENTS • **PROCUREMENT**

PROCUREMENT

We buy the best quality products for the City at the lowest possible price.

Our department selects vendors through public bidding and processes purchase orders and contracts. Our central services unit ensures the efficient and economical disposal of all surplus City property excluding land and buildings, and processes and posts all outgoing, inter-office, and incoming mail. This unit also produces the City Record and operates a copy center.

CURRENT WEEK'S CITY RECORD: 7/18/16

LAST WEEK'S CITY RECORD: 7/11/16

CONTACT

617-635-4564

PURCHASING@BOSTON.GOV

1 CITY HALL SQUARE
ROOM 808
BOSTON, MA 02201-2034
UNITED STATES

Monday through Friday, 9 a.m. - 5 p.m.

LEARN ABOUT BIDDING

HOW BOSTON'S BIDDING PROCESS WORKS
Contractors can bid to work on projects for the City.

ACCESS THE SUPPLIER PORTAL
View Invitations for Bid, Requests for Proposal, and other events.

HOW TO USE THE SUPPLIER PORTAL
Use this portal to register, submit bids, and sign contracts with the City.

HELP WITH THE SUPPLIER PORTAL
Here are some helpful tips and tricks for working with the Supplier Portal.

- Enter your User Id and Password. Remember that these are *case-sensitive* so you'll want to be sure to enter them correctly.

Login

Login as an Existing User

User ID:

Password:

[Forgot User Id](#)
Click here to email your User Id

[Forgot my password](#)
Click here to reset your password

Supplier Portal Registration

[Register as a Sourcing Bidder](#)
City of Boston's Bidders are suppliers which have access to view the City's Invitations for Bid, Requests for Proposal, and other procurement events. You must be registered in order to place a bid. In addition, registered suppliers can select categories of procurement which they want to be notified of. When a bid event is posted to the City of Boston Supplier Portal, Bidders who have selected that potential contract's relevant category of business may be notified of the event via email. Please use this registration process if you are looking to become a City of Boston supplier and need access to bidding functionality.

[Vendor Registration Form](#)
City of Boston's Vendors have an existing agreement (contract, awarded bid, etc) between their company and the City. Vendors have all of the same access to place bid offers on future on future events that Bidders do. They also are able to maintain company information on their Vendor profile and see details of their contractual agreements with City of Boston. Please use this registration process if you are already an active City of Boston vendor looking to register as a supplier portal user.

My Sell Events

Event Name	Event Type	Start Date/Time	End Date/Time	Bid Status
16,500 GWW Dump Truck	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
12 Passenger Transport Vans (BCYF)	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted
Fire Fighting Hose for the BFD	RFx	07/29/2013 12:00PM EDT	08/13/2013 12:00 PM EDT	Accepted
Dump Truck - 6 Wheeler (1)	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
Truck Mounted Aerial Platform Lift - 1	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted

[See all of my events](#)

- Once you've logged in, the 'Home' page should look like the example below. Please navigate from Main Menu > Manage Contracts > Maintain Contract Documents.

City of Boston Supplier Portal

Home | Supplier Support | Add to Favorites | Sign out

Main Menu

- Manage Events and Place Rfrs
- Manage Contracts
- View Terms & Conditions
- Change My Password
- VENDOR eForm HomePage
- Maintain Contract Documents
- Update Contract Deliverables
- Review Contract Deliverables

My Sell Events

Event Name	Event Type	Start Date/Time	End Date/Time	Bid Status
6 Wheeler	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
12 Passenger Transport Vans (BCYF)	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted
16,500 GWW Dump Trucks	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
Fire Fighting Hose for the BFD	RFx	07/29/2013 12:00PM EDT	08/13/2013 12:00 PM EDT	Accepted

[See all of my events](#)

5. When you get to the Maintain Contract Documents page be sure to clear out any search criteria that may be in there. **All the search fields must be blank.** Make sure the 'Pending Approval Signatures' box is checked.

City of Boston

Home | Report A Problem | Add to Favorites | Sign out

Favorites | Main Menu > Manage Contracts > Maintain Contract Documents

New Window | Help | Customize Page | http

Maintain Contract Documents

Document Search

Document Administrator:

From Begin Date: To Begin Date:

From End Date: To End Date:

All Documents Pending Approval/Signatures

Advanced Search Criteria

Search

List of Documents Customize | Find | View All | First 1 of 1 Last

Contract Document	Description	Document Status	Status Date/Time
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6. Click the 'Search' button and the contract that needs to be signed should appear.

City of Boston

Home | Report A Problem | Add to Favorites | Sign out

Favorites | Main Menu > Manage Contracts > Maintain Contract Documents

New Window | Help | Customize Page | http

Maintain Contract Documents

Document Search

Document Administrator:

From Begin Date: To Begin Date:

From End Date: To End Date:

All Documents Pending Approval/Signatures

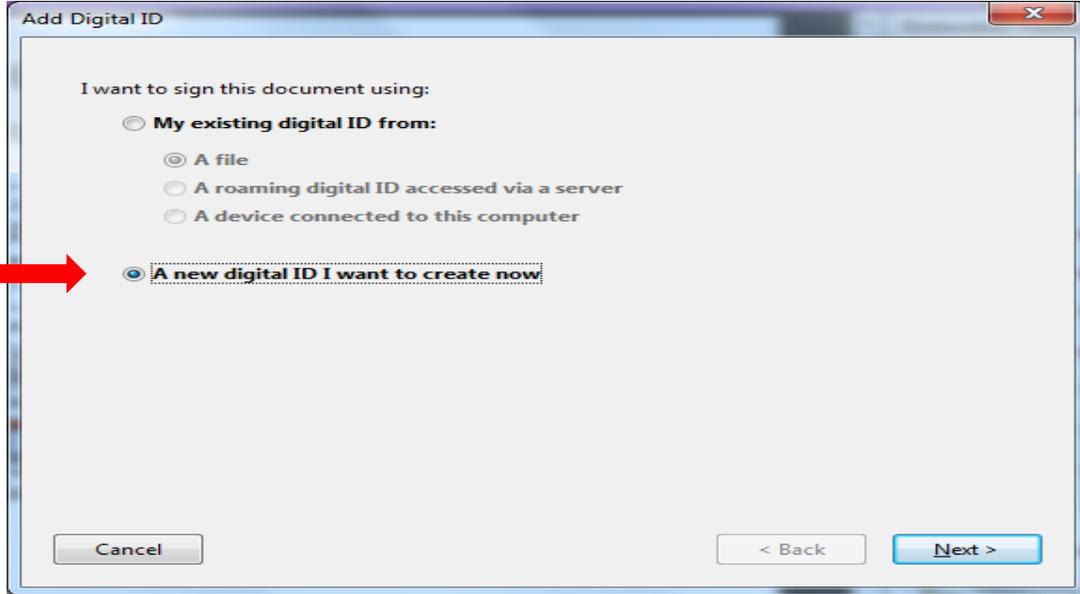
Advanced Search Criteria

Search

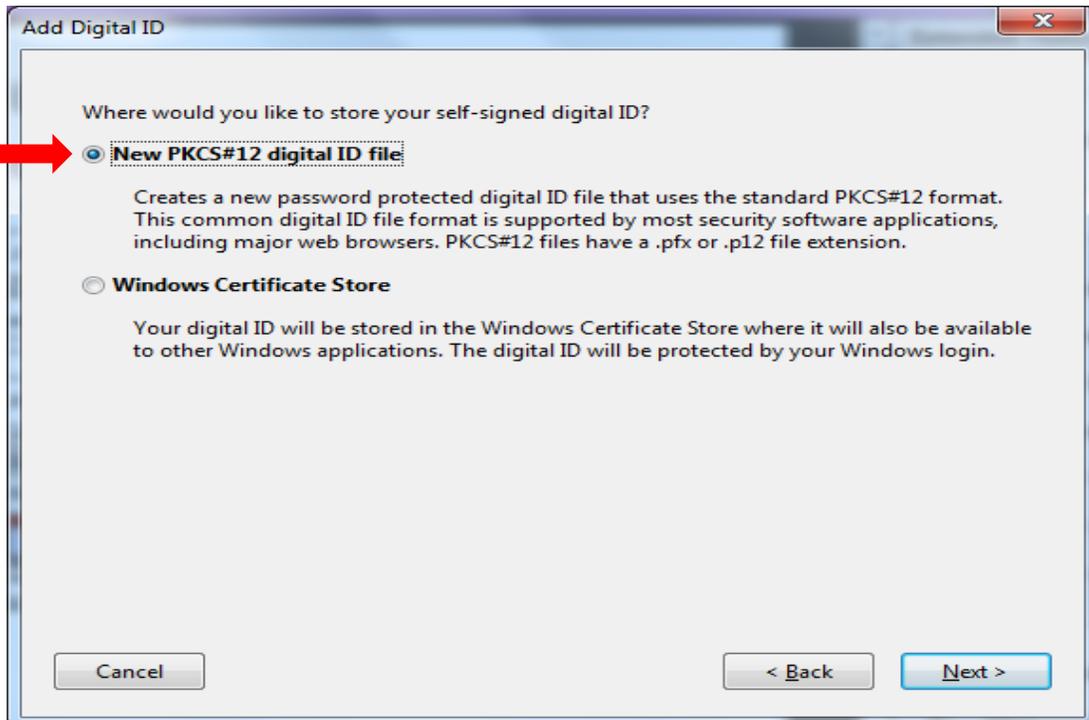
List of Documents Customize | Find | View All | First 1 of 1 Last

Contract Document	Description	Document Status	Status Date/Time
00000000000000000000000036523	Fuel-Harbor Response Vessels	Pending Signature	11/08/2012 9:44AM

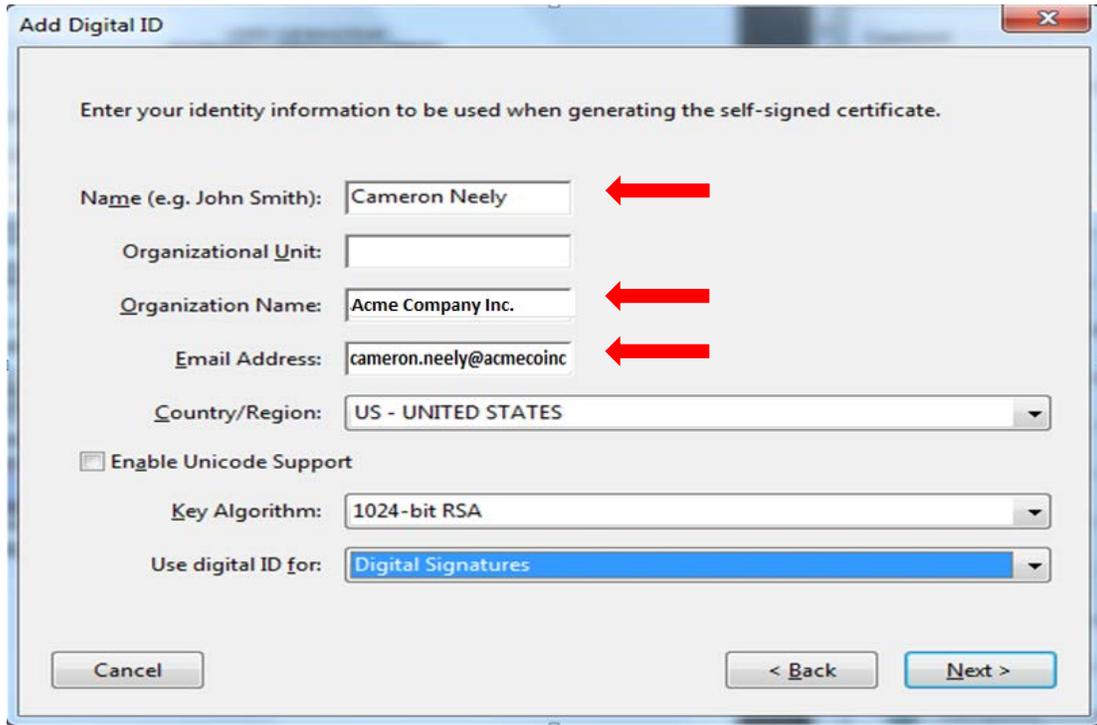
10. After clicking in the signature box on the document, you will see the 'Add Digital ID' message box if you do not already have a digital ID set up. Begin configuration of your new digital ID by selecting that you want to create a new ID and click 'Next'.



11. Select 'New PKCS#12 digital ID file'. Then click 'Next'.



12. Add details about yourself and your organization. You can leave the 'Organizational Unit' field blank. Click 'Next'.

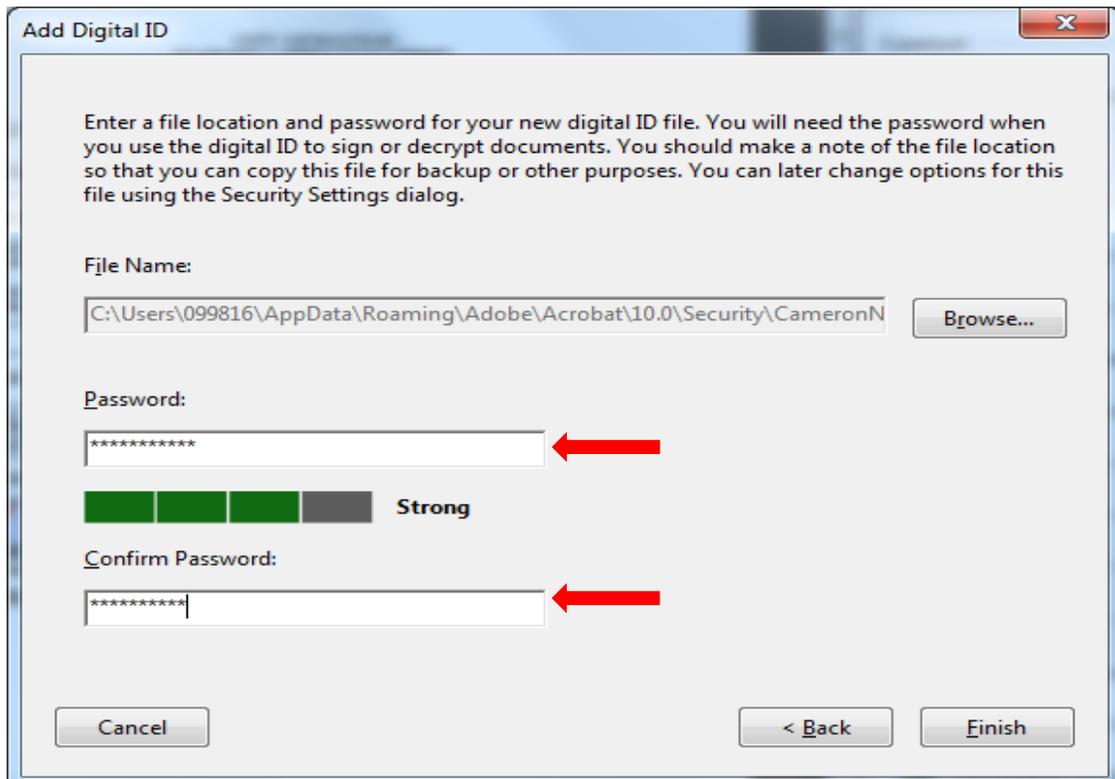


The screenshot shows the 'Add Digital ID' dialog box with the following fields and values:

- Name (e.g. John Smith): Cameron Neely
- Organizational Unit: (blank)
- Organization Name: Acme Company Inc.
- Email Address: cameron.neely@acmecoinc
- Country/Region: US - UNITED STATES
- Enable Unicode Support:
- Key Algorithm: 1024-bit RSA
- Use digital ID for: Digital Signatures

Red arrows point to the Name, Organization Name, and Email Address fields. The 'Next >' button is highlighted.

13. Create a password for your digital ID. Enter your desired password in both the 'Password' field and the 'Confirm Password' field and click 'Finish'.

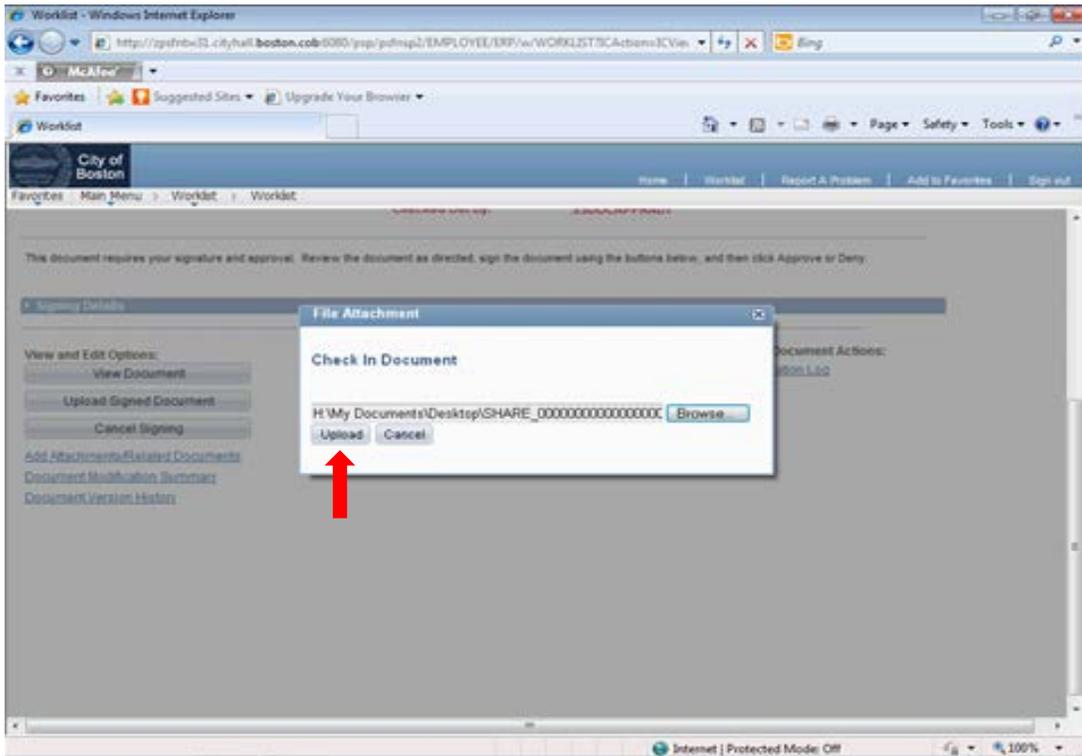


The screenshot shows the 'Add Digital ID' dialog box with the following fields and values:

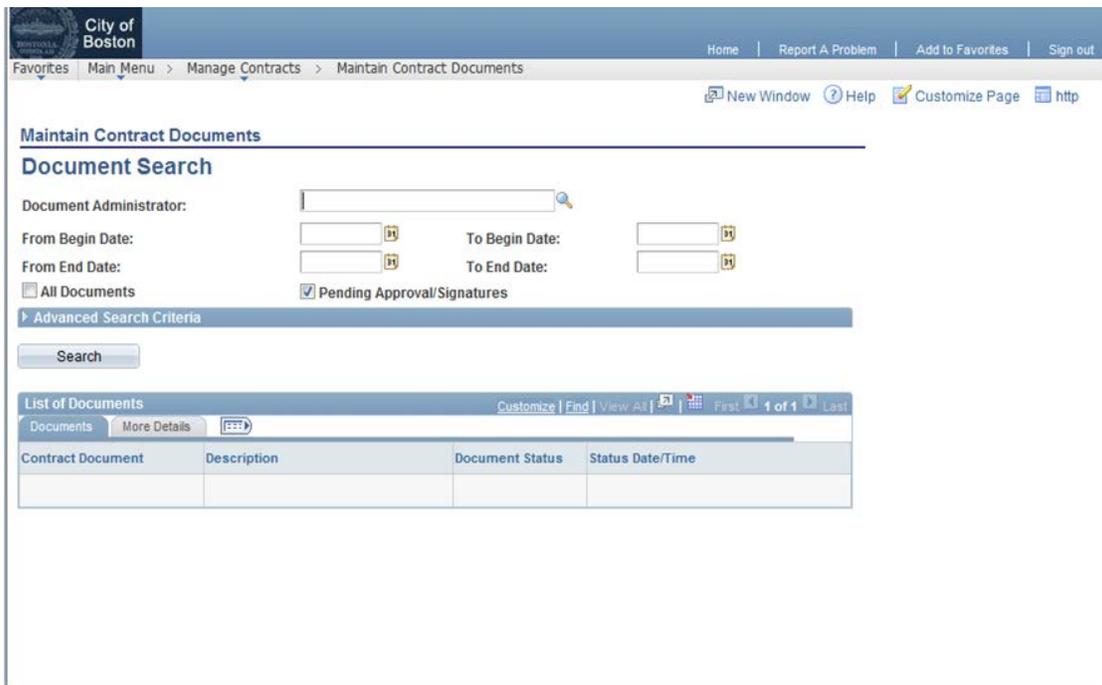
- File Name: C:\Users\099816\AppData\Roaming\Adobe\Acrobat\10.0\Security\CameronN
- File Name button: Browse...
- Password: (masked with asterisks)
- Password strength indicator: Strong
- Confirm Password: (masked with asterisks)

Red arrows point to the Password and Confirm Password fields. The 'Finish' button is highlighted.

20. Once you select the correct file simply click 'Upload'. This will save your signed document into the system.



21. Once the upload is complete you will be brought back to the Document Search page.



22. The process is complete!

If you need assistance completing the electronic signature and uploading the signed Contract please feel free to contact the Vendor Support Desk by calling 617-961-1058 or e-mailing vendor.questions@boston.gov

Thank you for using the City of Boston Supplier Portal!