

# 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 in [www.boston.gov/procurement](http://www.boston.gov/procurement) and click on 'Go to Supplier Portal'

**PROCUREMENT**

We buy the highest quality products for the City at the lowest possible price. Our department selects vendors through public bidding and processes purchase orders and contracts.

**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.

**GO TO SUPPLIER PORTAL**

2. Click on the 'Vendor Registration Form' link near the bottom left to begin the registration process.

**Login**

**Login as an Existing User**

User ID:

Password:

**Sign In**

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

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

**Supplier Portal Registration**

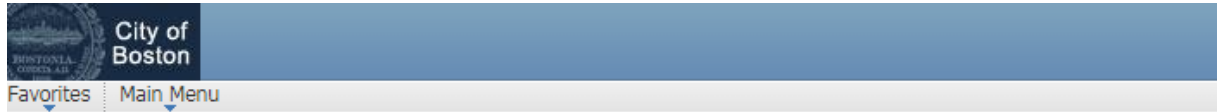
[Register as a Sourcing Bidder](#)  
City of Boston's Bidders are suppliers which have access to view the City's Invitations for Bid, Requests for Proposal, and other procurement events. You must be registered in order to place a bid. In addition, registered suppliers can select categories of procurement 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 ID	Event Name	Start Date/Time	End Date/Time	Event Status
EV00005882	Tents and rental equipment 2 events	08/14/2018 5:45PM EDT	08/20/2018 05:00 PM EDT	Posted
EV00005884	Salt Shed Repair	08/15/2018 9:00AM EDT	08/22/2018 04:00 PM EDT	Posted
EV00005581	SENIOR SHUTTLE SCHEDULING SOFTWARE	07/16/2018 12:01PM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005726	Roxbury Phase III Survey & Malcolm X Project	07/16/2018 10:00AM EDT	08/31/2018 05:00 PM EDT	Posted
EV00005808	Industrial Cleaning at Various BFD locations	08/06/2018 9:00AM EDT	08/20/2018 12:00 PM EDT	Posted
EV00005846	Furnish & Install Bunk Room Partitions	08/13/2018 9:00AM EDT	08/30/2018 12:00 PM EDT	Posted
EV00005839	Ford F-350 Crew Cab Truck BPD	08/06/2018 9:00AM EDT	08/21/2018 12:00 PM EDT	Posted
EV00005845	Duct Cleaning for Boston Fire Department	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005837	Compact SUV (BFD)	08/06/2018 9:00AM EDT	08/21/2018 12:00 PM EDT	Posted
EV00005836	Compact SUV (BFD)	08/06/2018 9:00AM EDT	08/21/2018 12:00 PM EDT	Posted
EV00005844	BFD WORK POLO SHIRTS	08/13/2018 9:00AM EDT	08/27/2018 12:00 PM EDT	Posted
EV00005777	BFD Diesel Powered Marine Engine Repairs	08/06/2018 9:00AM EDT	08/20/2018 12:00 PM EDT	Posted
EV00005813	BFD Boat Repairs to Gasoline Powered boats	08/06/2018 9:00AM EDT	08/20/2018 12:00 PM EDT	Posted
EV00005886	Appraisal Services on an As-Needed Basis	08/13/2018 9:00AM EDT	08/28/2018 04:00 PM EDT	Posted
EV00005811	Access Control System	08/06/2018 9:00AM EDT	08/22/2018 12:00 PM EDT	Posted
EV00005769	Abandoned Vehicle Disposal	08/06/2018 10:00AM EDT	08/21/2018 12:00 PM EDT	Posted
EV00005861	2019 Harley Davidson FLHP Police Motorcycle	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005865	2019 Ford Transit Cargo Van/Wagon XL350 2-Types	08/13/2018 9:00AM EDT	08/29/2018 12:00 PM EDT	Posted
EV00005856	2019 Ford Interceptor Utility AWD (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005855	2019 Ford Interceptor Explorer AWD (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005857	2019 Ford Interceptor AWD Marked SUV K-9 (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005859	2019 Ford Interceptor AWD Marked SUV (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005858	2019 Ford Interceptor AWD Marked SUV (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005860	2019 Ford Fusion Hybrid SE (BPD)	08/13/2018 9:00AM EDT	08/28/2018 12:00 PM EDT	Posted
EV00005867	2019 Ford F350 - 4x4 Rack Body Plow Sander	08/13/2018 9:00AM EDT	08/29/2018 12:00 PM EDT	Posted
EV00005866	2019 Ford F250-2WD Cab and Chassis Prisoner Transp	08/13/2018 9:00AM EDT	08/29/2018 12:00 PM EDT	Posted
EV00005830	2019 Chevy Tahoe LTZ (BPD)	08/06/2018 9:00AM EDT	08/21/2018 12:00 PM EDT	Posted

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.



### Create a Vendor User Account

1) New Vendors: Register a user account and then log in to complete the Vendor Eform

2) Existing Vendors: Register a user account and reference your 10 digit City of Boston Vendor ID below

\*First Name:

\*Last Name:

\*Email:

\*Tax Identification No:  9-digit number assigned by IRS, no spaces/dashes

City of Boston Vendor ID:  10-digit number assigned by City. Existing Vendors Only

**Check if you are authorized to sign & execute contracts for this company**

\*Enter User ID:  User ID must be a minimum of 7 characters

\*Password:

\*Confirm Password:

\*Security Question:

\*Response:

\* Required Field

You can choose whatever you would like as a User ID as long as it is at least 7 characters in length. Note: User ID's are CaSe SeNsEtIvE

4. Now you will create the vendor profile. Click on **'Add/Update your Vendor Profile'**

City of Boston  
Favorites | Main Menu

Your User Account is created. You will receive an email confirming your User ID

**If you do not have a City of Boston Vendor ID**, click "Add/Update Vendor Profiles" and complete the Add New Vendor eForm. Submit the eForm to the City for review and approval. Once approved, you will receive your Vendor ID via email.

**Add/Update your Vendor Profiles**

**If you already have a City of Boston Vendor ID**, this user registration is complete. You can return to the Supplier Portal Home page.

**Return to Home page**

For assistance, call Vendor Support at 617-635-4564 or 617-635-4660. Email vendor.questions@boston.gov

5. Click on **'Add New Vendor'**

City of Boston  
Favorites | Main Menu | Home | Sign out

City of Boston Vendor eForm Home Page

**Add New Vendor**  
Start a new Electronic Vendor form (eForm). Form submissions are reviewed by CITY OF BOSTON staff. Email notifications are sent to you on final decision.

**View Previous Submission**  
View all submitted eForms under your Operator ID, including information about its handling so far. This is a read-only view. If you have never submitted an eForm, clicking the link will bring back no results.

**Update Existing Vendor Information**  
Update your Vendor Profile. You are allowed to update your Vendor Information if you have an existing vendor profile in the our system database. If you do not have a Vendor profile, clicking the link will bring back no results.

[Return](#)

6. Select Individual or Business and click **'Next'**

City of Boston  
Favorites | Main Menu | Home | Sign out

Request to become a City of Boston Vendor  
Authorized by **B**

Step 1 of 7: Business Type Classification

Business Type Classification

Are you a Business or an Individual?

Business  Individual

<< Previous | Next >> | Close

- Complete all required fields. Only the fields marked with an asterisk\* are required. Click **'Next'**.
  - A general email address for the company although not required is highly recommended.
  - In the **NEW ADDRESS** area check off the box or boxes that apply for that address.

**City of Boston**  
 Favorites Main Menu > Add/Update Vendor Profiles

**Request to become a City of Boston Vendor** Authorized by **B**

**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**

Select all that apply at this location  
 Ordering  Invoice  Remitting

Country USA United States  
 Address 1:   
 Address 2:   
 City:   
 State:  Postal:

**Vendor Contact(s)**

**NEW CONTACT**  
 Type Contract Signer  Contract Signer +  
 Name Trevor Williams  
 Title   
 Phone  Ext  Phone Ty   
 Fax No.   
 Email trevorw@acmec.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.

**Annotations:**

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

<< Previous **Next >>**

8. 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).*

## Request to become a City of Boston Vendor

Authored by



### Step 3 of 7: ACH Enrollment for Direct Deposit

#### DIRECT DEPOSIT ENROLLMENT

Previous Next

PAYMENT TYPE DIRECT DEPOSIT  
DIRECT DEPOSIT NEW ENROLLMENT  
STATUS

Direct Deposit Form  
CITY OF BOSTON  
TREASURY DEPARTMENT  
ACH VENDOR/MISCELLANEOUS PAYMENT  
ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

#### Privacy Act Statement

The following information is provide to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U. S. C. 3322 and CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

#### Financial Institution Information

\*Bank Name \*Address \*City \*State \*Postal Code  
\*Bank Account Type \*Routing Number \*Bank Account Number Phone Phone Extension

#### Direct Deposit Payment Notification

\*Email ID

#### Signature

I hereby authorize the City of Boston's Treasurer's Office to ACH all payments due me at the financial institution indicated above. The City of Boston Treasurer is authorized to debit my account or to adjust any over deposit made to my account. I will not hold my bank liable for any erroneous deposits or adjustments made by the City of Boston Treasurer. This authorization may be cancelled by the City Treasurer at any time or by an Authorized Official of above agency.

Click to Sign

DIRECT DEPOSIT OPT OUT?

<< Previous Next >>



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.*

The screenshot shows the City of Boston Vendor Request form at Step 4 of 7: W-9 Certification. The header includes the City of Boston logo and navigation links for Favorites, Main Menu, and Add/Update Vendor Profiles. The main heading is "Request to become a City of Boston Vendor" with a "B" logo indicating it is authored by the City. Below this is the sub-heading "Step 4 of 7: W-9 Certification".

**W-9 Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Check Here to Cross Out Item 2, if applicable

**CLICK HERE TO ACKNOWLEDGE** (indicated by a red arrow)

<< Previous **Next >>** (the "Next >>" button is circled in red)

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'**.

The screenshot shows the City of Boston Vendor Request form at Step 5 of 7: SAM Certification. The header includes the City of Boston logo and navigation links for Favorites, Main Menu, Department Self Service, and COB Vendor eform. The main heading is "Request to become a City of Boston Vendor" with a "B" logo indicating it is authored by the City. Below this is the sub-heading "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>)** (indicated by a red arrow)

<< Previous **Next >>** (the "Next >>" button is circled in red)



11. Review the summary page for accuracy and click 'Submit'

City of Boston  
Favorites: Main Menu > Add/Update Vendor Profiles

Request to become a City of Boston Vendor Authorized by **B**

[Step 6 of 7: Summary and Submission Page](#)

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**Vendor Information**

Vendor Name Acme Co Inc	Taxpayer Identification Number ****6787		
Business Name, If different from above	Country USA United States		
Address 1: 123 Main	City: Boston	State: MA	Postal: 02127
DUNS Number	Telephone 617/555-1234	Fax Number	Website
Email trevorw@acmecocom			

**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

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**NEW ADDRESS**

Select all that apply at this location  
 Ordering  Invoice  Remitting

Country: USA United States  
Address 1: 123 Main  
Address 2:  
City: Boston  
State: MA Postal: 02127

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

**Vendor Contact(s)**

**NEW CONTACT**  
Type: Contract Signer   
Name: Trevor Williams  
Title:  
Phone: Ext: Phone Type:  
Fax No.:  
Email: trevorw@acmecocom  
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.

**Other SAM certifications**  
 ENROLL IN ACH  
 Check Here to Cross Item 2 if applicable  
 SAM Certification

Electrically signed 2014-08-22 09:54:22 by **TrevorWilliams** User ID Twilliams1

**File Attachments**

Upload	View	Description	Attachment ID
1			

[Add File Attachment](#)

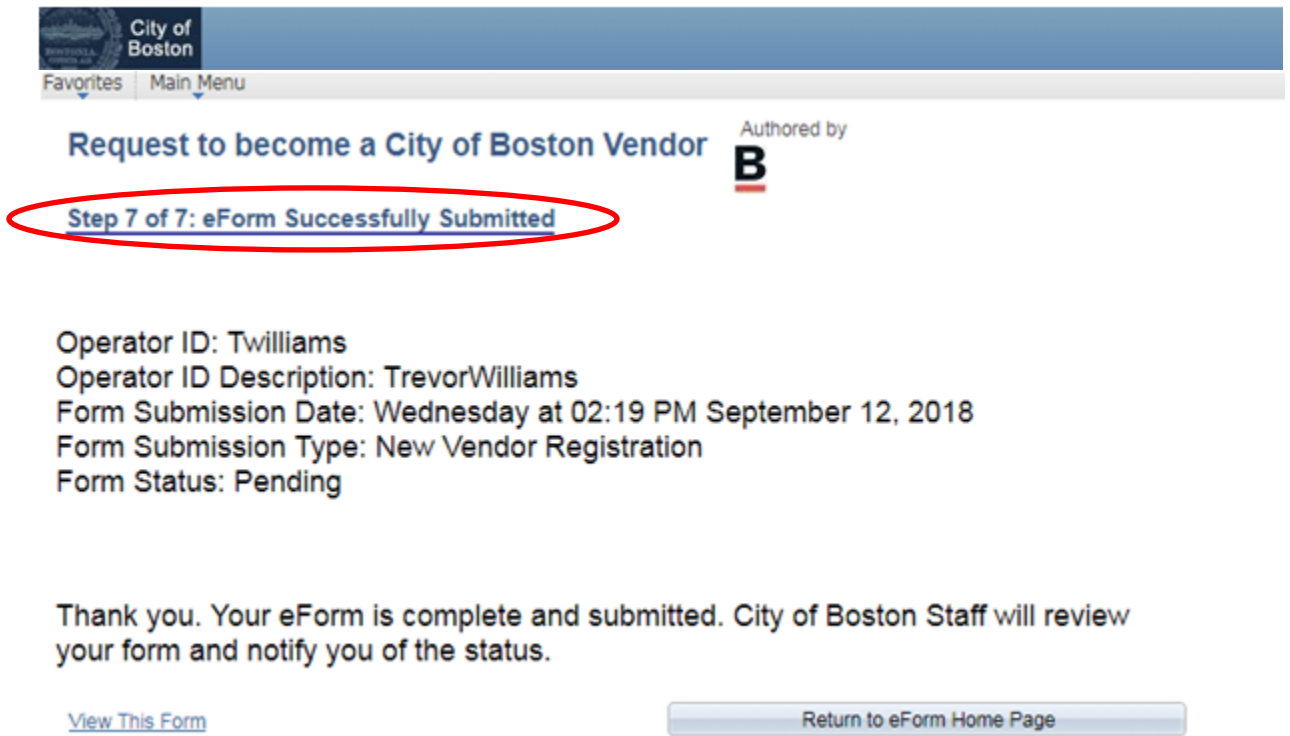
**Comments**

Your Comment:

Comment History:

[<< Previous](#) [Submit](#)

12. Your vendor eForm will be forwarded to our auditing department for review. Once approved you will receive your vendor ID number via email.



The screenshot shows the City of Boston Supplier Portal interface. At the top left is the City of Boston logo and navigation links for 'Favorites' and 'Main Menu'. The main heading is 'Request to become a City of Boston Vendor', with 'Authorized by' and a large 'B' logo to its right. Below this, the text 'Step 7 of 7: eForm Successfully Submitted' is circled in red. The submission details are listed: Operator ID: Twilliams, Operator ID Description: TrevorWilliams, Form Submission Date: Wednesday at 02:19 PM September 12, 2018, Form Submission Type: New Vendor Registration, and Form Status: Pending. A thank you message follows: 'Thank you. Your eForm is complete and submitted. City of Boston Staff will review your form and notify you of the status.' At the bottom, there are two buttons: 'View This Form' and 'Return to eForm Home Page'.

City of Boston  
Favorites Main Menu

Request to become a City of Boston Vendor Authorized by **B**

**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](#)

If you have any questions please don't hesitate to contact supplier portal support at 617-635-4564. You can also contact us by sending an email to [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov).

Thank you for using the City of Boston Supplier Portal!