

# Creating a Supplier Portal User ID on an Existing Vendor Account

Welcome to the City of Boston Supplier Portal. To register an individual supplier portal user on an existing vendor ID 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 in [www.boston.gov/procurement](http://www.boston.gov/procurement) and click on the 'Go To Supplier Portal' link

**CITY OF BOSTON** | Mayor Martin J. Walsh

PAY AND APPLY PUBLIC NOTICES FEEDBACK TRANSLATE

HOME DEPARTMENTS PROCUREMENT

# 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.

LEARN ABOUT BIDDING MORE RESOURCES MEET THE PURCHASING AGENT

CITY OF BOSTON BIDS AND RFPS

You can find a list of current bids and RFPs through the City Record:

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 initiate the registration process.

City of Boston Supplier Portal

Home Sign out

Favorites Main Menu

### Login

Login as an Existing User

User ID:

Password:

Sign In

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

[I 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 information.

**Vendor Registration Form**

City of Boston's Vendors have an existing agreement (contract, awarded bid, etc) between themselves and the City. Vendors have all of the same access to place a bid offers 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 Runk 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
EV00005686	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

- The **Create a Vendor User Account** form displays. Complete all the required fields marked with an asterisk\* and enter your organizations 10 digit vendor ID number as well. Click **'Submit'**.

*(Your vendor ID number can be found on the top left of any previous payment advice and/or any previous purchase orders or contracts your company has received.)*

## 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

If you are registering as a individual vs a business entity your social security number may be used as your tax ID number.

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

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

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

Your Password must:  
 -Be at least 8 characters in length  
 -Contain at least 1 upper case letter and 1 lower case letter  
 -Contain at least 1 number (0-9)  
 -Contain at least 1 special character

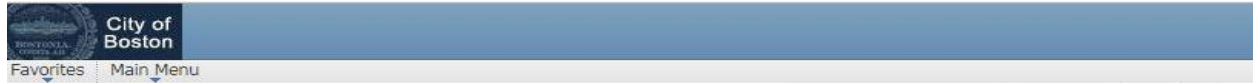
\*Security Question:  ▼  
 \*Response:

Checking this box will give this User ID certain permissions in the system which will allow the City to send contracts for signature electronically to this user and allow them to access, sign and upload them back to the City. Leaving the box unchecked will not adversely affect the users ability to use the portal for all other functions.

\* Required Field

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.*



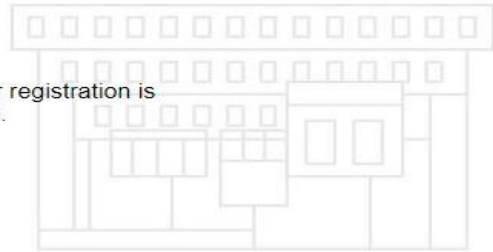
Your User Account is created. You will receive an email confirming your User ID

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

If you have any questions please do not 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 Supplier Portal!