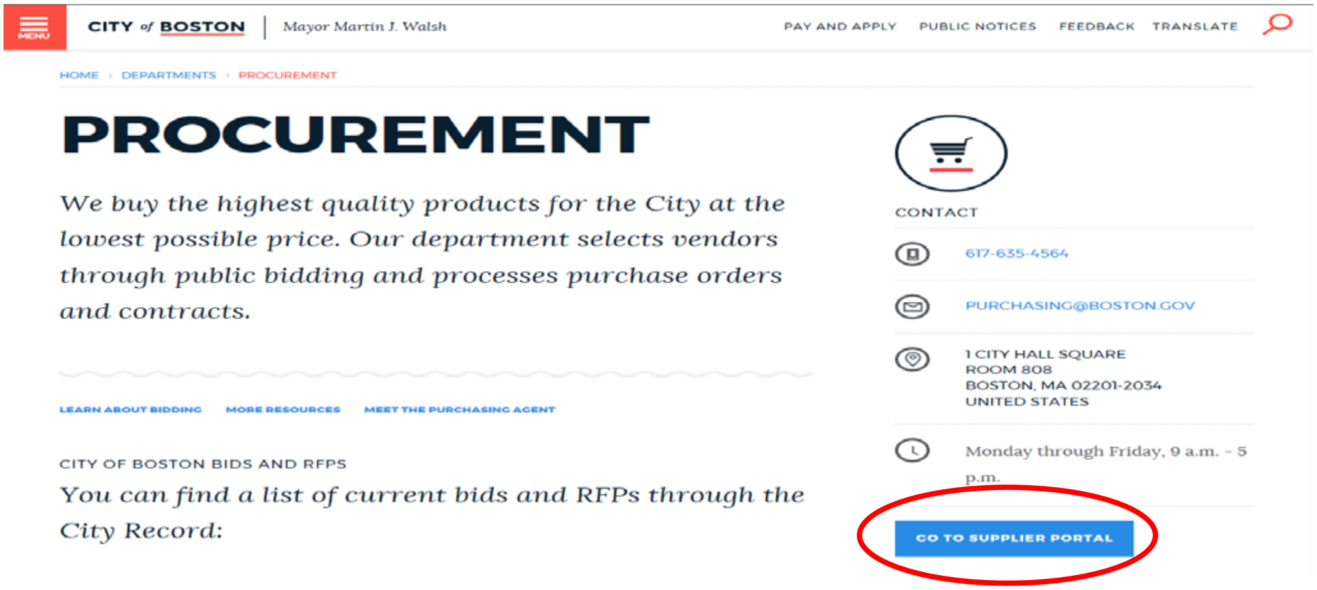
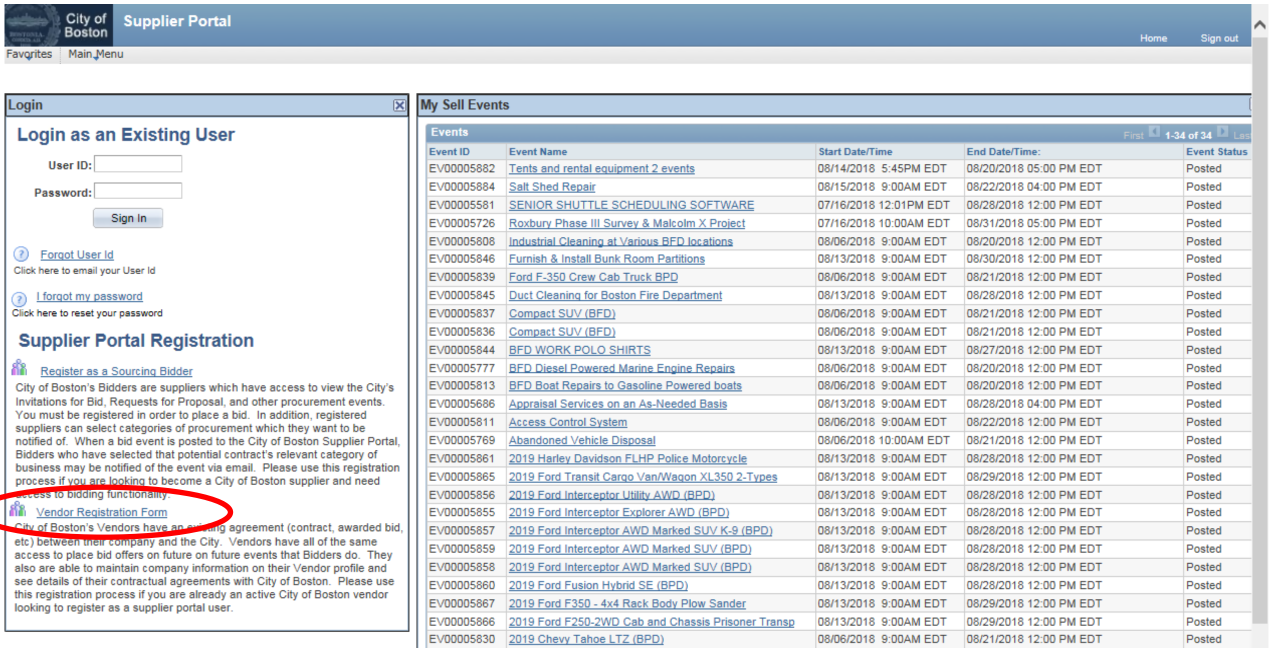
KI JAN POU W KREYE YON KONT VANDÈ

Byenveni nan Pòtay Founisè Vil Boston an. Pou w fè demann yon nimewo ID vandè Vil Boston, suiv etap ki vin apre yo.

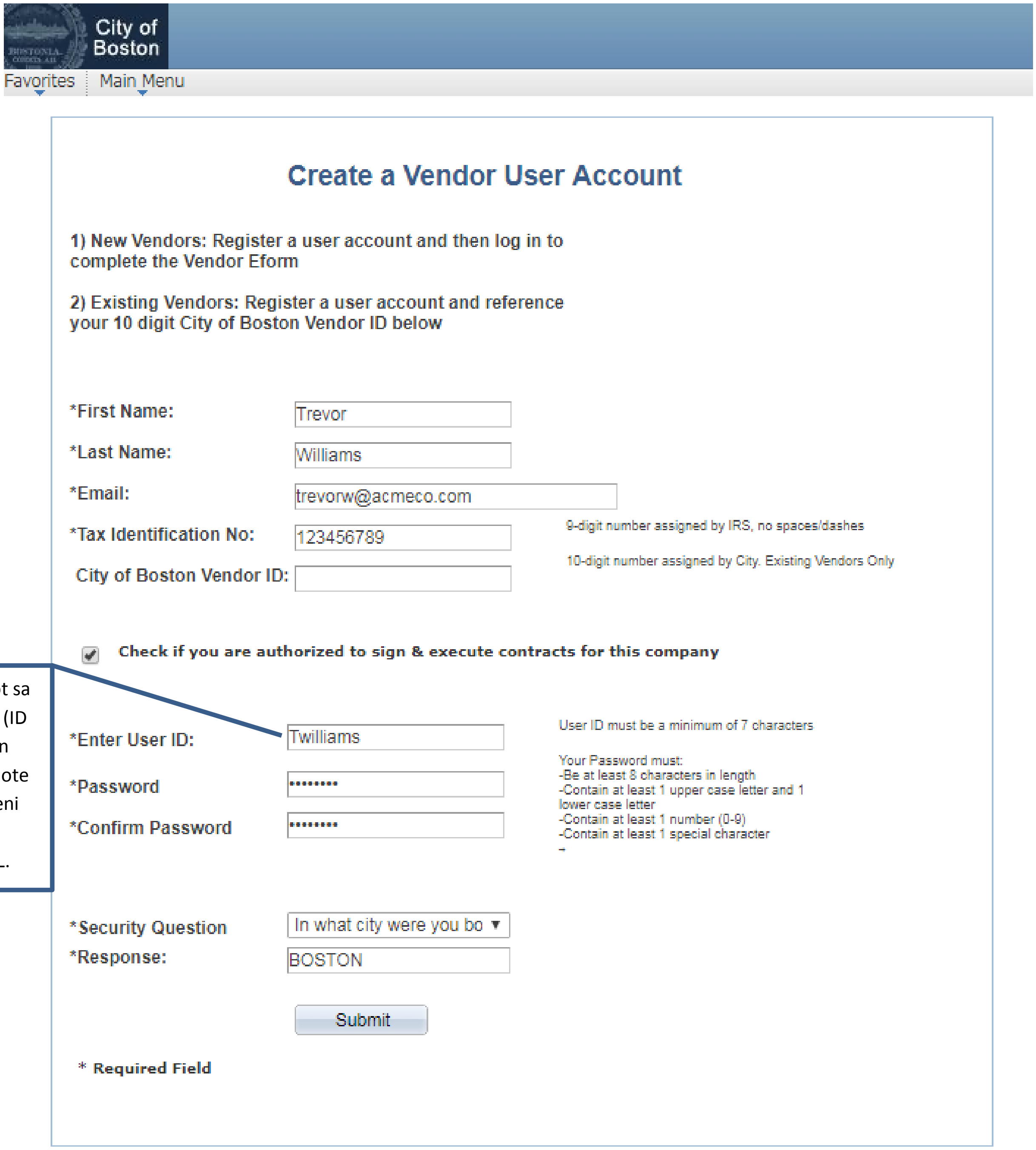
1. Ouvri navigatè entènèt ou a, antre www.boston.gov/procurement epi klike sou '**Go to Supplier Portal**' (Ale nan Pòtay Founisè a)



2. Klike sou lyen '**Vendor Registration Form**' nan (Fòmilè Anrejistreman Vandè) ki anba agoch pou w kòmanse pwosesis anrejistreman an.



3. Premyèman, fòk ou kreye yon kont itilizatè. Fòmilè ‘**Create a Vendor User Account**’ lan (Kreye yon Kont Vandè) parèt. Ranpli tout espas vid ki obligatwa yo, yo make ak yon ti etwal (*), epi klike **‘Submit’** (Depoze).
   - Kite espas ID vandè a vid.
   - Si moun k ap anrejistre a gen otorite pou l siyen kontra, mete yon tchèk nan kare ki endike sa. Sa pral bay ID itilizatè a sèten pèmisyon nan sistèm nan ki pral pèmèt vil la voye kontra bay itilizatè sa a pou l mete siyati elektwonik. Epi, l ap pèmèt itilizatè a aksede kontra ki te siyen elektwonikman e ki te telechaje nan Vil Boston an.


City of Boston
Favorites | Main Menu

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: Trevor

*Last Name: Williams

*Email: trevorw@acmeco.com

*Tax Identification No: 123456789 — 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: Twilliams — 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: In what city were you bo ▾

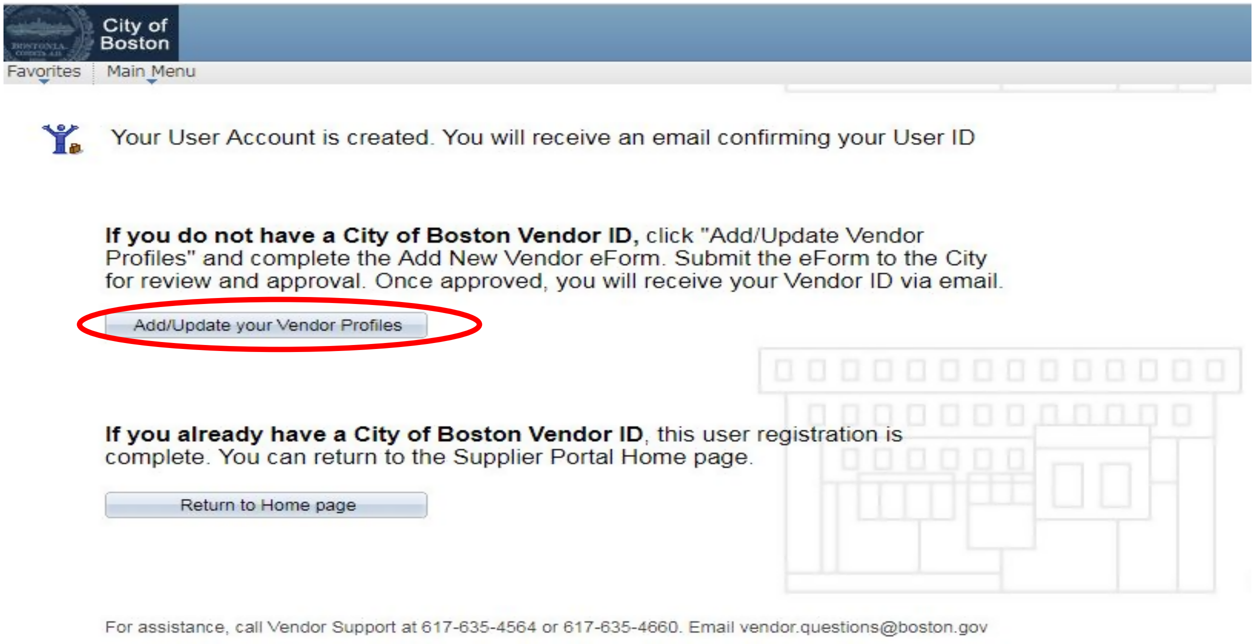
*Response: BOSTON

Submit

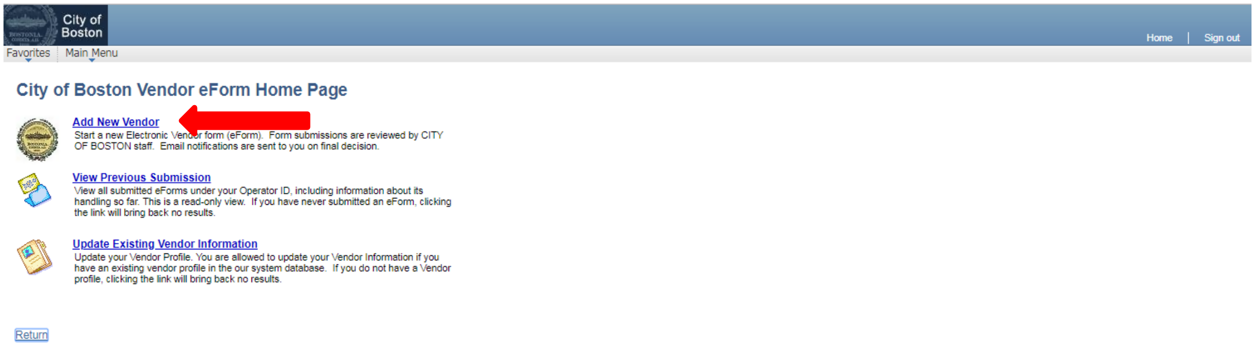
* Required Field

Ou ka chwazi nenpòt sa w vle kòm ‘User ID’ (ID Itilizatè) depi l gen omwen 7 lèt/chif. Note sa: ID Itilizatè yo teni kont de LèT MaJiSkiL/MiNiSkiL.

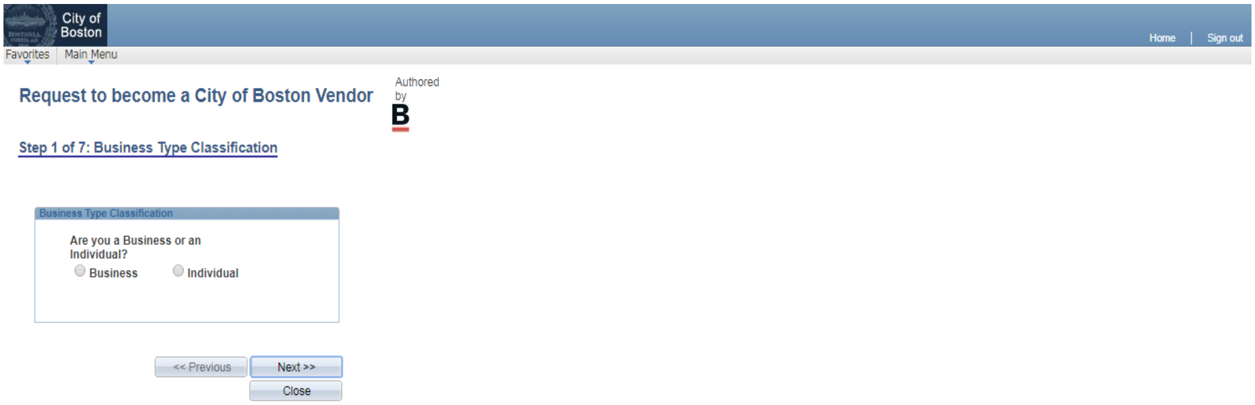
4. Kounye a w pral kreye pwofil vandè a. Klike sou **‘Add/Update your Vendor Profile’** (Ajoute/Fè Mizajou nan Pwofil Vandè w la).



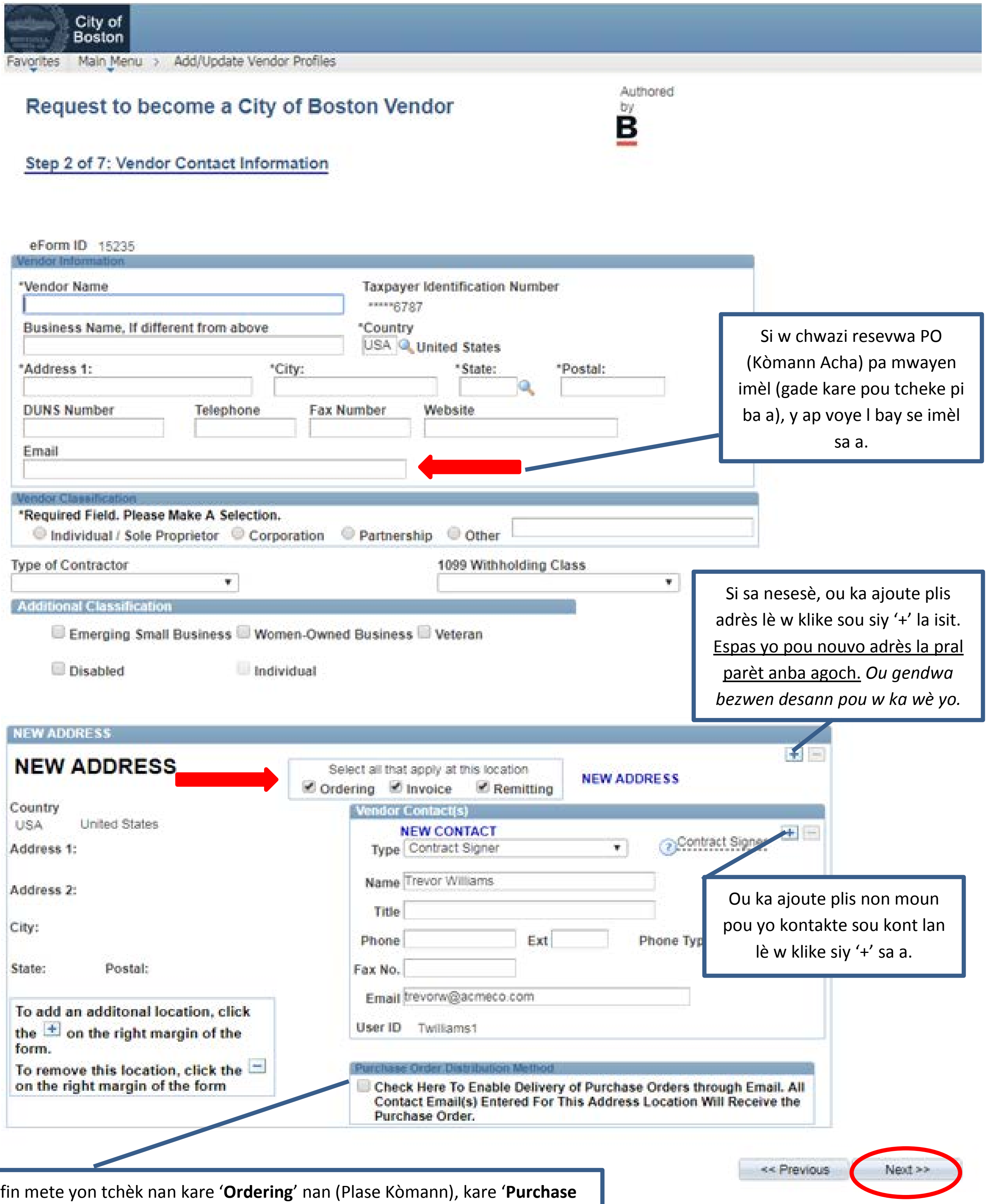
5. Klike sou **‘Add New Vendor’** (Ajoute yon Nouvo Vandè).



6. Chwazi si se pou yon grenn moun (‘Individual’) oswa yon biznis (‘Business’) epi klike ‘**Next**’ (Suivan).



7. Ranpli tout espas ki obligatwa yo. Se sèl espas ki make ak yon ti etwal (*) ki obligatwa. Klike ‘**Next**’.
    - Li pa obligatwa, men nou vrèman ankouraje w mete yon adrès imèl jeneral pou konparyi a.
    - Nan espas ‘**NEW ADDRESS**’ la (Nouvo Adrès), mete yon tchèk nan kare a oswa kare yo ki apwopriye pou adrès la.



Si w chwazi resevwa PO (Kòmann Acha) pa mwayen imèl (gade kare pou tcheke pi ba a), y ap voye l bay se imèl sa a.

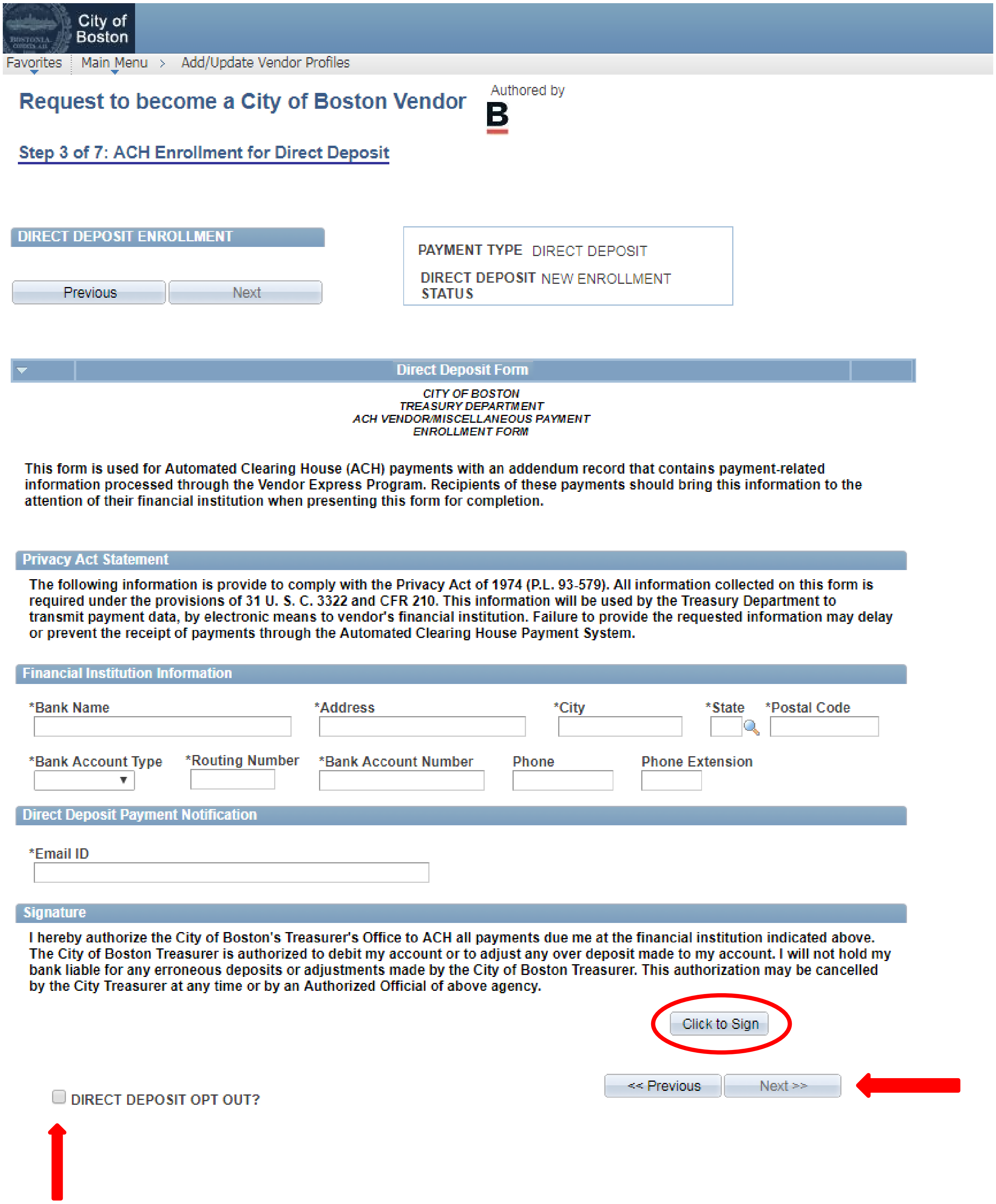
Si sa nesesè, ou ka ajoute plis adrès lè w klike sou siy ‘+’ la isit. <u>Espas yo pou nouvo adrès la pral parèt anba agoch.</u> *Ou gendwa bezwen desann pou w ka wè yo.*

Ou ka ajoute plis non moun pou yo kontakte sou kont lan lè w klike siy ‘+’ sa a.

Yonfwa w fin mete yon tchèk nan kare ‘**Ordering**’ nan (Plase Kòmann), kare ‘**Purchase Order Dispatch Method**’ la (Metòd pou Voye Kòmann Acha) pral parèt. Tanpri, mete yon tchèk nan kare sa a si w vle resevwa PO yo pa mwayen imèl (se sa nou rekòmande). Yo voye PO yo nan adrès imèl ki nan kare enfòmasyon sou vandè a ki anlè paj la.

8. Pou yo ka peye w pi rapid, ranpli pati depo dirèk la (A.C.H., Chanm Konpansasyon Otorize). Lè tout enfòmasyon fin ranpli, klike sou '**Click to Sign**' (Klike pou Siyen) epi klike '**Next**'.

*(Si w pito resevwa yon chèk papye pa lapòst US, ou gendwa chwazi pou w Rejte depo dirèk lè w mete yon tchèk nan kare '**Direct Deposit Opt Out**' la ki agoch anba ekran an).*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Favorites | Main Menu > Add/Update Vendor Profiles

Request to become a City of Boston Vendor

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Step 3 of 7: ACH Enrollment for Direct Deposit

DIRECT DEPOSIT ENROLLMENT

Previous | Next

PAYMENT TYPE DIRECT DEPOSIT

DIRECT DEPOSIT STATUS NEW ENROLLMENT

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

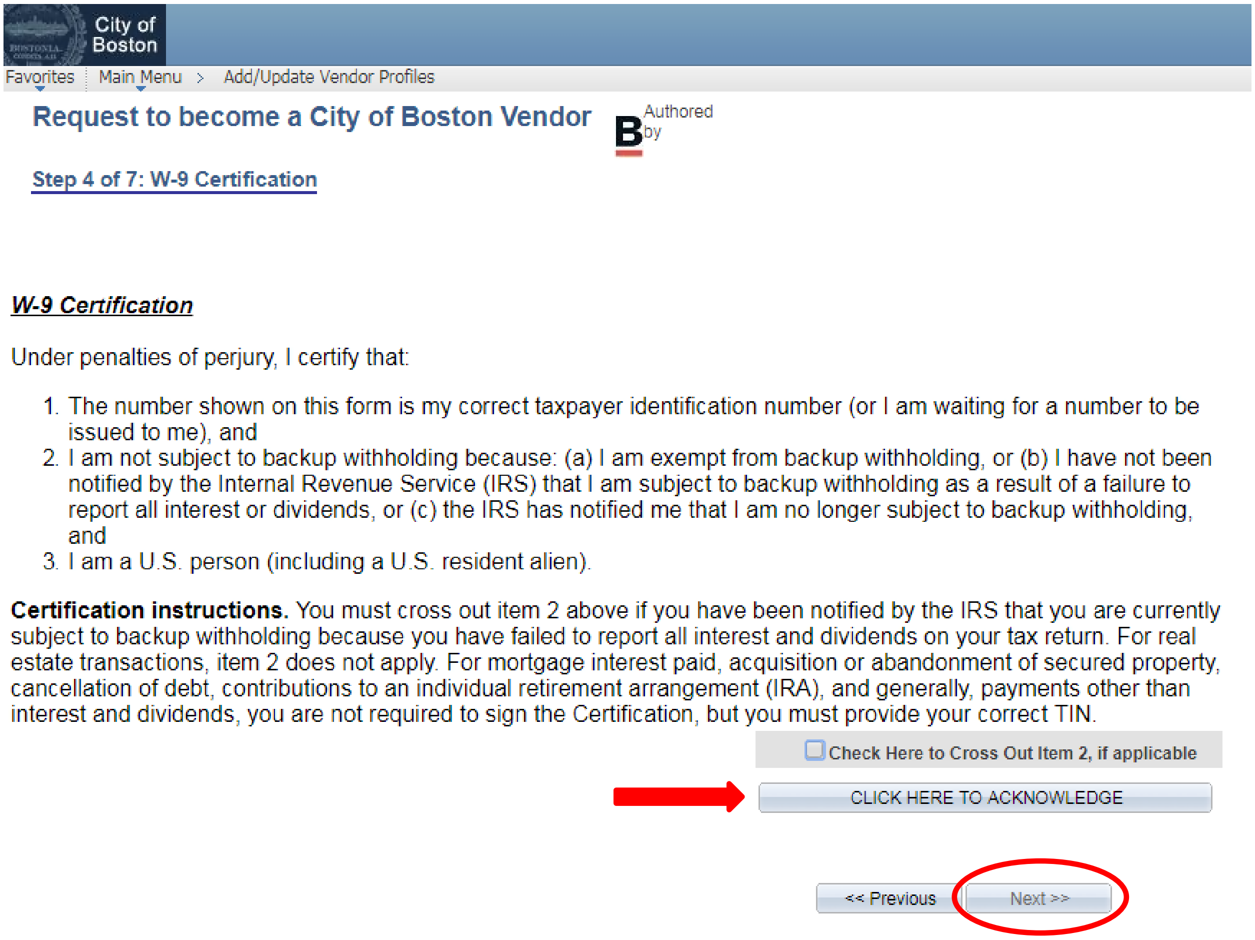
I hereby authorize the City of Boston's Treasurer's Office to ACH all payments due me at the financial institution indicated above. The City of Boston Treasurer is authorized to debit my account or to adjust any over deposit made to my account. I will not hold my bank liable for any erroneous deposits 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

<< Previous | Next >>

DIRECT DEPOSIT OPT OUT?

9. Gade enfòmasyon sou Sètifikasyon W-9 la. Pou w kontinye, klike bouton '**Click Here to Acknowledge'** la (Klike Isit pou w Aksepte) epi klike '**Next**'. *Si pwen nimewo 2 a pa aplikab pou ou, mete yon tchèk nan kare anba a.*



City of Boston

Favorites | Main Menu > Add/Update Vendor Profiles

Request to become a City of Boston Vendor

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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).

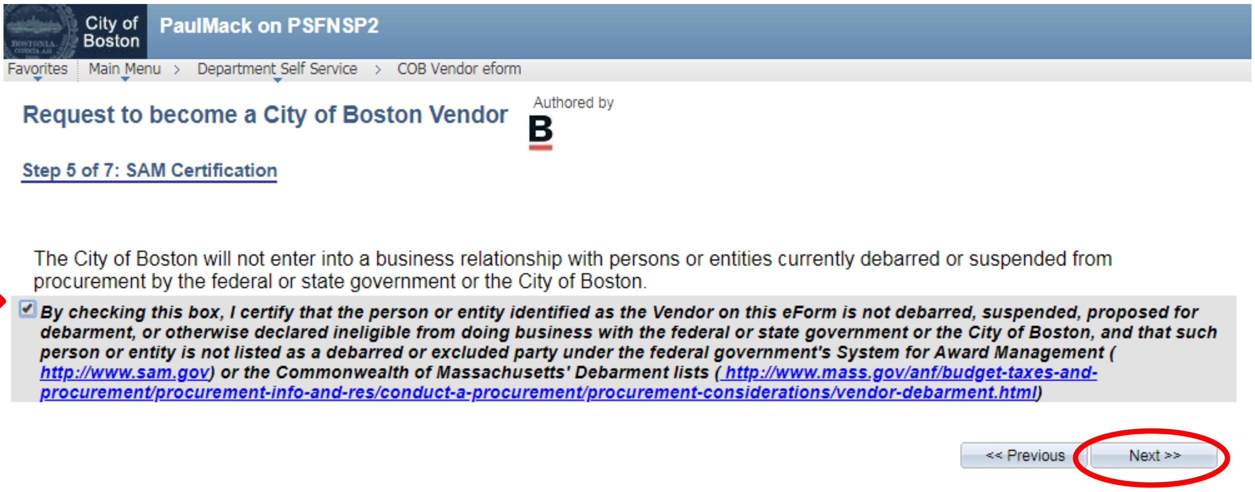
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest 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

<< Previous | Next >>

10. Mete yon tchèk nan kare a pou konfime ni ou menm ni òganizasyon w reprezante a pa entèdi fè afè ak Vil Boston an. Klike '**Next**'.



City of Boston | PaulMack on PSFNSP2

Favorites | Main Menu > Department Self Service > COB Vendor eform

Request to become a City of Boston Vendor

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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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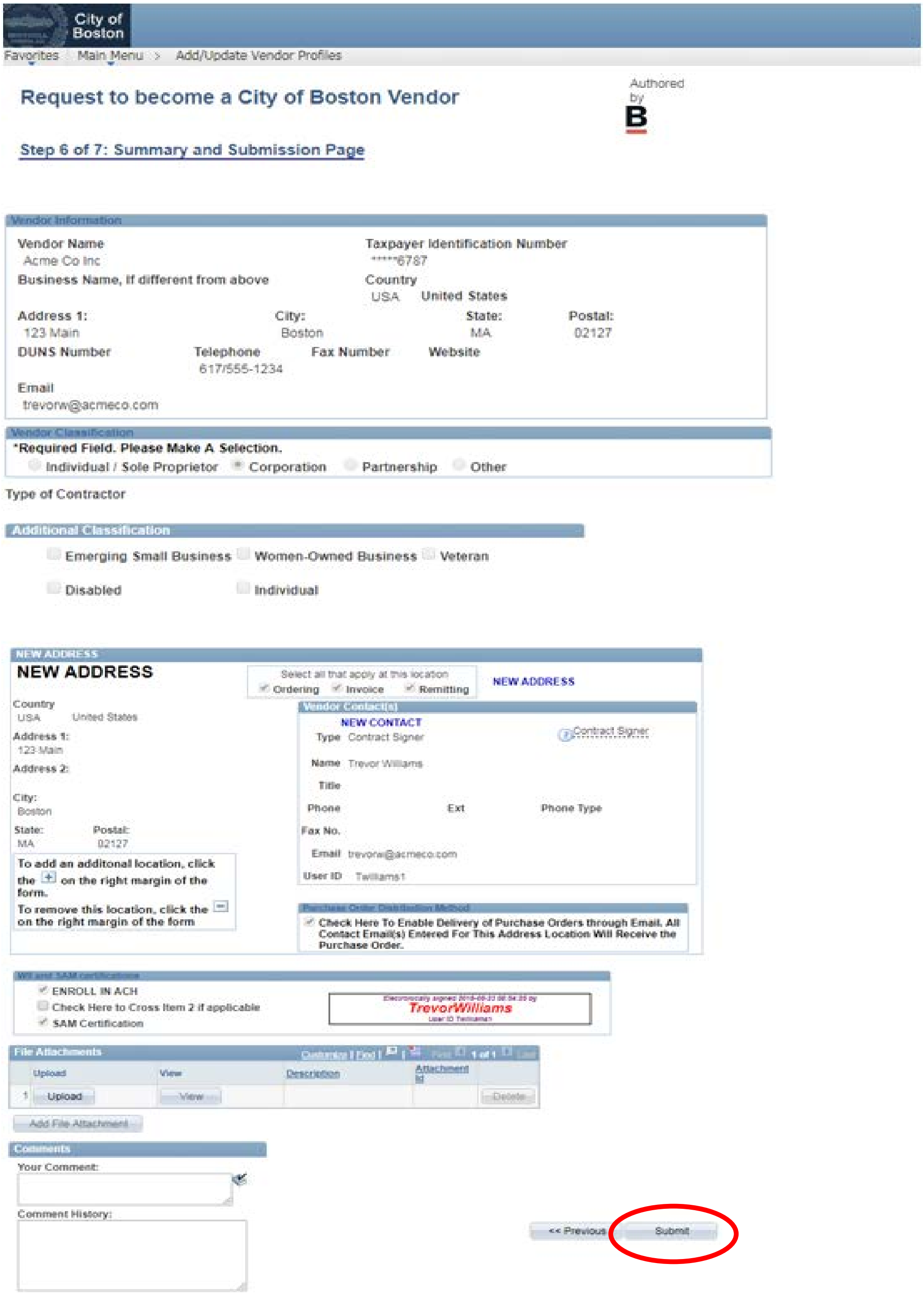
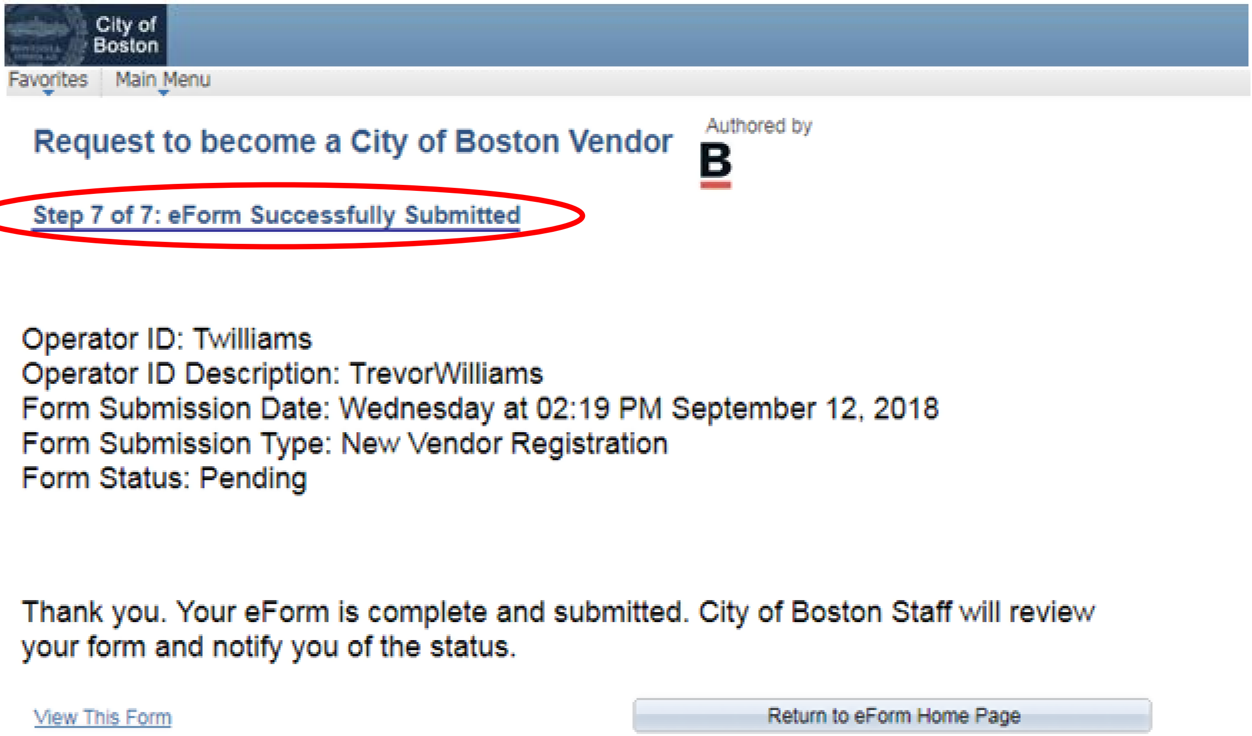
11. Gade paj rezime a pou w wè si tout bagay egzak epi klike **‘Submit’** (Depoze).



12. Y ap voye Fòmile Elektwonik Vandè w la bay depatman verifikasyon nou an pou yo verifye l. Yonfwa yo fin apwouve l, w ap resevwa nimewo ID vandè w la pa mwayen imèl.



City of Boston

Favorites | Main Menu

Request to become a City of Boston Vendor

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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

Si w gen nenpòt kesyon, tanpri, mete w alèz pou w kontakte sipò pòtay founisè a nan 617-635-4564. Oubyen tou, ou gendwa kontakte yo lè w voye yon imèl bay vendor.questions@boston.gov.

Mèsi dèske w ap itilize Pòtay Founisè Vil Boston an!