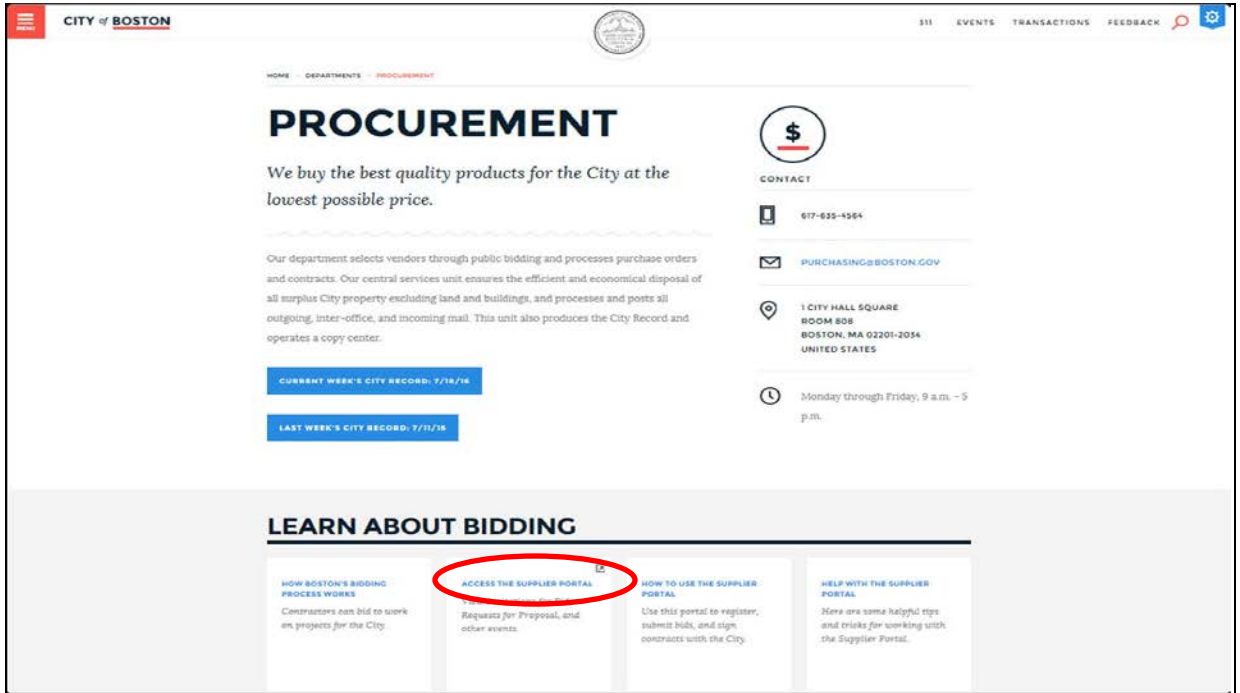


## Signing up for Automatic Email notifications

1. Go to [www.boston.gov/procurement](http://www.boston.gov/procurement) and click on the 'Access the Supplier Portal' link located under the 'Learn about Bidding' section.
2. Open the Supplier Portal by clicking on the 'Supplier Portal' tab on the left hand side, or by clicking the 'Access Supplier Portal' link in the middle of the page.



3. 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 page will look like the example shown below. The 'Login as an existing user' box is replaced by 'Top Menu Features and Descriptions'

The screenshot shows the City of Boston Supplier Portal interface after login. The top navigation bar includes 'Home', 'Report A Problem', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there is a 'Top Menu Features Description' panel on the left and a 'My Sell Events' table on the right.

**Top Menu Features Description**

**Our menu has changed!**

The menu is now located across the top of the page. Click on **Main Menu** to get started.

**Highlights**

**Recently Used** pages now appear under the Favorites menu, located at the top left.

**Breadcrumbs** visually display your navigation path and give you access to the contents of subfolders.

**Menu Search**, located under the Main Menu, now supports type ahead which makes finding pages much faster.

**My Sell Events**

Event Name	Event Type	Start Date/Time	End Date/Time
<a href="#">Enterprise Energy Management System</a>	RFx	12/17/2012 9:00AM EST	01/14/2013 12:00PM EST
<a href="#">Bunker Gear Cleaning RFP</a>	RFx	12/03/2012 12:00PM EST	01/14/2013 12:00PM EST
<a href="#">EOD Suit, Explosive Ordinance Disposal Suit</a>	RFx	12/31/2012 9:00AM EST	01/18/2013 12:00PM EST
<a href="#">Final Norwood to COBAC Relocation Svcs.</a>	RFx	01/07/2013 1:01PM EST	01/28/2013 01:00PM EST
<a href="#">Chrysler Dodge Replacement Parts</a>	RFx	12/31/2012 9:00AM EST	01/18/2013 12:00PM EST

[See all of my events](#)

4. From that Home page you'll want to navigate from Main Menu > Manage Events and Place Bids > My Categorizations. This is where you will select the categories that best match your organizations bidding interests. If a bid event which matches one of the categories you selected is posted to the supplier portal, you will receive a notification via email.

City of Boston

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

Favorites | Main Menu > Manage Events and Place Bids > My Categorizations

New Window Help Customize Page

Welcome, Gendrolius, Christina  
User: ChristinaGendrolius

### My Categorizations

#### COB Bidder Categorization Tree

Sourcing - Sourcing Categories

- Buy Categories
- Sell Categories
  - 14111500 - Printing and Writing Paper
  - 14111700 - Personal Paper Products
  - 15101505 - Diesel Fuel
  - 15101506 - Gasoline or Petrol
  - 15101701 - #2 Heating Fuel Oil
  - 15120000 - Lubricants and oils and greases and anti corrosives
  - 22101700 - Heavy Equipment Components
  - 24110000 - Containers & Storage
  - 24140000 - Packing Supplies
  - 25101500 - Passenger Vehicles
  - 25101502 - Passenger Vehicles - Busses
  - 25180000 - Vehicle Bodies and Trailers
  - 26110000 - Batteries, Generators & Kinetic Power Transmission
  - 27000000 - Tools and General Machinery
  - 27110000 - Hand Tools
  - 27120000 - Hydraulic Machinery & Equipment
  - 27130000 - Pneumatic Machinery & Equipment
  - 27140000 - Automotive Specialty Tools
  - 30121800 - Landscaping Supplies & Materials
  - 30130000 - Structural Building Products
  - 30150000 - Exterior Finishing Materials

**Don't forget to click 'Save' when you're done!**

If you have any questions or concerns please do not hesitate to contact our Bidder/Vendor Registration Help Desk at 617-961-1058 or by sending an email to [Vendor.questions@boston.gov](mailto:Vendor.questions@boston.gov).

Thank you for using the City of Boston Supplier Portal!