

# Updating Information on an Existing Vendor Account

Welcome to the City of Boston's Supplier Portal. To make changes, update information on an existing vendor account, including signing up for direct deposit follow the detailed steps below.

1. Navigate to the [boston.gov/procurement](http://boston.gov/procurement) site, click on the '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. Once logged in, click on 'Main Menu' then click on 'Add/Update Vendor Profiles'.

**City of Boston**

Home | Add to Favorites | Sign out

Search Menu

**Main Menu**

- Manage Events and Place Bids
- Manage Contracts
- View Terms & Conditions
- Change My Password
- Add/Update Vendor Profiles**

**My Sell Events**

Event ID	Event Name	Start Date/Time	End Date/Time	Event Status
EV00005961	<a href="#">TSE - PEDESTRIAN BUTTONS &amp; SIGNALS</a>	09/03/2018 9:00AM EDT	09/18/2018 12:00 PM EDT	Posted
EV00005960	<a href="#">TSE - TRAFFIC SIGNAL EQUIPMENT</a>	09/03/2018 9:00AM EDT	09/18/2018 12:00 PM EDT	Posted
EV00005956	<a href="#">BPL - Temp. Ramp McKim Building</a>	08/27/2018 3:01PM EDT	09/11/2018 03:00 PM EDT	Posted
EV00005949	<a href="#">Underground Storage Tank Operator A/B Services</a>	09/10/2018 9:00AM EDT	09/25/2018 12:00 PM EDT	Posted
EV00005940	<a href="#">Boston Neighborhood Benches</a>	09/03/2018 9:00AM EDT	09/18/2018 12:00 PM EDT	Posted
EV00005937	<a href="#">Ford 250 XLT 4x4 SuperCrew (MOEM) Everett</a>	08/27/2018 9:00AM EDT	09/11/2018 12:00 PM EDT	Posted
EV00005934	<a href="#">Industrial Cleaning of Seven Firehouses</a>	09/04/2018 9:00AM EDT	09/19/2018 12:00 PM EDT	Posted
EV00005933	<a href="#">F-350SD 4x4 w/Plow (BPR)</a>	08/27/2018 9:00AM EDT	09/11/2018 12:00 PM EDT	Posted
EV00005932	<a href="#">2019 Cab and Chassis with an 84 CA (BPR)</a>	08/27/2018 9:00AM EDT	09/11/2018 12:00 PM EDT	Posted
EV00005931	<a href="#">Ford F-350 Ren Cab R' 4WD (RCVF)</a>	08/27/2018 9:00AM EDT	09/11/2018 12:00 PM EDT	Posted

3. To make changes to your vendor profile click on 'Update Existing Vendor Information'

**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 are a qualified vendor on the City of Boston system database. If you do not have a Vendor profile, clicking the link will bring back no results.

[Return](#)

4. Make any necessary changes to the account in the appropriate fields. Click **'Next'**.

Request to become a City of Boston Vendor

Authorized by **B**

Step 2 of 7: Vendor Contact Information

You cannot alter your business name in the system. Click on the 'Update your Business Name' link for additional info.

eForm ID 15241

**Vendor Information**

Vendor Name Update your Business name?  
Acme Co

Business Name, If different from above

Taxpayer Identification Number \*\*\*\*\*6985

\*Country USA United States

\*Address 1: 123 Main \*City: Boston \*State: MA \*Postal: 02110

DUNS Number Telephone Fax Number Website http://

Email Paul@acmecom

Update the general email address for the account. This is where PO's will be sent if this method of dispatch is selected (see below).

You can add additional addresses if necessary by clicking the '+' sign. The new address fields will appear at the lower left. You may need to scroll down a bit to see them.

**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

**EXISTING ADDRESS**

**ADDRESS 1 ON FILE**

Country USA United States

Address 1: 123 Main

Address 2:

City: South Boston

State: MA Postal: 02110

Select all that apply at this location

Ordering  Invoice  Remitting

**EXISTING ADDRESS 1 ON FILE**

**Vendor Contact(s)**

**EXISTING CONTACT 1 ON FILE**

Type Contract Signer

Name Paul Mack

Title

Phone Ext Phone Type

Fax No.

Email paul@acmecom

User ID Acme123

**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.

You can add additional contact names to the account by clicking the '+' sign here. You can also make an existing User ID on the account capable of signing contracts. *Click on the 'Contract Signer' info button for details.*

Check this box to receive PO's via email rather than US mail. Enter email address at top of screen beneath the DUNS Number field.

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- For faster payments complete the direct deposit (A.C.H.) information. When all informations 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, then click **'Next'**.)*



City of Boston

Welcome Paul Mack to the City of Boston Supplier Portal

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**

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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?



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6. 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 box as indicated.*

City of Boston PaulMack on PSFNSP2  
Favorites Main Menu > Department Self Service > COB Vendor eform

### Request to become a City of Boston Vendor Authored by

[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**

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7. Check the box to confirm that neither you or the organization you represent are barred from doing business with the City of Boston. Click **'Next'**.

City of Boston PaulMack on PSFNSP2  
Favorites Main Menu > Department Self Service > COB Vendor eform

### Request to become a City of Boston Vendor Authored by

[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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8. Review the summary page for accuracy and click 'Submit'.

## Request to become a City of Boston Vendor

Authorized by **B**

### Step 6 of 7: Summary and Submission Page

Vendor Information				
Vendor Name	Update your Business name?		Taxpayer Identification Number	
Acme Co			****6985	
Business Name, if different from above	Country		United States	
	USA			
Address 1:	City:	State:	Postal:	
123 Main	South Boston	MA	02110	
DUNS Number	Telephone	Fax Number	Website	
			http://	
Email	paul@acmecocom			

Vendor Classification	
*Required Field. Please Make A Selection.	
<input type="radio"/> Individual / Sole Proprietor	<input checked="" type="radio"/> Corporation
<input type="radio"/> Partnership	<input type="radio"/> Other

Type of Contractor

1099 Applicable?

Additional Classification	
<input type="checkbox"/> Emerging Small Business	<input type="checkbox"/> Women-Owned Business
<input type="checkbox"/> Veteran	<input type="checkbox"/> Disabled
<input type="checkbox"/> Individual	

EXISTING ADDRESS	
<b>ADDRESS 1 ON FILE</b>	
Select all that apply at this location	
<input checked="" type="checkbox"/> Ordering	<input checked="" type="checkbox"/> Invoice
<input checked="" type="checkbox"/> Remitting	
EXISTING ADDRESS 1 ON FILE	
Country	United States
Address 1:	123 Main
Address 2:	
City:	Boston
State:	MA
Postal:	02110
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	
<b>Vendor Contact(s)</b>	
<b>EXISTING CONTACT 1 ON FILE</b>	
Type	Contract Signer
Name	Paul Mack
Title	President
Phone	617-555-1000
Ext	
Phone Type	
Fax No.	
Email	paul.mccormack@boston.gov
User ID	Acme123
<b>Purchase Order Distribution Method</b>	
<input checked="" type="checkbox"/> Check Here To Enable Delivery of Purchase Orders through Email. All Contact Email(s) Entered For This Address Location Will Receive the Purchase Order.	

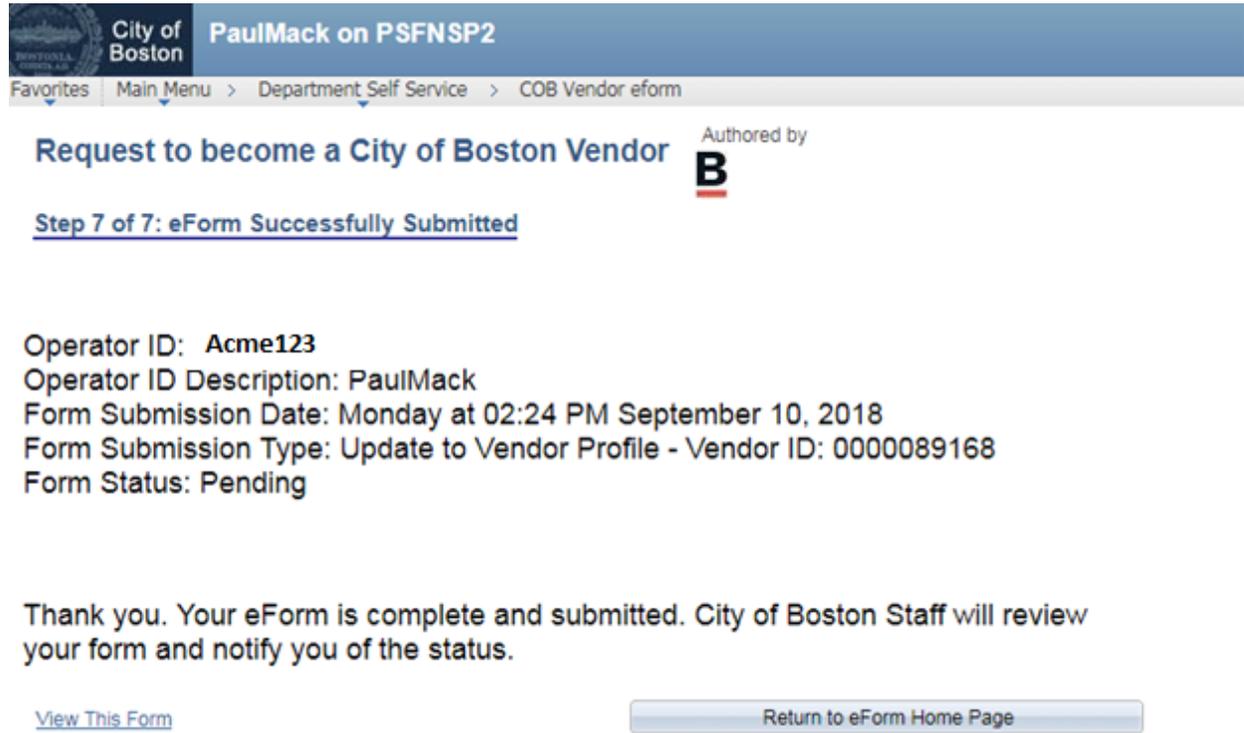
W9 and SAM certifications	
<input checked="" type="checkbox"/> ENROLL IN ACH	Electronically signed 2018-09-12 09:18:22 by <b>PaulMack</b> User ID: SepamBart0
<input type="checkbox"/> Check Here to Cross Item 2 if applicable	
<input checked="" type="checkbox"/> SAM Certification	

Upload	View	Description	Attachment Id	Delete
1 <input type="button" value="Upload"/>	<input type="button" value="View"/>			<input type="button" value="Delete"/>

Comments	
Your Comment:	<input type="text"/>
Comment History:	<input type="text"/>

<< Previous **Submit**

9. Your vendor eForm will be forwarded to our auditing dept. for review. Once approved you will be notified via email that your changes have been completed.



The screenshot shows a web page for the City of Boston. At the top left is the City of Boston logo. To its right, the text reads "City of Boston PaulMack on PSFNSP2". Below this is a navigation bar with "Favorites", "Main Menu", "Department Self Service", and "COB Vendor eform". The main heading is "Request to become a City of Boston Vendor" with "Authorized by" and a large "B" logo to its right. Below the heading is the text "Step 7 of 7: eForm Successfully Submitted". The submission details are listed as follows: Operator ID: Acme123, Operator ID Description: PaulMack, Form Submission Date: Monday at 02:24 PM September 10, 2018, Form Submission Type: Update to Vendor Profile - Vendor ID: 0000089168, and Form Status: Pending. A thank you message states: "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 PaulMack on PSFNSP2

Favorites Main Menu > Department Self Service > COB Vendor eform

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

Step 7 of 7: eForm Successfully Submitted

Operator ID: Acme123  
Operator ID Description: PaulMack  
Form Submission Date: Monday at 02:24 PM September 10, 2018  
Form Submission Type: Update to Vendor Profile - Vendor ID: 0000089168  
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 supplier portal!