

# 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](http://www.boston.gov/procurement) epi klike sou 'Go to Supplier Portal' (Ale nan Pòtay Founisè a)

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

**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

[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 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
EV00005881	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
EV00005866	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
EV00005866	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. 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.



## 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:  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

\*Confirm Password:

\*Security Question:  ▼

\*Response:

\* 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).

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. Klike sou **'Add New Vendor'** (Ajoute yon Nouvo Vandè).

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

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

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 konpanyi a.
- Nan espas 'NEW ADDRESS' la (Nouvo Adrès), mete yon tchèk nan kare a oswa kare yo ki apwopriye pou adrès la.

The screenshot shows the 'Request to become a City of Boston Vendor' form, Step 2 of 7: Vendor Contact Information. The form is titled 'eForm ID 15235' and 'City of Boston'. It includes sections for 'Vendor Information', 'Vendor Classification', and 'Additional Classification'. A 'NEW ADDRESS' section is highlighted with a red arrow, and a 'Vendor Contact(s)' section is also highlighted with a red arrow. A 'Next >>' button is circled in red at the bottom right.

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

Si sa nesèsè, ou ka ajoute plis adrès lè w klike sou siy '+' la isit. Espas yo pou nouvo adrès la pral parèt anba agoch. 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 Kòmman), kare 'Purchase Order Dispatch Method' la (Metòd pou Voye Kòmman 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).*



## Request to become a City of Boston Vendor Authorized 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. 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.

The screenshot shows the 'Request to become a City of Boston Vendor' page, Step 4 of 7: W-9 Certification. The page header includes the City of Boston logo and navigation links. The main heading is 'Request to become a City of Boston Vendor' with a 'B' logo and 'Authorized by'. Below this is the sub-heading 'Step 4 of 7: W-9 Certification'. The section is titled 'W-9 Certification' and contains the text: 'Under penalties of perjury, I certify that:'. It lists three numbered items: 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). Below the list is the 'Certification instructions' section, which states: '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.' There are two buttons: 'Check Here to Cross Out Item 2, if applicable' (with a checkbox) and 'CLICK HERE TO ACKNOWLEDGE'. A red arrow points to the 'CLICK HERE TO ACKNOWLEDGE' button. At the bottom, there are two navigation buttons: '<< Previous' and 'Next >>', with the 'Next >>' button circled in red.

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’.

The screenshot shows the 'Request to become a City of Boston Vendor' page, Step 5 of 7: SAM Certification. The page header includes the City of Boston logo and navigation links. The main heading is 'Request to become a City of Boston Vendor' with a 'B' logo and 'Authorized by'. Below this is the sub-heading 'Step 5 of 7: SAM Certification'. The section contains the text: '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.' There is a checkbox with a checkmark and the text: '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)'. A red arrow points to the checkbox. At the bottom, there are two navigation buttons: '<< Previous' and 'Next >>', with the 'Next >>' button circled in red.

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

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

**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@acmecoco.com			

**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

**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@acmecoco.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.

**Web and SAM Certification**  
 ENROLL IN ACH  
 Check Here to Cross Item 2 if applicable  
 SAM Certification

Electronically signed 2013-09-22 09:54:22 by **TrevorWilliams**  
User ID: Twilliams1

**File Attachments**

Upload	View	Description	Attachment ID
1 Upload	View		Delete

Add File Attachment

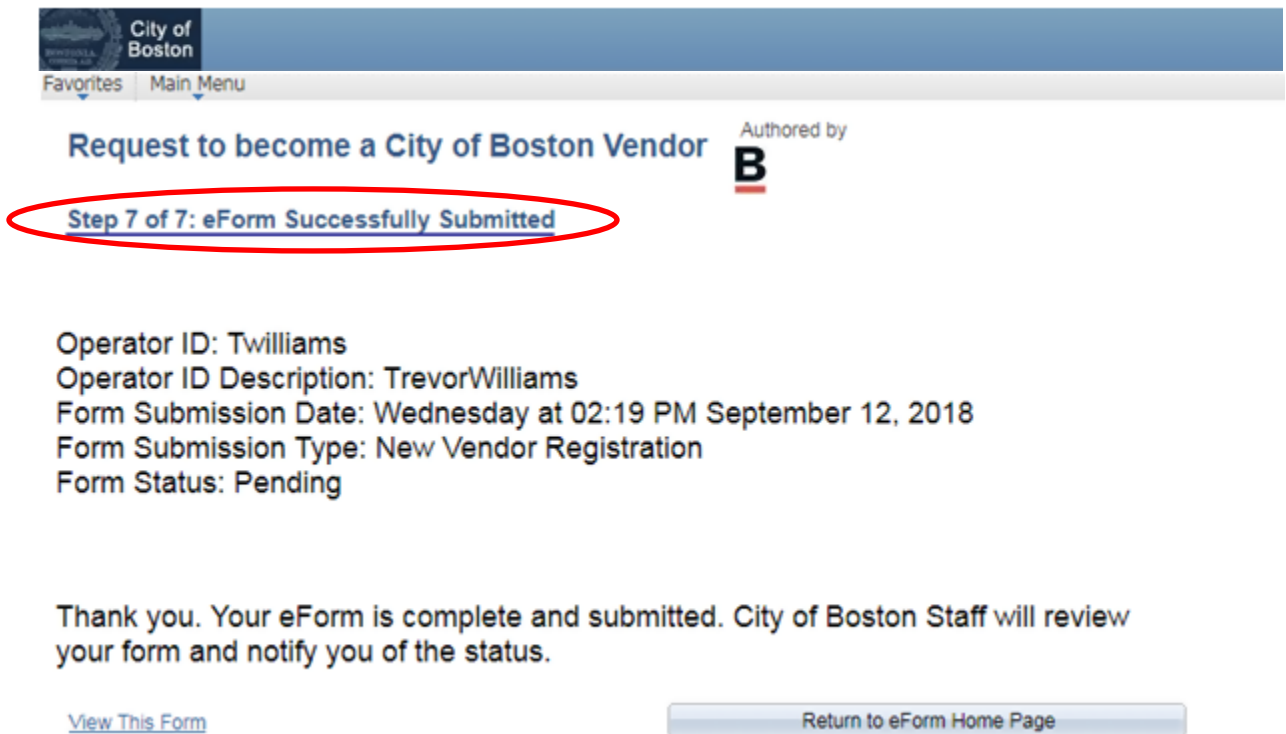
**Comments**

Your Comment:

Comment History:

<< Previous **Submit**

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.



The screenshot shows the City of Boston eForm submission confirmation page. 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'.

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

Mèsi dèske w ap itilize Pòtay Founisè Vil Boston an!