

Signing and Uploading a Contract

1. Open a browser and type in www.boston.gov/procurement

(It is best to use IE- Internet Explorer as your browser for this particular process if possible)

2. Once you get to the City of Boston Procurement page click on the '**Go To Supplier Portal**' link located at the lower right of the screen.

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

- Enter your User Id and Password. Remember that these are *CaSe-sensitive* so you'll want to be sure to enter them correctly. Click 'Sign In'.

City of Boston Supplier Portal

Home | Supplier Support | Sign out

Favorites | Main Menu

Login

Login as an Existing User

User ID:

Password:

[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.

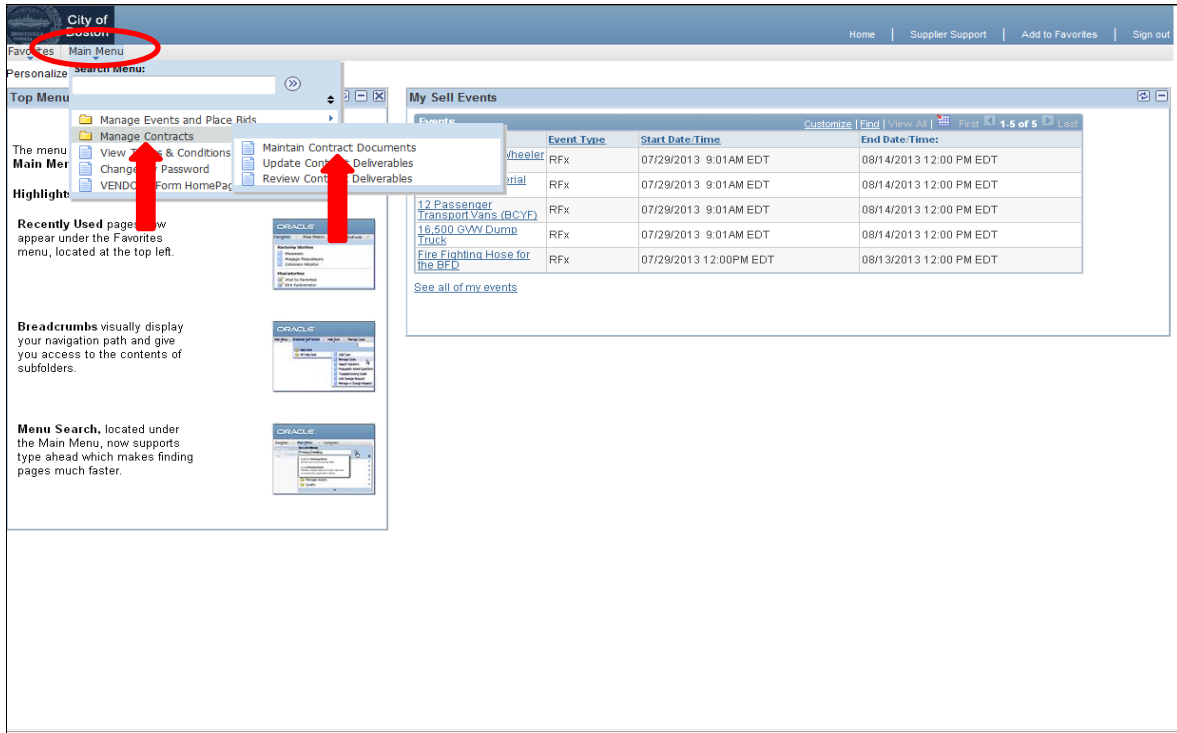
[Vendor Registration Form](#)
City of Boston's Vendors have an existing agreement (contract, awarded bid, etc) between their company and the City. Vendors have all of the same access to place bid offers on future on future events that Bidders do. They also are able to maintain company information on 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

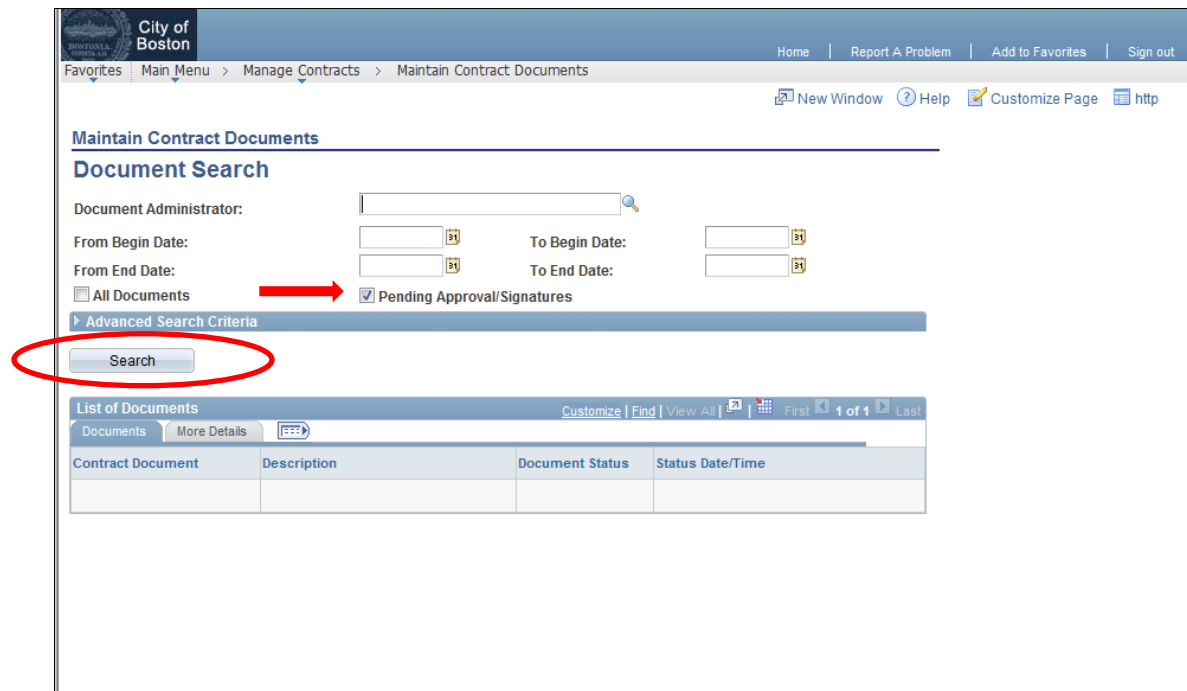
Event Name	Event Type	Start Date-Time	End Date-Time	Bid Status
16,500 GWW Dump Truck	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
12 Passenger Transport Vans (BCTF)	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted
Fire Fighting Hose for the BFD	RFx	07/29/2013 12:00PM EDT	08/13/2013 12:00 PM EDT	Accepted
Dump Truck - 6 Wheeler (1)	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
Truck Mounted Aerial Platform Lift-1	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted

[See all of my events](#)

- Once you've logged in, the Home page should look like the example below. Click on **Main Menu > Manage Contracts > Maintain Contract Documents.**



- When you get to the **Document Search** page all you have to do is make sure the **'Pending Approval Signatures'** box is checked (it should already be checked off by default) and simply click on the **'Search'** button. (Leave all search fields above empty).



- After clicking the **'Search'** button the system will take 20-30 seconds to display the contract ID number in the Contract Document box. Please be patient

City of Boston

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

Favorites | Main Menu > Manage Contracts > Maintain Contract Documents

New Window | Help | Customize Page | http

Maintain Contract Documents

Document Search

Document Administrator:

From Begin Date: To Begin Date:

From End Date: To End Date:

All Documents Pending Approval/Signatures

Advanced Search Criteria

Search

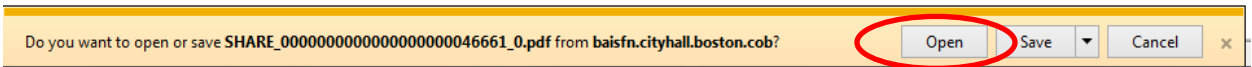
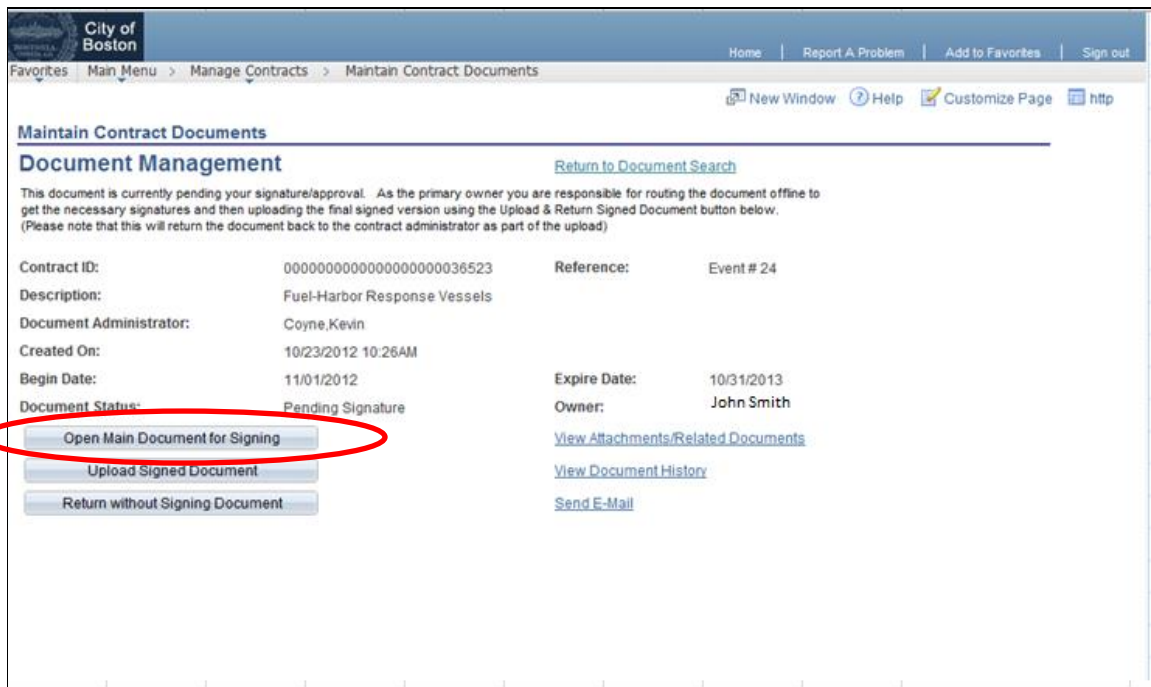
List of Documents

Documents | More Details | Find | View All | First | 1 of 1 | Last

Contract Document	Description	Document Status	Status Date/Time
0000000000000000000000000000000036523	Fuel-Harbor Response Vessels	Pending Signature	11/08/2012 9:44AM

- Click on the **Contract Document ID** to open the **Document Management** page. Then click on the **'Open Main Document for Signing'** (**'Open Amendment File'** in some cases) button.

Note: If your computer has a pop-up blocker enabled it may block the download of the document. When this happens you will need to click on the pop-up blocker message at the top of your screen and choose 'Allow Download'- you may be brought back to the search screen in step #5. If so, you will need to repeat steps 5 & 6.



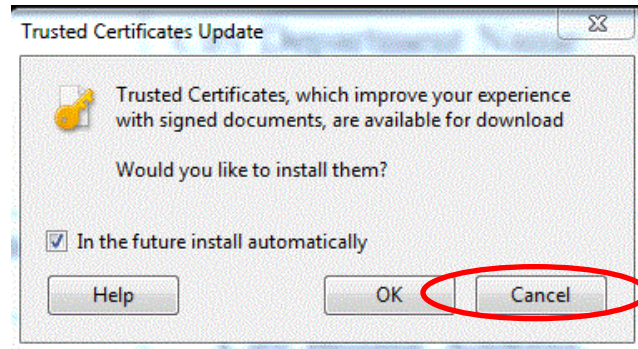
8. You will now be prompted (bottom of screen) to 'Open' or 'Save' the document. Click '**Open**'. The contract document will open on your screen. You will need to have Adobe Reader installed on your machine to electronically sign the contract. Most PC's have this program pre-loaded.
 - a. If your PC does not have Adobe reader software, a FREE version can be downloaded from <http://get.adobe.com/reader/>
9. Click inside the **middle signature box** (Vendor/Contractor) to apply your E-Signature

Contract Signatures		
AUDITING	VENDOR/CONTRACTOR	AWARDING AUTHORITY/OFFICIAL
APPROVED AS TO THE AVAILABILITY OF AN APPROPRIATION OR PURSUANT TO ARTICLE 12 OF THE GENERAL CONDITIONS	AGREES TO PROVIDE THE GOODS OR SERVICES AS INDICATED IN ACCORDANCE WITH THE ASSOCIATED CONTRACT DOCUMENTS	IT IS MY BELIEF THAT THERE IS LITTLE OR NO RISK OF DEFAULT OR UNSATISFACTORY PERFORMANCE BY THE VENDOR/CONTRACTOR.
SIGNATURE	SIGNATURE	SIGNATURE

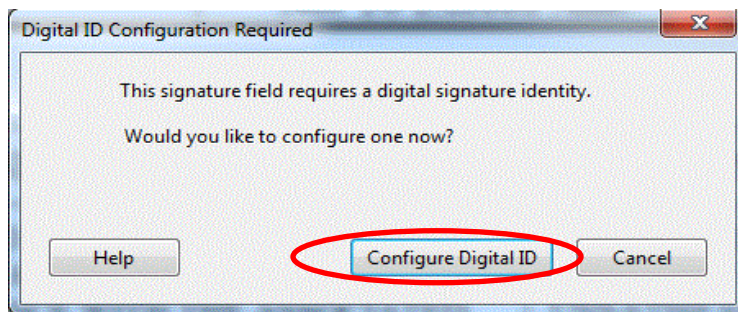
- a. If this is your first time using Adobe Reader you will need to setup your Digital ID/Digital Signature. This is a one-time setup and will not need to be performed on subsequent documents requiring your electronic signature. (Detailed steps and screenshots included)

below). If you already have your Digital ID setup, please skip to step 15. Also, if the screen shots below do not exactly match what you are seeing you may have an older version of Adobe. Call Vendor Support if you need guidance 617-635-4564.

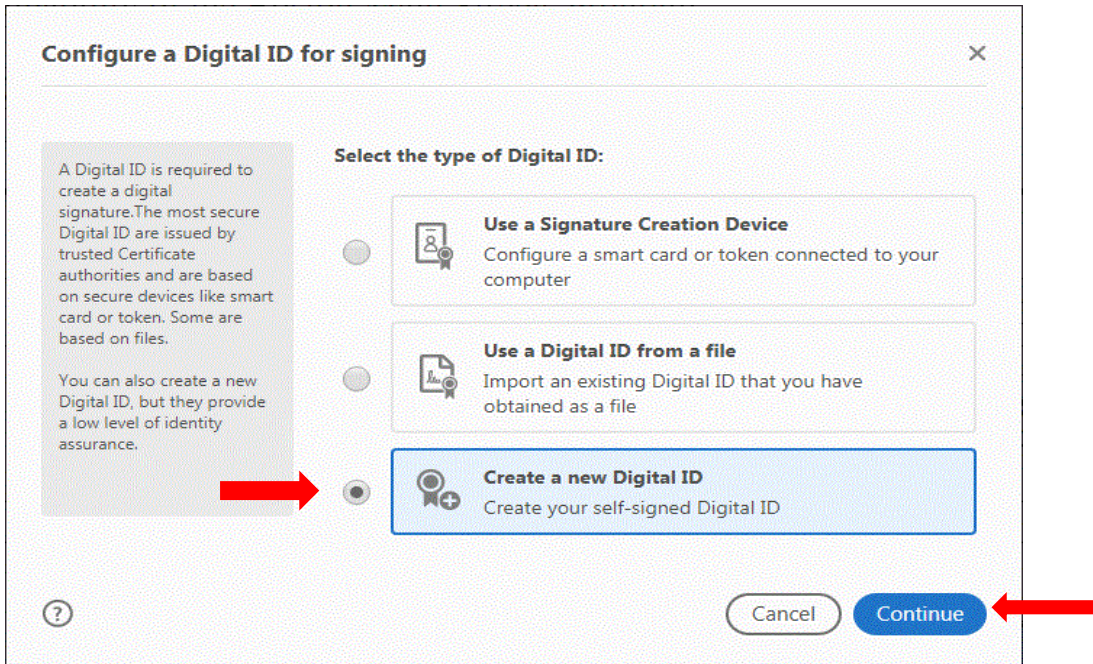
- b. You may get a **Trusted Certificates Update** box after clicking in the signature box. If so, simply click **'Cancel'** on it.



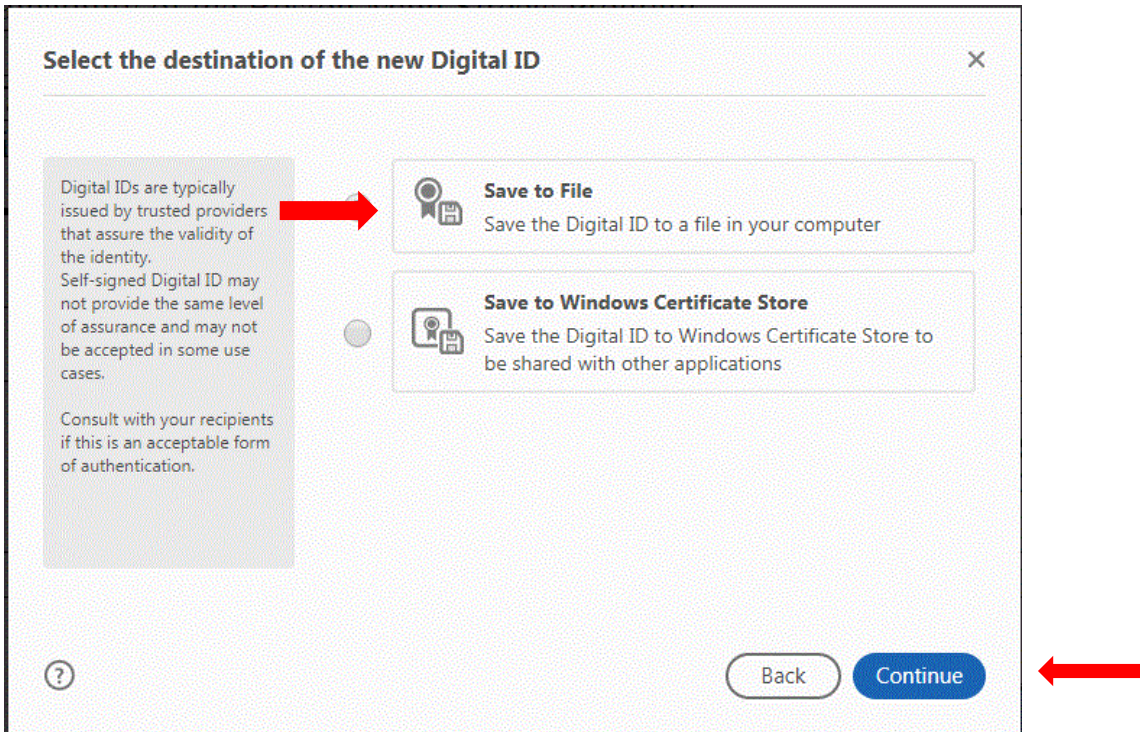
10. You will now see the **Digital ID Configuration Required** pop up box. Click on **'Configure Digital ID'**.



11. Begin configuration of your new digital ID. Select **'Create a new Digital ID'** and click **'Continue'**.



12. Select 'Save to File'. Then click 'Continue'.



13. Enter the signers **Name**, **Organization Name** and signers **Email Address**. You can leave the 'Organizational Unit' field blank and leave the other fields as they are. Click '**Continue**'.

Create a self-signed Digital ID [X]

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name:

Organizational Unit:

Organization Name:

Email Address:

Country/Region: US - UNITED STATES [v]

Key Algorithm: 2048-bit RSA [v]

Use Digital ID for: Digital Signatures [v]

[?] [Back] [Continue]

14. Create a password for your digital ID. Enter your desired password in both the Apply box and the Confirm box fields and click '**Save**'. (Leave the top box as is)

Save the self-signed Digital ID to a file [X]

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

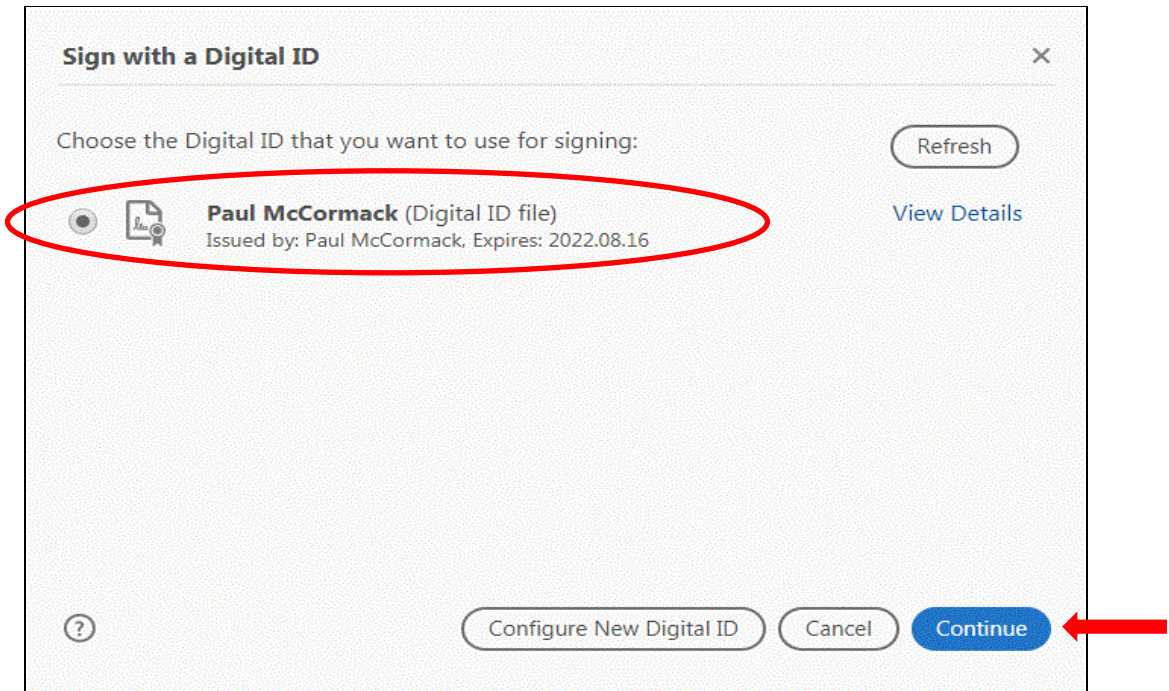
C:\Users\119541\AppData\Roaming\Adobe\Acrobat\D [Browse]

Apply a password to protect the Digital ID:

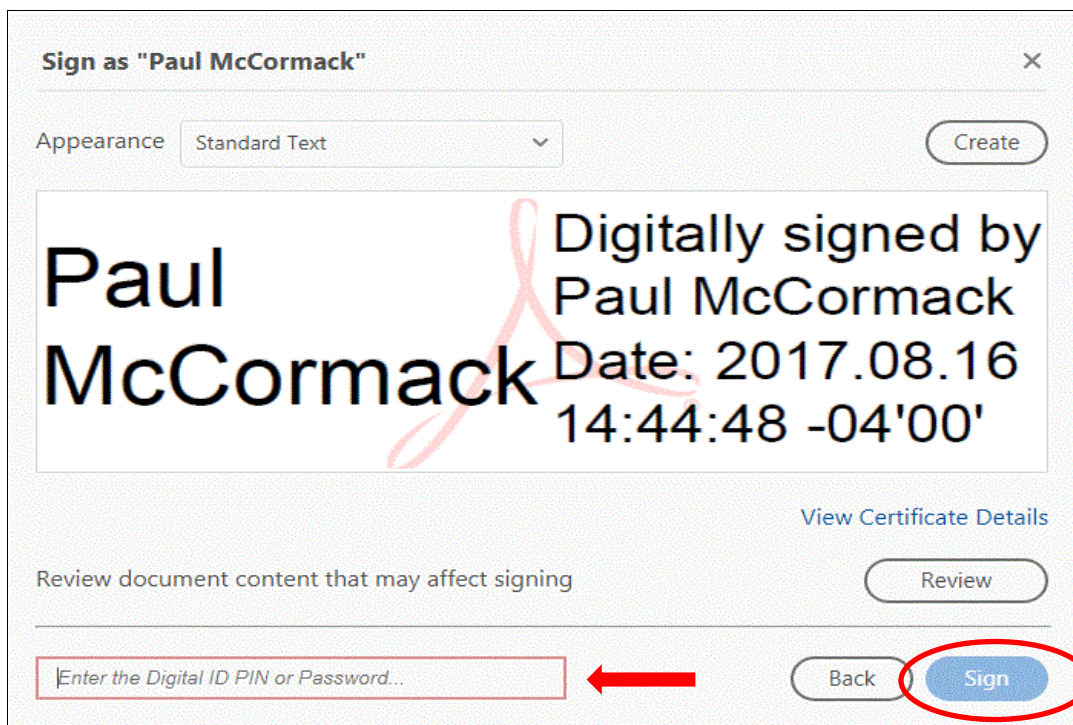
Confirm the password:

[?] [Back] [Save]

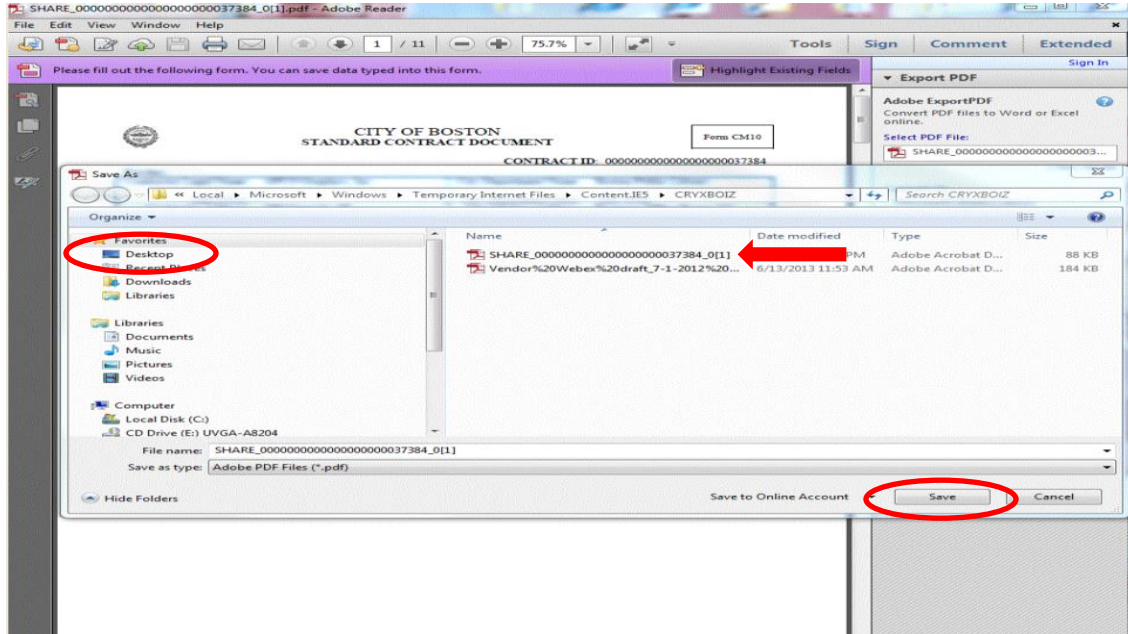
15. The **Sign with a Digital ID** box will appear and the digital ID you just created will appear here and be preselected for you. Click **'Continue'**.



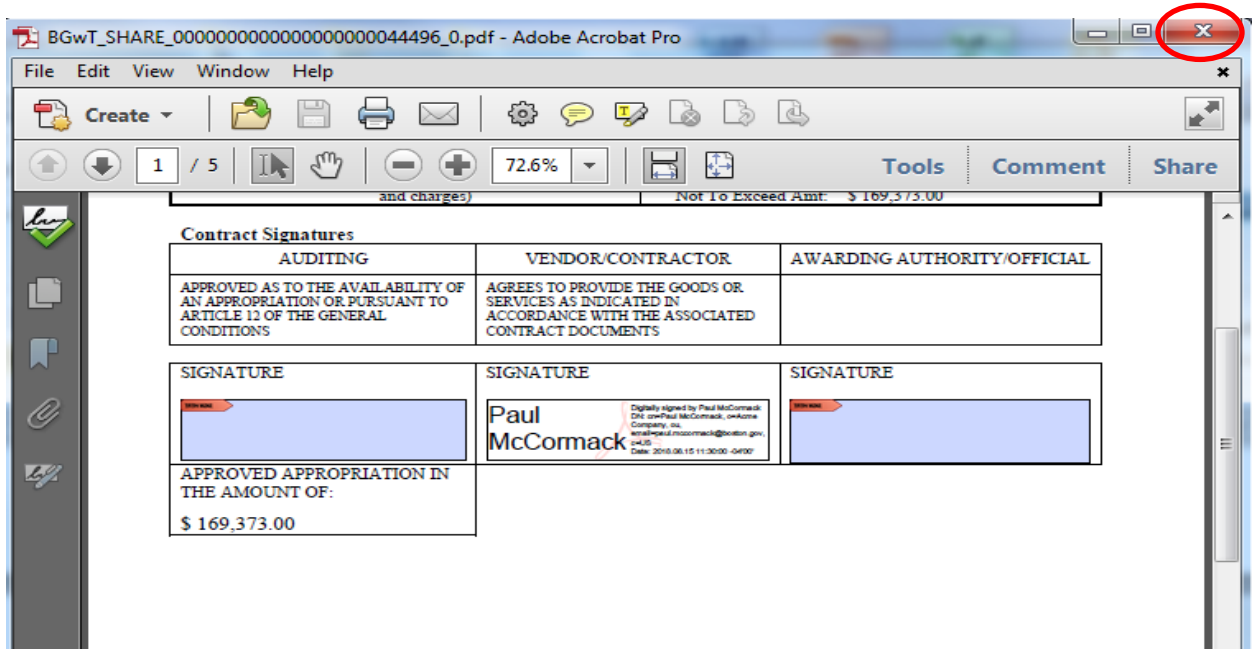
16. Your electronic signature will now display as a preview of what it will look like on the document. You will now enter the password you created in step # 14 on the bottom left of the screen. Click **'Sign'**.



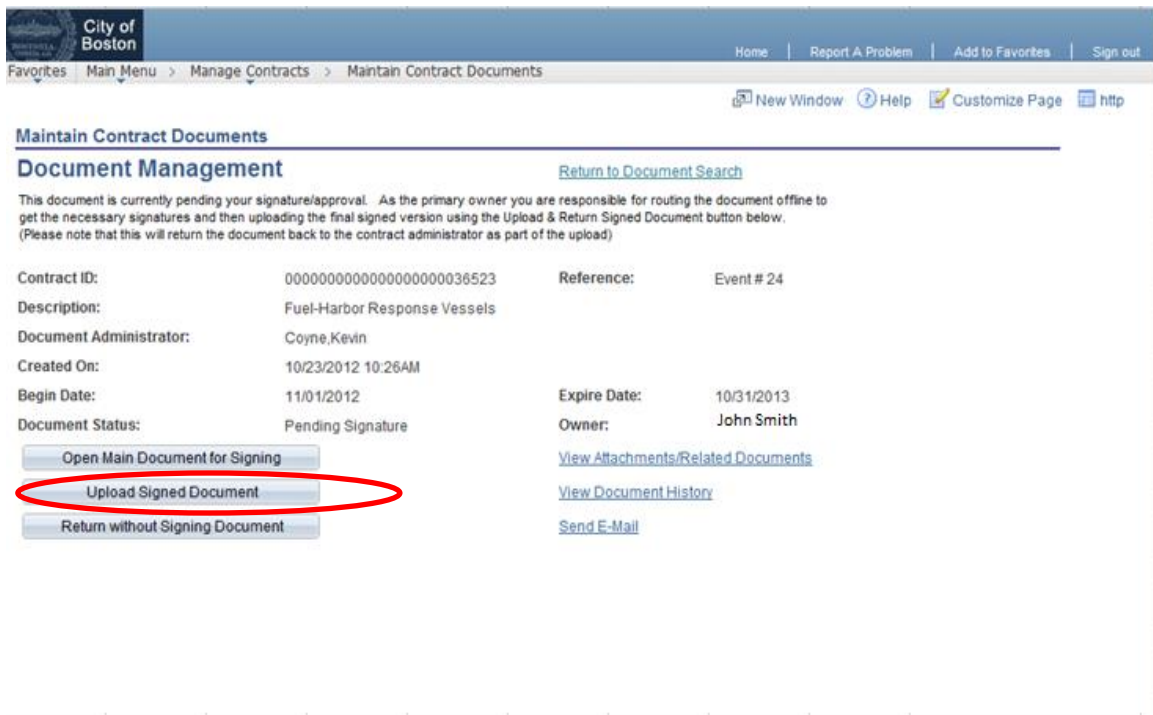
17. After clicking 'Sign' Adobe will automatically prompt you to save the signed version of your document somewhere on your computer. Please make note of **where** you save the document (folder name or desktop etc.) as you will need to locate it to upload it to the Supplier Portal in the next step. Select the file location/folder on the left (i.e. Desktop) and then click 'Save'



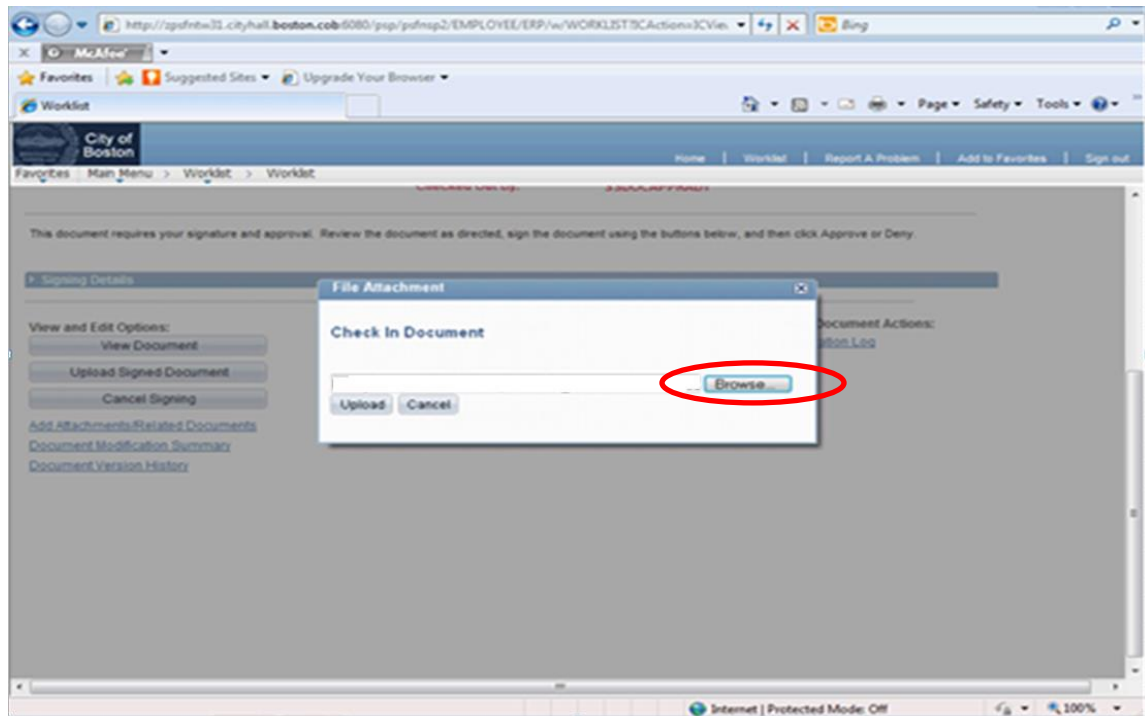
18. The signed contract document now appears on your screen. The signed copy is already saved on your computer in the location you selected in the previous step. You can now close(X) this document and go back to the supplier portal to complete the upload which sends the signed document back to the City of Boston.



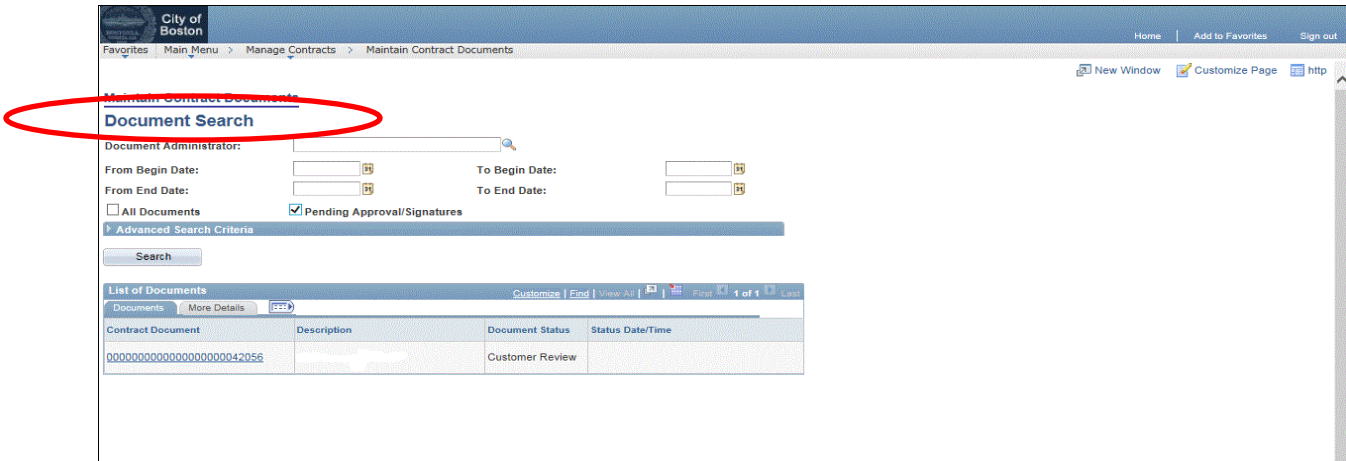
19. Once the signed document has been saved to your computer (previous step), you then need to go back to the Supplier Portal and click the **'Upload Signed Document'** button on the Document Management page.



20. You now need to 'Browse' your PC and locate the signed document file you saved in Step #17.



23. Once the upload is complete you will be brought back to the **Document Search** page. Your Contract will appear at the bottom of the page in the Contract Document field and will show a status of 'Customer Review' after it is successfully uploaded.



24. The process is complete!

The Contract Administrator will immediately receive an email from the system indicating that you have completed the signature and uploaded it back to the City of Boston. They will then forward the contract along in our system for the other signatures within the City. You will receive a copy of the fully signed version once all signatures are present. The CM-10 contract document is the only document that is handled in this fashion via the supplier portal. Any other associated documents that may be required can be sent via email attachment to your contact at the City of Boston.

If you need assistance completing the electronic signature and uploading the signed Contract please feel free to contact the Vendor Support Desk by calling 617-961-1058 or e-mailing vendor.questions@boston.gov

Thank you for using the City of Boston Supplier Portal!