

# 建立一個新供應商帳戶

歡迎來到波士頓供應商門戶網站。請遵循以下的詳細說明來申請波士頓市的供應商編號(ID)。

1. 打開互聯網瀏覽器，輸入網站 [www.boston.gov/procurement](http://www.boston.gov/procurement)，然後單擊 "Go To Supplier Portal - 轉到供應商門戶" 鏈接

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

2. 點擊左下角的 "Vendor Registration Form - 供應商登記表格" 連結來開始註冊程序。

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

I 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 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
EV00005581	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
EV00005686	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
EV00005856	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. 首先您必須建立一個用戶帳戶。將顯示 “Create a Vendor User Account - 建立供應商用戶帳戶” 表單屏幕。填妥所有帶星號\*的必填項目，然後按 “Submit - 提交” 鍵。

- 保持供應商編號(ID)項為空白。
- 如果註冊人有權簽署合同，請勾選相應的複選框。這將使該用戶編號(ID)在系統中具有一定的權限，允許波士頓市向該用戶發送電子簽名合同，並允許他們訪問、電子簽署和上傳到波士頓市。



### 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:

\*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:

\*Response:

\* Required Field

您可以選擇任何您想要的用戶編號 (ID) · 它至少有 7 個字符長。注意：用戶編號 (ID) 是 區別大小寫的

4. 現在您將建立供應商資料。點擊“Add/Update your Vendor Profile - 添加/更新您的供應商資料”

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

5. 點擊“Add New Vendor - 添加新供應商”

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. 選擇個人或企業，然後按“Next - 下一步”

The screenshot shows the City of Boston website header with the logo and navigation links. The main heading is "Request to become a City of Boston Vendor" with a sub-heading "Step 1 of 7: Business Type Classification". A modal window titled "Business Type Classification" is displayed, asking "Are you a Business or an Individual?" with radio buttons for "Business" and "Individual". Below the modal are navigation buttons: "<< Previous", "Next >>", and "Close".

7. 完成所有必需填寫項目。只有標有星號\*的項目是必需填寫的。單擊“Next - 下一步”。

- 強烈建議使用公司的一般電子郵件地址（雖然不是必需的）。

- 在“NEW ADDRESS 新地址”項勾選一個或多個適用於地址的複選框。

City of Boston  
 Favorites Main Menu > Add/Update Vendor Profiles

Request to become a City of Boston Vendor  
 Authored by B

Step 2 of 7: Vendor Contact Information

eForm ID 15235

Vendor Information

\*Vendor Name \_\_\_\_\_ Taxpayer Identification Number \*\*\*\*\*6787  
 Business Name, if different from above \_\_\_\_\_ \*Country USA United States  
 \*Address 1: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Postal: \_\_\_\_\_  
 DUNS Number \_\_\_\_\_ Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_ Website \_\_\_\_\_  
 Email \_\_\_\_\_

Vendor Classification

\*Required Field. Please Make A Selection.  
 Individual / Sole Proprietor  Corporation  Partnership  Other \_\_\_\_\_  
 Type of Contractor \_\_\_\_\_ 1099 Withholding Class \_\_\_\_\_

Additional Classification

Emerging Small Business  Women-Owned Business  Veteran  
 Disabled  Individual

NEW ADDRESS

Select all that apply at this location  
 Ordering  Invoice  Remitting

NEW ADDRESS

Country USA United States  
 Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Postal: \_\_\_\_\_

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 Ty \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 Email trevorw@acmec.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.

<< Previous Next >>

如果您選擇用電子郵件用接收採購訂單(見下面的複選框), 這是它們將被發送到

如有需要, 您可以點擊“+”符號來添加其他地址。新的地址字段將出現在左下角。您可能需要向下滾動才能看到。

您可以點擊這裡的“+”符號來添加帳戶的額外聯繫人姓名。

8. 如當選擇“Ordering - 訂購”框後, 將顯示“Purchase Order Dispatch - 採購訂單分發方法”框。請勾選此框, 以便使用電子郵件來接收採購訂單 (推薦: 採購訂單將被發送到電子郵件地址而非傳真或郵寄地址) 信息。當完成所有信息後, 點擊“Click to Sign - 點擊簽名”, 然後點擊“Next - 下一步”。

(如果您想用美國郵件收到紙質支票，您可以勾選屏幕左下方的“Direct Deposit Opt Out - 直接存款選擇退出”框，選擇退出直接存款，然後點擊“Next - 下一步” )。

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

### 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. 審核 W-9 認證信息。如要繼續，請單擊 “Click Here to Acknowledge - 點擊這裡確認” 按鈕，然後單擊 “Next - 下一步”。如果項目 2 不適用，請按指示在方框中打勾。

The screenshot shows the 'Request to become a City of Boston Vendor' form, Step 4 of 7: W-9 Certification. The header includes the City of Boston logo and navigation links for Favorites, Main Menu, and Add/Update Vendor Profiles. The page title is 'Request to become a City of Boston Vendor' and it is authored by 'B'. The current step is '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. 勾選此復選框以確認您或您所代表的組織均未被禁止與波士頓市展開業務。單擊 “下一步- Next”。

The screenshot shows the 'Request to become a City of Boston Vendor' form, Step 5 of 7: SAM Certification. The header includes the City of Boston logo and navigation links for Favorites, Main Menu, Department Self Service, and COB Vendor eform. The page title is 'Request to become a City of Boston Vendor' and it is authored by 'B'. The current step is '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>)**

<< Previous    **Next >>**



11. 檢查摘要頁面信息的準確性，然後點擊“Submit - 提交”。

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@acmecocom	

**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@acmecocom  
User ID: Twilliamst

**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.

**Website SAM notifications**  
 ENROLL IN ACH  
 Check Here to Cross Item 2 if applicable  
 SAM Certification

Electronically signed 07/16/07 08:54:28 by **TrevorWilliams**  
User ID Twilliamst

**File Attachments**

Upload	View	Description	Attachment
1	Upload		Delete

Add File Attachment

**Comments**

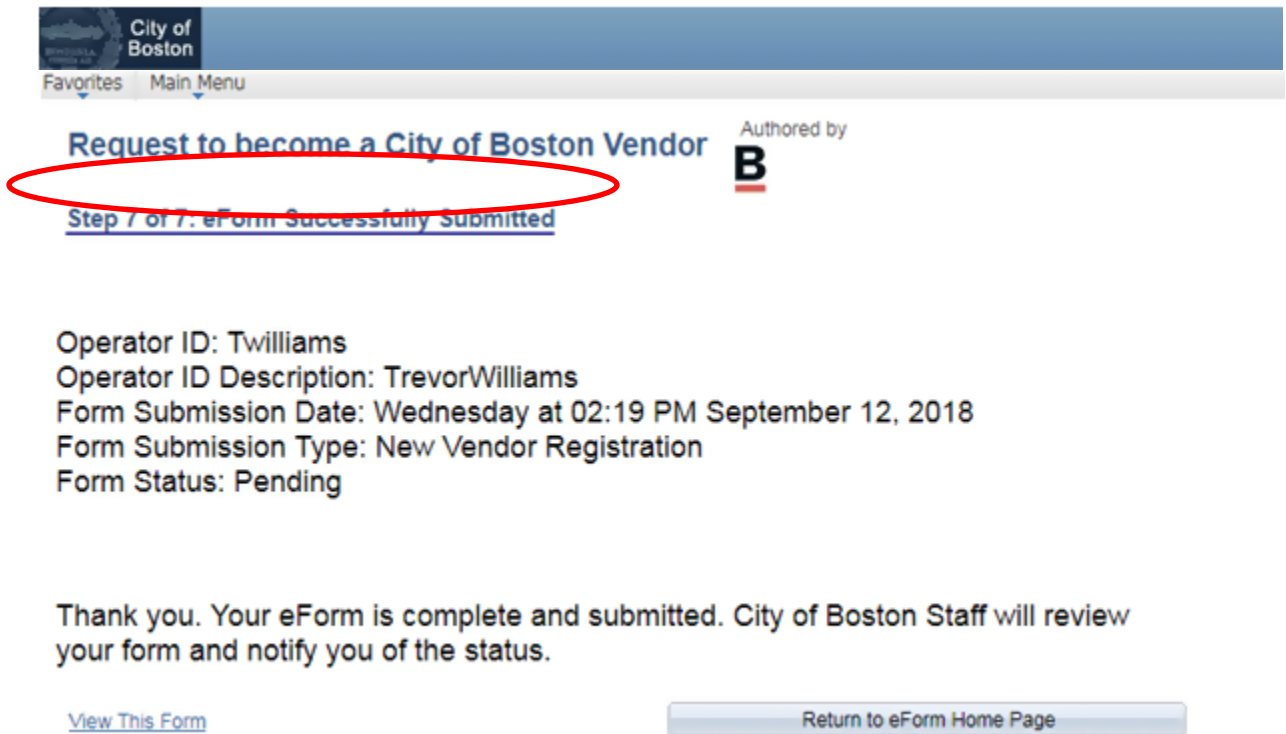
Your Comment:

Comment History:

<< Previous **Submit**



12. 您的供應商電子表格將被提交給到我們的審計部門審核。一旦獲得批准，您將收到電子郵件通知您的供應商編號(ID)。



The screenshot shows the City of Boston Vendor Registration eForm submission confirmation page. At the top, there is a blue header with the City of Boston logo and navigation links for 'Favorites' and 'Main Menu'. Below the header, the main heading reads 'Request to become a City of Boston Vendor', which is circled in red. To the right of this heading, it says 'Authorized by' followed by a large blue letter 'B'. Below the heading, a blue link reads 'Step 7 of 7: eForm Successfully Submitted'. The page then lists submission details: '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' (a blue link) and 'Return to eForm Home Page' (a grey button).

如果您有任何問題，請隨時致電供應商門戶支援部 617-635-4564 聯繫。您也可以發送電子郵件至 [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov) 與我們聯繫。

感謝您使用供應商門戶網站！