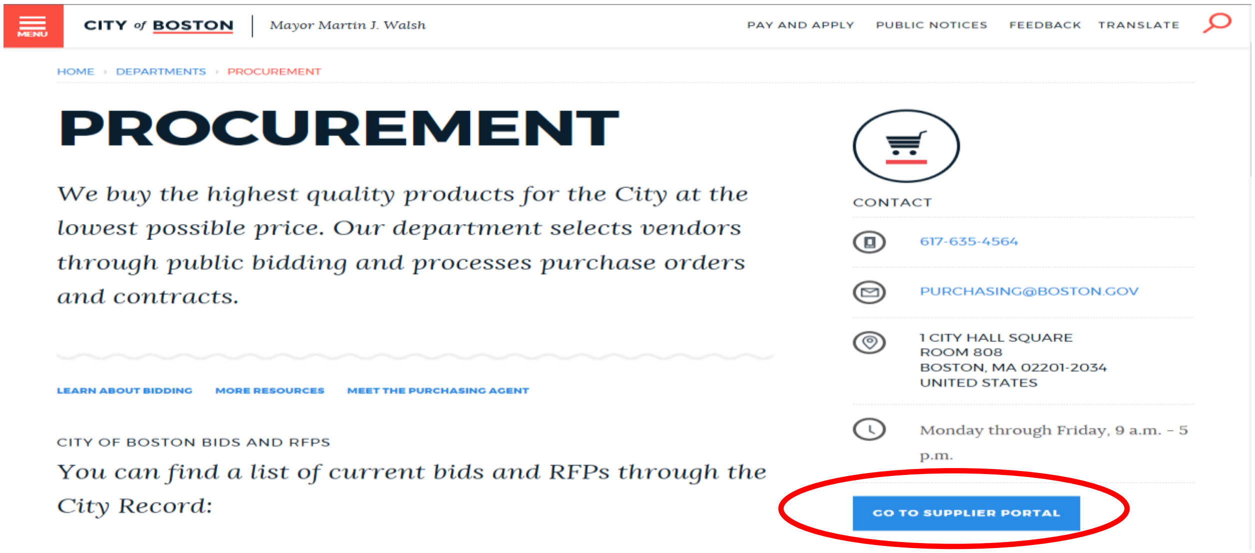
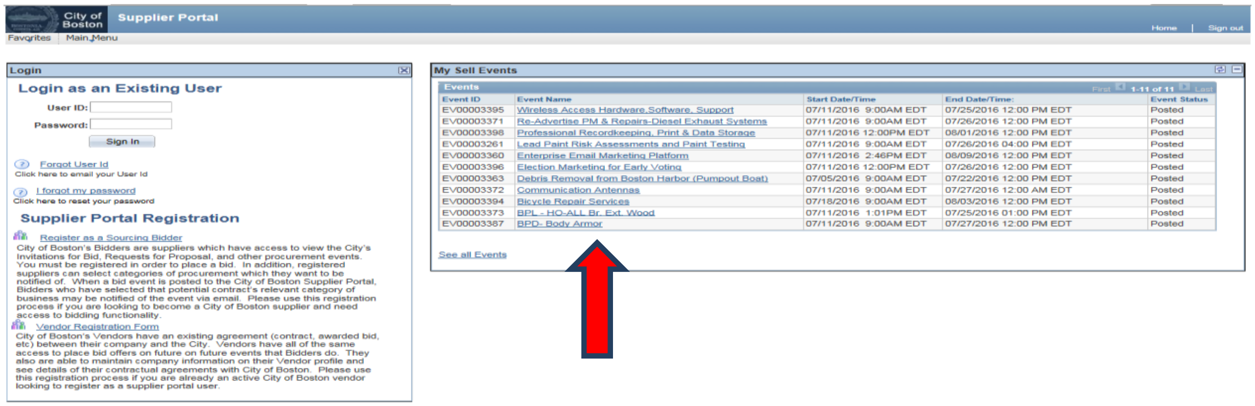
<u>Ki jan pou w Gade Detay sou Evènman ak Òf</u>

1. Ale nan www.boston.gov/procurement epi klike sou lyen ‘**Go to Supplier Portal’** la (Ale nan Pòtay Founisè a).

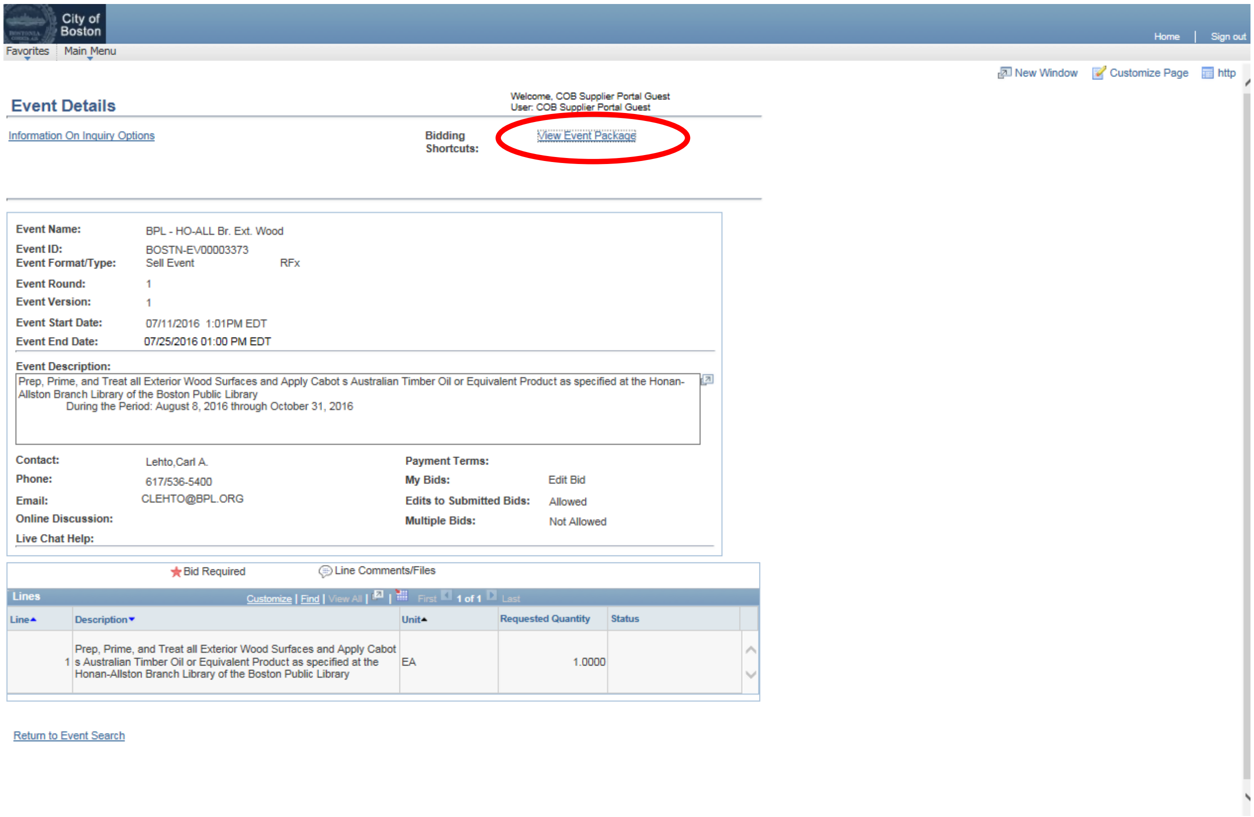


2. Ou pa oblije kontekte ak pòtay founisè a pou w gade oubyen telechaje detay sou evènman. Chèche evènman ki enterese w la nan zòn ‘My Sell Events’ lan (Evènman Vant Pa m yo) epi klike non evènman an.

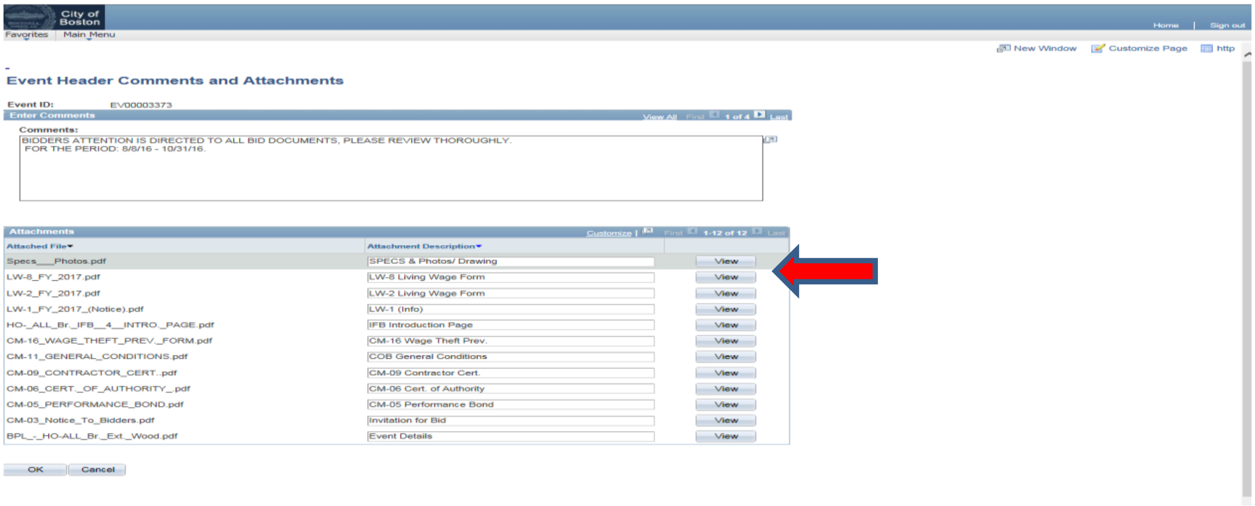
.



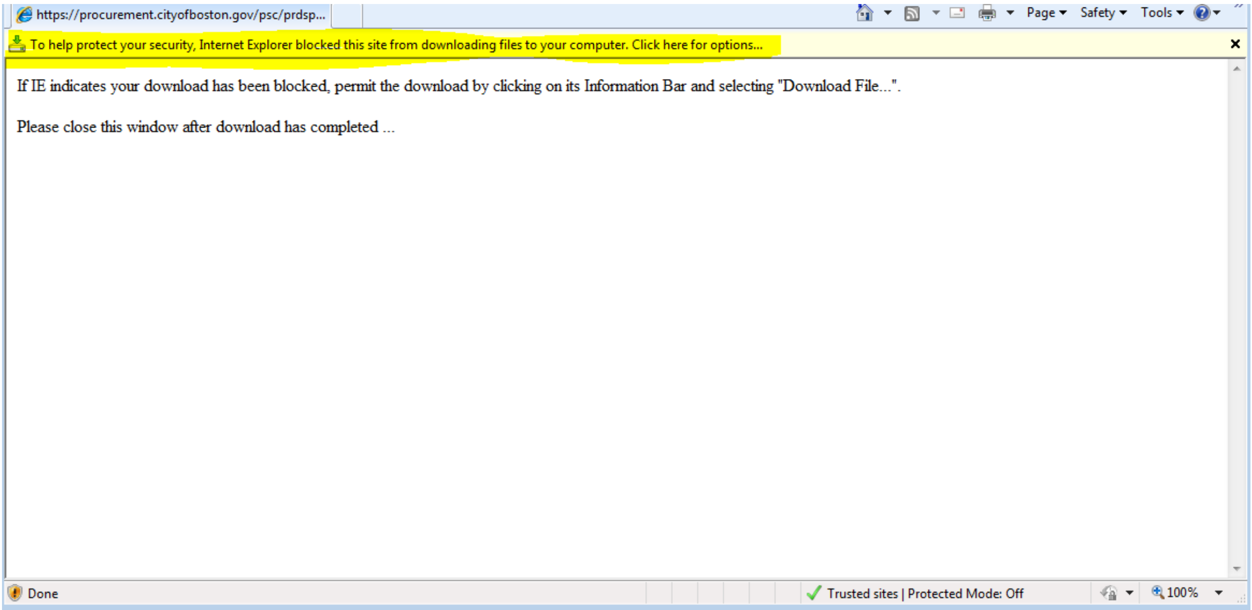
3. Sa pral ouvri paj ‘Events Details’ la (Detay sou Evènman an), ki gen ladan l kèk enfòmasyon de baz sou evènman an. Pou w wè plis detay sou òf la, tanpri, klike sou lyen “**View Event Package**” la (Gade Pake Evènman an) ki anlè adwat paj la.



4. Yonfwa w fin klike sou “View Event Package”, y ap site tout dokiman ki gen rapò ak òf sa a. Klike sou lyen “**View**” (Gade) ki bò kote dokiman an pou ouvri fichye a.



Tanpri, note sa, gen kèk ka kote navigatè w la pral panse dokiman w vle gade a se yon piblisite “pop-up”. Lè sa rive nan “Internet Explorer”, w ap wè yon mesaj anlè ekran w, epi w ap bezwen fè yon klik dwat sou meni an e chwazi “Download File” (Telechaje fichye a) ladan l pou w ouvri dokiman an. (Gade egzanp ki pi ba a). Lòt navigatè pral ba w yon mesaj ki sanble ak sa yon kote kèlkonk sou ekran an. Si sa rive, w ap bezwen chanje paramèt òdinatè w yo pou pèmèt tout fenèt “pop-up” ki pou sit pa nou an.



Pou w dezaktive lojisyèl ou ki bloke fenèt “pop-up” yo tanporèman, peze e kenbe kle Kontwòl la (Ctrl) pandan w klike bouton ‘View’ la.

Si w toujou gen difikilte pou w gade kèlkeswa atachman, tanpri, kontakte Sipò Vandè nan Vendor.Questions@boston.gov oswa rele 617-961-1058.

Mèsi dèske w ap itilize pòtay founisè Vil Boston an!