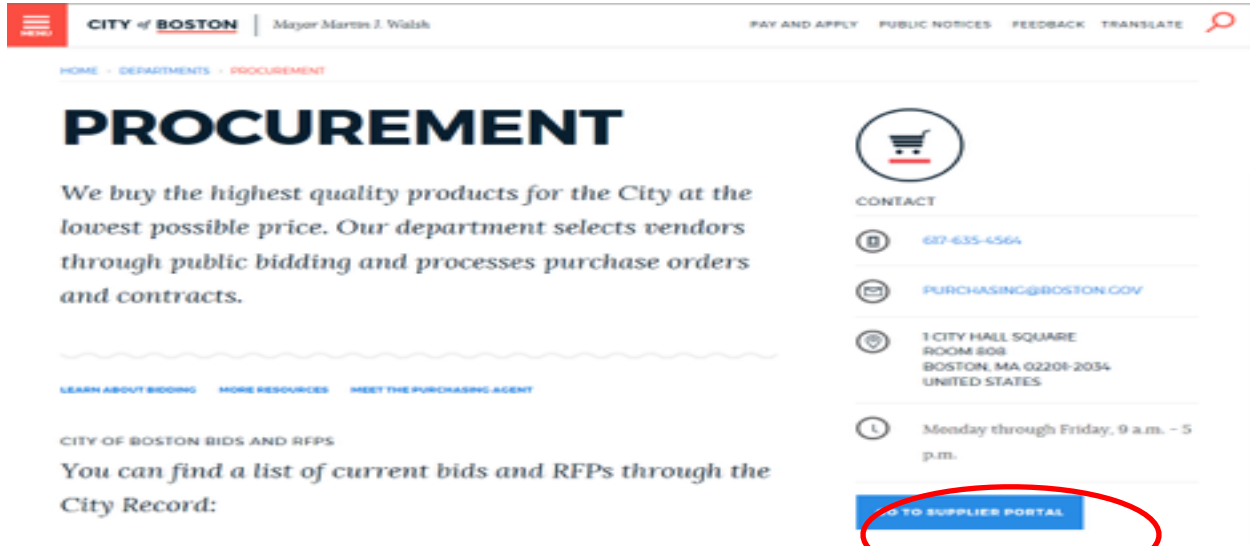


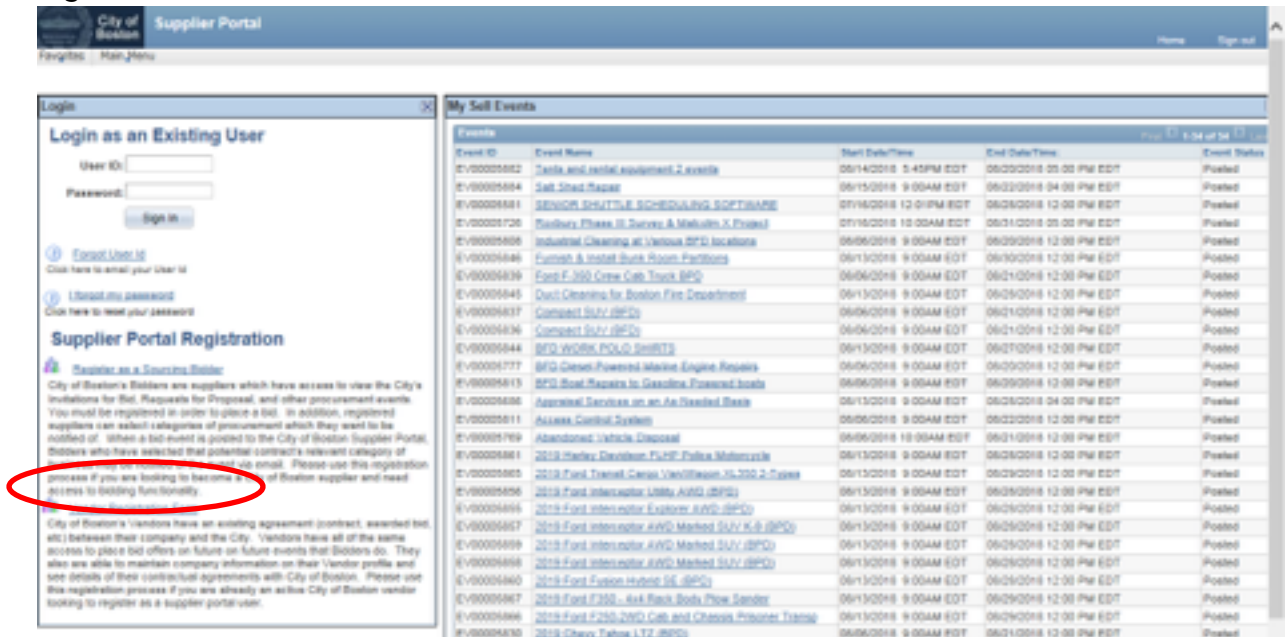
CREAR UNA NUEVA CUENTA DE PROVEEDOR

Bienvenido al Portal de Proveedores de la Ciudad de Boston. Para aplicar para un número de identificación de proveedor de la Ciudad de Boston, por favor siga los siguientes pasos.

1. Abra su navegador de internet e introduzca www.boston.gov/procurement, luego, oprima 'Go to Supplier Portal' (Ir al Portal de Proveedores)



2. Oprima el enlace de 'Vendor Registration Form' (Formulario de Registro de Proveedores) cerca de la parte inferior izquierda, para comenzar con el proceso de registro.




3. Primero, usted debe configurar una cuenta de usuario. Se muestra el formulario de **“Create a Vendor User Account” (Creación de Cuenta de Usuario de Proveedor)**. Complete todos los campos requeridos, (marcados con un *) y oprima **“Submit” (Enviar)**.

- Deje vacío el campo de Identificación de Proveedor.
- Si la persona que realiza el registro tiene la autoridad de firmar contratos, marque la casilla que así lo indica. Esto brindará a la Identificación de Usuario ciertos permisos en el sistema, que permitirán a la Ciudad de Boston enviar a este usuario contratos para su firma electrónica. También permitirá al usuario acceder, firmar

Usted puede elegir lo que desee como Nombre de Usuario, siempre que tenga al menos 7 caracteres de longitud. Nota: Los Nombres de Usuario son SeNsIbLeS a MaYúScUlAs

electrónicamente y cargar contratos en el sistema para la Ciudad de Boston.

 City of Boston
Favorites Main Menu

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:

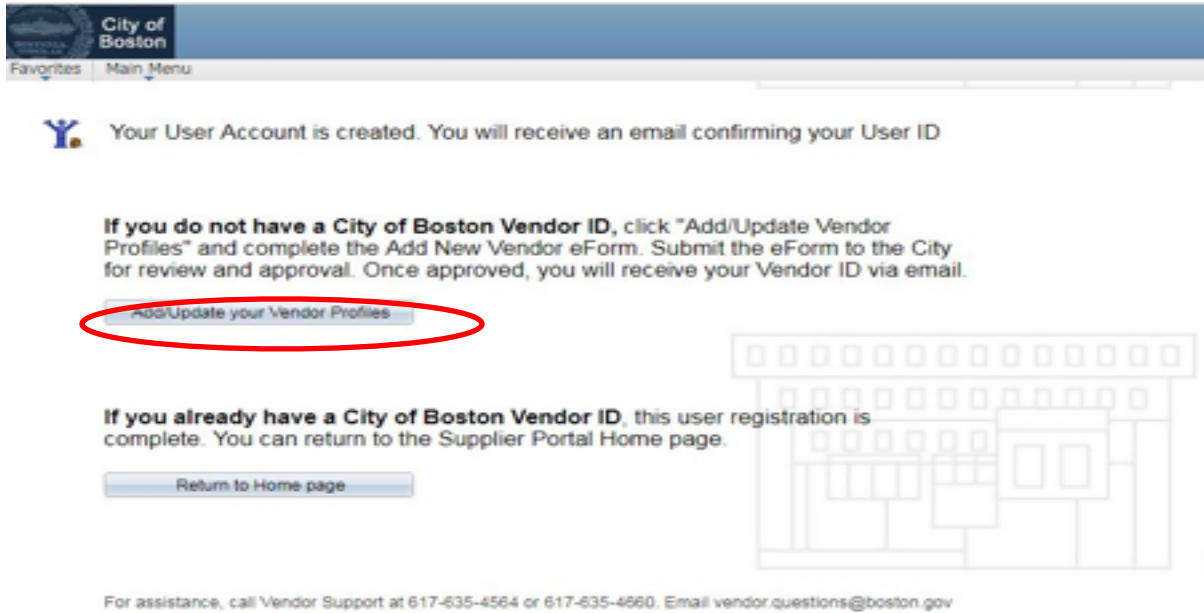
Your Password must:
-Be at least 8 characters in length
-Contain at least 1 upper case letter and 1 lower case letter
-Contain at least 1 number (0-9)
-Contain at least 1 special character

*Security Question:

*Response:

* Required Field

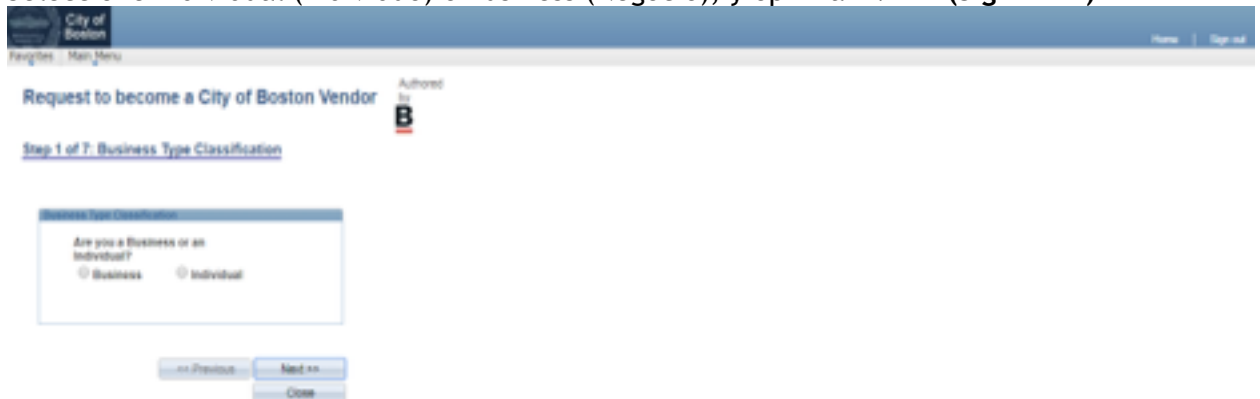
- Ahora, usted creará un perfil de Proveedor. Oprima 'Add/Update your Vendor Profile' (Añadir/Actualizar su Perfil de Proveedor).



5. Oprima 'Add New Vendor' (Añadir un Nuevo Proveedor)



6. Seleccione Individual (Individuo) o Business (Negocio), y oprima 'Next' (Siguiete)



7. Complete todos los campos requeridos. Sólo los campos marcados con un asterisco * son requeridos. Oprima 'Next' (Siguiete)

- Se recomienda una dirección de correo electrónico general de la compañía, aunque no es obligatoria.
- En el área de “NEW ADDRESS” (NUEVA DIRECCIÓN), marque la casilla o casillas que apliquen para dicha dirección.

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: [Text Field] Taxpayer Identification Number: *****6787
 Business Name, if different from above: [Text Field] *Country: USA United States
 *Address 1: [Text Field] *City: [Text Field] *State: [Text Field] *Postal: [Text Field]
 DUNS Number: [Text Field] Telephone: [Text Field] Fax Number: [Text Field] Website: [Text Field]
 Email: [Text Field]

Vendor Classification

*Required Field. Please Make A Selection.
 Individual / Sole Proprietor Corporation Partnership Other [Text Field]
 Type of Contractor: [Dropdown] 1099 Withholding Class: [Dropdown]

Additional Classification

Emerging Small Business Women-Owned Business Veteran
 Disabled Individual

NEW ADDRESS 55

NEW ADDRESS

Select all that apply at this location
 Ordering Invoice Remitting

Country: USA United States
 Address 1: [Text Field]
 Address 2: [Text Field]
 City: [Text Field]
 State: [Text Field] Postal: [Text Field]

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: [Text Field]
 Phone: [Text Field] Ext: [Text Field] Phone Ty: [Text Field]
 Fax No.: [Text Field]
 Email: trevone@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 >>

Si usted optó por recibir Órdenes de Compra por correo electrónico (vea la casilla siguiente) esta es la dirección de correo electrónico a la que se enviarán esos correos.

Usted puede añadir direcciones adicionales, de ser necesario, oprimiendo el signo de “+” aquí. Los campos para nuevas direcciones aparecerán en la parte inferior izquierda. Es posible que usted deba desplazar un poco la página hacia

Usted puede añadir nombres adicionales de contacto a la cuenta, oprimiendo el signo “+” aquí.

Una vez que usted marque la casilla de ‘Ordering’ (Órdenes) aparecerá la casilla de ‘Purchase Order Dispatch’ (Método de Despacho de Órdenes de Compra). Por favor marque esta casilla para recibir Órdenes de Compra por correo electrónico (recomendado). Las Órdenes de Compra son enviadas a la dirección de correo electrónico en la casilla de Información de Proveedor, en la parte superior de la

8. Para pagos más rápidos, complete la información de depósito directo (Cámara de Compensación Automatizada, A.C.H). Cuando haya completado toda la información, oprima 'Click to Sign' (Oprima para Firmar) y luego oprima 'Next' (Siguiete).

(Si usted prefiere recibir un cheque en físico por medio del Correo de los Estados Unidos, puede optar por no recibir depósitos directos, marcando la casilla de 'Direct Deposit Opt Out' (Optar por no recibir Depósitos Directos) en la parte inferior izquierda de la pantalla).

The screenshot shows the 'Request to become a City of Boston Vendor' page, specifically 'Step 3 of 7: ACH Enrollment for Direct Deposit'. The page includes a navigation bar with 'City of Boston' and 'Add/Update Vendor Profiles'. The main heading is 'Request to become a City of Boston Vendor' with a 'B' logo. Below this is the title 'Step 3 of 7: ACH Enrollment for Direct Deposit'. The form is divided into several sections: 'DIRECT DEPOSIT ENROLLMENT' with 'Previous' and 'Next' buttons; 'PAYMENT TYPE DIRECT DEPOSIT' and 'DIRECT DEPOSIT NEW ENROLLMENT STATUS'; 'Direct Deposit Form' with the title 'CITY OF BOSTON TREASURY DEPARTMENT ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM'; a paragraph explaining the form's use for ACH payments; 'Privacy Act Statement'; 'Financial Institution Information' with fields for Bank Name, Address, City, State, Postal Code, Bank Account Type, Routing Number, Bank Account Number, Phone, and Phone Extension; 'Direct Deposit Payment Notification' with an 'Email ID' field; and 'Signature' with a paragraph of authorization. At the bottom, there is a 'Click to Sign' button circled in red, a '<< Previous' button, and a 'Next >>' button. A red arrow points to the 'Next >>' button. On the left side, there is a checkbox labeled 'DIRECT DEPOSIT OPT OUT?' with a red arrow pointing to it.

9. Revise la Información de Certificación W-9. Para continuar, oprima el botón de ‘Click Here to Acknowledge’ (Oprima Aquí para acusar de recibo) y luego oprima ‘Next’ (Siguiete). *Si el artículo 2 no aplica, marque la casilla según se indica.*

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

Request to become a City of Boston Vendor Authored by B

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. Marque la casilla para confirmar que ni usted, ni la organización que representa, tienen prohibiciones de hacer negocios con la Ciudad de Boston. Oprima ‘Next’ (Siguiete).

City of Boston PaulMack on P\$FN\$P2
Favorites | Main Menu > Department Self Service > COB Vendor eForm

Request to become a City of Boston Vendor Authored by B

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/condct-a-procurement/procurement-considerations/vendor-debarment.html>)

<< Previous **Next >>**

11. Revise la página de resumen para verificar la precisión de la información, y oprima 'Submit' (Enviar)

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 ***-67127		
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 trevor@acmecb.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 Billing

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

NEW CONTACT
Type: Contract Signer

Name: Trevor Williams
Title:
Phone: Ext: Phone Type:
Fax No.:
Email: trevor@acmecb.com
User ID: TWilliams1

Purchase Order Distribution Method
 Check Here To Enable Delivery of Purchase Orders through Email. All Contact (Emails) Entered For This Address Location Will Receive the Purchase Order.

Additional Information
 ENROLL IN ACH
 Check Here to Cross Item 2 if applicable
 SAM Certification

File Attachments

Upload	View	Description	Attachment
1	Upload		View Delete

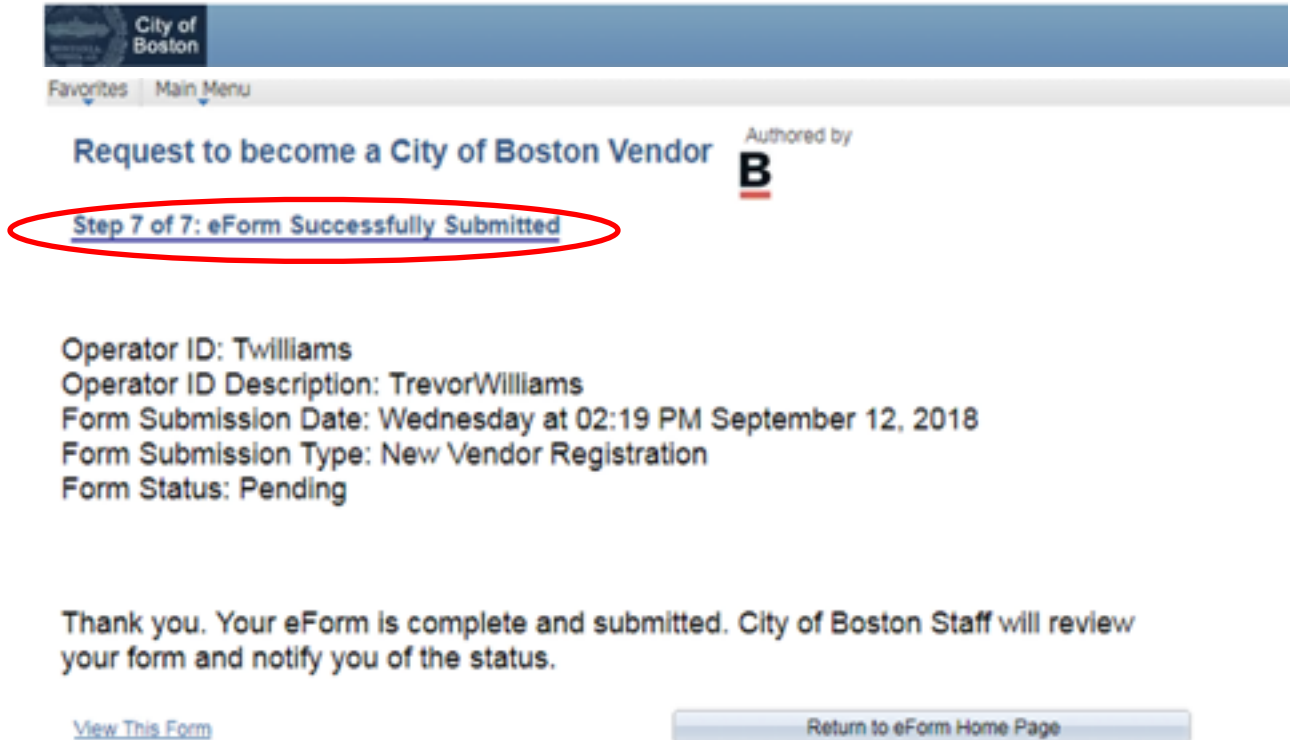
Add File Attachment

Comments

Your Comment:
Comment History:

== Previous **Submit**

12. Su formulario de proveedor será enviado para su revisión por parte del departamento de auditoría. Una vez aprobado, usted recibirá su Identificación de Proveedor por correo electrónico.



The screenshot shows the City of Boston Vendor Registration portal. At the top, there is a blue header with the City of Boston logo and the text "City of Boston". Below the header, there are links for "Favorites" and "Main Menu". The main content area features the title "Request to become a City of Boston Vendor" and a sub-header "Step 7 of 7: eForm Successfully Submitted" which is circled in red. To the right of the title, it says "Authorized by" followed by a large letter "B". Below the title, there is a list of 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" and "Return to eForm Home Page".

City of Boston

Favorites Main Menu

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

Step 7 of 7: eForm Successfully Submitted

Operator ID: Twilliams
Operator ID Description: TrevorWilliams
Form Submission Date: Wednesday at 02:19 PM September 12, 2018
Form Submission Type: New Vendor Registration
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](#)

Si usted tiene cualquier pregunta, por favor no dude en contactar al soporte de nuestro portal de proveedores, al 617-635-4564. Usted también puede contactarnos por correo electrónico a vendor.questions@boston.gov.

¡Gracias por utilizar el Portal de Proveedores de la Ciudad de Boston!