

## How to find Event Details and Bid Specifications

Welcome to the City of Boston Supplier Portal! You do not need to be signed into the supplier portal to view or download event specifications. To find event details and specifications please follow the steps below.

1. Open your Internet browser and type <https://procurement.boston.gov>
2. Locate the bid event you are interested in under the 'My Sell Events' area and click on the **event name**.
3. This will open up the Event Details screen, which contains some basic information about the bid event. In order to see more detailed bid specifications, please click on the '**View Event Documents**' link in the upper right corner of the screen.
4. Once you've clicked on '**View Event Documents**' all the documents pertaining to this specific bid will be listed. Click on the orange '**View**' link next to the document to open the file.
  - Please note, in some instances, your browser will interpret the attached document being viewed/opened as a "pop-up" ad. When this occurs in Internet Explorer you will get a message at the top of your screen which you will need to right-click and select "Download File" from the menu to open the document. Other browsers will provide a similar message somewhere on the screen. Should that happen, you will need to change your computer's settings to allow all pop-ups from this site.

### Still having problems?

- Please reach out to Vendor Support. Open Monday - Friday 8:30am - 5:30pm ET at 617-961-1058 or at [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov)