



Registering As A Sourcing Bidder

Only register as a Bidder if you need immediate access to bidding functions.

If awarded a contract, you will need a vendor account to sign the contract and receive payment from the City. Bidders are instantly active, but can only respond to the City's invitations for Bid, Requests for Proposals, and other procurement opportunities. Once awarded, your bidder account naturally transforms into a vendor account.

1. Open your Internet browser and type in <https://procurement.boston.gov>
2. Click on the '**Register as a Sourcing Bidder**' link
3. You will then be asked a series of questions about yourself and your company, please **fill in all required fields** on the form.
4. You are now on step 2 of 6.
 - o Enter your **Tax Identification Number** and the **Entity Name**.
5. You are now on step 3 of 6.
 - o Enter your **address**.
6. You are now on step 4 of 6.
 - o **Add a contact** by clicking the orange button.
7. You are now on step 5 of 6. Categorization
 - o **Select** to add or de-select to remove categories applicable to your business
 - o Click **next**
8. You are now on step 6 of 6.
 - o Select the "**Review**" button to review the registration information.
 - o Click the "**Submit**" button to submit your registration after reviewing and accepting the following Terms of Agreement .

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