



## Signing & Uploading a Contract

To sign and upload a contract you must be listed as the contract signer on the vendor account. There can only be one contract signer for each vendor account. **All contracts must be signed using Adobe Reader.**

1. Open your Internet browser and type in <https://procurement.boston.gov>
2. Enter your **User ID and Password**, these are case sensitive so you'll need to enter them exactly as they appear.  
\*If you've logged in correctly, the 'Login as an existing user' box is replaced by 'Top Menu Features and Descriptions'
3. Click on **Main Menu > Manage Contracts > Maintain Contract Documents.**
4. When you get to the Document Search page all you have to do is make sure the '**Pending Approval Signatures**' box is checked (it should already be checked off by default) and simply click on the '**Search**' button. (Leave all search fields above empty).

City of Boston

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### Maintain Contract Documents

#### Document Search

Document Administrator:

From Begin Date:  To Begin Date:

From End Date:  To End Date:

☐ All Documents ☒ Pending Approval/Signatures

Advanced Search Criteria

Search

List of Documents Customize | Find | View All | First 1 of 1 Last

Contract Document	Description	Document Status	Status Date/Time
12345			




5. After clicking the '**Search**' button, the system will take 20-30 seconds to display the contract ID number in the Contract Document box. Please be patient.



6. Click on the Contract Document ID to open the Document Management page. Then click on the '**Open Main Document for Signing**' ('Open Amendment File' in some cases) button.

\*Note: If your computer has a pop-up blocker enabled it may block the download of the document. When this happens you will need to click on the pop-up blocker message at the top of your screen and choose '**Allow Download**'.

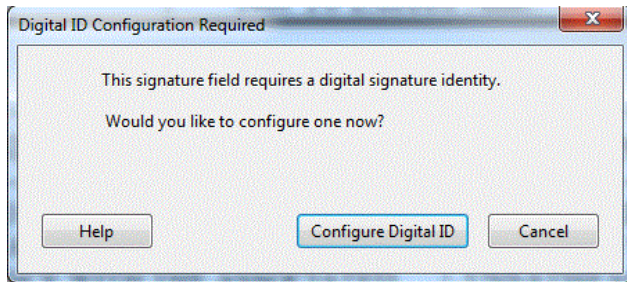
7. You will now be prompted (bottom of screen) to '**Open**' or '**Save**' the document. Click '**Open**'. The contract document will open on your screen. You will need to have [Adobe Reader](http://get.adobe.com/reader/) installed on your machine to electronically sign the contract. Most PC's have this program pre-loaded.
  - a. **If your PC does not have Adobe reader software, a FREE version can be downloaded** from <http://get.adobe.com/reader/>
8. Click inside the middle signature box (Vendor/Contractor) to apply your E-Signature

Contract Signatures		
AUDITING	VENDOR/CONTRACTOR	AWARDING AUTHORITY/OFFICIAL
APPROVED AS TO THE AVAILABILITY OF AN APPROPRIATION OR PURSUANT TO ARTICLE 12 OF THE GENERAL CONDITIONS	AGREES TO PROVIDE THE GOODS OR SERVICES AS INDICATED IN ACCORDANCE WITH THE ASSOCIATED CONTRACT DOCUMENTS	IT IS MY BELIEF THAT THERE IS LITTLE OR NO RISK OF DEFAULT OR UNSATISFACTORY PERFORMANCE BY THE VENDOR/CONTRACTOR
SIGNATURE	SIGNATURE	SIGNATURE
		
APPROVED AS TO THE AVAILABILITY OF AN APPROPRIATION OR PURSUANT TO ARTICLE 12 OF THE GENERAL CONDITIONS		

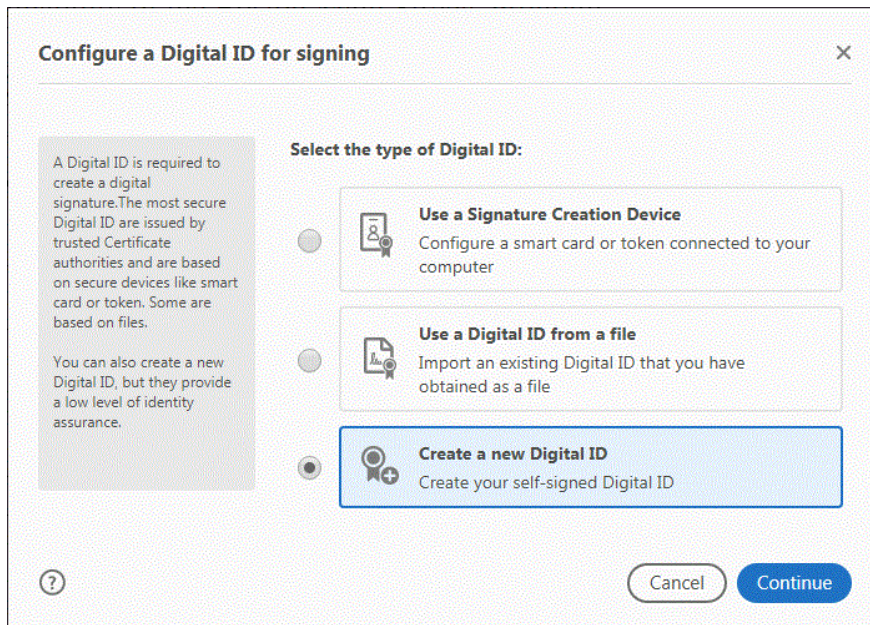
- a. If this is your first time using Adobe Reader you will need to set up your Digital ID/Digital Signature. This is a one-time setup and will not need to be performed on subsequent documents requiring your electronic signature. If you already have your Digital ID setup, please skip.
9. You may get a **Trusted Certificates Update** box after clicking in the signature box. If so, simply click '**Cancel**' on it.



10. You will now see the **Digital ID Configuration Required** pop up box. Click on '**Configure Digital ID**'.



11. Begin configuration of your new digital ID. Select '**Create a new Digital ID**' and click 'Continue'.



12. Select '**Save to File**'. Then click '**Continue**'.
13. Enter the signers **Name, Organization Name and signers Email Address**. You can leave the 'Organizational Unit' field blank and leave the other fields as they are. Click 'Continue'.





**Create a self-signed Digital ID** [X]

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name:

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

Key Algorithm:

Use Digital ID for:

[?] [Back] [Continue]

14. Create a password for your digital ID. Enter your desired password in both the Apply box and the Confirm box fields and click '**Save**'. (Leave the top box as is)

**Save the self-signed Digital ID to a file** [X]

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :  [Browse]

**Apply a password to protect the Digital ID:**

**Confirm the password:**

[?] [Back] [Save]

15. The Sign with a Digital ID box will appear and the digital ID you just created will appear here and be preselected for you. Click 'Continue'.



16. Your electronic signature will now display as a preview of what it will look like on the document. You will now enter the password you created in step # 14 on the bottom left of the screen. Click **'Sign'**.

The screenshot shows the Adobe Sign 'Sign as' interface for Paul McCormack. At the top, it says 'Sign as "Paul McCormack"' with a close button. Below this is an 'Appearance' dropdown set to 'Standard Text' and a 'Create' button. The main preview area shows the name 'Paul McCormack' in a large font, with a red digital signature scribble over it. To the right of the name, it says 'Digitally signed by Paul McCormack' and 'Date: 2017.08.16 14:44:48 -04'00''. Below the preview is a 'View Certificate Details' link. At the bottom, there is a 'Review document content that may affect signing' section with a 'Review' button. At the very bottom, there is a text input field labeled 'Enter the Digital ID PIN or Password...' and two buttons: 'Back' and 'Sign'.

17. After clicking **'Sign'** Adobe will automatically prompt you to save the signed version of your document somewhere on your computer. Please make note of **where** you save the document (folder name or desktop etc.) as you will need to locate it to upload it to the Supplier Portal in the next step. Select the file location/folder on the left (i.e. Desktop) and then click **'Save'**
18. The signed contract document now appears on your screen. The signed copy is already saved on your computer in the location you selected in the previous step. You can now close(X) this document and go back to the supplier portal to complete the upload which sends the signed document back to the City of Boston.





22. Once you select the correct file simply click '**Upload**' on the **File Attachment** pop up box. This will upload your signed document into the system. This step may take several seconds to complete.
23. Once the upload is complete you will be brought back to the **Document Search page**. Your Contract will appear at the bottom of the page in the Contract Document field and will show a status of 'Customer Review' after it is successfully uploaded.

The process is complete! The Contract Administrator will immediately receive an email from the system indicating that you have completed the signature and uploaded it back to the City of Boston. They will then forward the contract along in our system for the other signatures within the City. You will receive a copy of the fully signed version once all signatures are present. The CM-10 contract document is the only document that is handled in this fashion via the supplier portal. Any other associated documents that may be required can be sent via email attachment to your contact at the City of Boston.

## 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)