

Signing Up For Automatic Email Notifications

Signing up for automatic email notifications allows you to be notified via email when an event you may be interested in is available. Please choose the categories that best match your organization's bidding interests.

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 page will look like the example shown below.
The 'Login as an existing user' box is replaced by 'Top Menu Features and Descriptions'
3. From that Home page you'll want to *navigate from* **Main Menu > Manage Events and Place Bids > My Categorizations**. This is where you will **select** the categories that best match your organization's bidding interests.
4. **Don't forget to click 'Save' when you're done!** If a bid event which matches one of the categories you selected is posted to the supplier portal, you will receive a notification via email.

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