Viewing Event Details and Bid Specifications

1. Go to <u>www.boston.gov/procurement</u> and click on the 'Access the Supplier Portal' link located under the 'Learn about Bidding' section.

		311 6	EVENTS TRANSACTIONS	FEEDBACK	00
PROCUREMENT	(5			
We buy the best quality products for the City at the	CONT	ACT			
lowest possible price.		617-635-4564			
Our department selects vendors through public bidding and processes purchase orders and contracts. Our central services unit ensures the efficient and economical disposal of		PURCHASING BOSTON COV			
all surplus City property excluding land and buildings, and processes and posts all outgoing, inter-office, and incoming mail. This unit also produces the City Record and operates a copy center.		1 CITY HALL SQUARE ROOM 808 BOSTON, MA 02201-2054 UNITED STATES			
CORRENT WERE'S CITY RECORD: 3/18/16	0	Monday through Friday, 9 a.m p.m.	5		
LEARN ABOUT BIDDING			-		
HOW BOSTON'S BEDONC PROCESS WORKS Contractors can bid to work on projects for the City. Contractors can bid to work on projects for the City. Contractors can bid to work other ecents. Contractors can bid to work other ecents.	PPLIKR glater, 51 Vity.	HELP WITH THE SUPPLIER FORTAL Mere are some helpful tips and tricks for working with the Suppler Portal.			

2. You do not need to be signed into the supplier portal to view or download event specifications. Locate the bid event you are interested in under the 'My Sell Events' area and click on the event name.

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	vent ID	Event Name	Start Date/Time	End Date/Time	Event Statu		
User ID:	EV00003395	Wireless Access Hardware.Software, Support	07/11/2016 9:00AM EDT	07/25/2016 12:00 PM EDT	Posted		
assword:	EV00003371	Re-Advertise PM & Repairs-Diesel Exhaust Systems	07/11/2016 9:00AM EDT	07/26/2016 12:00 PM EDT	Posted		
	2/00003398	Professional Recordiscepting, Print & Data Storage	07/11/2016 12:00PM EDT	08/01/2016 12:00 PM EDT	Posted		
Sign in e	2V00003261	Lead Paint Risk Assessments and Paint Testing	07/11/2016 9:00AM EDT	07/26/2016 04:00 PM EDT	Posted		
	EV00003360	Enterprise Email Marketing Platform	07/11/2016 2:46PM EDT	06/09/2016 12:00 PM EDT	Posted		
erget.User.Id	2/00003396	Election Marketing for Early Voting	07/11/2016 12:00PM EDT	07/26/2016 12:00 PM EDT	Posted		
e to email your Oser to	EV00003363	Debris Removal from Boston Herbor (Pumpout Boat)	07/05/2016 9:00AM EDT	07/22/2016 12:00 PM EDT	Posted		
Encounter and the second secon	V00003372	Communication Antennas	07/11/2016 9:00AM EDT	07/27/2016 12:00 AM EDT	Posted		
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plier Portal Registration	V00003373	BPL - HO-ALL Br. Ext. Wood	07/11/2016 1 01PM EDT	07/25/2016 01:00 PM EDT	Posted		
pher Portal Registration	EV00003387	BPD- Body Armor	07/11/2016 9:00AM EDT	07/27/2016 12:00 PM EDT	Posted		
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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 Package" link in the upper right corner of the screen.

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4. Once you've clicked on "View Event Package" all the documents pertaining to this specific bid will be listed. Click on the "View" link next to the document to open the file.

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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. (see example below). Other browsers will provide a similar message somewhere on the screen. Should that happen, you will need to change your computers settings to allow all pop-ups from this site.



To temporarily disable your pop up blocker, press <u>and hold down</u> your Control (Ctrl) key while clicking the View button.

If you continue to have difficulty viewing any attachments please contact Vendor Support at <u>Vendor.Questions@boston.gov</u> or call 617-961-1058.

Thank you for using the City of Boston supplier portal!