

KI JAN POU W SIYEN E TELECHAJE YON KONTRA

1. Ouvri yon navigatè epi antre www.boston.gov/procurement

(Li pi bon pou w itilize IE, sètadi "Internet Explorer", kòm navigatè w pou pwosesis sa a, si sa posib)

2. Yonfwa w antre sou paj 'Procurement' (Pwovizyon) Vil Boston an, klike sou lyen '**Go To Supplier Portal**' la (Ale nan Pòtay Founisè a) ki anba adwat paj la.

CITY of BOSTON | Mayor Martin J. Walsh

PAY AND APPLY PUBLIC NOTICES FEEDBACK TRANSLATE

HOME > DEPARTMENTS > PROCUREMENT

PROCUREMENT

We buy the highest quality products for the City at the lowest possible price. Our department selects vendors through public bidding and processes purchase orders and contracts.

LEARN ABOUT BIDDING MORE RESOURCES MEET THE PURCHASING AGENT

CITY OF BOSTON BIDS AND RFPs

You can find a list of current bids and RFPs through the City Record:

CONTACT

617-635-4564

PURCHASING@BOSTON.GOV

1 CITY HALL SQUARE
ROOM 808
BOSTON, MA 02201-2034
UNITED STATES

Monday through Friday, 9 a.m. - 5 p.m.

GO TO SUPPLIER PORTAL

- Antre ID Itilizatè w la ak Modpas ou. Sonje yo teni kont de Lèt MajiSkil/MiniSkil, donk asire w ou antre yo kòrèkteman. Klike 'Sign In' (Konekte).

City of Boston Supplier Portal

Home | Supplier Support | Sign out

Favorites | Main Menu

Login

Login as an Existing User

User ID:

Password:

[Forgot User Id](#)
Click here to email your User Id

[Forgot my password](#)
Click here to reset your password

Supplier Portal Registration

[Register as a Sourcing Bidder](#)

City of Boston's Bidders are suppliers which have access to view the City's Invitations for Bid, Requests for Proposal, and other procurement events. You must be registered in order to place a bid. In addition, registered suppliers can select categories of procurement which they want to be notified of. When a bid event is posted to the City of Boston Supplier Portal, Bidders who have selected that potential contract's relevant category of business may be notified of the event via email. Please use this registration process if you are looking to become a City of Boston supplier and need access to bidding functionality.

[Vendor Registration Form](#)

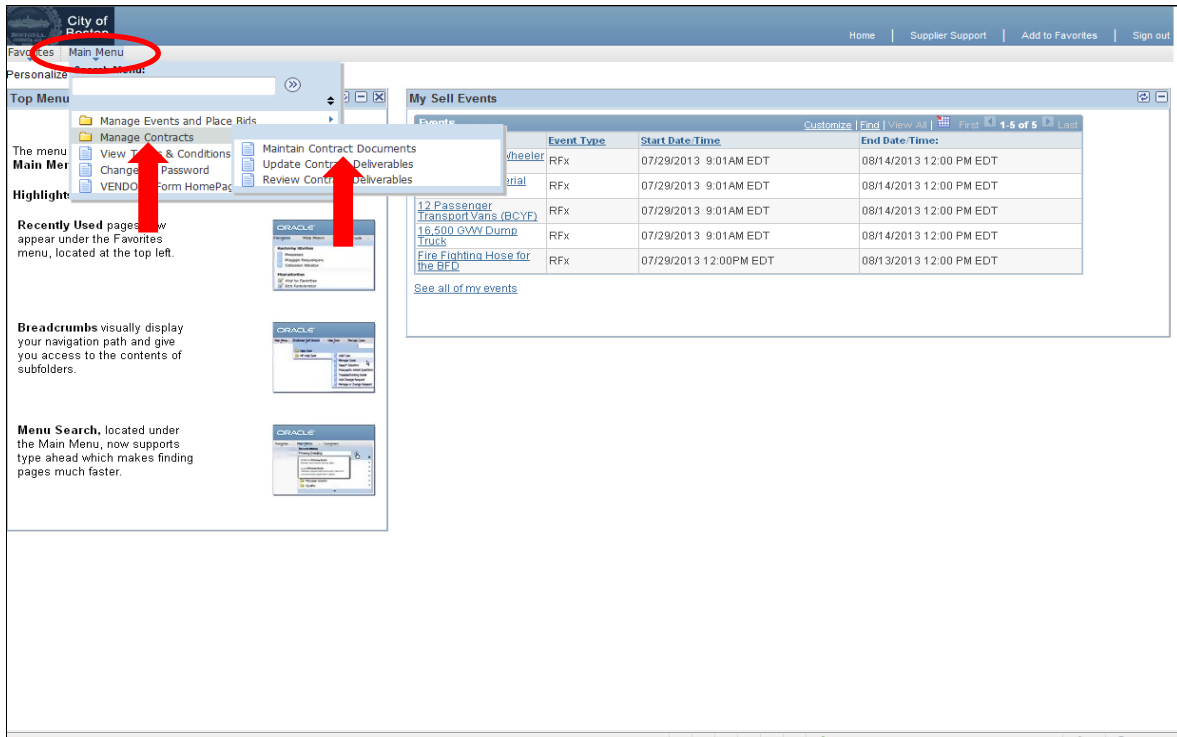
City of Boston's Vendors have an existing agreement (contract, awarded bid, etc) between their company and the City. Vendors have all of the same access to place bid offers on future on future events that Bidders do. They also are able to maintain company information on their Vendor profile and see details of their contractual agreements with City of Boston. Please use this registration process if you are already an active City of Boston vendor looking to register as a supplier portal user.

My Sell Events

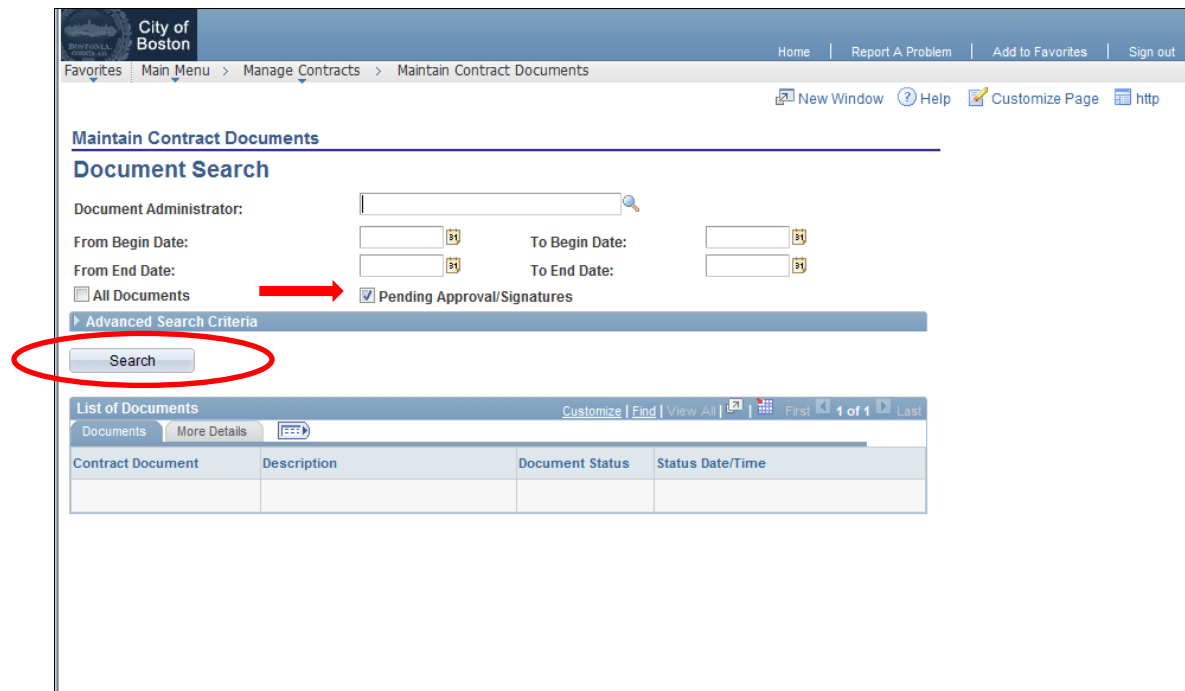
Event Name	Event Type	Start Date/Time	End Date/Time	Bid Status
16,500 cww Dump Truck	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
12 Passenger Transport Vans (B-1)	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted
Fire Fighting Hose for the BFD	RFx	07/29/2013 12:00PM EDT	08/13/2013 12:00 PM EDT	Accepted
Dump Truck - 6 Wheeler (1)	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
Truck Mounted Aerial Platform Lift - 1	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted

[See all of my events](#)

4. Yonfw w fin konekte, paj dakèy la dwe sanble ak sa egzanp ou wè pi ba a. Klike sou **'Main Menu'** (Meni Prensipal) > **'Manage Contracts'** (Jere Kontra) > **'Maintain Contract Documents'** (Jere Dokiman Kontra yo).

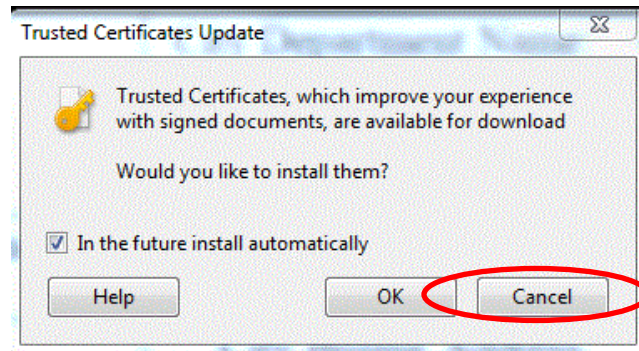


5. Lè w rive nan paj **'Document Search'** la (Chèche Dokiman), sèl sa w bezwen fè se asire w kare **'Pending Approval Signatures'** la (Sa k ap Tann Siyati Apwobasyon) gen yon tchèk (li dwe gen tchèk otomatikman), epi klike bouton **'Search'** la (Chèche). **(Kite tout espas rechèch yo vid).**

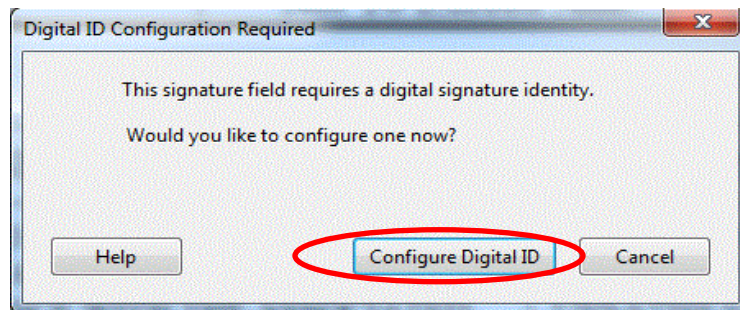


si imaj ki pi ba yo pa montre sa w wè a egzakteman, ou gendwa gen yon vèsyon Adobe ki pi ansyen. Rele Sipò Vandè si w bezwen direksyon nan 617-635-4564.

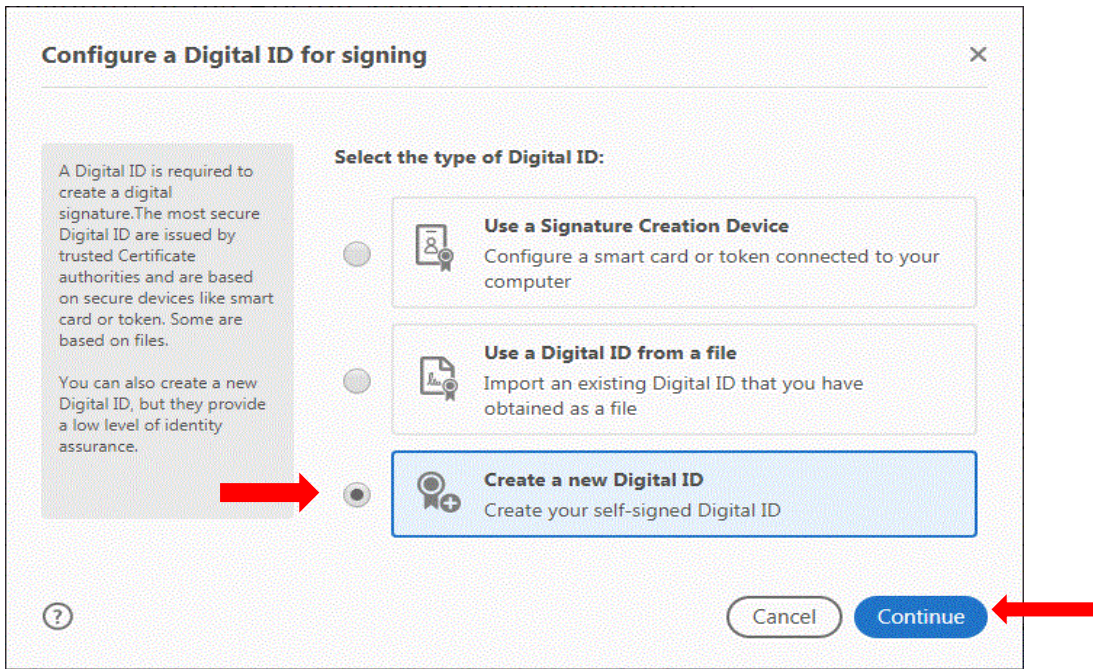
- b. Ou gendwa wè yon kare '**Trusted Certificates Update**' (Mizajou pou Sètifika Konfyans) lè w klike nan kare siyati a. Si sa rive w, jis klike '**Cancel**' (Anile).



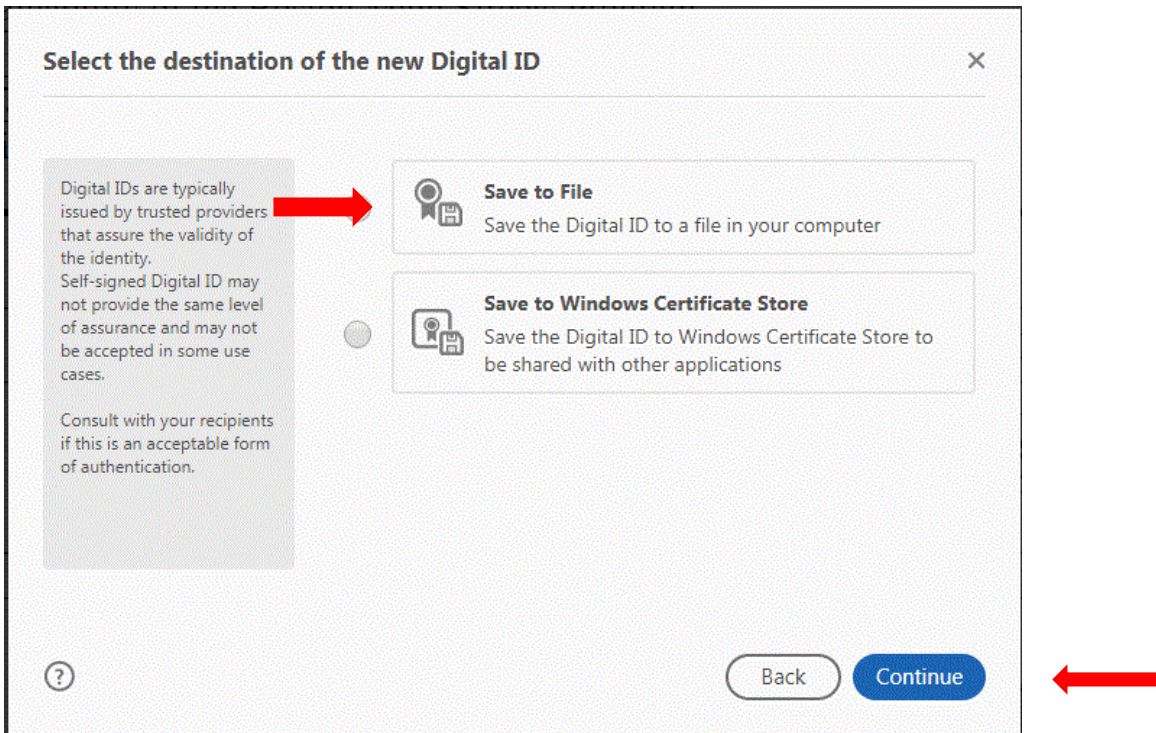
10. Kounye a w gendwa wè ti fenèt '**Digital ID Configuration Required**' la (Konfigirasyon ID Dijital Nesesè). Klike sou '**Configure Digital ID**' (Konfigure ID Dijital).



11. Kòmanse konfigure nouvo ID Dijital ou. Chwazi '**Create a new Digital ID**' (Kreye yon nouo ID Dijital) epi klike '**Continue**' (Kontinye).



12. Chwazi 'Save to File' (Sovegade sou Machin Ou). Apre sa, klike 'Continue'.



13. Moun k ap siyen dokiman an, mete **Non I** ('Name'), **Non Òganizasyon I** (**Organization Name**), ak **Adrès Imèl li** ('Email Address'). Ou ka kite espas 'Organizational Unit' la (Inite Òganizasyon) vid epi

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

kite lòt espas yo jan yo ye. Klike 'Continue'.

14. Krewe yon modpas pou ID dijital ou. Antre modpas ou vle a ni nan kare 'Apply' la (Aplike), ni nan kare 'Confirm' nan (Konfime), epi klike 'Save' (Sovgade). (Kite kare anlè a jan li ye a)

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 :

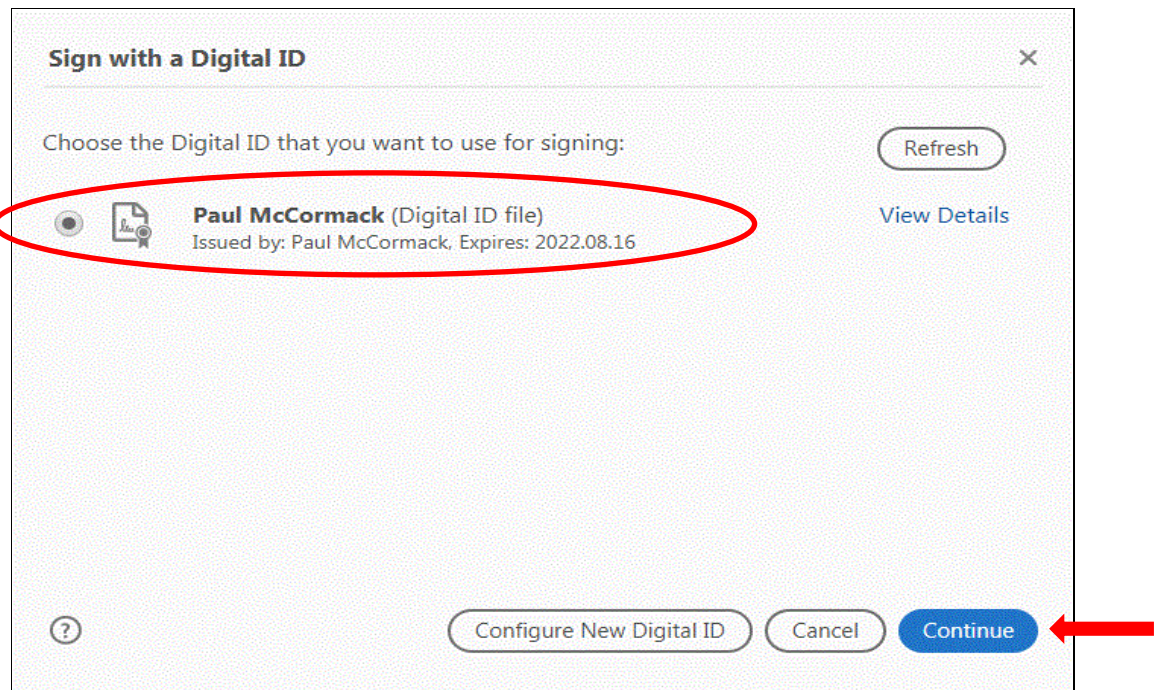
C:\Users\119541\AppData\Roaming\Adobe\Acrobat\D

Apply a password to protect the Digital ID:

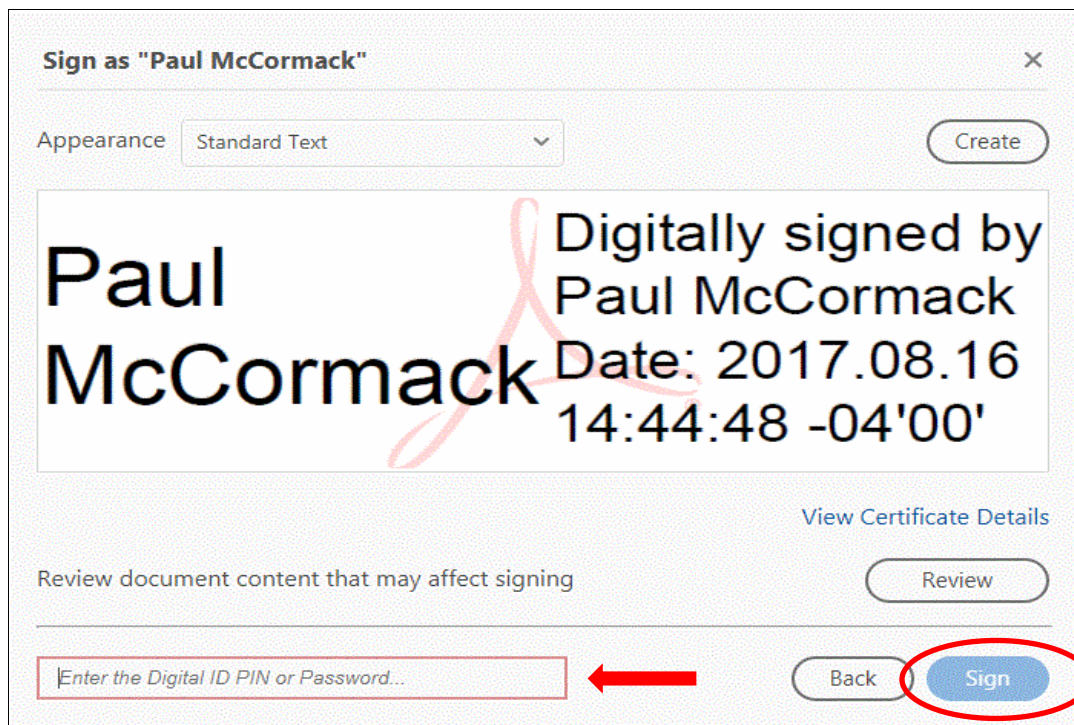
Confirm the password:

Back Save

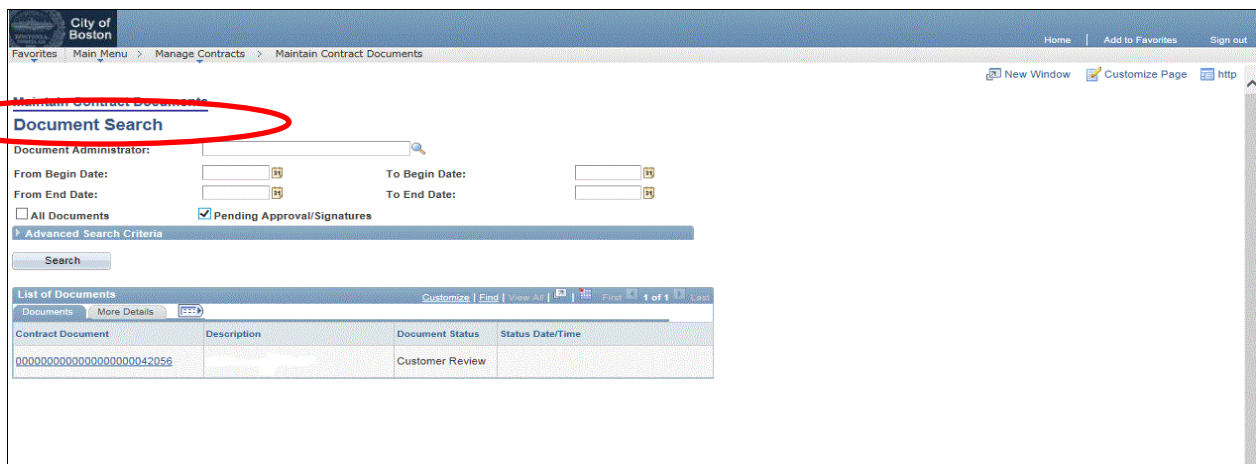
15. Kare 'Sign with a Digital ID' a (Siyen ak yon ID Dijital) pral parèt epi ID dijital ou fèk sot kreye a pral parèt isit tou; y ap tou chwazi l pou ou. Klike 'Continue'.



16. Kounye a yo pral afiche siyati eletwonik ou a jan l pral parèt sou dokiman an. W ap antre modpas ou te kreye a nan etap #14 anba agoch ekran an. Klike 'Sign' (Siyen).



23. Lè l fin telechaje dokiman an, y ap mennen w tounen nan paj 'Document Search' la. Kontra w pral parèt anba paj la nan espas 'Contract Document' lan e stati li pral make 'Customer Review' (Pou Kliyan an Gade) lè l reyisi telechaje.



The screenshot shows the 'City of Boston' website interface for 'Maintain Contract Documents'. The 'Document Search' section is highlighted with a red circle. Below the search bar, there are fields for 'Document Administrator', 'From Begin Date', 'To Begin Date', 'From End Date', and 'To End Date'. There are also checkboxes for 'All Documents' and 'Pending Approval/Signatures'. A 'Search' button is located below the search criteria. The 'List of Documents' table below shows one document with the following details:

Contract Document	Description	Document Status	Status Date/Time
00000000000000000000000042056		Customer Review	

24. Pwosisis la fini!

Sistèm nan pral voye yon imèl bay Administratè Kontra a menm kote a ki endike ou te mete siyati e w te telechaje l tounen bay Vil Boston an. Apre sa, y ap ranwaye kontra a nan sistèm nou pou lòt moun yo siyen l nan Vil la. W ap resevwa yon kopi vèsyon ki gen tout siyati yo lè yo fin siyen l. Dokiman kontra CM-10 la se sèl dokiman nou itilize konsa pa mwayen pòtay founisè a. Nenpòt lòt dokiman ou gendwa bezwen voye, ou ka voye yo pa mwayen imèl bay kontak ou nan Vil Boston an.

Si w bezwen èd pou w mete yon siyati elektwonik e pou w telechaje kontra ki fin siyen an, tanpri, mete w alèz pou w konakte Biwo Sipò Vandè a nan 617-961-1058 oswa vendor.questions@boston.gov

Mèsi dèske w ap itilize Pòtay Founisè Vil Boston an!