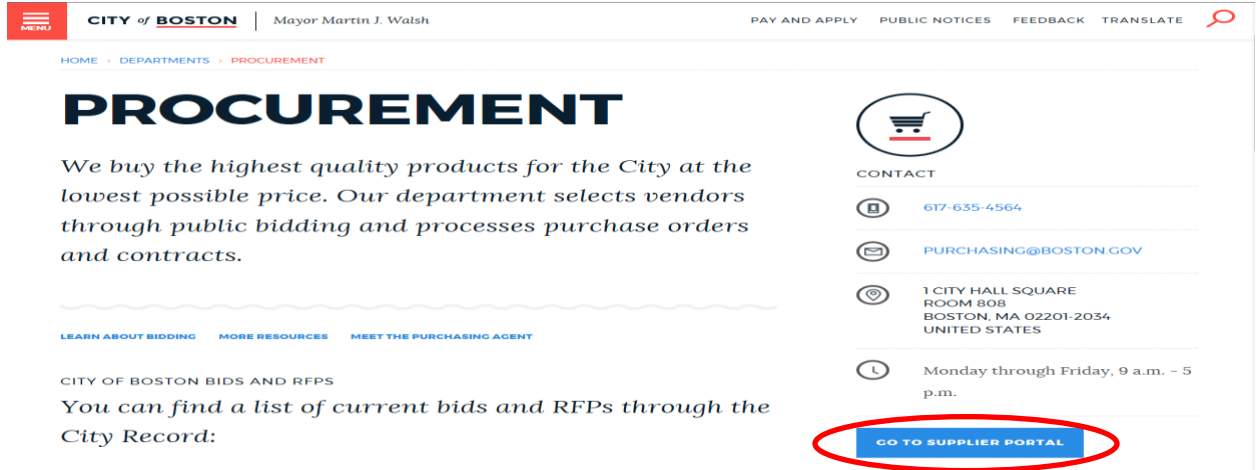


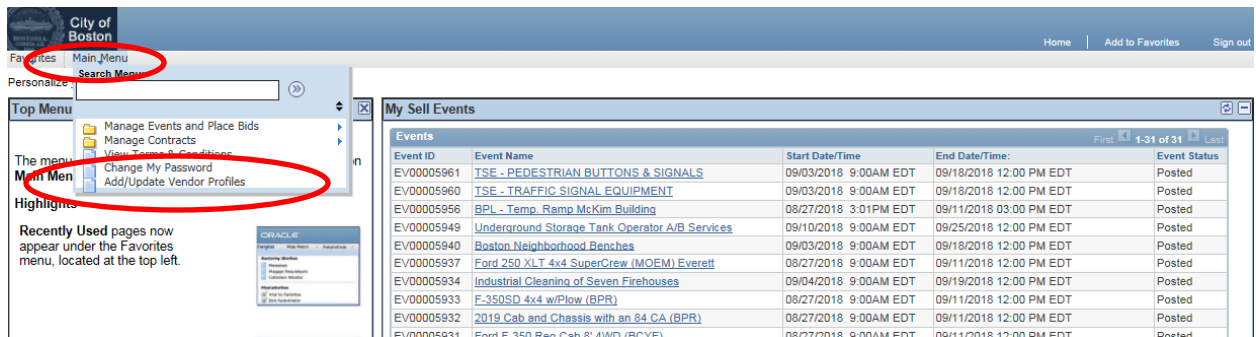
更新現有供應商帳戶的信息

歡迎使用波士頓市供應商門戶網站。如要更新信息，請按照以下詳細步驟來更新現有的供應商帳戶信息，包括註冊直接存款。

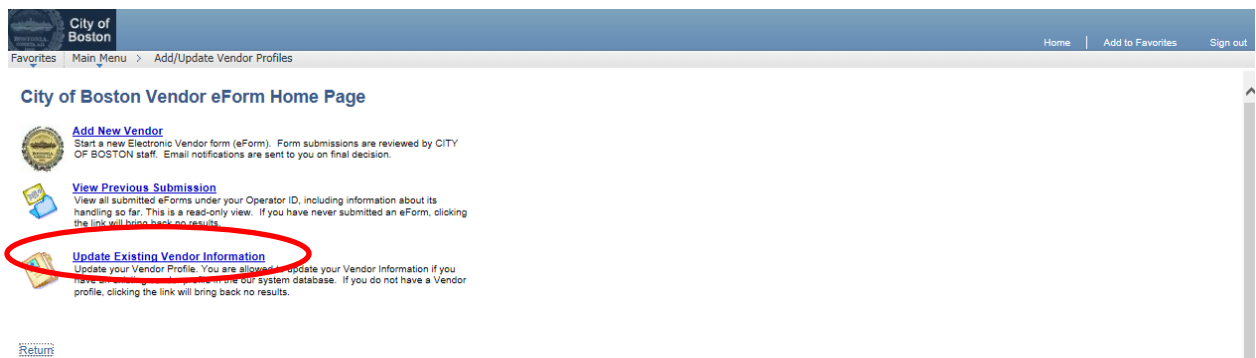
1. 導航至網站 boston.gov/procurement，單擊“Go to Supplier Portal - 轉到供應商門戶”



2. 登錄後，單擊“Main Menu - 主菜單”，然後單擊“Add/Update Vendor Profiles - 添加/更新供應商資料”。



3. 如要更新供應商資料，請單擊“Update Existing Vendor Information - 更新現有供應商資料”



4. 在帳戶的適當項目中進行任何必要的更改。單擊“下一步 - Next”。



Request to become a City of Boston Vendor

Authorized by

B

Step 2 of 7: Vendor Contact Information

您不能在系統中更新您的企業名稱。點擊“Update your Business Name - 更新您的企業名稱”鏈接來獲取更多信息。

eForm ID 15241

Vendor Information

Vendor Name Update your Business name? Acme Co Taxpayer Identification Number *****6985

Business Name, If different from above *Country USA United States

*Address 1: 123 Main *City: Boston *State: MA *Postal: 02110

DUNS Number Telephone Fax Number Website http://

Email Paul@acmecom

Vendor Classification

*Required Field. Please Make A Selection.

Individual / Sole Proprietor Corporation Partnership Other

Type of Contractor

Additional Classification

Emerging Small Business Women-Owned Business Veteran

Disabled Individual

更新帳戶的一般電子郵件地址。如選擇了此分發方法，採購訂單將發送到這電郵地址(參見下面)。

如有需要，您可以點擊“+”符號來添加其他地址。新的地址字段將出現在左下角。您可能需要向下滾動才能看到。

EXISTING ADDRESS

ADDRESS 1 ON FILE

Select all that apply at this location

Ordering Invoice Remitting

Vendor Contact(s)

EXISTING CONTACT 1 ON FILE

Type Contract Signer

Name Paul Mack

Title

Phone Ext Phone Type

Fax No.

Email paul@acmecom

User ID Acme123

Purchase Order Distribution Method

Check Here To Enable Delivery of Purchase Orders through Email. All Contact Email(s) Entered For This Address Location Will Receive the Purchase Order.

您可以點擊這裡的“+”符號來添加帳戶的額外聯繫人姓名。您還可以讓帳戶上的現有用戶編號(ID)簽署合同。點擊“Contract Signer - 合同簽署人”信息按鈕查看詳情。

勾選此框來使用電子郵件接收採購訂單而不是用美國郵件。在屏幕頂部 DUNS 數字 (DUNS Number) 字段下面輸入電郵地址。

<< Previous **Next >>**

5. 如想更快地付款，請填寫直接存款 (A.C.H. - 自動化票據交換所) 信息。當完成所有信息後，點擊 n“Click to Sign - 點擊簽名”，然後點擊 “Next - 下一步”。

(如果您想用美國郵件收到紙質支票，您可以勾選屏幕左下方的“Direct Deposit Opt Out - 直接存款選擇退出”框，選擇退出直接存款，然後點擊“Next - 下一步”。)

City of Boston Welcome Paul Mack to the City of Boston Supplier Portal

Favorites Main Menu > Add/Update Vendor Profiles

Request to become a City of Boston Vendor Authored by **B**

Step 3 of 7: ACH Enrollment for Direct Deposit

DIRECT DEPOSIT ENROLLMENT

Previous Next

PAYMENT TYPE DIRECT DEPOSIT
DIRECT DEPOSIT NEW ENROLLMENT
STATUS

Direct Deposit Form
CITY OF BOSTON
TREASURY DEPARTMENT
ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

Privacy Act Statement

The following information is provide to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U. S. C. 3322 and CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

Financial Institution Information

*Bank Name *Address *City *State *Postal Code

*Bank Account Type *Routing Number *Bank Account Number Phone Phone Extension

Direct Deposit Payment Notification

*Email ID

Signature

I hereby authorize the City of Boston's Treasurer's Office to ACH all payments due me at the financial institution indicated above. The City of Boston Treasurer is authorized to debit my account or to adjust any over deposit made to my account. I will not hold my bank liable for any erroneous deposits or adjustments made by the City of Boston Treasurer. This authorization may be cancelled by the City Treasurer at any time or by an Authorized Official of above agency.

DIRECT DEPOSIT OPT OUT?

Click to Sign

<< Previous Next >>

6. 審核 W-9 認證信息。如要繼續，請單擊 “Click Here to Acknowledge - 點擊這裡確認” 按鈕，然後單擊 “Next - 下一步”。如果項目 2 不適用，請按指示在方框中打勾。

City of Boston PaulMack on PSFNSP2

Favorites | Main Menu > Department Self Service > COB Vendor eform

Request to become a City of Boston Vendor **B** Authored by

Step 4 of 7: W-9 Certification

W-9 Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

Check Here to Cross Out Item 2, if applicable

CLICK HERE TO ACKNOWLEDGE

<< Previous **Next >>**

7. 勾選此復選框以確認您或您所代表的組織均未被禁止與波士頓市展開業務。單擊 “下一步-Next”。

City of Boston PaulMack on PSFNSP2

Favorites | Main Menu > Department Self Service > COB Vendor eform

Request to become a City of Boston Vendor **B** Authored by

Step 5 of 7: SAM Certification

The City of Boston will not enter into a business relationship with persons or entities currently debarred or suspended from procurement by the federal or state government or the City of Boston.


By checking this box, I certify that the person or entity identified as the Vendor on this eForm is not debarred, suspended, proposed for debarment, or otherwise declared ineligible from doing business with the federal or state government or the City of Boston, and that such person or entity is not listed as a debarred or excluded party under the federal government's System for Award Management (<http://www.sam.gov>) or the Commonwealth of Massachusetts' Debarment lists (<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/procurement-considerations/vendor-debarment.html>)

<< Previous **Next >>**

8. 檢查摘要頁面信息的準確性，然後點擊“Submit - 提交”。

City of Boston
Welcome Paul Mack to the City of Boston Supplier Portal
Favorites Main Menu > Add/Update Vendor Profiles

Request to become a City of Boston Vendor

Authorized by 

[Step 6 of 7: Summary and Submission Page](#)

Vendor Information

Vendor Name Acme Co	Update your Business name? Business Name, if different from above	Taxpayer Identification Number ****6985
Address 1: 123 Main	City: South Boston	State: MA
DUNS Number	Telephone	Fax Number
Email paul@acmecoco.com	Country USA	United States Postal: 02110
	Website http://	

Vendor Classification

*Required Field, Please Make A Selection.

Individual / Sole Proprietor Corporation Partnership Other

Type of Contractor 1099 Applicable?

Additional Classification

Emerging Small Business Women-Owned Business Veteran
 Disabled Individual

EXISTING ADDRESS

ADDRESS 1 ON FILE

Country: USA United States
Address 1: 123 Main
Address 2:
City: Boston
State: MA Postal: 02110

Select all that apply at this location
 Ordering Invoice Remitting

EXISTING ADDRESS 1 ON FILE

Vendor Contact(s)

EXISTING CONTACT 1 ON FILE

Type: Contract Signer Contract Signer
Name: Paul Mack
Title: President
Phone: 617-555-1000 Ext Phone Type
Fax No.
Email: paul.mccormack@boston.gov
User ID: Acme123

Purchase Order Distribution Method

Check Here To Enable Delivery of Purchase Orders through Email. All Contact Email(s) Entered For This Address Location Will Receive the Purchase Order.

W9 and SAM certifications

ENROLL IN ACH
 Check Here to Cross Item 2 if applicable
 SAM Certification

Electronically signed 2015-09-12 09:19:22 by
PaulMack
User ID Sepam98710

File Attachments

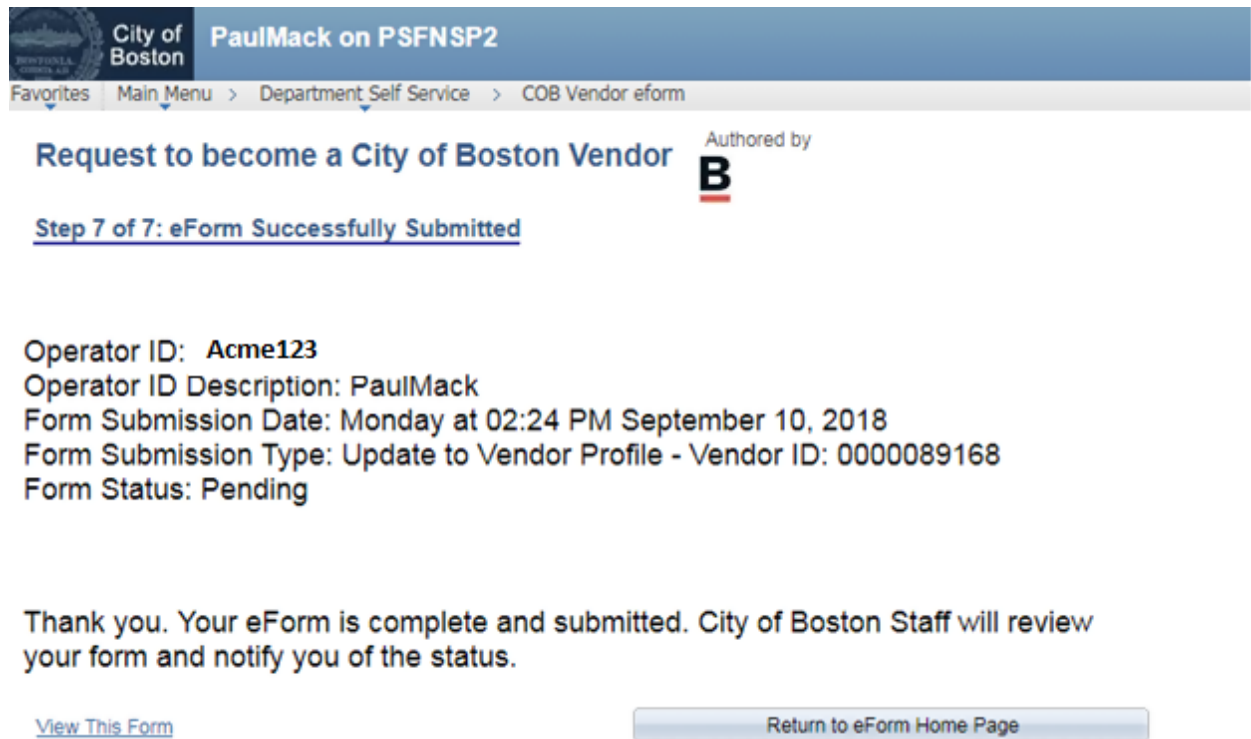
Upload	View	Description	Attachment Id
1 <input type="button" value="Upload"/>	<input type="button" value="View"/>		<input type="button" value="Delete"/>

Comments

Your Comment:

Comment History:

9. 您的供應商電子表格將被提交給到我們的審計部門審核。重新審核，您將收到電子郵件通知您更改已經完成。



The screenshot shows a web page header for the City of Boston with the title "PaulMack on PSFNSP2". The breadcrumb trail is "Favorites | Main Menu > Department Self Service > COB Vendor eform". The main heading is "Request to become a City of Boston Vendor" with a sub-heading "Step 7 of 7: eForm Successfully Submitted". It is authored by a user with the initial "B". The submission details are: Operator ID: Acme123, Operator ID Description: PaulMack, Form Submission Date: Monday at 02:24 PM September 10, 2018, Form Submission Type: Update to Vendor Profile - Vendor ID: 0000089168, and Form Status: Pending. A thank you message states: "Thank you. Your eForm is complete and submitted. City of Boston Staff will review your form and notify you of the status." At the bottom, there are two buttons: "View This Form" and "Return to eForm Home Page".

City of Boston PaulMack on PSFNSP2

Favorites | Main Menu > Department Self Service > COB Vendor eform

Request to become a City of Boston Vendor Authored by
B

Step 7 of 7: eForm Successfully Submitted

Operator ID: Acme123
Operator ID Description: PaulMack
Form Submission Date: Monday at 02:24 PM September 10, 2018
Form Submission Type: Update to Vendor Profile - Vendor ID: 0000089168
Form Status: Pending

Thank you. Your eForm is complete and submitted. City of Boston Staff will review your form and notify you of the status.

[View This Form](#) [Return to eForm Home Page](#)

如果您有任何問題，請隨時致電供應商門戶支援部 617-635-4564 聯繫。您也可以發送電子郵件至 vendor.questions@boston.gov 與我們聯繫。

感謝您使用供應商門戶網站！