

## CITY OF BOSTON SUPPLIER PORTAL REGISTRATION INSTRUCTIONS FOR SOURCING BIDDERS

Thank you for your interest in doing business with the City of Boston. In order for us to proceed we will need you to register as a sourcing bidder using the City of Boston's Supplier Portal. Please follow the instructions below.

1. Open your Internet browser and type in [www.boston.gov/procurement](http://www.boston.gov/procurement)
2. Click on the 'Access the Supplier Portal' link located under the 'Learn about Bidding' section of the page.
3. Click on the 'Register as a Sourcing Bidder' link
4. You will then be asked a series of questions about yourself and your company, please fill in all required fields on the form.
5. When you get to step 7, Categorization Information, you will have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories will qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events posted on this website.
6. Almost instantly after agreeing to the terms and conditions and hitting 'Finish' you will receive an email with your chosen User ID and a system-generated password. The email will contain a link to take you directly to the login page but you may also get back there by going to the [www.boston.gov/procurement](http://www.boston.gov/procurement) page and clicking on the 'Access the Supplier Portal' link located under the 'Learn about Bidding' section.

**\*\*Please remember these user IDs and passwords are cAse sensitive \*\***

If you have any questions or concerns feel free to contact our Bidder/Vendor Registration Help Desk at 617-961-1058 or by sending an email to [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov)

Thank you for using the City of Boston Supplier Portal!