



CITY OF BOSTON

SUPPLIER/VENDOR ID INSTRUCTIONS FOR GRANT APPLICANTS (NONPROFITS)

You must have a Supplier/Vendor ID number to receive a grant from the City of Boston. This also enables you to sign up for direct deposit. A Supplier/Vendor ID is NOT required to apply for a grant, but the Supplier ID MUST be established before a grant is approved and a payment is processed. Allow 2-3 days for your application to be processed.

Please email vendor.questions@boston.gov or call 617-961-1058 for additional assistance.

For more help with your Supplier/Vendor ID, follow the links below based on the situation that best applies to you or your organization:

- [Requesting a Supplier/Vendor ID for the first time](#)
- [Using a Fiscal Sponsor](#)
- [Forgotten User ID for Supplier Portal](#)
- [Forgotten Password for Supplier Portal](#)
- [Forgot How to Find my Existing Supplier/Vendor ID in the Supplier Portal](#)
- [Direct Deposit Sign Up for Existing Supplier/Vendor](#)
- [Update the Address in your Existing Supplier/Vendor Profile](#)

Requesting a Supplier/Vendor ID for the first time

Reminder: After following the instructions below and submitting your request, please allow 2-3 business days before you receive your Supplier/Vendor ID.

To create supplier account and request ID:

1. Navigate to www.boston.gov/procurement.
2. Click on the 'Go to Supplier Portal' button on the right-hand side.
3. Go to 'Vendor Registration Form' to set up a user account.
4. After submitting the form, click 'Add / Update your Vendor Profiles' then 'Add New Vendor'.
5. Follow the 7 steps to complete the request for a Supplier/Vendor ID.

Nonprofits should:



City of Boston Finance

- i. Use your 501(c)(3) Employer Identification Number (EIN) for Tax ID;
 - ii. Choose "Business" in 'Business Type Classification' in Step 1; and
 - iii. Select "Other" under 'Vendor Classification' then 'Nonprofit Organization' for 'Type of Contractor' in Step 2.
6. To sign up for direct deposit, make sure to enter banking information in Step 3.
7. Complete Steps 4 through 6 and click 'Submit'.
8. In **2-3 business days**, you will receive a confirmation email with your Supplier/Vendor ID from BAIS.FINANCIALS@boston.gov with the subject line '[City of Boston] Your Vendor eForm has been APPROVED'.
9. For detailed step-by-step instructions, visit [Creating a New Vendor Account](#)
10. If you receive a message that your Tax ID is already in use, email vendor.questions@boston.gov or call 617-961-1058 with the Tax ID Number (TIN) or Social Security Number (SSN) to request your current Supplier/Vendor ID.

Using a Fiscal Sponsor

If you are using a Fiscal Sponsor for your grant application, an agent or representative of the Fiscal Sponsor must register for the Supplier/Vendor ID by following the instructions above. Your Fiscal Sponsor will be the 'Grantee' and will receive any awarded funds directly from the City.

Forgotten User ID for Supplier Portal

Navigate to the City's [Supplier Portal](#), select 'Forgot User ID' and enter the email address used to request your Supplier/Vendor ID. You will receive an email with your username in 1-2 minutes.

Forgotten Password for Supplier Portal

If you have forgotten your password to the Supplier Portal and your account is locked after 5 unsuccessful tries, email vendor.questions@boston.gov or call 617-961-1058 for assistance.

Forgot How to Find my Existing Supplier/Vendor ID in the Supplier Portal

There are three ways you can retrieve your forgotten Supplier/Vendor ID:

1. Refer to the original confirmation email from BAIS.FINANCIALS@boston.gov with subject line '[City of Boston] Your Vendor eForm has been APPROVED'.
2. Log into the Supplier Portal and navigate 'Main Menu' >> 'Add / Update Vendor Profiles' >> 'View Preview Submission'. Supplier/Vendor ID is the top right corner of Vendor Form Submission.



3. If you can't find the original confirmation email or navigate the Supplier Portal, email vendor.questions@boston.gov or call 617-961-1058 with the Tax ID Number (TIN) or Social Security Number (SSN) to request your current vendor ID.

Direct Deposit Sign Up for Existing Supplier/Vendor

To add direct deposit (also known as ACH):

1. Log into the Supplier Portal and navigate 'Main Menu' >> 'Add / Update Vendor Profiles' >> 'Update Existing Vendor Information'.
2. Make any necessary changes to the Supplier/Vendor profile in the appropriate fields in Step 2 and click 'Next'
3. Enter Banking Information in Step 3.
4. For detailed step-by-step instructions, visit:
https://www.boston.gov/sites/default/files/embed/u/updating_information_on_an_existing_vendor_account.pdf

Update the Address in your Existing Supplier/Vendor Profile

If the address in your Supplier/Vendor Profile does not match the address in your grant application / agreement, that can slow down payment. To adjust the address in your Supplier/Vendor Profile:

1. Log into Supplier Portal and navigate 'Main Menu' >> 'Add / Update Vendor Profiles' >> 'Update Existing Vendor Information' to update your address information.
2. For detailed step-by-step instructions, visit:
https://www.boston.gov/sites/default/files/embed/u/updating_information_on_an_existing_vendor_account.pdf

Additional guides to the Supplier Portal can be [found here](#).