

## 簽署和上傳合同

1. 打開瀏覽器並輸入網址 [www.boston.gov/procurement](http://www.boston.gov/procurement)

(如果可能的話，最好使用 IE-Internet Explorer 作為這個特定過程的瀏覽器)

2. 當您進入 "City of Boston Procurement - 波士頓市採購" 頁面後，單擊屏幕右下角的 "Go To Supplier Portal - 轉到供應商門戶" 鏈接。

**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](#)

3. 輸入您的用戶編號(ID)和密碼。請記住，這些是區分大小寫的，因此請確保正確地輸入它們。

然後點擊“Sign In - 登錄”。

**City of Boston Supplier Portal**

Home | Supplier Support | Sign out

Favorites | Main Menu

### Login

#### Login as an Existing User

User ID:

Password:

[Sign In](#)

[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.

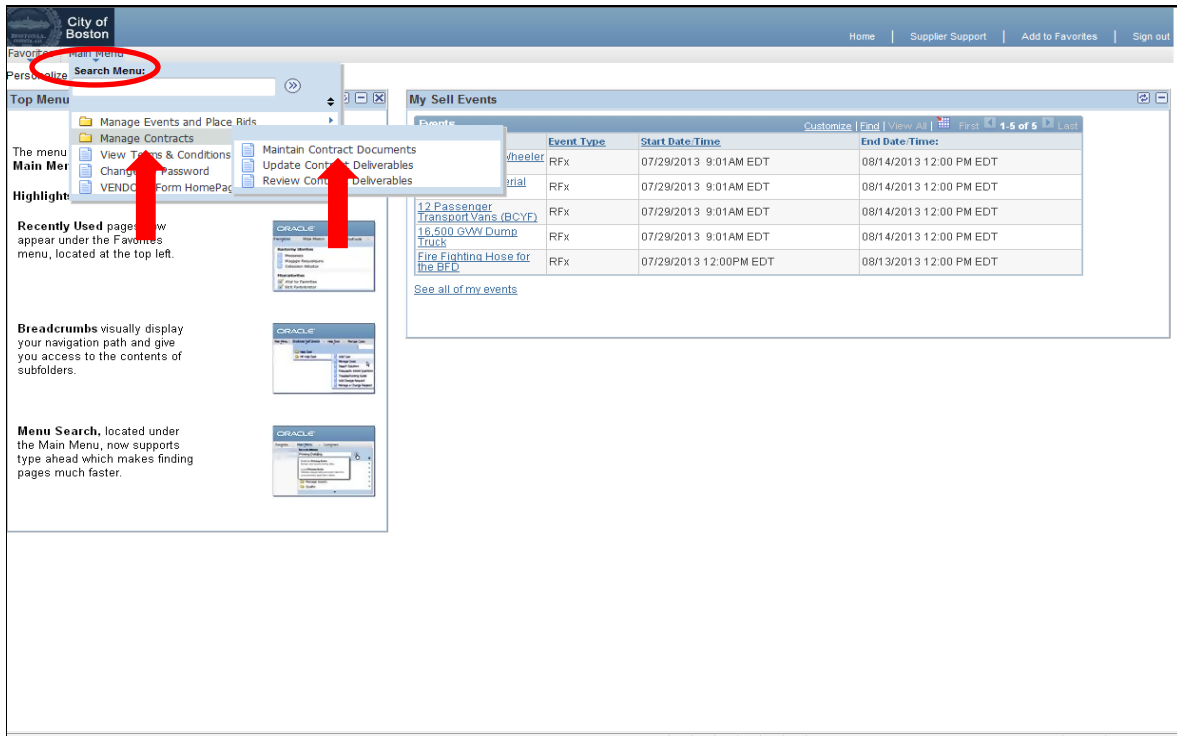
[Vendor Registration Form](#)  
City of Boston's Vendors have an existing agreement (contract, awarded bid, etc) between their company and the City. Vendors have all of the same access to place bid offers on future on future events that Bidders do. They also are able to maintain company information on 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

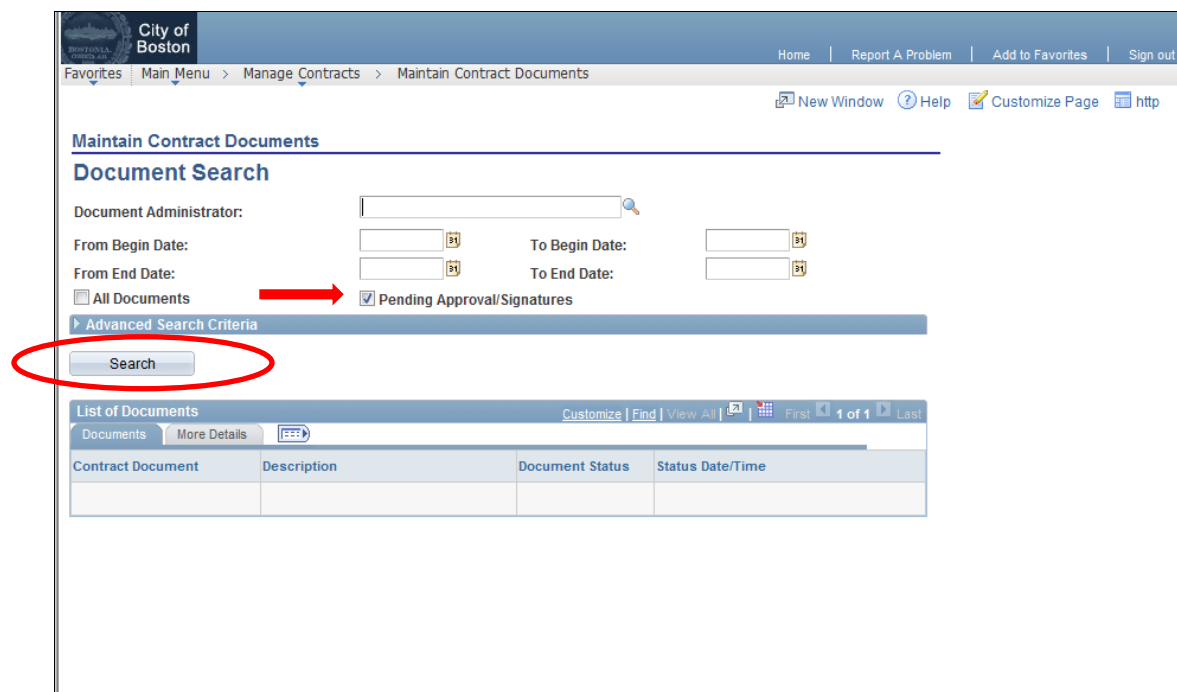
Event Name	Event Type	Start Date/Time	End Date/Time	Bid Status
16,500 GWW Dump Truck	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	
12 Passenger Transport Vans (B-1)	RFx	07/29/2013 9:01AM EDT	08/14/2013 12:00 PM EDT	Accepted
Fire Fighting Hose for the BFD	RFx	07/29/2013 12:00PM EDT	08/13/2013 12:00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

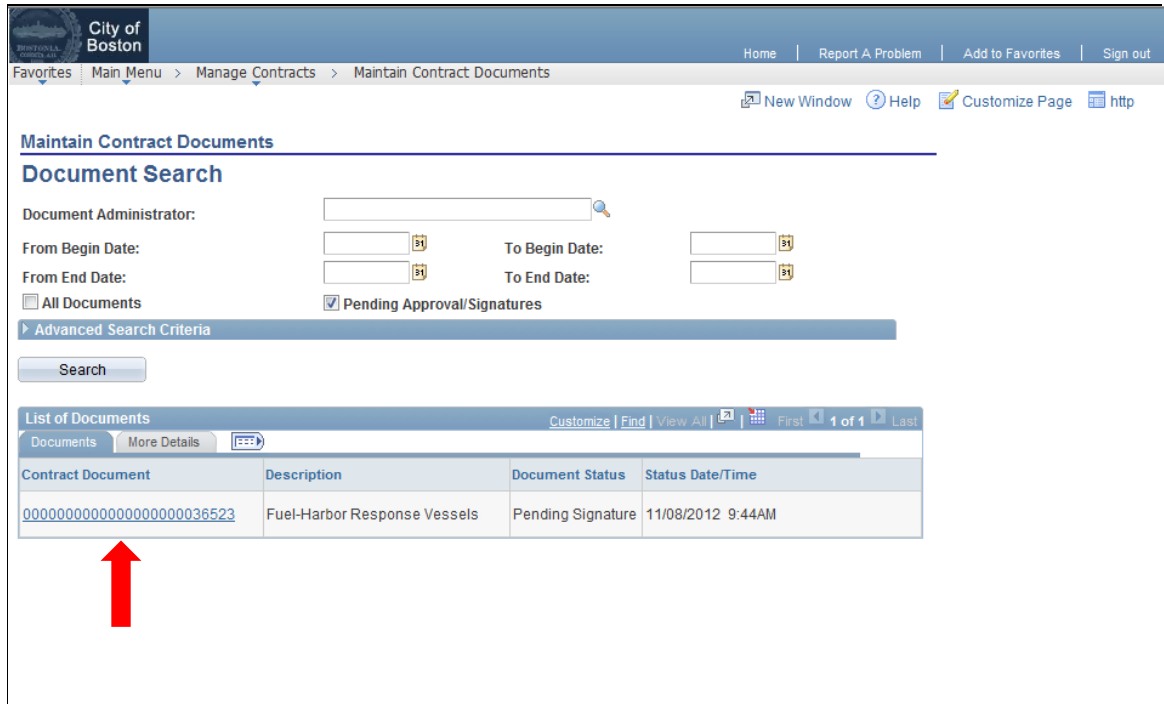
4. 登錄後，主頁應如下圖一樣。單擊 **Main Menu (主目錄)> Manage Contracts (管理合同)> Maintain Contract Documents (維護合同文件)**



5. 當您進入 “Document Search- 文件搜索” 頁面時，您需確定已經選擇了 “Pending Approval Signatures - 待審批簽名” 框 (它在默認情況下應該已經被選擇)，然後單擊 “Search - 搜索” 按鈕 (將所有上方的搜索字段留空)。

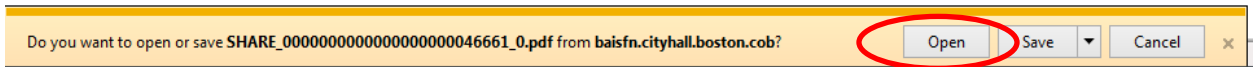
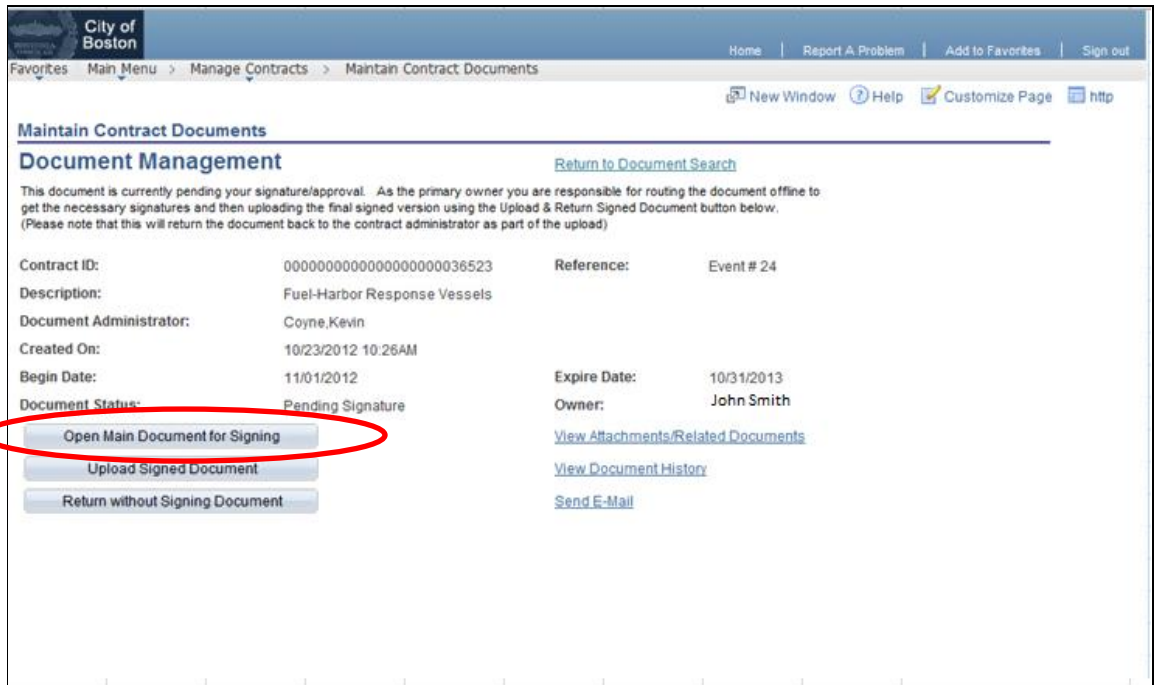


6. 單擊 “Search - 搜索” 按鈕後，系統將需要 20-30 秒才能在合同文件框中顯示合同編號(ID)。請耐心等待。



7. 單擊 "Contract Document ID - 合同文件 ID" 來打開 "Document Management - 文件管理" 頁面。然後單擊 “Open Main Document for Signing - 打開主文件進行簽署” (在某些情況下為 “Open Amendment File - 打開修訂文件”) 按鈕。

*注意：如果您的電腦啟用了彈出窗口阻止程序，則可能會阻止文件的下載。當發生這種情況時，您只需單擊屏幕頂部的彈出式阻止程序消息並選擇“Allow Download - 允許下載”-您可能會重回到步驟 5 的搜索屏幕。如果是，則需要重複步驟 5 和 6。*



8. 現在將提示您“打開”或“保存”文件 (屏幕底部)。點擊“Open-打開”。合同文件將在您的屏幕上顯

示出來。您將需要在您的電腦上安裝 Adobe Reader 才能以電子方式簽署合同。大多數電腦都預裝了這個程序。

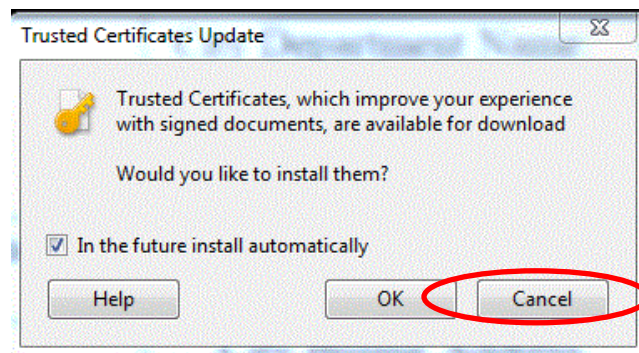
a. 如果您的電腦沒有 Adobe reader 軟件，可以從以下網址下載

<http://get.adobe.com/reader/>

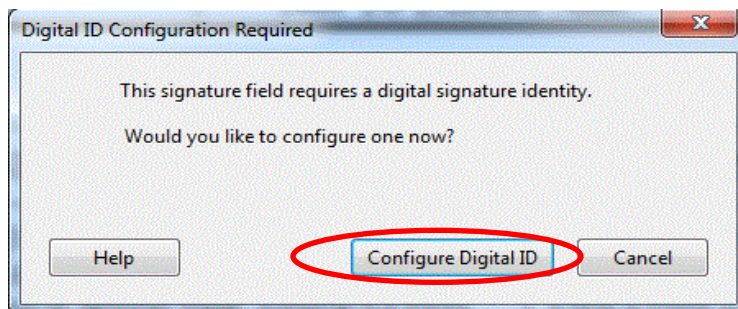
9. 在中間簽名框 (“Vendor/Contractor” 供應商/承包商) 內單擊以使用您的電子簽名

Contract Signatures		
AUDITING	VENDOR/CONTRACTOR	AWARDING AUTHORITY/OFFICIAL
APPROVED AS TO THE AVAILABILITY OF AN APPROPRIATION OR PURSUANT TO ARTICLE 12 OF THE GENERAL CONDITIONS	AGREES TO PROVIDE THE GOODS OR SERVICES AS INDICATED IN ACCORDANCE WITH THE ASSOCIATED CONTRACT DOCUMENTS	IT IS MY BELIEF THAT THERE IS LITTLE OR NO RISK OF DEFAULT OR UNSATISFACTORY PERFORMANCE BY THE VENDOR/CONTRACTOR.
SIGNATURE	SIGNATURE	SIGNATURE
APPROVED APPROPRIATION IN		

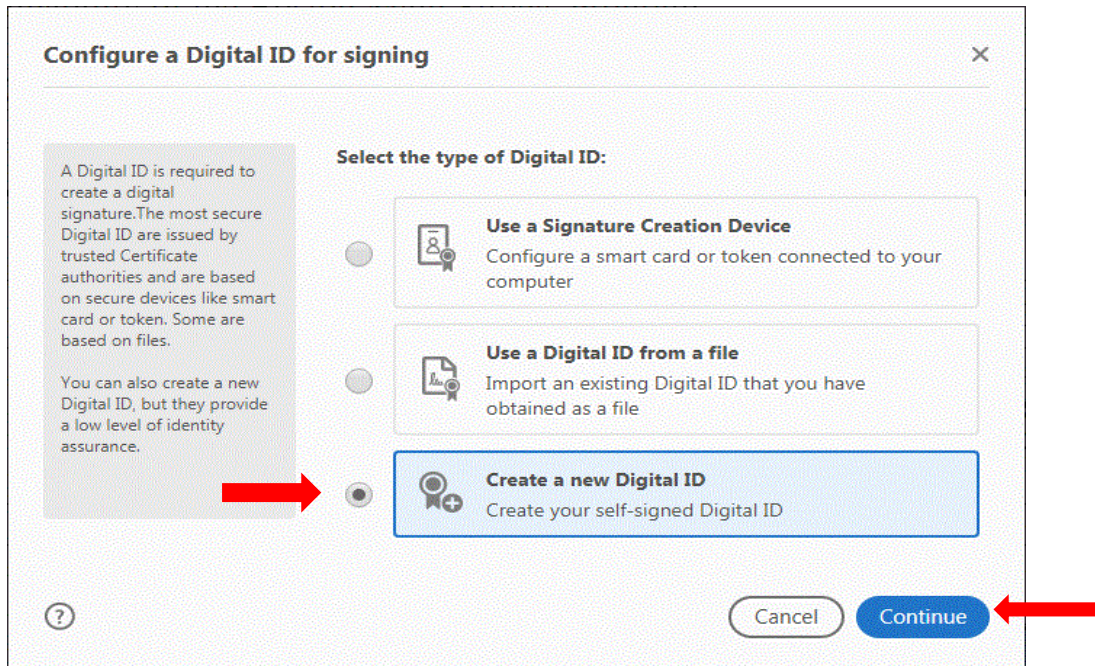
- a. 如果您是第一次使用 Adobe Reader，則需要設置您的數位 ID / 數位簽名。這是一次性設置，無需對日後的文件進行此步驟。（詳細步驟和屏幕截圖如下）。如果您已經設置了數位 ID，請跳到第 15 步驟。另外，如果下面的屏幕截圖與您所看到的不同，您可能安裝了較舊的 Adobe 版本。如您需要指導，請致電供應商 617-635-4564 尋求支援。
- b. 在單擊簽名框後，您可能會得到一個 "Trusted Certificates Update - 受信任的證書更新" 框。如果是的話，只需點擊 "Cancel 取消"。



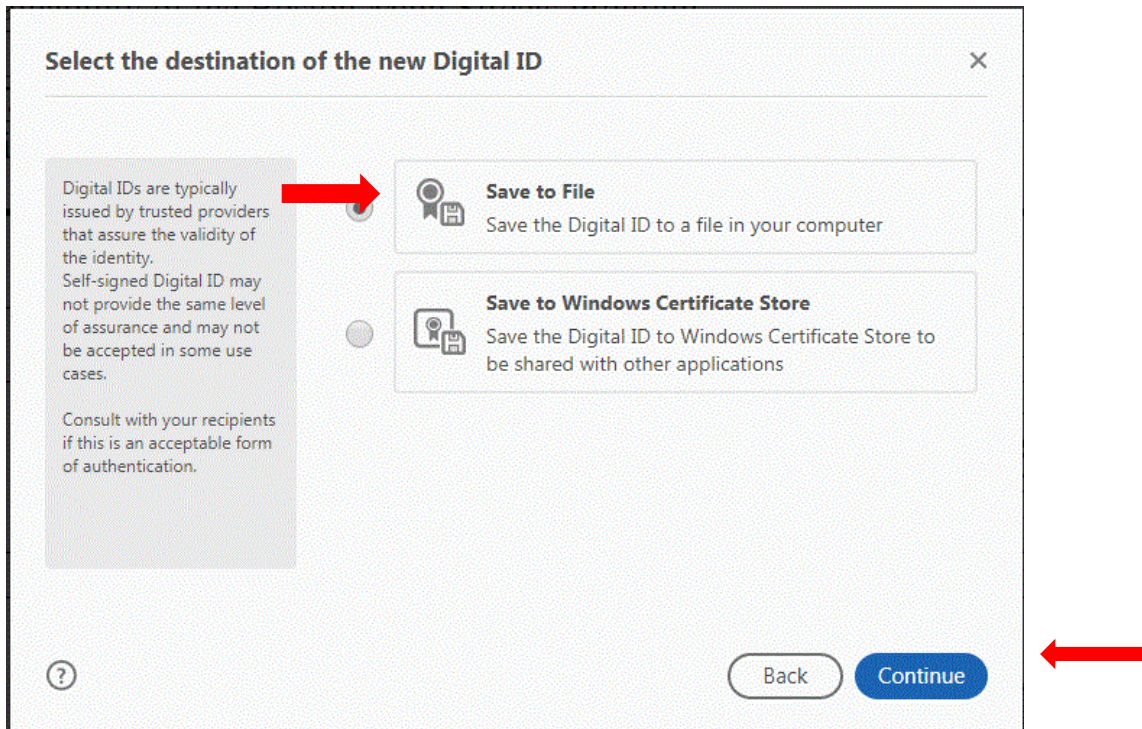
10. 現在，您將看到彈出 "Digital ID Configuration Required - 需要配置數位 ID" 框。點擊 "Configure Digital ID - 配置數位 ID"。



11. 開始配置您的新數位 ID。選擇 "Create a new Digital ID - 新增數位 ID"，然後單擊 "Continue - 繼續"。



12. 選擇“Save to File - 保存到文件”。然後單擊“Continue - 繼續”。



13. 輸入簽名者 Name - 名稱、Organization Name - 組織名稱和簽名者 - Email Address 電子郵件地址。您可以將“Organizational Unit-組織部門”空格留空，而其他空格保持不變。然後點擊“Continue - 繼續”。

The screenshot shows a dialog box titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left side, there is a grey box containing the following text: "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." Below this text is a question mark icon. The main area of the dialog contains a form with the following fields: "Name" (text input with placeholder "Enter Name..."), "Organizational Unit" (text input with placeholder "Enter Organizational Unit..."), "Organization Name" (text input with placeholder "Enter Organization Name..."), "Email Address" (text input with placeholder "Enter Email..."), "Country/Region" (dropdown menu with "US - UNITED STATES" selected), "Key Algorithm" (dropdown menu with "2048-bit RSA" selected), and "Use Digital ID for" (dropdown menu with "Digital Signatures" selected). At the bottom right, there are two buttons: "Back" and "Continue". Four red arrows point to the right side of the dialog box, specifically to the Name, Organizational Unit, Organization Name, and Continue buttons.



14. 為您的數位 ID 建立一個密碼。在“Apply - 申請”框和“Confirm - 確認”框中輸入您的密碼，然後單擊“Save - 保存”。(保持頂部框不變)

Save the self-signed Digital ID to a file

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:

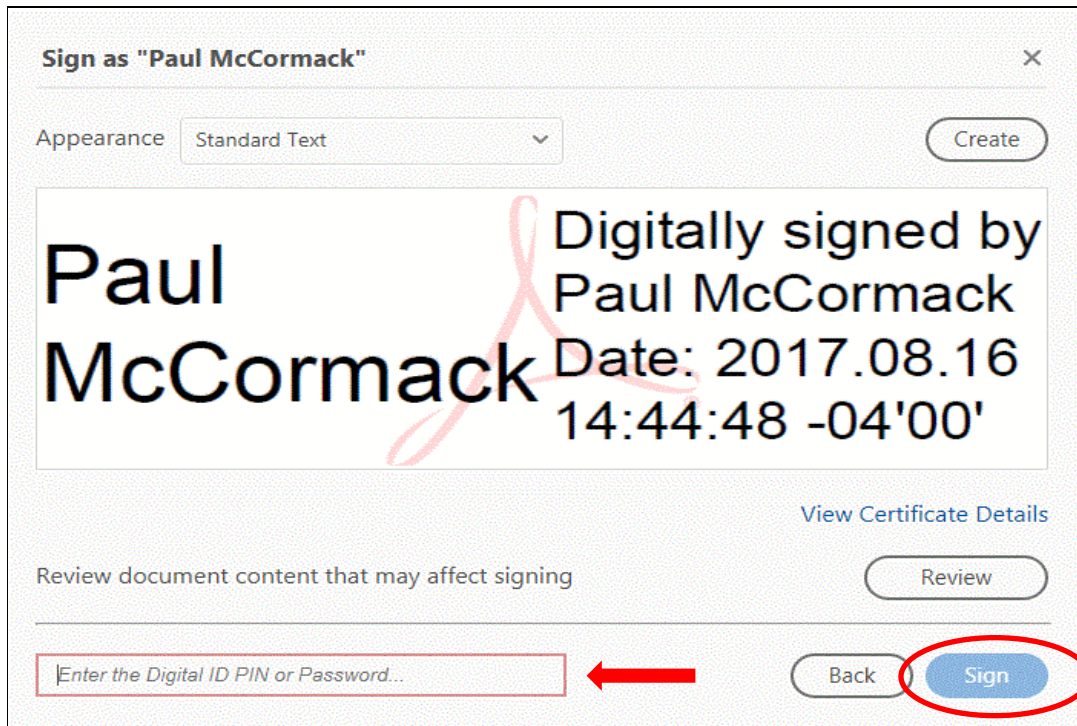
15. "Sign with a Digital ID - 數位 ID 簽名"框將出現，您剛才建立的數位 ID 將出現在這裡，並為您預先選擇。點擊“Continue - 繼續”。

Sign with a Digital ID

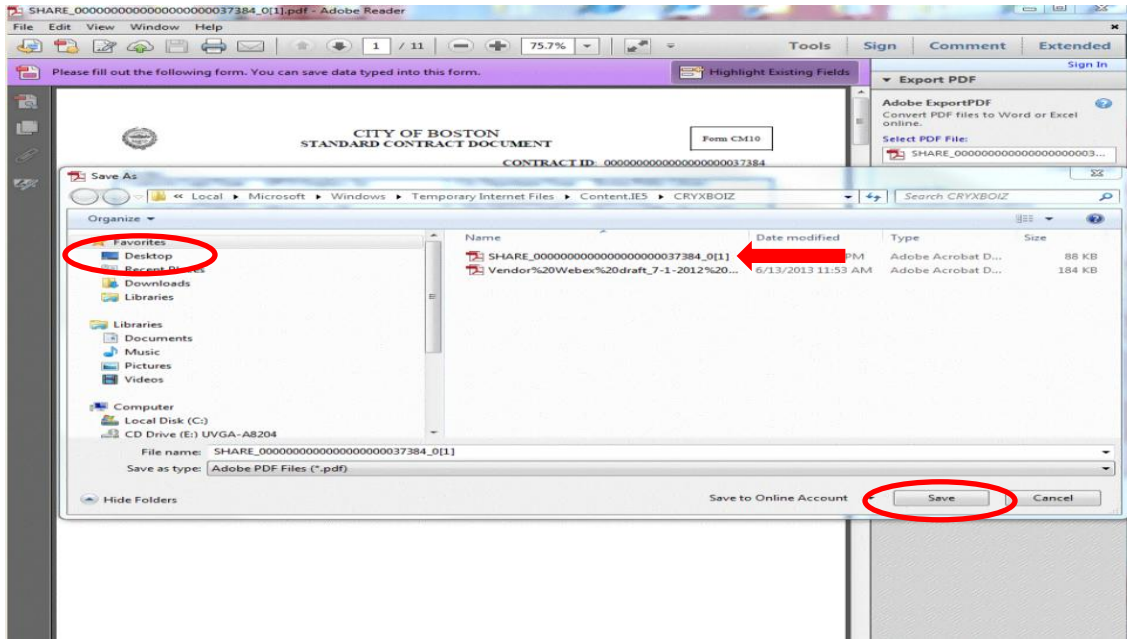
Choose the Digital ID that you want to use for signing:

 **Paul McCormack (Digital ID file)**  
Issued by: Paul McCormack, Expires: 2022.08.16 [View Details](#)

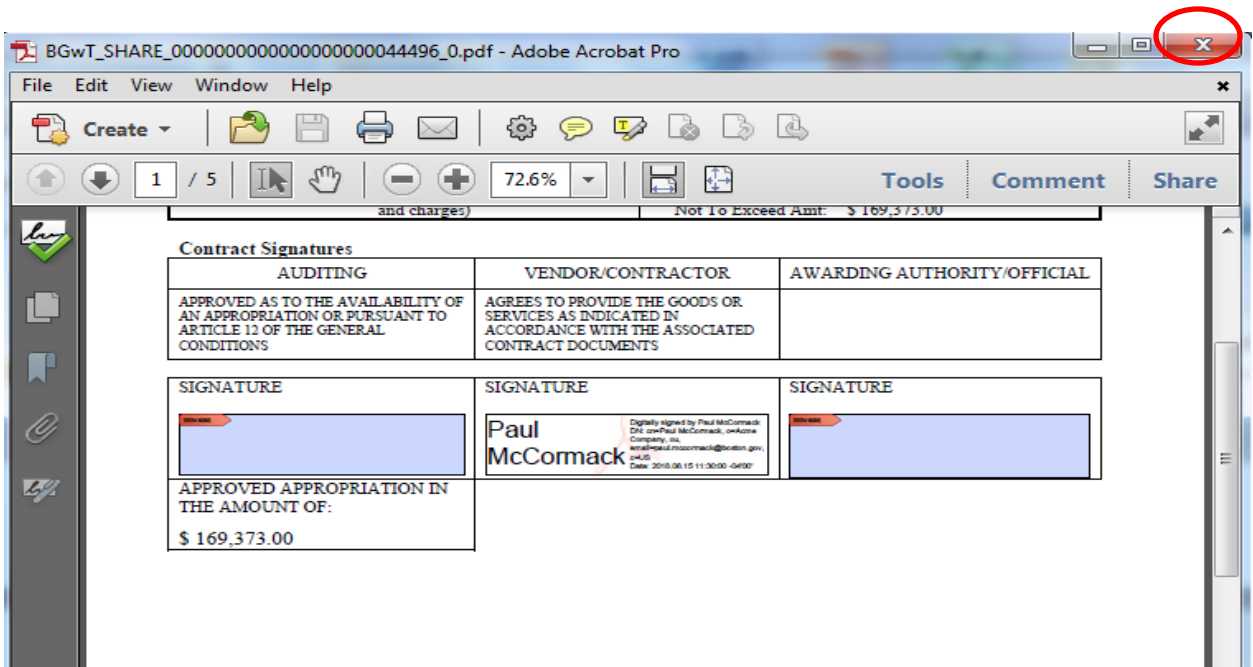
16. 現在您的電子簽名將預覽顯示在文件上。現在，您將在屏幕的左下角輸入在步驟 14 中建立的密碼。點擊“Sign - 簽署”。



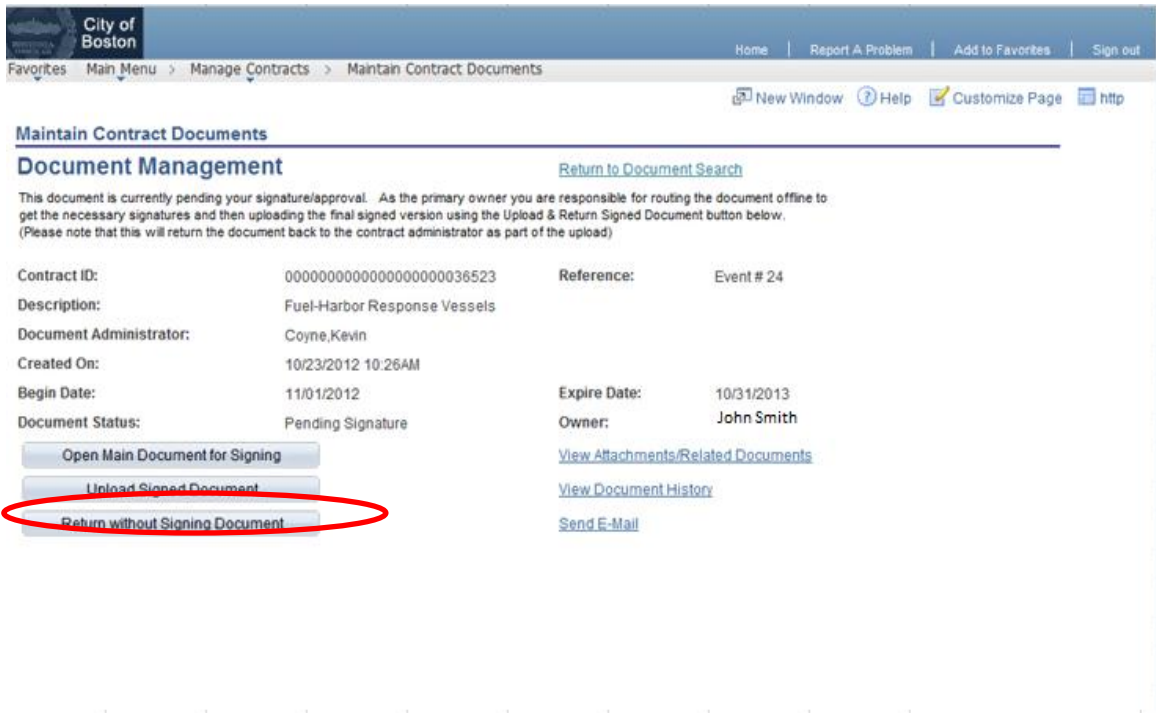
17. 點擊“Sign - 簽名”後，Adobe 將自動提示您將已簽名的檔案保存到電腦的預設位置。請注意您保存檔案的位置(文件夾名或桌面等)，因為您需要在下一步驟找到它並將其上載到供應商門戶。選擇左側的文件位置/文件夾(即桌面)，然後點擊“Save - 保存”



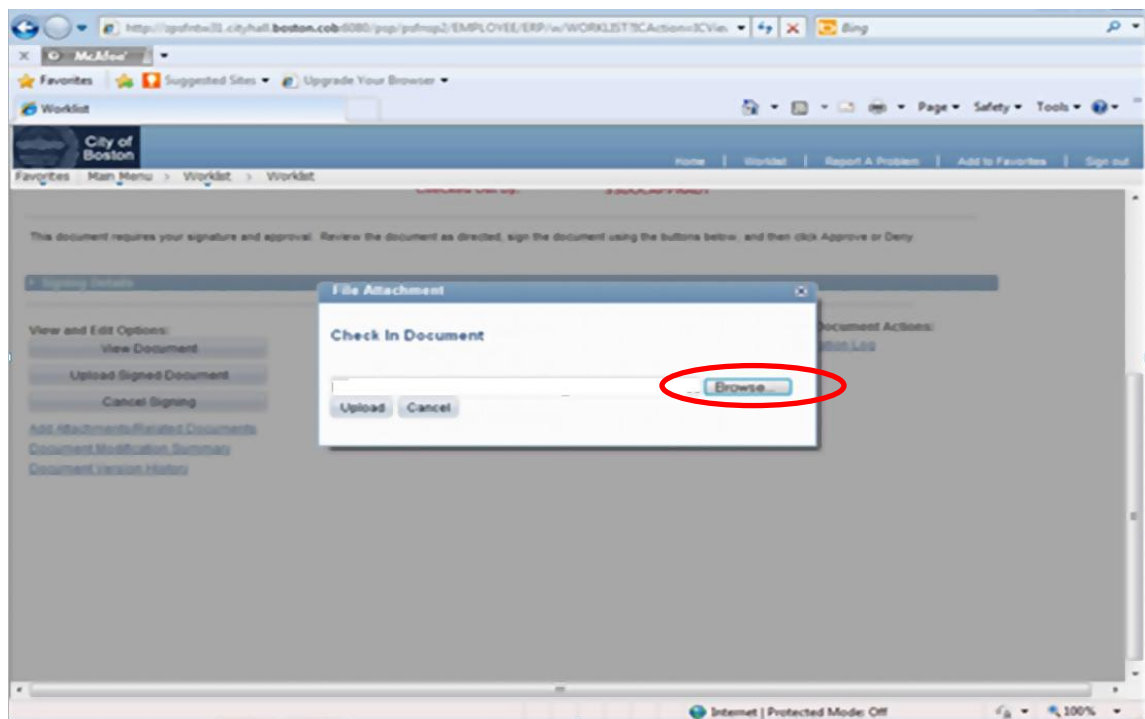
18. 現在，已簽署的合同文件出現在您的屏幕上。已簽名的副本已保存在您在前一步中選擇的電腦位置內。您現在可以關閉(X)此文件並返回到供應商門戶完成上傳，簽名的文件將發送到波士頓市。



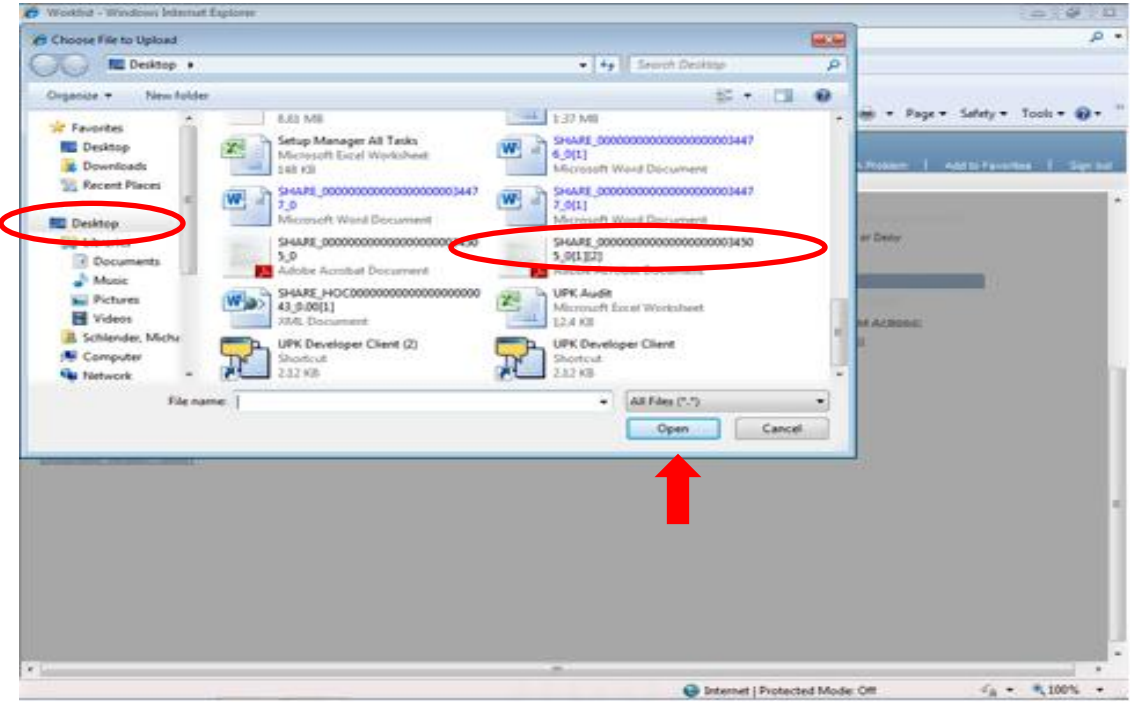
19. 一旦簽署的文件被保存到您的電腦內(上一個步驟), 您需要返回供應商門戶, 並單擊在 "Document Management-文件管理" 頁面的 "**Upload Signed Document-上傳簽署的文件**" 按鈕。



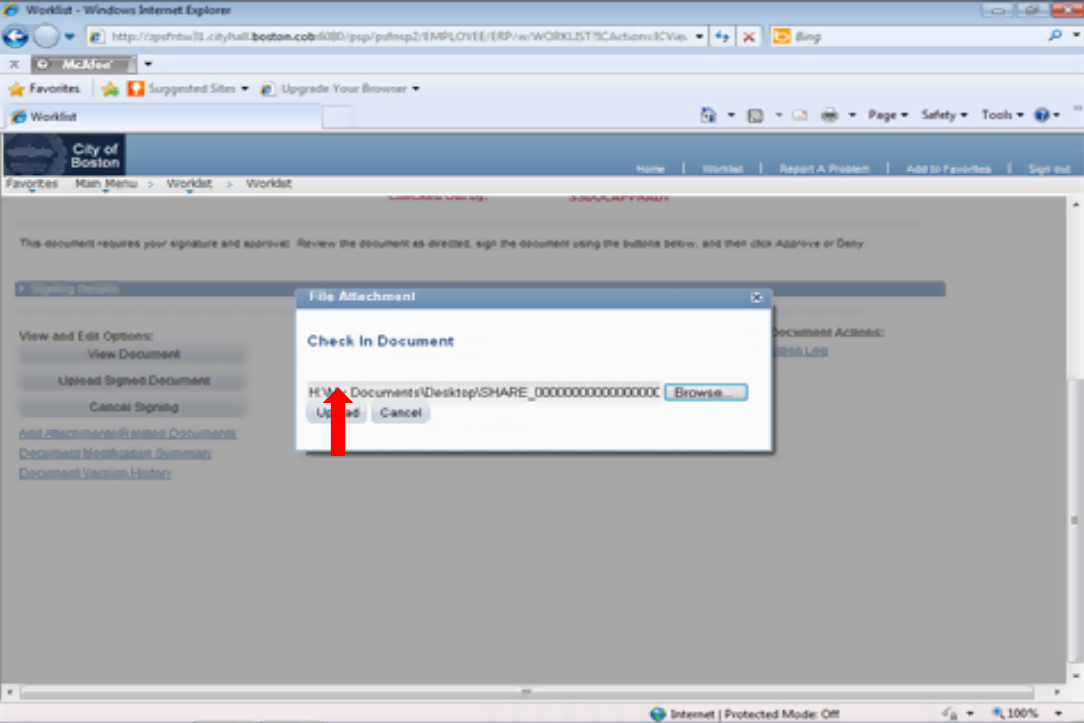
20. 現在, 您需要 "**Browse - 瀏覽**" 您的電腦, 找回您在步驟 17 中保存的簽名檔案。



21. 尋找並單擊剛剛保存的已簽署合同文件。文件名將以"SHARE"開頭，然後有許多個零。點擊文件名選擇文件，然後點擊"Open - 打開"。

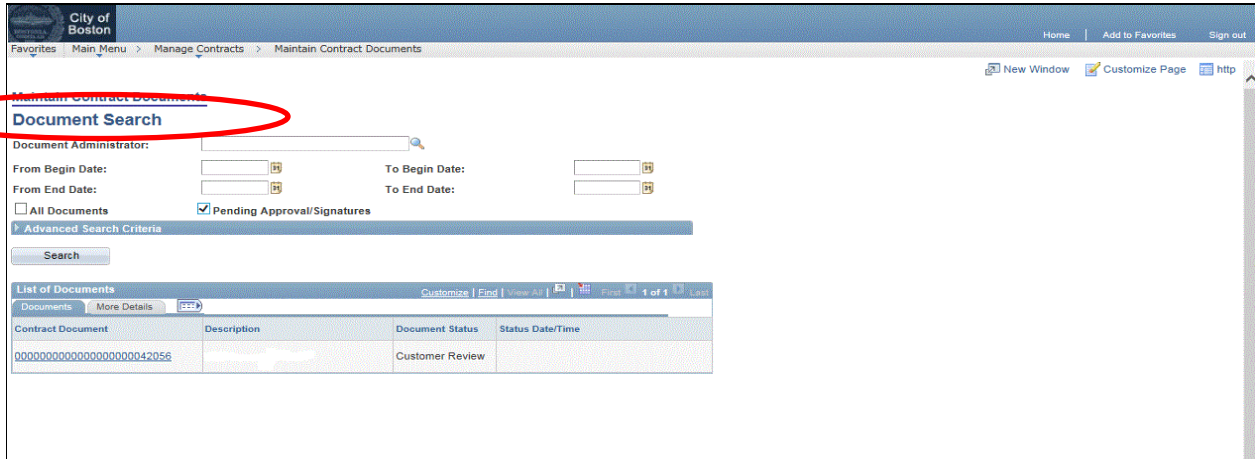


22. 當您選擇了正確的文件，只需點擊"Upload - 上傳"/"File Attachment - 文件附件" 彈出框。這將上傳您簽署的文件到系統。這步驟可能需要幾秒鐘才能完成。



23. 當上傳完成後，您將回到 "Document Search - 文件搜索" 頁面。您的合同將出現在 "Contract Document - 合同文件" 字段的頁面底部，並在成功上傳後顯示 "Customer Review - 客戶審核" 狀態

o



24. 過程完成！

合同管理員將立即收到來自系統的電郵，表示您已經完成了簽名並將其上傳到波士頓市。然後合同將在我們的系統中轉發給市內的其他簽署人。當完成所有簽名後，您將收到一份完整簽名版本的副本。CM-10 合同文件是唯一一份文件通過供應商門戶這種方式來處理的。如需要任何其他相關文件可通過電郵附件發送到您在波士頓市的聯繫人。

如您在完成電子簽名和上傳已簽署的合同有任何問題並需要協助，請隨時與供應商支援部聯繫: 電話 617-961-1058 或電郵 [vendor.questions@boston.gov](mailto:vendor.questions@boston.gov)

感謝您使用波士頓市供應商門戶網站！