

Overview & Highlights

Important Notes to keep in mind:

- Not all Buyers will accept Alternate Submissions for their Project
- You can prepare multiple submissions at the same time, however, a Primary Proposal MUST be submitted and finalized before you can submit an Alternate Submission
- Always double check “**Important Events**” dates/time, the “**Project Description**” and any posted “**Public Notices**” when preparing an Alternate Submission
- Review, download and fill out all “**Supporting Documentation**” and “**Requested Information**” well in advance
- We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission

Quick Resources

Video Walkthrough

Detailed training: Check out our full training video on [Alternate Options](#).

Quick Video: Check out our high-level overview video, which contains a walkthrough of the [Vendor Registration and Submission](#) process

Bonfire Resources/Articles:

- [How do I prepare a second submission?](#)
- [How do I delete an alternate submission?](#)
- [How do I remove an alternate proposal from my Work-In-Progress submissions?](#)

Submitting an Alternate Option

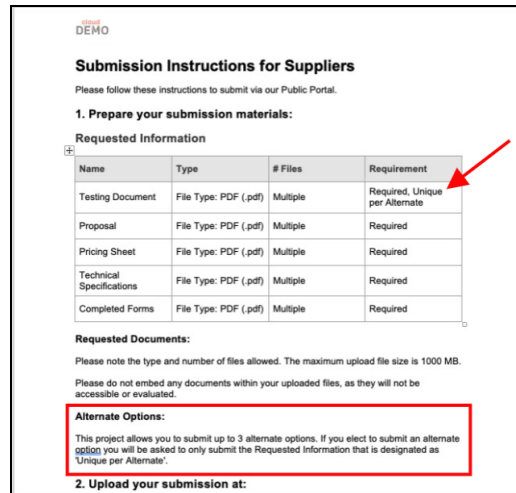
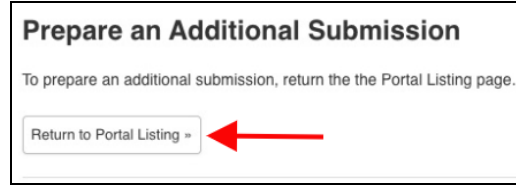
Are Alternate Options Enabled?

❑ Check your Submission Receipt

If there is a Prepare an Additional Submission notice, clicking **Return to Portal** will allow you to prepare an Alternate Option.

❑ Check the Submission Instructions

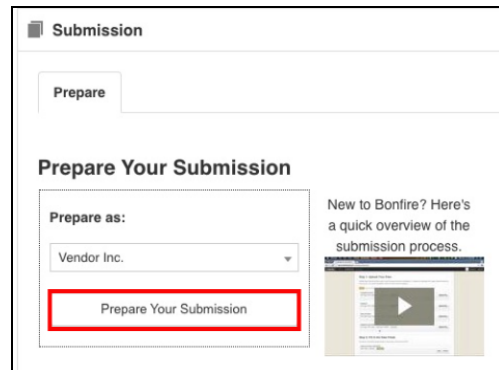
These instructions will outline which pieces of Requested Information require a new file upload for every Alternate Submission, as well as the maximum number of Alternate Submissions allowed.



Submitting an Alternate Option

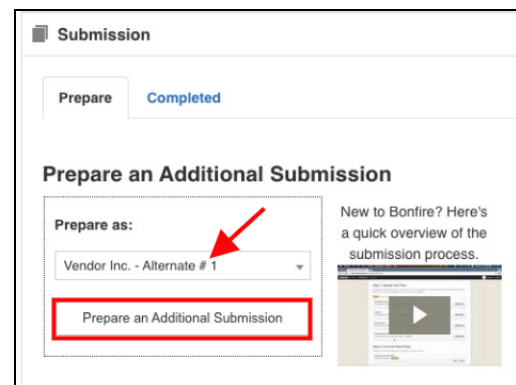
❑ Submit your Initial Proposal

Navigate to the opportunity and complete your submission as you normally would. For more help with this process, see our [Creating & Uploading a Submission](#) article.



❑ Start your Alternate Proposal

The Submissions section at the bottom of the Project Details page will now allow you to begin a second proposal.



❑ Requested Information

On the Project Details page, Special Instructions will indicate that this is your Alternate Submission and you will only have to re-submit files for the Requested Information slots tagged "Unique Per Alternate", as the other files are considered common (i.e., only need to be submitted once) and you are requested to upload them with your Primary Submission.

Special Instructions

You're currently working on an Alternate Submission. As such, you may only upload for the slots labelled: **UNIQUE PER ALTERNATE**

Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.
Click Edit to enter a data or text answer.

Testing Document
REQUIRED **UNIQUE PER ALTERNATE** File Type: PDF (.pdf) # Files: Multiple Upload File...

❑ Submission Check

Once you have added the Unique Per Alternate information, do a final check that you have all of your information filled out and files uploaded (green validation circles).

❑ Submit & Finalize

Check off "I understand that I can't change any of the submission details or documents once the project closes." box and click on the "Submit & Finalize My Submission" button

Step 3: Submit & Finalize

I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION

- ❑ CONGRATULATIONS on completing your Submission! You will now be directed to the **Submission Receipt**

Deleting an Alternate Option

❑ Deleting a Finalized & Submitted Alternate Submission

In the **Submissions** tab of your portal, navigate to **Completed** and from the **Actions** drop down of the Alternate Submission, click **View**.

Portal **Submissions**

Your Submissions
Katelyn Shantz DEMO

Work-in-Progress **Completed** Missed

Ref. #	Project	Department	Vendor	Due Date	Action
ALT - 001	Alternate Option Project	Purchasing	Vendor Inc.	Apr 12th 2021, 10:00 AM EDT	Actions
ALT - 001	Alternate Option Project	Purchasing	Vendor Inc. - Alternate # 1	Apr 12th 2021, 10:00 AM EDT	Actions
CHQU - 001	Office Furniture	Purchasing	Vendor Inc.	Apr 7th 2021, 1:30 PM EDT	View

- ❑ At the bottom of the Submission Receipt, click the link to **Unsubmit your Submission**. Work-In-Progress submissions cannot be deleted, but are not received by Project Owners.

Need to Revise Your Submission?

[Click here to un-submit your submission](#) Note that only submissions that have been finalized and submitted will be considered.

NOTE: You may only un-submit a submission so long as the project is still "Open" and the Project Closing date has not yet passed.

Post Submission Resources

- [Can I revise my submission?](#)
- [How do I find my submission confirmation?](#)
- [Finding Award Information](#)