Bonfire

Questionnaire Submission

Overview & Highlights

Important Notes to keep in mind:

- The Questionnaire template can only be filled out with **Microsoft Office Excel.**
- If you receive an upload error when trying to upload your completed Questionnaire to Bonfire, try downloading a new copy of the template and filling that one out instead. The Buyer might have changed some of the questions from when you last downloaded the template.
- When copying & pasting responses or comments from another file, always paste into the formula bar along the top of the spreadsheet and not the cell directly. Pasting in the cell could cause a formatting issue and render your template invalid for upload.
- Questionnaire responses and comments are limited to text only; images or emoticons are unable to be processed.

Quick Resources

Video Walkthrough

Detailed training: Check out our full training video on submitting a Questionnaire.

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 fill out a Questionnaire template?
- Why is this Questionnaire Protected?

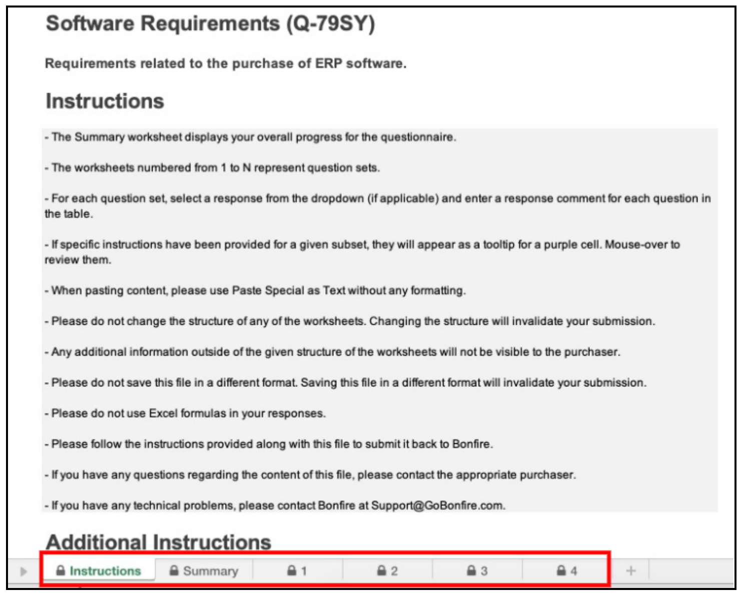
Questionnaire Submission Process

Accessing the Questionnaire

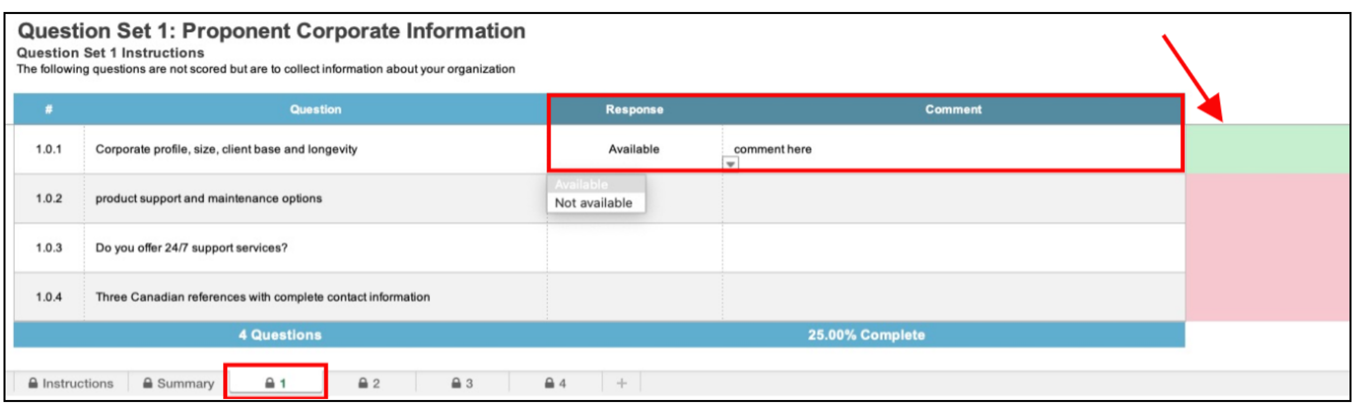
- ❏ In Step 1 of creating a submission, select the download icon to download the Questionnaire template.

Filling out the Questionnaire

- ❏ Upon opening the template, you will see the instructions, a progress Summary tab, and tabs for the various Question Sets. Be sure to read the instructions before you begin answering any of the questions.



- ❏ Select the “1” tab to view the first Question Set and respond to the Questions within that set. Once you have satisfied all of the responses for a question, the progress bar for that question will turn green.



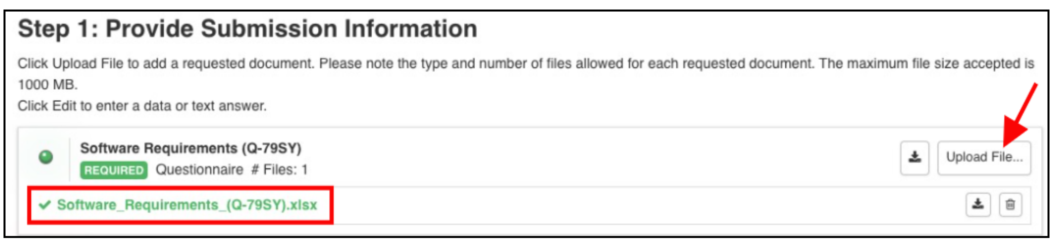
- ❑ Continue this process with the remaining questions and any other Question Sets listed; in this case, Sets 2, 3, and 4.
- ❑ Once you have completed the Questionnaire and responded to each question and Question Set, navigate to the **Summary** tab to make sure you didn't miss anything. All the progress bars should be green. Don't forget to **Save** the file!

Summary

Question Set	Questions	% Complete	Progress
1	68	100.00%	
2	15	100.00%	
3	29	100.00%	
4	20	100.00%	
5	8	100.00%	
6	4	100.00%	
7	8	100.00%	
Total	152	100.00%	

Uploading the Questionnaire

- ❑ Back in Bonfire, you can now upload the completed Excel file to the corresponding Requested Information slot.



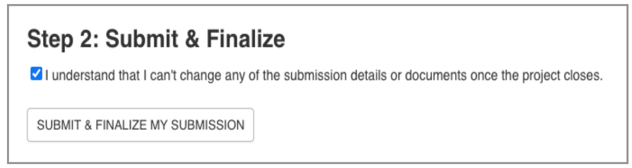
Submission Check

- ❑ Complete the remaining Requested Information slots and 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.

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



Post Submission Resources

- Can I revise my submission?
- How do I find my submission confirmation?
- Finding Award Information