

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.

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.

Software Requirements (Q-79SY)
REQUIRED Questionnaire # Files: 1

 Upload File...

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.

Software Requirements (Q-79SY)

Requirements related to the purchase of ERP software.

Instructions

- The Summary worksheet displays your overall progress for the questionnaire.
- The worksheets numbered from 1 to N represent question sets.
- For each question set, select a response from the dropdown (if applicable) and enter a response comment for each question in the table.
- If specific instructions have been provided for a given subset, they will appear as a tooltip for a purple cell. Mouse-over to review them.
- When pasting content, please use Paste Special as Text without any formatting.
- Please do not change the structure of any of the worksheets. Changing the structure will invalidate your submission.
- Any additional information outside of the given structure of the worksheets will not be visible to the purchaser.
- Please do not save this file in a different format. Saving this file in a different format will invalidate your submission.
- Please do not use Excel formulas in your responses.
- Please follow the instructions provided along with this file to submit it back to Bonfire.
- If you have any questions regarding the content of this file, please contact the appropriate purchaser.
- If you have any technical problems, please contact Bonfire at Support@GoBonfire.com.

Additional Instructions

Instructions Summary 1 2 3 4 +

- ❑ 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.

Question Set 1: Proponent Corporate Information

Question Set 1 Instructions
The following questions are not scored but are to collect information about your organization

#	Question	Response	Comment
1.0.1	Corporate profile, size, client base and longevity	Available	comment here
1.0.2	product support and maintenance options	Available Not available	
1.0.3	Do you offer 24/7 support services?		
1.0.4	Three Canadian references with complete contact information		

4 Questions 25.00% Complete

Instructions Summary 1 2 3 4 +

- ❑ 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%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>
2	15	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>
3	29	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>
4	20	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>
5	8	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>
6	4	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>
7	8	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>
Total	152	100.00%	<div style="width: 100%; height: 10px; background-color: #90EE90;"></div>

Uploading the Questionnaire

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

Step 1: Provide Submission Information

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Click Edit to enter a data or text answer.

Software Requirements (Q-79SY)

REQUIRED Questionnaire # Files: 1

Upload File...

✓ Software_Requirements_(Q-79SY).xlsx

Upload File... ✕

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**

Step 2: Submit & Finalize

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

SUBMIT & FINALIZE MY SUBMISSION

Post Submission Resources

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