

**Vendor Registration** 

# **Overview & Highlights**

## Important Notes to keep in mind:

- Review "Project Description" and any posted "Public Notices"
- 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 the Vendor Registration process.

**Quick Video:** Check out our high-level overview video, which contains a walkthrough of the <u>Vendor Registration</u> and <u>Submission</u> process.

#### **Bonfire Resources/Articles:**

- Vendor Registration
- How do I confirm my account?
- Do I need to register with multiple Bonfire portals?
- How do I upload my vendor documents during registration?

# Vendor Registration Process

## **Account Creation**

 Navigate to the Procurement Portal of the organization you'd like to register with and click on "New Vendor Registration."

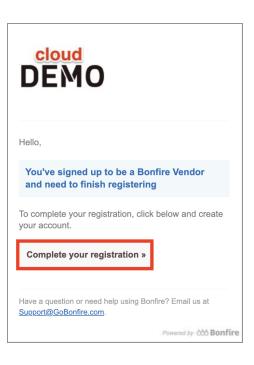
al 	Ľ
Procurement Portal	
Log in Open Public Opportunities Past Public Opportunities	
Log in with your Bonfire Account	
PASSWORD	
Log in Forgot your password?	
**     New Vendor Registration       Create your free Bonfre account -	
Need Help? Contact Bonfire Support here =	
Technical Support Portal Security Terms of Service Privacy Policy	Covered by

 Fill in required fields and click
"Create Account." After creating your account, you will be prompted to confirm your account.

	Po	ortal	Log in / R	
		Procurement Portal		
		Log in Open Public Opportunities Past Public Opportunities		
		+ Register as a Vendor organization name		
		FIRST NAME		
		EMAIL (AGAN)		
		PASSWORD PASSWORD (AGAIN)		
		Create account >		
		Log in with your Bonfire Account		
		Reed Help? <u>Contact Bonfire Support here =</u>		
(?) н	elp	Technical Surgeott Portal Security, Terms of Service Privacy Policy.	Powered by	

# Confirming your Account

- Check the mailbox for the email you used to register your account and follow the instructions.
  - Clicking "Complete your Registration" will redirect you to Bonfire and allow you to continue the registration process.



# **Completing Registration**

## **Custom Fields and Documentation**

□ Fill out all the required fields (with red asterisk), select a **Vendor Type** (if applicable) and make sure to check for any **Custom Fields** that were set up by the Purchasing Organization.

Step 1: Account Confirmation	All information that you need to provide ha are denoted with a red asterisk (*).	us been filled in. You can make ad	ditional changes to this information below. Fields that are require	
Step 2: Account Information	Profile* Custom Fields*			
Step 3: Documentation	Vendor Name*	Address Line 1*	Address Line 2	
	TIMEPOINT Ltd	Test 123		
Step 4: Commodity Codes	Contact First Name Contact Last Name	Address Line 3	Address Line 4	
8 Registration Complete	Sam Smith			
Contact Email		City*	State / Province*	
		City		
	Phone Number	Postal / Zip Code*	Country*	
		12345	Country	
1	Select Your Vendor Types			
	Legal ×			
	+ Engineering			
	+ Legal			
	+ Construction			

If the Purchasing Organization has required **Documentation** set up for the registration process, you will be prompted to provide the documentation. If Documentation is optional or not provided, you can navigate to the next step from the left-hand menu.

Step 1: Account Confirmation	has requested that you provide a file for each registration document. If there is a Template associated with a document, there will be a download icon 🛦 next to the Upload File button.
Step 2: Account Information	Click Upload File to select a file to upload. You must upload at least 1 (one) file (Maximum file size is 1000MB) for each document slot that has a green Required badge (REQUIRED).
Step 3: Documentation	
Step 4: Commodity Codes	Labour Law Certificate ECURED File Type: PDF
O Registration Complete	▼ 0 files uploaded
	Insurance Certificates REQUIRED File Type: PDF Upload File
	▼ 0 files uploaded

If no documentation is required and you see a message that says, "There are no Requested Documents at this time", you can proceed to the next step by clicking it on the left sidebar.

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Step 2: Account Information	Click 'Upload File' to select a file to upload. You must upload at least 1 (one) file (Maximum file size is 1000MB) for each document slot that has a green Required badge REQUIRED.	
Step 3: Documentation		
Step 4: Commodity Codes	There are no Requested Documents at this time.	
8 Registration Complete	click here	

## **Commodity Codes**

Commodity Codes are used for classification purposes. If they are listed as "Optional" in the sidebar, then you only need to add codes if you are interested in being matched to future bid opportunities.

	can go back and change the	se later. They are used to match against opportunitie	a in the luture.	
Step 2: Account Information	10 x 11 x 12 x Chosen Commodity codes			
Step 3: Documentation	UNSPSC Code	Keyword:	Reset	
Step 4: Commodity Codes	Code	Title	Description	Add
Registration Complete	10 🕽	Live Plant and Animal Material and Acces	This segment includes live, wild and dom	+
	11 1	Mineral and Textile and Inedible Plant and	This segment includes unprocessed mate	+
	12 1	Chemicals including Bio Chemicals and	This segment includes inorganic and orga	+
	13 🧎	Resin and Rosin and Rubber and Foam a	This segment includes rubber and plastic	+
	14 🕽	Paper Materials and Products	This segment includes paper used for co	+
	15 1	Fuels and Fuel Additives and Lubricants a	This segment includes natural occurring g	+

# **Registration Complete**

• Once you have completed all of the steps and a green checkmark appears to each step in the sidebar, you will see a green Success and can continue navigating through Bonfire.

Step 1: Account Confirmation	♥ Success!
	You have completed all of the requirements to register your Vendor account for TIMEPOINT Ltd at Success Team.
Step 2: Account Information	You can access Bid Opportunities on the <b>Portal</b> or by clicking here.
_	
Step 3: Documentation	Continue to Bonfire »
Step 4: Commodity Codes	
Step 4. Commonly Codes	
Registration Complete	