

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 [Vendor Registration and Submission](#) process.

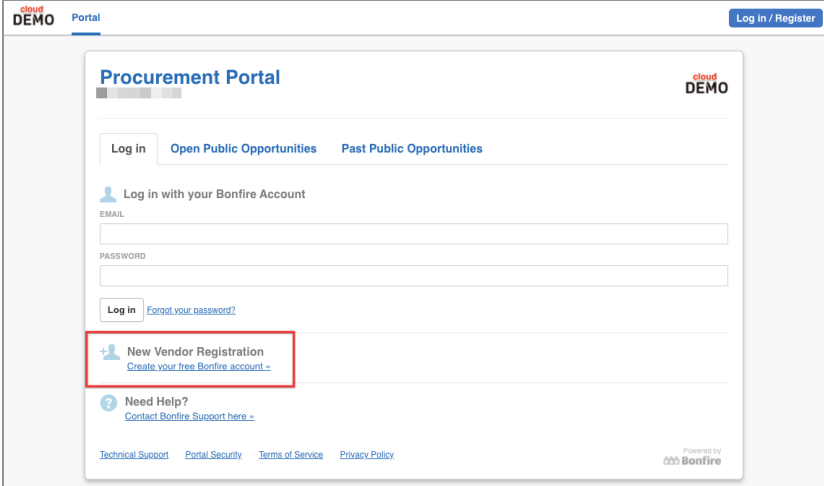
Bonfire Resources/Articles:

- [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

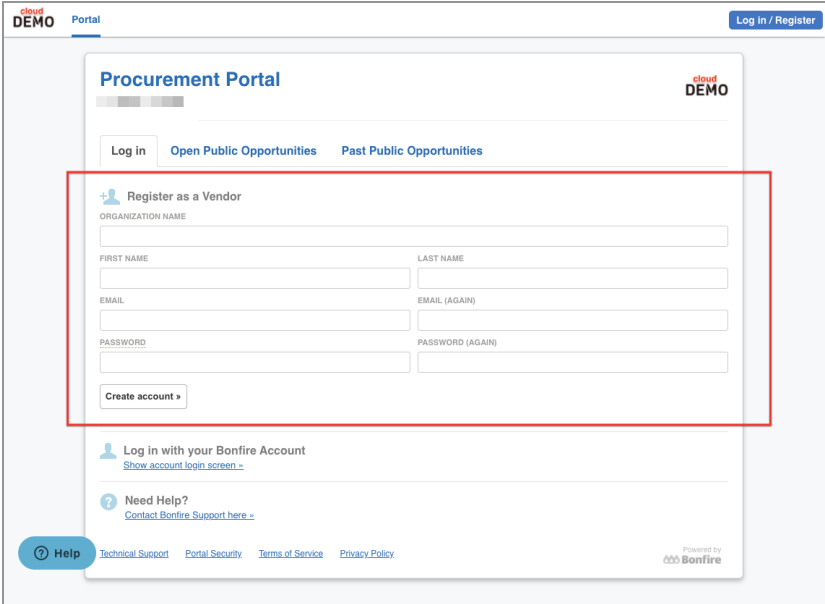
Account Creation

- ❑ Navigate to the Procurement Portal of the organization you'd like to register with and click on **“New Vendor Registration.”**



The screenshot shows the 'Procurement Portal' login page. At the top right, there is a 'Log In / Register' button. The main content area includes a 'Log in' button, links for 'Open Public Opportunities' and 'Past Public Opportunities', and a section for logging in with a Bonfire account. Below this, there are input fields for 'EMAIL' and 'PASSWORD'. A red box highlights the 'New Vendor Registration' link, which includes the subtext 'Create your free Bonfire account >'. At the bottom, there is a 'Need Help?' section with a link to 'Contact Bonfire Support here >' and a footer with 'Powered by Bonfire'.

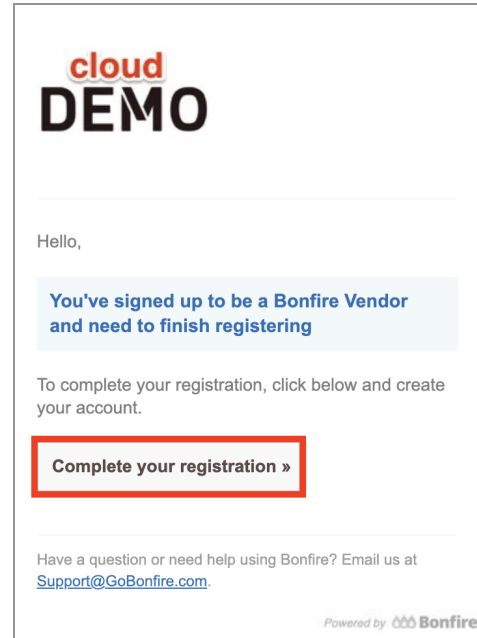
- ❑ Fill in required fields and click **“Create Account.”** After creating your account, you will be prompted to confirm your account.



The screenshot shows the 'Procurement Portal' registration page. At the top right, there is a 'Log In / Register' button. The main content area includes a 'Log in' button, links for 'Open Public Opportunities' and 'Past Public Opportunities', and a section for logging in with a Bonfire account. Below this, there is a red box highlighting the 'Register as a Vendor' form. The form includes input fields for 'ORGANIZATION NAME', 'FIRST NAME', 'LAST NAME', 'EMAIL', 'EMAIL (AGAIN)', 'PASSWORD', and 'PASSWORD (AGAIN)'. A 'Create account >' button is located below the form. At the bottom, there is a 'Need Help?' section with a link to 'Contact Bonfire Support here >' and a footer with 'Powered by Bonfire'.

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.

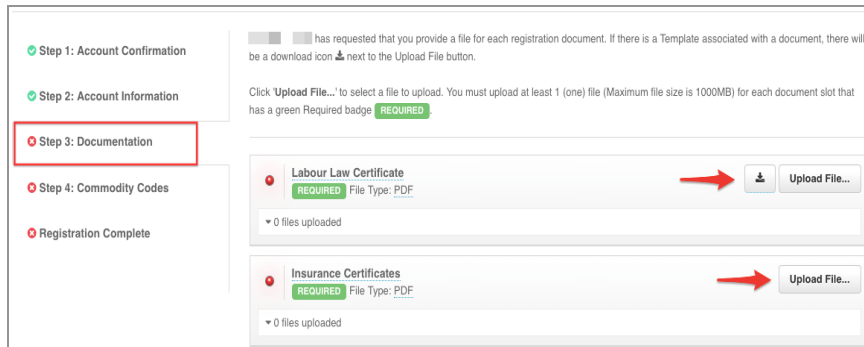


Completing Registration

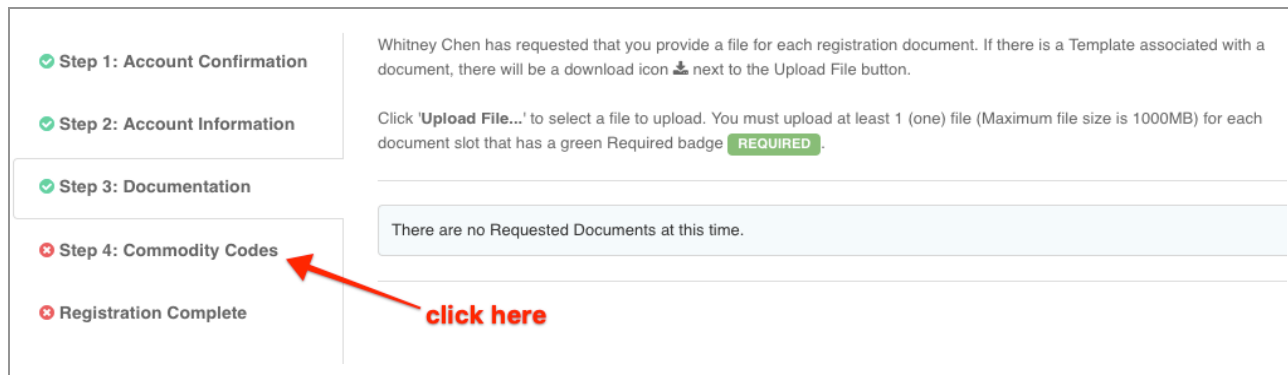
Custom Fields and Documentation

- ❑ 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.

- ❑ 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.

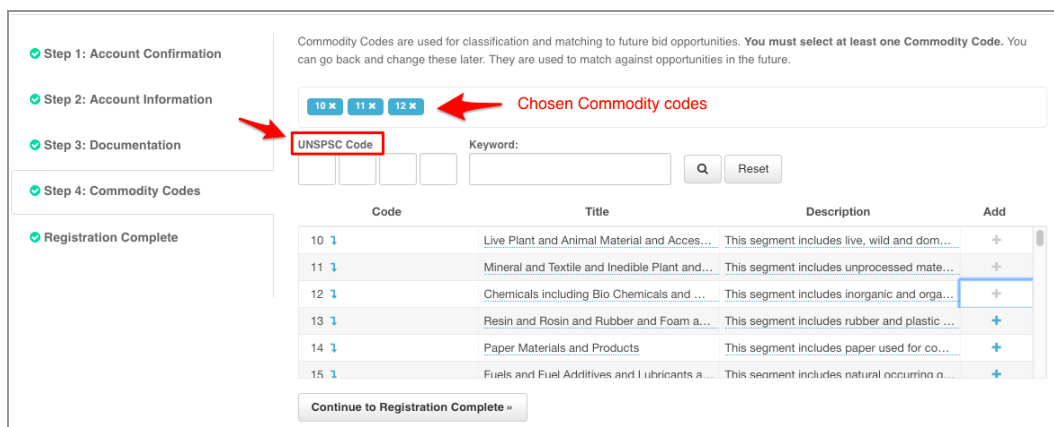


- ❑ If no documentation is required and you see a message that says, "There are no Requested Documents at this time", you can proceed to the next step by clicking it on the left sidebar.



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.



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.

