Bonfire

Vendor Submission

Overview & Highlights

Important Notes to keep in mind:

- Review and note all "**Important Events**" dates/time
  - Events dates & times
  - Intent to Bid due date and time
  - Questions due date and time
  - Opportunity Close date and time
- 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 Submission process.

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

Bonfire Resources/Articles:

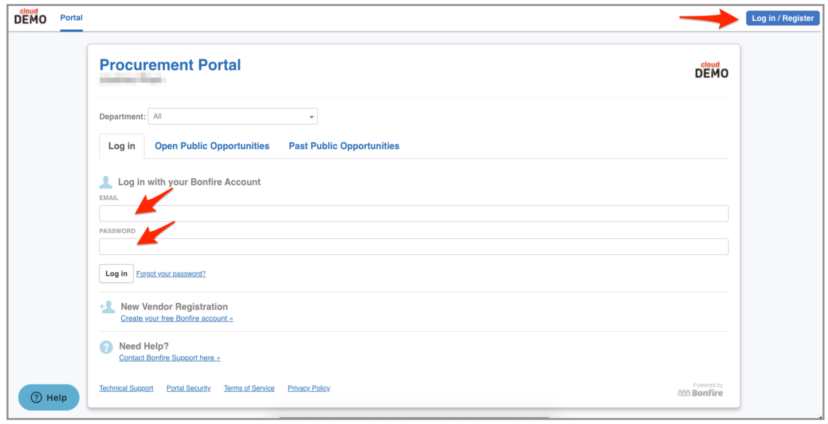
- Creating and Uploading a Submission (for Vendors)
- Can I revise my submission?

Vendor Submission Process

Accessing the Opportunity

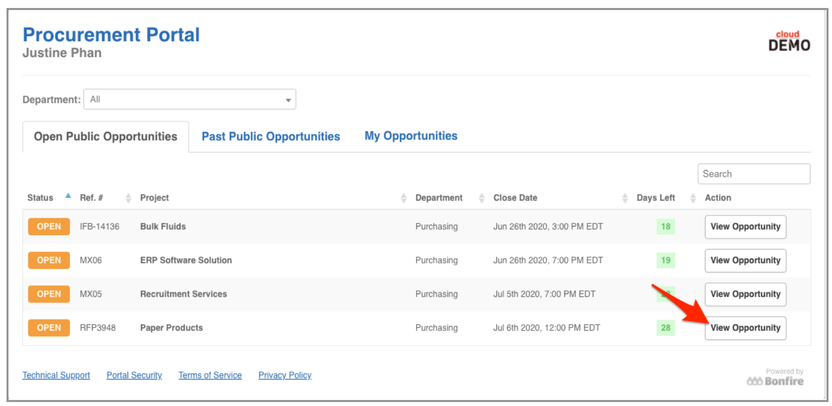
Getting to the right location

- ❏ **Log into the portal.**
  (If you do not have an account please reference our [Vendor Registration](#) article).



- ❏ **Search and find your opportunity**
  (under the "**Open Public Opportunities**" or "**My Opportunities**" [for invited projects] tabs.)

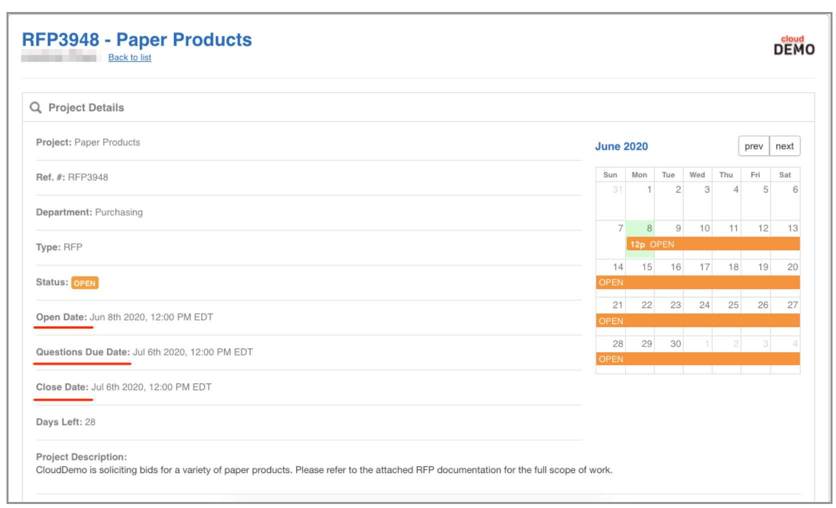
- ❏ If you are looking to continue with an Opportunity you had previously started - **[Resuming my Submission](#)**.



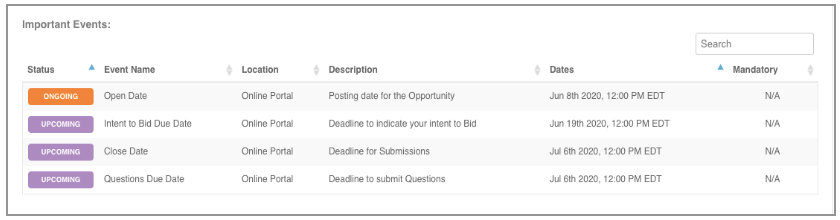
Navigating the Opportunity

Project Details & Important Events

- ❏ Note key project dates and details under the "**Project Details**" section.

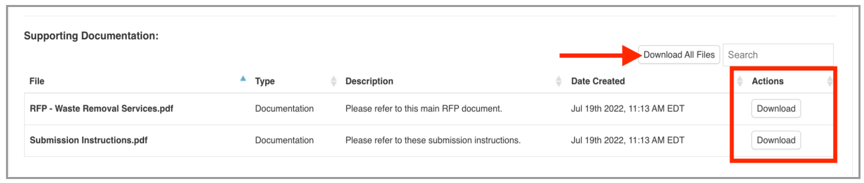


❏ Check the **“Important Events”** section for additional events and deadlines.



Supporting Documentation

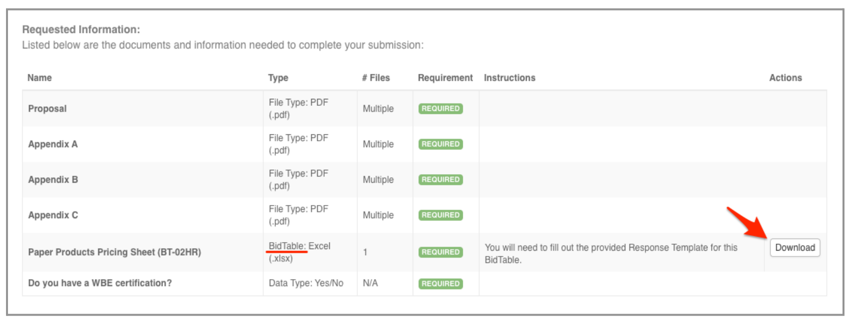
❏ **Download** and **Review** all documents provided by the purchasing organization under the “**Supporting Documentation**” section.



Requested Information

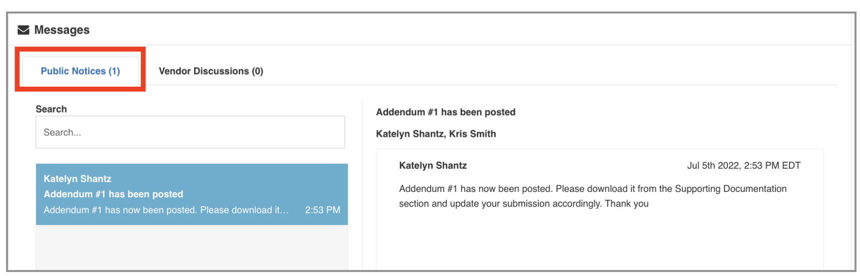
❏ Note the details of what is required as part of your submission under the **“Requested Information”** section.

❏ If the project requires a BidTable or Questionnaire, you can **download** the template in this section.



Messages

❏ Check the “**Public Notices**” tab for any new information about the project (ex. addenda).

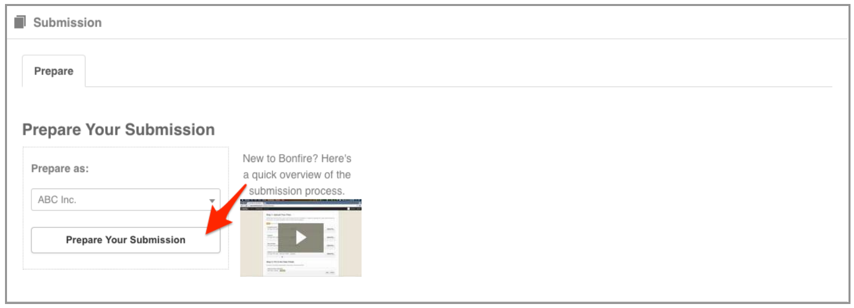


❏ If **“Vendor Discussions”** is open (check Questions Due Date from Project details section), you can directly send the Project Owner any project related question you may have under that tab.

Uploading Your Submission

Prepare Your Submission

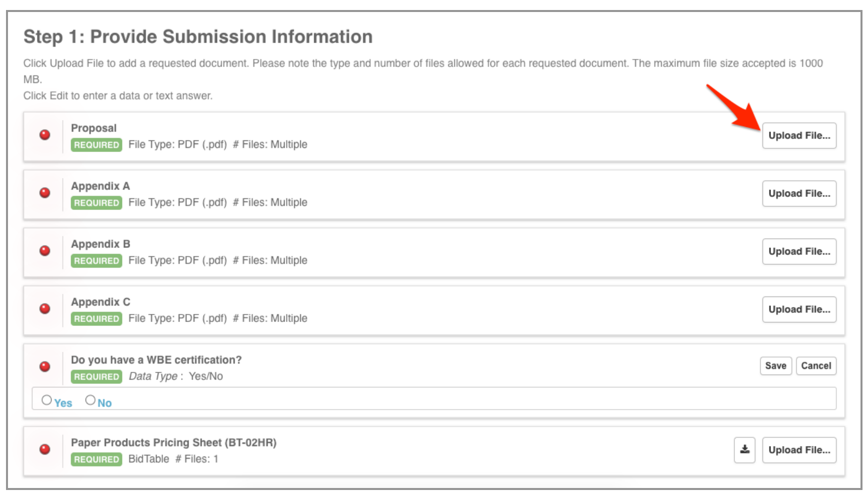
- ❏ Navigate to the bottom of the page to the "**Submissions**" section to **"Prepare your Submission."**
- ❏ You may be required to submit your [Intent to Bid]() prior to preparing your submission.



Provide Submission Information and Upload Files

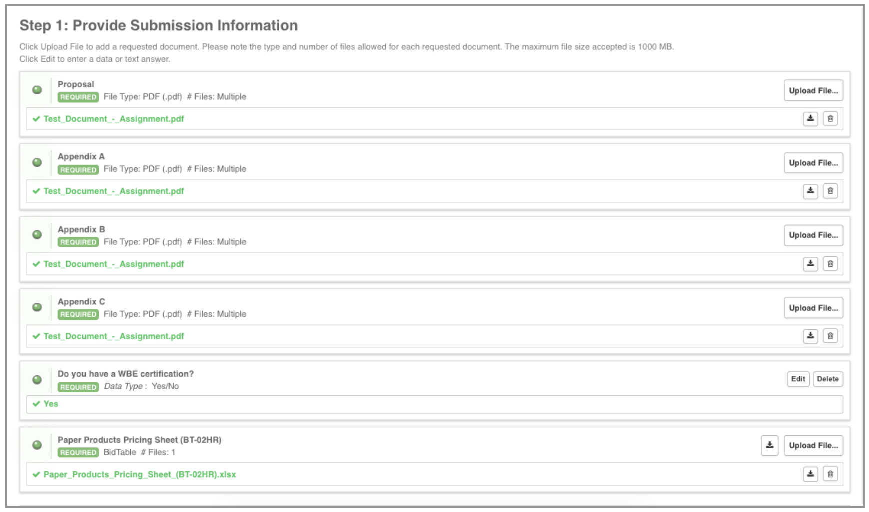
- ❏ Note key project details and Project Description under the "**Project Details**" section.

- ❏ Upload your files by clicking "**Upload File**" and enter in all Requested Data and click **"Save."**



Submission Check

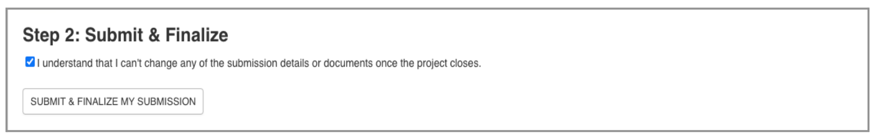
- ❏ Do a final check that you have all of your information filled out and files uploaded (green validation circles).



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]