Bonfire Support

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Documentation

Vendor Registration

Support Team June 26, 2020 09:41

Registering for a New Vendor Account is very simple and consists of the following steps:

1. **Account Creation**
2. **Account Confirmation**
3. **Account Information**
4. **Documentation**
5. **Commodity Codes**

Account Creation

On the Procurement Portal of the organization you'd like to register with, click on **New Vendor Registration**:

If you do not have a specific portal you wish to register on, you can register via our [Global Demo Portal](#).

NOTE: The Global Demo Portal can be used for registration and adjusting your Global Vendor Settings. However, you will NOT see any Public listings of bids within this portal.

Fill out all of the listed fields and then click on **Create Account**:

You will then be taken to the Registration page with further instructions, and to the next step.

Account Confirmation

Click the **Send Account Confirmation Email** button:

Registration

In addition to creating your account, [REDACTED] needs you to provide the following information. Please complete all of the steps below.

|	
⊗ **Step 1: Account Confirmation**	An email has been sent to **gpeters+v3@gobonfire.com**. Please click the link in the email to **Confirm your Account**. The link will expire in **12 hours**. If you have trouble finding the email or the link has expired, click the button below to send a new email.
⊗ **Step 2: Account Information**	We ask Vendors to do this in order to confirm your identity so that you can access information on prospective bid opportunities.
⊘ **Step 3: Documentation**	**Send Account Confirmation Email**
ⓘ **Optional: Commodity Codes**	
⊗ **Registration Complete**	Continue to Step 2: Account Information »

You will then have to go to the inbox of the email address you signed up with. You should receive an email with a **Confirm Account** link:
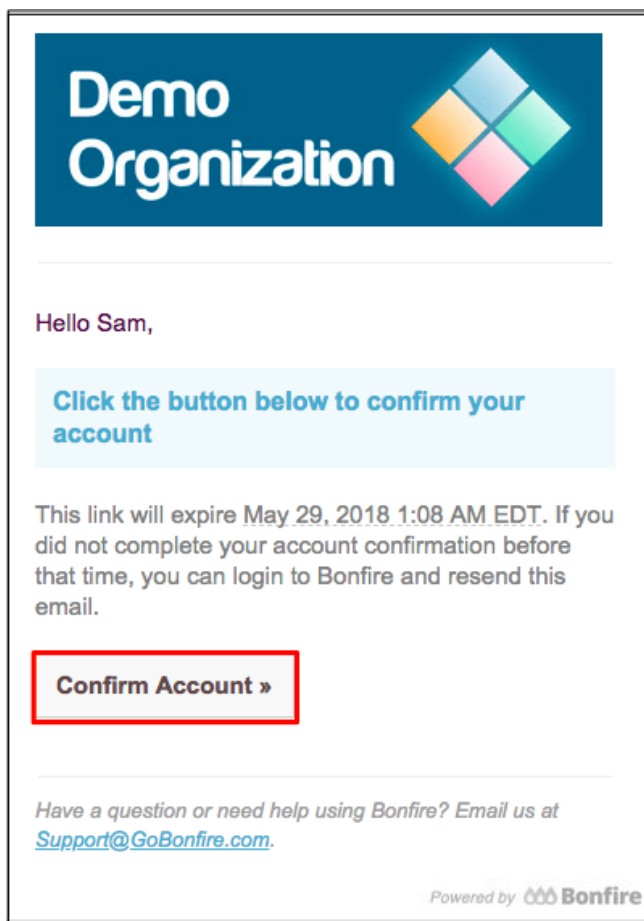
NOTE: If you don't receive this email in 5 minutes, please see our <u>Why am I not receiving emails?</u> page.

Click the link in your email to confirm your account. You'll return to the **Registration** screen and can complete **Step 1** by accepting the Privacy Policy and Terms of Service.

Registration

In addition to creating your account, Gisela Peters needs you to provide the following information. Please complete all of the steps below.

❌ Step 1: Account Confirmation

❌ Step 2: Account Information

❌ Step 3: Documentation

ℹ Optional: Commodity Codes

❌ Registration Complete

Your account with the email address gpeters+v3@gobonfire.com has been confirmed!

☑ I accept the Privacy Policy and Terms of Service.

Save and continue to Step 2: Account Information »

Account Information

You can now fill out further information to add to your Vendor Record:

Registration

In addition to creating your account, Gisela Peters needs you to provide the following information. Please complete all of the steps below.

✅ Step 1: Account Confirmation

❌ Step 2: Account Information

❌ Step 3: Documentation

ℹ Optional: Commodity Codes

❌ Registration Complete

All information that you need to provide has been filled in. You can make additional changes to this information below. Fields that are required are denoted with a red asterisk (✱).

Profile*

| Vendor Name* | | Address Line 1* | Address Line 2 |
| bitty kitty rescue | | | |

| Contact First Name | Contact Last Name | Address Line 3 | Address Line 4 |
| jane | doe | | |

| | | City* | State / Province* |

Contact Email

janedoe@gmail.com

Phone Number

Postal / Zip Code*

Country*

HST/GST Number

Select Your Vendor Types

Click on the + button beside each Vendor Type to add

+ test
test

+ **Business Certified as Veteran Owned**
Please provide federal, state or provincial certification of your status as a Veteran-Owned
Business

Save

Continue to Step 3: Documentation »

NOTE: Be sure to fill out all the fields marked with a red asterisks otherwise you will not be able to complete your registration.

If the organization you're registering with has set up **Vendor Types**, you will also be able to select and self-identify which Vendor Types you belong to. You can select more than one Vendor Type if more apply.

Select Your Vendor Types

Click on the + button beside each Vendor Type to add

+ test
test

+ **Business Certified as Veteran Owned**
Please provide federal, state or provincial certification of your status as a Veteran-Owned
Business

Save

If the organization has also set up **Custom Fields** in association with a particular Vendor Type you've selected, you will see an additional tab populate labeled Custom Fields, which is located next to the Profile tab:

Within the Custom Fields tab, you will see any sections that you will need to complete based on the Vendor Types you selected:

Once you fill out the necessary information, the orange Incomplete status will update to a green Complete status. You can then click **Save** and then **Continue to Step 3: Documentation**.

Documentation

For this step, you will be presented with any Documentation the Buyer requires you to upload as part of the Vendor Types you have selected.

NOTE: 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:

Registration

In addition to creating your account, Whitney Chen needs you to provide the following information. Please complete all of the steps below.

⊘ **Step 1: Account Confirmation**

⊘ **Step 2: Account Information**

⊘ **Step 3: Documentation**

⊗ **Step 4: Commodity Codes**

⊗ **Registration Complete**

Whitney Chen 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.

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**.

There are no Requested Documents at this time.

← click here

Some documentation may have a template attached, which you can click on the download icon to retrieve and fill out:

Registration

In addition to creating your account, Success Team needs you to provide the following information. Please complete all of the steps below.

✓ Step 1: Account Confirmation

✓ Step 2: Account Information

✗ Step 3: Documentation

✗ Step 4: Commodity Codes

✗ Registration Complete

Success Team 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.

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** .

🔴 **Labour Law Certificate**
REQUIRED File Type: PDF   ⬇ | Upload File...

▾ 0 files uploaded

🔴 **Insurance Certificates**
REQUIRED File Type: PDF   Upload File...

▾ 0 files uploaded

Once you have the correct document you'd like to submit, click the **Upload File...** button in the same box as the slot you wish to upload to:

You will be prompted to choose the file you wish to upload as well as select an expiration date if required by the organization. As a vendor, you will receive notifications when a requested document is expiring or has expired.

Upload File

Requested Document: Labour Law Certificate

File*   [Choose File] Insurance Certification.pdf

Expiration Date*   [2019-04-25   ] 🗓

⬆ Upload   Cancel

NOTE: You will receive email notifications for documents that are expiring within 30 days as well as for documents that have already expired. This notification will be sent out every 15 days. If you accidentally select the wrong expiration date when you upload a file, you can change this by clicking on the file slot, deleting the document and then re-uploading the document again:
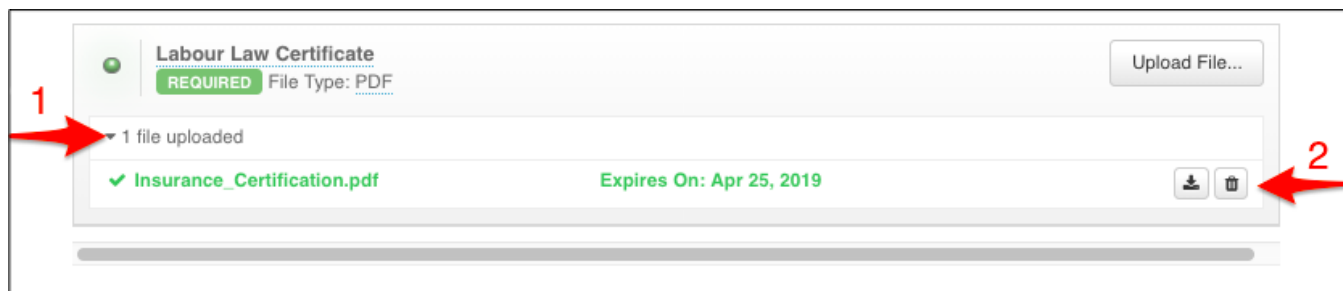
Once the file has been uploaded, the red status button will turn green and you will be able to move to the final registration step:
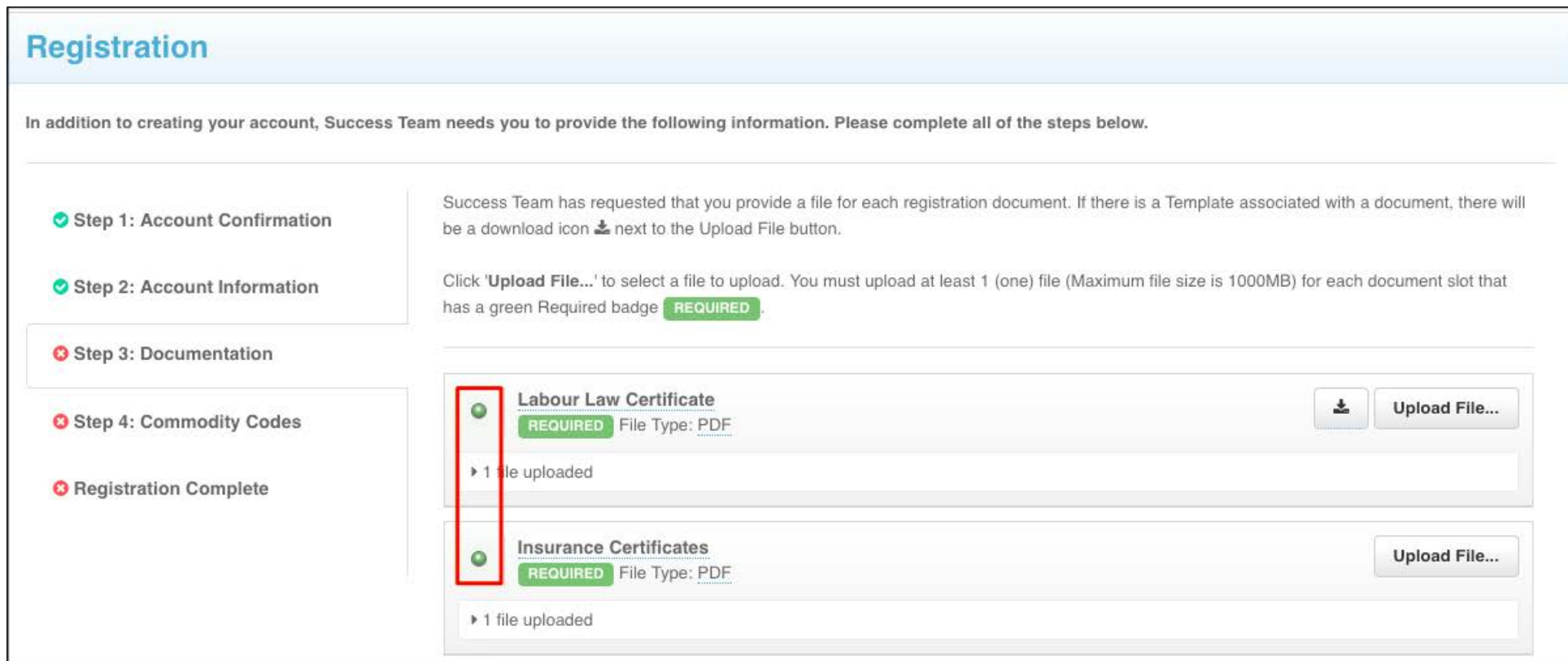
Commodity Codes

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.

The type of code set being used is determined by the purchasing organization you're registering with. The code set being used will be displayed above the search bar text box (to the left of **Keyword**). You can search for codes using keywords or browse the table freely. Click **Add** next to the code you'd like to add. Codes added to your profile will appear in blue boxes at the top of the page; you can hover your cursor over each to see what the code is for.

For more information, please see our [Quick Guide to Commodity Codes](#) and our [How do I add or delete Commodity Codes on my Vendor Record?](#) page.

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!** message:

Congratulations! You have completed the registration process and can now view opportunity documents and create submissions.

NOTE: Your login credentials will work across all Bonfire organizational portals.

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