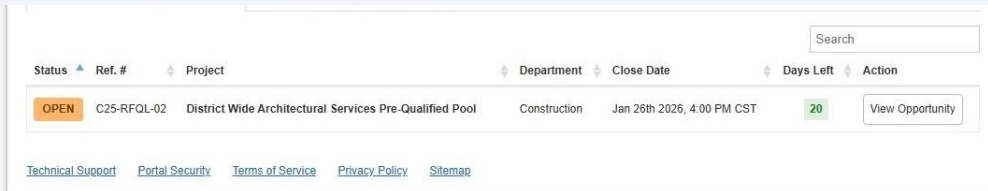


Create a New Purchasing or Minor Renovation Request

1

Navigate to your browser and enter the address for Euna Bonfire: <https://unionps.bonfirehub.com/portal/?tab=openOpportunities>

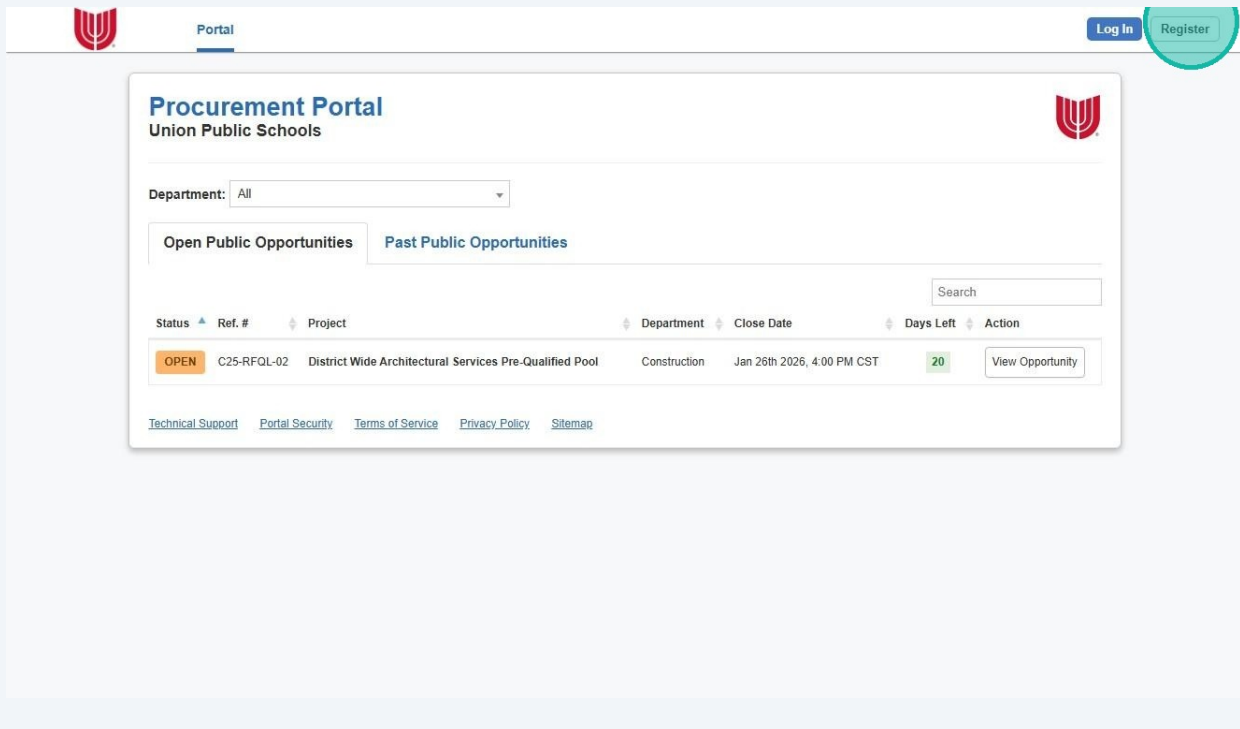


The screenshot shows a web interface with a search bar at the top right. Below it is a table with columns: Status, Ref. #, Project, Department, Close Date, Days Left, and Action. A single row is visible with the following data: Status: OPEN, Ref. #: C25-RFQL-02, Project: District Wide Architectural Services Pre-Qualified Pool, Department: Construction, Close Date: Jan 26th 2026, 4:00 PM CST, Days Left: 20, and Action: View Opportunity. At the bottom of the table are links for Technical Support, Portal Security, Terms of Service, Privacy Policy, and Sitemap.

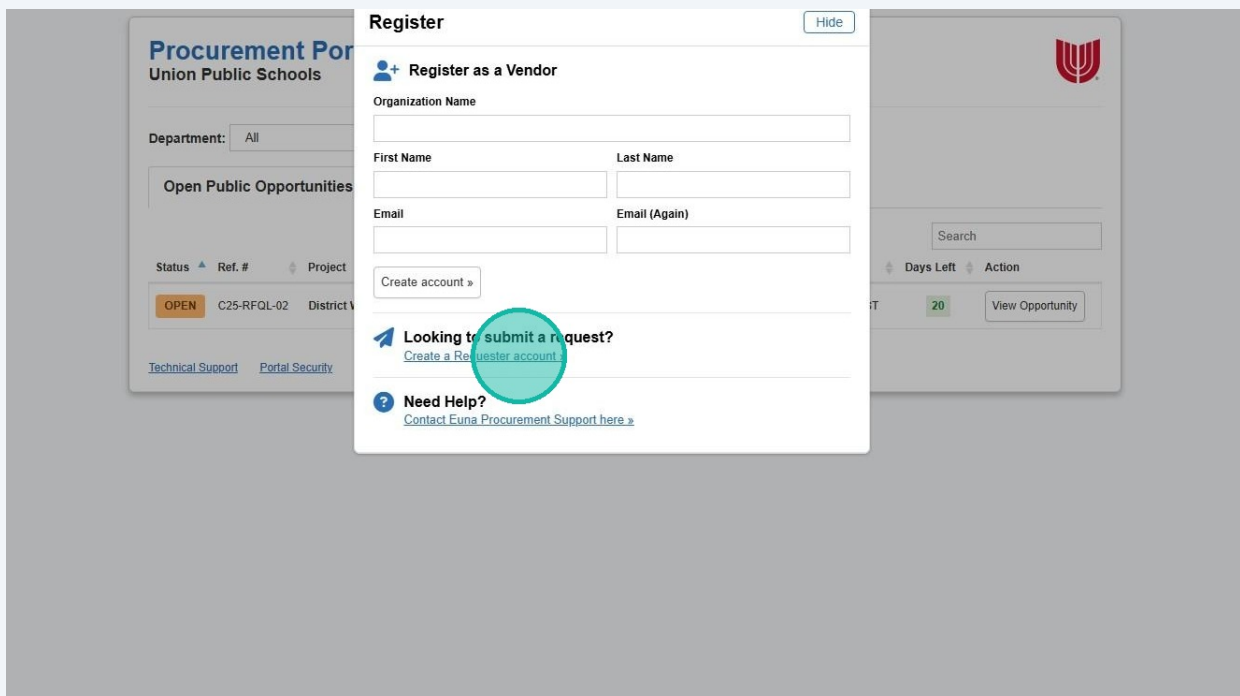
Status	Ref. #	Project	Department	Close Date	Days Left	Action
OPEN	C25-RFQL-02	District Wide Architectural Services Pre-Qualified Pool	Construction	Jan 26th 2026, 4:00 PM CST	20	View Opportunity

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#) [Sitemap](#)

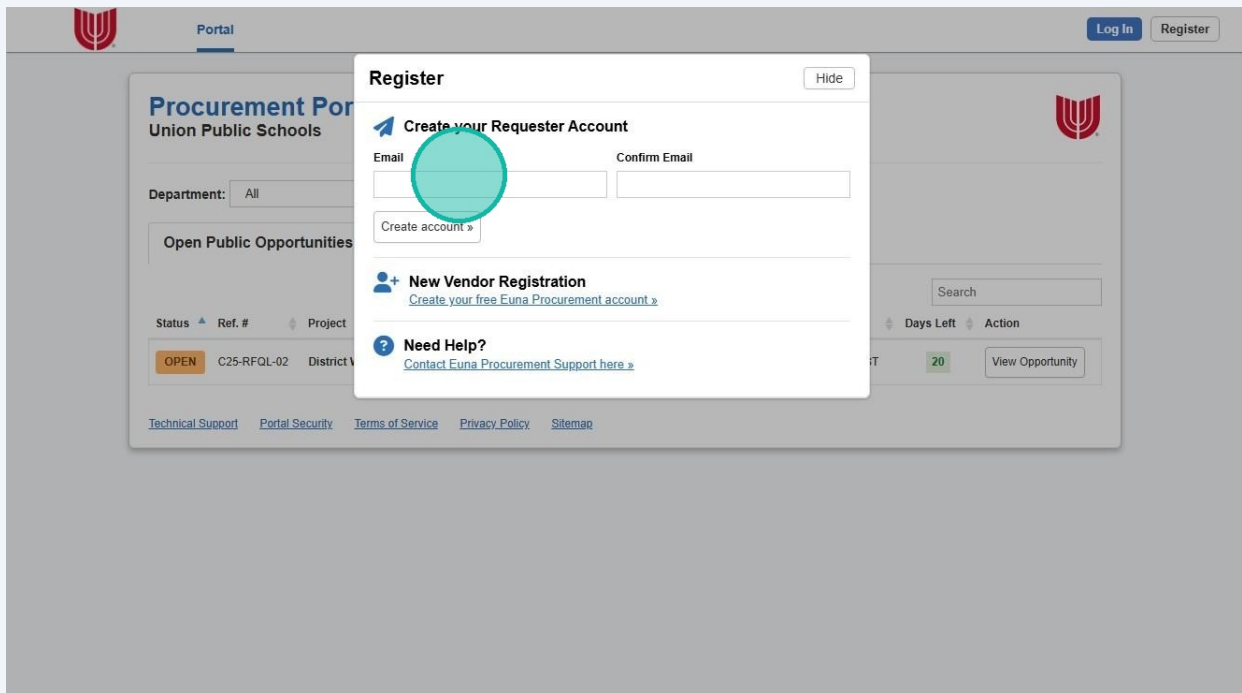
2 Click "Register"



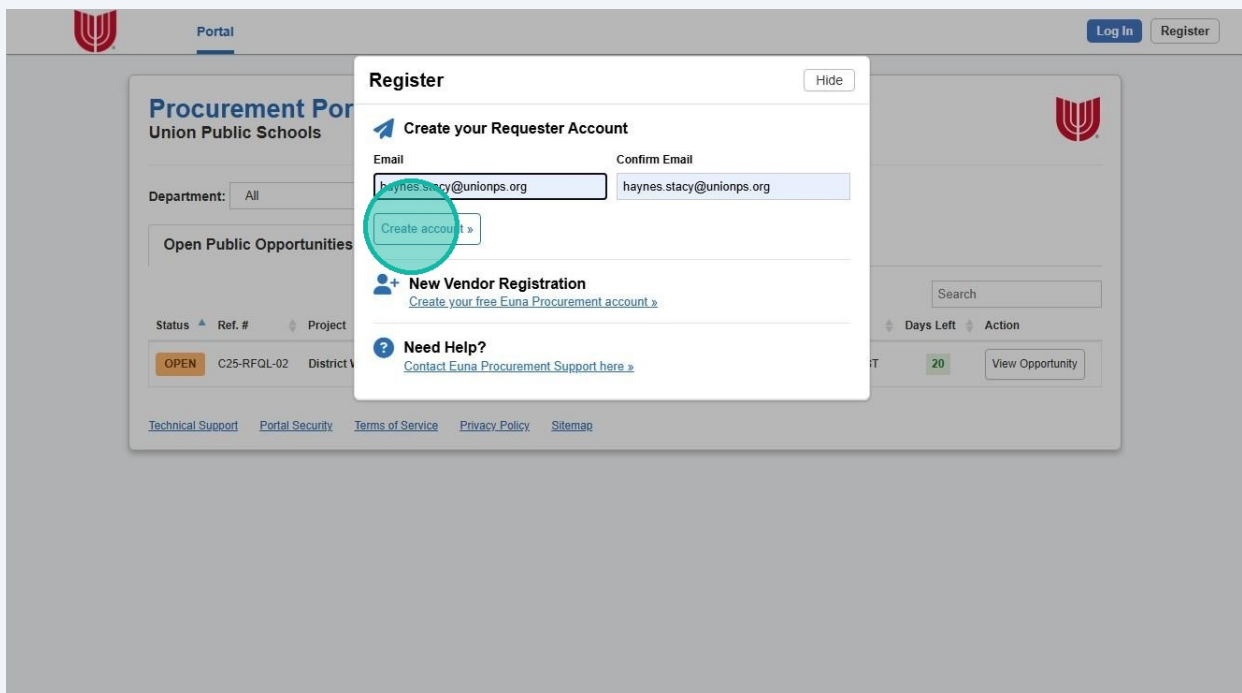
3 Click "Create a Requester account"



4 Click the "Email" field. Enter your email address and confirm.



5 Click "Create account"



- 6 You will see a Success! banner and a Confirmation email.



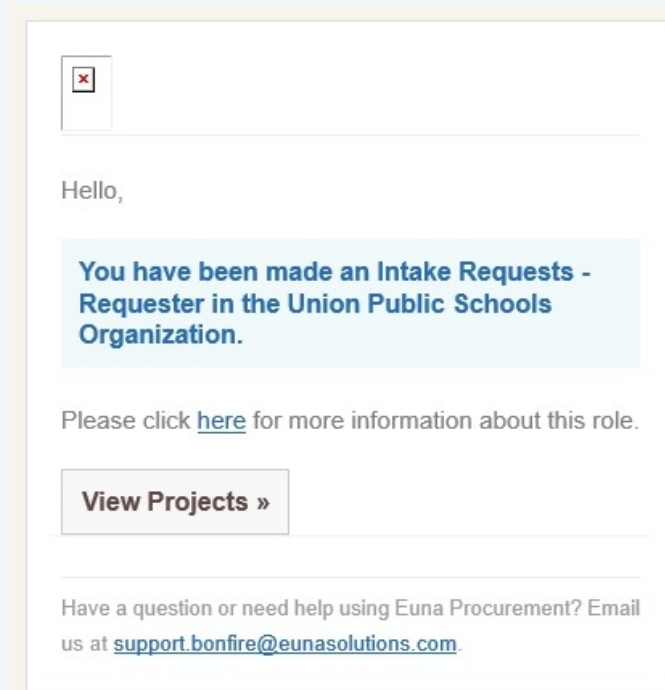
Success!

You'll receive an email with further instructions.

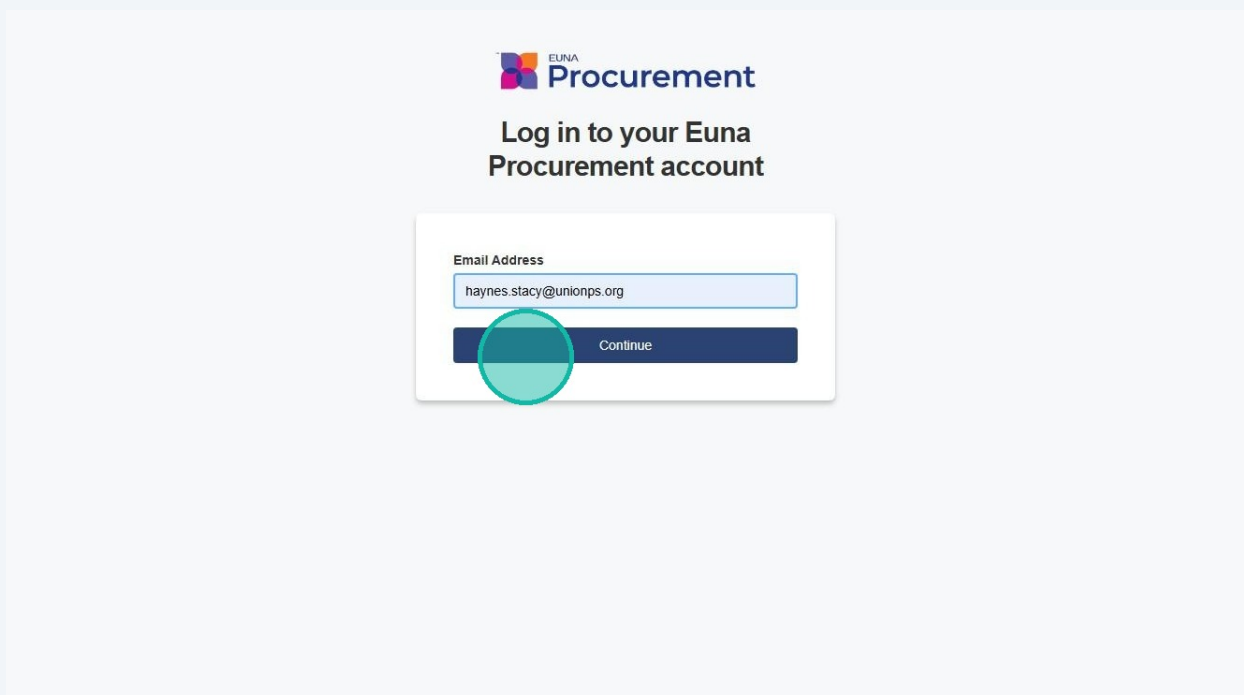
Have a question or need help using Euna Procurement? Email us at support.bonfire@eunasolutions.com

[« Back to Login](#) [Contact tech support »](#)

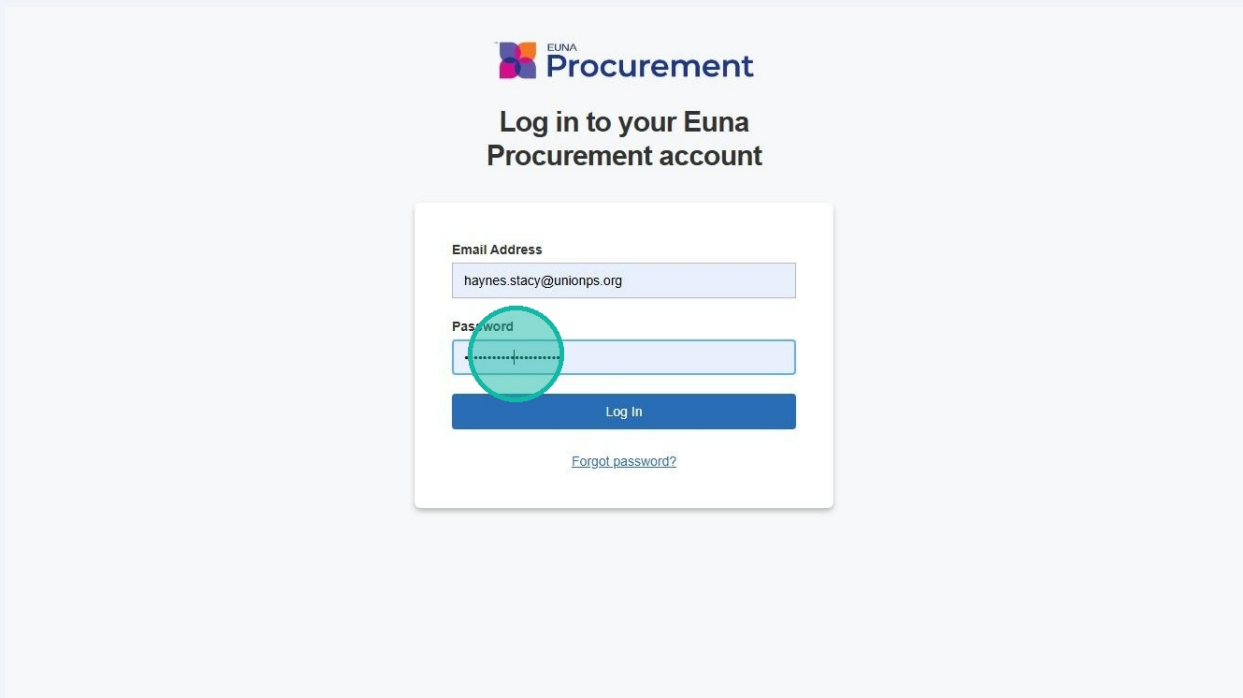
7 Confirmation email



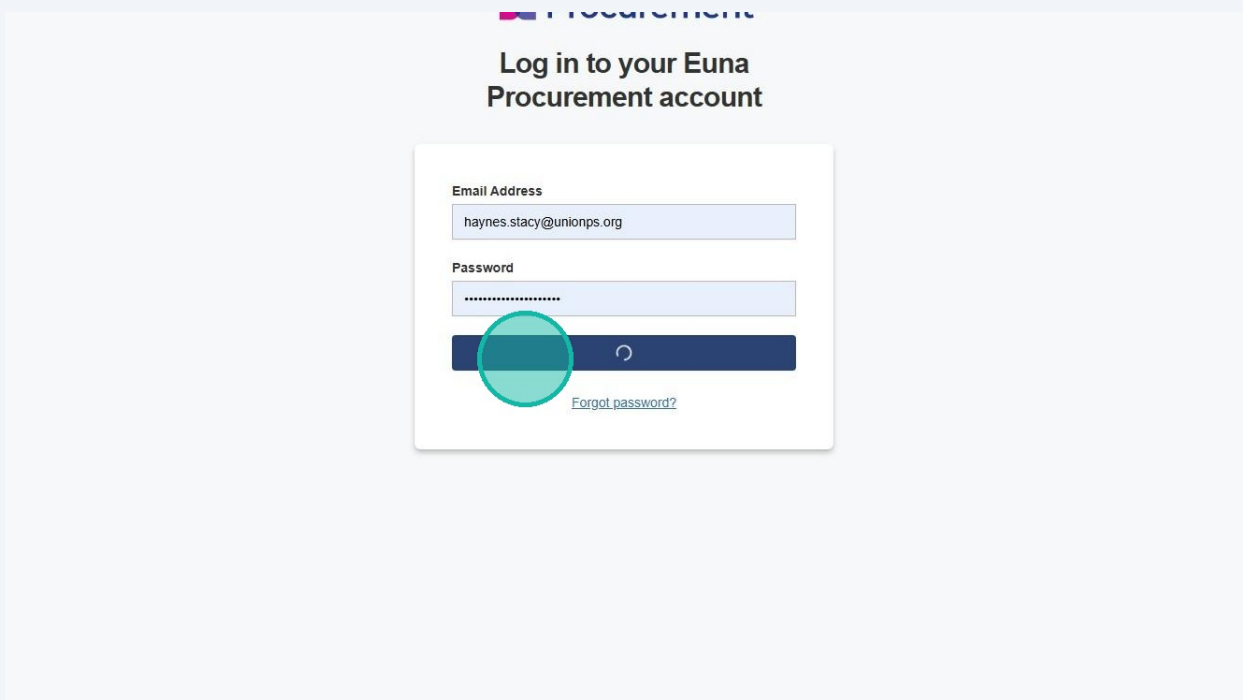
8 Follow the link to enter your email address and Click "Continue"



9 Click the "Password" field.



10 Click "Log In" to enter the portal.



11 Click "Intake"

The screenshot shows the 'Intake' dashboard for Union Public Schools. The navigation bar includes 'Dashboard', 'Intake', 'Community', 'Projects', 'Library', 'Vendors', 'Insights', 'Portal', and 'Submissions'. The user is logged in as 'Stacy H. Union Public Schools'. The left sidebar contains 'Projects (5)', 'Requests Ready for Draft (1)', 'Project Templates (0)', 'Archived Projects', and 'Schedule'. The main content area features a 'Projects Dashboard' with five metrics: Pending Projects (0), Open Projects (1), Evaluating Projects (1), Completed Projects (0), and Submissions Received (16). Below these are three bar charts for 'Awarded, FYTD' (\$0), 'Savings, FYTD' (\$0), and 'Pages Saved, FYTD' (132). A list of projects is shown on the right, including 'Bernice scored Tyson Prepared Foods, Inc. on Commodity Processing - Jan 6th 2026, 1:43 PM CST'. Below the dashboard is a 'Projects' section with filters for 'All', 'Draft', and 'Active', a search bar, and a table with columns for Project ID, Status, Reference Number, Project, and Department.

12 Click "Submit a New Request"

The screenshot shows the 'Request Inboxes' dashboard for Union Public Schools. The navigation bar includes 'Dashboard', 'Intake', 'Community', 'Projects', 'Library', 'Vendors', 'Insights', and 'Portal'. The user is logged in as 'Stacy Haynes Union Public Schools'. The left sidebar contains 'Request Inboxes', 'Archived Requests', and 'Manage'. The main content area features a 'Requests Dashboard' with four metrics: Total Requests Submitted (1), Unassigned Requests (0), New Requests (0), and Draft Ready Requests (1). Below this is a 'Request Inboxes' section with a search bar and a '+ Submit a New Request' button. A table lists requests with columns for Status, Name, Submitted On, Requested By, Assigned To, Project Type, and Category. The first row shows a 'DRAFT READY' request for 'Computer' submitted on 'Dec 16, 2025 12:47' by 'Angela Morris', assigned to 'Stacy Haynes', with 'RFQ' as the project type and 'Information Techno' as the category.

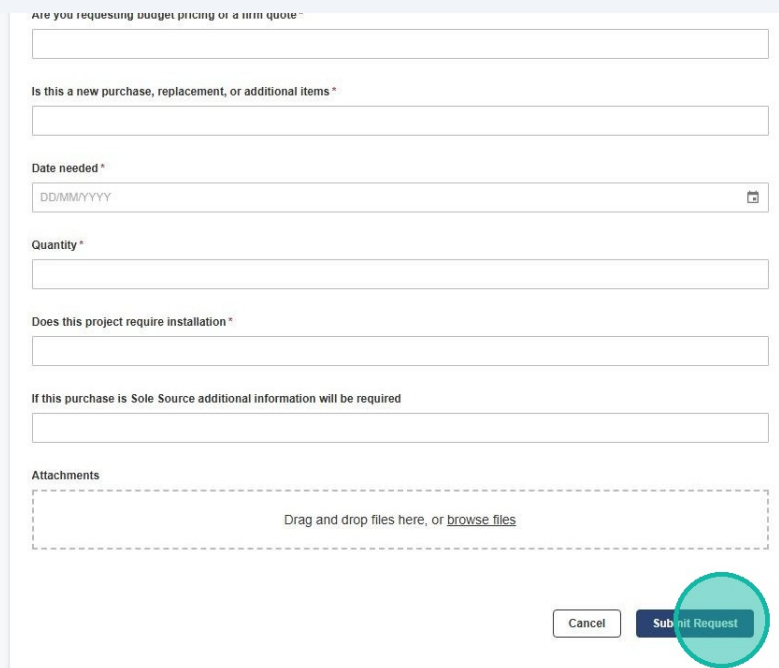
13 Click the "Request Title *" field. Complete all fields.



The screenshot shows a 'New Request' form with the following fields and sections:

- Request Title ***: A text input field, highlighted with a red circle.
- Category of your request ***: A dropdown menu.
- Description ***: A large text area.
- Department/Site ***: A text input field.
- Project Contact ***: A text input field.
- Contact Phone ***: A text input field.
- Funding Source ***: A dropdown menu.
- Available budget ***: A text input field.
- Are you requesting budget pricing or a firm quote ***: A text input field.
- Is this a new purchase, replacement, or additional items ***: A text input field.
- Date needed ***: A date picker showing 'DD/MM/YYYY'.
- Quantity ***: A text input field.
- Does this project require installation ***: A text input field.
- If this purchase is Sole Source additional information will be required**: A text input field.
- Attachments**: A dashed box with the text 'Drag and drop files here, or [browse files](#)'.

14 Click "Submit Request". Your request will be reviewed and submitted for processing. Additional information may be requested.



This screenshot shows a zoomed-in view of the bottom portion of the 'New Request' form. The 'Submit Request' button is highlighted with a red circle.

The visible fields and sections are:

- Are you requesting budget pricing or a firm quote ***: A text input field.
- Is this a new purchase, replacement, or additional items ***: A text input field.
- Date needed ***: A date picker showing 'DD/MM/YYYY'.
- Quantity ***: A text input field.
- Does this project require installation ***: A text input field.
- If this purchase is Sole Source additional information will be required**: A text input field.
- Attachments**: A dashed box with the text 'Drag and drop files here, or [browse files](#)'.
- Buttons**: 'Cancel' and 'Submit Request' (highlighted with a red circle).