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# **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:

0

DEMO Portal

	Open Public Opportunities Past Public Opportunities	
Log i	n with your Bonfire Account	
PASSWORD		
Log in	iorgot your password?	
	Vendor Registration <u>e your free Bonfire account »</u>	
	I Help? ct Bonfire Support here »	

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**:

DEMO

Portal

Log in / Register

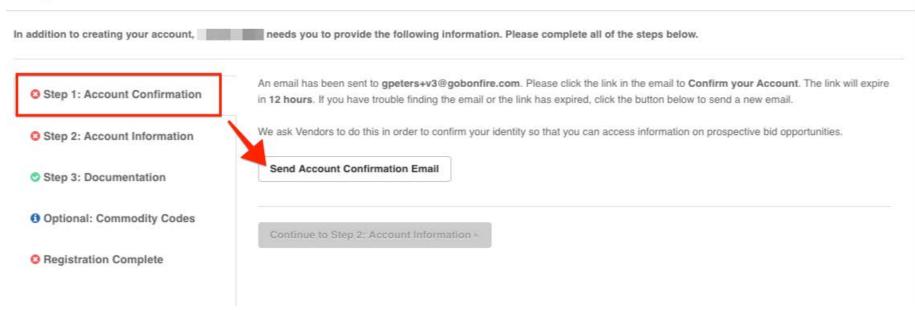
Log in Open Public Opportunities	Past Public Opportunities
+ Register as a Vendor	
ORGANIZATION NAME	
FIRST NAME	
EMAIL	EMAIL (AGAIN)
PASSWORD	PASSWORD (AGAIN)
Create account »	
Log in with your Bonfire Account	
Need Help?	

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



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:

Demo Organization				
Hello Sam,				
Click the button below to confirm your account				
This link will expire May 29, 2018 1:08 AM EDT. If you did not complete your account confirmation before that time, you can login to Bonfire and resend this email.				
Confirm Account »				
Have a question or need help using Bonfire? Email us at <u>Support@GoBonfire.com</u> .				
Powered by 800 Bonfire				

#### NOTE: If you don't receive this email in 5 minutes, please see our Why am I not receiving emails? 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	Your account with the email address gpeters+v3@gobonfire.com has been confirmed!
Step 2: Account Information	I accept the Privacy Policy and Terms of Service.
Step 3: Documentation	Save and continue to Step 2: Account Information »
Optional: Commodity Codes	
Registration Complete	

### **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		at you need to provide oted with a red asteris		nake additional changes to this information b	below. Fields that a
Step 2: Account Information	Profile*				
Step 3: Documentation	Vendor Name*		Address Line 1*	Address Line 2	
	bitty kitty rescue				
Optional: Commodity Codes	Contact First	Contact Last	Address Line 3	Address Line 4	
	Name	Name			
Registration Complete	jane	doe	1. 		
	Contact Email		City*	State / Province*	
	janedoe@gmai	l.com			

https://support.gobonfire.com/hc/en-us/articles/360011135513?mobile\_site=true[2/8/2021 10:04:02 AM]

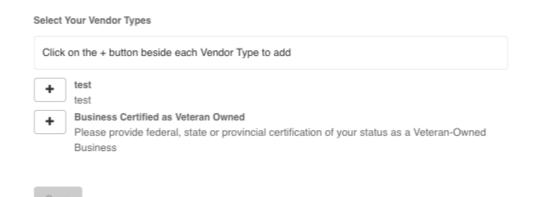
0

Phone Number
HST/GST Number
Select Your Vendor Types
Click on the + button beside each Vendor Type to add
+ 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.



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:

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	All information that you need to provide has been filled in. You can make additional changes to this information below. Fields that are real are denoted with a red asterisk (*).			on below. Fields that are required	
Step 2: Account Information	Profile*	Custom Fields* 🛕			
Step 3: Documentation	Vendor Name*		Address Line 1*	Address Line 2	
Step 4: Commodity Codes	TIMEPOINT Ltd		Test 123		
•	Contact First Na	me Contact Last Name	Address Line 3	Address Line 4	
O Registration Complete	Sam	Smith			
	Contact Email		City*	State / Province*	
	xwu+v90@gol	bonfire.com	City		
	Phone Number		Postal / Zip Code*	Country*	
			12345	Country	
1	Select Your Ven	dor Types			
Legal ×					
	+ Engine	eering			
	+ Legal				
	T	ruction			
	For Ve	endors submitting to Construct	tion and general contracting	g projects.	

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

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	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 (*).			
Step 2: Account Information	Profile* Custom Fields*			
Step 3: Documentation	Based on your selected Vendor Type, please complete the following sections			
Step 4: Commodity Codes	Legal Incomplete			
Registration Complete	You are editing the Legal section			
	Legal Cerification * Have you been certified in 2018 *			
	Save			
	Continue to Step 3: Documentation »			

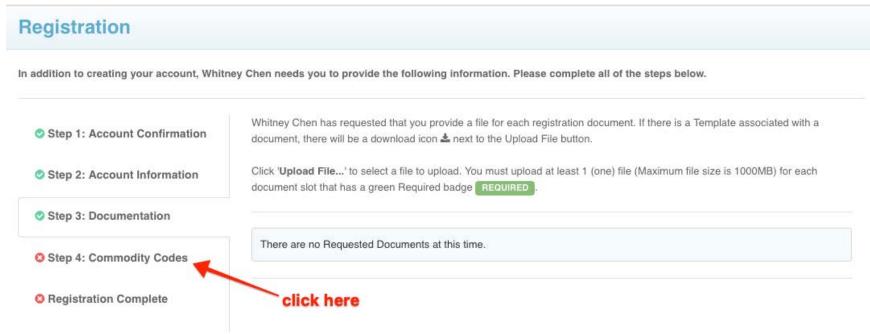
Once you fill out the necessary information, the orange Incomplete status will update to a green Complete status. You can then click **Save** and then **Continue to Step 3: Documentation**.

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	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 (*).			
Step 2: Account Information	Profile* Custom Fields*			
Step 3: Documentation	Based on your selected Vendor Type, please complete the following sections			
Step 4: Commodity Codes	Legal Complete			
O Registration Complete	You are editing the Legal section			
	Legal Cerification * Have you been certified in 2018 *   Test ¥ Yes			
	Save			
	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:



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.					
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.					
Step 2: Account Information	Click ' <b>Upload File</b> ' 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 <b>REQUIRED</b> .				
Step 3: Documentation					
Step 4: Commodity Codes	Labour Law Certificate REQUIRED File Type: PDF				
8 Registration Complete	▼ 0 files uploaded				
	Insurance Certificates Upload File 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				
	Requ	ested Document: Labour Law Certifi	cate	1
	File*	Choose File Insurance Certification.pdf		
	Expiration Date*	2019-04-25	<b>#</b>	
			$\rightarrow$	1 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:

Vendor Registration - Bonfire Support

1	Labour Law Certificate REQUIRED File Type: PDF		Upload File	
	Insurance_Certification.pdf	Expires On: Apr 25, 2019	± 🛍 🚽	2

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:

Registration					
In addition to creating your account, Success	Team needs you to provide the following information. Please complete all of the steps below	ow.			
Step 1: Account Confirmation	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 $\bigstar$ 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 REQUIRED File Type: PDF	Lupload File			
Registration Complete	▶ 1 file uploaded				
	Insurance Certificates REQUIRED File Type: PDF	Upload File			
	▶ 1 file uploaded				

### **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.

egistration				
addition to creating your account, Succes	s Team needs you to provide the f	ollowing information. Please complete all of the s	steps below.	
Step 1: Account Confirmation	-	for classification and matching to future bid opportun se later. They are used to match against opportunitie		Code. You
Step 2: Account Information	10 x 11 x 12 x	Chosen Commodity codes		
Step 3: Documentation	UNSPSC Code	Keyword:	Reset	
Step 4: Commodity Codes		4	neset	
	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 🕽	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 a	+
	Continue to Registration	n Complete »		

# **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:

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	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 Portal or by clicking here.				
Step 3: Documentation	Continue to Bonfire »				
Step 4: Commodity Codes					
Registration Complete					

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.

## Comments (0)

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