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Vendor Registration



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1 year ago · Updated

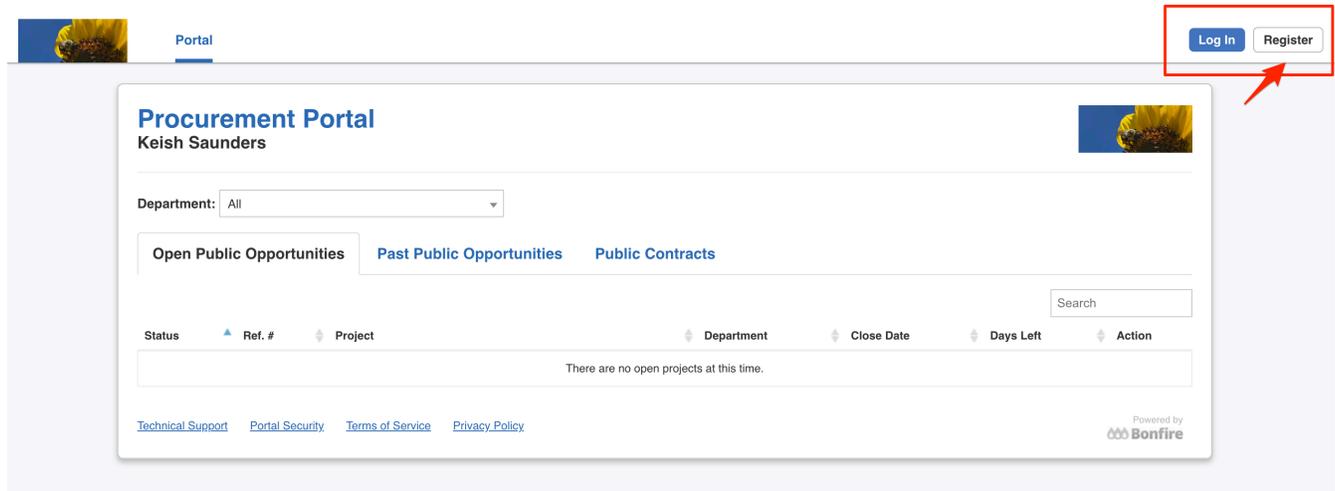
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Registering for a New Vendor Account is very simple and consists of the following steps:

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Account Creation

1. On the Procurement Portal of the organization you'd like to register with, click on the **Register** button in the top right corner:



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.

2. Enter your account information: name, email.

Log in or Register Hide

Register as a Vendor

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	Email (Again)
<input type="text"/>	<input type="text"/>

Log in with your Bonfire Account

[Show account login screen »](#)

Need Help?

[Contact Bonfire Support here »](#)

[Privacy Policy](#)

3. This will trigger the email verification process, head to your email client inbox.

NOTE: If you don't receive this email in 5 minutes, please see our [Why am I not receiving emails?](#) page.



Bonfire Account Created

You've signed up to be a Bonfire Vendor and need to finish registering. To complete your registration, click below and create your account.

[Complete your registration](#)

Happy bidding!

The Bonfire Limited Team

Have a question or need help using Bonfire? Email us at Support@GoBonfire.com.

Create a Password

4. After the confirming your email, you will be directed to complete your registration by setting a password and logging in.

Complete Account Setup

[email icon] : [] @ [] .com

First Name * [input field] **Last Name *** [input field]

Password * [input field]

Confirm Password * [input field]

Continue

5. After creating your password, you can join or create an organization. There are three options you might encounter in this stage, depending on how a Vendor Organization admin has set up their profile:

- a. Search for an organization (**Domain Discoverability**) - if the Vendor admin has enabled organization search, the organization name will appear when you search.
- b. Enter your business email (**Domain Matching**) - if the Vendor admin has enabled domain matching (and your domain matches the organization's) you will be able to find the organization on the dropdown.
- c. You also have the option to Create a new organization by clicking on the Create organization button.

Bonfire

Join an organization

Your domain matched with the organizations below

Domain matches

None

Search for an organization

[Learn more about joining an organization](#)

Join Organization

Or if you don't want to join an organization, you can create one

Create Organization

If you choose to join an existing organization, a request is sent to the vendor organization admin. They must approve the request before you can be part/access this organization.

Note: You can always proceed with a submission if needed. You will go through the full registration process to allow you to submit. If the admin approves your request after this, your organization will be merged with the one you requested, your information will be brought over (as outlined in the process above - [How merging vendor works](#)).

Account Confirmation

After creating your password you'll continue 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, you need 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

Your account with the email address jgodelie+v8@gobonfire.com has been confirmed!

Bonfire's Privacy Policy and Terms of Service were updated on Sep 8, 2020.

I accept the [Privacy Policy](#) and [Vendor and Submission Portal 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, you need 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

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* <input type="text" value="InGen"/>	Address Line 1* <input type="text"/>	Address Line 2 <input type="text"/>
Contact First Name <input type="text" value="John"/>	Contact Last Name <input type="text" value="Hammond"/>	Address Line 3 <input type="text"/>
Contact Email <input type="text" value="jgodelie+v8@gobonfire.com"/>	City* <input type="text"/>	State / Province* <input type="text"/>
Phone Number <input type="text"/>	Postal / Zip Code* <input type="text"/>	Country* <input type="text"/>

Vaccination Status*

Select Your Vendor Types*

Click on the + button beside each Vendor Type to add

- Landscaping**
Vendors that offer landscaping services
- Construction**

NOTE: Be sure to fill out all the fields marked with a red asterisk 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

Landscaping

Vendors that offer landscaping services

Construction

For vendors submitting to construction and general contracting projects

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:

Registration

In addition to creating your account, you need 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

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

Profile		Additional Information	
Vendor Name*		Address Line 1*	Address Line 2
InGen		456 Main St.	
Contact First Name	Contact Last Name	Address Line 3	Address Line 4
John	Hammond		
Contact Email		City*	State / Province*
jgodelle+v8@gobonfire.com		North Bay	ON
Phone Number	Postal / Zip Code*	Country*	
	L3K 4T5	Canada	
Vaccination Status*			



Select Your Vendor Types*

Landscaping

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, you need 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

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

Profile* | **Additional Information**

Based on your selected Vendor Type, please complete the following sections

- Landscaping (Vendors that offer landscaping services) Complete

You are editing the **Landscaping** section

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.

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, you need 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

Justin Godelle 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**.

W-9 Form **REQUIRED** File Type: Any Upload File...

0 files uploaded

Labour Law Certificate **REQUIRED** File Type: PDF Download Upload File...

0 files uploaded

HUB **REQUIRED** File Type: PDF Upload File...

0 files uploaded

Once you have the correct documentation 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: HUB

File* Choose File HUB Verification.pdf

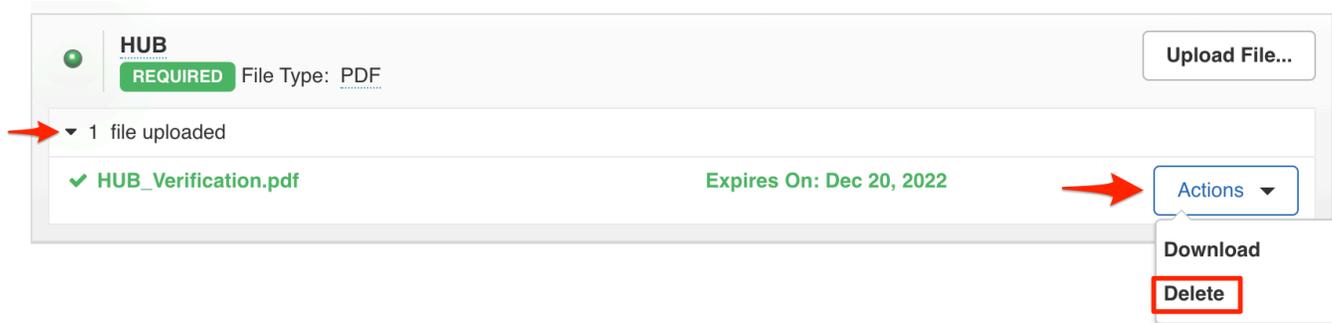
Expiration Date*

All dates are in the format: **2020-01-30**

 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:

Registration

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

Justin Godelie 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**.

- ✔ Step 1: Account Confirmation
- ✔ Step 2: Account Information
- ✔ Step 3: Documentation
- ✘ Step 4: Commodity Codes
- ✘ Registration Complete

W-9 Form **REQUIRED** **NEEDS VERIFICATION** File Type: Any Upload File...

▸ 1 file uploaded

Labour Law Certificate **REQUIRED** File Type: PDF Upload File...

▸ 1 file uploaded

HUB **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.

Do I need to register with multiple Bonfire portals?

No, you can use the same account and do not need to register again if you've already previously registered with Bonfire on one organization's portal. Your login credentials will work across all Bonfire organizational portals.

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