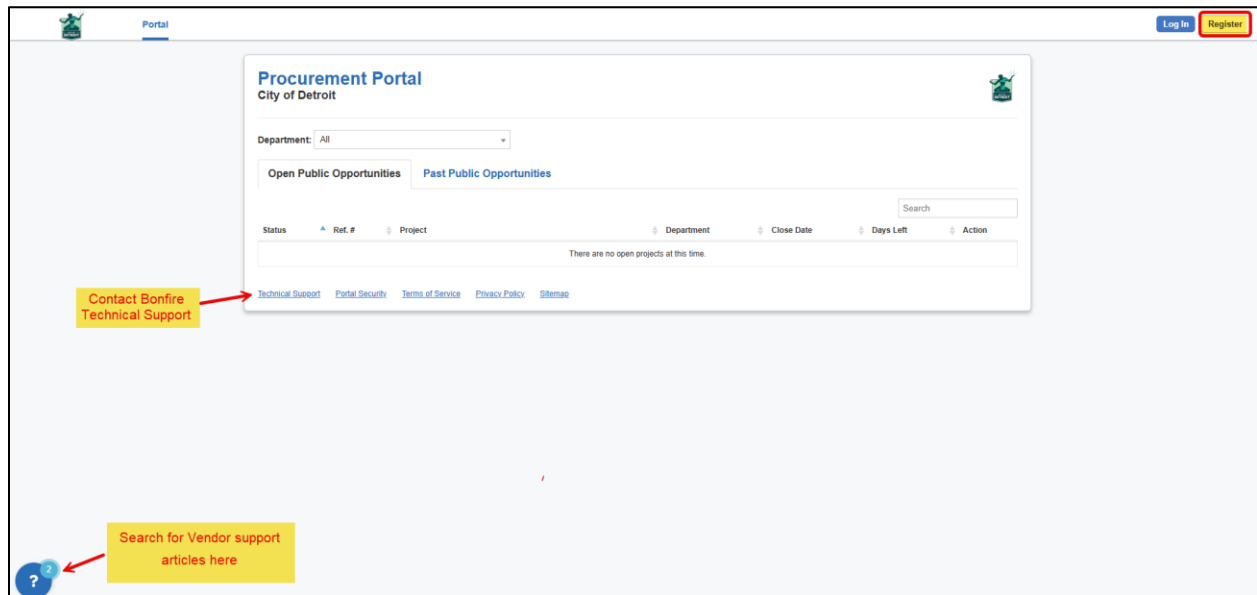


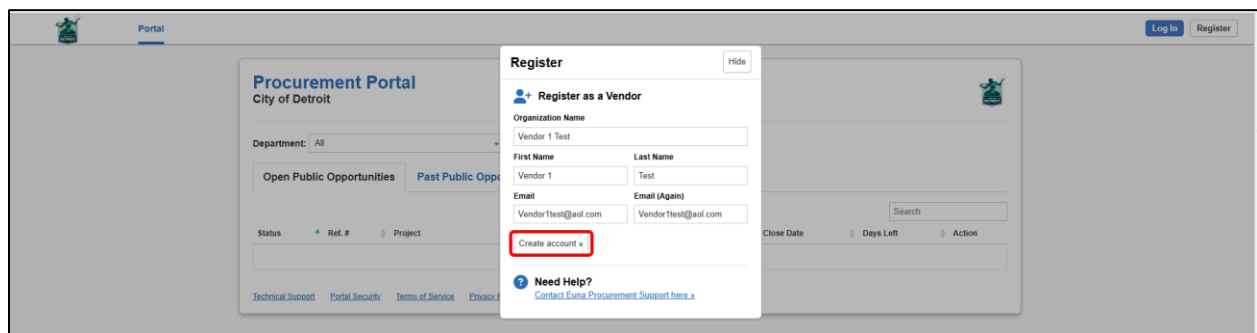
How to Register for the City of Detroit Procurement Portal Bonfire Portal

1. Go to [Detroit.bonfirehub.com](https://detroit.bonfirehub.com) and Select 'Register'.

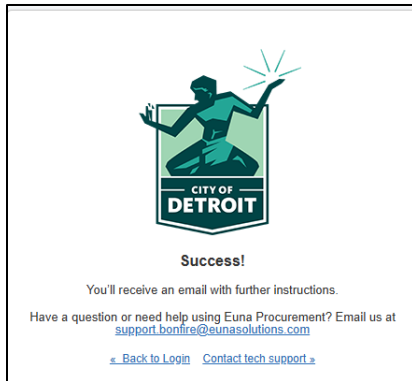
Note: You can also contact Bonfire Technical support and search for vendor support articles on this page.



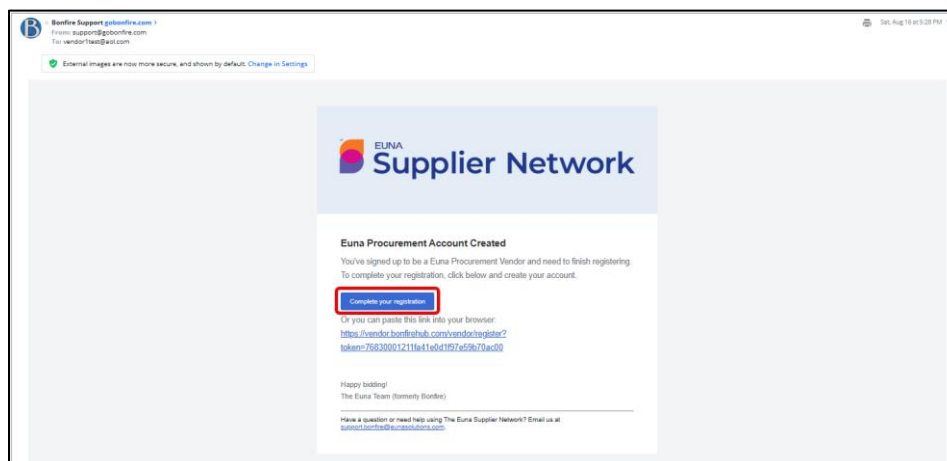
2. Enter in the Organization Name, your First Name, Last Name and Email . Select 'Create account'.



3. You'll receive a 'Success!' message.



4. Check your email for a message from gobonfire.com. The subject will be 'Almost done: Complete your registration. Open the message and select 'Complete your registration'.



5. Enter and confirm your password. Select 'Continue'.

A screenshot of the 'Complete Account Setup' form. The form has a light blue background. At the top, it says 'Complete Account Setup' in bold. Below that, it shows an email icon and the text 'Vendor1test@aol.com'. There are two input fields: 'First Name *' with the text 'Vendor 1' and 'Last Name *' with the text 'Test'. Below these are two more input fields: 'Password *' and 'Confirm Password *'. At the bottom of the form is a red-bordered button that says 'Continue'. The form is enclosed in a thin black border.

6. Select Create my company.

Supplier Network

Support Log Out

Your registration is not complete! You must create or join a company. Dismiss

Supplier Network

Join or create your company account

Check if your company already exists in our network. You can join an existing company or create a new one if needed.

Search for your company

Learn more about joining a company

View your domain matches

Join company

Didn't find your company? Use the button below to create it

Create my company

7. Enter your business information and select 'Save and Next'.

Business InformationPlansBuild PlanCheckout

1

2

3

4

Business Information

This will help agencies find you and learn more about your business.

You can always change your answers later.

Business Name *

Business Description *

Business Email *

Phone Number *

How many employees at your company? *

What is your role? *

Contact First Name *	Contact Last Name *
<input type="text" value="Vendor 1"/>	<input type="text" value="Test"/>
Address Line 1 *	Address Line 2
<input type="text" value="2 Woodward Avenue"/>	<input type="text"/>
Country *	State / Province *
<input type="text" value="US"/>	<input type="text" value="Michigan"/>
City *	Postal / Zip Code *
<input type="text" value="Detroit"/>	<input type="text" value="48226"/>

Save and Next

8. Select 'Free' and then 'Save and Next'.

The City of Detroit does not require the Pro plan and does not provide any advice on which plan is best for your organization. There is no charge to search for and respond to the City's bids.

Supplier Network

Support Log Out

Business Information Plans Build Plan Checkout

1 2 3 4

Free
Find and bid on open government opportunities.

- Find government opportunities
- Get invited to bid by agencies
- Be found by prospective customers
- Collaborate with fellow employees

Pro
From \$50 USD/year
Get matched with the right bid opportunity at the right time.
Everything in Free, plus...

- Personalized bid recommendations
- Easily search open opportunities
- \$8B more opportunities per year

1 ?

Go Back Save and Next

9. Sales Territory will default to the Country and State in your address. Select 'Add' for the 'State/Province'. Your selection will appear on the right under 'Your Summary'. Then select 'Save and Next'.

Supplier Network

Support Log Out

Business Information Plans Service Region

1 2 3

Sales Territory
Select and add the regions/states/counties you provide services in. Your selections will impact the recommendations you receive from us and will help agencies find your business in our system.
Country
Select a country you service. If you service the entire country add it to your cart.
United States
Add
State/Province
Select a state/province you service. If you service the entire state/province add it to your cart.
Michigan
Add

Your Summary Remove All Items
Michigan X

3 ?

Go Back Save and Next

10. Recommendation Settings are optional. Select Go to Dashboard.

The screenshot shows the 'Supplier Network' interface. At the top, a purple banner reads 'You're almost there! One last step to get your tailored opportunities.' Below this is the 'Recommendation Settings' section. It includes a 'Keywords' area with 'Included' and 'Excluded' tabs, a text input field for keywords, and an 'Add Keyword' button. There are also 'education' and 'ged' category buttons. The 'Commodity Codes' section has 'Suggested', 'Explore More', and 'My Selections' tabs. A 'Code Set' dropdown is set to 'NIGP'. Below this, there are checkboxes for 'Select All', 'ADULT EDUCATION AND OED TESTING (924.18.10)', and 'Teaching and Instruction Services: Elementary and Secondary Education, Higher Education and Adult Education (924.78)'. A blue 'Go to Dashboard' button is highlighted with a red rectangle in the bottom right corner.

11. You will return to the City of Detroit portal. Check the box for **I accept the Privacy Policy and Vendor and Submission Portal Terms of Service.**

12. Select 'Save and continue to Step 3: Optional: Commodity Codes.'

The screenshot shows the 'Registration' page in the 'Portal Submissions' section. A yellow note on the left says 'Note the Logo. This confirms you are creating with the City of Detroit.' The main content area shows a progress bar with steps: 'Step 1: Account Confirmation' (completed), 'Step 2: Account Information' (current), 'Optional: Commodity Codes', 'Optional: Premium Vendor', and 'Registration Complete'. Under 'Step 2: Account Information', it states 'Your account with the email address lindaedavey@gmail.com has been confirmed!' and 'Bonfire's Privacy Policy and Terms of Service were updated on Sep 8, 2020.' A checkbox labeled 'I accept the Privacy Policy and Vendor and Submission Portal Terms of Service.' is checked and highlighted with a red box. Below this, a button labeled 'Save and continue to Step 3: Optional: Commodity Codes »' is also highlighted with a red rectangle.

13. You will be taken to the **Optional: Commodity Codes** section. You are not required to enter Commodity Codes. Select 'Continue to premium vendors'.

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
- Optional: Commodity Codes**
- Optional: Premium Vendor
- Registration Complete

Commodity Codes help match you to future bid opportunities in your Service Region, with City of Detroit. You can always go back and change them later.

Click a code to expand, or search by code or keyword to find codes.

Code Set: NIGP Code: Keyword: Search Reset

Code	Title	Description	Add
005	Abrazives		+
010	Acoustical Tile, Insulating Materials, And Supp...		+
015	Addressing, Copying, Mimeograph, And Spitt...		+
018	Agricultural Crops And Orans Including Fruits...		+
020	Agricultural Equipment, Implements, And Aste...		+

Service Regions

Your settings are on Euna Supplier Network
To set your service regions, navigate to Euna Supplier Network (opens in a new tab)

[Take me to Euna Supplier Network](#)

[Continue to premium vendors](#)

14. You will be taken to the optional page to learn about becoming a premium vendor. The City of Detroit does not require you to be a premium vendor, nor do we provide advice to organizations on this decision.

15. Select 'Continue to registration complete'.

GET MORE BY UPGRADING TO PREMIUM.

Upgrade to access postings across our full network, which includes contracts from all levels of government. Ideal for firms that want to work with multiple agencies.

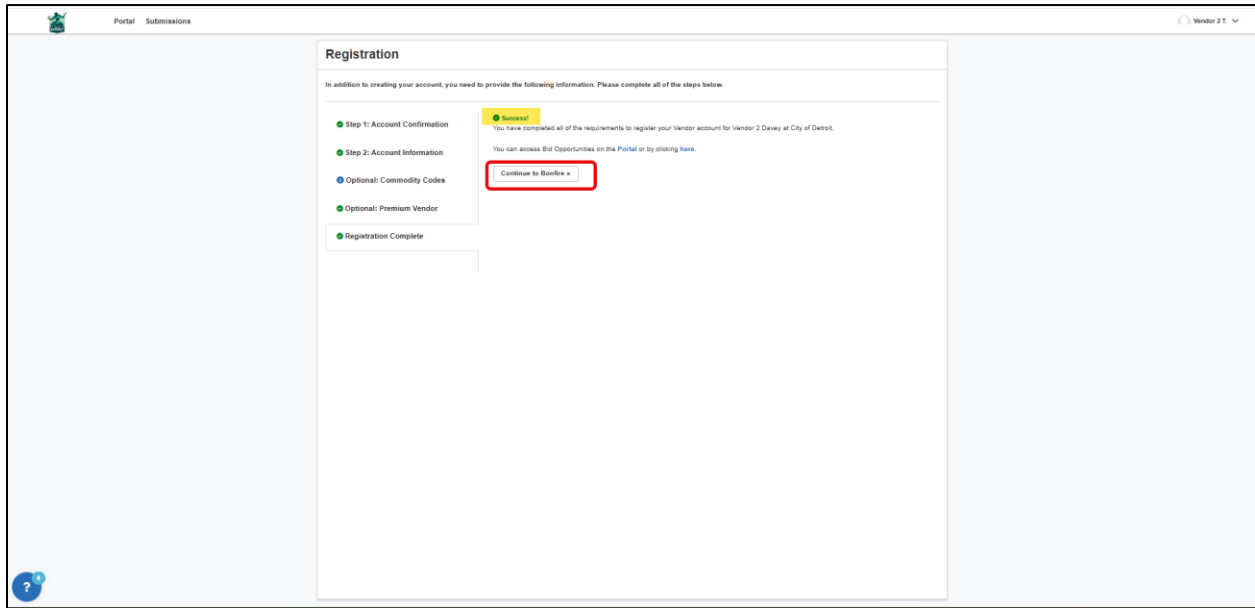
UNLOCK THE PUBLIC SECTOR - UPGRADE TO PREMIUM TODAY

[Learn more](#) [Get premium edition](#)

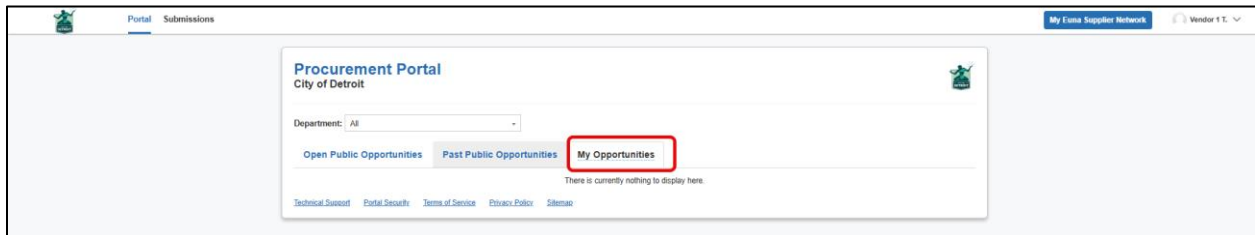
[Continue to registration complete](#)

16. You will receive a 'Success' Message.

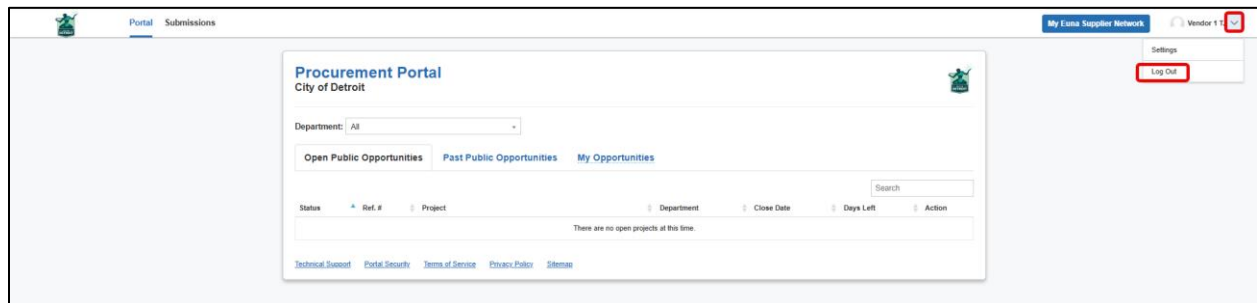
17. To access the City of Detroit bid Opportunities, click on the blue ‘Portal’ or the ‘here’ hyperlink or select ‘Continue to Bonfire’.



18. You will be taken to the City of Detroit’s Procurement Portal and will see Open Public Opportunities, Past Public Opportunities, or My Opportunities. ‘My opportunities’ lists opportunities that you have been invited to participate in and opportunities that you have created submissions for.



19. To log out of Bonfire and the City of Detroit Portal, select the arrow next to your name and select 'Log Out'.



For more information, you may reference the following Bonfire Document: [Vendor Registration](#).