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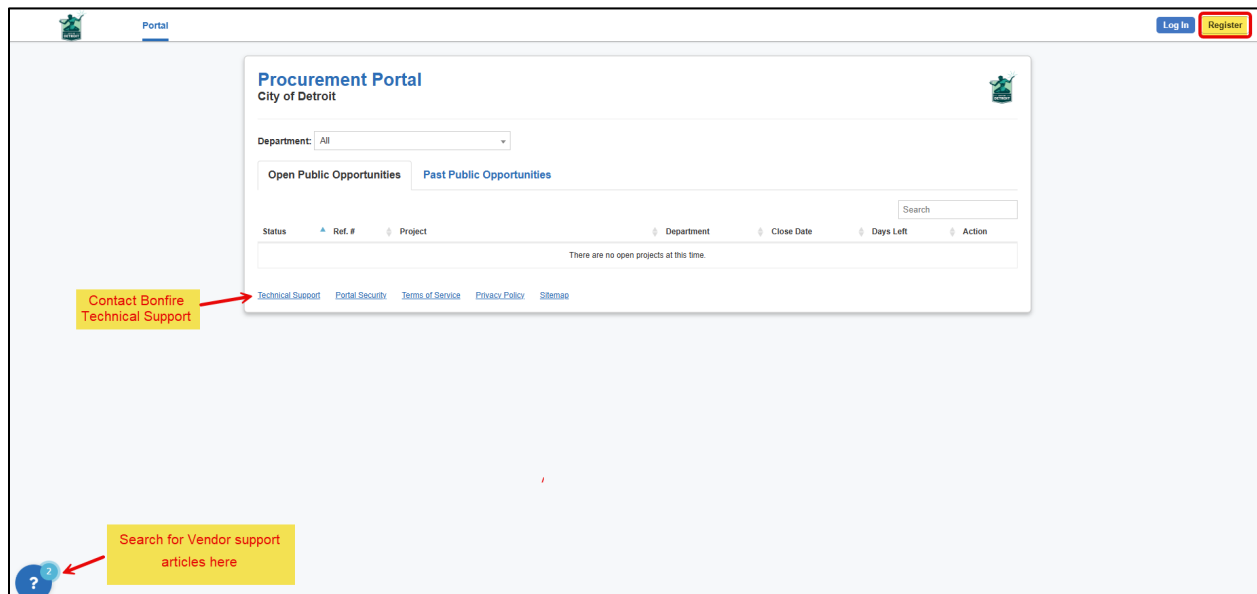
Contents

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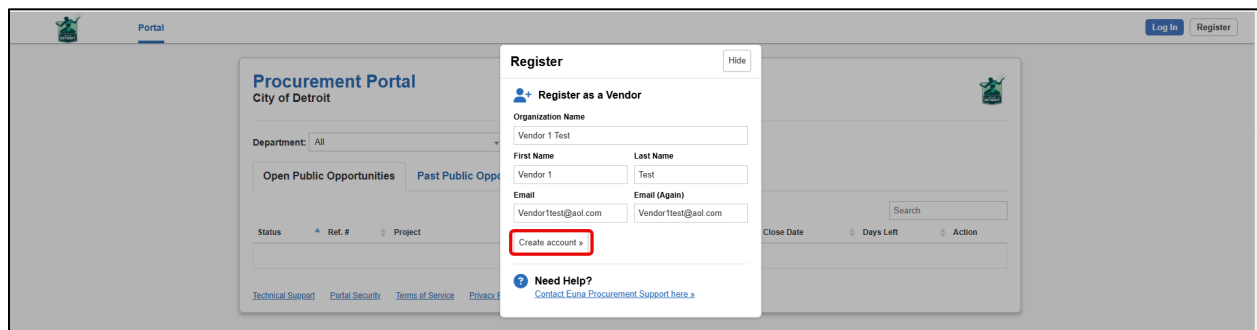
Register for Bonfire

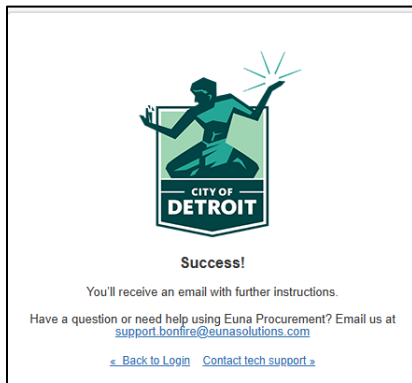1. Go to Detroit.bonfirehub.com and Select 'Register'.

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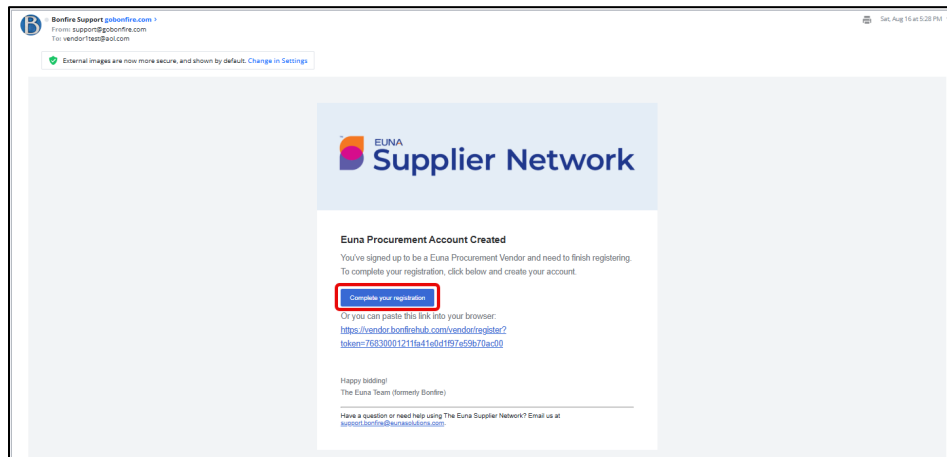

2. Enter in the Organization Name, your First Name, Last Name and Email. Select 'Create account'.

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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'.

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6. Select Create my company.

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

Business Information   **Plans**   **Build Plan**   **Checkout**

(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*

Vendor 1 Test

Business Description*

I am a non-profit organization providing education resources

Business Email*

Vendor1test@aol.com

Phone Number*

313-555-1212

How many employees at your company?*

Fewer than 11

What is your role?*

Consultant

Contact First Name*

Vendor 1

Contact Last Name*

Test

Address Line 1*

2 Woodward Avenue

Address Line 2

Country*

US

State / Province*

Michigan

City*

Detroit

Postal / Zip Code*

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.

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'. You can add additional territories if you do business in other areas. Select 'Save and Next' when you are finished.

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10. You will be taken to the Recommendation Settings section where you will set up your commodity codes. To ensure bids align with your vendor organization's products and services, the City of Detroit requires all vendors to include commodity codes.

11. To search by keywords, first change the Code Set to 'NIGP' and then enter a keyword. Select 'Add Keyword'.

12. You can select the commodity code(s) from the list of suggested codes. Repeat the keyword search, if desired. Commodity codes can also be searched directly (see next step). When finished, select 'Go to Dashboard'.

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13. Commodity codes can also be selected by choosing 'Explore More' and selecting from the list. To see subcategories, expand the main category.
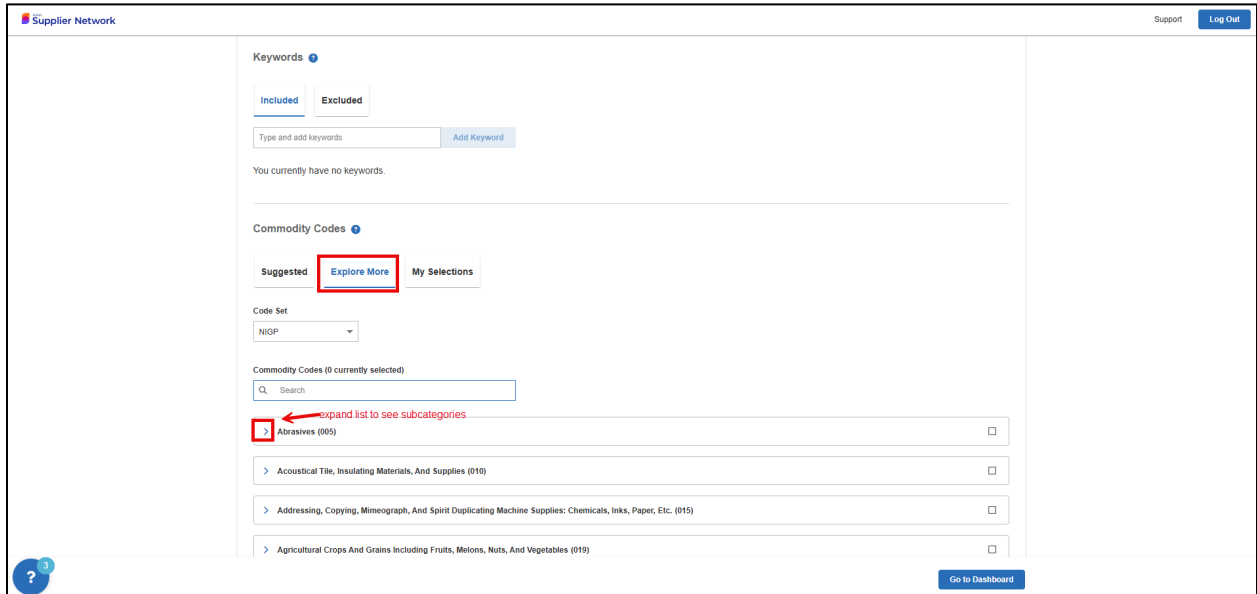
14. You may also use a keyword to narrow down the options. Select '>' to expand the list. Once you have selected the commodity codes, select 'Go to Dashboard'.

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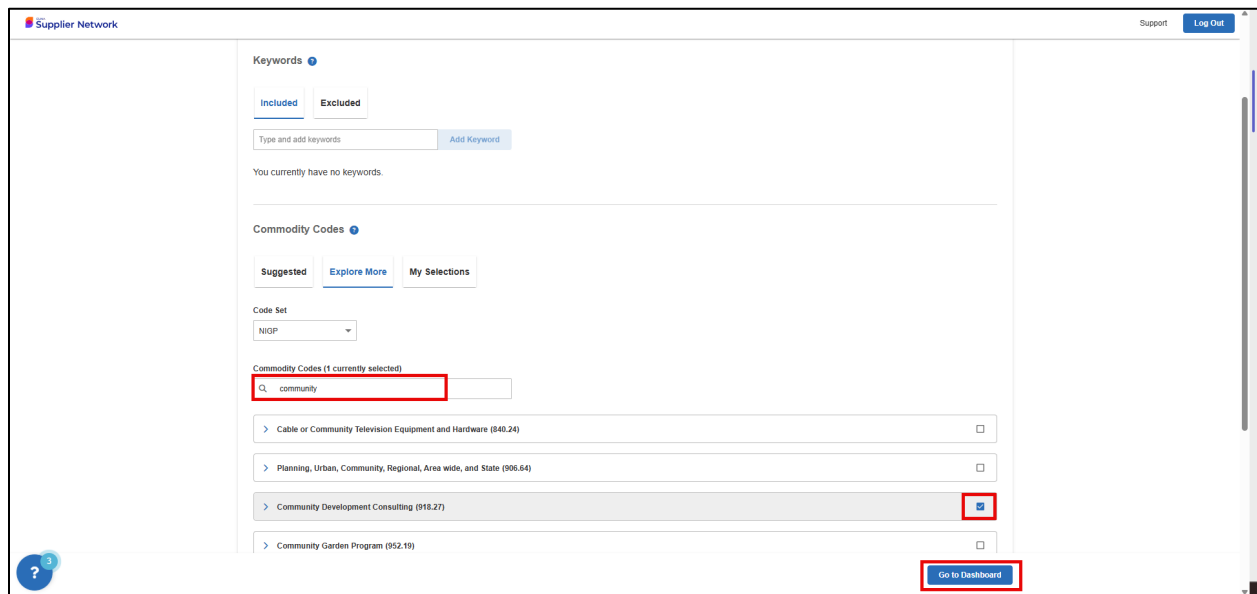
15. You will return to the City of Detroit portal. Check the box for **I accept the Privacy Policy and Vendor and Submission Portal Terms of Service.**
16. Select 'Save and continue to Step 3: Optional Commodity Codes'.

17. You will be taken back to Optional: Commodity Codes. The commodity code(s) selected previously will be shown. If you need to add more commodity codes, you can add them here. Add a keyword and select from the options.
18. When finished, select **'Continue to premium vendors'.**

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19. You will be taken to the optional page to learn about becoming a premium vendor. <u>The City of Detroit does not require you to be a premium vendor,</u> nor do we provide advice to organizations on this decision.
20. Select 'Continue to registration complete'.
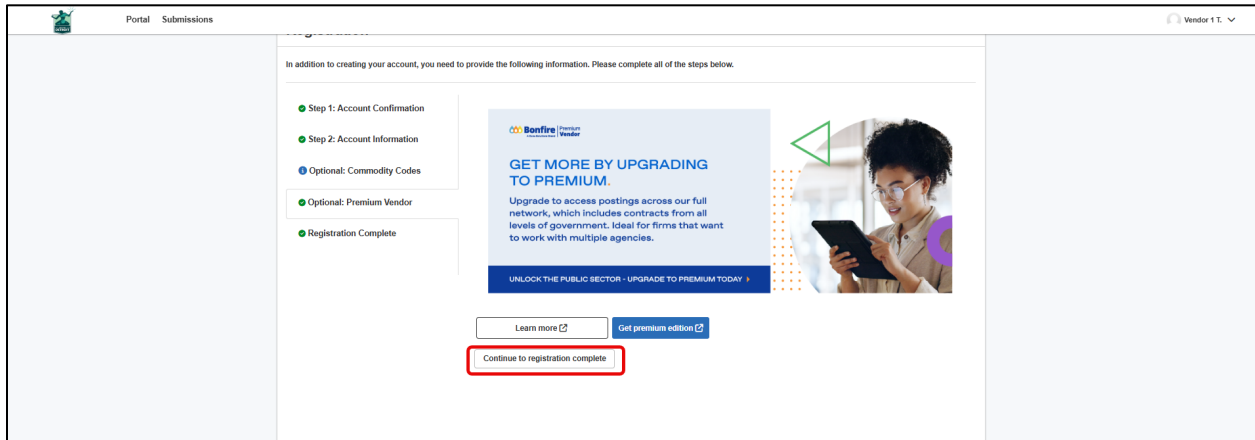
21. You will receive a 'Success' Message.
22. To access the City of Detroit bid Opportunities, select 'Continue to Bonfire'.

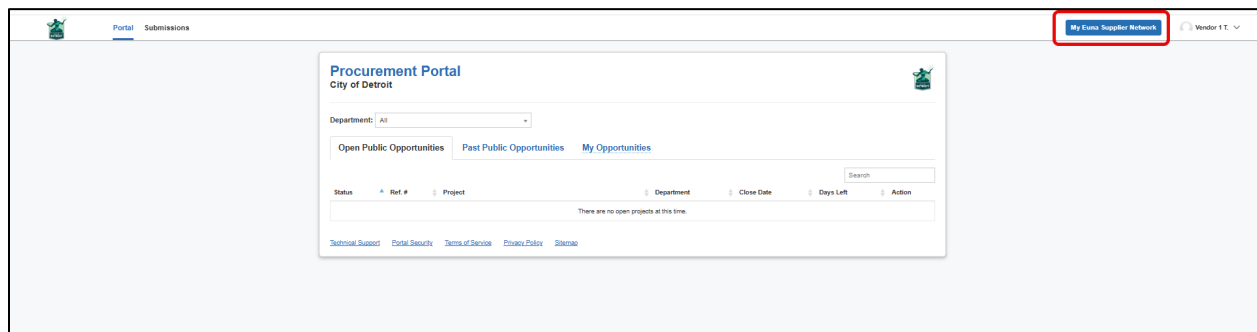For.Bonfire.support.please.click.<u>here</u>.and.a.Bonfire.representative.will.contact.you.shortly¡.
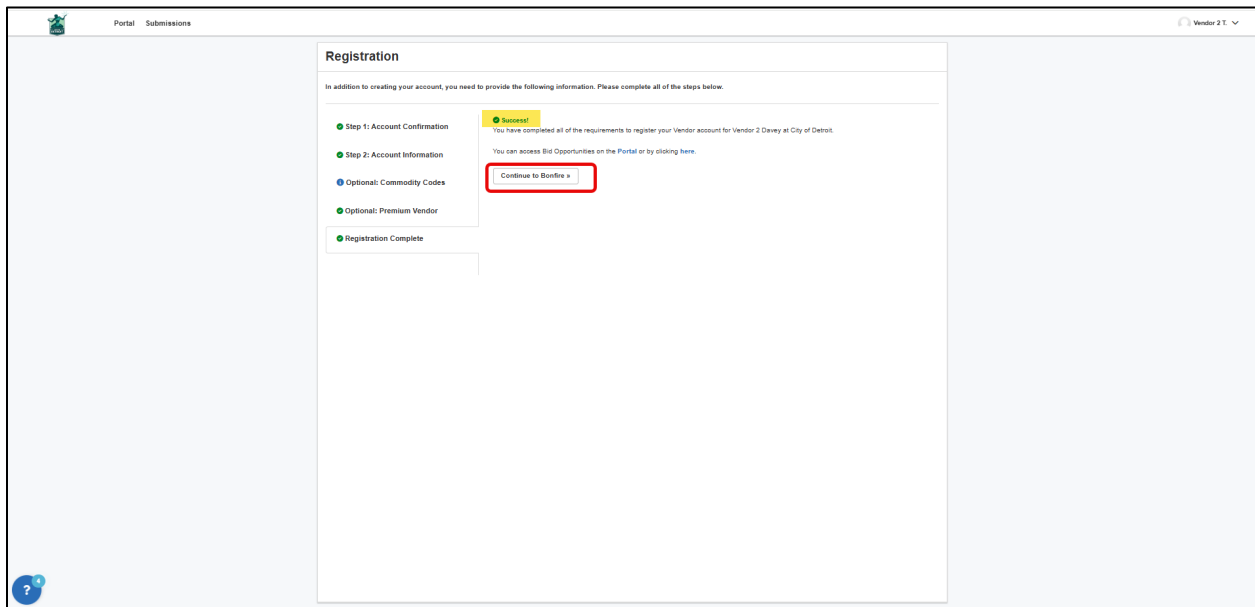
23. You will be taken to the City of Detroit's Procurement Portal and will see Open Public Opportunities, Past Public Opportunities, or My Opportunities. 'My Opportunities' lists opportunities where you have been invited to participate and opportunities that you have created submissions for.
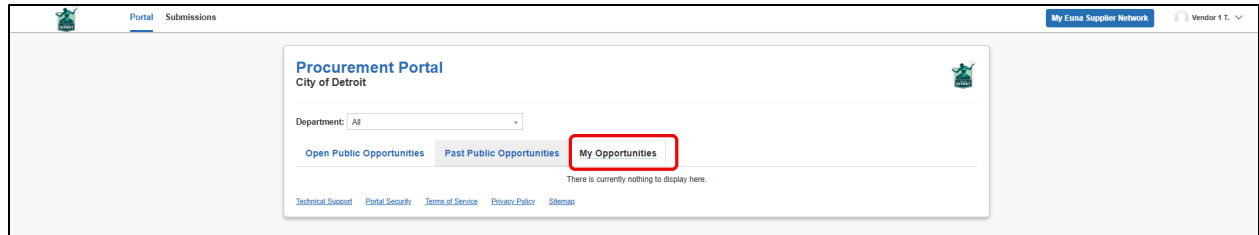
Invite others to join your organization

Follow the steps in this section if you want to invite other individuals to your organization account in Bonfire. This helps prevent multiple accounts in Bonfire for the same organization.

1. Select 'My Euna Supplier Network'.

2. Select 'Account Settings'
3. Select 'My Team'

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4. To invite others to your organization, enter the information and select 'Invite User'. By default, each new user will be able to submit bids. You do not need to specify a role.

5. You will see a message that the invitation was sent.

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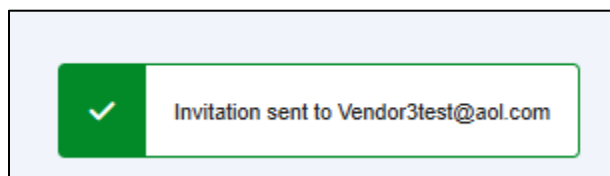
6. Once the person you invited opens your invitation and registers, you will see the email address under Members. You have the option of editing or removing the member.

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Domain Matching and Organization Discoverability

Next you will need to decide whether to 'Allow domain matching' and/or 'Allow organization discoverability'. Refer to the New vendor registration settings article for more information.

Allow domain matching

In domain matching, if a new registrant uses an email with the same domain as your organization's domain, the Bonfire system will ask them if they want to join your organization. You need to approve of anyone who requests to join.

1. If you select 'Allow domain matching', you will need to enter the domain and then select 'Save'.

   The domain is the information that appears after the '@' in your email account. Domain matching is only recommended if you have a unique domain and not a common one such as 'aol.com', 'gmail.com', etc. In the example below, the domain is 'detroitmi.gov'.

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Allow organization discoverability

2. If you select 'Allow organization discoverability', individuals can search for your organization when creating an account and request to join your organization. Enabling this feature prevents the creation of multiple accounts for your organization. You will approve requests to join your organization.

Log out of Bonfire

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

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References

Vendor Registration Article	[Vendor Registration](#)
New Vendor Registration Settings Article	[Vendor Registration Settings](#)
Bonfire Support Link	[Bonfire Support](#)