

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

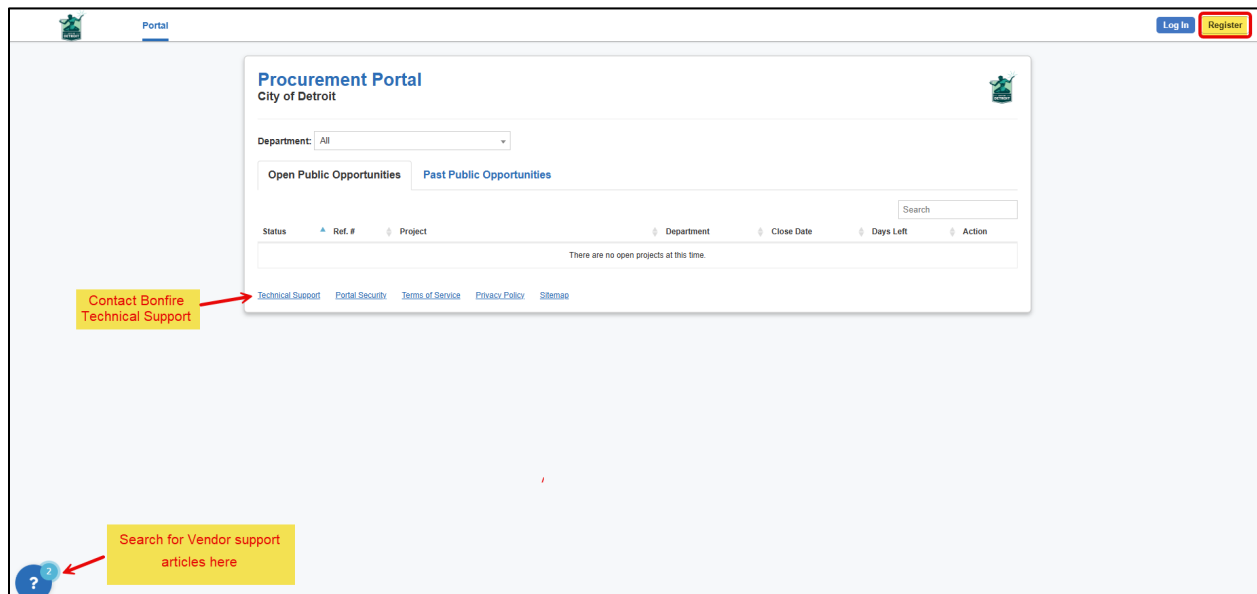
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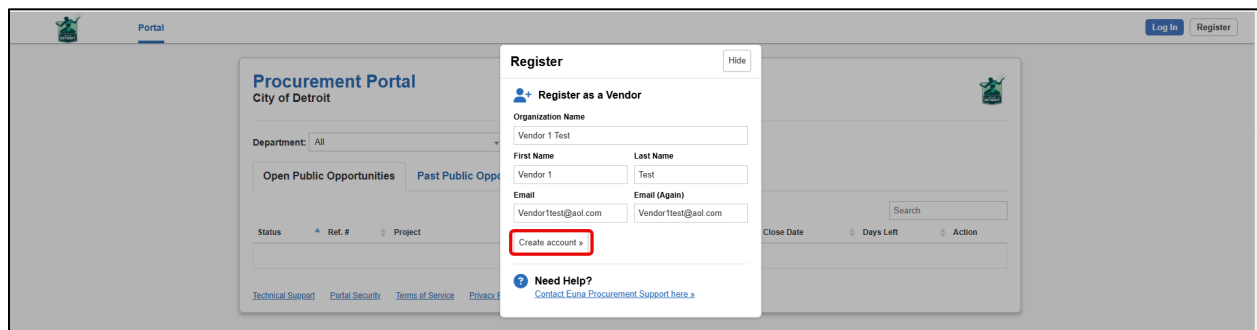
## Register for Bonfire

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

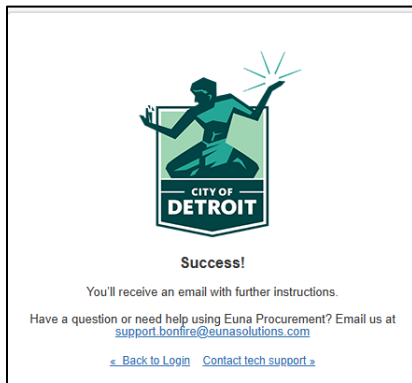
Note: You can also contact Bonfire Technical support and search for vendor support articles on this page.



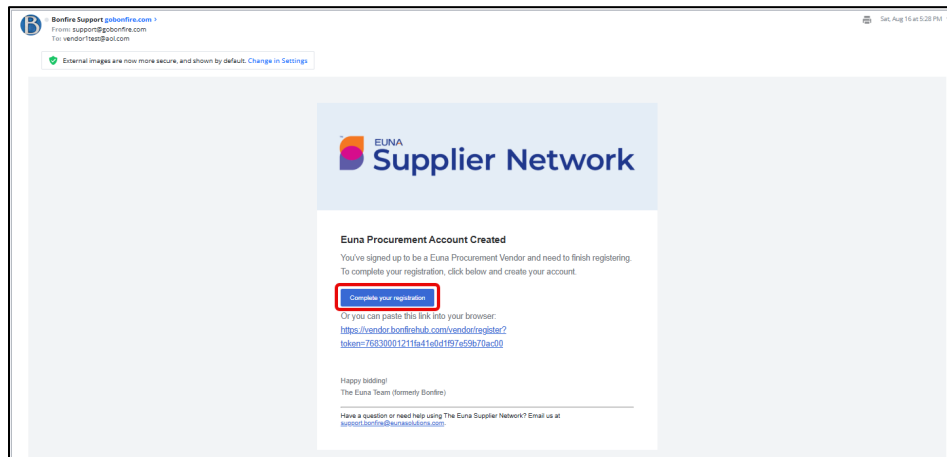
2. Enter in the Organization Name, your First Name, Last Name and Email. Select 'Create account'.



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 a "Complete Account Setup" form. At the top, it says "Complete Account Setup" and shows an email address "Vendor1test@aol.com". Below that are two input fields: "First Name \*" with the value "Vendor 1" and "Last Name \*" with the value "Test". Below these are two more input fields: "Password \*" and "Confirm Password \*". At the bottom, there is a blue button with the text "Continue" highlighted by a red box.

## 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

1234

### 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 \***

**Address Line 1 \***

**Address Line 2**

**Country \***

**State / Province \***

**City \***

**Postal / Zip Code \***

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.

The screenshot shows the 'Supplier Network' interface. At the top, there are tabs for 'Business Information', 'Plans', 'Build Plan', and 'Checkout'. Below these tabs is a progress indicator with four steps: 1 (checked), 2 (current), 3, and 4. The main content area displays two plan options: 'Free' and 'Pro'. The 'Free' plan is selected, indicated by a radio button. It includes features like finding government opportunities, getting invited to bid, being found by prospective customers, and collaborating with fellow employees. The 'Pro' plan is priced at \$50 USD/year and includes personalized bid recommendations, easy search of open opportunities, and \$8B more opportunities per year. At the bottom, there are 'Go Back' and 'Save and Next' buttons. A help icon is visible in the bottom left corner.

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.

The screenshot shows the 'Supplier Network' interface at the 'Service Region' step. The progress indicator shows three steps: 1 (checked), 2 (checked), and 3 (current). The main content area is divided into two sections. On the left, the 'Sales Territory' section allows users to select a country and state/province. The 'Country' dropdown is set to 'United States' and the 'State/Province' dropdown is set to 'Michigan'. Both have 'Add' buttons. On the right, the 'Your Summary' section shows a list of selected territories, currently containing 'Michigan'. At the bottom, there are 'Go Back' and 'Save and Next' buttons. A help icon is visible in the bottom left corner.

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'.

You're almost there! One last step to get your tailored opportunities.

### Recommendation Settings

This helps agencies find and invite you to projects. Think of it as a way to tell them what goods/services you provide. For subscribers, this impacts the daily recommendations you receive.

**Keywords**

Included Excluded

community Add Keyword

You currently have no keywords.

**Commodity Codes**

Suggested Explore More My Selections

Code Set

NIGP

Go to Dashboard

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'.

Supplier Network

### Recommendation Settings

This helps agencies find and invite you to projects. Think of it as a way to tell them what goods/services you provide. For subscribers, this impacts the daily recommendations you receive.

**Keywords**

Included Excluded

Type and add keywords Add Keyword

community

**Commodity Codes**

Suggested Explore More My Selections

Code Set

NIGP

☒ Community Development Consulting (918.27)

☐ Community Garden Program (952.19)

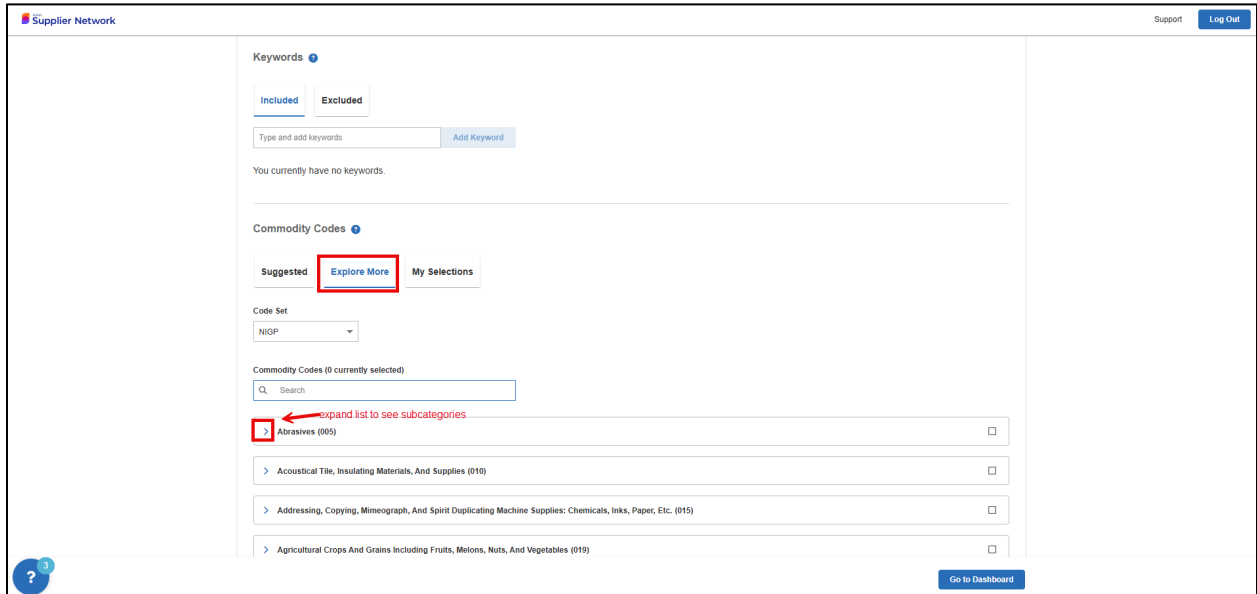
☐ Community Service Campaigns, Anti-Litter Programs, Bicycle Share Programs etc. (952.22)

☐ Law Enforcement, Community Relations Services, Including Victim Notification Services (952.61)

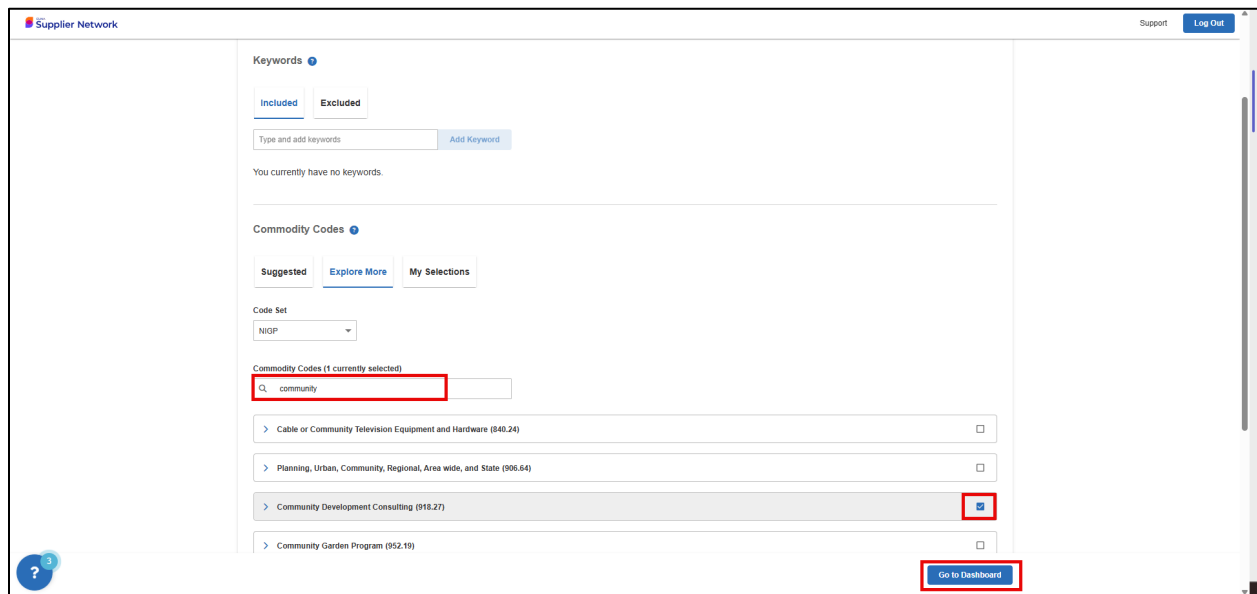
☐ Community Redevelopment Services (952.81)

Go to Dashboard

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'.





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'.

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

Your account with the email address lndaedavey-test1@gmail.com has been confirmed!

Step 2: Account Information

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 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**'.

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.

Code Set: NIGP

Code: Keyword

Health

Code Title Description Add

940	Health Related Services (For Human Services)		+
94007	Administration Services, Health		+
94043	Health Information Services		+
94044	Health Physics Services		+
94045	Home Health Care Services		+

Service Regions

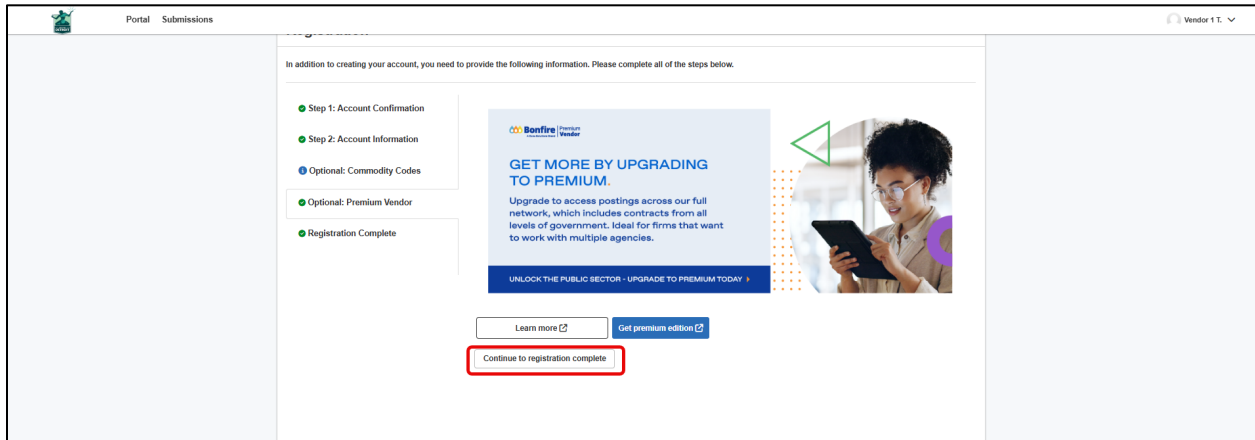
Your settings are on Eune Supplier Network

To set your service regions, navigate to Eune Supplier Network (opens in a new tab)

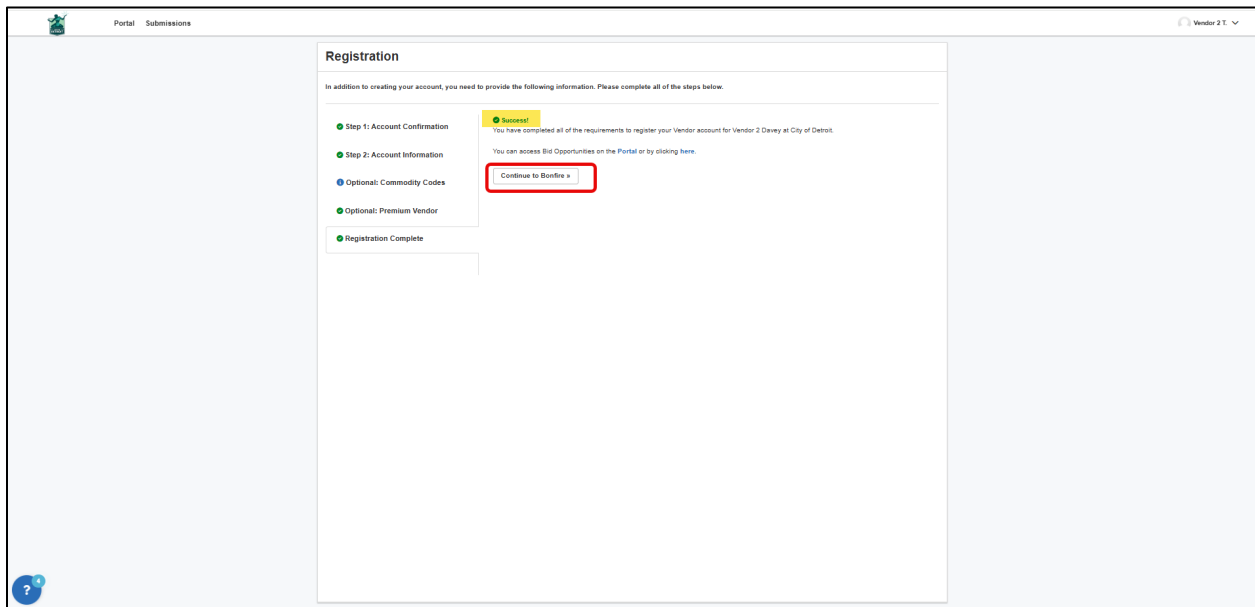
Take me to Eune Supplier Network

Continue to premium vendors

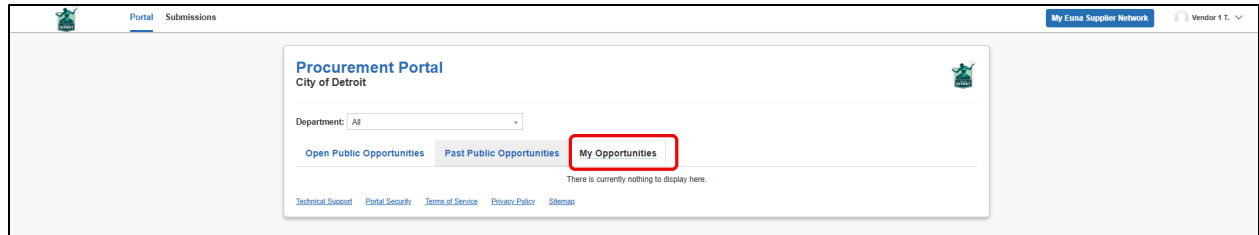
19. You will be taken to the optional page to learn about becoming a premium vendor.  
The City of Detroit does not require you to be a premium vendor, nor do we provide advice to organizations on this decision.
20. Select 'Continue to registration complete'.



21. You will receive a 'Success' Message.
22. To access the City of Detroit bid Opportunities, select 'Continue to Bonfire'.



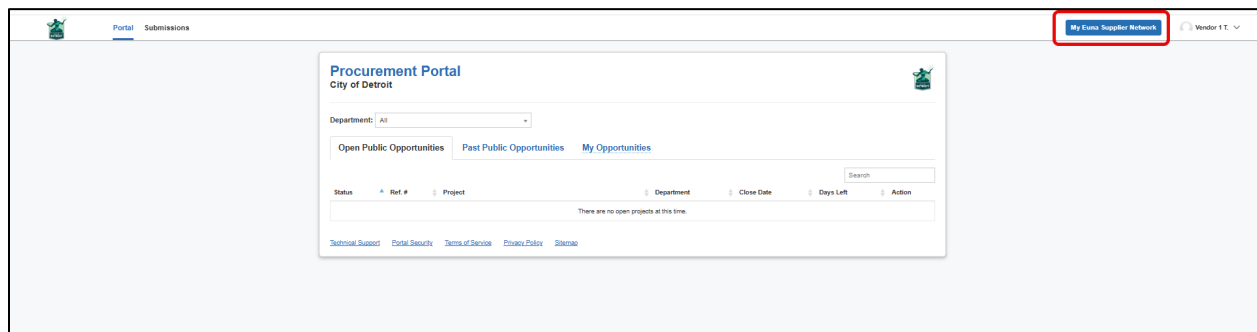
23. You will be taken to the City of Detroit's Procurement Portal and will see Open Public Opportunities, Past Public Opportunities, or My Opportunities. 'My Opportunities' lists opportunities where you have been invited to participate and opportunities that you have created submissions for.



## 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'

**My Team**

You can now add or invite Vendors to join your organization.

Email Address \*  
 Enter email

First Name \*  
 Enter first name

Last Name \*  
 Enter last name

Roles  
 Enter roles

[Invite User](#)

**New vendor registration settings**

☐ Allow domain matching

☐ Allow organization discoverability

Requests to Join (0) | Invitations Sent | [Members](#)

Email Address	First Name	Last Name	Roles	
Vendor1test@aol.com	Vendor 1	Test	Administrator	Actions

Members in your organization

- 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.

**My Team**

You can now add or invite Vendors to join your organization.

Email Address \*  
 Vendor3test@aol.com

First Name \*  
 Vendor3

Last Name \*  
 Test

Roles  
 Enter roles

[Invite User](#)

**New vendor registration settings**

☐ Allow domain matching

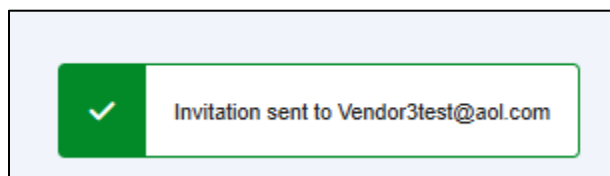
☐ Allow organization discoverability

Requests to Join (0) | Invitations Sent | [Members](#)

Email Address	First Name	Last Name	Roles	
Vendor1test@aol.com	Vendor 1	Test	Administrator	Actions

Members in your organization

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



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.

The screenshot displays the 'My Team' section of the Supplier Network dashboard. The left sidebar contains navigation links: Login Credentials, Subscription & Upgrades, Business Profile, Recommendation Settings, Timezone/Language, My Team (selected), and Notifications. The main content area is titled 'My Team' and includes a sub-header 'You can now add or invite Vendors to join your organization.' Below this is a form for adding a new vendor with fields for Email Address, First Name, Last Name, and Roles, followed by an 'Invite User' button. A section for 'New vendor registration settings' contains two toggle switches: 'Allow domain matching' (checked) and 'Allow organization discoverability' (unchecked). At the bottom, there are tabs for 'Requests to Join (0)', 'Invitations Sent', and 'Members' (selected). A search bar and a download icon are positioned above a table of members. The table has columns for Email Address, First Name, Last Name, Roles, and Actions. Two members are listed: 'Vendor1test@aol.com' (Vendor 1, Test, Administrator) and 'Vendor3test@aol.com' (Vendor3, Test, -). The 'Actions' dropdown for the second member is highlighted with a red box, showing options for 'Edit' and 'Remove'. A footer bar at the bottom left contains a help icon, a notification count of 3, and links to 'Policy' and 'Terms of Service'.

Supplier Network Dashboard Opportunities My Network Account Settings My Tasks Support Log Out

**My Team**  
You can now add or invite Vendors to join your organization.

Email Address\* First Name\* Last Name\* Roles  
Enter email Enter first name Enter last name Enter roles Invite User

**New vendor registration settings**  
☐ Allow domain matching ☒ Allow organization discoverability

Requests to Join (0) Invitations Sent **Members**

Search

Email Address	First Name	Last Name	Roles	Actions
Vendor1test@aol.com	Vendor 1	Test	Administrator	Actions
Vendor3test@aol.com	Vendor3	Test	-	Actions

Members in your organization

Edit Remove

3 Policy | Terms of Service

## 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’.

The screenshot shows the 'My Team' settings page in the Bonfire system. The 'New vendor registration settings' section is visible, with the 'Allow domain matching' checkbox checked and highlighted by a red box. The domain 'detroitmi.gov' is entered in the text field, and the 'Save' button is also highlighted by a red box. Below this, there is a table showing a single member: Vendor1@aol.com, Vendor 1, Test, Administrator.

Email Address	First Name	Last Name	Roles
Vendor1@aol.com	Vendor 1	Test	Administrator

## 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.

The screenshot shows the 'My Team' page in the Supplier Network. The page has a sidebar on the left with links: Login Credentials, Subscription & Upgrades, Business Profile, Recommendation Settings, Timezone/Language, My Team (selected), and Notifications. The main content area is titled 'My Team' and includes a sub-header 'You can now add or invite Vendors to join your organization.' Below this is a form to add a new vendor with fields for Email Address, First Name, Last Name, and Roles, and an 'Invite User' button. Underneath is the 'New vendor registration settings' section, which contains two toggle switches: 'Allow domain matching' (disabled) and 'Allow organization discoverability' (enabled, highlighted with a red box). At the bottom, there is a table for 'Members in your organization' with columns for Email Address, First Name, Last Name, Roles, and Actions. The table currently shows one member: Vendor1test@aol.com, Vendor 1, Test, Administrator.

## 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'.

The screenshot shows the 'Procurement Portal' for the City of Detroit. The page has a header with 'Portal' and 'Submissions' tabs. The main content area includes a search bar, a department dropdown, and tabs for 'Open Public Opportunities', 'Past Public Opportunities', and 'My Opportunities'. Below these is a table with columns for Status, Ref. #, Project, Department, Close Date, Days Left, and Action. The table is currently empty, with a message 'There are no open projects at this time.' At the bottom, there are links for Technical Support, Portal Security, Terms of Service, Privacy Policy, and Sitemap. In the top right corner, there is a user profile dropdown menu with a red box highlighting the 'Log Out' button.

## References

Vendor Registration Article	<a href="#">Vendor Registration</a>
New Vendor Registration Settings Article	<a href="#">Vendor Registration Settings</a>
Bonfire Support Link	<a href="#">Bonfire Support</a>