

On the Procurement Portal of the organization you'd like to register with, click on **New Vendor Registration**

Demo Organization  PORTAL LOG IN / REGISTER

# Procurement Portal

Success Team 

**Log in** [Open Public Opportunities](#) [Past Public Opportunities](#) [Public Contracts](#)

 **Log in with your Bonfire Account**

EMAIL

PASSWORD

**Log in** [Forgot your password?](#)

 **New Vendor Registration**  
[Create your free Bonfire account »](#)

 **Need Help?**  
[Contact Bonfire Support here »](#)

[Technical Support](#) [Portal Security](#) [Terms of Service](#)

Powered by  **Bonfire**

 **Help**

Fill out all of the listed fields and then click on **Create Account**

Demo Organization  PORTAL LOG IN / REGISTER

# Procurement Portal

Success Team 

**Log in** [Open Public Opportunities](#) [Past Public Opportunities](#) [Public Contracts](#)

 **Register as a Vendor**

ORGANIZATION NAME

FIRST NAME  LAST NAME

EMAIL  EMAIL (AGAIN)

PASSWORD  PASSWORD (AGAIN)

**Create account »**

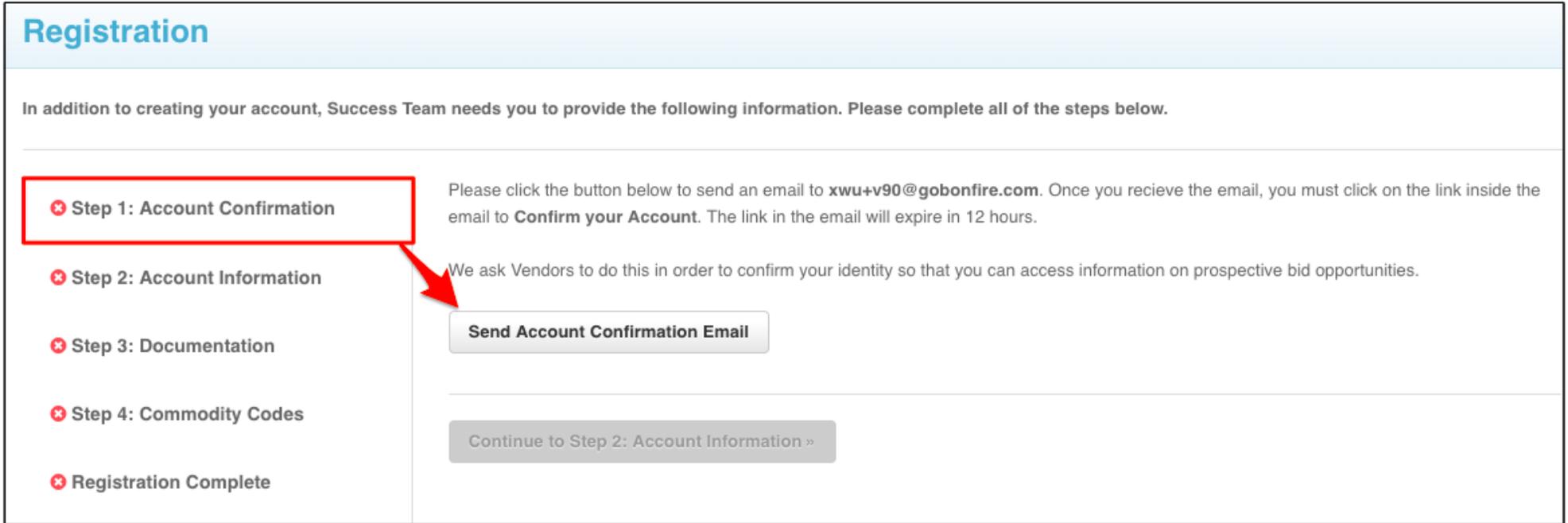
 **Log in with your Bonfire Account**  
[Show account login screen»](#)

 **Help?** [Bonfire Support here »](#)

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:



The screenshot shows a registration page with a light blue header containing the word "Registration". Below the header, a message states: "In addition to creating your account, Success Team needs you to provide the following information. Please complete all of the steps below." A vertical list of steps is on the left, with "Step 1: Account Confirmation" highlighted by a red box and a red arrow pointing to the "Send Account Confirmation Email" button. The text next to the button reads: "Please click the button below to send an email to **xwu+v90@gobonfire.com**. Once you receive the email, you must click on the link inside the email to **Confirm your Account**. The link in the email will expire in 12 hours." Below this, another message says: "We ask Vendors to do this in order to confirm your identity so that you can access information on prospective bid opportunities." At the bottom of the main content area, there is a button labeled "Continue to Step 2: Account Information »".

**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
- ✘ Step 2: Account Information
- ✘ Step 3: Documentation
- ✘ Step 4: Commodity Codes
- ✘ Registration Complete

Please click the button below to send an email to **xwu+v90@gobonfire.com**. Once you receive the email, you must click on the link inside the email to **Confirm your Account**. The link in the email will expire in 12 hours.

We ask Vendors to do this in order to confirm your identity so that you can access information on prospective bid opportunities.

**Send Account Confirmation Email**

**Continue to Step 2: Account Information »**

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 [Support@GoBonfire.com](mailto:Support@GoBonfire.com).

Powered by  Bonfire

**NOTE:** If you don't receive this email in 5 minutes, please see our [Why am I not receiving emails?](#) page. After confirming your account in your email, you can move to the next step:

#### Account Information

You can now fill out further information to add to your Vendor Record:

# 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

✘ 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 (\*).

<b>Profile*</b>			
<b>Vendor Name*</b>		<b>Address Line 1*</b>	<b>Address Line 2</b>
TIMEPOINT Ltd		Test 123	
<b>Contact First Name</b>	<b>Contact Last Name</b>	<b>Address Line 3</b>	<b>Address Line 4</b>
Sam	Smith		
<b>Contact Email</b>		<b>City*</b>	<b>State / Province*</b>
xwu+v90@gobonfire.com		City	
<b>Phone Number</b>	<b>Postal / Zip Code*</b>	<b>Country*</b>	
	12345	Country	
<b>Select Your Vendor Types</b>			

Click on the + button beside each Vendor Type to add

+ Engineering

+ Legal

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

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✔ 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\* **Custom Fields\*** ⚠

Vendor Name\*  
TIMEPOINT Ltd

Address Line 1\*  
Test 123

Address Line 2

Contact First Name  
Sam

Contact Last Name  
Smith

Address Line 3

Address Line 4

Contact Email  
xwu+v90@gobonfire.com

City\*  
City

State / Province\*

Phone Number

Postal / Zip Code\*  
12345

Country\*  
Country

Select Your Vendor Types

**Legal** ✘

+ Engineering

+ Legal

+ Construction  
For Vendors submitting to Construction and general contracting 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

✘ 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\*

Custom Fields\* 

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

● Legal

Incomplete

You are editing the **Legal** section

Legal Certification \*

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

✔ 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\*

Custom Fields\*

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

Legal

Complete

You are editing the Legal section

Legal Certification \*

Test

Have you been certified in 2018 \*

✘ 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:



## Registration

In addition to creating your account, Whitney Chen needs you 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

Whitney Chen 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**.

There are no Requested Documents at this time.

**click here**

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.

✔ Step 1: Account Confirmation

✔ Step 2: Account Information

✘ Step 3: Documentation

✘ Step 4: Commodity Codes

✘ Registration Complete

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.

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**.

<p>✘ <b>Labour Law Certificate</b> <b>REQUIRED</b> File Type: PDF</p> <p>▼ 0 files uploaded</p>		 Upload File...
<p>✘ <b>Insurance Certificates</b> <b>REQUIRED</b> File Type: PDF</p> <p>▼ 0 files uploaded</p>		Upload File...

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**

**Requested Document: Labour Law Certificate**

**File\***  Insurance Certification.pdf

**Expiration Date\***  

**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:

**Labour Law Certificate**

**REQUIRED** File Type: [PDF](#)

1 file uploaded

✓ Insurance\_Certification.pdf Expires On: Apr 25, 2019  

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.

✔ Step 1: Account Confirmation

✔ Step 2: Account Information

✘ Step 3: Documentation

✘ Step 4: Commodity Codes

✘ Registration Complete

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.

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**.

	<b>Labour Law Certificate</b> <b>REQUIRED</b> File Type: PDF	 <b>Upload File...</b>
▶ 1 file uploaded		
	<b>Insurance Certificates</b> <b>REQUIRED</b> File Type: PDF	<b>Upload File...</b>
▶ 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](#).

# 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

✔ Step 2: Account Information

✔ Step 3: Documentation

✔ Step 4: Commodity Codes

✔ Registration Complete

Commodity Codes are used for classification and matching to future bid opportunities. **You must select at least one Commodity Code.** You can go back and change these later. They are used to match against opportunities in the future.

10 ✕ 11 ✕ 12 ✕

Chosen Commodity codes

UNSPSC Code

Keyword:



Reset

Code	Title	Description	Add
10 ↓	Live Plant and Animal Material and Acces...	This segment includes live, wild and dom...	+
11 ↓	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 ↓	Fuels and Fuel Additives and Lubricants a...	This segment includes natural occurring a...	+

Continue to Registration 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

✔ Step 2: Account Information

✔ Step 3: Documentation

✔ Step 4: Commodity Codes

✔ Registration Complete

✔ **Success!**

You have completed all of the requirements to register your Vendor account for TIMEPOINT Ltd at Success Team.

You can access Bid Opportunities on the [Portal](#) or by clicking [here](#).

**Continue to Bonfire »**

Congratulations! You have completed the registration process and can now [view opportunity documents](#) and [create submissions](#).