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Bonfire

Supplier Guide: How to Use the Bonfire Platform

This guide provides step-by-step instructions for suppliers on how to register and submit bids through the Bonfire procurement platform. Follow these simple steps to create your account, complete your vendor profile, and participate in procurement opportunities with the Sint Maarten National Recovery Program Bureau.

Creating Your Bonfire Account

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Getting started with Bonfire is straightforward and begins with creating your account. The registration process consists of several key steps that will establish your presence on the platform.

Account Creation

Visit the Procurement Portal and click the **Register** button in the top right corner. Enter your name and email address. Click on the link below:

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Email Verification

After entering your information, you'll receive a verification email. Click the link in the email to verify your account. If you don't receive this email within 5 minutes, check your spam folder or review the troubleshooting tips in the "Why am I not receiving emails?" support article.

Password Creation

After confirming your email, you'll be directed to complete your registration by setting a password and logging in. Create a strong password that meets the system requirements to secure your account.

Once you've created your password, you'll have the option to join an existing organization or create a new one. If you choose to join an existing organization, a request will be sent to the vendor organization admin for approval. You can still proceed with submissions while waiting for approval.

Completing Your Vendor Profile

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After creating your account, you'll need to complete your vendor profile with detailed information about your business. This information helps buyers understand your capabilities and match you with relevant opportunities.

Accept Terms and Conditions

Begin by accepting the Privacy Policy and Terms of Service. This is required to proceed with registration.

Enter Account Information

Fill out all required fields (marked with a red asterisk) in your vendor profile. This includes your company name, address, contact information, and other business details. Be thorough and accurate as this information will be visible to potential buyers.

Select Vendor Types

If the organization has set up Vendor Types, select all that apply to your business. You can select multiple types if appropriate. Some Vendor Types may have associated Custom Fields that you'll need to complete in an additional tab.

Save Your Information

Once you've filled out all necessary information, the status indicators will change from orange "Incomplete" to green "Complete." Click **Save** and then **Continue to Step 3: Documentation**.

Remember that your vendor profile serves as your business card on the platform. Complete and accurate information increases your chances of being matched with relevant opportunities and being selected by buyers. You can update your profile information at any time after registration is complete.

Uploading Required Documentation

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Many procurement organizations require specific documentation as part of your vendor registration. These documents help verify your business credentials and qualifications. The Bonfire platform makes it easy to upload and manage these documents.

During the documentation step, you'll be presented with any documentation the buyer requires you to upload as part of the Vendor Types you have selected. If no documentation is required, you'll see a message that says, "There are no Requested Documents at this time," and you can proceed to the next step.

Downloading Templates

Some documentation may have templates attached. Look for the download icon to retrieve these templates, which you can then fill out with your information. Using the provided templates ensures you're submitting information in the format the buyer expects.

Click the **Upload File...** button in the same box as the slot you wish to upload to. You'll be prompted to choose the file you wish to upload as well as select an expiration date if required by the organization.

Managing Document Expiration

As a vendor, you will receive notifications when a requested document is expiring or has expired. These notifications will be sent out every 15 days for documents expiring within 30 days as well as for documents that have already expired.

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 with the correct expiration date.

Once all required documents have been uploaded, the status indicators will change from red to green, indicating that you've completed this step. You can then proceed to the final registration step. Keeping your documentation current is important, as expired documents may affect your ability to participate in certain opportunities.

Adding Commodity Codes

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Commodity Codes are classification systems used by procurement organizations to categorize products and services. Adding relevant codes to your profile helps match your business with appropriate opportunities. The specific code set being used is determined by the purchasing organization you're registering with.

Understanding 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 will be displayed above the search bar text box (to the left of **Keyword**).

Searching for Codes

You can search for codes using keywords or browse the table freely. This allows you to find the most relevant codes for your business offerings. The search functionality makes it easy to locate appropriate codes even if you're not familiar with the specific classification system being used.

Adding Codes to Your Profile

Click **Add** next to the code you'd like to add to your profile. Codes added to your profile will appear in blue boxes at the top of the page. You can hover your cursor over each code to see a description of what the code represents.

Adding the right Commodity Codes is crucial for ensuring you receive notifications about relevant opportunities. Be comprehensive in selecting codes that match all the products and services your business offers. You can always return to your profile later to add or remove codes as your business offerings change.

For more detailed information, you can refer to Bonfire's "Quick Guide to Commodity Codes for Vendors" and "How do I add or delete Commodity Codes on my Vendor Record?" support articles.

Completing Registration and Accessing Opportunities

Once you have completed all the required steps in the registration process, you'll be ready to access procurement opportunities and submit bids through the Bonfire platform. A successful registration is indicated by green checkmarks appearing next to each step in the sidebar.

1 Verify Completion

Check that all steps in the sidebar show green checkmarks, indicating they've been completed successfully. You should see a green "Success!" message confirming your registration is complete.

2 Access Opportunities

After registration, you can view opportunity documents and begin creating submissions. Navigate to the opportunities section to see available bids that match your profile and commodity codes.

3 Download Documents

For each opportunity you're interested in, you can download the associated documents to review the requirements and specifications. This gives you the information needed to prepare a competitive bid.

4 Create Submissions

When you're ready to bid on an opportunity, you can create and upload your submission through the platform. Follow the specific instructions for each opportunity to ensure your bid meets all requirements.

It's important to note that you do not need to register with multiple Bonfire portals. Your login credentials will work across all Bonfire organizational portals, making it easy to participate in opportunities from different organizations without creating multiple accounts.

Congratulations on completing your registration! You are now ready to participate in procurement opportunities through the Bonfire platform. Remember that you can always update your profile information, documentation, and commodity codes as needed to keep your vendor record current.

Creating and Uploading Submissions

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Once you've registered and identified an opportunity you want to pursue, you'll need to create and upload your submission. The Bonfire platform provides tools to help you prepare and submit your bid efficiently.

Find the Opportunity

Locate the opportunity you're interested in through the Bonfire portal. You can browse available opportunities or use search filters to find specific bids that match your business capabilities.

Download Documents

Download all relevant documents for the opportunity to understand the requirements, specifications, and evaluation criteria. Review these documents carefully to ensure your submission addresses all requirements.

Prepare Your Response

Prepare your submission materials according to the requirements. This may include completing templates such as BidTables or Questionnaires, preparing technical documents, or creating pricing proposals.

Upload Your Submission

Upload your completed submission through the Bonfire platform before the deadline. The system will guide you through the upload process and confirm when your submission has been successfully received.

When working with specific templates like BidTables or Questionnaires, follow the instructions carefully. For BidTables, download the template, enter your pricing information in the designated cells, and upload the completed file. For Questionnaires, provide thorough responses to all questions, adhering to any word limits or formatting requirements.

After uploading your submission, you'll receive a confirmation. You can find this confirmation later by accessing your submission history. If needed, you can withdraw or revise your submission before the deadline, following the platform's procedures for submission management.

Additional Support and Resources

The Bonfire platform offers various support resources to help you navigate the system and resolve any issues you might encounter. Whether you need help with account management, submission processes, or technical questions, there are multiple ways to find assistance.

Help Center

Access the comprehensive Vendor Support Help Center for articles on common questions and step-by-step guides. Topics include account management, submission processes, and troubleshooting common issues.

Contact Project Owner

For specific questions about an opportunity, you can contact the Project Owner directly through the Bonfire platform. This ensures your questions reach the right person who can provide accurate information about the procurement.

Notification Management

Learn how to manage your email notifications to stay informed about relevant opportunities. You can customize notifications to receive alerts only for opportunities in your region or matching your commodity codes.

Premium Features

Explore Premium Vendor features that offer enhanced capabilities for serious bidders, including advanced search options, saved searches, and additional tools to help you find and win more business.

Remember that your Bonfire account works across all organizational portals, so you only need to register once to access opportunities from multiple organizations. If you encounter login issues, password problems, or other technical difficulties, refer to the specific help articles addressing these topics in the Vendor Support Help Center.

By utilizing these support resources, you can maximize your effectiveness on the Bonfire platform and increase your chances of success in the procurement process. The Sint Maarten National Recovery Program Bureau looks forward to receiving your submissions through our Bonfire portal.