

# How to register on the Bonfire system

## How to register to respond to an RFP

Registering for a New Vendor Account is very simple.

Please go to the following link.

<https://columbus.bonfirehub.com/portal/?tab=login>

Please note that the screen shots below have the “DEMO COLLEGE” logo in the upper right hand corner, when you follow the link above it will say “City of Columbus”.

On the Procurement Portal click on **New Vendor Registration**:

DEMO COLLEGE PORTAL LOG IN / REGISTER

**Procurement Portal**  
Demo College

DEMO COLLEGE

Log in Open Public Opportunities

Log in with your Bonfire Account

EMAIL

PASSWORD

Log in Forgot your password?

**New Vendor Registration**  
Create your free Bonfire account »

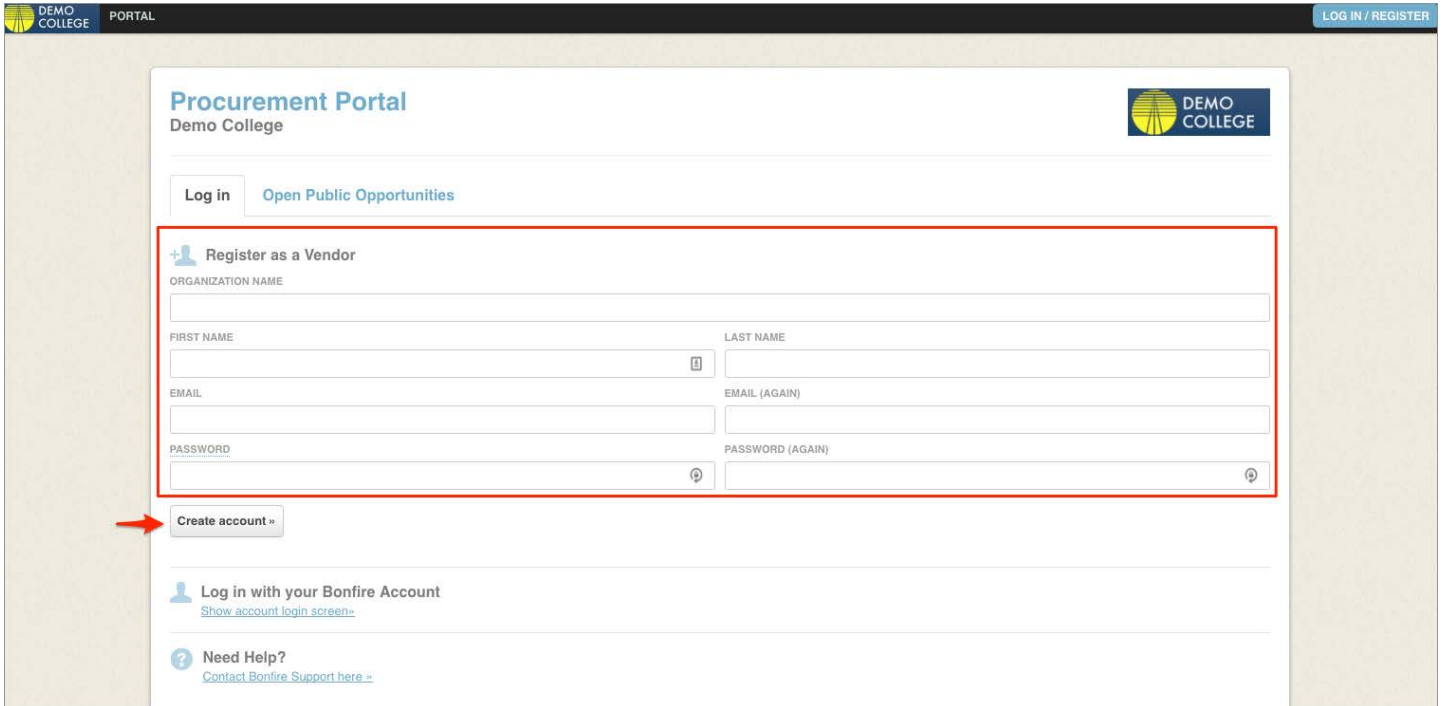
Need Help?  
Contact Bonfire Support here »

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

Powered by  
Bonfire

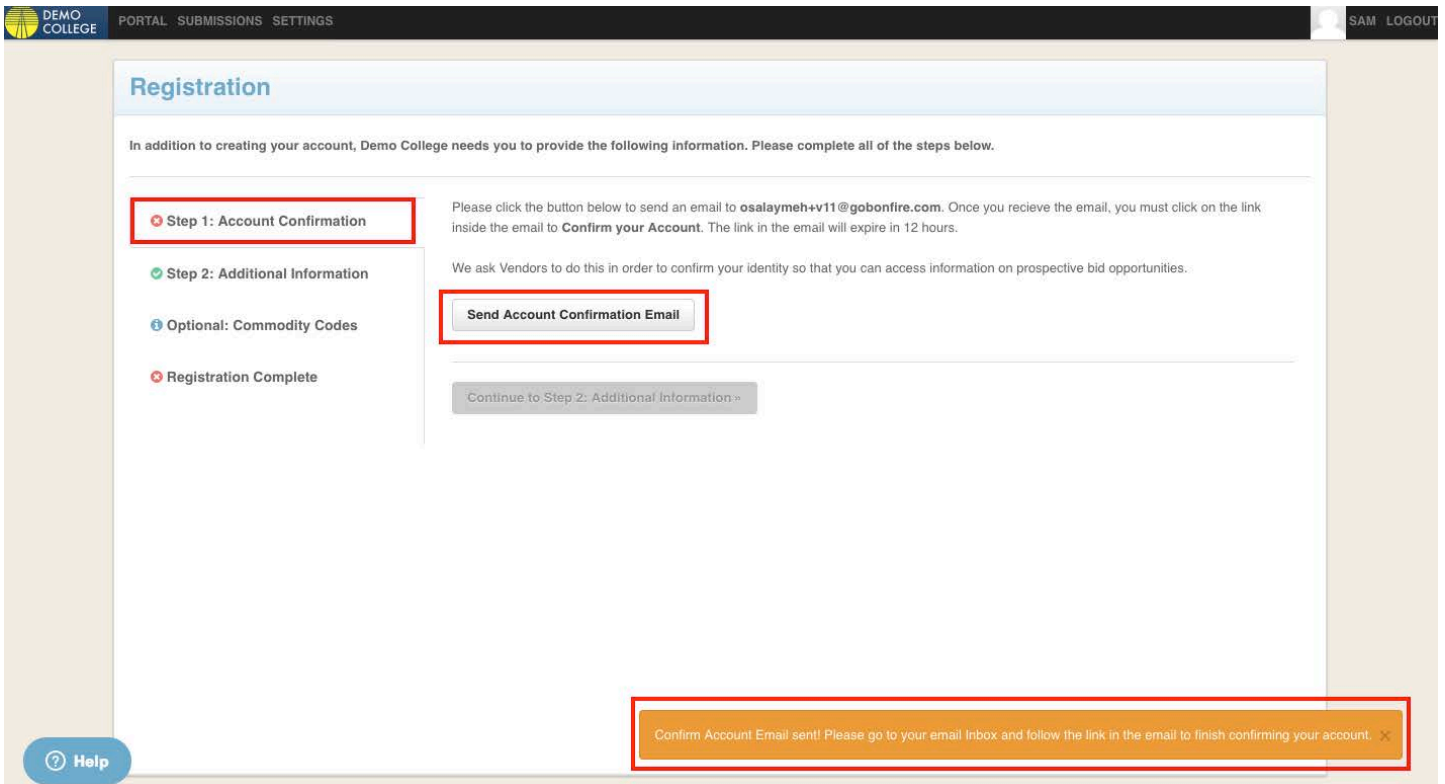
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Fill out all of the listed fields and then click on **Create Account**:



The screenshot shows the 'Procurement Portal' for Demo College. At the top right, there is a 'LOG IN / REGISTER' link. The main content area has a 'Log in' button and an 'Open Public Opportunities' link. Below these is a 'Register as a Vendor' section, which is highlighted with a red border. This section contains several input fields: 'ORGANIZATION NAME', 'FIRST NAME', 'LAST NAME', 'EMAIL', 'EMAIL (AGAIN)', 'PASSWORD', and 'PASSWORD (AGAIN)'. Below the registration form is a 'Create account >' button, which is pointed to by a red arrow. Further down, there are links for 'Log in with your Bonfire Account' and 'Need Help?'. The top navigation bar includes the Demo College logo and the word 'PORTAL'.

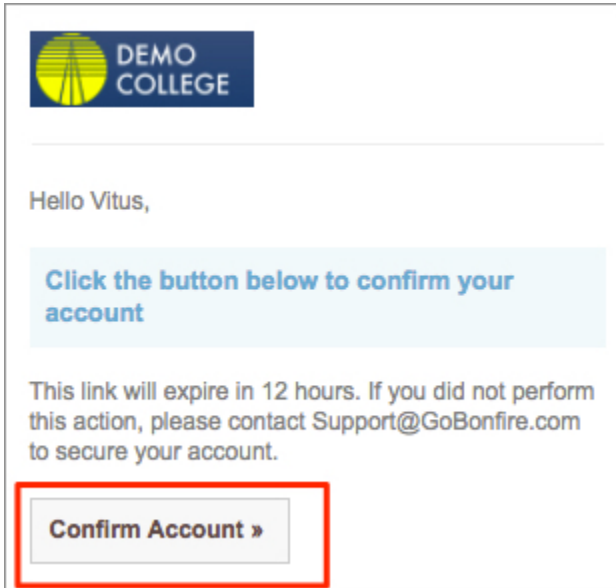
You will then be taken to the Registration page. Follow the Registration Steps listed on this page:



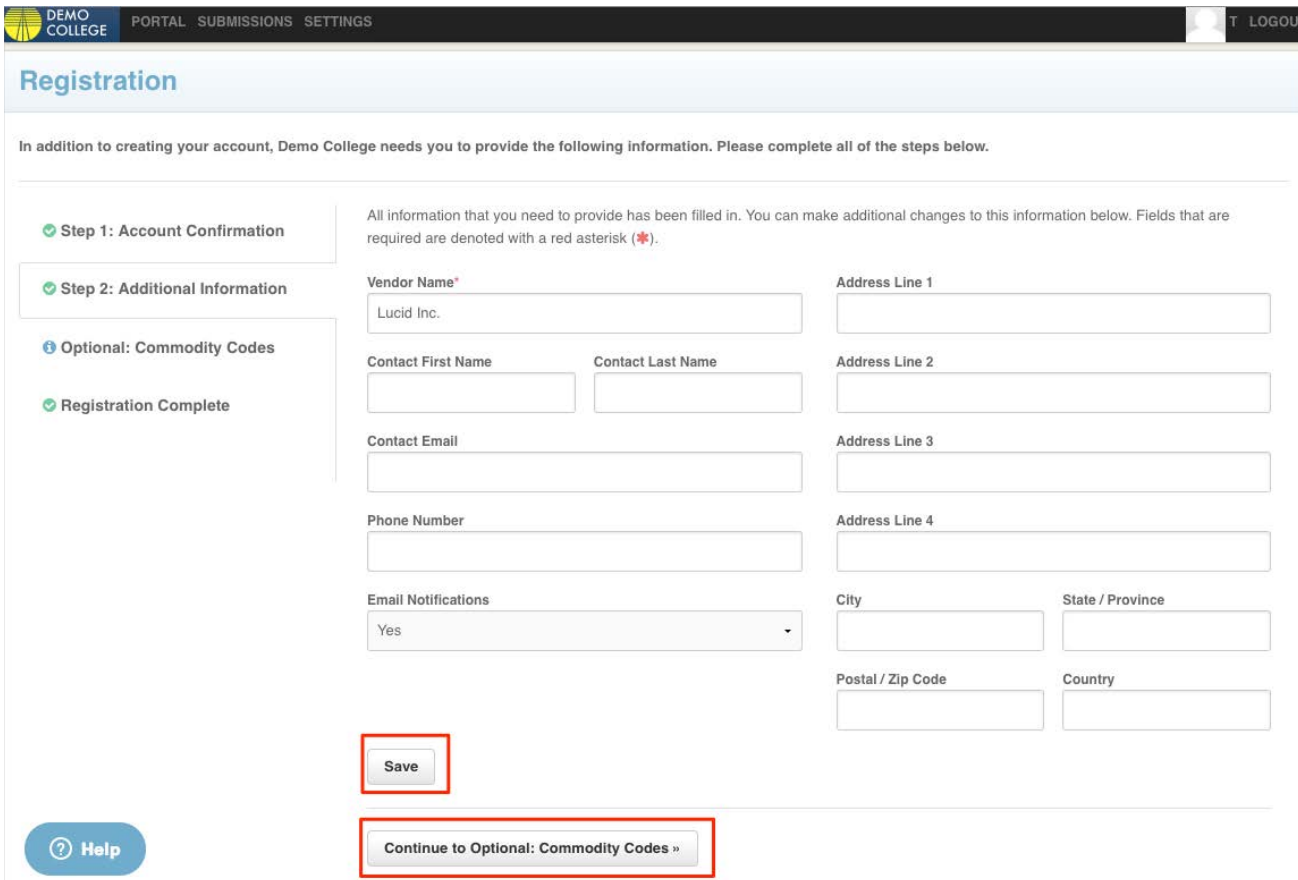
The screenshot shows the 'Registration' page. At the top, there is a navigation bar with 'PORTAL', 'SUBMISSIONS', and 'SETTINGS'. The main heading is 'Registration'. Below the heading, there is a message: 'In addition to creating your account, Demo College needs you to provide the following information. Please complete all of the steps below.' On the left side, there is a list of steps: 'Step 1: Account Confirmation' (highlighted with a red border), 'Step 2: Additional Information', 'Optional: Commodity Codes', and 'Registration Complete'. On the right side, there is a text block: 'Please click the button below to send an email to osalaymeh+vt1@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 text is a 'Send Account Confirmation Email' button (highlighted with a red border) and a 'Continue to Step 2: Additional Information >' button. At the bottom right, there is a confirmation message: 'Confirm Account Email sent! Please go to your email inbox and follow the link in the email to finish confirming your account.' (highlighted with a red border). A 'Help' button is located at the bottom left. The top navigation bar also includes a user profile icon and the text 'SAM LOGOUT'.

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The first step will require you to visit your listed email to Confirm your Account:



After Confirming your Account in your email you will have the option to fill out any of the following Additional Information in Step 2:



The image shows a registration form for DEMO COLLEGE. The top navigation bar includes "DEMO COLLEGE", "PORTAL", "SUBMISSIONS", "SETTINGS", and a "LOGOUT" button. The main heading is "Registration". Below the heading, a message states: "In addition to creating your account, Demo College needs you to provide the following information. Please complete all of the steps below." On the left side, there is a progress indicator with four steps: "Step 1: Account Confirmation" (checked), "Step 2: Additional Information" (checked), "Optional: Commodity Codes" (with an information icon), and "Registration Complete" (checked). The main form area contains the following fields: "Vendor Name\*" (with "Lucid Inc." entered), "Address Line 1", "Contact First Name", "Contact Last Name", "Address Line 2", "Contact Email", "Address Line 3", "Phone Number", "Address Line 4", "Email Notifications" (with "Yes" selected), "City", "State / Province", "Postal / Zip Code", and "Country". A "Save" button is highlighted with a red border. At the bottom, a button labeled "Continue to Optional: Commodity Codes »" is also highlighted with a red border. A "Help" button is located in the bottom left corner.

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Lastly, you can choose to add Commodity Codes to your account. For more information, see [Adding and Deleting Commodity Codes](#).

For engineering or professional design opportunities the commodity code should be 81 or 0081, please confirm by searching the commodity codes.

In addition to creating your account, Demo College needs you to provide the following information. Please complete all of the steps below.

Commodity Codes are used for classification and matching to future bid opportunities. They are not required, however, you can add some now in order to be matched against opportunities in the future from Demo College as well as from other organizations.

Click a code to drill down or search by code or keyword to identify and add codes

Code Set: UNSPSC Code: Keyword: Q Reset

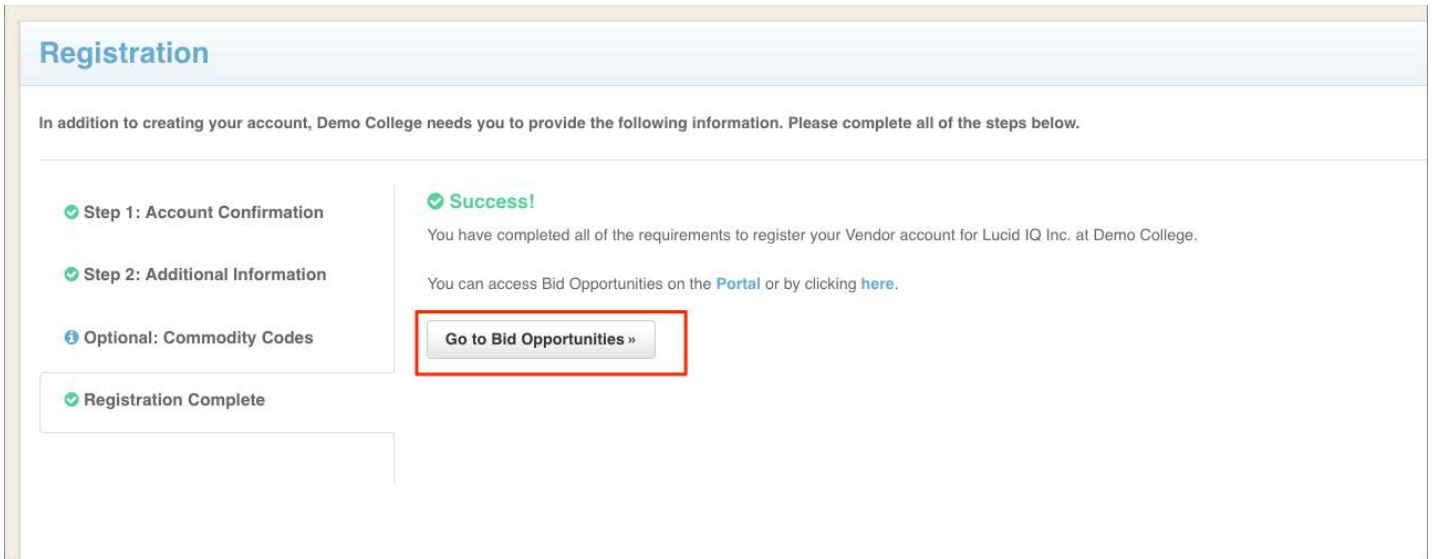
Code	Title	Description	Add
10	Live Plant and Animal Material and Access...	This segment includes live, wild and domes...	+
11	Mineral and Textile and Inedible Plant and A...	This segment includes unprocessed materi...	+
12	Chemicals including Bio Chemicals and Ga...	This segment includes inorganic and organi...	+
13	Resin and Rosin and Rubber and Foam an...	This segment includes rubber and plastic m...	+
14	Paper Materials and Products	This segment includes paper used for com...	+
15	Fuels and Fuel Additives and Lubricants an...	This segment includes natural occurring ca...	+

**Continue to Registration Complete »**

Help

Once you have Confirmed your Account and completed all steps you will have access to Bid Opportunities on the **Portal**:

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**Registration**

In addition to creating your account, Demo College needs you to provide the following information. Please complete all of the steps below.

- ✔ Step 1: Account Confirmation
- ✔ Step 2: Additional Information
- ℹ Optional: Commodity Codes
- ✔ Registration Complete

✔ **Success!**

You have completed all of the requirements to register your Vendor account for Lucid IQ Inc. at Demo College.

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

[Go to Bid Opportunities »](#)

Congratulations! You have completed the registration process and can now log in to create and upload a Submission.

Your login credentials will work across all Bonfire organizational portals (within a given country).

For instructions on submitting a bid, see [Creating and Uploading a Submission](#).

If you have any further questions, please contact us at [Support@GoBonfire.com](mailto:Support@GoBonfire.com).