

# **Vendor Registration - SCA Bonfire Procurement Portal**

(Special Note: This document was created by modifying Bonfire's Training document "Vendor Registration" by Kristine Callaghan to meet the New York City School Construction Authority (NYCSCA) needs).

## How to register your company on the SCA Bonfire procurement portal.

**Step 1.** Click the registration link: <u>https://nycsca.bonfirehub.com/portal/?tab=login.</u>

**Step 2.** In the Procurement Portal, click the **Log in** tab and under New Vendor Registration, click **Create your free Bonfire account.** 

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Department:	All	*	
Log in	Open Public Opportunities	Past Public Opportunities	Public Contracts
Log in v Email	vith your Bonfire Account		
Password			
Log in Forg	ot your password?		
New V	endor Registration		
Need H <u>Contact E</u>	elp? onfire Support here »		
Technical Suppo	ort Portal Security Terms of Service	Privacy Policy	Powered by

Step 3. Fill out all the	listed fields, the	en click Create Account.
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Log in	Open Public Opportunities	Past Public Opportunities	Public Contracts
- Registe	er as a Vendor		
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First Name		Last Name	
Email		Email (Again)	
Create accour	nt »		
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#### **Step 4: Account Confirmation**

You will see a **Success** message that your account was created. Additional steps are required to complete your registration, and you will receive an email with further instructions.



NOTE: If you don't receive this email in 5 minutes, please see our Why am I not receiving emails?

**Step 5.** Check your email for the confirmation notification.

- a. You will receive an email with the subject "You've signed up to be a Bonfire Vendor and need to finish registering."
- **b.** Click **Complete your registration** to return to Bonfire's registration page.

Hello,
You've signed up to be a Bonfire Vendor and need to finish registering
To complete your registration, click below and create your account.
Complete your registration »
Have a question or need help using Bonfire? Email us at <u>Support@GoBonfire.com</u> .
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- c. Create a Password.
- d. Click Create Account.

First Name:	
John	
Last Name:	
Hammond	
Email:	
@gobonfire.com	
Password (Must contain 10-72 characters):	
Password (Again):	
Create Account	
	First Name:   John   Last Name:   Hammond   Email:   @gobonfire.com   Password (Must contain 10-72 characters):   Password (Must contain 10-72 characters):   Password (Again):   Create Account

- e. Accept the Privacy Policy and Terms of Service (There is no cost for your company to use Bonfire).
- f. Click Save and continue to Step 2: Account Information.

Registration	
In addition to creating your account, you nee	d to provide the following information. Please complete all of the steps below.
Step 1: Account Confirmation	Your account with the email address jgodelie+v8@gobonfire.com has been confirmed!
Step 2: Account Information	Bonfire's Privacy Policy and Terms of Service were updated on Sep 8, 2020.
Step 3: Documentation	I accept the Privacy Policy and Vendor and Submission Portal Terms of Service.
Step 4: Commodity Codes	Save and continue to Step 2: Account Information »
Segistration Complete	

#### Step 6. Account Information

**a.** Fill in the required fields (\*) for your company in the **Profile** tab.

**IMPORTANT:** You must enter your **Country** <u>before</u> identifying your State. If US is your Country, you do not need to fill in the Specific Country field, even though it has a red asterisk as a required field.

Registration				
In addition to creating your account, you need t	o provide the following information. Pleas	e complete all of the steps be	low.	
Step 1: Account Confirmation	All information that you need to provide h are denoted with a red asterisk (*).	as been filled in. You can make	additional changes to this information	below. Fields that are required
Step 2: Account Information	Profile*			]
Step 3: Documentation	Vendor Name*	Address Line 1*	Address Line 2	
Step 4: Commodity Codes	Contact First Name Contact Last Name	e Address Line 3	Address Line 4	
<b>2</b> Registration Complete	John Hammond			
	Contact Email jgodelie+v8@gobonfire.com	City*	State / Province*	
	Phone Number	Postal / Zip Code*	Country*	
	Vaccination Status*			
	Select Your Vendor Types*			-
	Click on the + button beside each Venc	or Type to add		
	Landscaping Vendors that offer landscaping services			

- **b.** Click **Save**. A green box will appear on the lower right indicating your Vendor details have been saved.
- c. Click Continue to Optional Commodity Codes.Note: Commodity Codes are Optional and are not required or needed by the NYCSCA at this time.

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	Registration				
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d. Click Continue to register complete and then Save.

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**Registration is Complete;** a green checkmark appears to each step in the sidebar, and you will see a green **Success!** message.

h addition to creating your account, you nee	ed to provide the following information. Please complete all of the steps below.
<ul> <li>Step 1: Account Confirmation</li> <li>Step 2: Account Information</li> </ul>	Success! You have completed all of the requirements to register your Vendor account for InGen at Justin Godelie. You can access Bid Opportunities on the Portal or by clicking here.
Step 3: Documentation	Continue to Bonfire -
Step 4: Commodity Codes	
Registration Complete	

Step 7. SCA sends an invitation to participate.

When the SCA publishes a solicitation, they will invite you to participate as a Vendor. Once you receive your invitation email from the SCA, you will have one more step to complete your registration.

- **a.** Log in to Bonfire. A Registration window will appear asking you to provide more information.
- b. Fill in your EIN Number and Primary Email.

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- c. Click Save.
- d. If prompted, Click Continue to Optional Commodity Codes;

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- e. Click **Continue registration complete** until you reach the registration Success message.
- f. Click Continue to Bonfire, or

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	Success! You have completed all of the requirements to register your Vendor account for InGen at Justin Godelie.					
Step 2: Account Information	You can access Bid Opportunities on the <b>Portal</b> or by clicking here.					
Step 3: Documentation	Continue to Bonfire »					
Step 4: Commodity Codes						
Registration Complete						

### Return later and Log in.

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g. Click the My Opportunities tab to view the project you have been invited to and create your submission.

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