



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

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

**Procurement Portal**  
Justin Godelie

Department: All

Log in   Open Public Opportunities   Past Public Opportunities   Public Contracts

**Log in with your Bonfire Account**

Email

Password

Log in   [Forgot your password?](#)

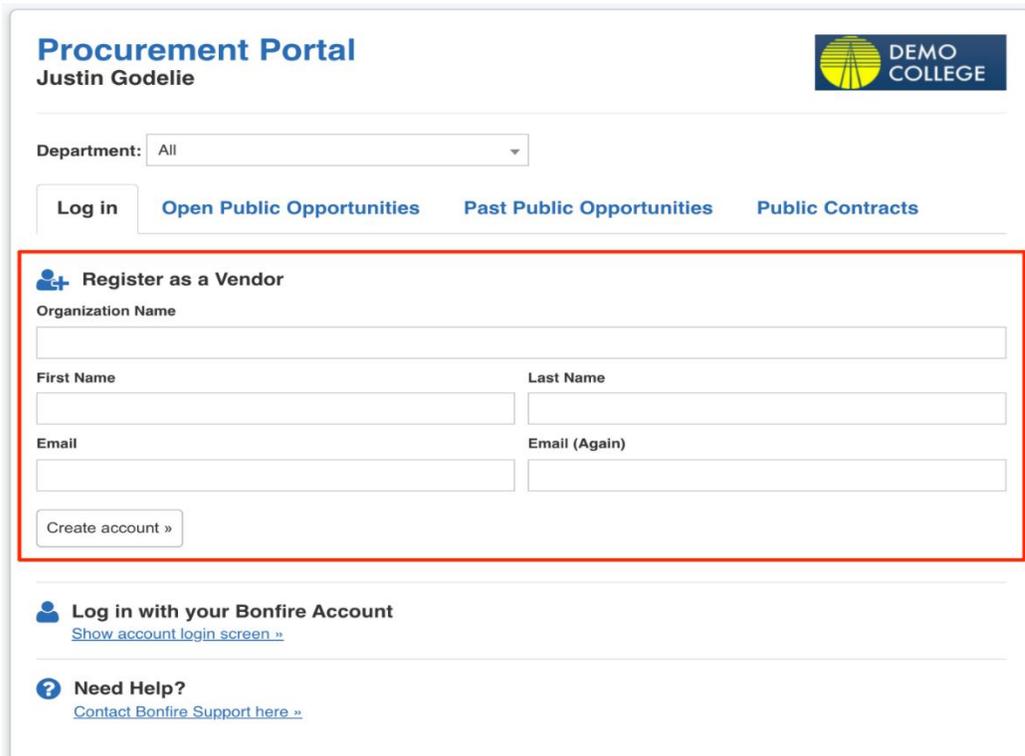
**New Vendor Registration**  
[Create your free Bonfire account >](#)

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

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

Powered by **Bonfire**

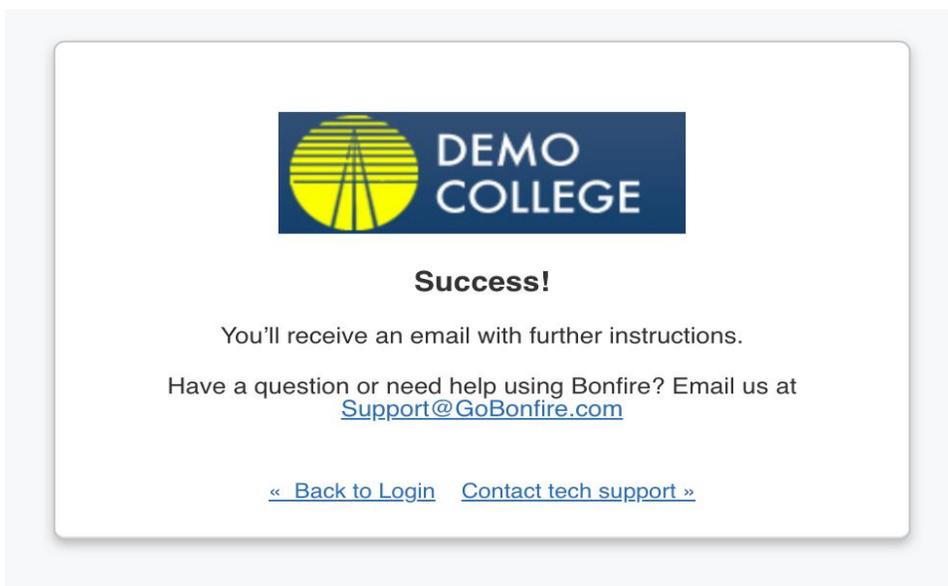
**Step 3.** Fill out all the listed fields, then click **Create Account**.



The screenshot shows the 'Procurement Portal' for Justin Godelie at Demo College. At the top right is the Demo College logo. Below the header is a 'Department' dropdown menu set to 'All'. A navigation bar contains buttons for 'Log in', 'Open Public Opportunities', 'Past Public Opportunities', and 'Public Contracts'. The main content area is titled 'Register as a Vendor' and is enclosed in a red border. It contains the following fields: 'Organization Name', 'First Name', 'Last Name', 'Email', and 'Email (Again)'. A 'Create account »' button is located at the bottom of this section. Below the registration form are two links: 'Log in with your Bonfire Account' with a sub-link 'Show account login screen »', and 'Need Help?' with a sub-link 'Contact Bonfire Support here »'.

**Step 4: Account Confirmation**

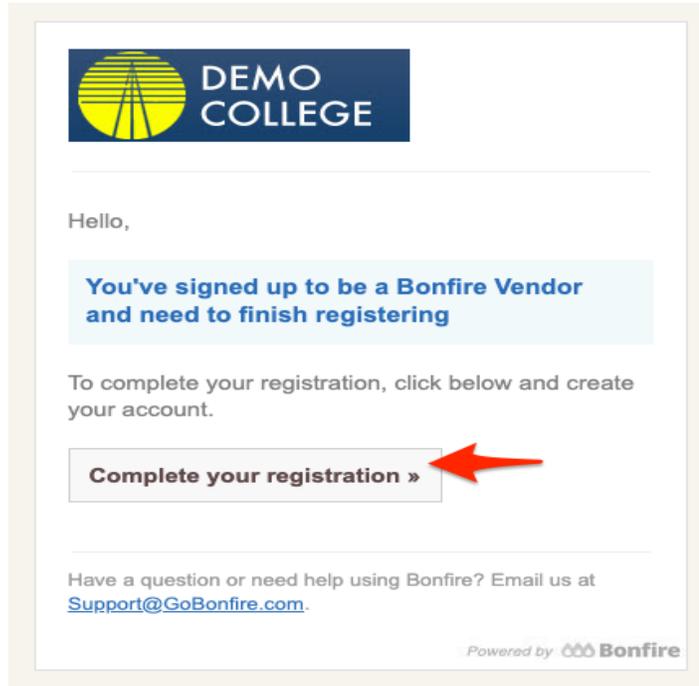
You will see a **Success** message that your account was created. Additional steps are required to complete your registration, and you will receive an email with further instructions.



**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.



- c. Create a **Password**.
- d. Click **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 need 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

Your account with the email address jgodelie+v8@gobonfire.com has been confirmed!

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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](#).

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Save and continue to Step 2: Account Information »

## Step 6. Account Information

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

**IMPORTANT:** You must enter your **Country** before 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 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 ▲

Vendor Name*		Address Line 1*	Address Line 2
<input type="text" value="InGen"/>		<input type="text"/>	<input type="text"/>
Contact First Name	Contact Last Name	Address Line 3	Address Line 4
<input type="text" value="John"/>	<input type="text" value="Hammond"/>	<input type="text"/>	<input type="text"/>
Contact Email	City*	State / Province*	
<input type="text" value="jgodelie+v8@gobonfire.com"/>	<input type="text"/>	<input type="text"/>	
Phone Number	Postal / Zip Code*	Country*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Vaccination Status*			
<input type="text"/>			

Select Your Vendor Types\*

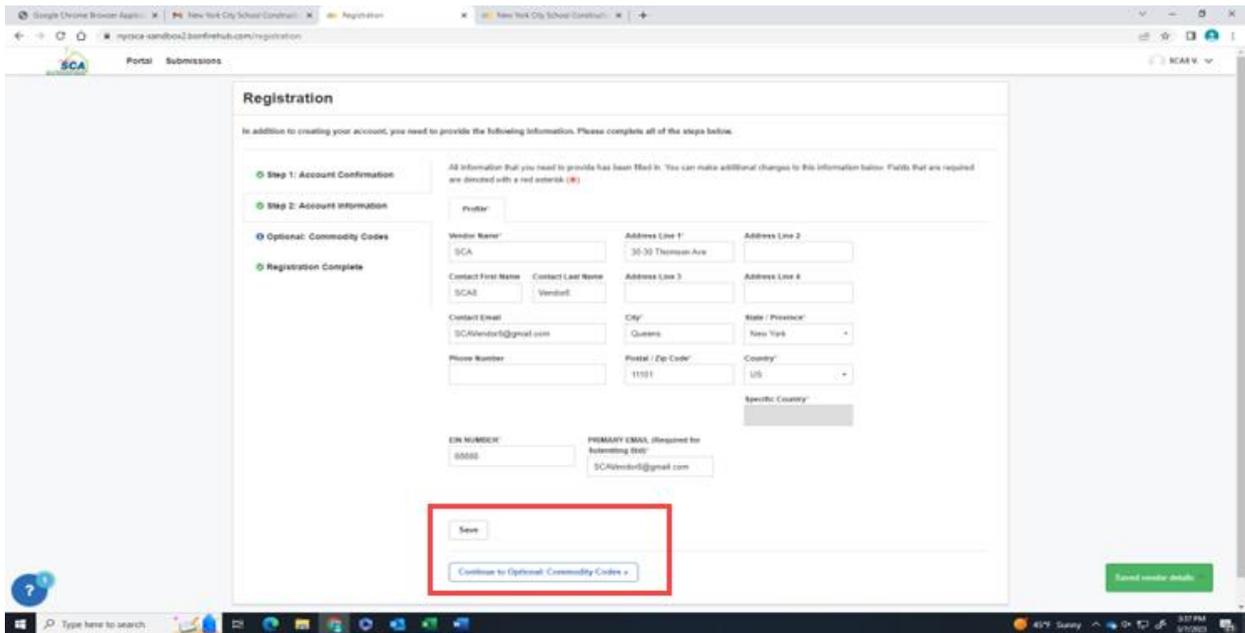
Click on the + button beside each Vendor Type to add

Landscaping

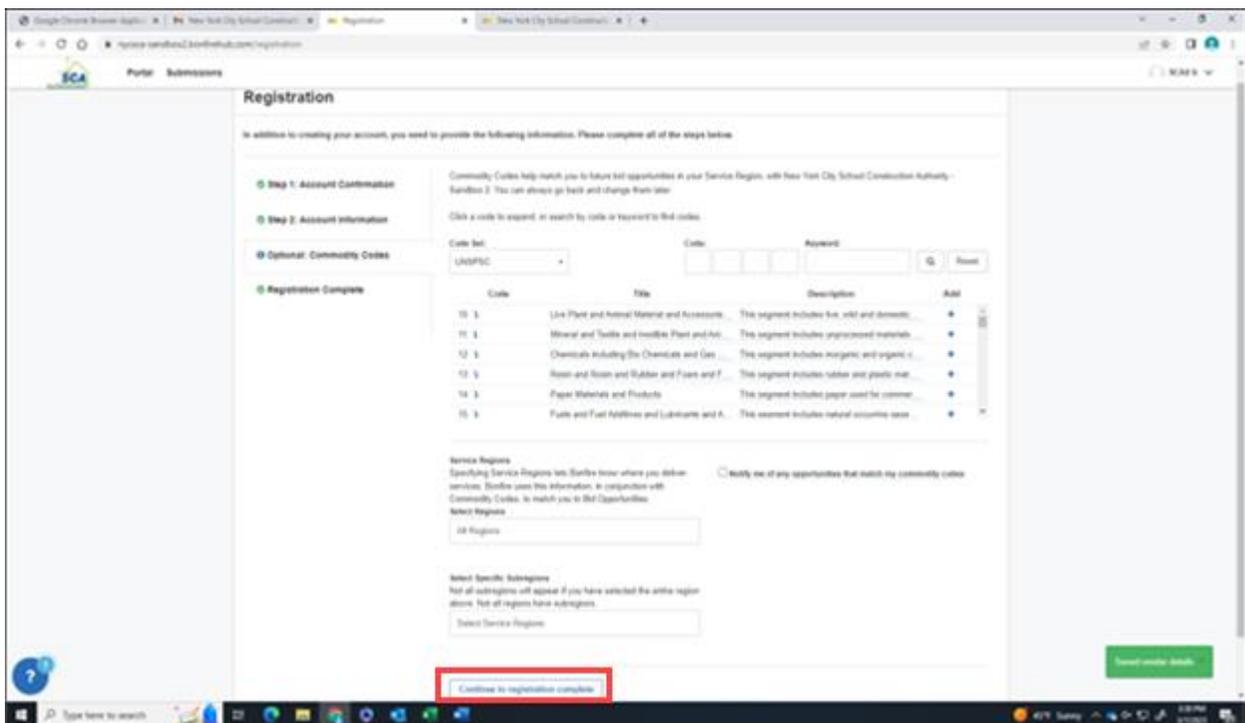
Vendors that offer landscaping services

Construction

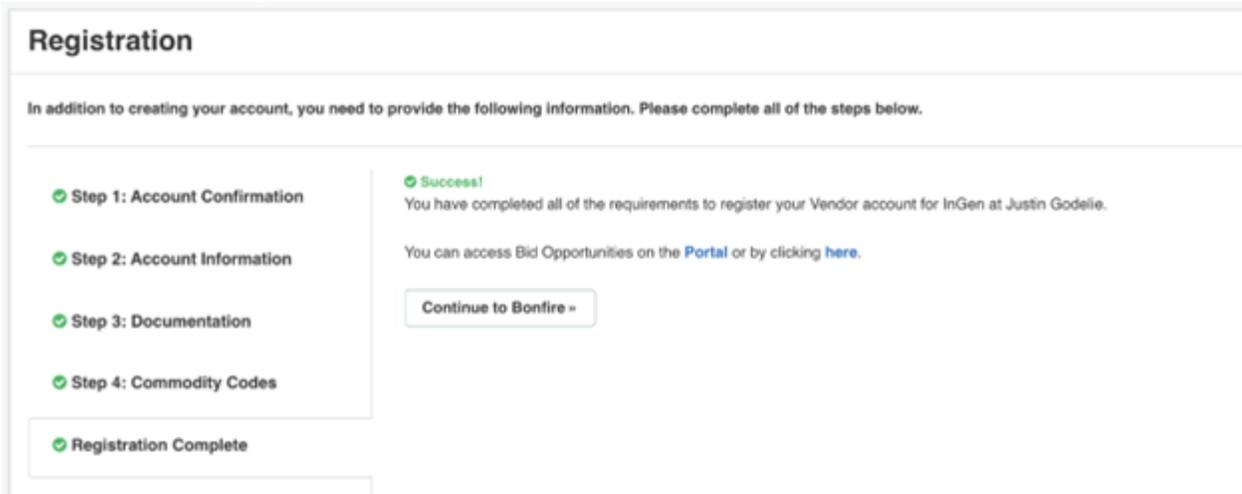
- b. Click **Save**. A green box will appear on the lower right indicating your Vendor details have been saved.
  - c. Click **Continue to Optional Commodity Codes**.
- Note:** Commodity Codes are Optional and are not required or needed by the NYSCA at this time.



- d. Click **Continue to register complete** and then **Save**.



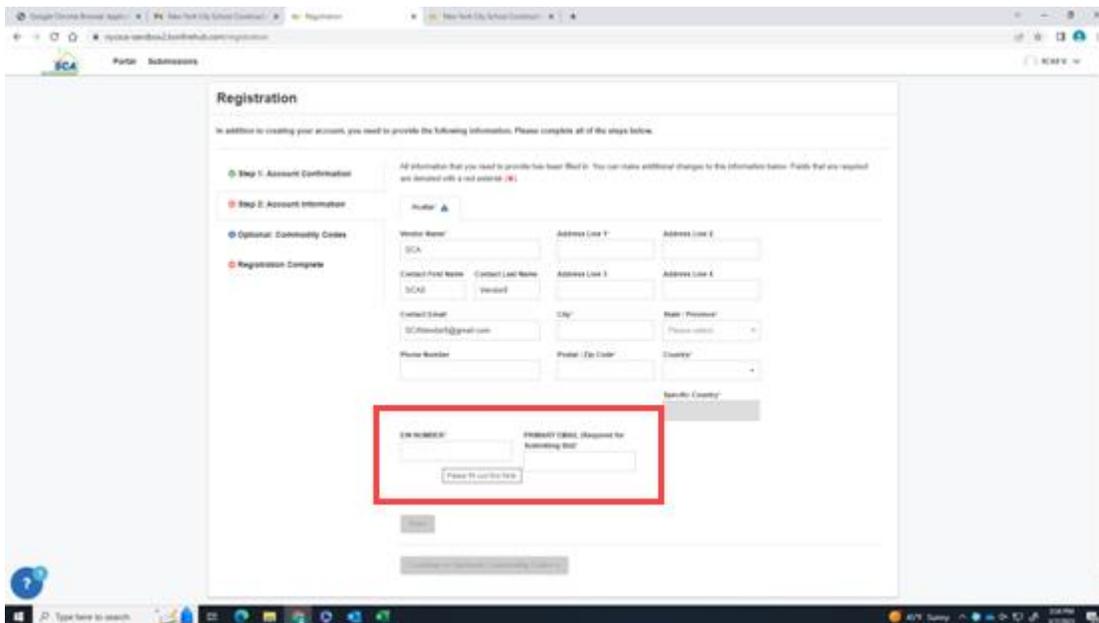
**Registration is Complete;** a green checkmark appears to each step in the sidebar, and you will see a green **Success!** message.



**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**.



- c. Click **Save**.
- d. If prompted, Click **Continue to 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
- Step 2: Account Information
- Optional: 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 (\*).

**Vendor**

Vendor Name\* SCA Address Line 1\* 35-30 Thomson Ave Address Line 2

Contact First Name\* SCA Contact Last Name\* Vendor Address Line 3 Address Line 4

Contact Email\* SCAVendor@gmail.com City\* Queens State / Province\* New York

Phone Number\* Postal / Zip Code\* 11101 Country\* US

Specific Country

EIN NUMBER\* 8888 PRIMARY EMAIL (Required for Submitting Bids) SCAVendor@gmail.com

Save

Continue to Optional Commodity Codes »

Send vendor details

- 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
- 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 InGen at Justin Godelie.

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

Continue to Bonfire »

Return later and **Log in**.

**SCA**  
New York City School Construction Authority

**Log in with your Bonfire Account**

Email  
SCAVendor@gmail.com

Password  
[Redacted]

Log in [Forgot your password?](#)

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

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

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

