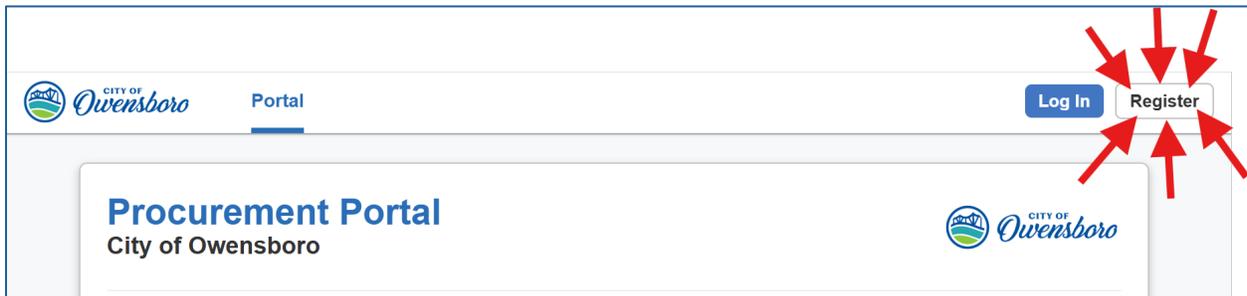


Vendor Registration in Bonfire Procurement Portal

City of Owensboro's Bonfire Portal: <https://owensboro.bonfirehub.com/>

Account Creation

1. On the Procurement Portal of the organization you'd like to register with, click on the Register button in the top right corner:



2. Enter your account information:

Register Hide

 **Register as a Vendor**

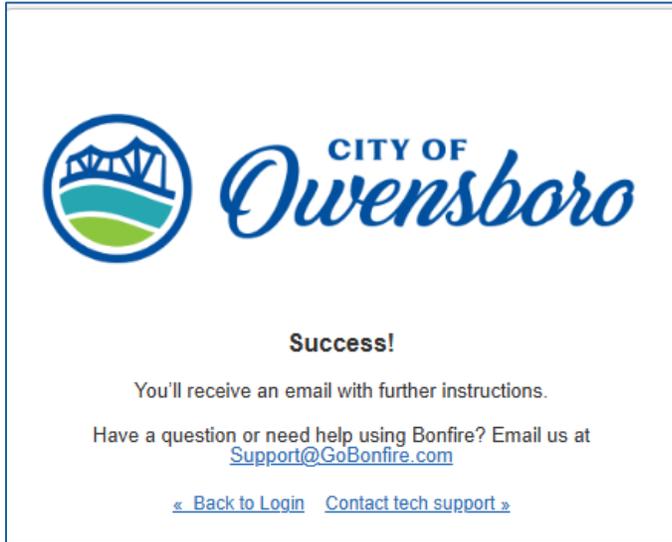
Organization Name

First Name Last Name

Email Email (Again)

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

3. This will trigger the email verification process, which should be in your email inbox. **NOTE:** If you don't receive this email in 5 minutes, please see our [Why am I not receiving emails?](#) page.



Create a Password

4. After confirming your email, you will be directed to complete your registration by setting a password and logging in.

A screenshot of a "Complete Account Setup" form. The form has a light blue background and a white border. At the top, the title "Complete Account Setup" is centered in a bold, black, sans-serif font. Below the title, there are three input fields for an email address: a small envelope icon, an "@" symbol, and ".com". Below these are two input fields for "First Name *" and "Last Name *". Below these are three input fields: "Password *", "Confirm Password *", and a "Continue" button. The "Continue" button is a blue rectangle with white text.

5. After creating your password, you can join or create an organization. Either search for your company or create a new one. If you create a new company, you will get the following prompts:



Join or create your company account

Search for your company

[Learn more about joining a company](#)

Join company

Didn't find your company? Use the button below to create it

Create my company

Let's get started

We want to get to know your business so we can provide a better experience, and the most relevant opportunities.

You can always change your answers later.

Business Name *

Business Description *

Phone Number *

Address Line 1 * **Address Line 2**

Address Line 3 **Address Line 4**

City * **State / Province ***

Postal / Zip Code * **Country ***

Specific Country

Save and Next

Which location(s) do you serve?

This will help us recommend opportunities in your area.

Adding or removing any selections will update your recommended opportunities

Selecting more locations will widen your service area to give you more results. If you select no specific regions, you will be matched with projects from all regions.

Search

Canada

United States

- Nation-wide opportunities
- Alabama
- Alaska
- Arizona
- Arkansas

Reset

Tell us about your business

You can always change your answers later.

How many employees at your company? *

What is your role? *

Contact First Name * **Contact Last Name ***

Business Email *

< Back Save and Next

Account Confirmation

After joining or creating your company account you'll continue to the Registration screen and can complete Step 1 by accepting the Privacy Policy and Terms of Service.

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 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.

I accept the [Privacy Policy](#) and [Vendor and Submission Portal Terms of Service](#).

Step 3: Documentation

Step 4: Commodity Codes

Registration Complete

Save and continue to Step 2: Account Information »

Account Information

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

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	
InGen			
Contact First Name	Contact Last Name	Address Line 3	Address Line 4
John	Hammond		
Contact Email	City*	State / Province*	
jgodelie+v8@gobonfire.com			
Phone Number	Postal / Zip Code*	Country*	
Vaccination Status*			

Select Your Vendor Types*

Click on the + button beside each Vendor Type to add

+ Landscaping

Vendors that offer landscaping services

+ Construction

The following items are specific to the City of Owensboro:

1. Historically Underutilized Business (HUB) Status:* <input type="text"/>	2. Do you have a Business License with the City of Owensboro?* <input type="text"/>	3. If yes, please input your Business License #. (If no, put NA.)* <input type="text"/>
4. Are you registered in SAM.gov?* <input type="text"/>	5. If yes, please input your SAM.gov Unique Entity ID. (If no, put NA.)* <input type="text"/>	6. Please list any cooperatives that you hold a contract through. (Examples: Kentucky State Master Agreement, Sourcewell) <input type="text"/>

NOTE: Be sure to fill out all the fields marked with a red asterisk otherwise you will not be able to complete your registration.

Documentation

For this step, you will need to upload the following documents: W9, certificate of insurance, vendor information sheet, and HUB certificate (if applicable). The vendor information sheet does have a template attached, which you can click on the download icon to retrieve and fill out.

Once you have the correct documentation 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 the requested document is expiring or has expired.

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.

City of Owensboro 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**

- W9** **REQUIRED** File Type: PDF
1 file uploaded
- Certificate of Insurance** **REQUIRED** File Type: PDF
0 files uploaded
- Vendor Information Sheet** **REQUIRED** File Type: PDF
0 files uploaded
- HUB Certificate** **OPTIONAL** File Type: PDF
0 files uploaded

Commodity Codes

Commodity Codes are used for classification purposes. Please be sure to select your NIGP commodity code associated with your type of business or organization. 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.

Commodity Codes help match you to future bid opportunities in your Service Region, with City of Owensboro and other organizations. You can always go back and change them later. You must select at least one Commodity Code.

Click a code to expand, or search by code or keyword to find codes.

Code Set: NIGP Code: Keyword: [Search] [Reset]

Code	Title	Description	Add
005	Abrasives		+
010	Acoustical Tile, Insulating Materials, And Supp...		+
015	Addressing, Copying, Mimeograph, And Spirit ...		+
019	Agricultural Crops And Grains Including Fruits,...		+
020	Agricultural Equipment, Implements, And Acce...		+
021	Agricultural Equipment, Implements, And Acce...		+

Service Regions
Specifying Service Regions lets Bonfire know where you deliver services. Bonfire uses this information, in conjunction with Commodity Codes, to match you to Bid Opportunities. Selecting a region will enable you to select the subregions (e.g. Choosing U.S. will enable selection of specific states).

Select Regions

United States

Select Specific Subregions
If you don't select a subregion for a region, the entire region will be selected (i.e. choosing Canada alone chooses all provinces)

Kentucky

Notify me of any opportunities that match my commodity codes

BE SURE TO CHECK THIS BOX.

You do not have to upgrade to premium vendor. Just select the Continue button.

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

GET MORE BY UPGRADING TO PREMIUM.
Upgrade to access postings across our full network, which includes contracts from all levels of government. Ideal for firms that want to work with multiple agencies.

UNLOCK THE PUBLIC SECTOR - UPGRADE TO PREMIUM TODAY

Learn more [Get premium edition](#)

Continue to registration complete

Registration Complete

Once you have completed all of the steps and a green checkmark appears on each step in the sidebar, you will see a green Success! message:

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
- ✔ Optional: Premium Vendor
- ✔ Registration Complete

✔ **Success!**
You have completed all of the requirements to register your Vendor account for City of Owensboro at City of Owensboro.

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 Continue to Bonfire to [view opportunity documents](#) and [create submissions](#).