Vendor Registration Guide powered by Bonfire



This document is provided as a resource to assist Broward County vendors with registering in the County's new Electronic Procurement System (BPRO) powered by Bonfire.

ALREADY HAVE A BONFIRE VENDOR ACCOUNT? It is necessary for you to use your existing login credentials (within the Broward County Procurement Portal) to log in and complete your registration.

REGISTERING FOR THE FIRST TIME? During the registration process you will receive emails from Bonfire No-Reply No-Reply@GoBonfire.com. Please be sure to check your junk email folder should you not receive emails from GOBonfire.com.



Need Help?

During registration select the convenient 'Contact Bonfire Support here >>' hyperlink located within the BRPO portal.

 To access the Broward County Procurement Portal, open a web browser such as Google Chrome, Firefox, or Microsoft Edge and enter the following URL in the address bar. Pop-ups should be allowed for this site.

Or

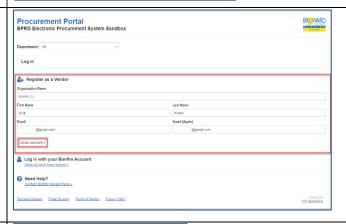
If registering using a mobile device, scan the QR Code to access the site.

- To begin registration, in the middle of the screen, Select the Create your free Bonfire account hyperlink.
- 3. Enter the Organization Name, First Name, Last Name, Email, and Email (again).
- 4. Select the Create Account hyperlink.

https://broward.bonfirehub.com







- A Success! pop-up box will display with the message "You'll receive an email with further instructions".
- Access your email account and locate the registration confirmation email received from Bonfire No-Reply <No-Reply@GoBonfire.com>.

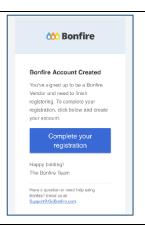


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7. Select the **Complete your registration** hyperlink from the email.



- 8. Enter your First Name, Last Name, Password, and Confirm Password.
- 9. Select Continue.

Note: Ensure your password is a minimum of 10 characters. Incorporate a mixture of the following: uppercase and lowercase letters, special characters, and numbers.

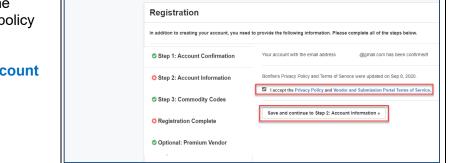


Portal Submissions

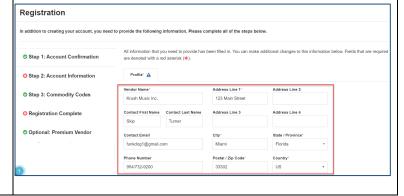
- 10. Enter the **Email Address** and **Password** that you just used to create your account.
- 11. Select the **Log In** button. To access your new account and complete the registration process.



- 12. Select the hyperlinks to review the Privacy Policy and Vendor Terms of Service, then select the checkbox confirming your acceptance of the policy and terms of service.
- 13. Select the Save and continue to Step 2: Account Information button.



14. Complete all fields. Required fields are marked with a red (*) asterisk.



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Registration 15. Select the Step 3: Commodity Codes hyperlink. Commodity Codes help match you to future bid opportunities in your Service Region, with BPRO Electronic Prother organizations. You can always go back and change them later. You must select at least one Commodities of the c 16. Enter a keyword in the **Keyword** field and select the Step 1: Account Confirmation hourglass to search for Commodity Codes. Step 2: Account Information NIGP 17. Select commodity code(s) by selecting the plus + sign on the desired line. The selected commodity **1** 90528 **1** 90 code will display above the Code Set. **1** 90740 **1** Engineering Services, Non-Licensed (Not Oth **1** 9074010 **1** CONSULTING SERVICES, CIVIL ENGINEER ASBESTOS SERVICES (NOT CONSULTING Service Regions 18. Scroll down the page. Select the checkmark if you Specifying Service Regions lets Bonfire know where you deliver services. Bonfire uses this information, in conjunction with Motify me of any opportunities that match my commodity code wish to be notified of any opportunities that match your Commodity Codes, to match you to Bid Opportunities. Selecting a egion will enable you to select the subregions (e.g. Choosing U.S commodity codes. BPRO will send you email nable selection of specific states). Select Regions notifications as you are matched with opportunities. 19. Select your Service Regions. 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) 20. Select the Continue to premium vendors' hyperlink. Continue to premium vendors 21. Select the Continue to registration complete Step 1: Account Confirmation hyperlink. GET MORE BY UPGRADING TO PREMIUM. Step 2: Account Information **Note:** If you wish to upgrade to Premium, select the Step 3: Commodity Codes Get Premium Edition button. O Registration Complete Optional: Premium Vendor Continue to registration complete Registration 22. A Success! message will display. You can now access Bid Opportunities on the portal by selecting the Continue to Bonfire button. Step 1: Account Confirmation Step 2: Account Information Registration Complete

Note: This is only the registration process. Solicitations will continue to be published in Periscope S2G, until our transformation is complete (Expected in the Spring).

Based on the commodity codes that you've selected on your vendor profile you may receive solicitation opportunities via email from other organizations.