Vendor Registration Guide powered by Bonfire

BROWARD COUNTY FLORIDA **BPRO ELECTRONIC PROCUREMENT SYSTEM**

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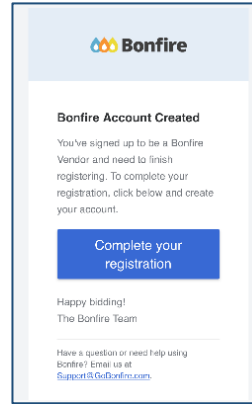
ALREADY HAVE A BONFIRE VENDOR ACCOUNT? It is necessary for you to use your existing login credentials (within the Broward County Procurement Portal) to log in and complete your registration.

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.

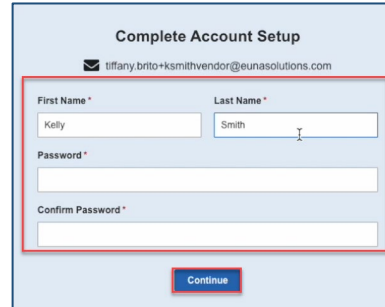|	
1. To access the Broward County Procurement Portal, open a web browser such as **Google Chrome, Firefox, or Microsoft Edge** and enter the following URL in the address bar. Pop-ups should be allowed for this site. Or If registering using a mobile device, scan the QR Code to access the site.	**https://broward.bonfirehub.com**
2. To begin registration, in the middle of the screen, Select the **Create your free Bonfire account** hyperlink.	**New Vendor Registration** Create your free Bonfire account »
3. Enter the **Organization Name**, **First Name**, **Last Name**, **Email**, and **Email (again).** 4. Select the **Create Account** hyperlink.	
5. A **Success!** pop-up box will display with the message "**You'll receive an email with further instructions**". 6. Access your email account and locate the registration confirmation email received from **Bonfire No-Reply <No-Reply@GoBonfire.com>.**	**BROWARD COUNTY FLORIDA** Success! You'll receive an email with further instructions. Have a question or need help using Bonfire? Email us at Support@GoBonfire.com « Back to Login Contact tech support »

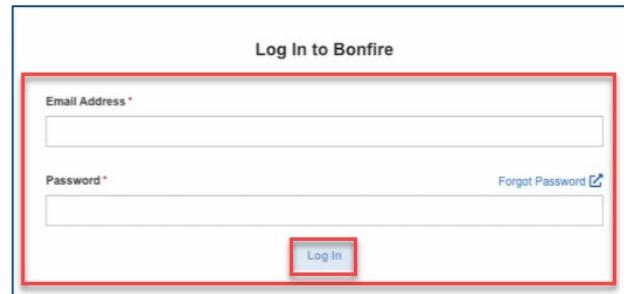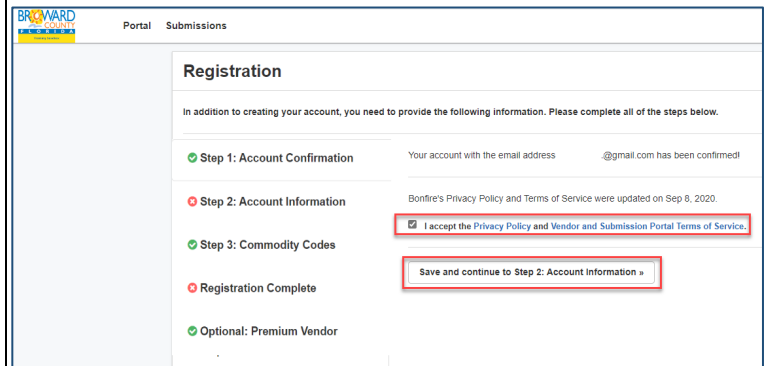|	
7. Select the **Complete your registration** hyperlink from the email.	
8. Enter your **First Name**, **Last Name**, **Password**, and **Confirm Password**. 9. Select **Continue**. **Note**: *Ensure your password is a minimum of 10 characters. Incorporate a mixture of the following: uppercase and lowercase letters, special characters, and numbers.*	
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.	
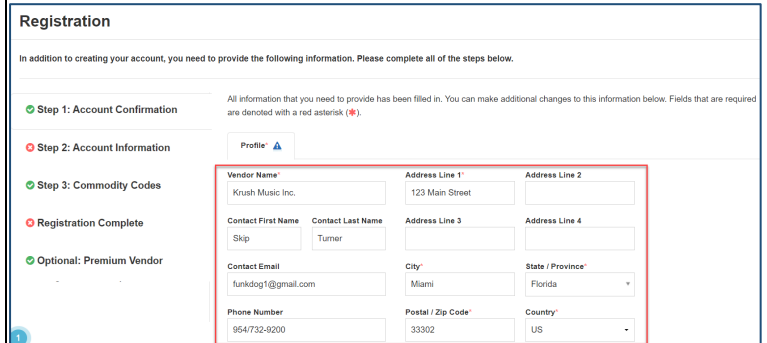
15. Select the **Step 3: Commodity Codes** hyperlink.

16. Enter a keyword in the **Keyword** field and select the hourglass to search for **Commodity Codes**.

17. Select commodity code(s) by selecting the plus + sign on the desired line. The selected commodity code will display above the Code Set.
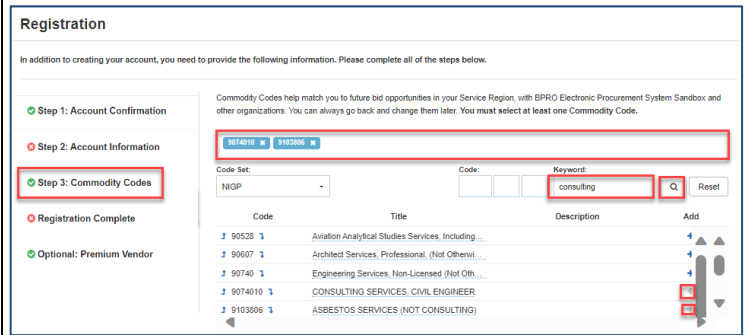
18. Scroll down the page. Select the checkmark if you wish to be notified of any opportunities that match your commodity codes. BPRO will send you email notifications as you are matched with opportunities.

19. Select your **Service Regions**.

20. Select the **Continue to premium vendors'** hyperlink.
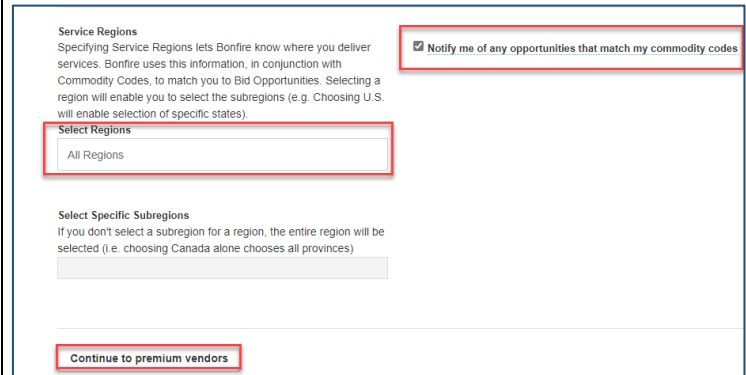
21. Select the **Continue to registration complete** hyperlink.

    Note: *If you wish to upgrade to Premium, select the Get Premium Edition button.*
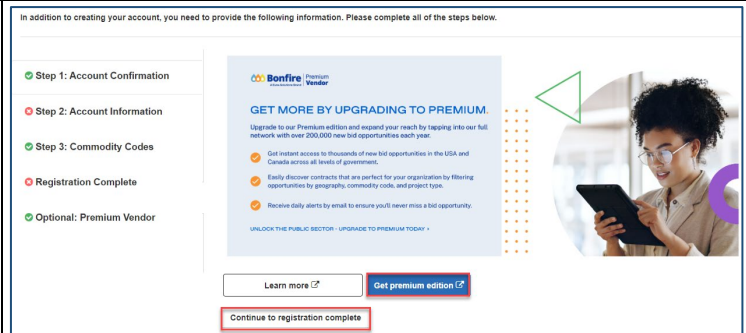
22. A Success! message will display. You can now access Bid Opportunities on the portal by selecting the **Continue to Bonfire** button.
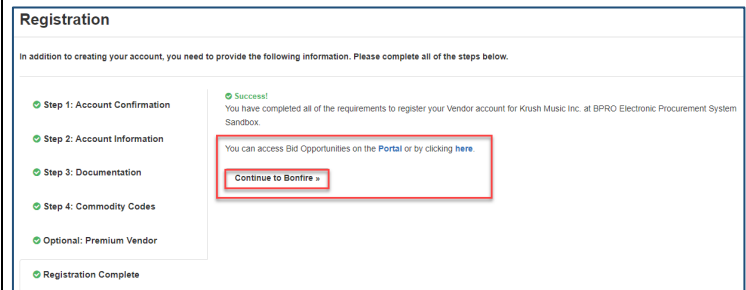
Note: This is only the registration process. Solicitations will continue to be published in Periscope S2G, until our transformation is complete (Expected in the Spring).

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