

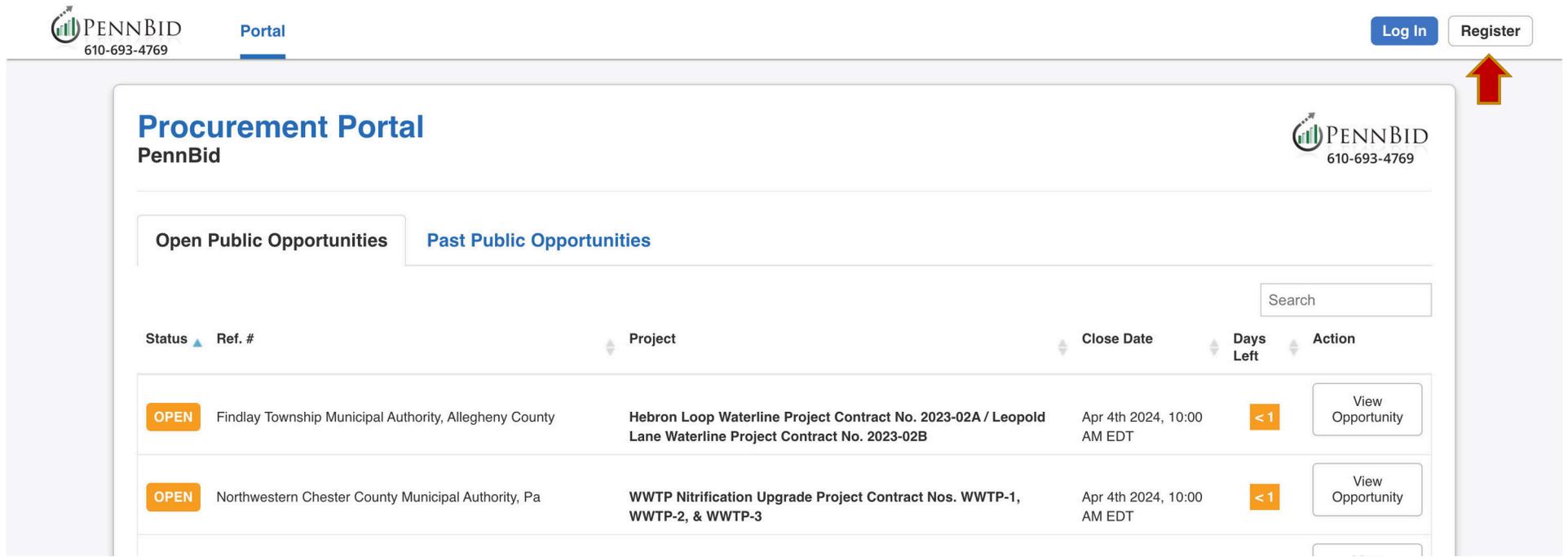
# How To Register As A Bidder/Vendor

This guide reviews the process of registering on the PennBid platform as a Bidder/Vendor. This self-registration process takes only a few minutes to complete and then you can access the Portal to bid on platform opportunities.

## Registering Your Bidder/Vendor Account

To register go to this URL: <https://pennbid.bonfirehub.com/portal/>

Click the **Register button** in the upper right corner of the screen.

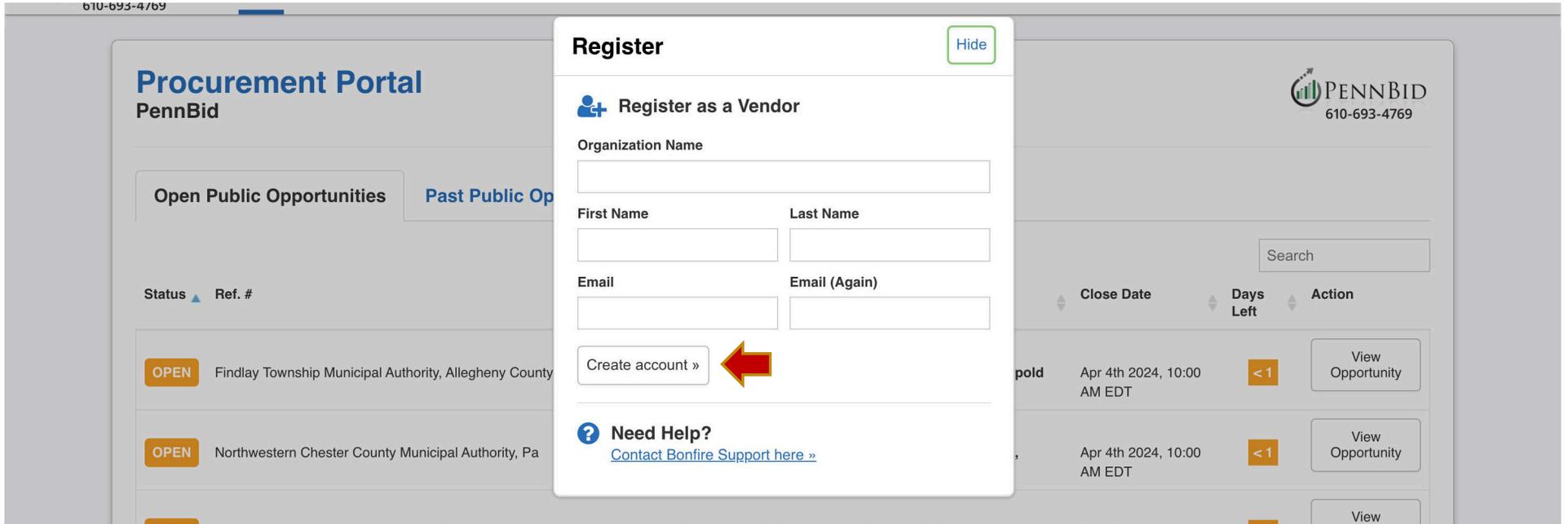


The screenshot shows the PennBid Procurement Portal interface. In the top right corner, there are two buttons: "Log In" and "Register". A red arrow points to the "Register" button. The main content area displays "Procurement Portal PennBid" and two tabs: "Open Public Opportunities" and "Past Public Opportunities". Below the tabs is a search bar and a table of opportunities.

Status	Ref. #	Project	Close Date	Days Left	Action
OPEN	Findlay Township Municipal Authority, Allegheny County	Hebron Loop Waterline Project Contract No. 2023-02A / Leopold Lane Waterline Project Contract No. 2023-02B	Apr 4th 2024, 10:00 AM EDT	< 1	View Opportunity
OPEN	Northwestern Chester County Municipal Authority, Pa	WWTP Nitrification Upgrade Project Contract Nos. WWTP-1, WWTP-2, & WWTP-3	Apr 4th 2024, 10:00 AM EDT	< 1	View Opportunity

Enter the required information in the form fields and click the **Create Account button**.

You will see an on-screen notification letting you know that you will be receiving an email with further instructions.



The screenshot shows the PennBid Procurement Portal interface. A modal window titled "Register" is open, allowing users to register as a vendor. The form includes fields for Organization Name, First Name, Last Name, Email, and Email (Again). A red arrow points to the "Create account »" button. Below the form is a "Need Help?" section with a link to "Contact Bonfire Support here »". The background shows the portal's navigation and a list of public opportunities.

Status	Ref. #	Close Date	Days Left	Action
OPEN	Findlay Township Municipal Authority, Allegheny County	Apr 4th 2024, 10:00 AM EDT	< 1	View Opportunity
OPEN	Northwestern Chester County Municipal Authority, Pa	Apr 4th 2024, 10:00 AM EDT	< 1	View Opportunity



### Success!

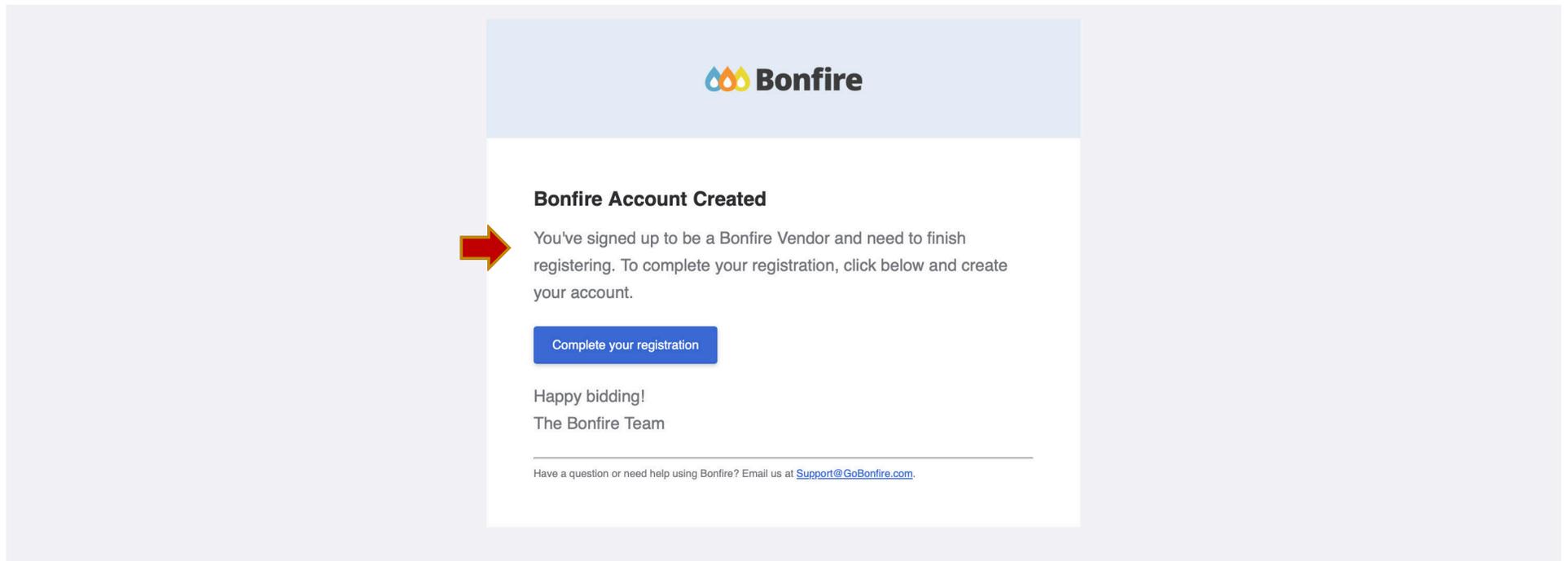
You'll receive an email with further instructions.

Have a question or need help using Bonfire? Email us at [Support@GoBonfire.com](mailto:Support@GoBonfire.com)

[« Back to Login](#) [Contact tech support »](#)

Click the **Complete your registration button** in the email to proceed. If you don't see the email in your inbox, please check your spam or junk folder.

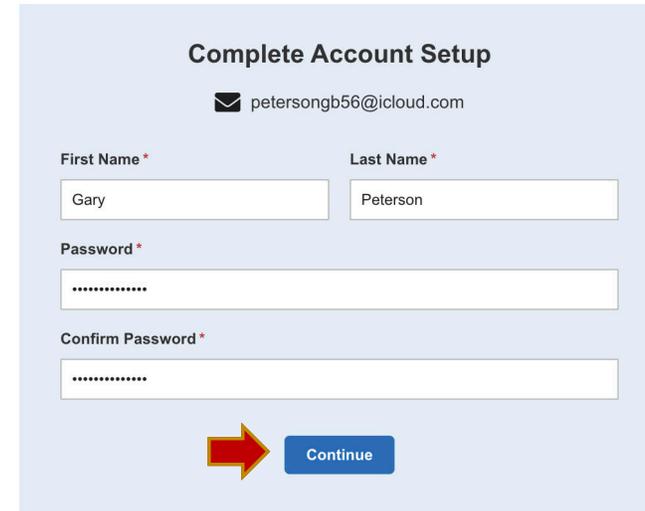
If you do not receive any emails you may need to ask your IT Department to white-list emails coming from Bonfire. [Visit this link to see the list of email addresses](#) that may need to be white-listed.



Return to your browser and enter and confirm your **Password**.

**Password must contain:**

- (1) 10 or more characters
- (2) 1 upper case and 1 lower case letter
- (3) 1 number
- (4) one special character



**Complete Account Setup**

✉ petersongb56@icloud.com

First Name \*      Last Name \*

Gary      Peterson

Password \*

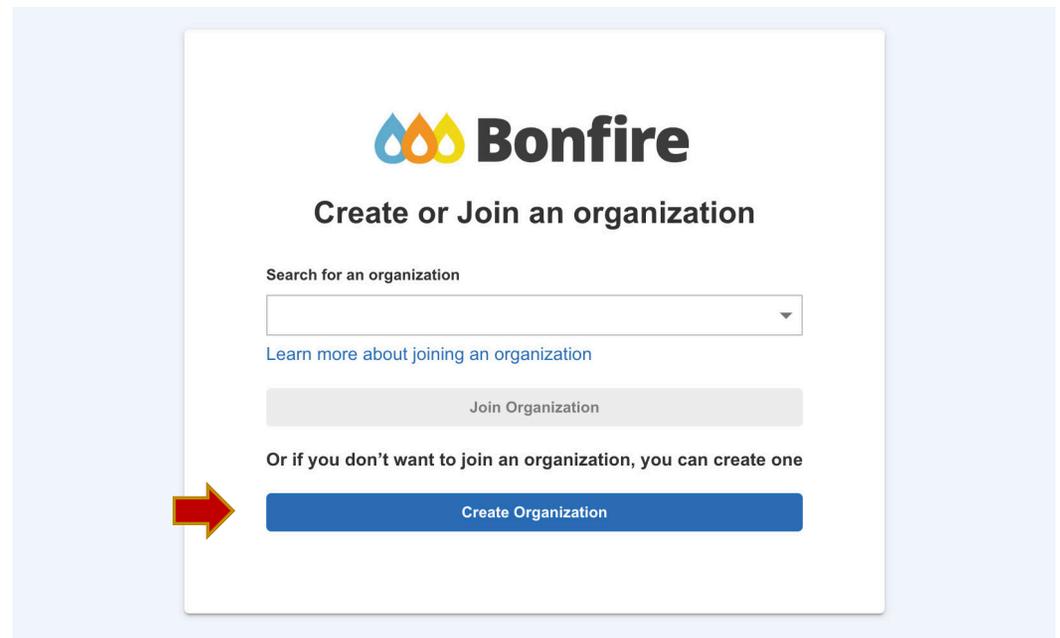
.....

Confirm Password \*

.....

 [Continue](#)

Click the **Create Organization** button.



 **Bonfire**

**Create or Join an organization**

Search for an organization

[Learn more about joining an organization](#)

[Join Organization](#)

Or if you don't want to join an organization, you can create one

 [Create Organization](#)

Enter additional business information on **screen 1 of 3** and click the **Save and Next** button.

**Note:** All fields with the **red asterisk \*** are required fields.



### 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 \***

Peterson Construction Company

**Business Description \***

Full service General Contractor for commercial construction.

**Phone Number \***

717-123-4567

**Address Line 1 \***

123 Any Street

**Address Line 2**

**Address Line 3**

**Address Line 4**

**City \***

City

**State / Province \***

Pennsylvania

**Postal / Zip Code \***

17407

**Country \***

US

**Specific Country**



Save and Next

Enter additional business information on **screen 2 of 3** and click the **Save and Next** button.

**Note:** All fields with the **red asterisk \*** are required fields.



### 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 \*

Contact Email \*

[< Back](#)



[Save and Next](#)

On **screen 3 of 3** select the location(s) which you wish to receive notification of bid opportunities. For PennBid notifications, choose United States and Pennsylvania.



### 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.

Select all regions

> Canada

▼ United States

Oregon



Pennsylvania

Rhode Island

South Carolina

On the **Registration page, Step 1**, check the acceptance of the Terms of Service and Fees agreements. To read the complete PennBid Terms and Fees, click the **“Click here to review”** hyperlink. Click the **Save and Continue to Step 3** button.

## 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 [petersongb56@icloud.com](mailto:petersongb56@icloud.com) has been confirmed!

✔ Step 2: Account Information

Bonfire's Privacy Policy and Terms of Service were updated on Sep 8, 2020.

✖ Step 3: Commodity Codes

I accept the [Privacy Policy](#) and [Vendor and Submission Portal Terms of Service](#).  
By checking this box, I accept PennBid's Terms and Conditions. [Click here to review](#).

✖ Registration Complete

[Save and continue to Step 3: Optional: Commodity Codes »](#)

Select the appropriate **Commodity Codes** to reflect all services or products you provide as a Bidder/Vendor. Use only the **UNSPSC** code set for PennBid solicitations. There is no limit to the number of codes you choose however it is always best practice to choose codes that **contain 4 or more digits**. The platform will use the codes you select to match you to appropriate bid opportunities.

Use the search function with keywords or key phrases to identify the appropriate code sets.


Portal Submissions
Gary P. ▼

## 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: Commodity Codes
- Registration Complete

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

7212 ✕
7214 ✕

Code Set:

UNSPSC ▼

Code:

72

15

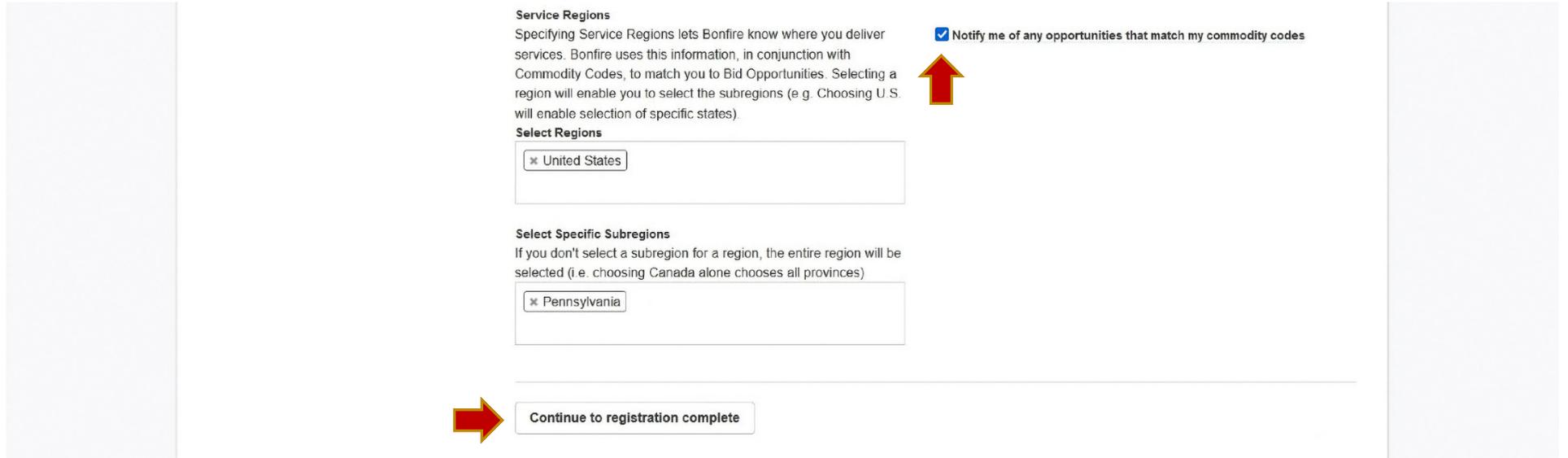
Keyword:

Q



Code	Title	Description	Add
↑ 721513 ↓	Painting and paper hanging services	The application of paint and paper coatings to ...	+
↑ 721514 ↓	Wall covering construction services	The application of wall coverings to structures ...	+
↑ 721515 ↓	Electrical system services	The installation, repair and maintenance of stru...	+
↑ 721516 ↓	Specialized communication system services	The installation, repair and maintenance of spe...	+
↑ 721517 ↓	Safety and security system installation services	The installation of specialized safety and securi...	+

Make sure the **Notify me of any opportunities that match my commodity codes** box remains checked. This allows the system to send you notices of matching project opportunities. Click the **Continue to registration complete** button.



**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)

**Notify me of any opportunities that match my commodity codes**

**Select Regions**

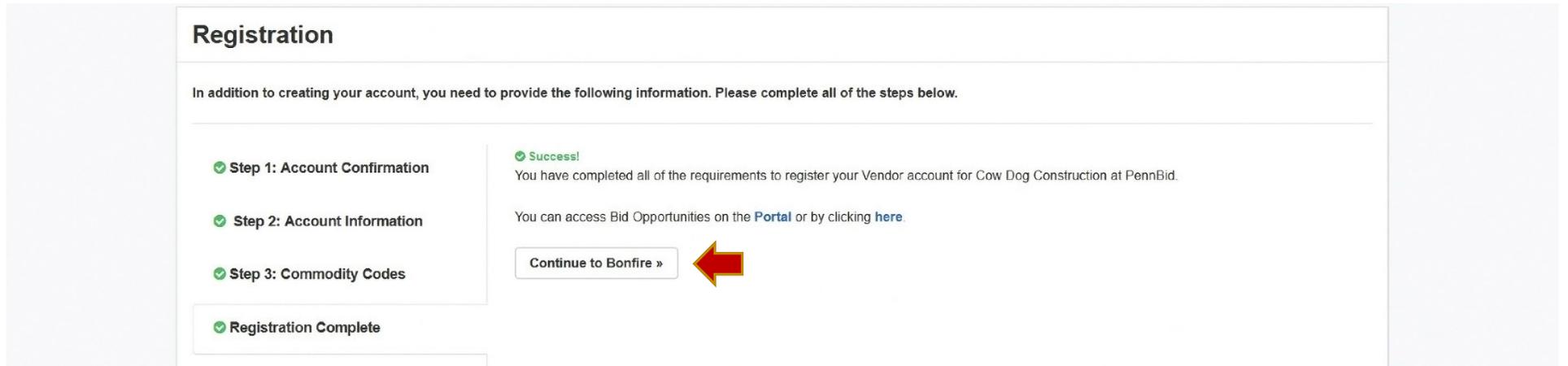
✕ United States

**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)

✕ Pennsylvania

**Continue to registration complete**

Click the **Continue to Bonfire** button. This will take you back to the PennBid Portal screen as a registered Bidder/Vendor.



## 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: Commodity Codes
- ✔ Registration Complete

**Success!**  
You have completed all of the requirements to register your Vendor account for Cow Dog Construction at PennBid.  
You can access Bid Opportunities on the [Portal](#) or by clicking [here](#).

**Continue to Bonfire »**

Should you have any questions or require assistance, please contact PennBid at [info@pennbid.net](mailto:info@pennbid.net), or **610-693-4769**.