

City of Sioux Falls Vendor Registration Guide

Go to **siouxfalls.bonfirehub.com** – Click over to the Log In tab – Click New Vendor Registration

Procurement Portal
City of Sioux Falls, SD

[Log In](#) [Open Public Opportunities](#) [Past Public Opportunities](#)

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**

Fill in the fields – Click create account.

*Note: Organization name will be your company name not City of Sioux Falls. Use the email you want to receive bidding communications through.

Procurement Portal
City of Sioux Falls, SD

[Log In](#) [Open Public Opportunities](#) [Past Public Opportunities](#)

Register as a Vendor

Organization Name

First Name Last Name

Email Email (Again)

[Create account »](#)

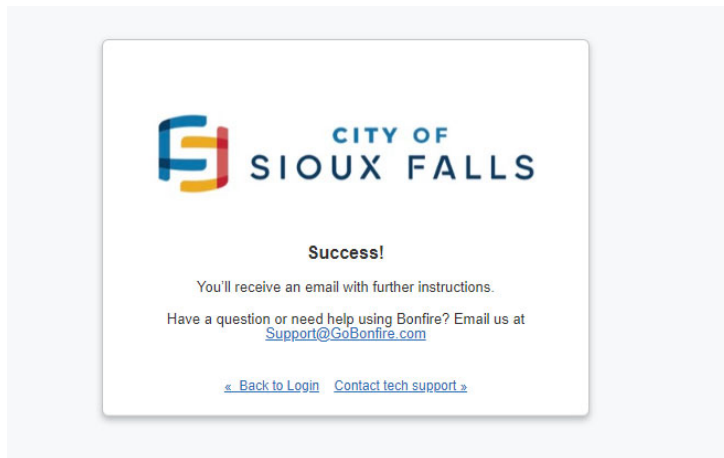
Log in with your Bonfire Account [Show account login screen »](#)

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

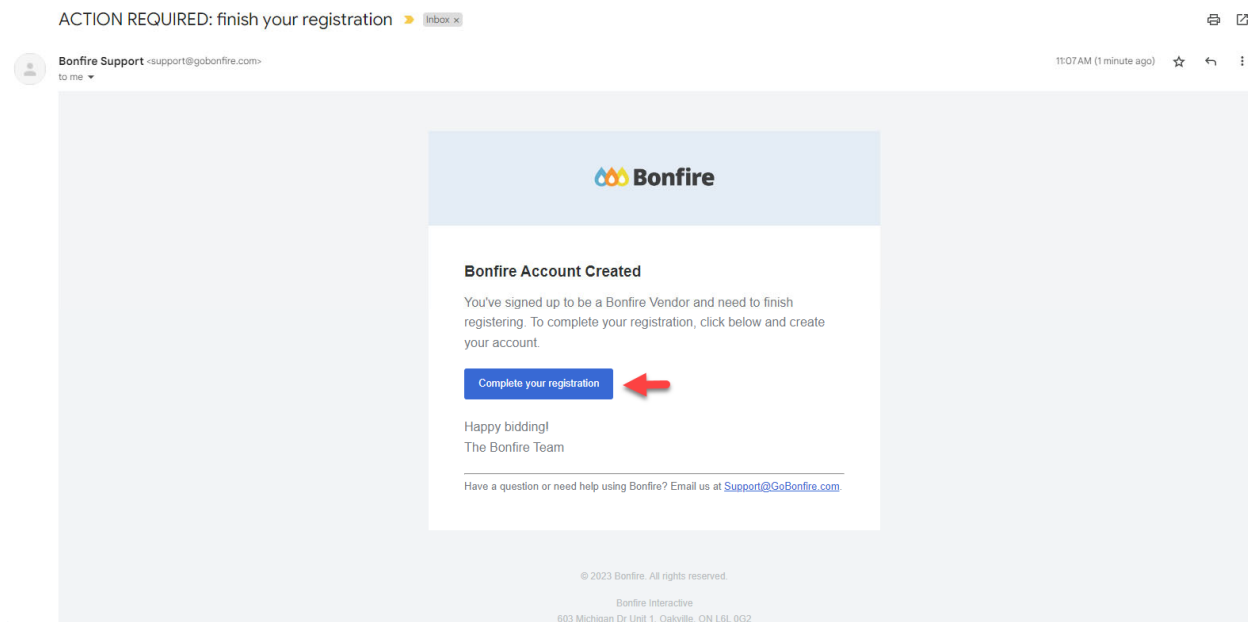
[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

Powered by **Bonfire**

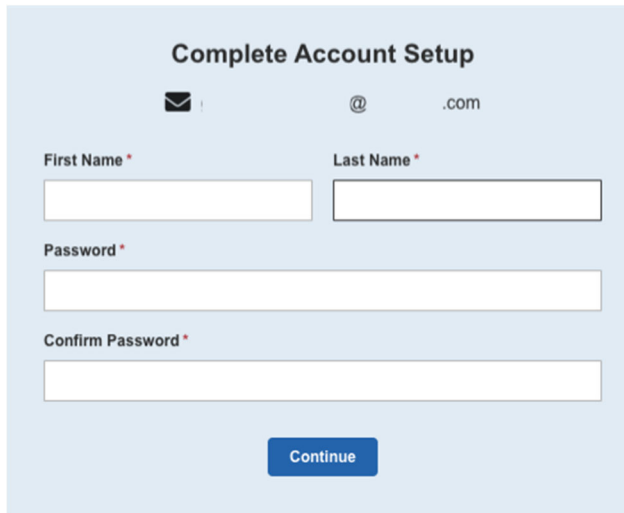
You will receive this notification – Go to your email.



Your email will read similar to this – Open it and click Complete your registration



Set your password.



Complete Account Setup

 @ .com

First Name *

Last Name *

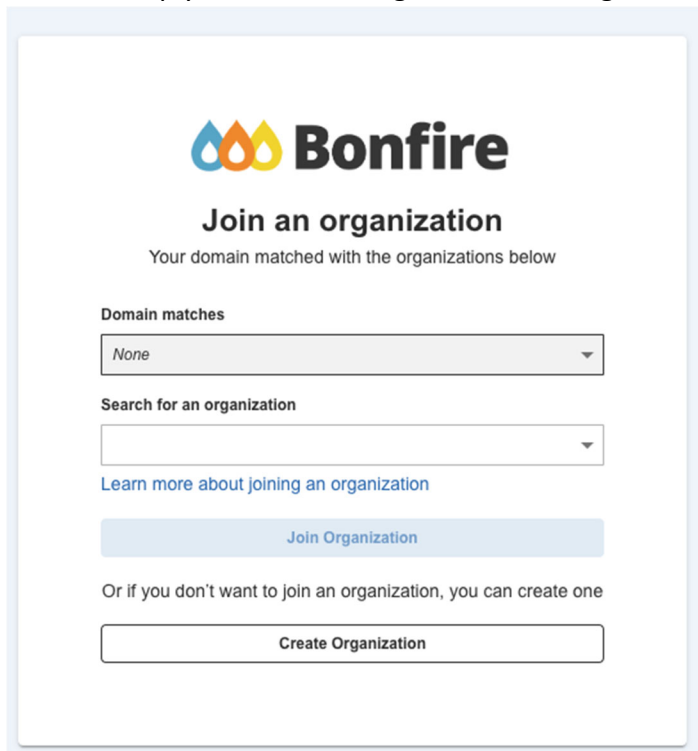
Password *

Confirm Password *

[Continue](#)

You will be directed to Join an organization – If your company has a Vendor Admin it will allow them to toggle options like domain matching which allows other users with that email domain to join their organization for bidding purposes. If you join the organization the admin will receive a request to approve before it merges. You can still submit if needed in the meantime.

You can simply click Create Organization to begin without merging domains.





Join an organization

Your domain matched with the organizations below

Domain matches

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

When you click Create Organization you will be directed to enter in your information as you see below – Fill in the required fields and click Save and Next

 Support [Log Out](#)

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 *
All About These Bids Inc.

Business Description *
I own a general construction company. This is a test vendor account. |

Phone Number *
605-367-6704

Address Line 1 *
224 WEST NINTH STREET

Address Line 2

Address Line 3

Address Line 4

City *
SIOUX FALLS

State / Province *
South Dakota

Postal / Zip Code *
57104

Country *
US

Specific Country

[Save and Next](#)

Fill in the fields about your business – Click Save and Next

 Support [Log Out](#)

Tell us about your business
You can always change your answers later.

How many employees at your company? *
Fewer than 11

What is your role? *
Business Owner

Contact First Name *
Tiffany

Contact Last Name *
Lonning

Contact Email *
t.m.lonning2@gmail.com

[< Back](#) [Save and Next](#)

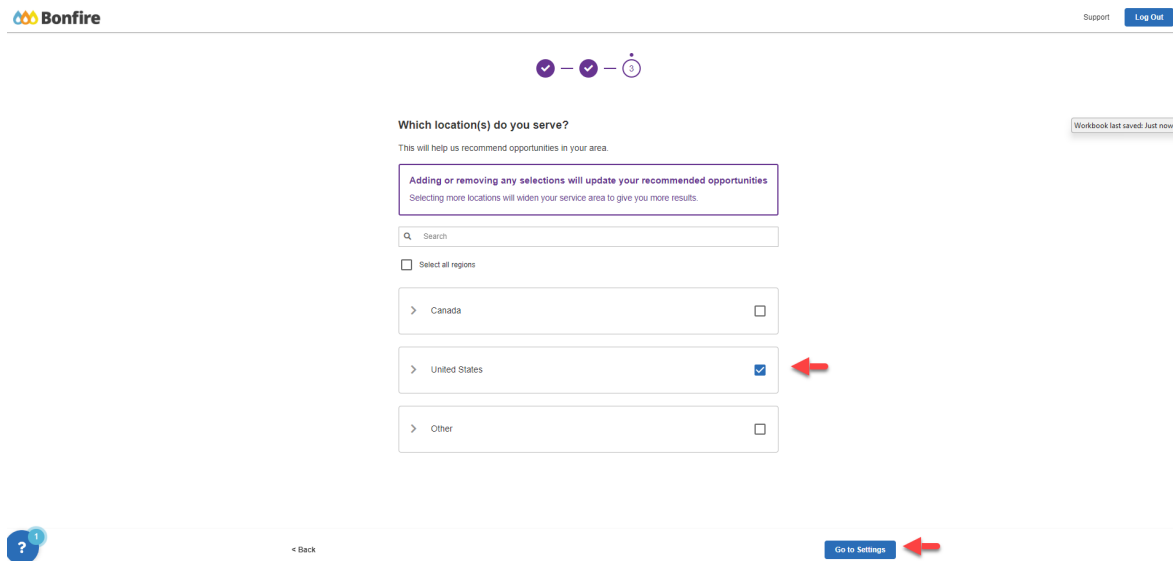
How many employees at your company? *

Fewer than 11
11-50
51-250
251-1000
More than 1000

What is your role? *

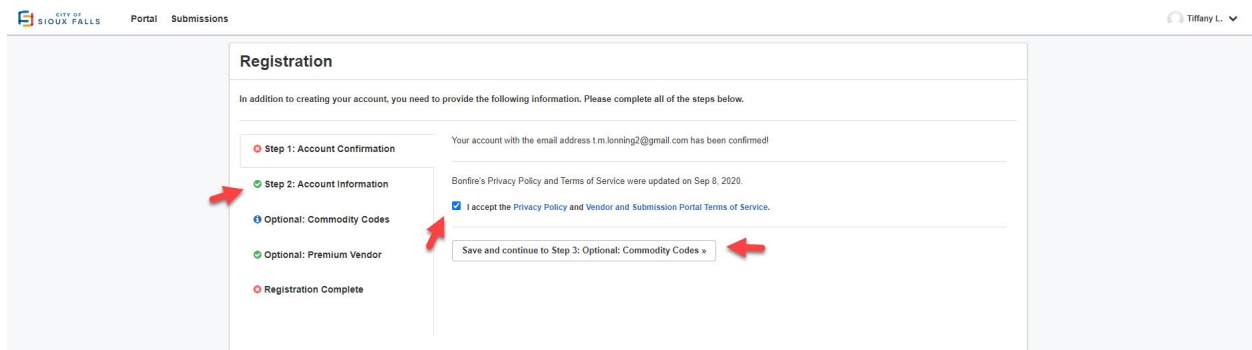
Business Owner
Business Owner
Clerical/Office Staff
Consultant
Engineer
Salesperson
Marketer
Project Manager
Proposal Writer
Tradesperson
Other

You will be directed to select the location you serve – select based off your business preferences and then click Go to Settings



The screenshot shows the Bonfire registration interface. At the top, the Bonfire logo is on the left, and 'Support' and 'Log Out' links are on the right. Below the header, there are three circular progress indicators. The main heading is 'Which location(s) do you serve?'. A subtext says 'This will help us recommend opportunities in your area.' A purple-bordered box contains the text: 'Adding or removing any selections will update your recommended opportunities. Selecting more locations will widen your service area to give you more results.' Below this is a search bar with a magnifying glass icon and the word 'Search'. Under the search bar is a checkbox labeled 'Select all regions'. There are three selection boxes: 'Canada' with an unchecked checkbox, 'United States' with a checked checkbox (indicated by a red arrow), and 'Other' with an unchecked checkbox. At the bottom left is a blue circle with a question mark and the number '1'. In the center is a '< Back' link. At the bottom right is a blue button labeled 'Go to Settings' (indicated by a red arrow).

Follow through the next steps prompted on your screen. - Accept Privacy Policy and Terms of Service – you can click Save and continue to Step 3 or you can click into Step 2 if you want to verify your account information entries from steps prior to this (business name, address, number, etc.)



The screenshot shows the 'Registration' page. The header includes the 'CITY OF SIOUX FALLS' logo, 'Portal Submissions', and a user profile 'Tiffany L.' with a dropdown arrow. The main content area is titled 'Registration' and includes the instruction: 'In addition to creating your account, you need to provide the following information. Please complete all of the steps below.' A progress list on the left shows: 'Step 1: Account Confirmation' (completed), 'Step 2: Account Information' (active, indicated by a red arrow), 'Optional: Commodity Codes' (indicated by a red arrow), 'Optional: Premium Vendor', and 'Registration Complete'. The main content area shows a confirmation message: 'Your account with the email address t.m.lanning2@gmail.com has been confirmed!'. Below this, it says 'Bonfire's Privacy Policy and Terms of Service were updated on Sep 8, 2020.' and a checked checkbox 'I accept the Privacy Policy and Vendor and Submission Portal Terms of Service.' (indicated by a red arrow). At the bottom is a button 'Save and continue to Step 3: Optional: Commodity Codes »' (indicated by a red arrow).

If you click in to step 2 this is where it will take you – be sure to save if you make any changes before you click Continue to Optional: Commodity Codes

CITY OF SIOUX FALLS Portal Submissions Tiffany L. ▾

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

Optional: Premium Vendor

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
All About Those Bids Inc.	224 WEST NINTH STREET		
Contact First Name	Contact Last Name	Address Line 3	Address Line 4
Tiffany	Lanning		
Contact Email	City	State / Province	
t.m.lanning2@gmail.com	SIOUX FALLS	South Dakota ▾	
Phone Number	Postal / Zip Code	Country	
605-367-8704	57104	US ▾	
Specific Country			

Save

Continue to Optional: Commodity Codes »

UPDATE – You should see the WMBE Status (Self Identification) and certification fields. You can select all that apply in the self-identification required box (if none put 'not applicable') and list any certifications in the adjacent field.

CITY OF SIOUX FALLS Portal Submissions Tiffany L. ▾

Settings

Organization Vendor Record

Global Vendor Record ▾

Name

Email and Password

Profile Picture

Preferred Language

Timezone

All About Those Bids Inc.

Your Organization Vendor Record is the record that City of Sioux Falls, SD has on file and maintains internally. You may edit this record. Changes here, however, will only be reflected for City of Sioux Falls, SD. Additionally, City of Sioux Falls, SD may edit this record as well.

Profile*

Documents

Vendor Name*	Address Line 1		Address Line 2
All About Those Bids Inc.	224 WEST NINTH STREET		
Contact First Name	Contact Last Name	Address Line 3	Address Line 4
Tiffany	Lanning		
Contact Email	City	State / Province	
t.m.lanning2@gmail.com	SIOUX FALLS	South Dakota ▾	
Phone Number	Postal / Zip Code	Country	
605-367-8704	57104	US ▾	
Specific Country			

WMBE Status (Self Identification)*

Has your organization been certified as a small or disadvantaged business enterprise by a state or federal entity? If no, please list all certifications.

Small Business

Minority-Owned

Women-Owned

Veteran-Owned

Disability-Owned

Other

Not Applicable

The Commodity Codes are optional, there are endless options to select – select based off the services your company offers (you can simply do a keyword search to find options) These will send an email notification or the project being open for bids to your email if we select that commodity code on the project creation side. Once you selected all you want you can click Continue to premium vendors.

CITY OF SIOUX FALLS Portal Submissions Tiffany L. ▾

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
- Optional: Premium Vendor
- Registration Complete

Commodity Codes help match you to future bid opportunities in your Service Region, with City of Sioux Falls, SD. You can always go back and change them later.

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

Code Set: UNSPSC

Code: Keyword:

Code	Title	Description	Add
21	Farming and Fishing and Forestry and Wildlife	This segment includes machines and accesso...	<input button"="" type="button" value="U.S. 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) All Subregions in selected regions Continue to premium vendors

Upgrading to a premium vendor is up to the discretion of your business – the City of Sioux Falls does not require this, and you will not affect your access to public bids. You will be responsible for this cost at your own company's expense. If you wish to not upgrade, click Continue to registration complete.

CITY OF SIOUX FALLS Portal Submissions Tiffany L. ▾

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
- Optional: Premium Vendor
- Registration Complete

Bonfire Premium Vendor

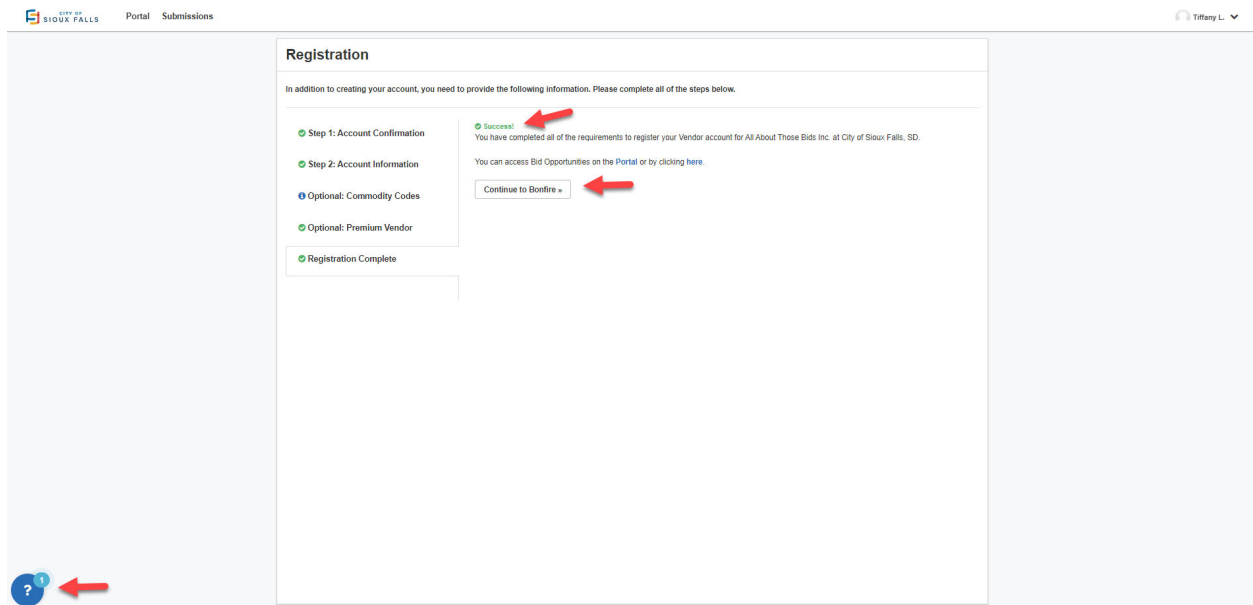
GET MORE BY UPGRADING TO PREMIUM.

Upgrade to our Premium edition and expand your reach by tapping into our full network with over 200,000 new bid opportunities each year.

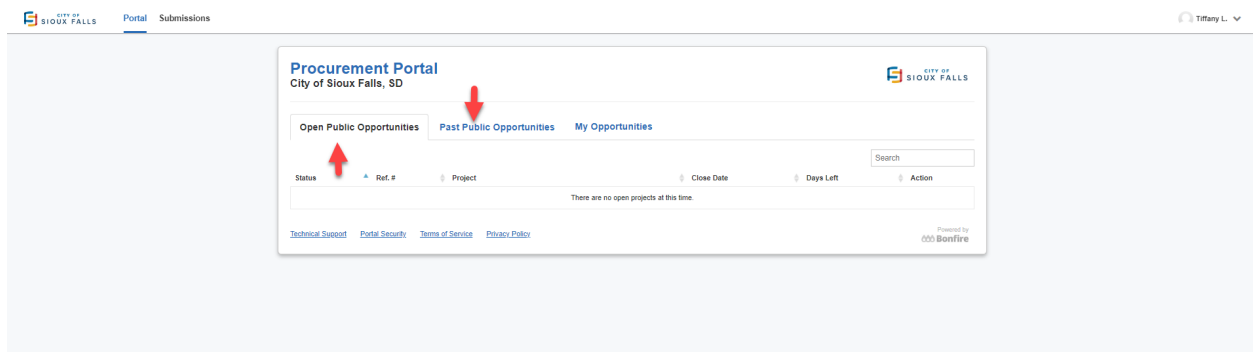
- Get instant access to thousands of new bid opportunities in the USA and Canada across all levels of government.
- Easily discover contracts that are perfect for your organization by filtering opportunities by geography, commodity code, and project type.
- Receive daily alerts by email to ensure you'll never miss a bid opportunity.

UNLOCK THE PUBLIC SECTOR - [UPGRADE TO PREMIUM TODAY](#)

You will get this message when you complete registration. Click Continue to Bonfire. At any time if you have questions, you can use the “?” icon at the bottom to access the Vendor Help Center where you can search just about any questions. If you do not find what you are looking for contact the City of Sioux Falls Purchasing team at 605-367-8013.



It will direct you to the Open Public Opportunities for the City of Sioux Falls – you will also have access to all past public opportunities (this is where you will have access to posted bid tables)



You can use your bonfire account to access other communities that use this platform, but you will need to access through their portal link, the siouxfalls.bonfirehub.com link is specific to our municipal.

City of Sioux Falls Purchasing Team 605-367-8013