

## HOW TO REGISTER YOUR BUSINESS WITH FORT BEND INDEPENDENT SCHOOL DISTRICT

Greetings,

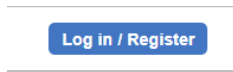
Interested in doing business with Fort Bend Independent School District?

Fort Bend ISD (FBISD) is a K-12 public school district in Fort Bend County serving a student enrollment of over 76,000. The district currently consists of 80 campuses and multiple administrative sites.

Fort Bend ISD utilizes the Bonfire electronic bidding system to manage suppliers as well as distribute and receive solicitations electronically. Existing and potential suppliers wishing to do business with Fort Bend ISD must register within the Bonfire electronic bidding system.

### How to Register into the FBISD Bonfire Platform:

1. Visit the FBISD Bonfire Portal at <https://fortbendisd.bonfirehub.com>
2. On the right side of the screen select the blue **Log in/Registration** tab.



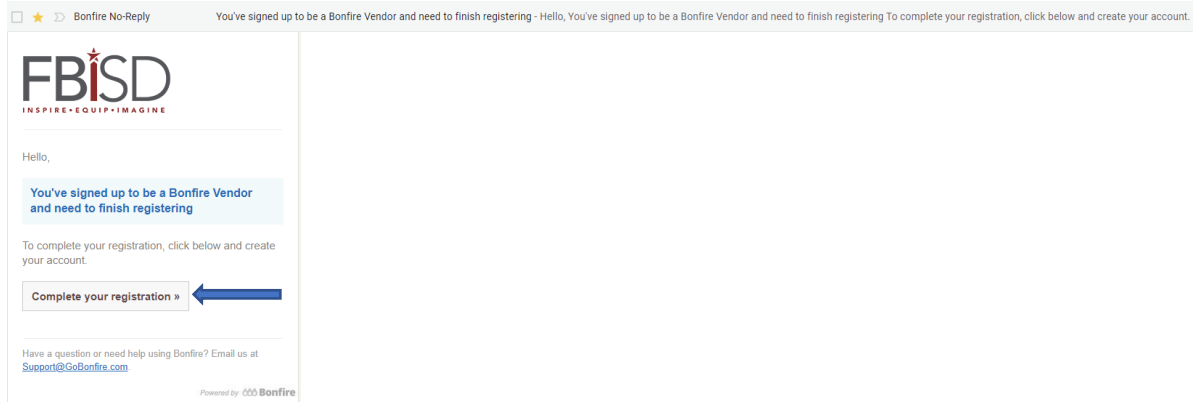
3. A log in or register screen will appear. Select **New Vendor Registration**

A screenshot of the "Log in or Register" screen. It features three main sections: "Log in with your Bonfire Account" with email and password fields and a "Log in" button; "New Vendor Registration" with a link "Create your free Bonfire account" and a blue arrow pointing to it; and "Need Help?" with a link "Contact Bonfire Support here".

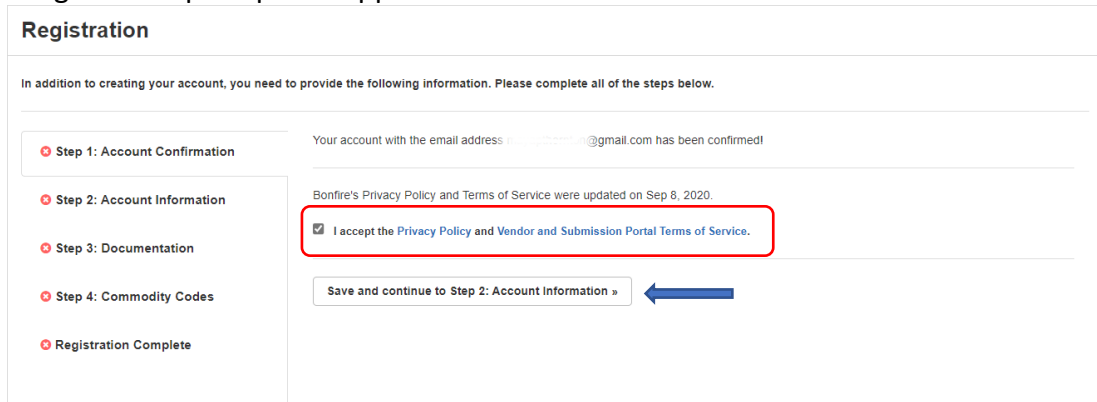
4. Provide the requested information and select **Create Account**. A verification email will be sent, which will allow you to complete your registration.

A screenshot of the "Register as a Vendor" form. It includes fields for "Organization Name" (World of Wonder), "First Name" (Lisa), "Last Name" (Simpson), "Email" (lisasimpson@wow.com), and "Email (Again)" (lisasimpson@wow.com). A "Create account" button with a blue arrow pointing to it is at the bottom.

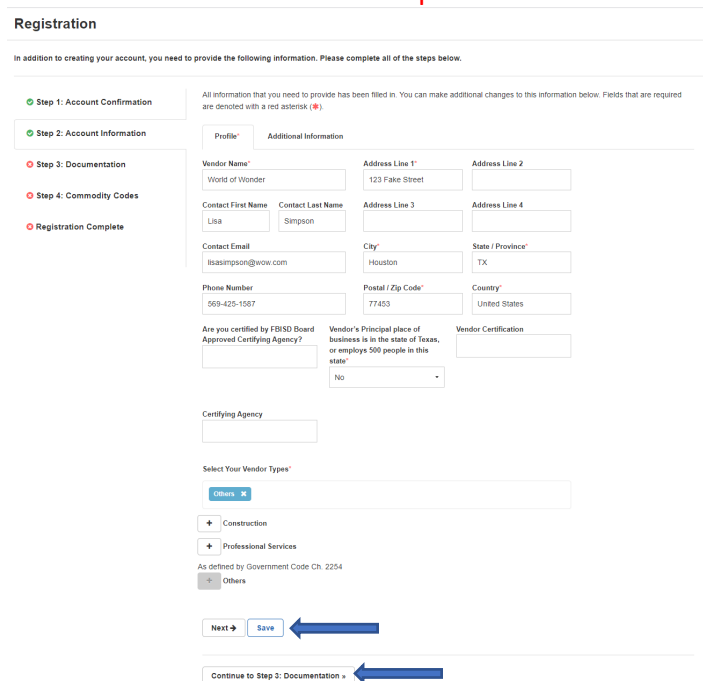
5. Retrieve the email sent by Bonfire and Select **Complete Your Registration**



6. A Registration prompt will appear. Click the **Check Box** and select **Save & Continue**



7. Enter the individual who will be responsible for responding to solicitation in this prompt. Select **Save and Continue to Step 3 Documentation**.



8. Upload all required documentation, i.e. W-9 and Supplier Diversity Questionnaire.

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

Fort Bend Independent School District 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

**Supplier Diversity Questionnaire** **REQUIRED** File Type: PDF

**SBEP Certification** **OPTIONAL** File Type: PDF

9. On the left-hand side of the screen, select **Commodity Codes**. Select the appropriate commodity codes that reflect the goods and/or services your entity can provide to the district.

**Check the Box near** the bottom of the screen This box **MUST** be selected to ensure that you are receiving email notices regarding solicitation opportunities that match your selected commodity codes.

Registration

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- Step 1: Account Confirmation
- Step 2: Account Information
- Step 3: Documentation
- Step 4: Commodity Codes
- Registration Complete

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

010 X 015 X

Code Set: NIGP Code: Keyword: paper

Code	Title	Description	Add
250	Data Processing Cards And Paper		<input type="button" value="+"/> <input type="button" value="1"/>
251	Data Processing Cards And Paper, Environme...		<input type="button" value="+"/> <input type="button" value="1"/>
395	Forms, Continuous: Computer Paper, Form La...		<input type="button" value="+"/> <input type="button" value="1"/>
555	Metal, Paper, And Plastic Stencils And Stencil...		<input type="button" value="+"/> <input type="button" value="1"/>
610	Office Supplies: Carbon Paper And Ribbons, A...		<input type="button" value="+"/> <input type="button" value="1"/>

Service Regions: All Regions

Notify me of any opportunities that match my commodity codes

10. Congratulations, your registration is complete.

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- Step 3: Documentation
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- Registration Complete

**Success!**  
You have completed all of the requirements to register your Vendor account for World of Wonder at Fort Bend Independent School District.  
You can access Bid Opportunities on the [Portal](#) or by clicking [here](#).

Please keep an eye out on future solicitations. We look forward to doing business with you!!!

Best,  
Fort Bend ISD Purchasing Team