

Updating Existing Vendor Record in Bonfire

Greetings,

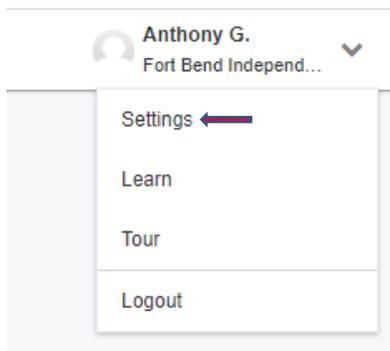
Thank you for your interest in doing business with Fort Bend Independent School District (FBISD). As a registered vendor you should be receiving solicitation information based on the types of goods or services you can provide to the district.

In order to ensure that you are receiving the appropriate information please make certain your existing Bonfire vendor record has been filled out completely. As a vendor, you are responsible for maintaining an accurate Bonfire vendor record. Your vendor record should detail information for the individual who is responsible for submitting bid responses for your organization.

The vendor record should outline the appropriate contact person, contact person e-mail address, and commodity codes for receipt of bid opportunities.

Please take a moment to [log into Bonfire](#), review your vendor record, and if applicable, update your record. Once logged in, please follow the steps below:

1. On right side of your screen, using the drop-down feature, select **Settings**



2. On the left side of your screen, select the tab **Organization Vendor Record**. The individual identified should be the one is responsible for submitting bid responses. Select **Save** once updates have been made.

Settings

Organization Vendor Record **ACO Waste Solution Inc**

Your Organization Vendor Record is the record that Fort Bend Independent School District has on file and maintains internally. You may edit this record. Changes here, however, will only be reflected for Fort Bend Independent School District. Additionally, Fort Bend Independent School District may edit this record as well.

Global Vendor Record

Name

Email and Password

Profile Picture

Preferred Language

Timezone

Profile Documents

Vendor Name* ACO Waste Solution Inc

Address Line 1* 123 Fake Street

Address Line 2

Contact First Name Brian

Contact Last Name Smith

Address Line 3

Address Line 4

Contact Email briansmith@123.com

City* Houston

State / Province* Texas

Phone Number 123-465-7891

Postal / Zip Code* 77469

Country* Harris County}

- On the left side of your screen, select the tab **Global Vendor Record**. 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 in regard to solicitation opportunities that match your selected commodity codes.

Settings

Organization Vendor Record

Global Vendor Record ←

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ACO Waste Solution Inc

Your Global Vendor Record is the master record that you maintain on Bonfire and is used to create a new Organization Vendor Record when you log in at an Organization on Bonfire for the first time. Only you may edit this record. Additionally, this record can be used to subscribe to opportunity matching notifications based on Commodity Codes.

Profile Commodity Codes / Opportunity Matching

43 ✕ 45 ✕ 76 ✕ 77 ✕ 43223307 ✕ 005 ✕ 010 ✕ 015 ✕ 019 ✕ 208 ✕ 209 ✕ 888 ✕ 920 ✕ 20413 ✕
20429 ✕ 20446 ✕ 20447 ✕ 20513 ✕ 20546 ✕ 20656 ✕ 91890 ✕ 92414 ✕ 92486 ✕ 95882 ✕

Code Set: NIGP Code: Keyword: [Q] [Reset]

Code	Title	Description	Add
005	Abrasives		+
010	Acoustical Tile, Insulating Materials, And Supplies		+
015	Addressing, Copying, Mimeograph, And Spirit Dupli...		+
019	Agricultural Crops And Grains Including Fruits, Mel...		+
020	Agricultural Equipment, Implements, And Accessori...		+
021	Agricultural Equipment, Implements, And Accessori...		+

Service Regions Select Specific Subregions

United States Notify me of any opportunities that match my commodity codes

Again, thank you for your interest, we look forward to doing business with you in the future.

Best,
Fort Bend Independent School District Purchasing Department