Office of Contracting & Procurement Guide: How to Submit an Application

This guide walks you through how to submit a bid application for open solicitations through the City of Detroit's new Procurement Portal, EUNA Procurement (Bonfire). Whether you're a first-time user or returning supplier, follow these steps to ensure your submission is complete and received by the deadline.

Before You Begin, Make Sure You Have:

- A registered account on Detroit.bonfire.com (If you need to register, review this video and guide)
- Time to complete your submission before the opportunity closing date and time (shown on each solicitation)

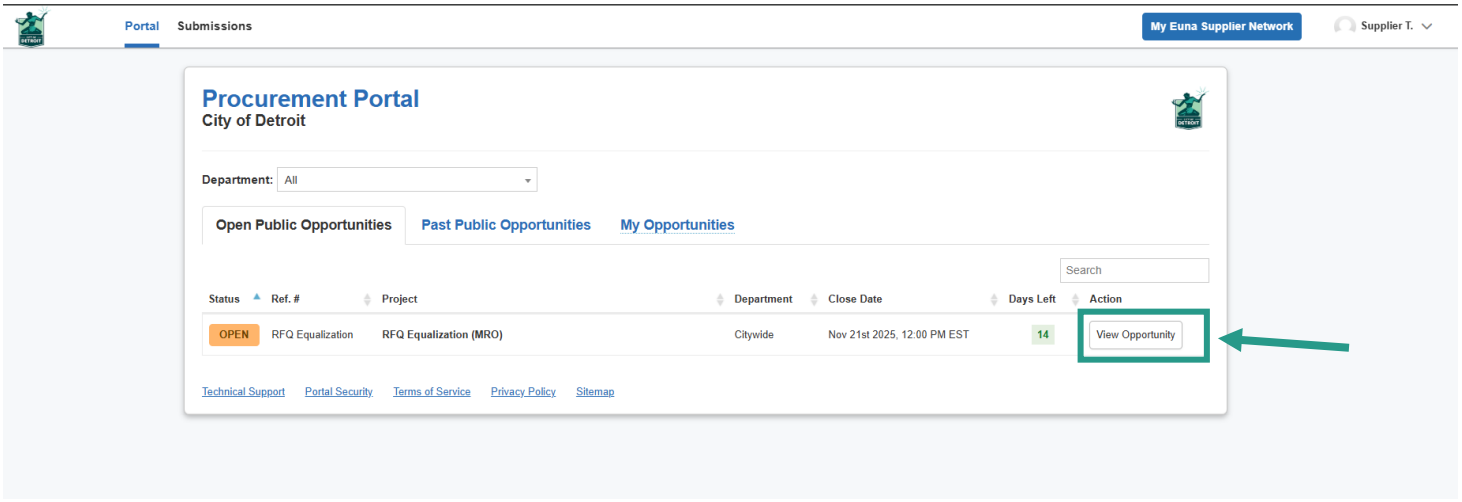
Need Help? If you experience technical issues with your application, contact the EUNA Support Team, click **submit a ticket here**. Send an email to **eprocurement@detroitmi.gov** for general user questions.

What Happens After You Submit? Once you submit your application, you'll receive a confirmation email and a confirmation code. The City will review all submissions after the opportunity closes, and you'll be notified of the outcome via email.

Starting Your Submission

Log into the Procurement Portal at **Detroit.bonfirehub.com**. You will be able to view all available bids under the **Open Public Opportunities** tab and opportunities you've been invited to under the **My Opportunities** tab.

- Select **View Opportunity**, to view and download all available information for the bid.



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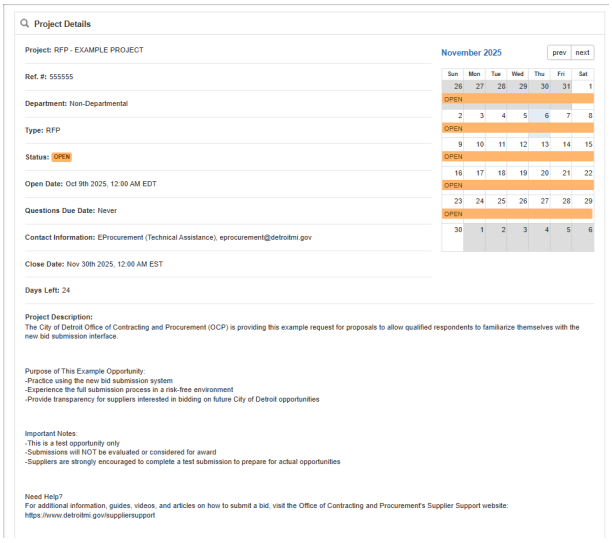
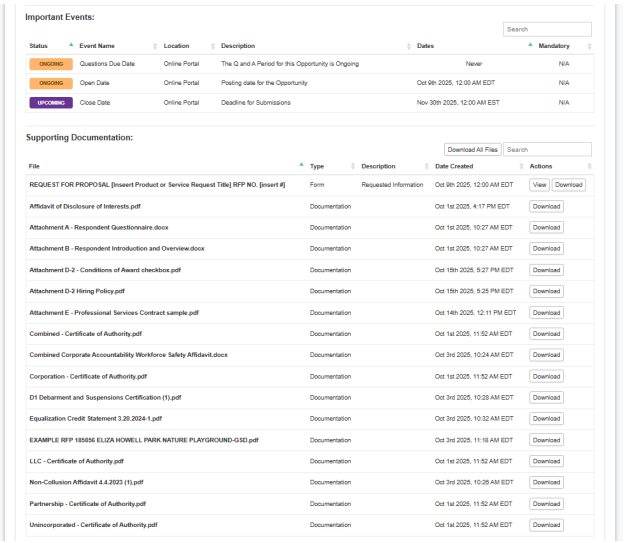
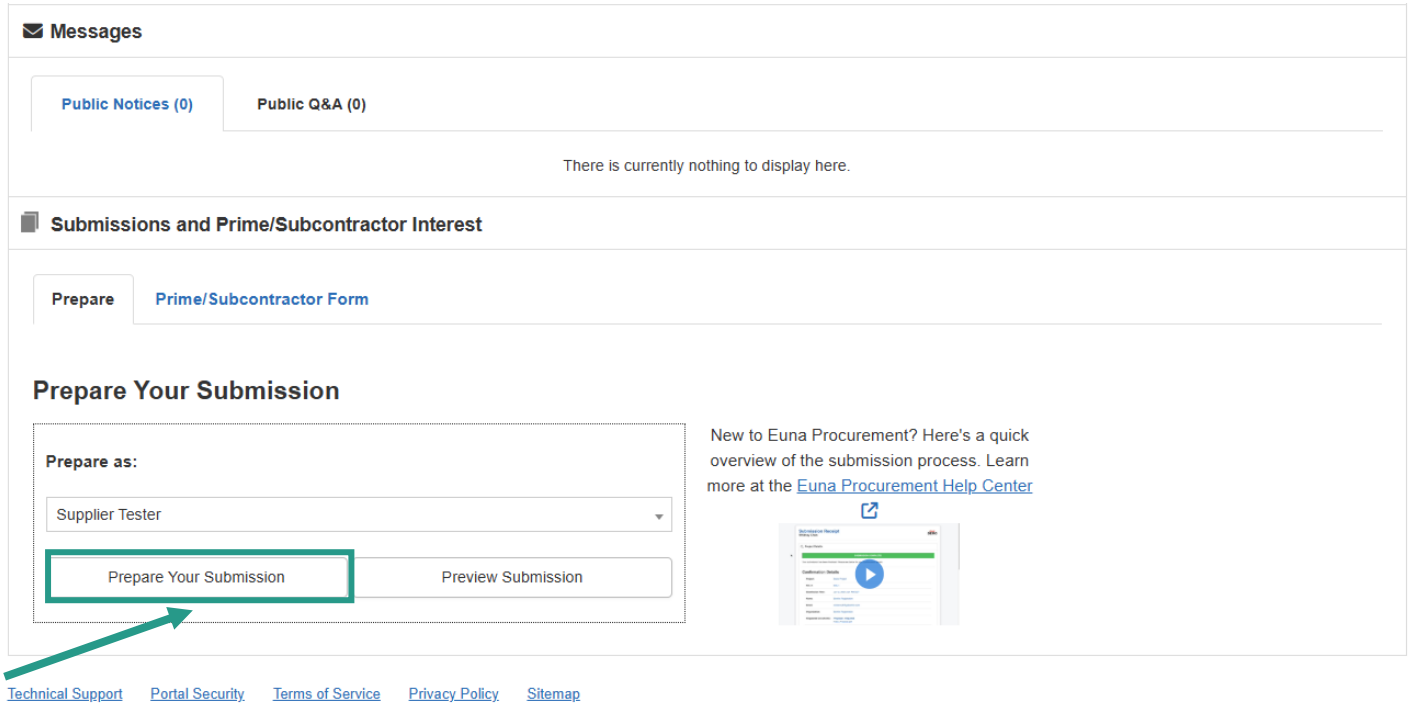
Read the information under **Project Details** to learn more about Important Dates, Events, Requested Information, and Questions & Answers.





- Select the **Prepare Your Submission** button at the bottom of the page, when you are ready to start your submission.



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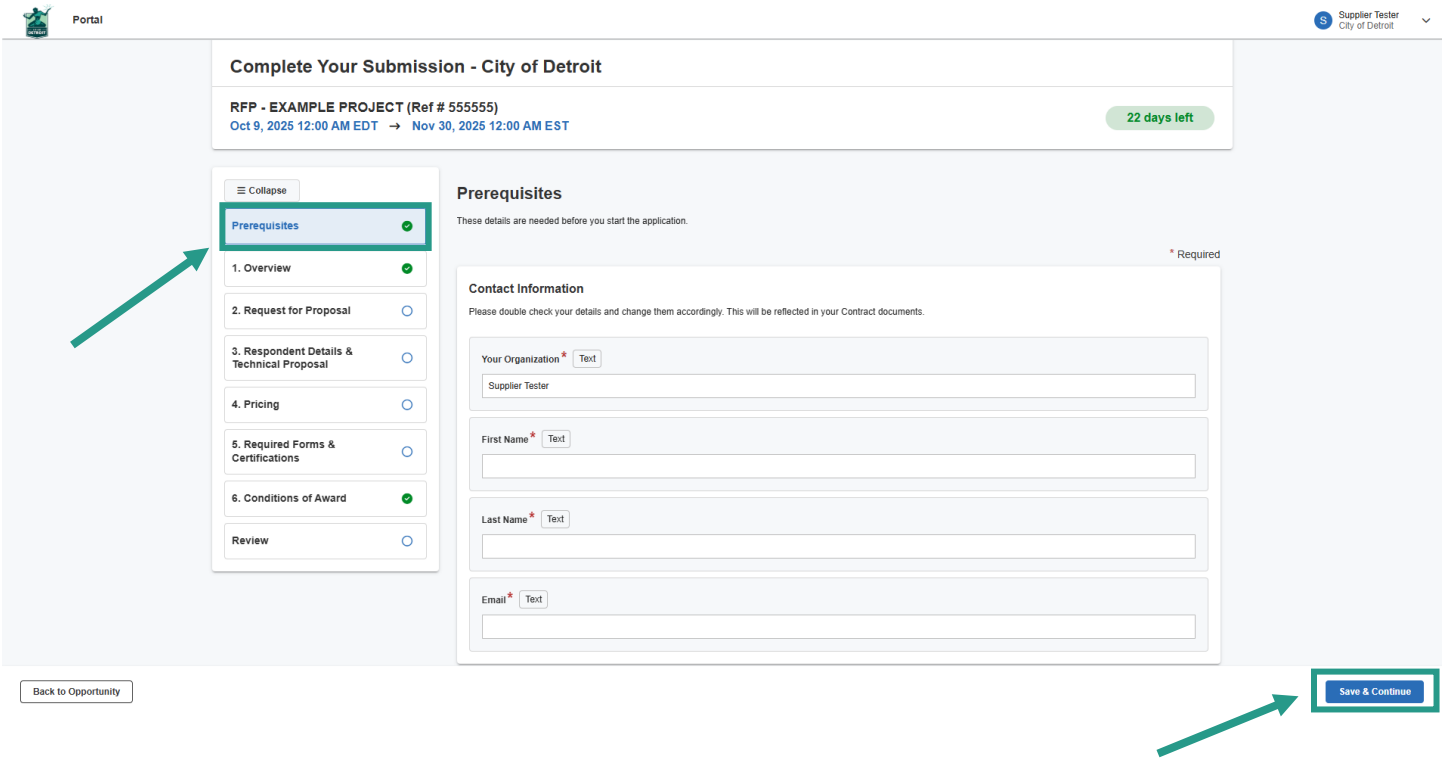
You will be guided through each section of the application where you can review all the provided information for the bid, upload documents, and respond to any bid specific data fields.

Supplier submissions can be done over time as the portal automatically saves the progress of any uploaded documents or requested data field inputs.

Green checkmarks show when the section is complete. All sections must have a green check mark to submit your proposal for the opportunity.

- Select **Prerequisites**. Review the prepopulated information.
- Make any edits needed (optional).
- Select **Save & Continue**.



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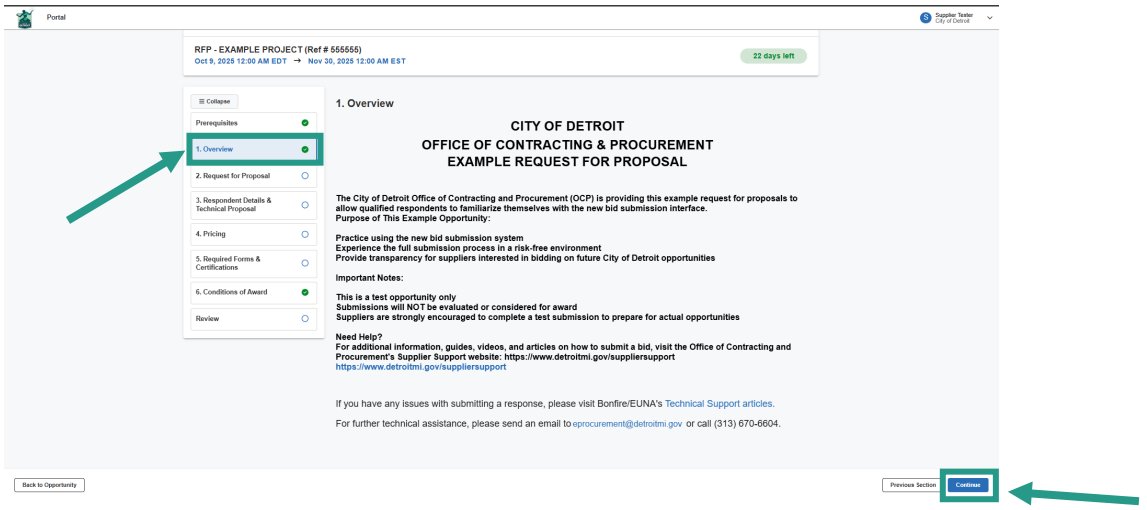
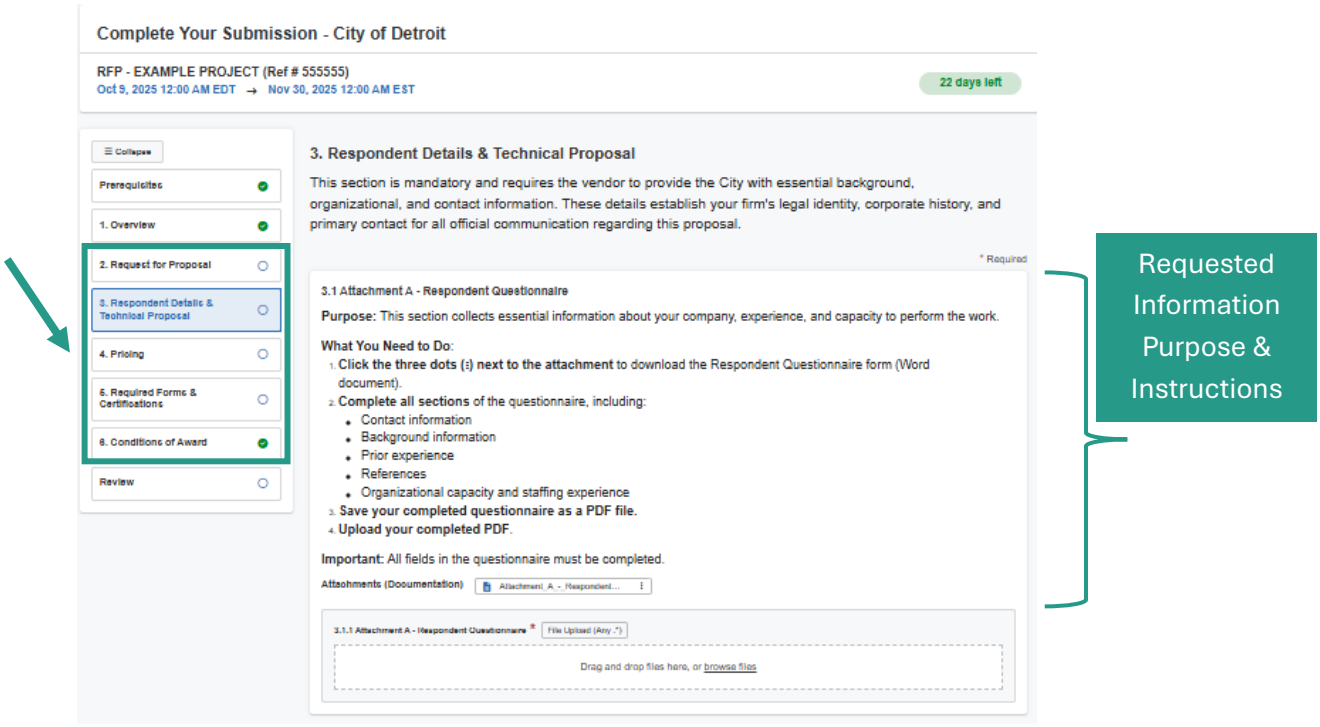
Read all the information provided in each section of the bid.

- Select **Overview**.
- Read the information provided in the Overview.
- Select **Continue**.



You will see a description of what is included in the section at the top of the page. The purpose and instructions for all required information are included.

- Follow the instructions to complete and upload the requested documents.
- Drag and drop files or browse from your devices to upload required documents.



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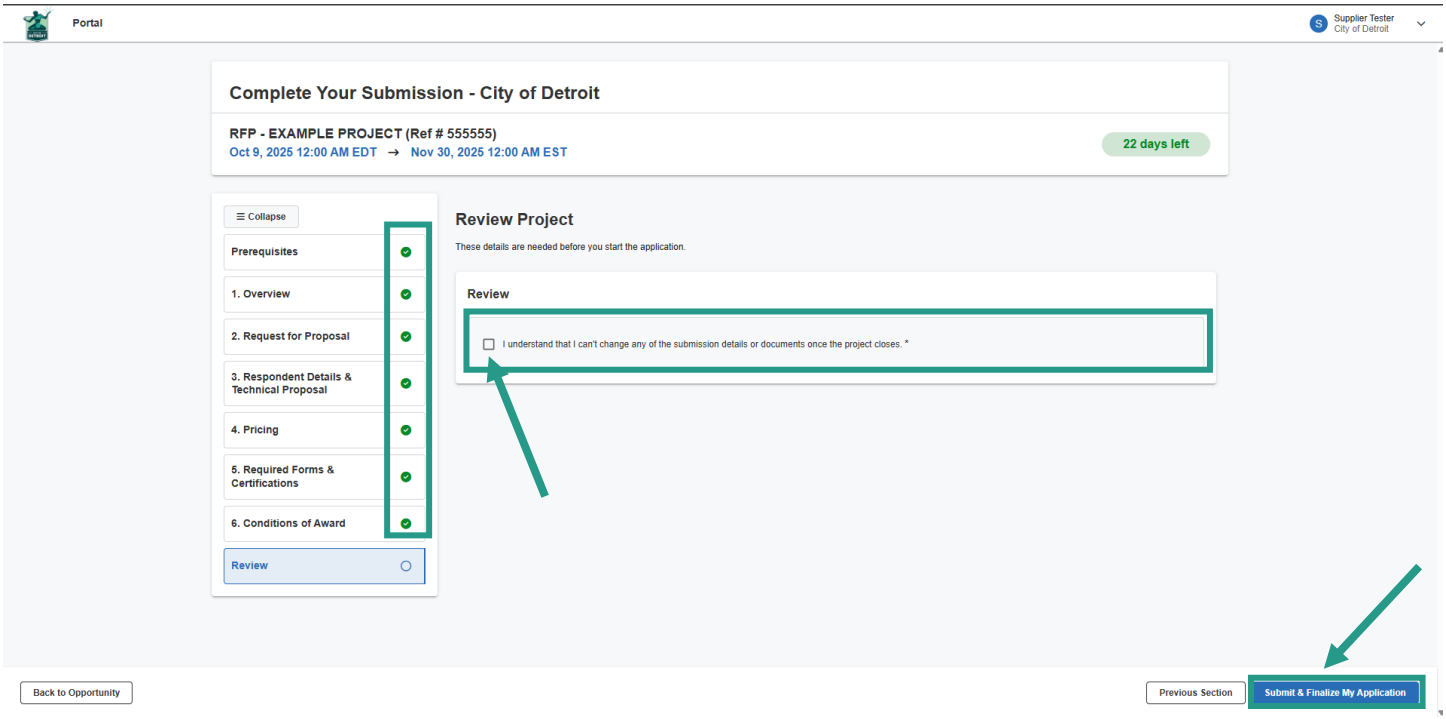
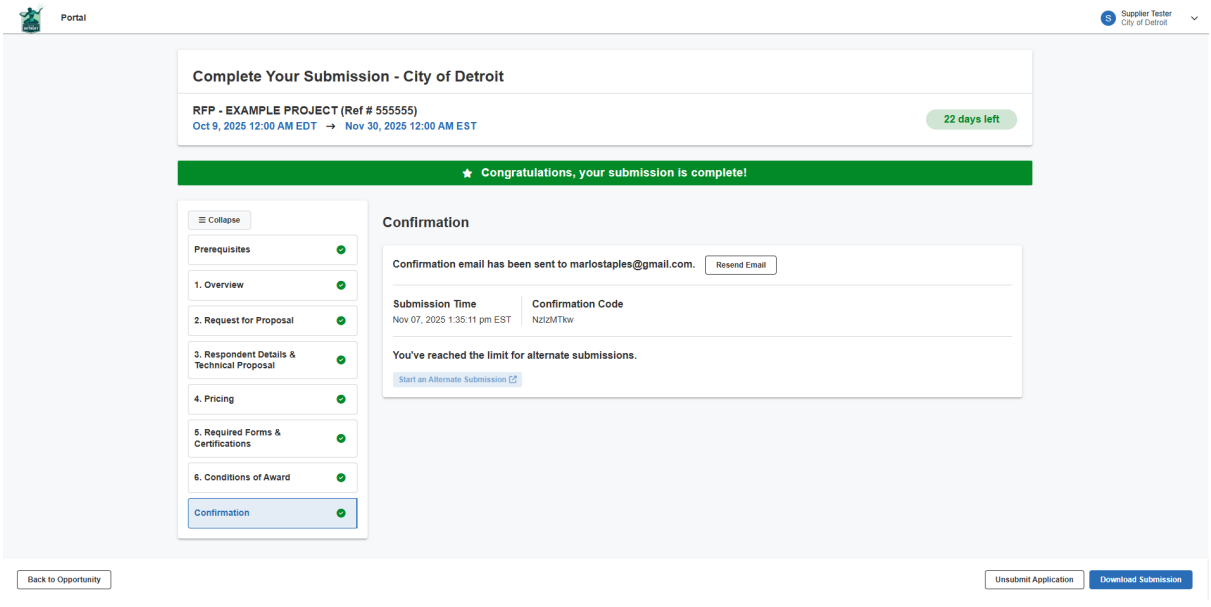
Completing Your Submission

All sections MUST have a green checkmark to show completion before you can submit your application.

- Under **Review Project**, confirm that you understand that you can't change any of the submission details or documents once the project closes.
- Select **Submit & Finalize My Submission.**



You will be redirected to the submission confirmation page and sent a confirmation email.



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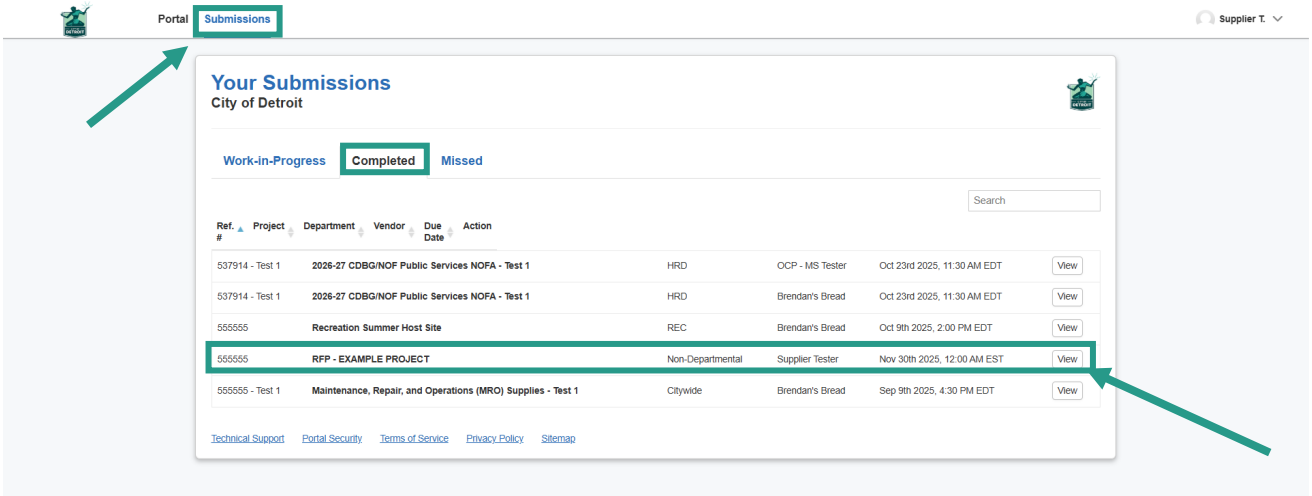
Editing and Resubmitting a Completed Application

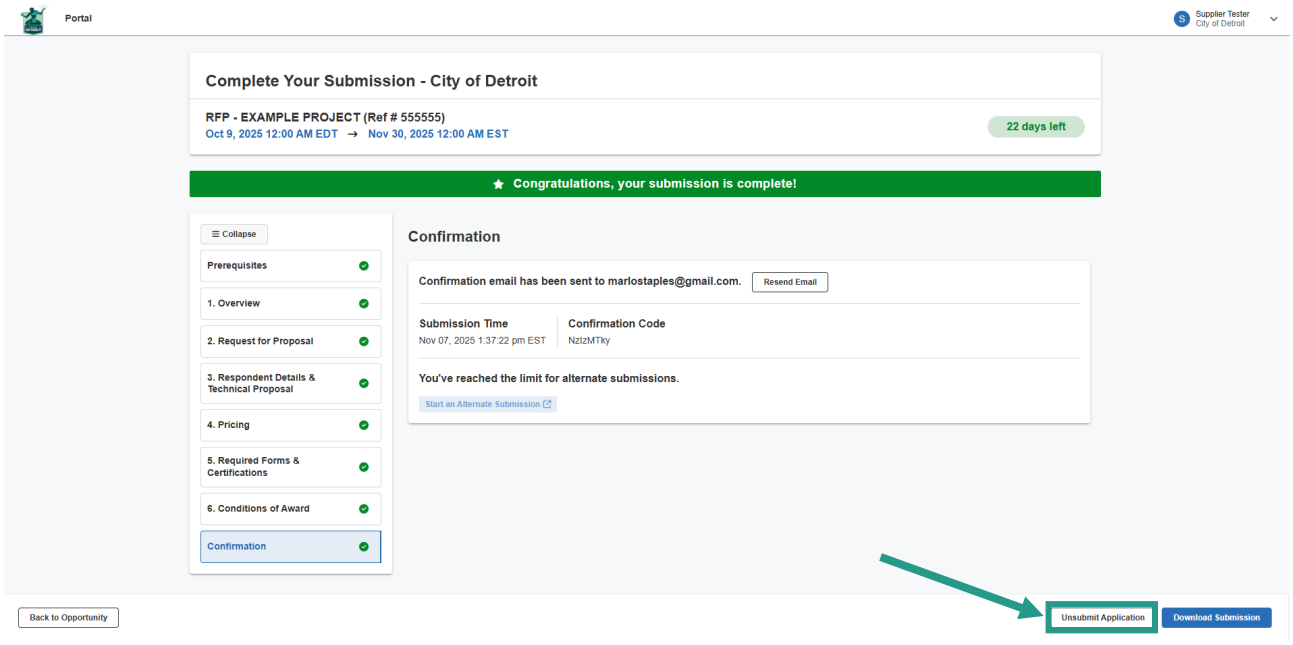
Before the opportunity closes, you can edit your application and resubmit it to the City of Detroit.

- Log in. Select **Submissions** at the top of the page.
- Select **Completed**.
- Select **View** for the opportunity you want to edit.



You will be taken to your submission confirmation.

- Select **Unsubmit Application**.
- **NOTE**: If you click Unsubmit, you **MUST resubmit** before the opportunity closes for your response to be received by the City.



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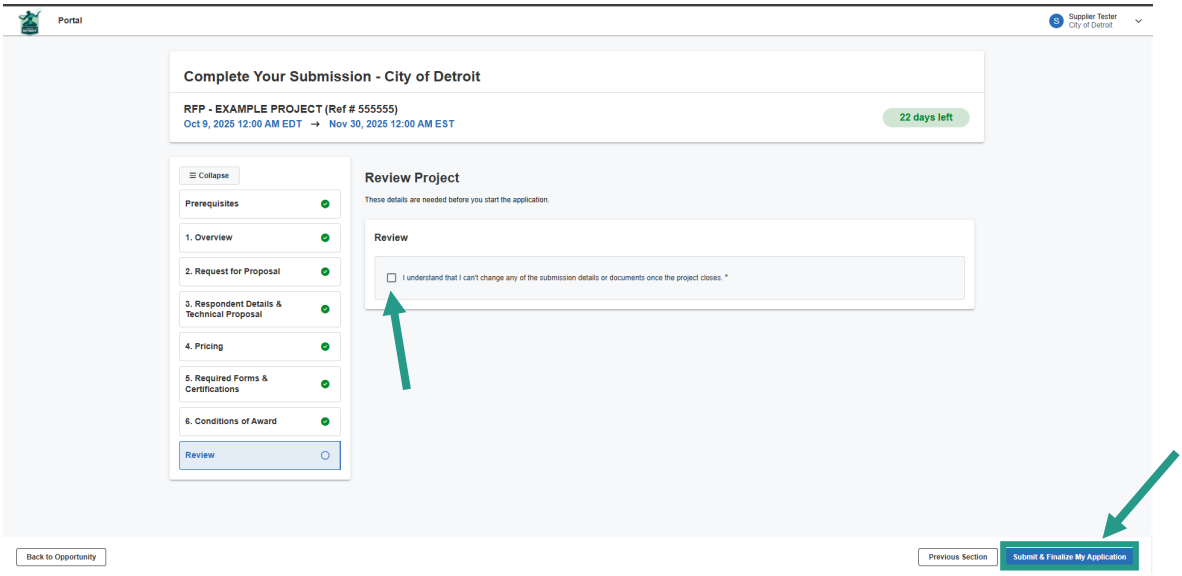
You can make any changes you need to make to any section of your application.

- Once you are ready to re-submit your application, select **Review**.
- Under **Review Project**, confirm that you understand that you can't change any of the submission details or documents once the project closes.
- Select **Submit & Finalize My Submission.**



You will once again see the submission confirmation page.