

## **Bonfire (Euna) Intake User Guide**

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### **Frequently Asked Questions (“FAQ”)**

#### **Q1. What is Bonfire Intake used for?**

It's the tool for submitting procurement intake requests to Strategic Procurement Services.

#### **Q2. Who can use it?**

Any York University employee with a clearly defined purchase need and an approved budget may use the system to initiate a procurement process.

#### **Q4. What happens after I click Submit?**

Strategic Procurement Services will review your submission and reach out if additional information is needed. A Buyer will be assigned to you and facilitate the procurement process to help you select a vendor and ensure value for money is achieved.

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