

## Bonfire (Euna) Intake User Guide

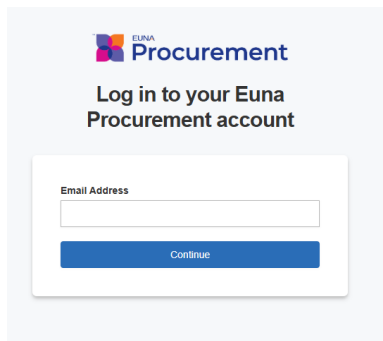
### *How to Submit a Competitive Bid Request Using Bonfire Intake*

#### Introduction

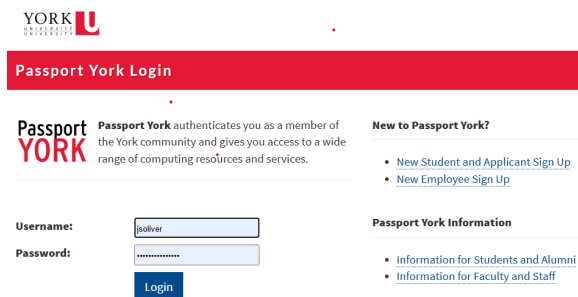
Bonfire Intake is the centralized portal for submitting procurement requests at York University, including Requests for Proposals (“RFPs”). This guide walks you through each step—from sign-in to submission—and is intended for use by the York University community.

#### Step 1: Sign in to Bonfire (Euna) Intake

1. Go to the Bonfire Intake URL: [Bonfire Login Page](#)
2. Insert your York email address, and select “Continue”



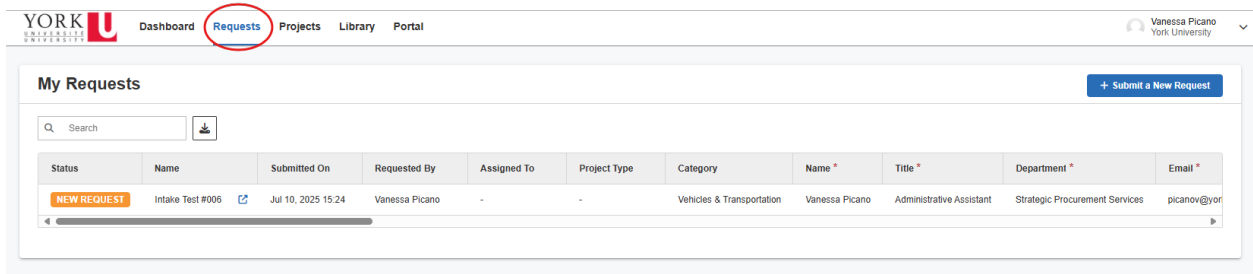
3. Click to **Sign in with Passport York**
4. Enter your Passport York credentials



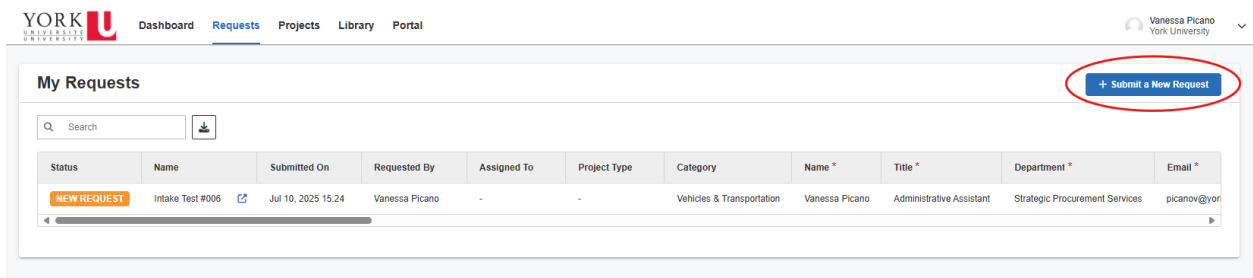
5. Click **Login**

## Step 2: Start a New Intake Form

1. From the Bonfire dashboard, click **Request**



2. Select **Submit a New Request**



### 3. A blank form will open, ready to be completed

The screenshot shows a web interface for York University. The top navigation bar includes links for Dashboard, Intake, Community, Projects, Library, Vendors, Insights, Manage, and Portal. The user profile 'Jan B. Oliver, York University' is visible in the top right corner. The main content area displays a 'New Request' form. The form has the following sections:

- Request Title**: A text input field.
- Category of your request**: A dropdown menu.
- Contact Information**: Fields for Name, Title, Department, and Email.
- Timeline**: Two date pickers. The first is labeled 'Estimated start date of the services or goods purchased: Required by date' and the second is labeled 'Estimated start date of the RfX process'.

## Step 3: Complete the Intake Form

| Section                                           | What to Include                                        |
|---------------------------------------------------|--------------------------------------------------------|
| Request Title                                     | Clear title (e.g. “Office Supplies – Sept 2025”)       |
| Category of your request                          | Select the applicable commodity from the dropdown menu |
| Contact Information                               | Your name, title, department, and email address        |
| Timeline                                          | Estimated start date for service and for RfX Process   |
| Background Information                            | Brief description of project scope and goals           |
| Budgetary Information                             | Anticipated budget (CAD), total cost of ownership      |
| Attachments                                       | Upload related documents (e.g. specs, draft RFP)       |
| ✓ Required fields are marked with an asterisk (*) |                                                        |

#### **Step 4: Submit the Form**

1. Review all entered information
  2. Click the **Submit Request** button
  3. You will see a summary of your request once complete.
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#### **Need Help?**

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 [purchase@yorku.ca](mailto:purchase@yorku.ca)