

## WELCOME TO BONFIRE

### UNBC'S ONLINE CONTRACT MANAGEMENT TOOL

Contracts and Supply Chain Management is now using Bonfire for contract management. This system will allow anyone involved with a contract/blanket order the ability to monitor the status of all contracts/blanket orders under the user's control. Users will be able to follow a contract from start to finish on Bonfire.

When you are new to using Bonfire, you will receive an email. You will be required to use the link provided (Accept this Invitation) to set up your account, see the following sample of this email:



Hello [sandra.shelke@unbc.ca](mailto:sandra.shelke@unbc.ca)

**Sandra Shelke has invited you to use Bonfire at University of Northern British Columbia**

You have been assigned the following user roles:  
To accept this invitation, click below and create your account.

**Accept the invitation »**

Have a question or need help using Bonfire? Email us at [Support@GoBonfire.com](mailto:Support@GoBonfire.com).

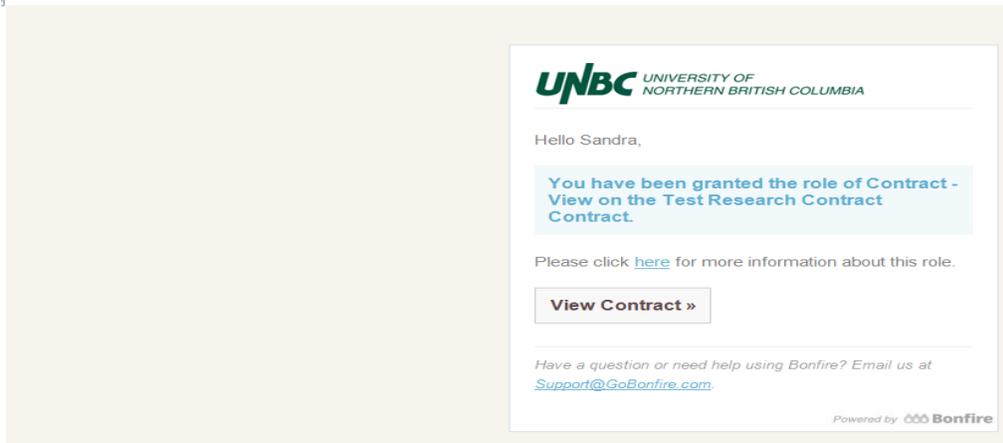
Powered by  Bonfire

Once you have clicked on the link provided in the invitation email, you will be taken to the following screen to enter your information:

The screenshot shows a registration form titled "REGISTRATION PROCESS" in a dark green banner. Below the banner, the text "Create Account" and "University of Northern British Columbia" is on the left, and the "UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA" logo is on the right. The form fields are: "First Name:" with an empty input box; "Last Name:" with an empty input box; "Email:" with a pre-filled value "jennifer.skaar@unbc.ca"; "Password (Must contain 10-128 characters):" with an empty input box; "Password (Again):" with an empty input box; and a "Create Account" button at the bottom. At the bottom of the page, there are links for "Technical Support", "Portal Security", and "Terms of Service", and a "Powered by Bonfire" logo.

Upon receipt of a request for a contract/blanket order, CSCM will enter the information and you will receive an email inviting you to the contract, see the following sample of this email:

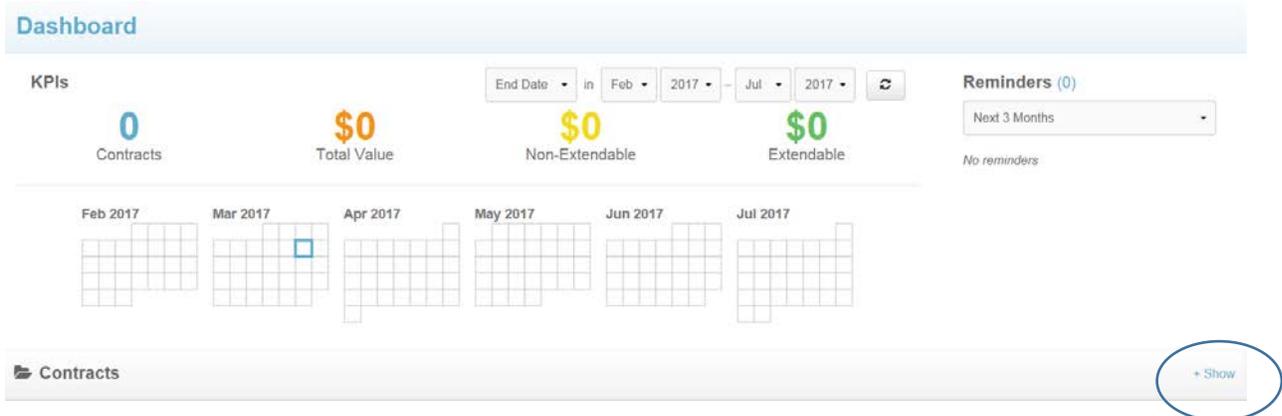
From: Bonfire Notifications <[Notifications@GoBonfire.com](mailto:Notifications@GoBonfire.com)>  
Date: 2016-11-15 9:03 AM (GMT-08:00)  
To: [sandra.shelke@unbc.ca](mailto:sandra.shelke@unbc.ca)  
Subject: You have been granted the following User Role in Bonfire: Contract - View



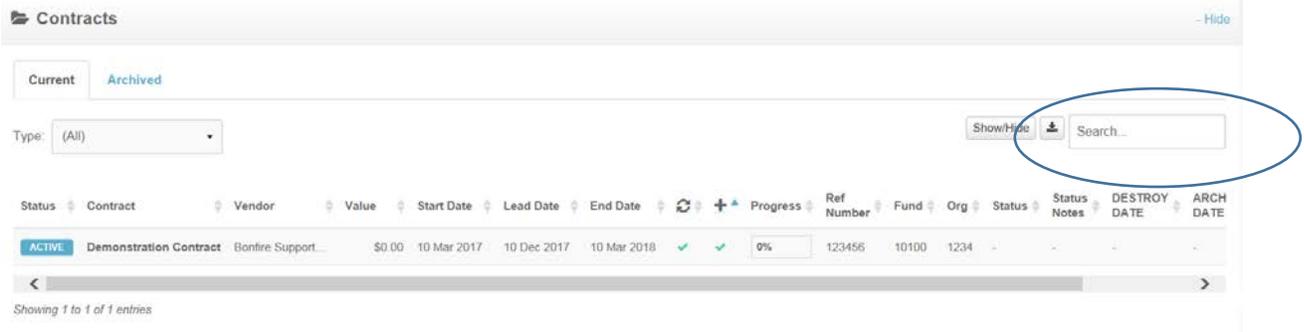
Once you have set up your account and have been granted access to contracts, you can log on at any time to monitor the progress of the contract. See link below:

<https://unbc.bonfirehub.ca/login>

When you first log on you will see the Dashboard:

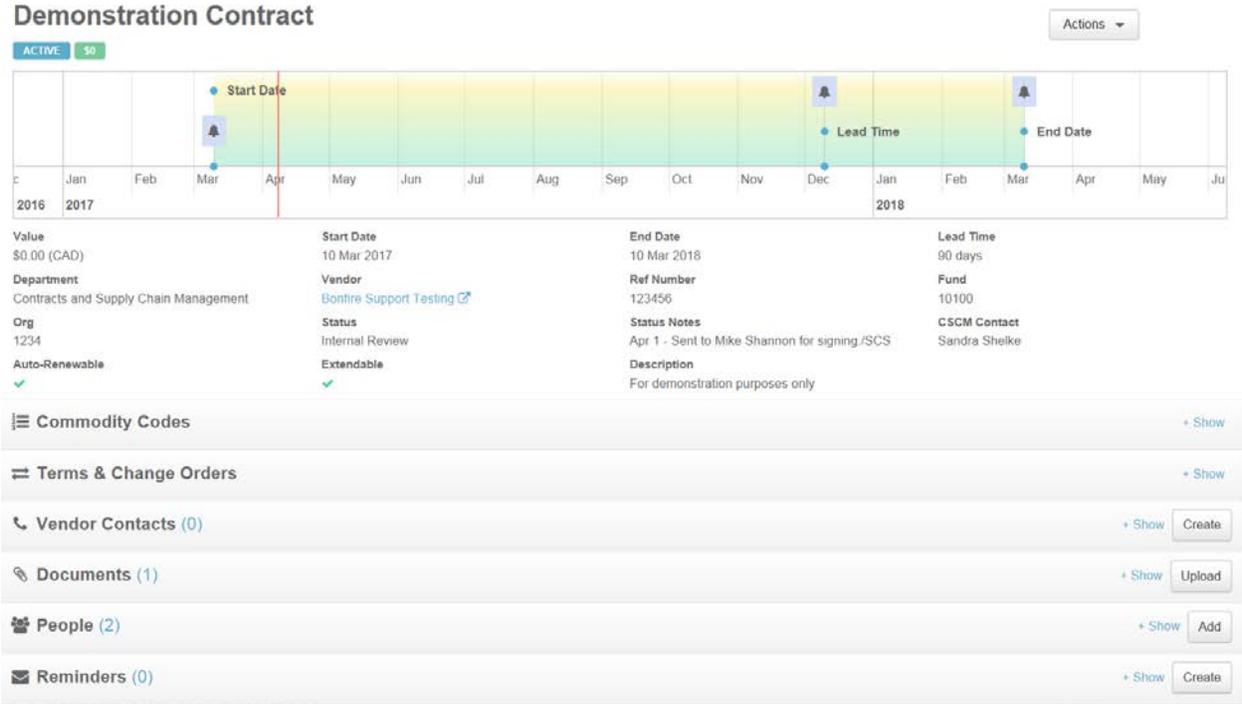


Click on "Show" and it will show all of the contracts to which you have been granted access:



The search feature allows you to search for a particular contract, or for any of the other parameters (fund, org, etc.).

Once you have completed your search, you can click on the contract to display the details of the contract. See the following sample screen:



All information with respect to the contract is available from this screen. CSCM is currently not utilizing the “Commodity Codes” or “Vendor Contacts” functions.

You can view the document by clicking on “Show”. You can now open the document by either using the “Actions” button options of View or Download; or, just click on the document, you will then be in the preview screen. You can navigate through the document using the “Prev” or “Next” buttons; zoom is controlled by the “-” and “+” buttons. Once you have finished reviewing the document, use the “Back to Contract” button to return to the contract information screen.

The “People” section will contain a list of the People granted access to the contract. Anyone listed in this section will receive the notification emails on the contract (e.g. lead time emails). A lead-time email is an automated email reminder about a contract that will be expiring. The current default for the lead-time email is 60 days prior to contract expiry unless otherwise required. The lead-time email is not customizable. Please note, management is usually granted Department Observation and will be granted access to view all contracts under the department, however, they will not receive any notification emails.

Reminders are different from the lead-time emails and they are used to send out automatic notifications to “People” for milestones and contractual requirements for dates specific to the contract e.g. reporting deadlines. These reminder messages are customizable and can be arranged with the CSCM Contact at the time the contract is being finalized.

The columns that appear on your dashboard are controlled using the “Show/Hide” button.

The options available to you will be:

|               |                 |               |                  |
|---------------|-----------------|---------------|------------------|
| Status        | Start Date      | RC-Type       | DESTROY DATE     |
| Contract      | Lead Date       | Fund          | ARCHIVE DATE     |
| Department    | End Date        | Org           | CSCM Contact     |
| Vendor        | Auto-Renewable  | RC-Acct       | Contract Number  |
| Contract Type | Extendable      | Status        | RC-Researcher(s) |
| Value         | Progress        | Status Notes  | Toggle All       |
| Currency      | Ref Number      | Contract Type |                  |
| Description   | RC-Fiscal Year  | Fiscal Year   |                  |
| Notes         | RC-Contract No. | Location      |                  |

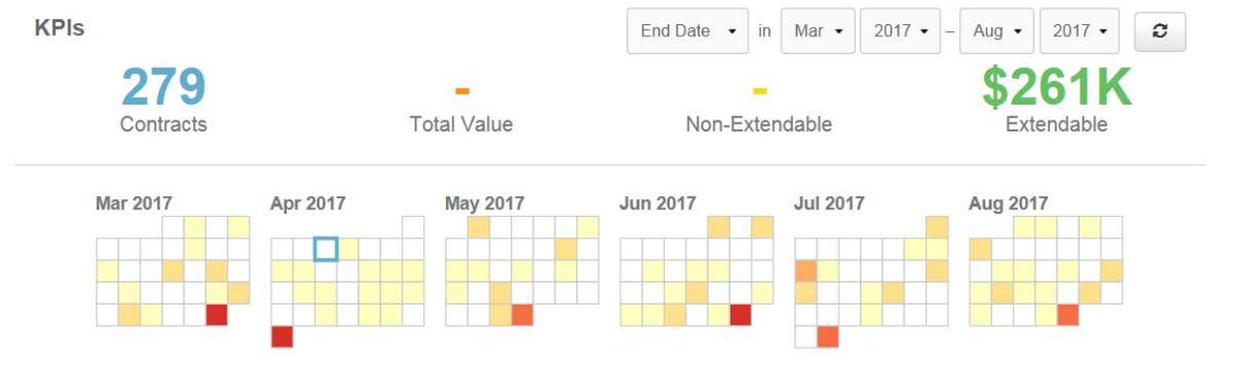
Please note: "RC" stands for Research Contract

You select the columns you want listed on the Dashboard. The Dashboard does not currently remain static to your logon; therefore, you will need to make the selection each time you logon.

Once you have selected the columns, you can now download the list of contracts to an Excel spreadsheet to be manipulated, as you require.



The heat map on the Dashboard will give you a quick reference for any contracts ending in a given period of time, or on the calendar it will show how many contracts are ending on the particular date (the darker the colour the more contracts expiring).



To view the details for any date, just hover the mouse over the date. To view a list of contracts ending on a particular date, click on the date and the list of contracts will be narrowed to the selected end date, which you can now download to an Excel spreadsheet.

If you require any further clarification with respect to a contract, please contact the CSCM contact.