CITY OF CHARLOTTE PROCUREMENT PORTAL INSTRUCTIONS

QUESTIONS

All solicitation questions must be submitted electronically to https://charlottenc.bonfirehub.com through the **Vendor Discussions** section under the respective Project.

SUBMISSION INSTRUCTIONS

All submissions must be submitted electronically via the Procurement Portal https://charlottenc.bonfirehub.com/opportunities, under the respective Project.
Your submission must be uploaded, submitted, and finalized prior to the Project's posted due date. The City strongly recommends allowing sufficient time to complete this process (ideally a week prior to the deadline) to begin the uploading process and to finalize your submission. Uploading large documents may take time, depending on the size of the file(s) and your Internet connection speed.

BROWSERS

The Bonfire portal can be accessed using Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

SUPPORT

For technical questions, visit Euna's help forum at:

https://procurement-help.eunasolutions.com/hc/en-us/categories/48350402912275-Vendors