



Submission Portal Instructions

The University of Victoria uses the Euna Procurement portal for accepting and evaluating proposals digitally.

1. Register as a Vendor

If you are not a registered Vendor go to <https://uvic.bonfirehub.ca/portal> and register to create an Euna Procurement account.

2. Prepare your submission materials

Organize your submission as requested with the procurement documents.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

3. Upload your submission at: <https://uvic.bonfirehub.ca/portal>

Your submission must be uploaded prior to the Closing Time. We strongly recommend that you give yourself sufficient time to begin the uploading process and to finalize your submission.

4. Important Notes

- a. Each requested document and data field is instantly sealed and will only be visible after the Closing Time.
- b. Uploading large documents may take significant time, depending on the size of the file(s) and your internet connection speed.
- c. You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.
- d. Minimum system requirements, maximum file sizes and instructions for submitting via Euna Procurement are available via the Euna Procurement vendor support page, accessible via the following link: <https://customer.eunasolutions.com/public/s/knowledge-base/bonfire-hub>
- e. Need Help? Visit the Euna Procurement help page: <https://procurement-help.eunasolutions.com/hc/en-us/categories/48350402912275-Vendors>