



REGISTER AS A CITY OF DALLAS VENDOR **TODAY!**

The Office of Procurement Services provides excellent customer service with strategic and sustainable purchasing, increasing competition, transparency and equity in all procurement for goods and services.

1

Visit
dallascityhall.bonfirehub.com

2

Click on
Register and
New Vendor Registration

3

Complete the
information and click
Create Account

4

Click
Send account
confirmation email

5

Go to email
and confirm account

Vendor registration
information page
opens automatically

6

Click Continue to
Commodity Codes
to proceed to the next step

7

Search by code, keyword
or scroll through code
to find the code relevant
to your business

8

Click + add to the
commodity code to
your profile
(+ turns grey once selected)

9

Once you have added
all the applicable codes,
click Continue to
Registration Complete

10

Success! You have registered
as a vendor. Continue to Bonfire
to search for solicitations specific to
your profile information.