



**IMPORTANT NOTICE
CHANGE TO
PROCUREMENT WEBSITE PLATFORM**

Effective November 7, 2018, the University of Prince Edward Island will be switching to a new online procurement system (Bonfire) which will allow you to view contracting opportunities (solicitations); submit bids, proposals, associated documents; and ask questions. You are invited to register in the system.

The **Vendor Registration Portal** is now open and is **free**. It can be found at <https://upei.bonfirehub.ca/portal>

Thank you for your patience as we transition to an online solicitation process. For technical questions related to registration, please contact Bonfire at support@GoBonfire.com or visit Bonfire's help forum at bonfirehub.zendesk.com/hc.

For all other questions, please contact Procurement Services at tenders@upei.ca

A video with instructions for vendor registration is available at <https://bonfire.wistia.com/medias/r478fnf171>

We look forward to seeing you join Bonfire!