

How to Add a Contract

A quick guide and overview for working with Bonfire.

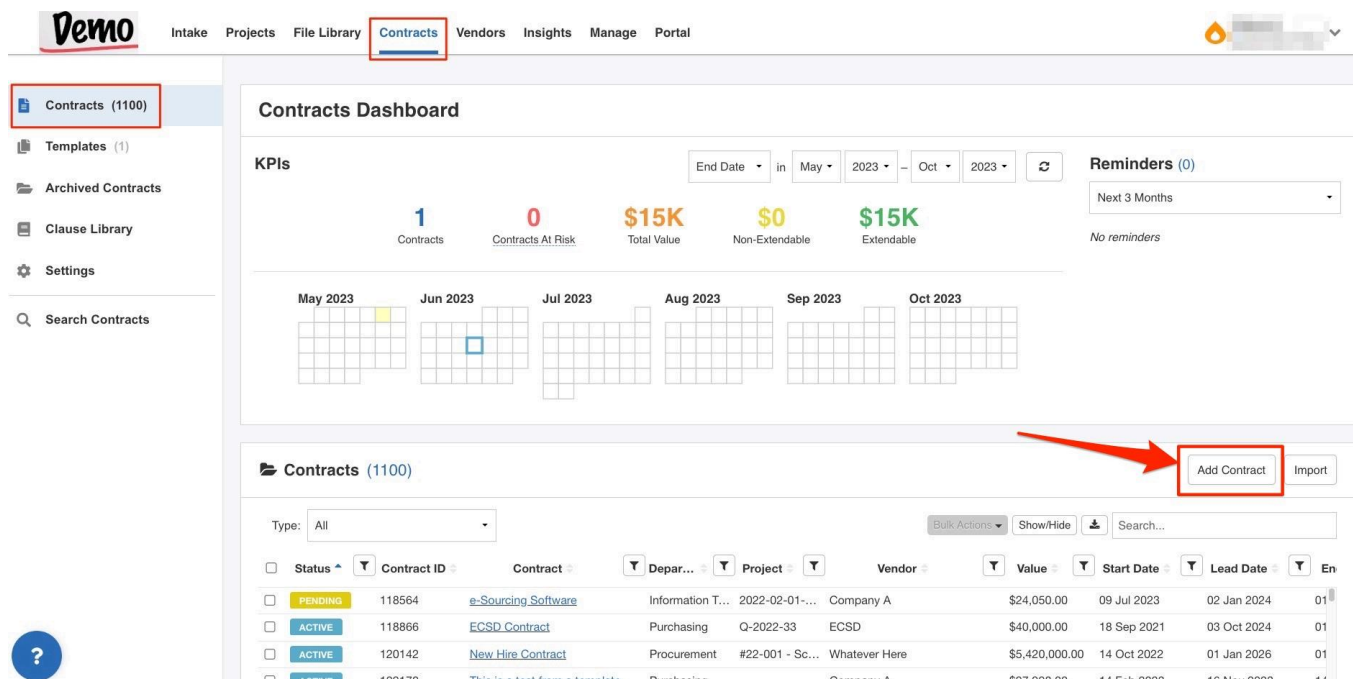
🕒 5-Aug-2025 Knowledge

Content

How to Add a Contract

Adding a contract is very simple! There are three ways to do so:

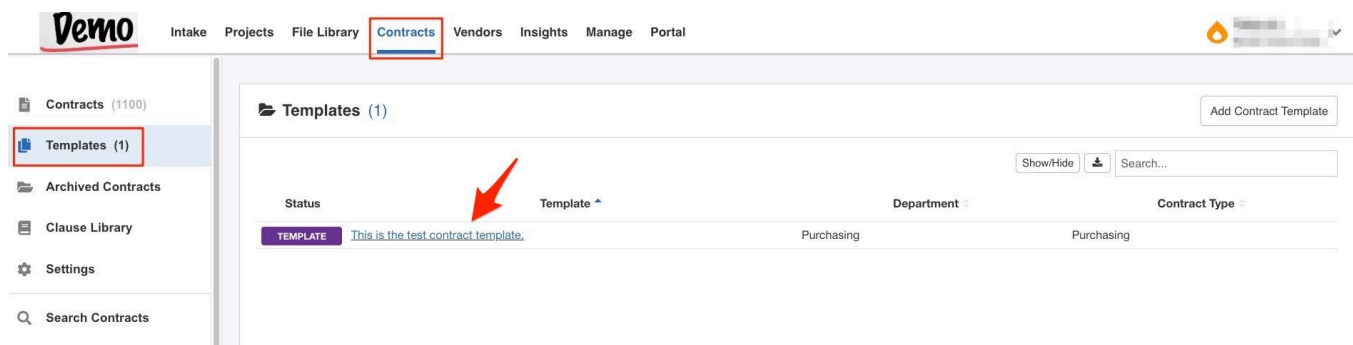
The first way is to click on the **Add Contract** button under the **Contracts** section.



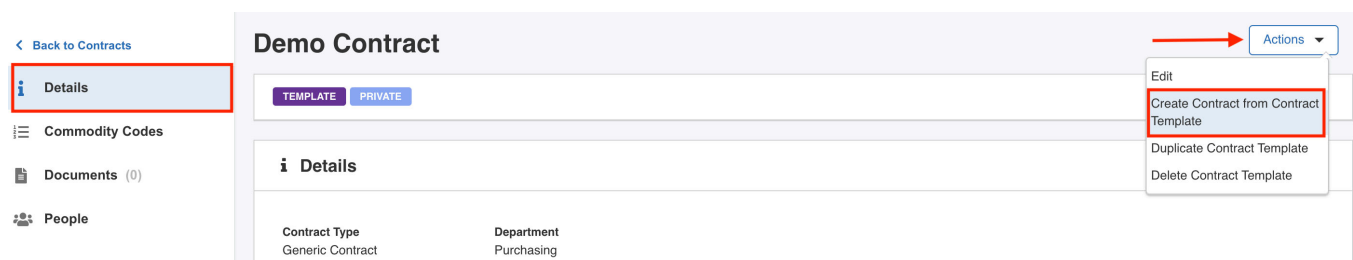
The screenshot shows the Bonfire interface. The top navigation bar includes 'Demo', 'Intake', 'Projects', 'File Library', 'Contracts' (highlighted with a red box), 'Vendors', 'Insights', 'Manage', and 'Portal'. The left sidebar contains 'Contracts (1100)' (highlighted with a red box), 'Templates (1)', 'Archived Contracts', 'Clause Library', 'Settings', and 'Search Contracts'. The main area is the 'Contracts Dashboard'. It features a 'KPIs' section with metrics: 1 Contracts, 0 Contracts At Risk, \$15K Total Value, \$0 Non-Extendable, and \$15K Extendable. Below this is a calendar view for May 2023 to Oct 2023. At the bottom, there's a table of contracts. A red arrow points to the 'Add Contract' button in the top right of the table area.

Type	Status	Contract ID	Contract	Depart...	Project	Vendor	Value	Start Date	Lead Date	En
PENDING		118564	e-Sourcing Software	Information T...	2022-02-01-...	Company A	\$24,050.00	09 Jul 2023	02 Jan 2024	01
ACTIVE		118866	ECSD Contract	Purchasing	Q-2022-33	ECSD	\$40,000.00	18 Sep 2021	03 Oct 2024	01
ACTIVE		120142	New Hire Contract	Procurement	#22-001 - Sc...	Whatever Here	\$5,420,000.00	14 Oct 2022	01 Jan 2026	01
ACTIVE		129170	This is a test from a template	Purchasing		Company A	\$97,998.00	14 Feb 2023	16 Nov 2023	14


The second way is to use an existing contract template. Go to the **Templates** section and click on the template that you would like to use:



Then click the **Actions** dropdown menu and then **Create Contract from Contract Template**:



If you started the solicitation in Bonfire's Evaluation module, you can also create the contract from the project itself, which is the third method. To do this, the project must be **Marked as Completed** (</s/article/how-do-i-mark-a-project-as-completed-and-what-happens-to-a-completed-project>). Go to the **Submissions** section and along the row of the vendor with whom the contract is with, click **Actions _ Create Contract**:

Vemo Intake **Projects** File Library Contracts Vendors Insights Manage Portal Support Library 

< Back to Projects

Details

Files (2)

Messages (1)

Approvals

Evaluation Groups

People

Requested Information

Criteria (0 pts)

Vendor Invites

Submissions (6)

Scoring

Reports

Food & Nutrition Bid

Submissions (6) Non-Disclosure (0) Document Takers (0)

Submissions

Active Submissions

Search

Bulk Actions

Supplier	Received	Documents/Data	Pages	Your Progress	Scoring	Fax Number	Actions
Flanagan Foodservices*	Nov 10th 2021, 5:41 PM EST	Open...	-	95%	N/A		Actions - Download All Files Award Create Contract Eliminate View Notes Manage Vendor Lists
Fox Food Distributors*	Nov 10th 2021, 5:42 PM EST	Open...	-	95%	N/A		
Gordon Food Service*	Nov 10th 2021, 5:43 PM EST	Open...	-	95%	N/A		
Morton Wholesale*	Nov 10th 2021, 5:43 PM EST	Open...	-	95%	N/A		
Summit Services*	Nov 10th 2021, 5:44 PM EST	Open...	-	95%	N/A		
Tannis Foods*	Nov 10th 2021, 5:44 PM EST	Open...	-	95%	N/A		

No matter which of the three above methods you use to add a contract, the next steps will be the same. You will be brought to the **Create a Contract** page where you are given two options on how to start preparing the contract: either **Start from a Template** or **Blank Contract**:

Create a Contract

How would you like to start preparing your Contract?



Start from a Template

Begin your contract from a pre-existing template from the list below.



Blank Contract

Start from scratch with a completely blank contract.

Search for a Template

Search

	Status	Contract Template	Department	Type	Description	
<input type="radio"/>	TEMPLATE	This is the test contract template.	Purchasing	Purchasing		Preview

Showing 1 - 1 of 1 Show per page: 10

First Prev 1 Next Last

Cancel

Next Step

Starting from a Template

It is easier than ever to access existing contract templates. Starting from a Template will carry over any Contract details and attributes into the Contract Create Flow page, and after activating the contract, any Commodity Codes, Documents and People added to the template will also be found to have carried over into the new contract. This allows users to cut down on the amount of repetitive work needed to create a contract quickly.

Starting from a Blank Contract

By choosing Blank Contract, users have the ability to start from scratch with a completely blank contract. However, there will be required default fields, and possible required custom fields, marked with a red asterisk that will need to be completed prior to activating the contract.

Once you have chosen an option, click on **Next Step** at the bottom.

The **Create an Active Contract** modal will pop up. Fields that require entry will be marked with a red asterisk (*). All other fields are optional:

Create an Active Contract

Define your contract

Contract Title *

Contract Description

Contract Type *

Department *

Vendor *

Contract Attributes

General Notes

Project

Select a Project

Select a Submission

Select a Submission

Copy Documents

☐ Public Files

☐ Submission Documents

Sourcing Type 

DBE Status *

This next step will allow you to set up the contract details and attributes, ensuring that the required fields are filled out at minimum. If choosing to start from a template was selected, this page may already be populated with information from the template. The information can be edited at this time, or even later after the contract has been created. The following are the default fields for a contract that are found on the left side of the page:

- **Contract Title:** the title of the contract.
- **Contract Description:** an optional field for adding more relevant details.
- **Contract Type:** you can select the type of contract from the dropdown list (if applicable). These are defined by the Org Admin.
- **Department:** the dropdown menu populates departments that exist within your Organization within Bonfire.
- **Vendor:** select an existing Vendor/Supplier or type a value to create a new one.
- **Value:** how much the contract is worth.
- **Currency:** select the correct currency from the dropdown list.
- **Start Date:** the date the contract begins.
- **End Date:** the date the contract ends.
- **Lead Time (days):** how much lead time you need (in days) before the contract ends.

Beneath the default fields are additional options to define your contract:

- **Have this contract appear on the Public Portal?** If your organization has enabled Public Contracts to appear on its portal page, this option allows the contract to show up publicly on your portal for everyone to view. (*NOTE: In order to view this option, you will also need to enable the Public Contracts feature by contacting Support@GoBonfire.com (<mailto:Support@GoBonfire.com>).)*)
- **Renewable?** Select this option if the contract can be renewed at the end of its term. If this is checked, the Automatically change to next term? option will become available.
- **Automatically change to next term?** With the Renewable option selected, this option will become available and when the term expires, the system will automatically push the contract into its next defined term.
- **Extendable** - This option is more of a label to note that the contract could potentially be extended in the future. You can define the extension periods once the contract is created. Note this does NOT automatically extend the contract.

☐ Have this contract appear on the Public Portal?

☒ Renewable?

☐ Automatically change to next term?

☐ Extendable

This feature will only be available if the Renewable option has been selected



On the right-hand side of the page, you are able to further define your contract with certain attributes. The **General Notes** section is available by default and is optional to fill out. It allows contract creators to enter additional relevant information regarding the contract, so it is easily seen when viewing the contract details.

Other optional default features are the **Project** and **Proposal** selections. These allow you to associate a contract with an existing project and the winning submission for easy access. Selecting a project will generate a quick access link directly to the project within your portal that is made available from the contract details window. If a project is selected, the **Copy Documents** feature will be enabled, and this allows you to copy over any Public Files and/or Submission documents from the selected project and proposal to the contract. You can either select all Public Files and Submission documents, or specific ones.

Please note: The **Copy Documents** feature can only be used during the contract creation process. After a contract has been created, the documents would need to be added manually in the Documents section.

There may also be **Custom Contract Fields** which are created by your organization (see [Contract Settings - Custom Contract Fields and Contract Types \(/s/article/contract-settings---custom-contract-fields-and-contract-types\)](/s/article/contract-settings---custom-contract-fields-and-contract-types)) that can also be made public or private.

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Bonfire
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