

Contract Details

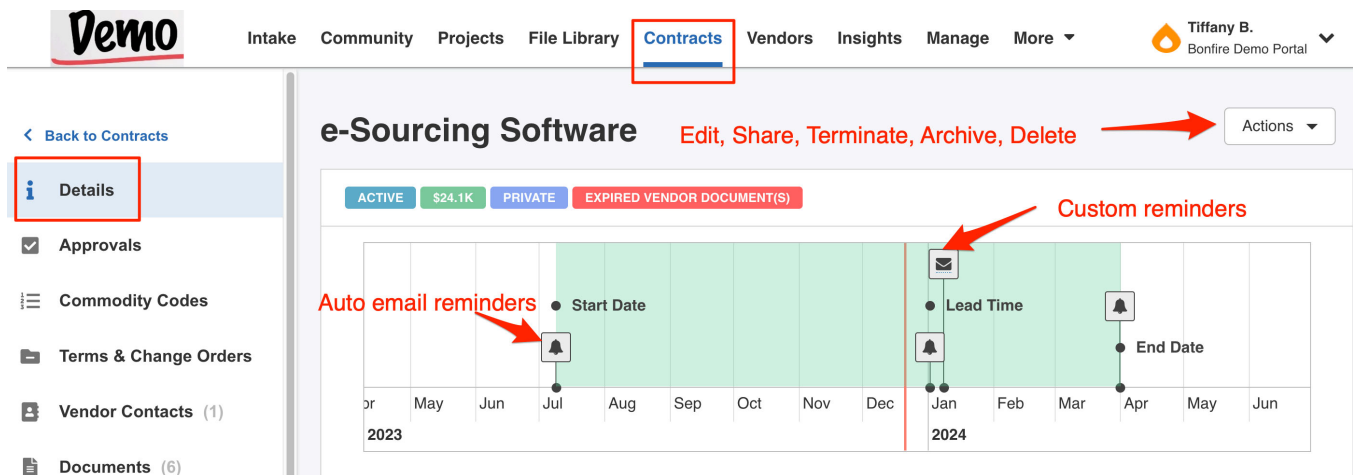
A quick guide and overview for working with Bonfire.

🕒 26-Jun-2025 Knowledge

Content ⓘ

Contract Details

When you select a contract you will be taken to the **Contract Details** page. The top of this page displays a visual timeline of the contract. You can use your mouse wheel to scroll up/down or to zoom in/out of the timeline. This allows you to focus in or out on a specific date.



The screenshot displays the Bonfire Demo Portal interface. The top navigation bar includes links for Intake, Community, Projects, File Library, **Contracts** (highlighted with a red box), Vendors, Insights, Manage, and More. The user profile 'Tiffany B. Bonfire Demo Portal' is visible on the right. The left sidebar contains a 'Details' section (highlighted with a red box) and other options like Approvals, Commodity Codes, Terms & Change Orders, Vendor Contacts (1), and Documents (6). The main content area is titled 'e-Sourcing Software' and includes a sub-header 'Edit, Share, Terminate, Archive, Delete' with an 'Actions' dropdown. Below this, there are filters for 'ACTIVE', '\$24.1K', 'PRIVATE', and 'EXPIRED VENDOR DOCUMENT(S)'. The central feature is a timeline from 2023 to 2024, showing key dates: Start Date (July 2023), Lead Time (January 2024), and End Date (April 2024). Red arrows point to 'Auto email reminders' (a bell icon) and 'Custom reminders' (an envelope icon) on the timeline.

Details

To view the specific details for the contract, simply scroll down to the **Details** section below the timeline.

Vendor: Clicking on the Vendor name will take you to their Vendor record. The coloured dot will only appear if you have the **Vendor Performance Management** module enabled and the Vendor has been scored on performance. The colour of the dot is associated with the rating of the Vendor's performance.

Auto-renewable: This is a flag used to denote contracts that will automatically renew unless you take action to cancel them (eg. a rental agreement will automatically switch to month-to-month at the end of the lease unless someone cancels it). This is a filtering flag only and will not automatically renew the contract or change terms.

Extendable: You have the *option* of extending this contract into future Contract Terms. If you do not change the active Contract Term, then the contract will end when the currently active Contract Term expires. This is a filtering flag only and will not automatically renew the contract or change terms.

Each contract also contains additional sections listed on the left-hand side where you can access, view, and edit more of the contract's information:

1. Approvals
2. Commodity Codes
3. Terms & Change orders
4. Vendor Contacts
5. Documents
6. People
7. Reminders

Each section is comprised of columns that are fully sortable by clicking on the column heading. In the upper right hand corner of each section you will see a button allowing you to add/create additional items to the section (i.e. add additional Vendor contacts, documents etc...).

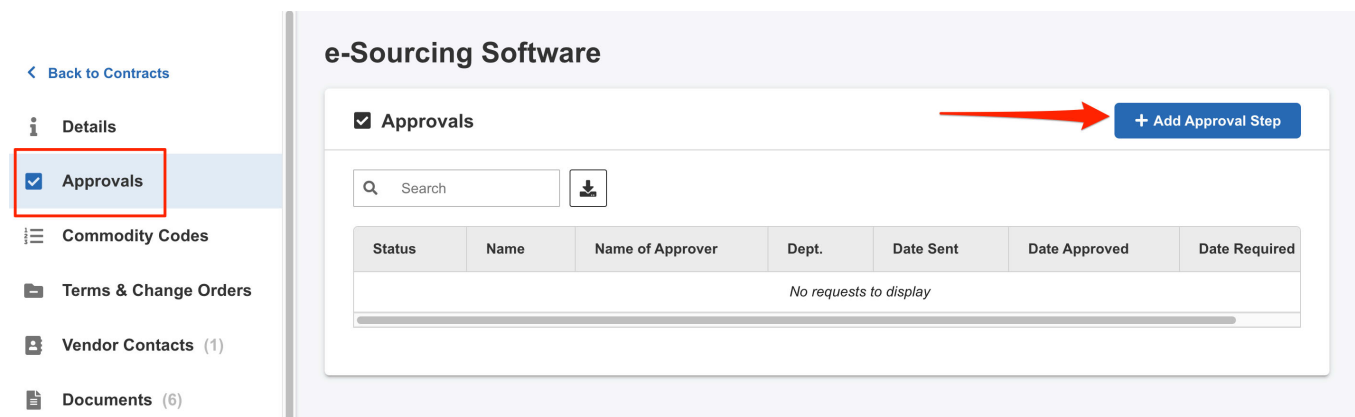
Let's have a closer look at each section:

Approvals

Contract Approvals is a place for users to configure approval requests to include key information. Approvers are notified of new requests via email, and can follow the link in the email to respond and leave comments on the approval.

You can create approvals even inside Expired or Terminated contracts as you may need or want to extend or renew contracts even past a certain status.

For more information on **Approvals**, please see our article on **Bonfire Approvals**. (<https://support.gobonfire.com/hc/en-us/articles/1500009142181>)



Commodity Codes

Commodity codes allow the Buyer to tag a contract with a Commodity Code.

Commodity Codes are displayed along with titles and descriptions. You can search for Commodity Codes by code or by keyword. Click on the corresponding "+" icon to add a particular code to the Contract.

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- Details
- Commodity Codes**
- Terms & Change Orders
- Vendor Contacts (3)
- Documents (4)
- People
- Reminders (3)
- Performance Surveys (1)

HQ Building Renovations

Commodity Codes

7210 ✕ 7212 ✕ 721015 ✕ 721211 ✕ 72121103 ✕

Code Set: UNSPSC

Code:

Keyword search:

Add code to contract

Code	Title	Description	Add
10	Live Plant and Animal Material and Accessories and Supplies	This segment includes live, wild and domesticated, seeds and plan...	+
11	Mineral and Textile and Inedible Plant and Animal Materials	This segment includes unprocessed materials such as stone, soil a...	+
12	Chemicals including Bio Chemicals and Gas Materials	This segment includes inorganic and organic chemicals and compo...	+
13	Resin and Rosin and Rubber and Foam and Film and Elastomeric ...	This segment includes rubber and plastic material, including elasto...	+
14	Paper Materials and Products	This segment includes paper used for commercial printing, forms, e...	+
15	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	This segment includes natural occurring gases and processed mat...	+

Terms & Change Orders

Terms and Change Orders allow a user to create and track terms and change orders in a contract.

The active term is shown by the highlighted and check-marked value under the Term/Change Order column. Inactive terms can be deleted by clicking on the "Actions" button next to the term, and then selecting "Delete". Terms and Change Orders can be added to the contract by clicking on the "+Add Term" and "+Add Change Order" buttons at the bottom of the section.

Lastly, all of the terms shown in the Terms & Change Orders table can be exported to Excel by clicking on the download button at the bottom of the section.

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- Commodity Codes
- Terms & Change Orders**
- Vendor Contacts (1)
- Documents (23)
- People
- Reminders (1)
- Performance Surveys (2)

New Hire Contract

Terms & Change Orders

Term/Change Order	Value	Value +/-	Start Date	Start Date +/-	End Date	End Date +/-	Spend Comments	Actions
Term 1 ✓	\$5,420,000.00 (CAD)		14 Oct 2022		01 Jan 2026			
1.0	\$0.00 (CAD)		01 Jul 2022		01 Jan 2026			Actions
1.1	\$5,420,000.00 (CAD)	\$5,420,000.00 (CAD)	14 Oct 2022	15 Weeks	01 Jan 2026	0 Weeks		Actions
Term 2	\$150,000.00 (CAD)		01 Jul 2023		01 Jan 2027		Hard cap at 500 000	
2.0	\$150,000.00 (CAD)		01 Jul 2023		01 Jan 2027		Hard cap at 500 000	Actions
Total Value (with change orders)	\$5,570,000.00 (CAD)							
Total Value (without change orders)	\$150,000.00 (CAD)							

+ Add Term
Change Active Term
+ Add Change Order
Download raw Excel data

Vendor Contacts

Contact names are displayed along with email and phone numbers. You can edit or delete the contact by clicking on the corresponding **Actions** button. You can filter out the list by typing a string into the **Search** bar in the upper right hand side. Searches are performed on all information displayed in the various columns.

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Details

Commodity Codes

Terms & Change Orders

Vendor Contacts (3)

Documents (4)

People

Reminders (3)

Performance Surveys (1)

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Vendor Contacts (3)

Create

Search

First Name	Last Name	Email	Phone Number	Notes	Actions
Clark	Kent	clarkK@email.com			Actions
Peter	Parker		555-123-4567		Actions
Tony	Stark		555-987-6543		Actions

Edit

Delete

Powered by Bonfire

Documents

Documents are displayed along with the document type and description. You can edit, delete, view, or download a document by clicking on the corresponding **Actions** button. You can filter out the list by typing a string into the **Search** bar in the upper right-hand side. Searches are performed on all information displayed in the various columns.

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Terms & Change Orders

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Performance Surveys (1)

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Documents (4)

Upload

Bulk Actions

Search

Document	Type	Description	Public	Date Uploaded	Actions
Bid Form.pdf	Other	Proposal document copied from Construction Service → Electrical	✗	Jan 29th 2021, 2:15 PM EST	Actions
Certificate of Insurance.pdf	Other	Proposal document copied from Construction Service → Electrical	✗	Jan 29th 2021, 2:15 PM EST	Actions
Certification.pdf	Other	Proposal document copied from Construction Service → Electrical	✗	Jan 29th 2021, 2:15 PM EST	Actions
History of Similar Work.pdf	Other	Proposal document copied from Construction Service → Electrical	✗	Jan 29th 2021, 2:15 PM EST	Actions

Edit

Delete

View

Download

The documents can be viewed by anyone who was explicitly added to the contract (see **People** section below for more info) and anyone with department-level access in the module. If the document is marked as Public, then it will also be available to anyone outside the organization. If your contract is marked as

Public, then this setting can be toggled at the time the document is created:

Create Contract Document

File

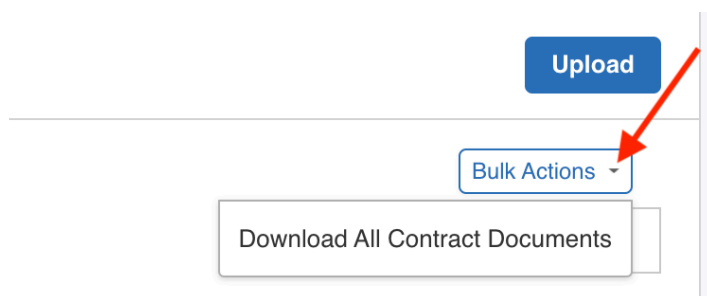
Type

Description

☒ **Public** ☐

☐ Create another

In the case that you would like to save all the documents associated with a Contract, you can do so by clicking on the Bulk Actions menu at the top right and selecting Download All Documents:



People

People associated with the contract are displayed along with their contact email and their access. You can edit or delete a person by clicking on the corresponding **Actions** button. You can filter out the list by typing a string into the Search bar in the upper right-hand side. Searches are performed on all information displayed in the various columns.

Every person added under this section will have the ability to view all of the contract details and documents. You can, in addition, grant the person full control over the contract which will allow them to edit all aspects of the contract.

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- People (3)**
- Reminders (3)

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People (3)

Add

Search

Name	Email	View?	Full Control?	Receive Auto-Reminders?	Label	Actions
Alfred Aggie	kshantz+reviewer1@gobonfire.com	✓		✓		Actions -
Garry Garrison	kshantz+observer1@gobonfire.com	✓		✓		Actions -
Katelyn Shantz	kshantz@gobonfire.com	✓	✓	✓	Owner	Edit Delete

Reminders

Contract reminders are displayed along with their dates and the people the reminders are set for. You can edit or delete a reminder by clicking on the corresponding **Actions** button. You can filter out the list by typing a string into the Search bar in the upper right-hand side. Searches are performed on all information displayed in the various columns.

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- Reminders (3)**

HQ Building Renovations

Reminders (3)

Create

Search

Date	Reminder	People	Actions
Apr 1st 2021, 12:00 PM EDT	1st Project Milestone	Katelyn Shantz	Actions -
Aug 1st 2021, 2:00 PM EDT	2nd Project Milestone	Katelyn Shantz	Actions -
Dec 1st 2021, 2:00 PM EST	3rd Project Milestone	Katelyn Shantz	Edit Delete

Article Number

000009136

Article Created Date

26/06/2025 7:07 a.m.

URL Name

contract-details

Title

Contract Details

Bonfire
(/s/topic/OTOOL00000...

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