

Bidder Registration - GNWT Contract Event Opportunities Website


The GNWT Contract Event Opportunities website is an interactive system that allows vendors to download and bid on contracting opportunities online. Vendors can also sign up for notifications of new contracting opportunities as they arise in specific areas of interest.

Follow the script to learn how to register as a Bidder through the GNWT Contract Event Opportunities website.

When you have finished you will be able to:

- Register as a Bidder on the GNWT Contract Event Opportunities Website
- Sign-up for procurement categories for which you wish to receive email notifications.

Reminder:

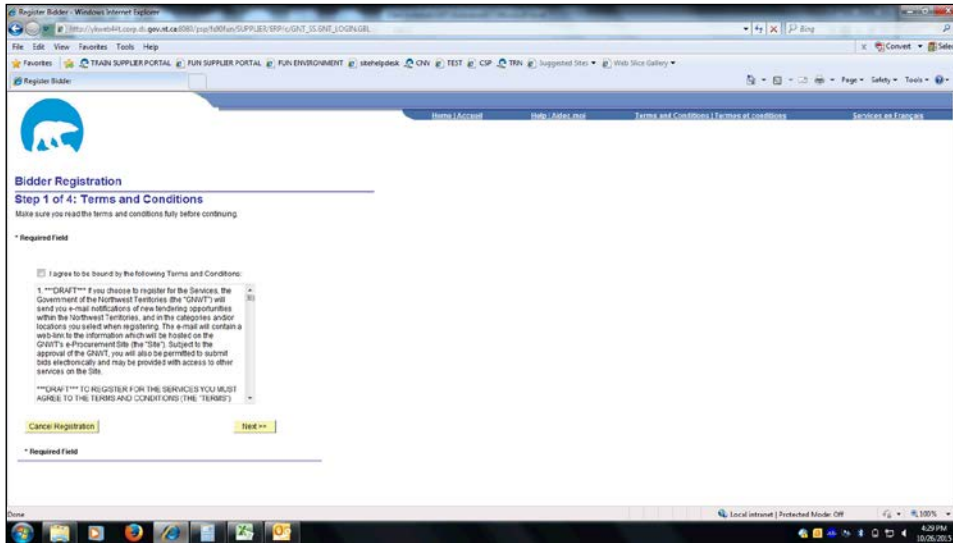
When navigating through the website do not use the back button  on your web browser to go back to previous screens. Please navigate using the links found on each page.


Disclaimer:

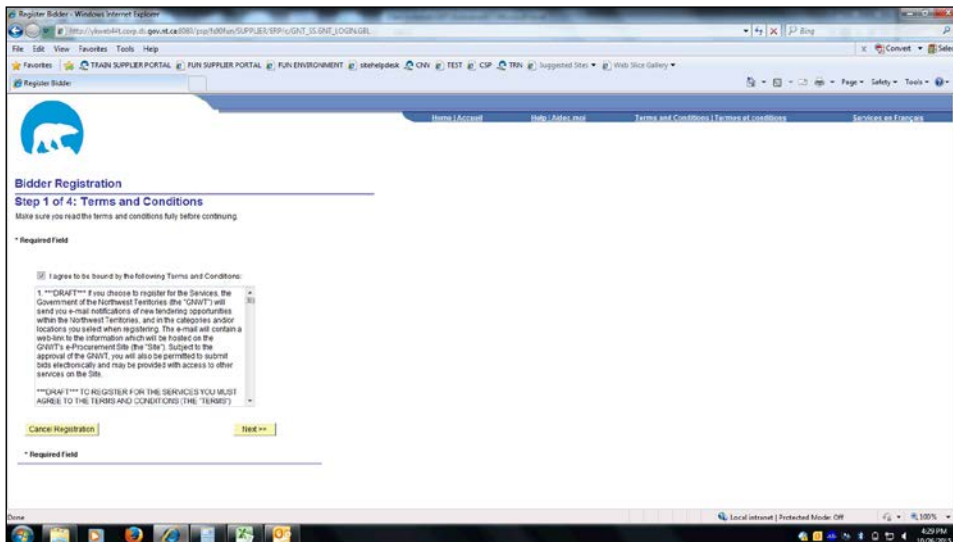
All screen captures in this guide use fictitious data and do not represent current or future GNWT procurement activities.

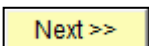


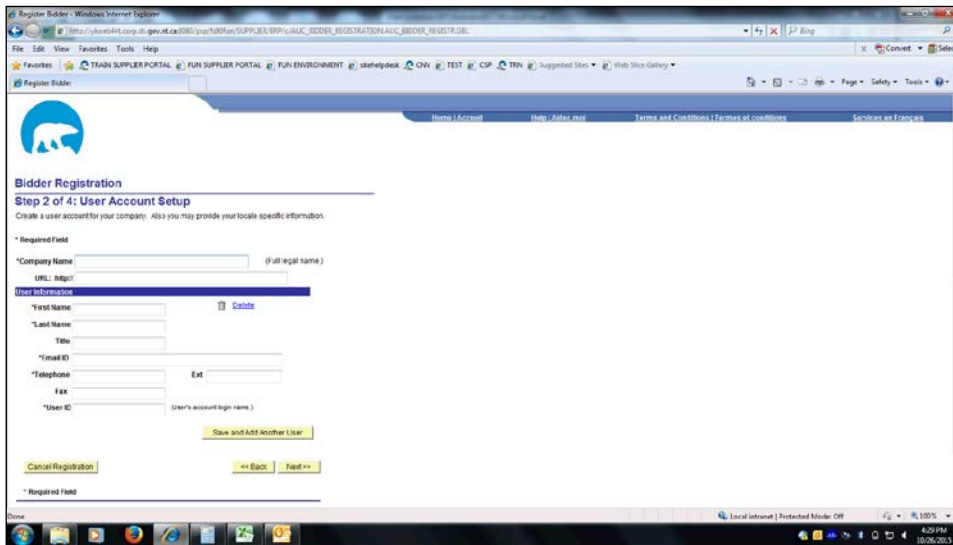
Step	Action
1.	To register as a bidder click the Register as a Bidder link. Register as a Bidder



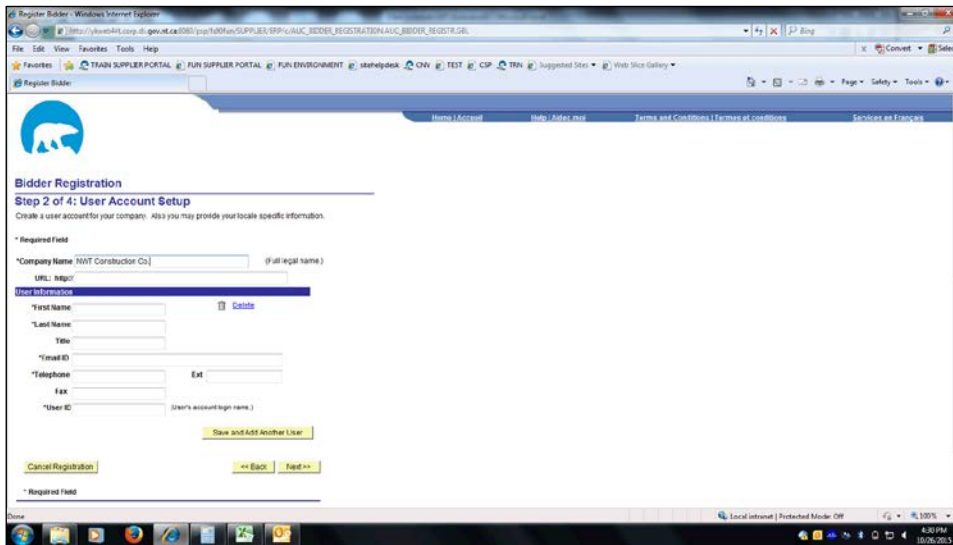
Step	Action
2.	<p>Read the Terms and Conditions. If you do not agree to be bound by the Terms and Conditions, you can click the “Cancel Registration” button to go back to Home page.</p> <p>If you do accept to be bound by the Terms and Conditions, click the I agree to be bound by the following Terms and Conditions checkbox.</p> 



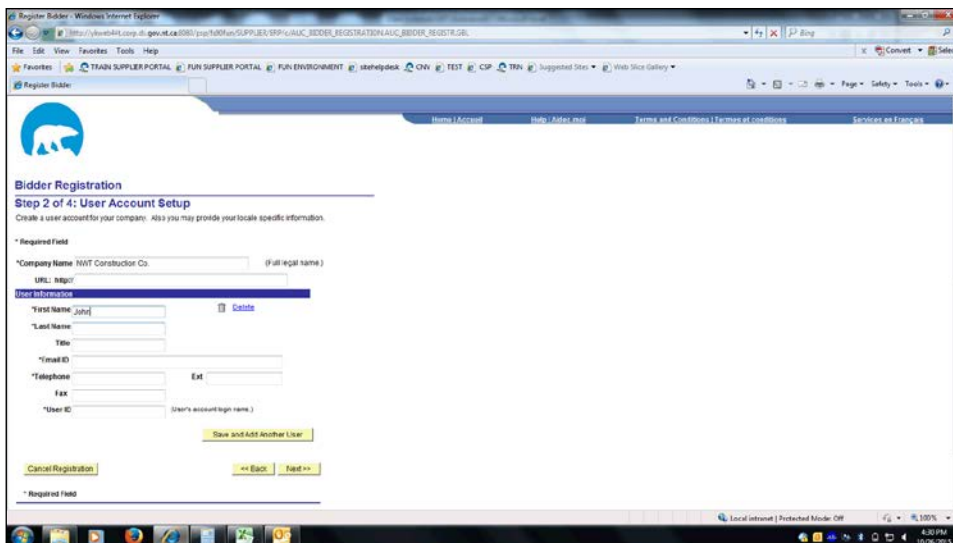
Step	Action
3.	<p>Click the Next >> button.</p> 



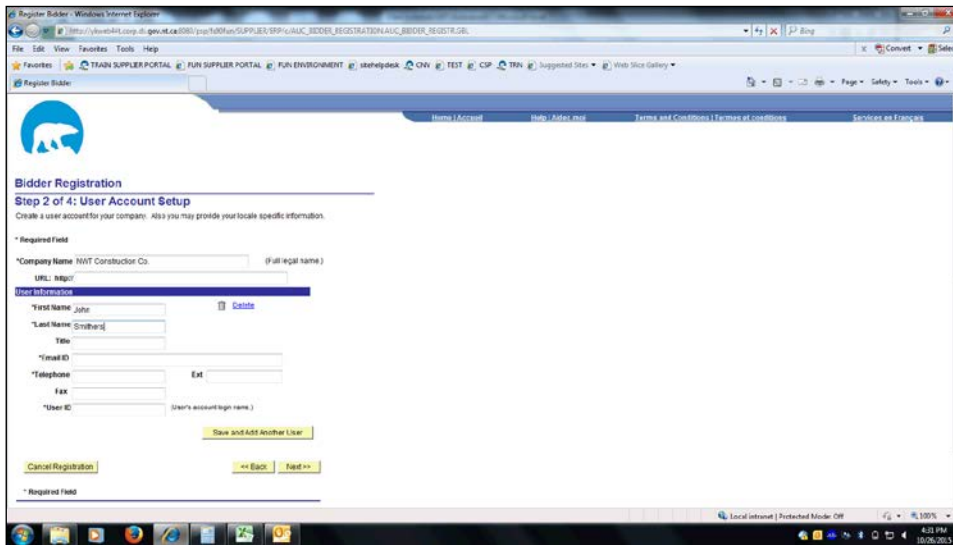
Step	Action
4.	<p>Enter your company name into the Company Name field.</p> <p>IMPORTANT! The company name being entered must be your Full Legal Company Name and match the name registered with the GNWT Business Incentive Policy registry (if registered). It is this Company Name that is attached to any online bids submitted through the GNWT Contract Event Opportunities website and is the company to which the contract will be awarded to if you are the successful bidder.</p>



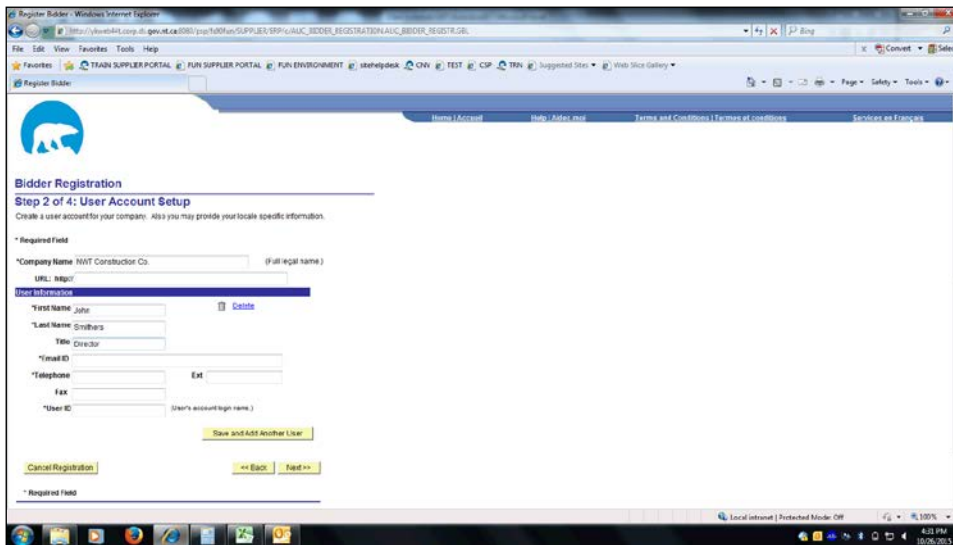
Step	Action
5.	Enter your first name into the First Name field. This is the first name of the person that will be submitting bids on behalf of your company and is authorized to bind your company to each and every term, condition, article, and obligation of the bid/proposal and any resultant contract.



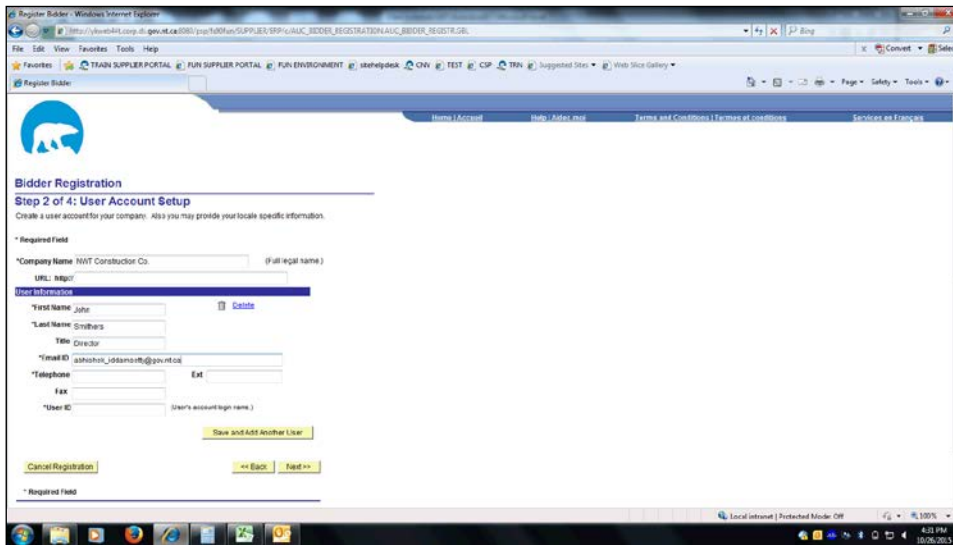
Step	Action
6.	Enter your last name into the Last Name field.



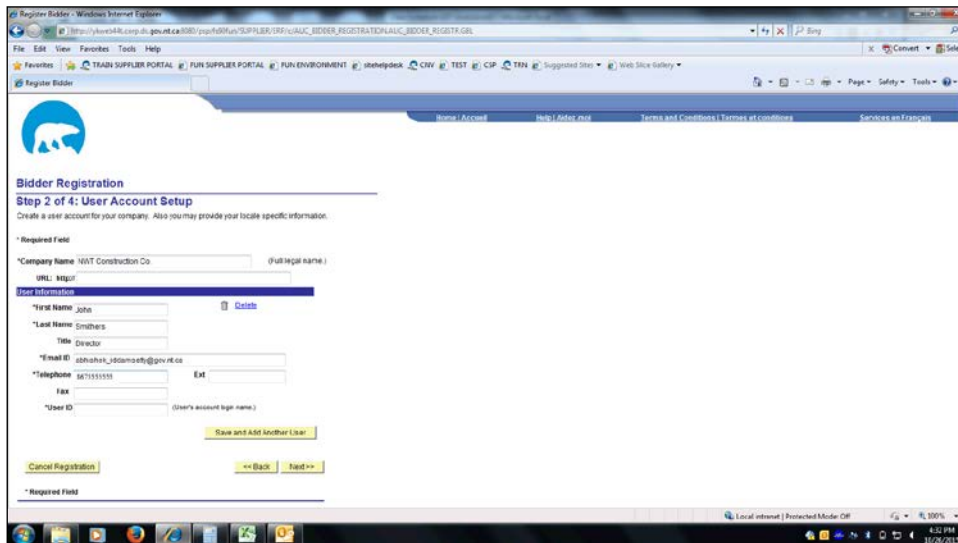
Step	Action
7.	If desired, enter your title into the Title field.



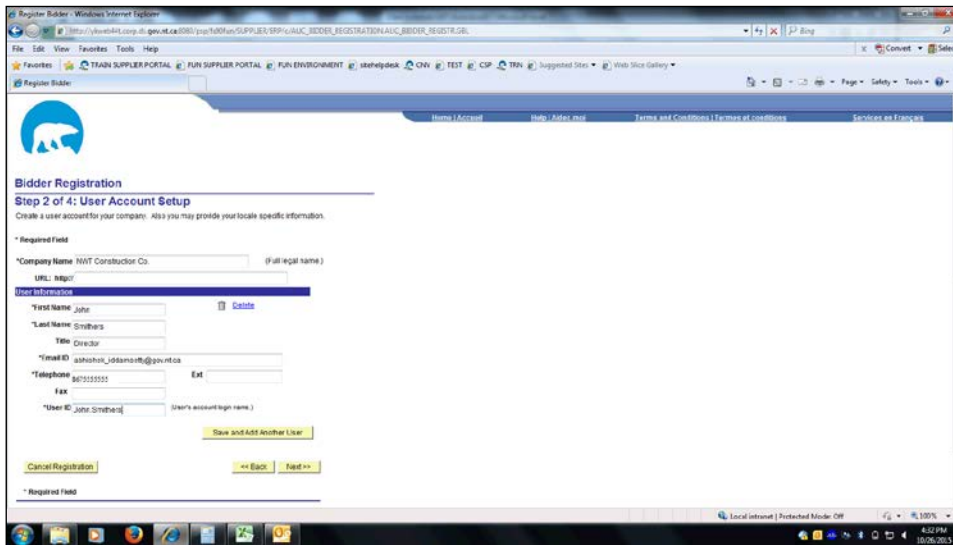
Step	Action
8.	Enter your email into the Email ID field. <ul style="list-style-type: none"> The system will use this email address to send you your initial password. Please change your password upon your initial sign in.

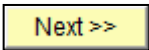


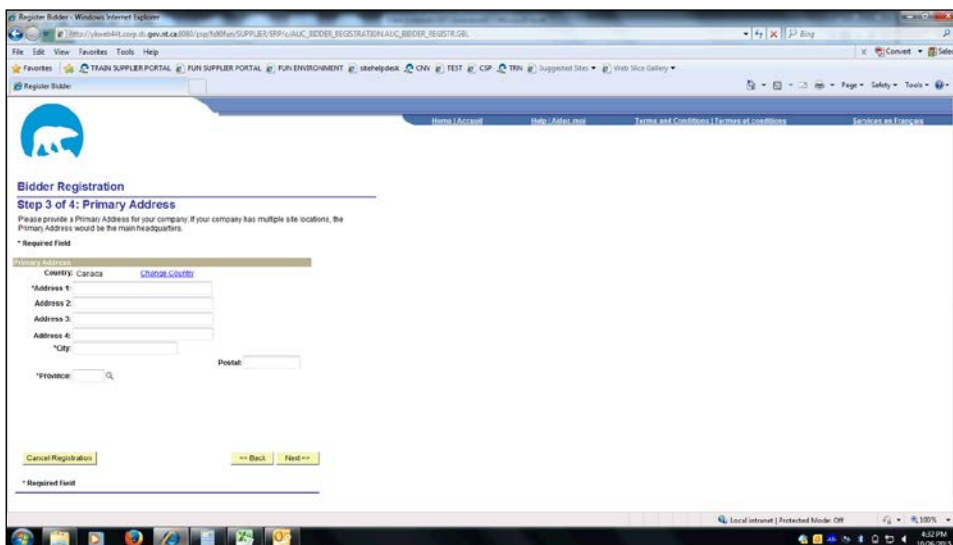
Step	Action
9.	Enter the desired information into the Telephone field.



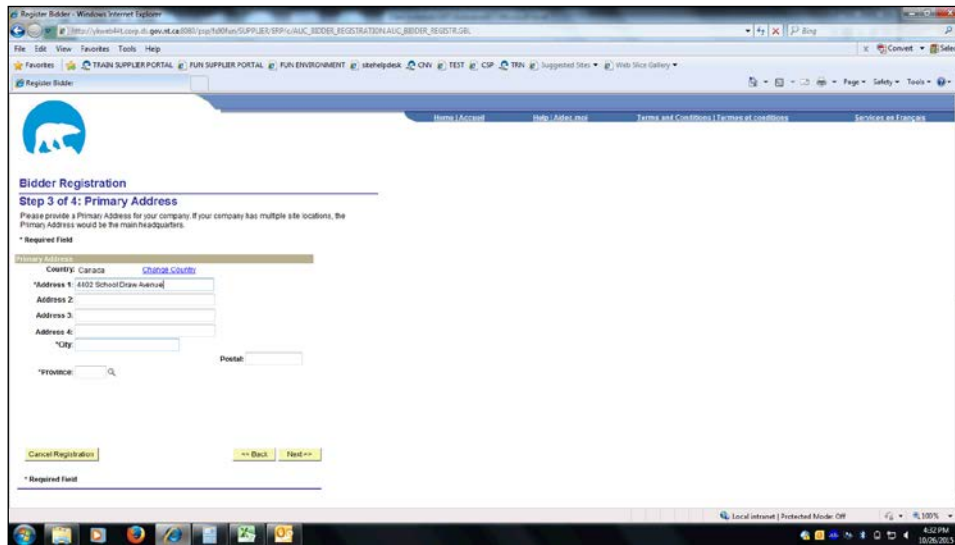
Step	Action
10.	<p>Create your User ID.</p> <ul style="list-style-type: none"> Choose a User ID that is easy for you to remember but is not obvious to others. Type your User ID into the User ID field. Spaces are not permitted.



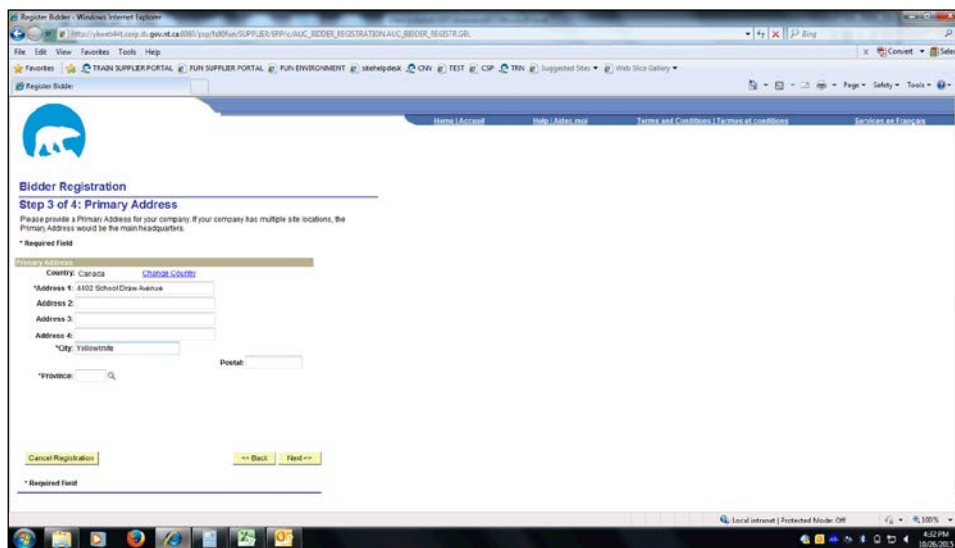
Step	Action
11.	Click the Next >> button. 



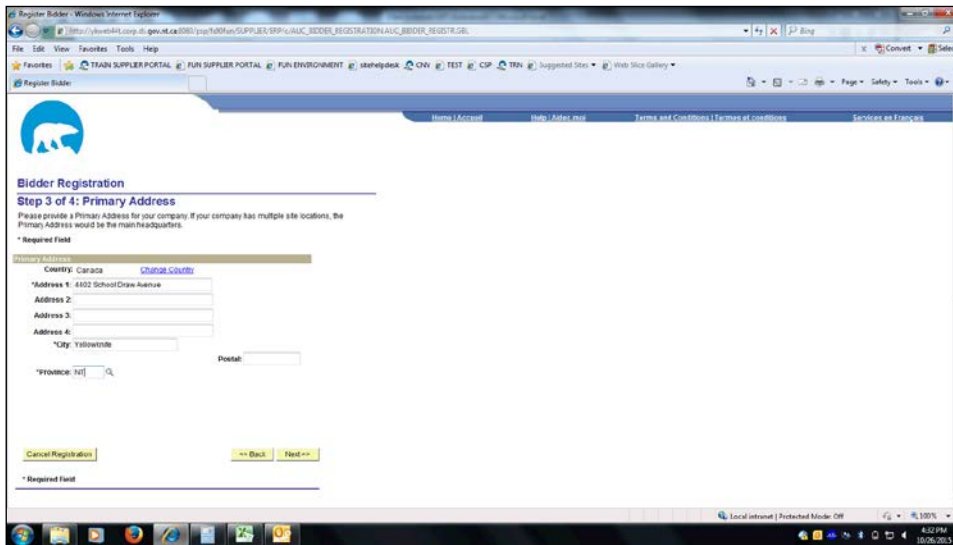
Step	Action
12.	Enter your address into the Address 1 field and, if required, the Address 2 field. <ul style="list-style-type: none"> The asterisk (*) indicates a mandatory field.

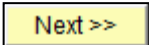


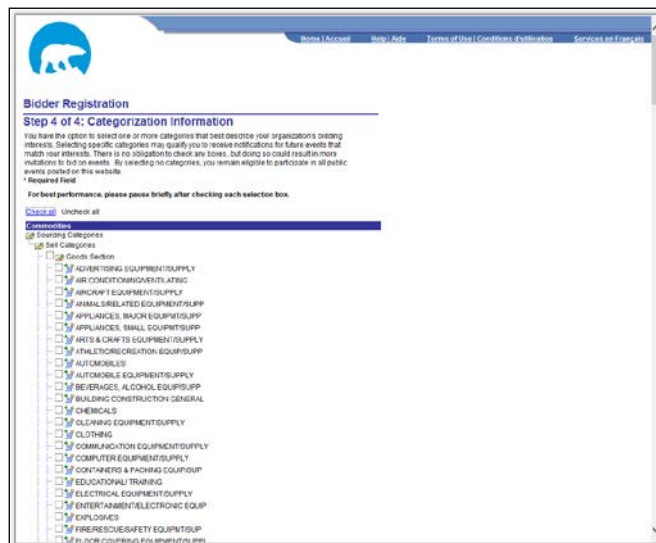
Step	Action
13.	Enter the name of your city or community into the City field.
Step	Action
14.	Enter the your postal code into the Postal field.




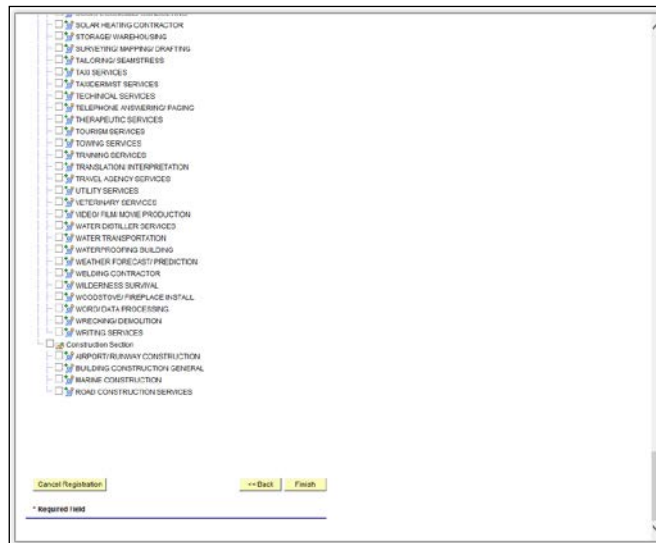
Step	Action
15.	Enter your province or territory code into the Province field. <ul style="list-style-type: none"> You can use the magnifying glass to look up your code.



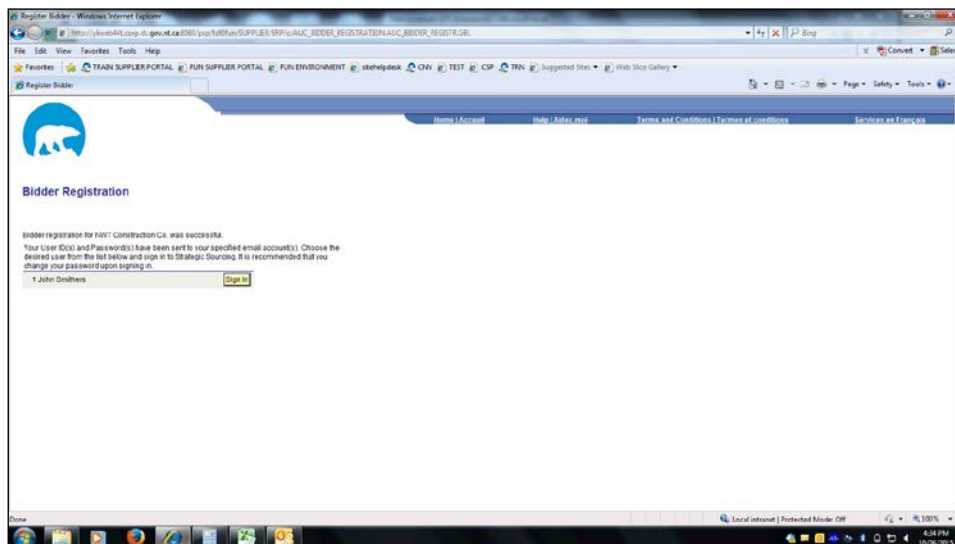
Step	Action
16.	Click the Next >> button. 



Step	Action
17.	Click the options that are of interest to you.  <p>NOTE: By selecting one or more categories of commodities you will receive an email notifying you of the posting of an Event in those specific categories.</p>



Step	Action
18.	<p>Click the Finish button when you have finished entering all of the categories or commodities that are of interest to you. You can use the << Back button at any point to go back to a previous screen.</p> <div data-bbox="352 1048 501 1099" style="border: 1px solid black; padding: 2px; display: inline-block; margin: 10px 0;">Finish</div> <p>NOTE: You will now receive an email with your system-generated password.</p>



Step	Action
19.	<p>You are now brought to the Bidder Registration page. Log into your email and get your system-generated password.</p>

Bidder Registration Confirmation

You have been successfully registered as a Bidder on the GNWT Contract Event Opportunities website.

Sign In Credentials

User ID: 789789
Password: 78978922

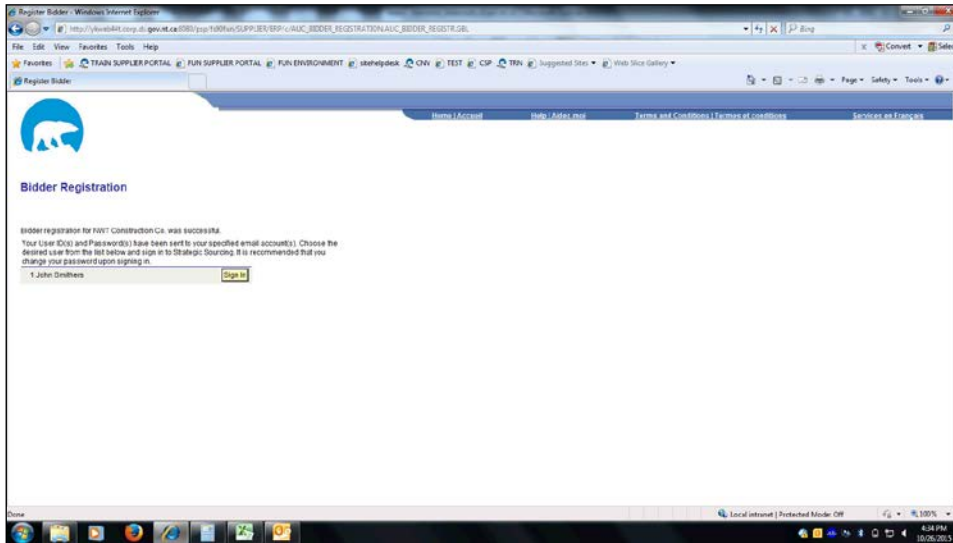
Information


Please change your password the first time you sign in.

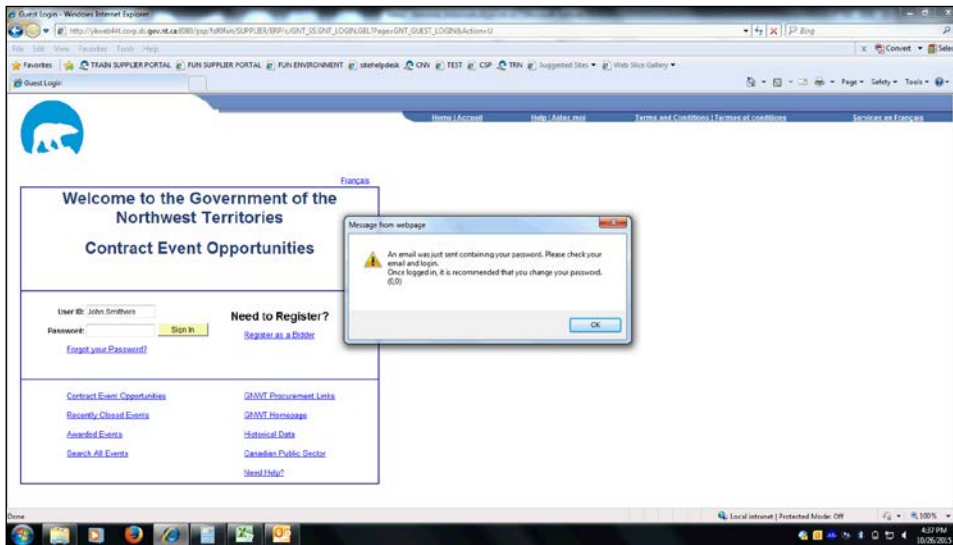
To sign in, bid on events, or to manage your bidder profile, please visit: <https://contracts.fin.gov.nt.ca>.

If you wish to contact us, please do not reply to this message but instead go to <http://www.fin.gov.nt.ca/services/procurement/procurement-help>.

Step	Action
20.	This is an example of the email from the GNWT Contract Event Opportunities website with your system-generated password.



Step	Action
21.	Click the Sign In button. 



Step	Action
22.	You will receive a pop-up indicating that an email was just sent containing your password. Click the OK button. <div data-bbox="363 981 539 1034" style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> OK </div>



Step	Action
23.	Congratulations you have now successfully set up your User ID and Password into the GNWT Contract Event Opportunities website.