

## 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:

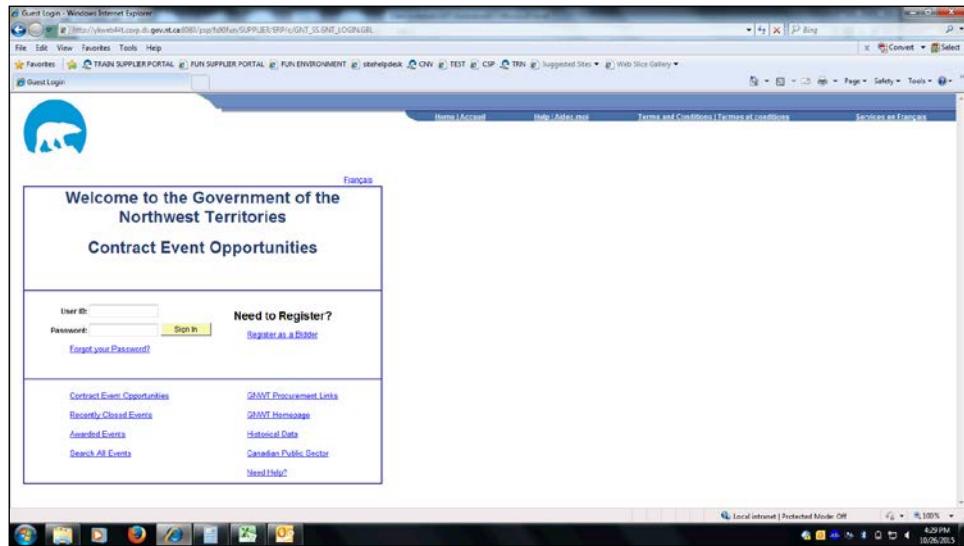
- Register as a Bidder on the GNWT Contract Event Opportunities Website
- Sign-up for procurement categories for which you wish to receive email notifications.

### Reminder:

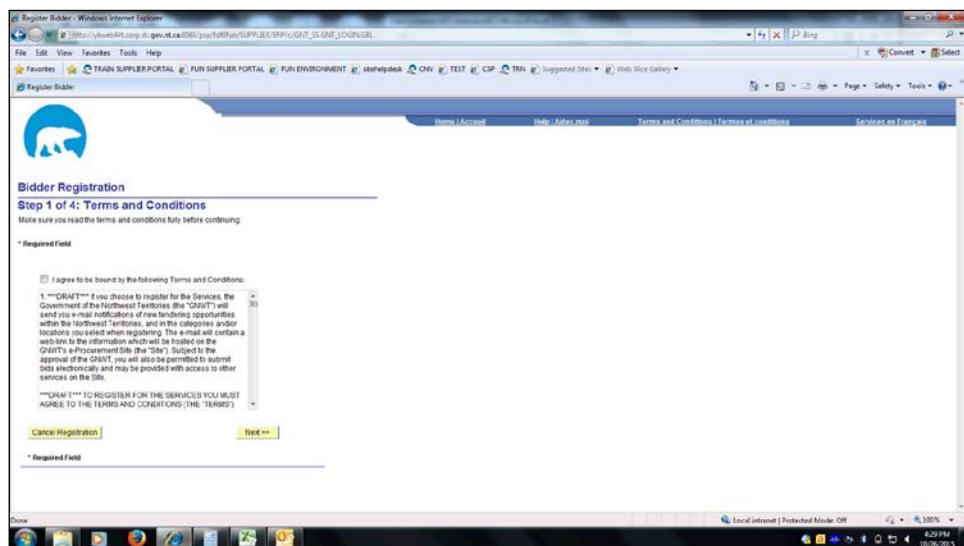
When navigating through the website do not use the back button  on your web browser to go back to previous screens. Please navigate using the links found on each page.

### 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 <b>Register as a Bidder</b> link. <a href="#">Register as a Bidder</a>



**Bidder Registration**  
**Step 1 of 4: Terms and Conditions**  
 Make sure you read the terms and conditions fully before continuing.

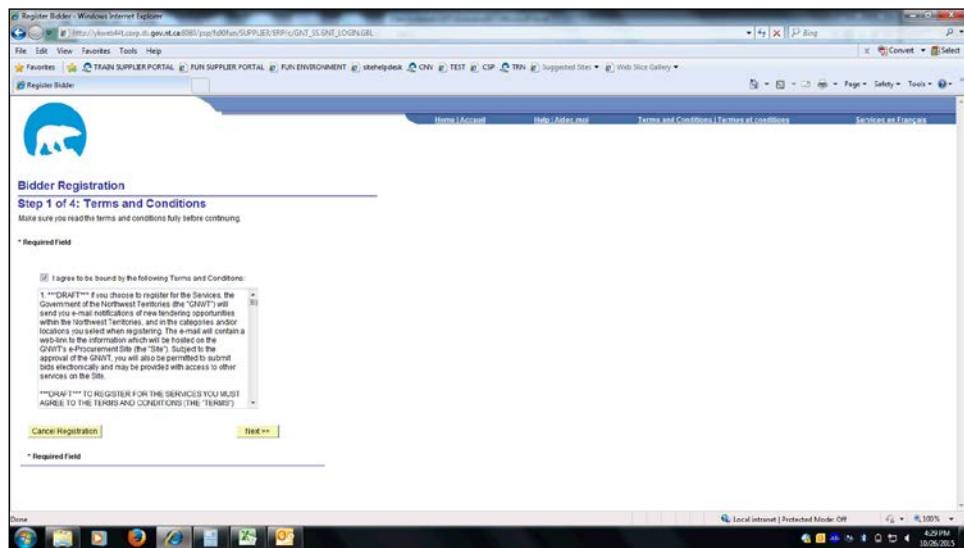
\* Required Field

I agree to be bound by the following Terms and Conditions:  
 1. \*\*\*DRAFT\*\*\* If you choose to register for the Services, the Government of the Northwest Territories (the "GNWT") will receive your application and will use your information to provide services within the Northwest Territories, and in the categories and/or locations you selected when registering. The e-mail will contain a confirmation of your registration. You will receive an e-mail from the GNWT's e-Procurement Site (the "Site"). Subject to the approval of the GNWT, you will also be permitted to submit tenders electronically and may be provided with access to other services on the Site.  
 \*\*DRAFT\*\* TO REGISTER FOR THE SERVICES YOU MUST AGREE TO THE TERMS AND CONDITIONS (THE "TERMS")

**Cancel Registration** **Next >>**

\* Required Field

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 <b>I agree to be bound by the following Terms and Conditions</b> checkbox.</p> <div style="text-align: center;"><input checked="" type="checkbox"/></div>



**Bidder Registration**  
**Step 1 of 4: Terms and Conditions**  
 Make sure you read the terms and conditions fully before continuing.

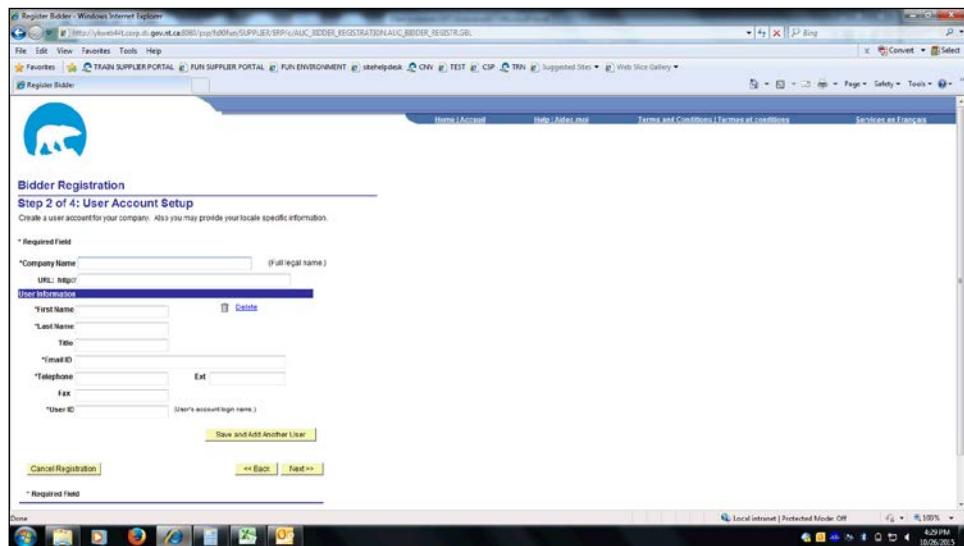
\* Required Field

I agree to be bound by the following Terms and Conditions:  
 1. \*\*\*DRAFT\*\*\* If you choose to register for the Services, the Government of the Northwest Territories (the "GNWT") will receive your application and will use your information to provide services within the Northwest Territories, and in the categories and/or locations you selected when registering. The e-mail will contain a confirmation of your registration. You will receive an e-mail from the GNWT's e-Procurement Site (the "Site"). Subject to the approval of the GNWT, you will also be permitted to submit tenders electronically and may be provided with access to other services on the Site.  
 \*\*DRAFT\*\* TO REGISTER FOR THE SERVICES YOU MUST AGREE TO THE TERMS AND CONDITIONS (THE "TERMS")

**Cancel Registration** **Next >>**

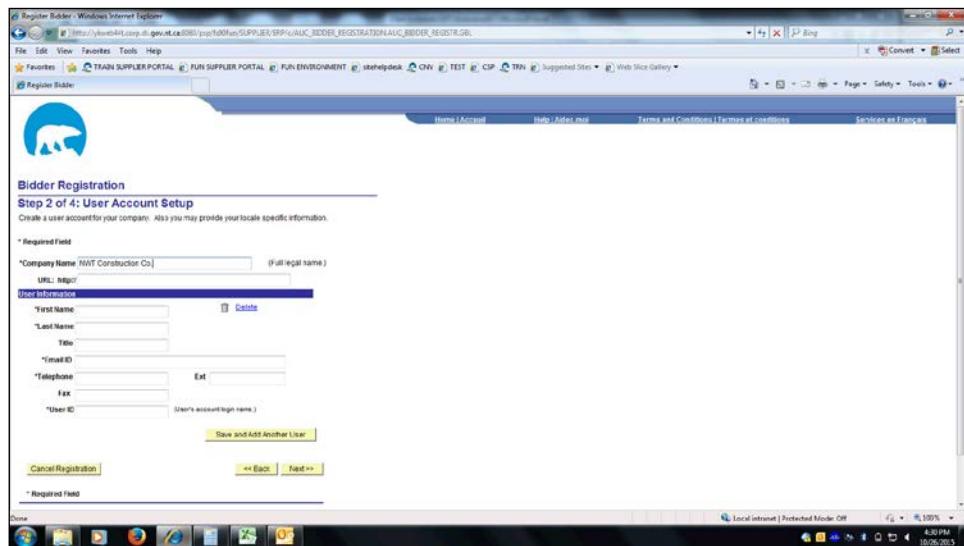
\* Required Field

Step	Action
3.	<p>Click the <b>Next &gt;&gt;</b> button.</p> <div style="text-align: center;"><b>Next &gt;&gt;</b></div>



Register Bidder - Windows Internet Explorer  
 https://yukon412corp.dti.gov.nt.ca:8080/pap/f080n/SUPPLIER/ERP/c/AUC\_BIDDER\_REGISTRATION/AUC\_BIDDER\_REGISTR.GBL  
 File Edit View Favorites Tools Help  
 Favorites TRAIN SUPPLIER PORTAL FUN SUPPLIER PORTAL FUN ENVIRONMENT stethelpdesk CNV TEST CIP TRN Suggested Sites Web Slice Gallery  
 Register Bidder Home Account Help / About this site Terms and Conditions Services en Francais  
 Bidder Registration  
 Step 2 of 4: User Account Setup  
 Create a user account for your company. Also you may provide your locale specific information.  
 \* Required Field  
 \*Company Name  (Full legal name)  
 URL:  [Delete](#)  
 User Information  
 \*First Name  [Delete](#)  
 \*Last Name   
 Title   
 \*Email   
 \*Telephone  Ext.   
 Fax   
 \*User ID  (User's account login name.)  
[Save and Add Another User](#)  
[Cancel Registration](#) [« Back](#) [Next »](#)  
 \* Required Field  
 Done Local Intranet | Protected Mode Off 4:100% 4:29 PM 10/26/2015

Step	Action
4.	<p>Enter your company name into the <b>Company Name</b> field.</p> <p><b>IMPORTANT!</b>  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>



**Bidder Registration**  
**Step 2 of 4: User Account Setup**  
Create a user account for your company. Also you may provide your locale specific information.

\* Required Field

\*Company Name: NWT Construction Co. (Full legal name)  
URL: nwtco

User Information

\*First Name:

\*Last Name:

Title:

\*Email ID:

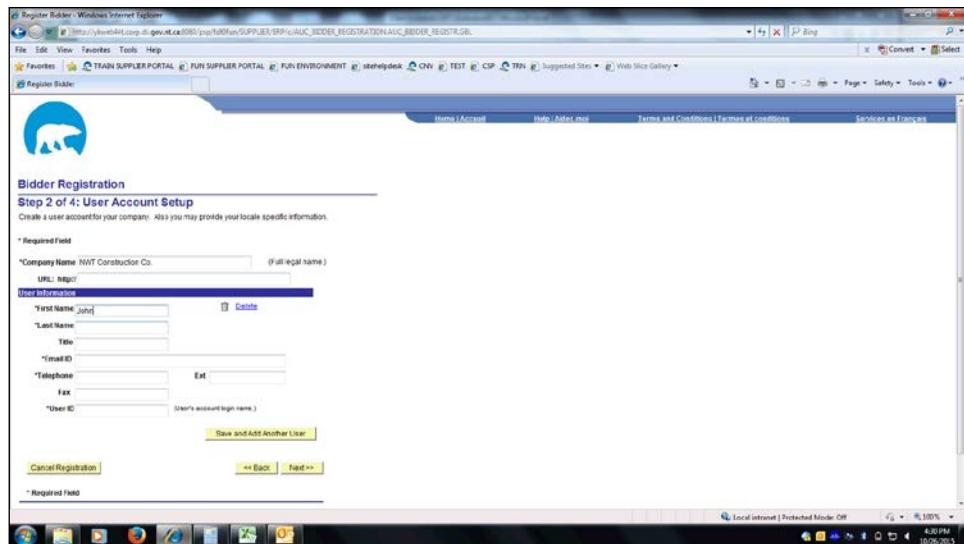
\*Telephone:  Ext:

Fax:

\*User ID:  (User's account login name.)

\* Required Field

Step	Action
5.	Enter your first name into the <b>First Name</b> 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.



**Bidder Registration**  
**Step 2 of 4: User Account Setup**  
Create a user account for your company. Also you may provide your locale specific information.

\* Required Field

\*Company Name: NWT Construction Co. (Full legal name)  
URL: nwtco

User Information

\*First Name: John

\*Last Name:

Title:

\*Email ID:

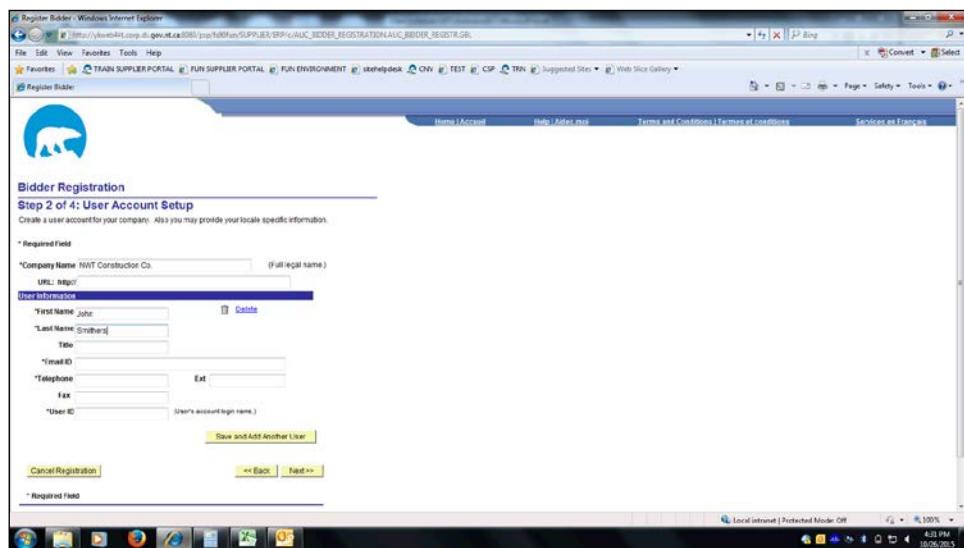
\*Telephone:  Ext:

Fax:

\*User ID:  (User's account login name.)

\* Required Field

Step	Action
6.	Enter your last name into the <b>Last Name</b> field.



**Bidder Registration**  
**Step 2 of 4: User Account Setup**  
Create a user account for your company. Also you may provide your locale specific information.

\* Required Field

\*Company Name: NWT Construction Co. (Full legal name)  
URL: nwtco

**User Information**

\*First Name: John

\*Last Name: Smithers  
Title: Director

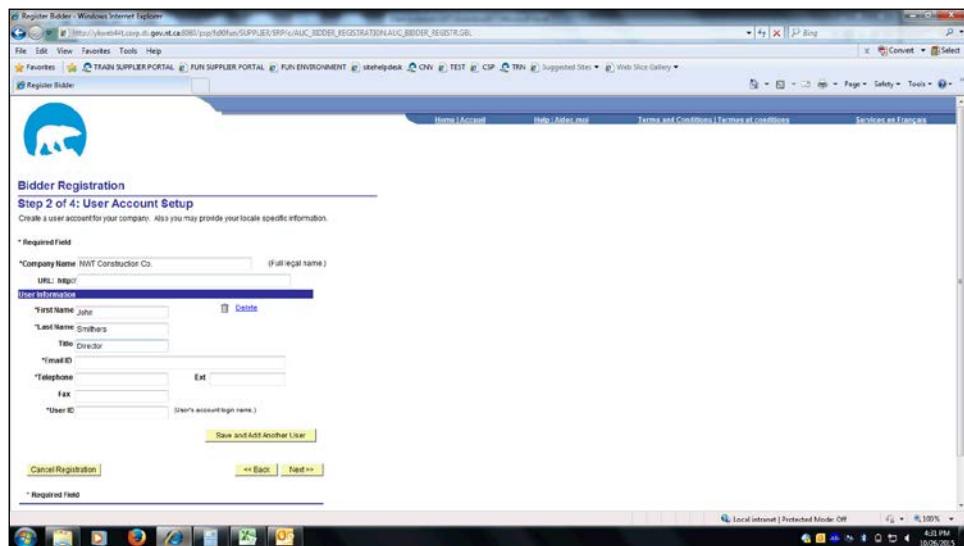
\*Email ID:

\*Telephone:

\*User ID: (User's account login name.)

\* Required Field

Step	Action
7.	If desired, enter your title into the <b>Title</b> field.



**Bidder Registration**  
**Step 2 of 4: User Account Setup**  
Create a user account for your company. Also you may provide your locale specific information.

\* Required Field

\*Company Name: NWT Construction Co. (Full legal name)  
URL: nwtco

**User Information**

\*First Name: John

\*Last Name: Smithers  
Title: Director

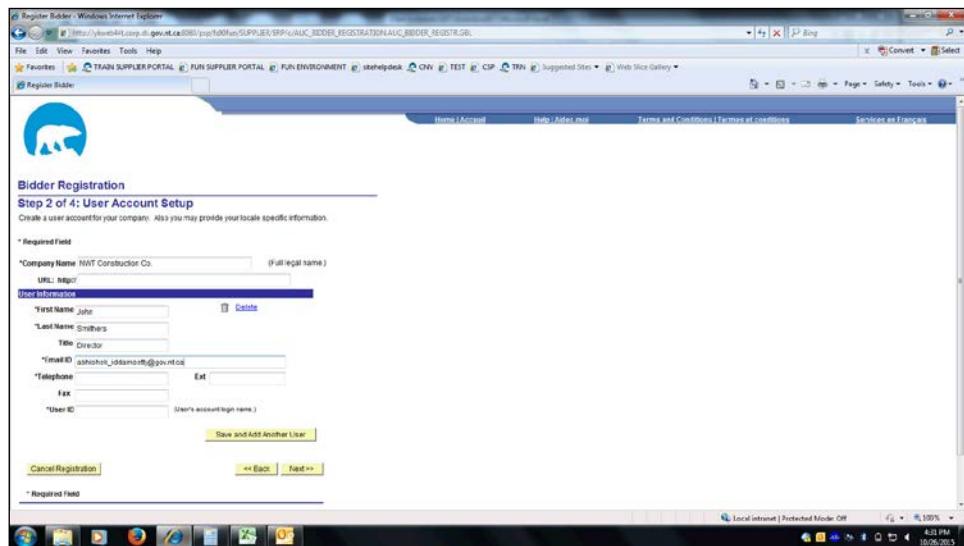
\*Email ID:

\*Telephone:

\*User ID: (User's account login name.)

\* Required Field

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



**Bidder Registration**  
**Step 2 of 4: User Account Setup**  
Create a user account for your company. Also you may provide your locale specific information.

\* Required Field

\*Company Name: NWT Construction Co. (Full legal name.)  
URL: nwtco

User Information

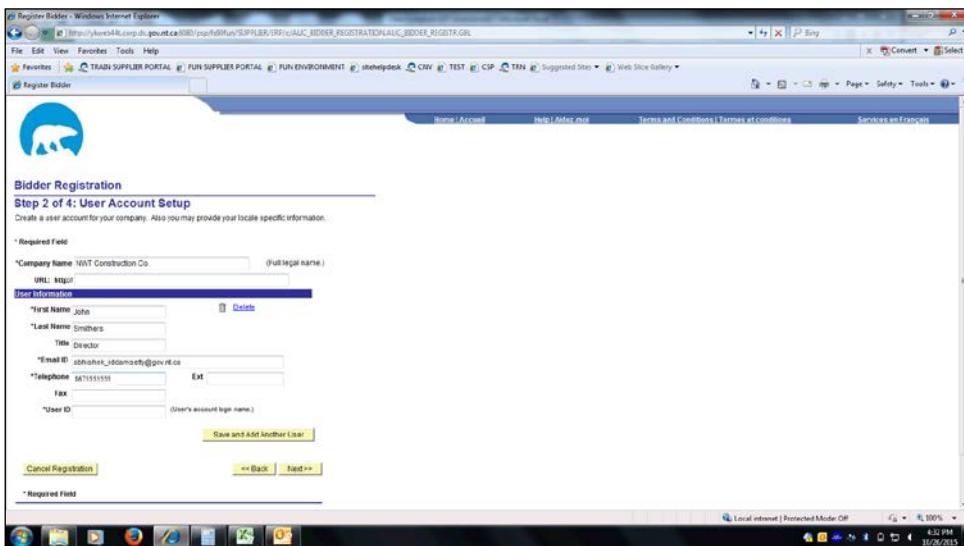
\*First Name: John  
\*Last Name: Smithers  
Title: Director  
\*Email ID: ashsmithers\_idamsoft@gov.nt.ca  
\*Telephone: Ext.  
Fax:  
User ID: (User's account login name.)

**Save and Add Another User**

**Cancel Registration** **<< Back** **Next >>**

**Required Field**

Step	Action
9.	Enter the desired information into the <b>Telephone</b> field.



**Bidder Registration**  
**Step 2 of 4: User Account Setup**  
Create a user account for your company. Also you may provide your locale specific information.

\* Required Field

\*Company Name: NWT Construction Co. (Full legal name.)  
URL: nwtco

User Information

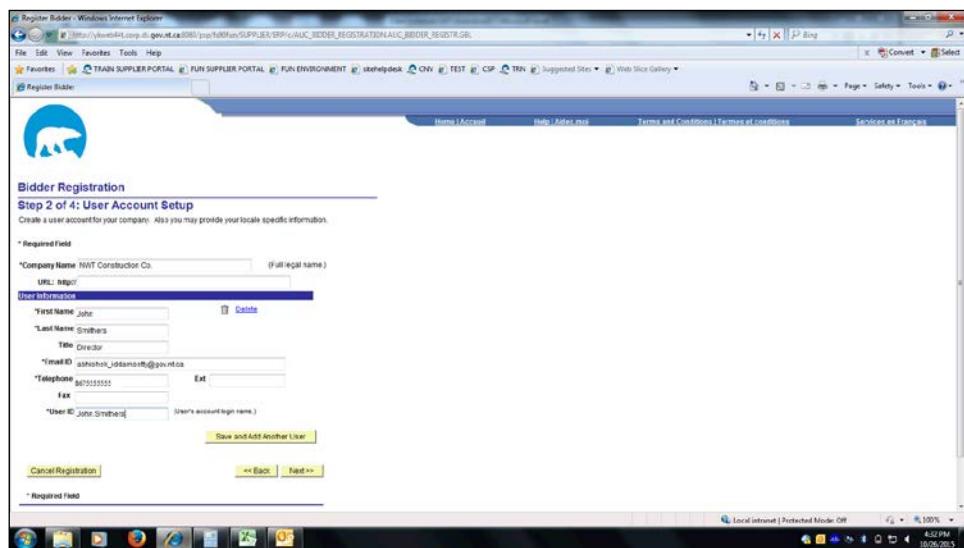
\*First Name: John  
\*Last Name: Smithers  
Title: Director  
\*Email ID: ashsmithers\_idamsoft@gov.nt.ca  
\*Telephone: 8675551555  
Fax:  
User ID: (User's account login name.)

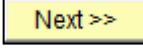
**Save and Add Another User**

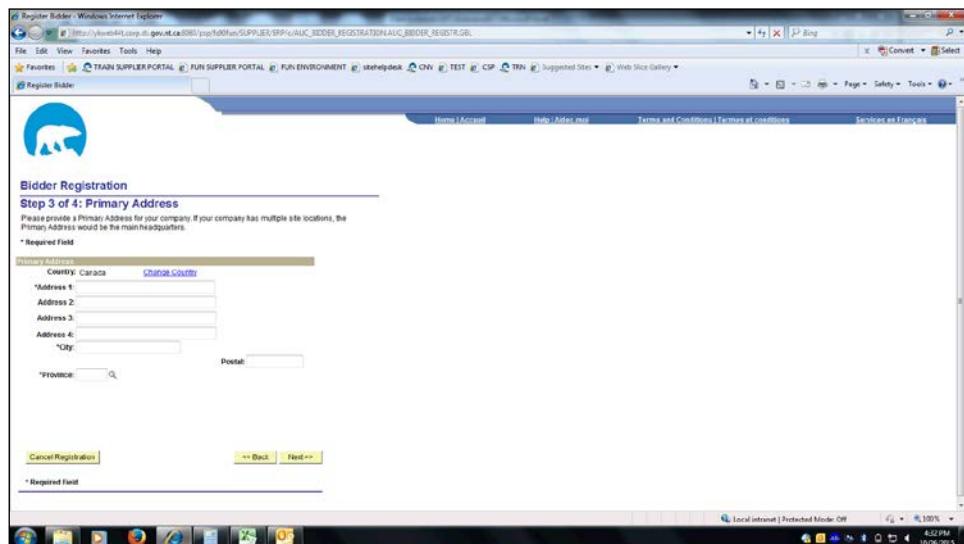
**Cancel Registration** **<< Back** **Next >>**

**Required Field**

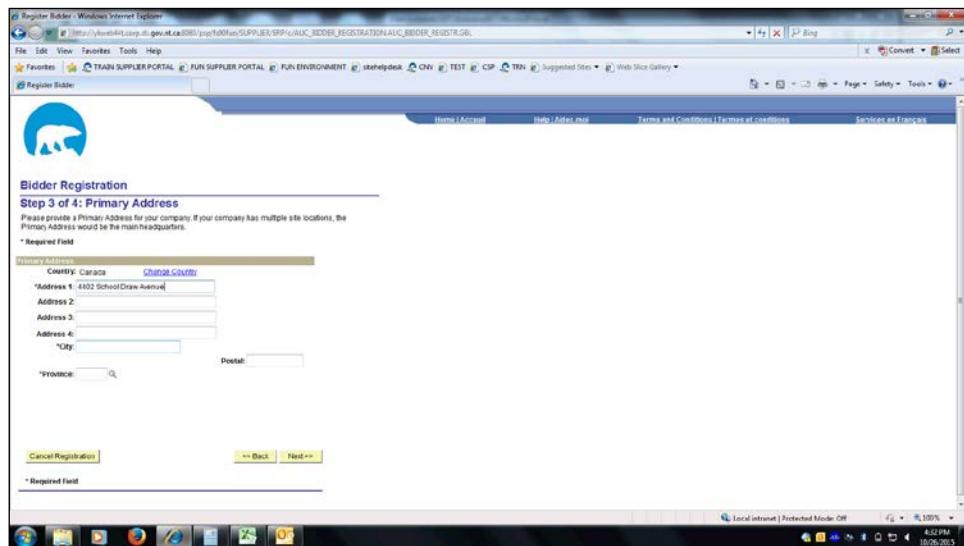
Step	Action
10.	<p>Create your User ID.</p> <ul style="list-style-type: none"> <li>Choose a User ID that is easy for you to remember but is not obvious to others.</li> <li>Type your User ID into the <b>User ID</b> field. Spaces are not permitted.</li> </ul>



Step	Action
11.	Click the <b>Next &gt;&gt;</b> button. 

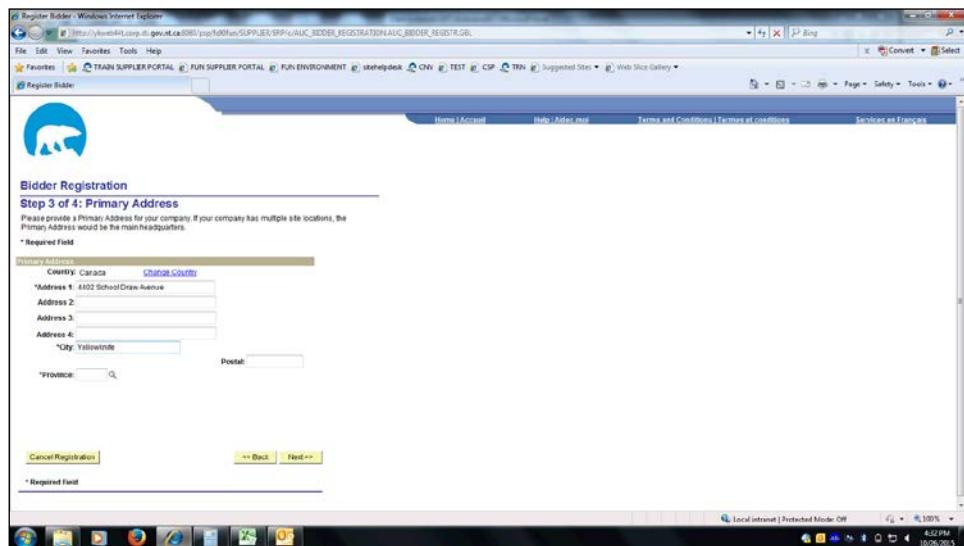


Step	Action
12.	Enter your address into the <b>Address 1</b> field and, if required, the <b>Address 2</b> field. <ul style="list-style-type: none"> <li>The asterisk (*) indicates a mandatory field.</li> </ul>



Register Bidder - Windows Internet Explorer  
 https://www4t4tcorp.dti.gov.nt.ca:8080/jsp/f00m/SUPPLIER/ERP/c/AUC\_BIDDER\_REGISTRATION/AUC\_BIDDER\_REGISTR.GBL  
 File Edit View Favorites Tools Help  
 Favorites TRAIN SUPPLIER PORTAL FUN SUPPLIER PORTAL FUN ENVIRONMENT sthelpdesk CNV TEST CIP TRN Suggested Sites Web Slice Gallery  
 Register Bidder Home | Account Help | About.nrd Terms and Conditions | Terms et conditions Services en Francais  
 Bidder Registration  
 Step 3 of 4: Primary Address  
 Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.  
 \* Required Field  
 Primary Address  
 Country: Canada Change Country  
 \*Address 1: 4102 School Drive Avenue  
 Address 2:  
 Address 3:  
 Address 4:  
 \*City: Yellowknife  
 Postal: X1A 2L9  
 \*Province:    
 Cancel Registration    
 \* Required Field  
 Local Intranet | Protected Mode Off 4:100% 4:32 PM 10/26/2015

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



Register Bidder - Windows Internet Explorer  
 https://www4t4tcorp.dti.gov.nt.ca:8080/jsp/f00m/SUPPLIER/ERP/c/AUC\_BIDDER\_REGISTRATION/AUC\_BIDDER\_REGISTR.GBL  
 File Edit View Favorites Tools Help  
 Favorites TRAIN SUPPLIER PORTAL FUN SUPPLIER PORTAL FUN ENVIRONMENT sthelpdesk CNV TEST CIP TRN Suggested Sites Web Slice Gallery  
 Register Bidder Home | Account Help | About.nrd Terms and Conditions | Terms et conditions Services en Francais  
 Bidder Registration  
 Step 3 of 4: Primary Address  
 Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.  
 \* Required Field  
 Primary Address  
 Country: Canada Change Country  
 \*Address 1: 4102 School Drive Avenue  
 Address 2:  
 Address 3:  
 Address 4:  
 \*City: Yellowknife  
 Postal: X1A 2L9  
 \*Province:    
 Cancel Registration    
 \* Required Field  
 Local Intranet | Protected Mode Off 4:100% 4:32 PM 10/26/2015

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



Register Bidder - Windows Internet Explorer

File Edit View Favorites Tools Help

Favorites TRAIN SUPPLIER PORTAL FUN SUPPLIER PORTAL FUN ENVIRONMENT stehelpdesk CNV TEST CSP TRN Suggested Sites Web Slice Gallery

Register Bidder

Home | Account Help | Address.mai Terms and Conditions | Terms of conditions Services en Fran鏰is

**Bidder Registration**

**Step 3 of 4: Primary Address**

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

\* Required Field

**Primary Address**

Country: Canada [Change Country](#)

\*Address 1: 4402 Schoolhouse Avenue

Address 2:

Address 3:

Address 4:  \*City: Yellowknife  postal:

\*Province: NT

[Cancel Registration](#) [Back](#) [Next](#)

\* Required Field

Step	Action
16.	<p>Click the <b>Next &gt;&gt;</b> button.</p> <div data-bbox="374 871 489 878" style="border: 1px solid black; padding: 5px; text-align: center;"><b>Next &gt;&gt;</b></div>



[Home](#) | [Account](#) [Help / Ads](#) [Terms of Use](#) | [Conditions d'utilisation](#) [Services en Français](#)

## Bidder Registration

### Step 4 of 4: Categorization Information

You have the option to select one or more categories that best describe your organization, helping interested buyers to find your organization for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events listed on this website.

**Required Field**

For best performance, please pause briefly after checking each selection box.

Uncheck all

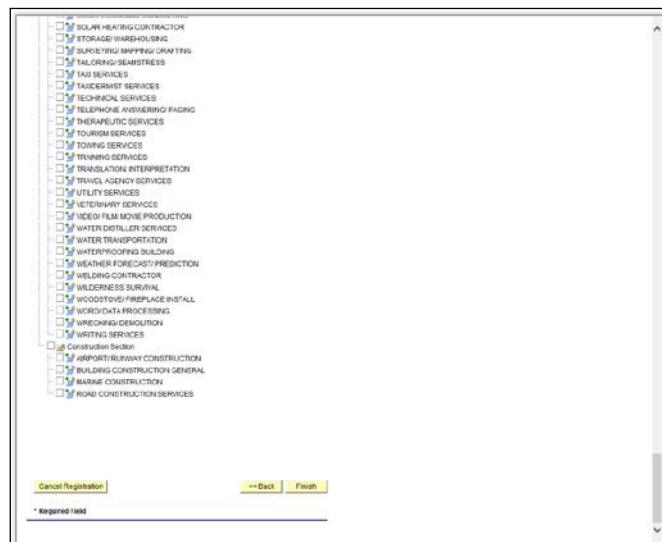
**Categories**

**Set Categories**

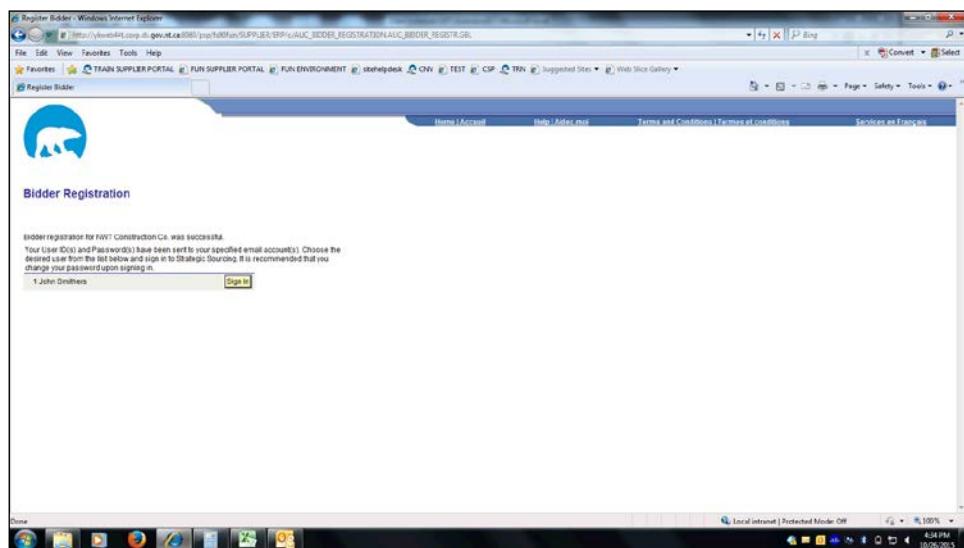
**Goods Section**

- ADVERTISING EQUIPMENT/SUPPLY**
- AIR CONDITIONING/VENTILATING**
- ARMED EQUIPMENT/SUPPLY**
- ANIMALS, FARM EQUIPMENT/SUPPLY**
- APPLIANCES, HOME EQUIPMENT/SUPPLY**
- APPLIANCES, SMALL EQUIPMENT/SUPPLY**
- ARTS & CRAFTS EQUIPMENT/SUPPLY**
- ATHLETIC/CREATION EQUIPMENT/SUPPLY**
- AUTOMOBILES**
- AUTOMOBILE EQUIPMENT/SUPPLY**
- BEVERAGES, ALCOHOL EQUIPMENT/SUPPLY**
- BUILDING CONSTRUCTION GENERAL**
- CHEMICALS**
- CLOTHING EQUIPMENT/SUPPLY**
- CLOTHING**
- COMMUNICATION EQUIPMENT/SUPPLY**
- COMPUTER EQUIPMENT/PERIPHERALS**
- CONTAINERS & FISHING EQUIPMENT**
- EDUCATIONAL TRAINING**
- ELECTRICAL EQUIPMENT/SUPPLY**
- ENTERTAINMENT/ELECTRONIC EQUIPMENT**
- EXCUSES**
- FIREFIGHTERS/SAFETY EQUIPMENT/SUPPLY**
- FLUOROCARBON EQUIPMENT/SUPPLY**

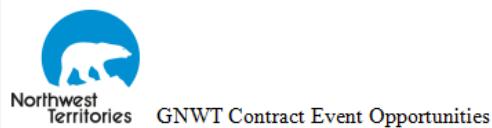
Step	Action
17.	<p>Click the options that are of interest to you.</p> <p><input data-bbox="343 1787 385 1803" type="checkbox"/></p> <p>NOTE: By selecting one or more categories of commodities you will receive an email notifying you of the posting of an Event in those specific categories.</p>



Step	Action
18.	<p>Click the <b>Finish</b> button when you have finished entering all of the categories or commodities that are of interest to you. You can use the &lt;&gt; Back button at any point to go back to a previous screen.</p> <p><b>Finish</b></p> <p>NOTE: You will now receive an email with your system-generated password.</p>



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



## 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

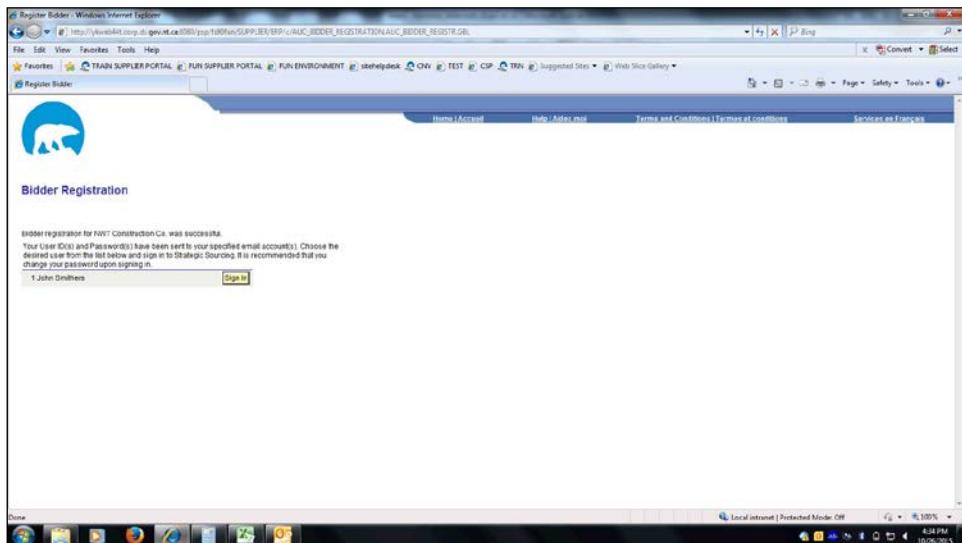
### Information

Please change your password the first time you sign in.

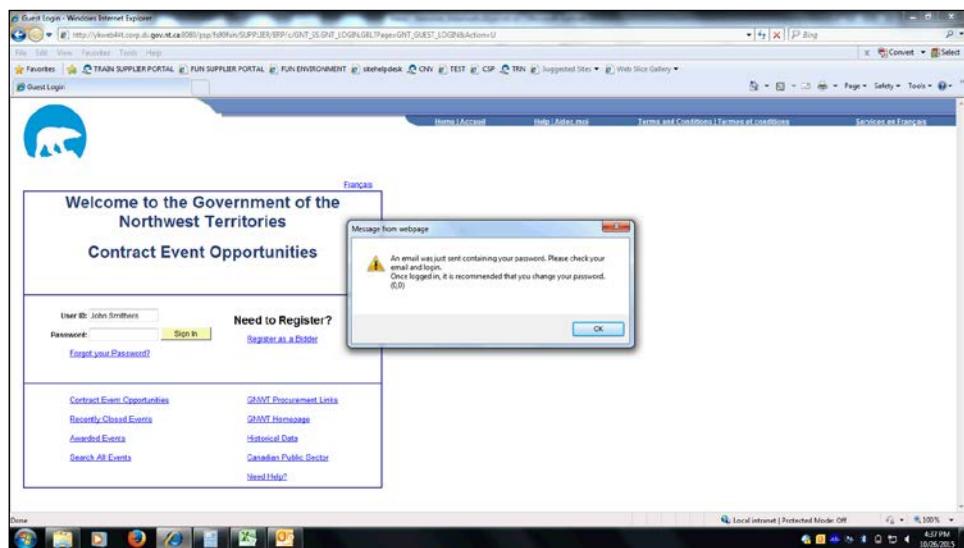
To sign in, bid on events, or to manage your bidder profile, please visit: <https://contracts.fin.gov.nt.ca>.

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



Step	Action
22.	You will receive a pop-up indicating that an email was just sent containing your password. Click the <b>OK</b> button. <div style="text-align: center;"><b>OK</b></div>



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