## Manage Bidder Profile - 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 manage your Bidder profile through the GNWT Contract Event Opportunities website.

When you have finished you will be able to:
- Add or remove procurement categories for which you wish to receive email notifications.
- Add addresses and add/edit contact information on your Bidder profile.
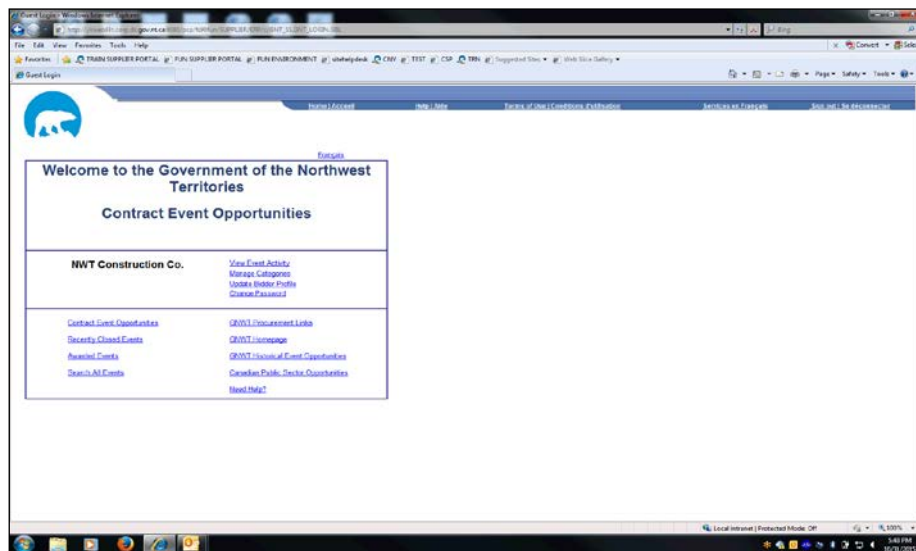
**Reminder:**

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.
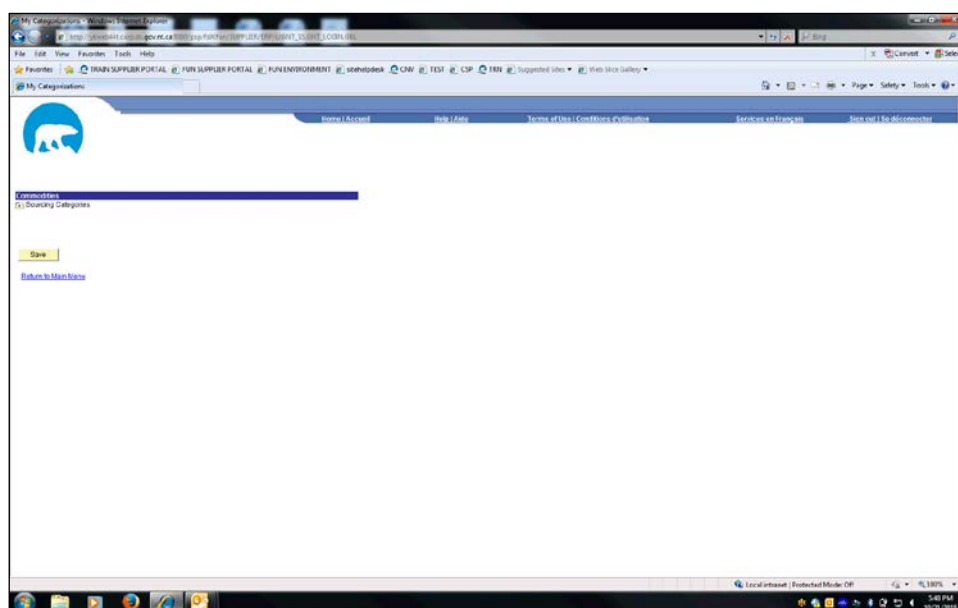
**Disclaimer:**

All screen captures in this guide use fictitious data and do not represent current or future GNWT procurement activities.
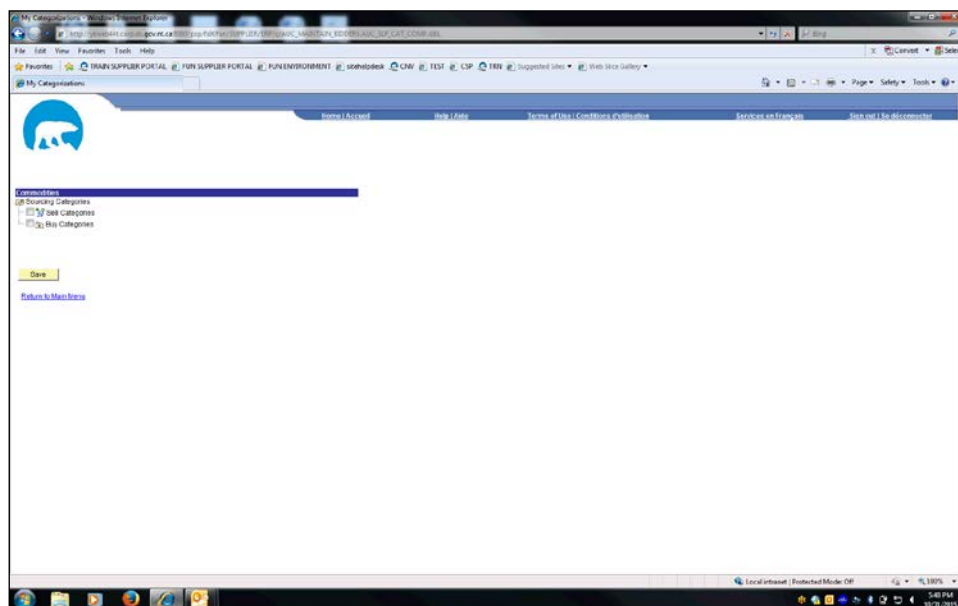
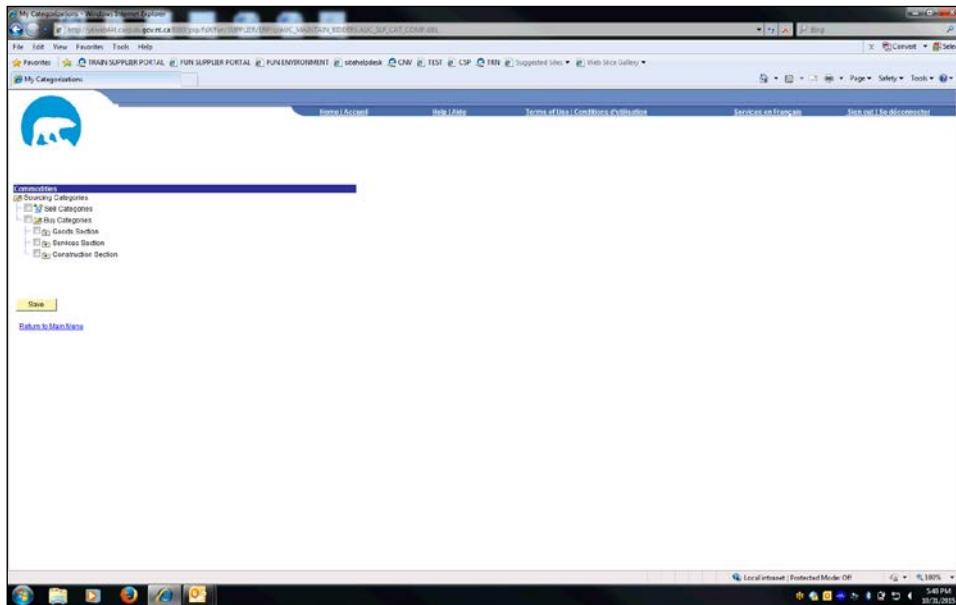## Add/Remove Procurement Categories



| Step | Action |
|------|--------|
| 1. | The Manage Categories link will let you add or remove procurement categories. |
|  | Click the **Manage Categories** link. |

| Step | Action |
|------|--------|
| 2. | Click the **Sourcing Categories** button. |



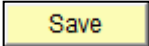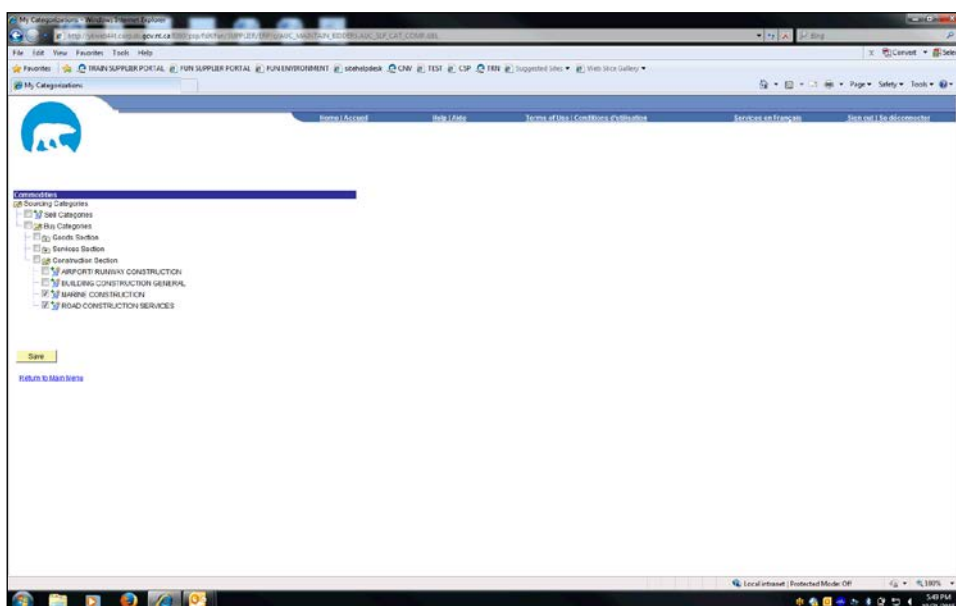| Step | Action |
|------|--------|
| 3. | Click the **Buy Categories** button. |

| Step | Action |
|------|--------|
| 4. | In this example, we're going to use Marine Construction as a category to add to your profile.<br><br>Click the **Construction Section** button.  |

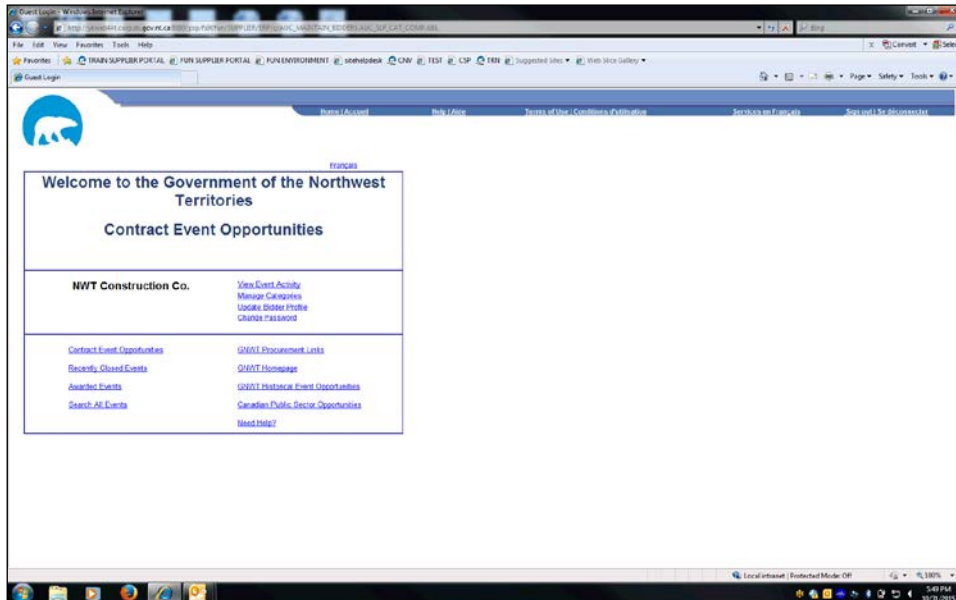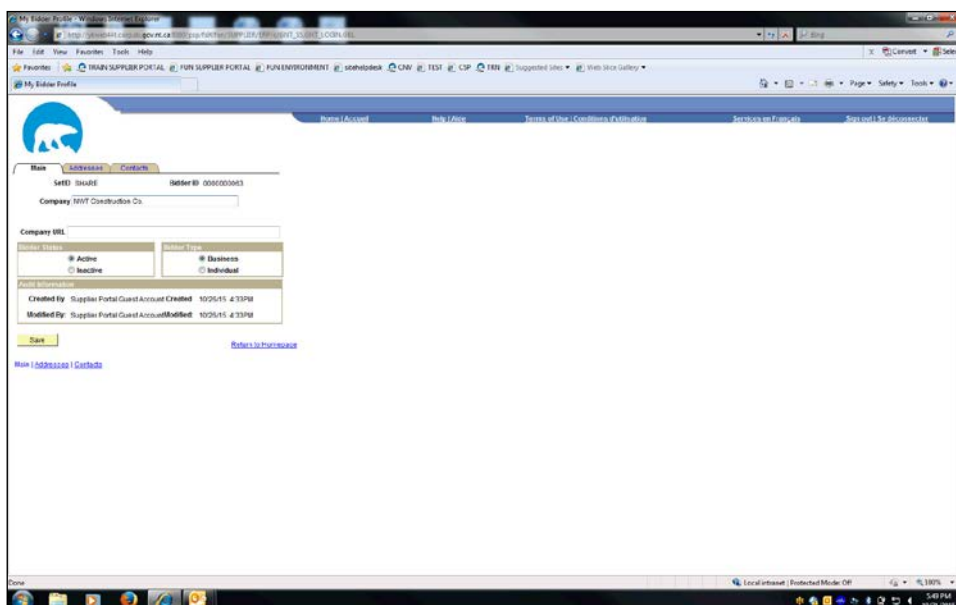| Step | Action |
|------|--------|
| 5. | You can select or unselect a category box.<br><br>In this example, click the **MARINE CONSTRUCTION** option.  If you no longer wanted to receive notifications for **MARINE CONSTRUCTION** you click the box again and it will be removed from your notification preferences.<br><br>☐ |



| Step | Action |
|------|--------|
| 6. | Click the **Save** button.<br><br>Save |

| Step | Action |
|------|--------|
| 7. | Click the **Return to Main Menu** link. <br> Return to Main Menu |
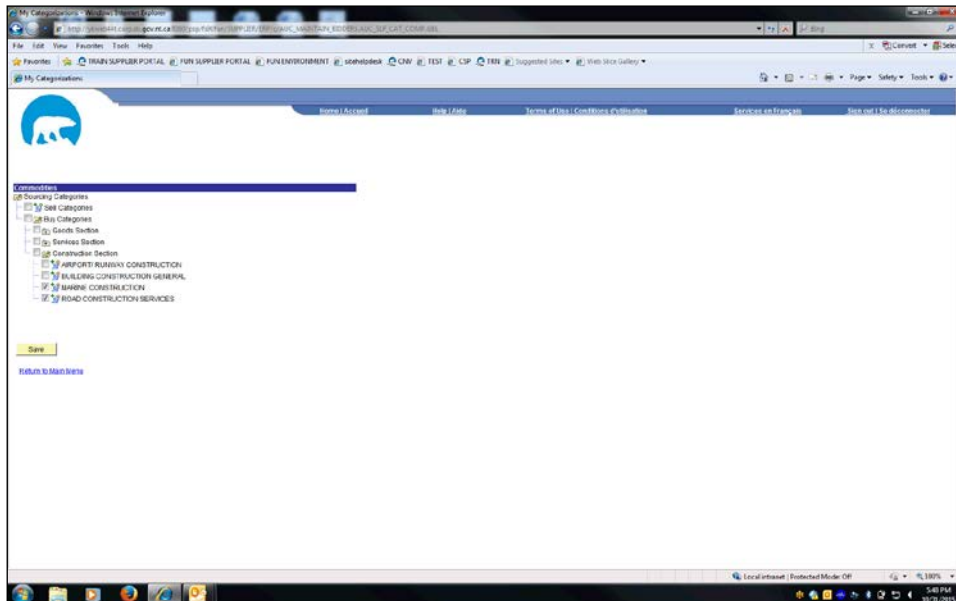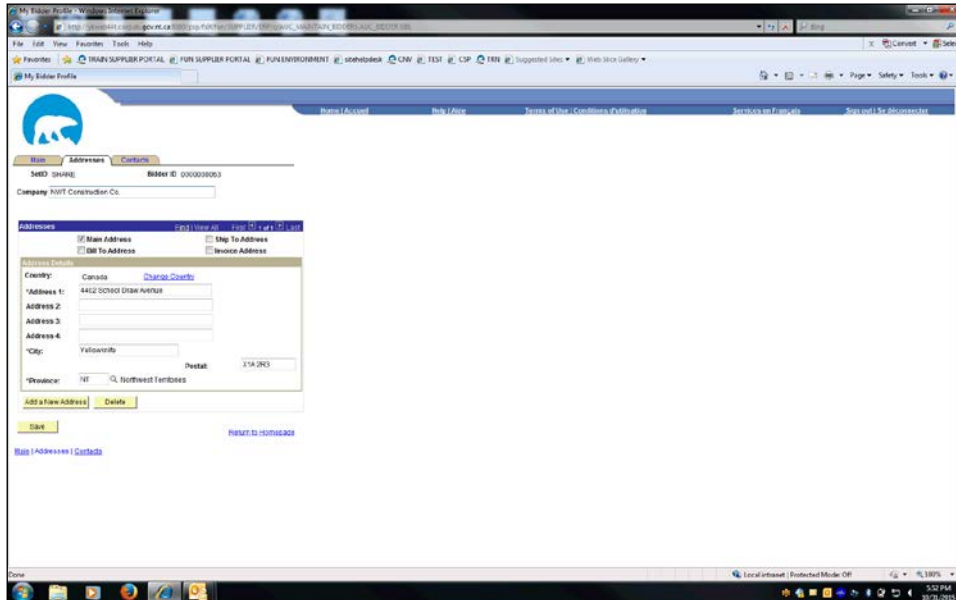
## Add/Edit Addresses
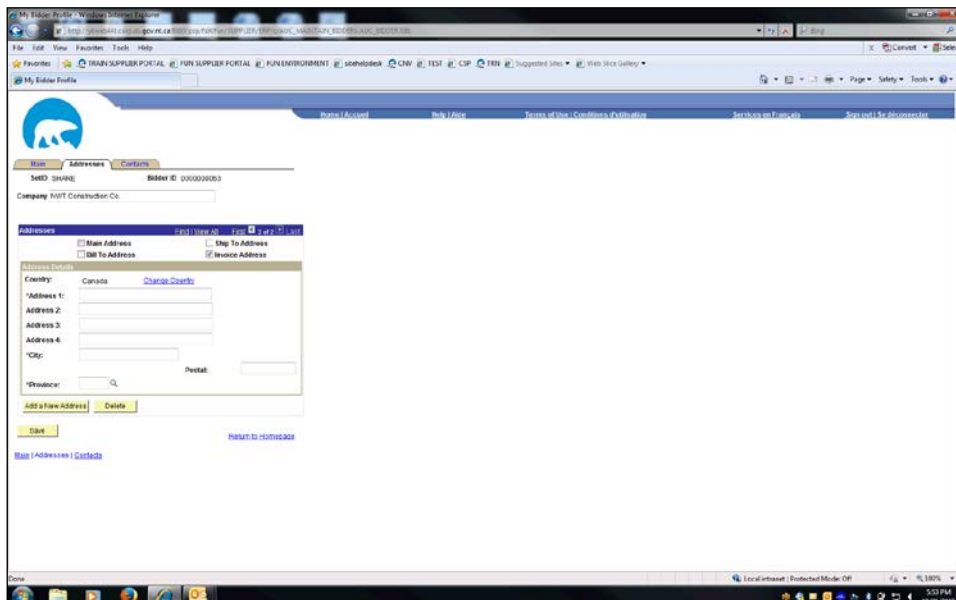


| Step | Action |
|------|--------|
| 1. | Click the **Update Bidder Profile** link. <br> Update Bidder Profile |

| Step | Action |
|------|--------|
| 2. | Click the **Addresses** tab.<br>Addresses |



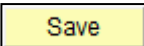| Step | Action |
|------|--------|
| 3. | Click the **Add a New Address** button.<br>Add a New Address |

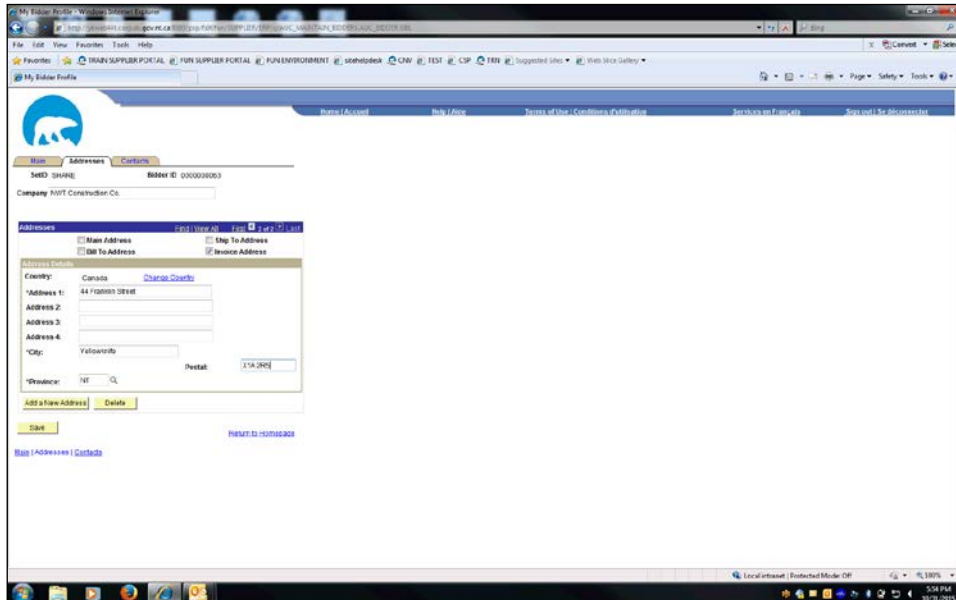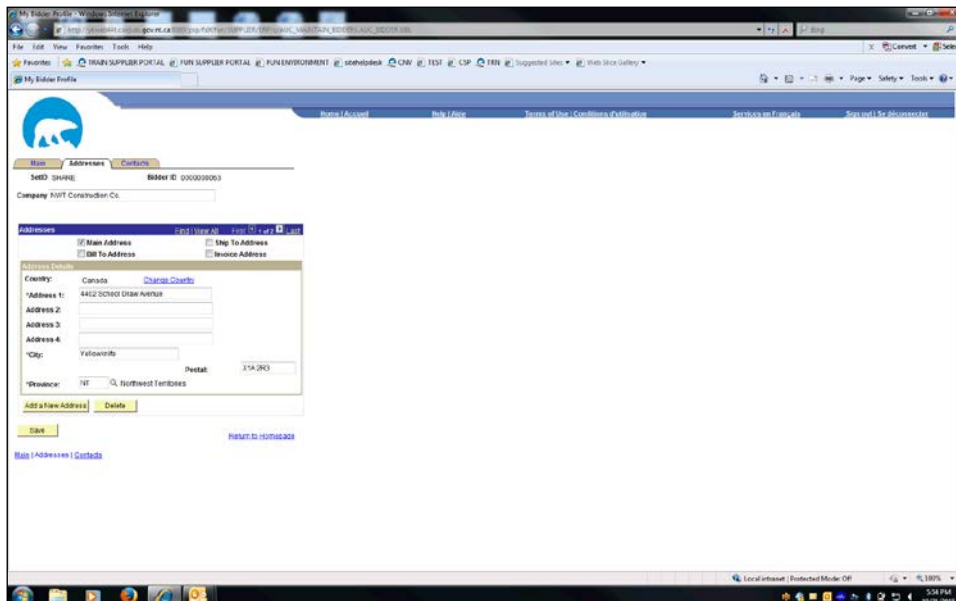| Step | Action |
|------|--------|
| 4. | We want to make this address our invoice address. Note: You can only have one Main Address per company. All other address types can have multiples.<br><br>Click the **Invoice Address** option.<br><br>☑ Invoice Address |



| Step | Action |
|------|--------|
| 5. | Enter the desired City/Community information into the City and Province field. In this example, enter "**Yellowknife**" and **NT**". |

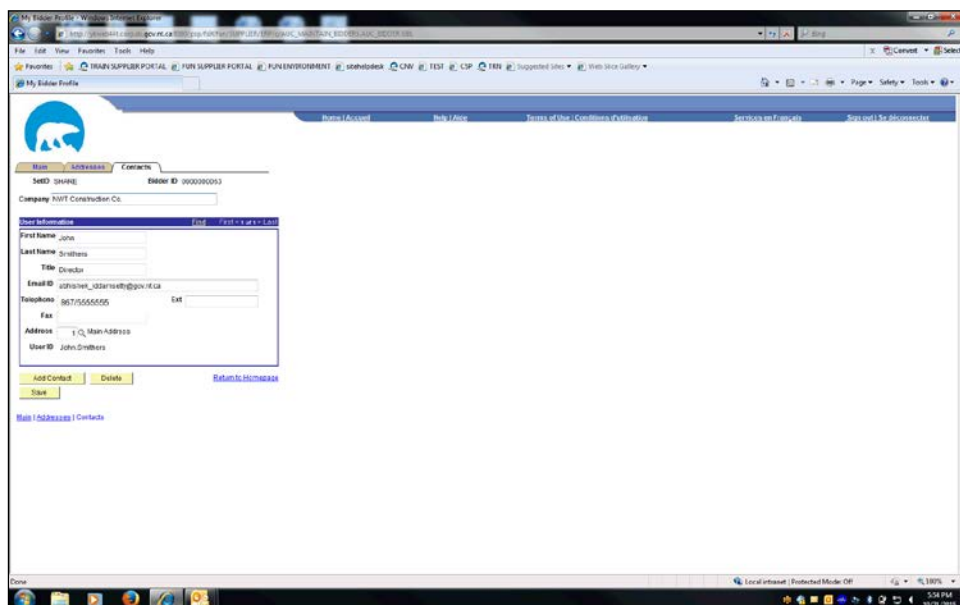| Step | Action |
|---|---|
| 6. | Enter the desired Postal Code information into the Postal field. For this example, enter "**X1A 2R5**".  Click "Save".  Save |



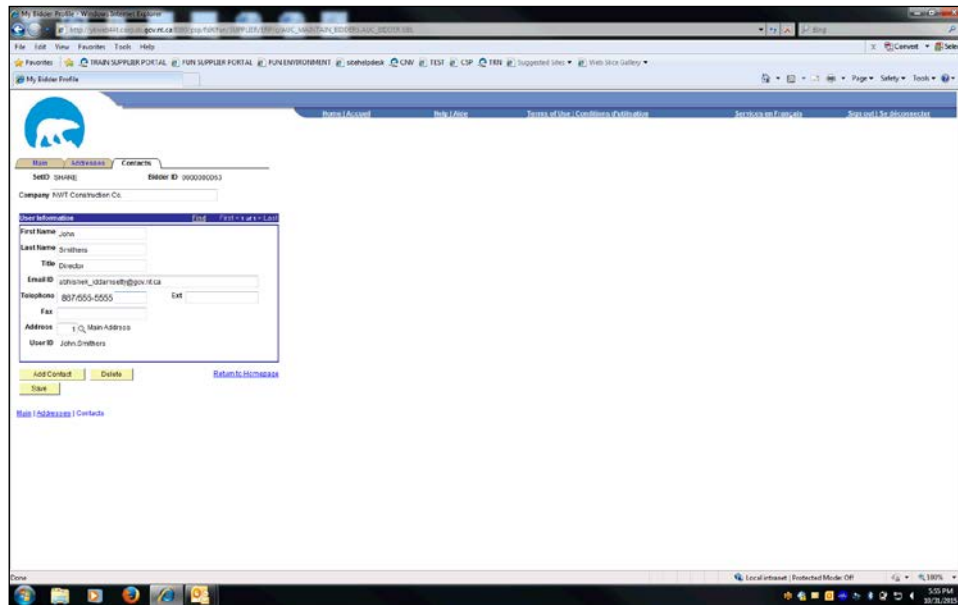| Step | Action |
|---|---|
| 7. | Click the **Show previous row** button as this will let you navigate to your primary address. You can also click on the "View All" link to see all addresses in one view. |
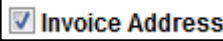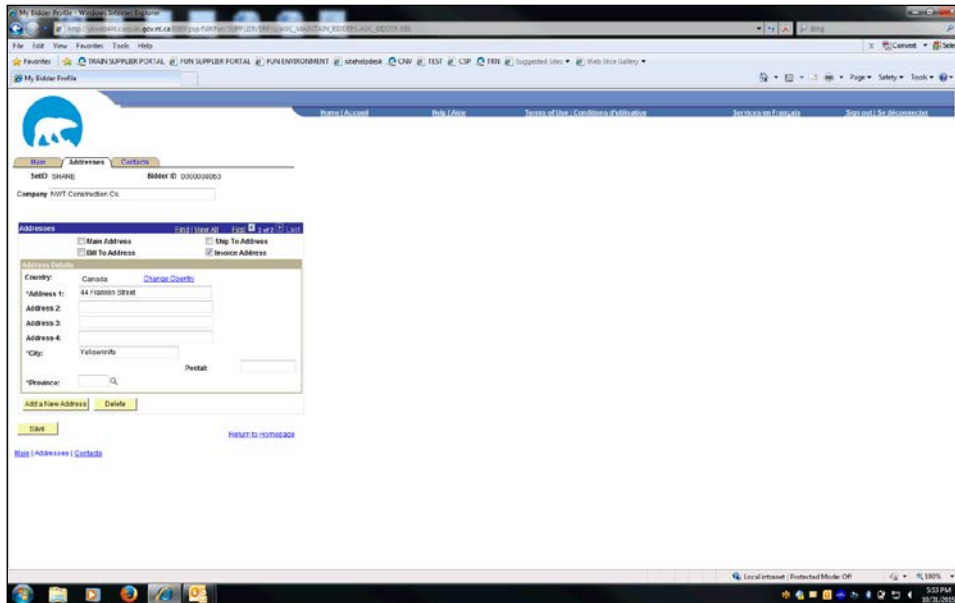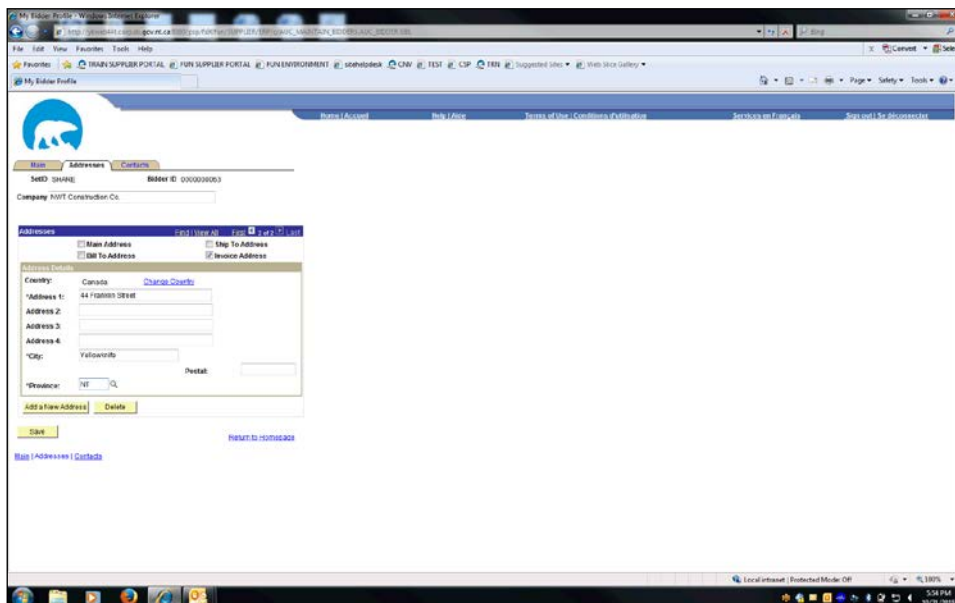
## Add/Edit Contact
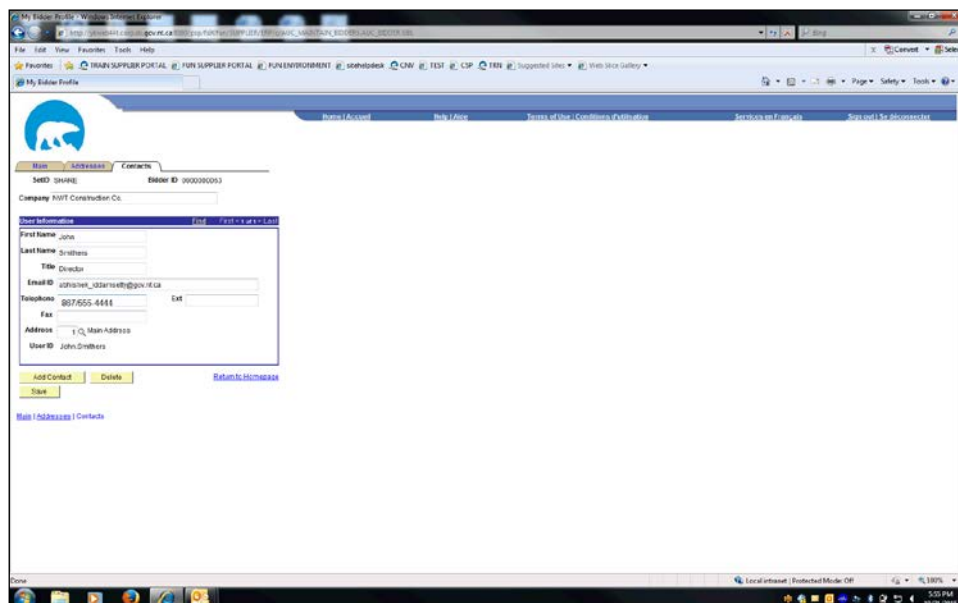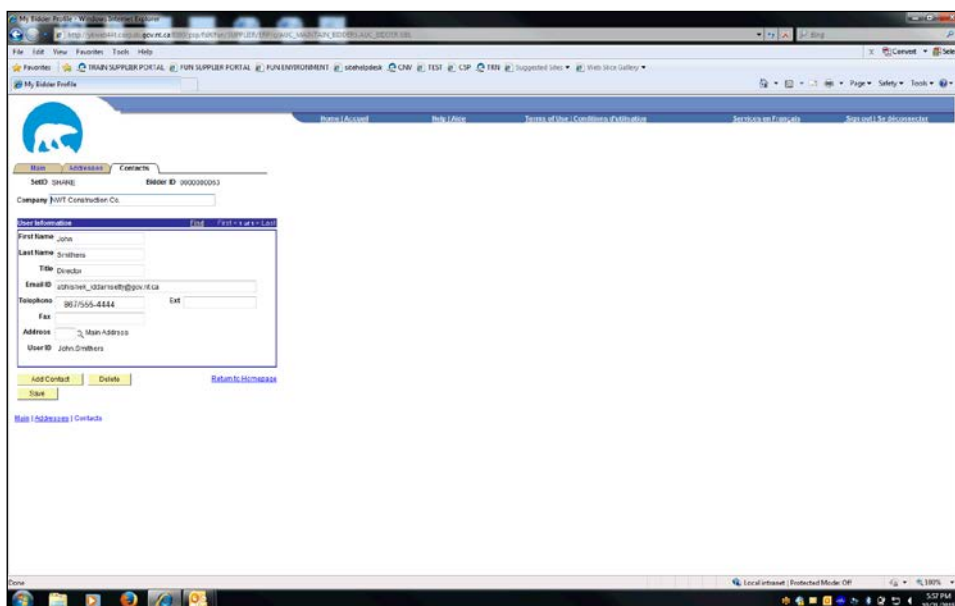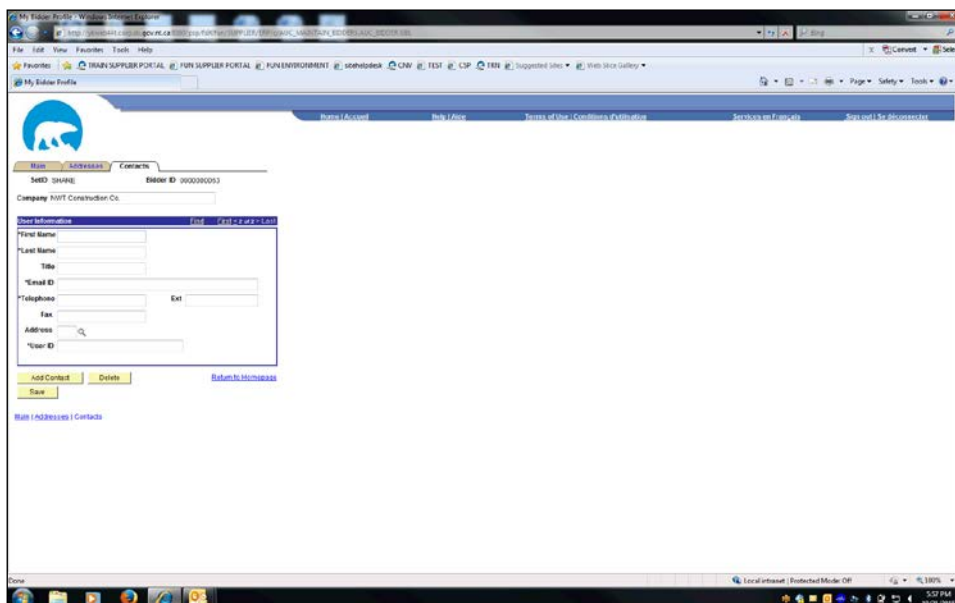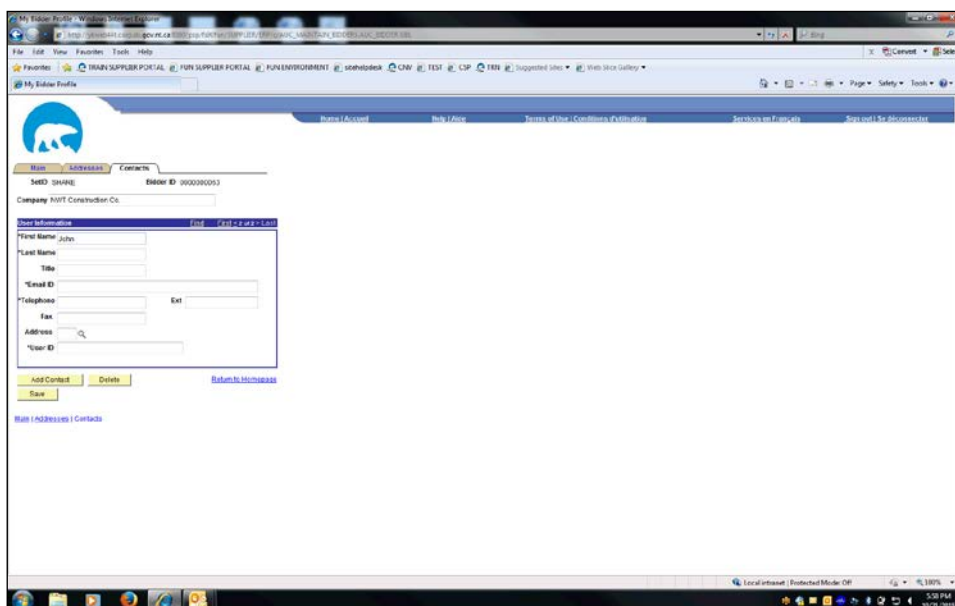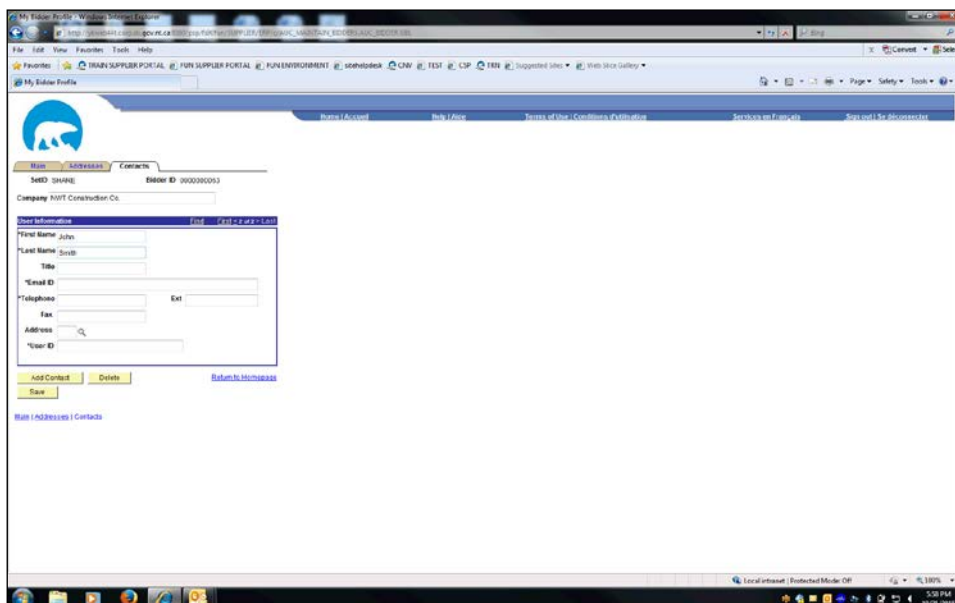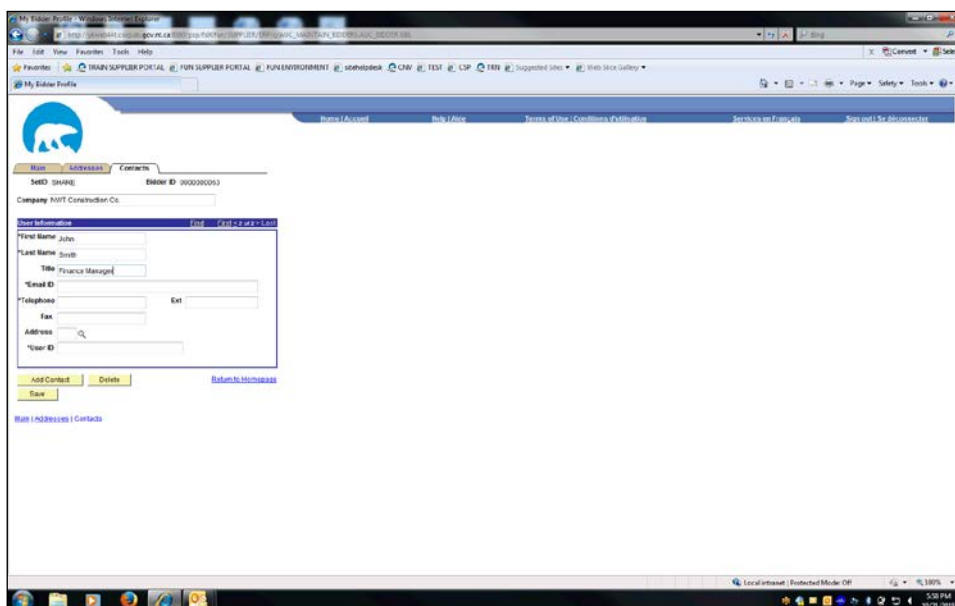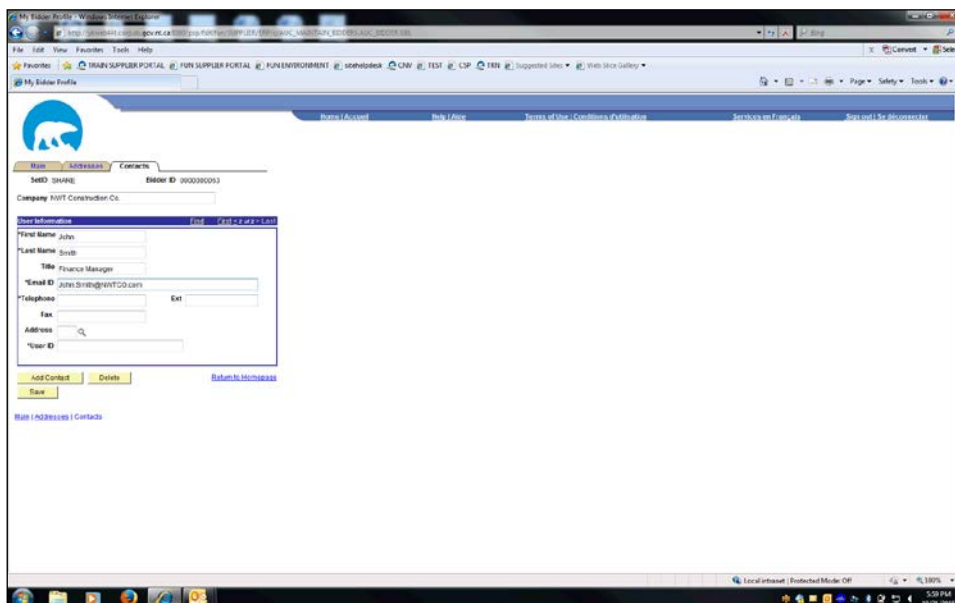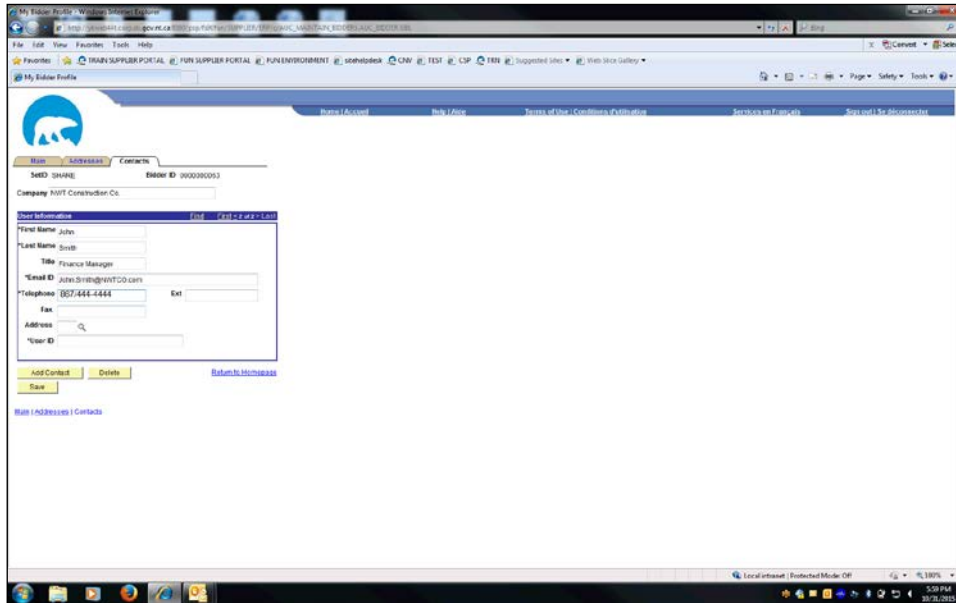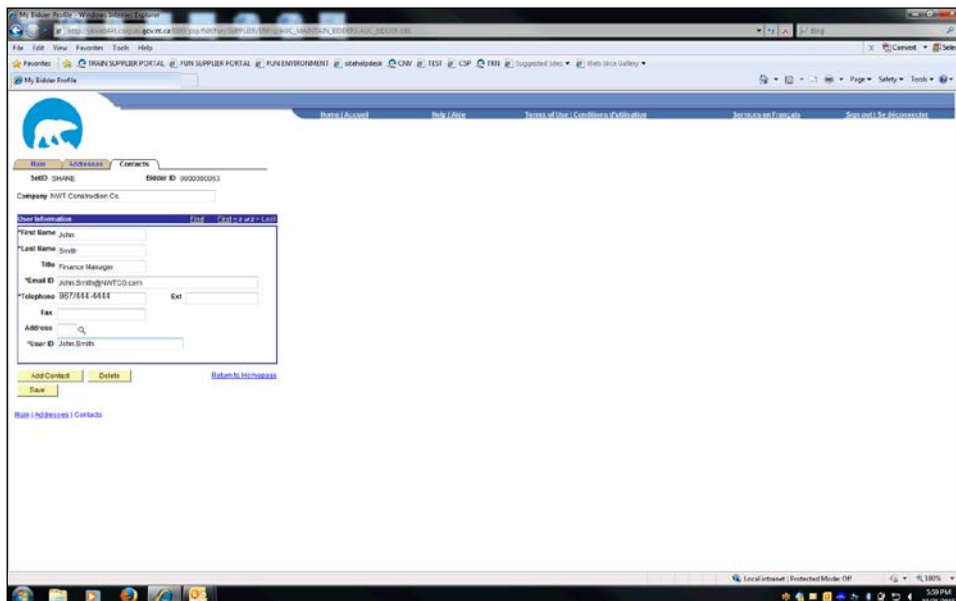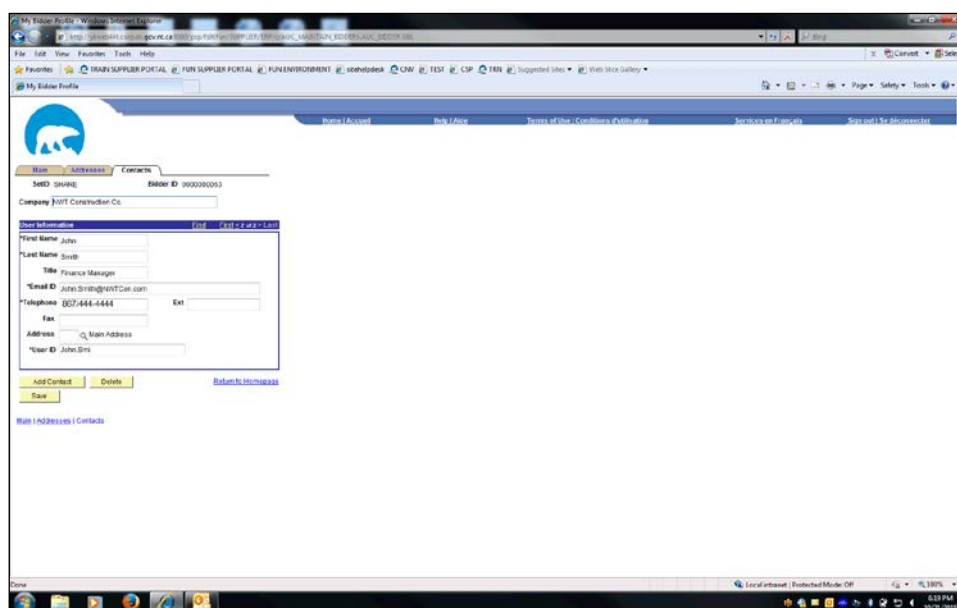
| Step | Action |
|------|--------|
| 1. | Click the **Contacts** tab.<br>Contacts |



| Step | Action |
|------|--------|
| 8. | Click in the **Telephone** field.<br>867/5555555 |

| Step | Action |
|------|--------|
| 9. | Enter the desired information into the **Telephone** field. Enter "**4444**". |



| Step | Action |
|------|--------|
| 10. | Click the **Save** button. |
|  |  |

| Step | Action |
|------|--------|
| 11. | Click the **Add Contact** button.<br> |



| Step | Action |
|------|--------|
| 12. | Enter the desired information into the **First Name** field. Enter "**John**". |

| Step | Action |
|------|--------|
| 13. | Enter the desired information into the **Last Name** field. Enter "**Smith**". |



| Step | Action |
|------|--------|
| 14. | Enter the desired information into the **Title** field. Enter "**Finance Manager**". |

| Step | Action |
|------|--------|
| 15. | Enter the desired information into the **Email ID** field. |



| Step | Action |
|------|--------|
| 16. | Enter the desired information into the **Telephone** field. Enter "**8674444444**". |

| Step | Action |
|------|--------|
| 17. | Enter the desired information into the **User ID** field. |



| Step | Action |
|------|--------|
| 18. | Click the **Save** button.<br> |

| Step | Action |
|------|--------|
| 19. | Click the **Return to Homepage** link.<br>Return to Homepage |