

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.

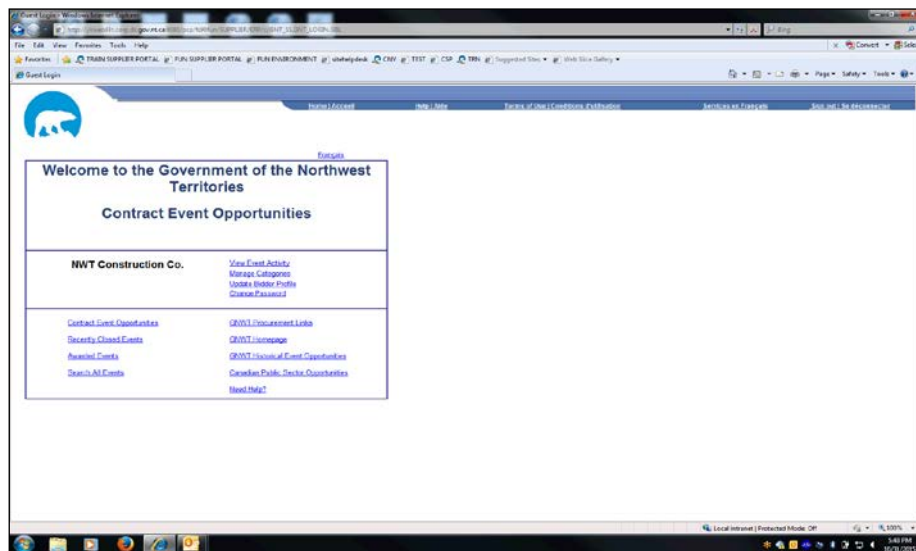
Reminder:

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.

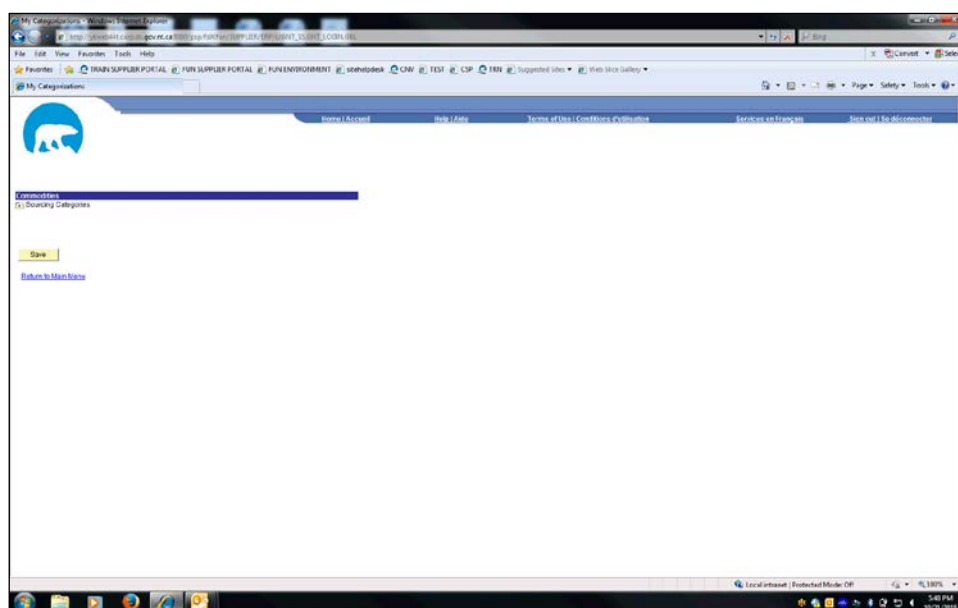
Disclaimer:


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

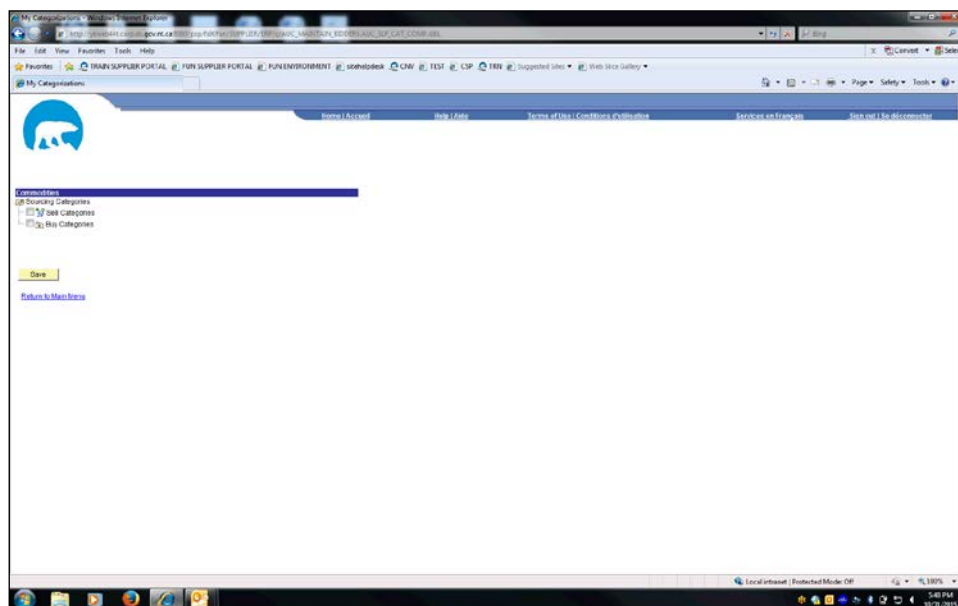
Add/Remove Procurement Categories




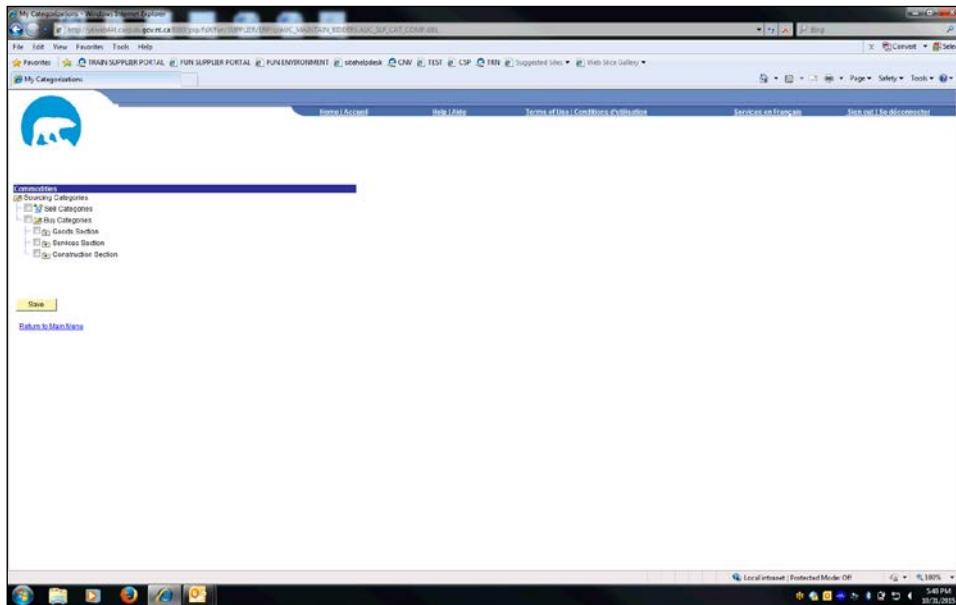
Step	Action
1.	<p>The Manage Categories link will let you add or remove procurement categories.</p> <p>Click the Manage Categories link.</p> <p>Manage Categories</p>




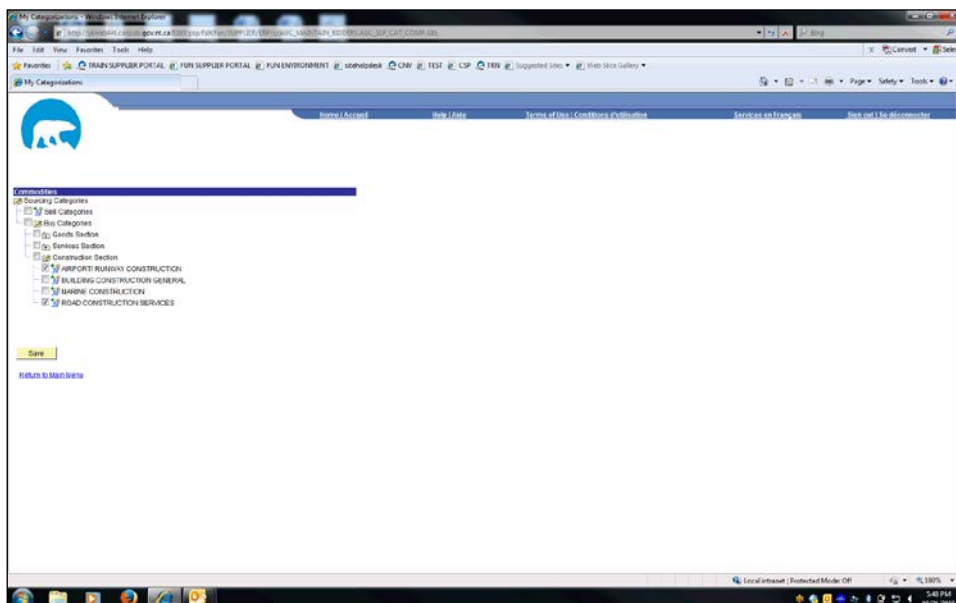
Step	Action
2.	Click the Sourcing Categories button. 




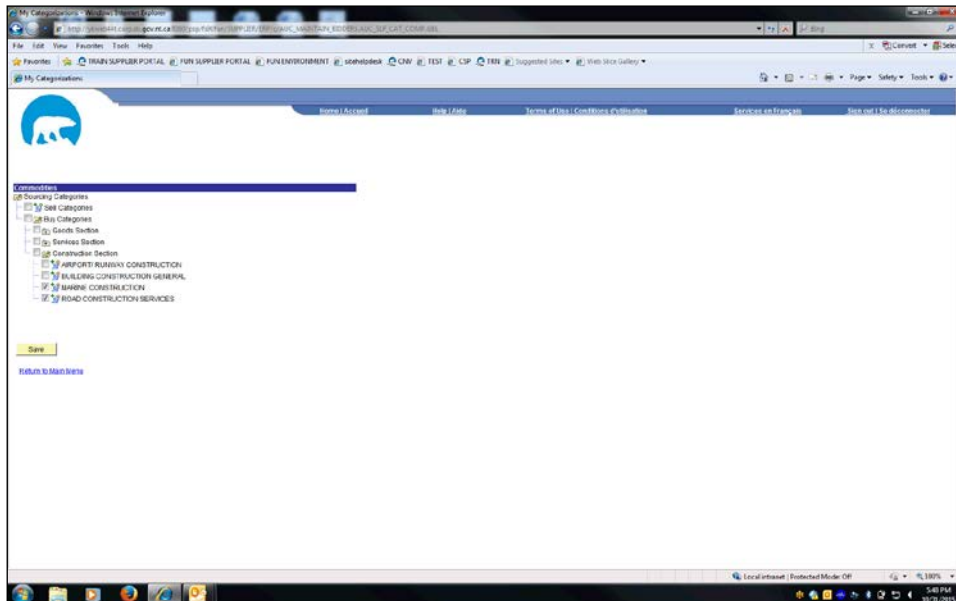
Step	Action
3.	Click the Buy Categories button. 

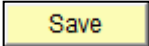


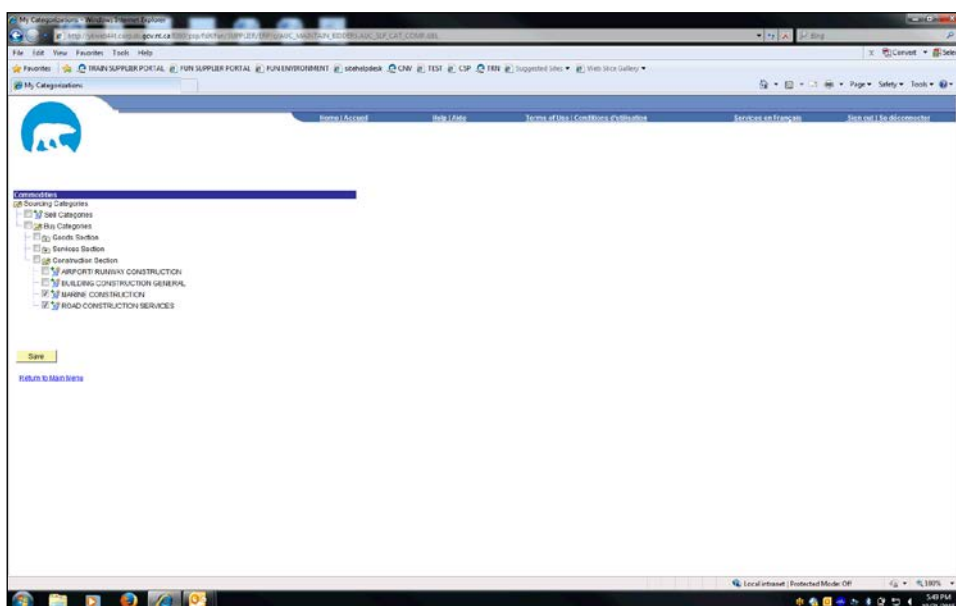
Step	Action
4.	<p>In this example, we're going to use Marine Construction as a category to add to your profile.</p> <p>Click the Construction Section button. </p>



Step	Action
5.	<p>You can select or unselect a category box.</p> <p>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.</p> 

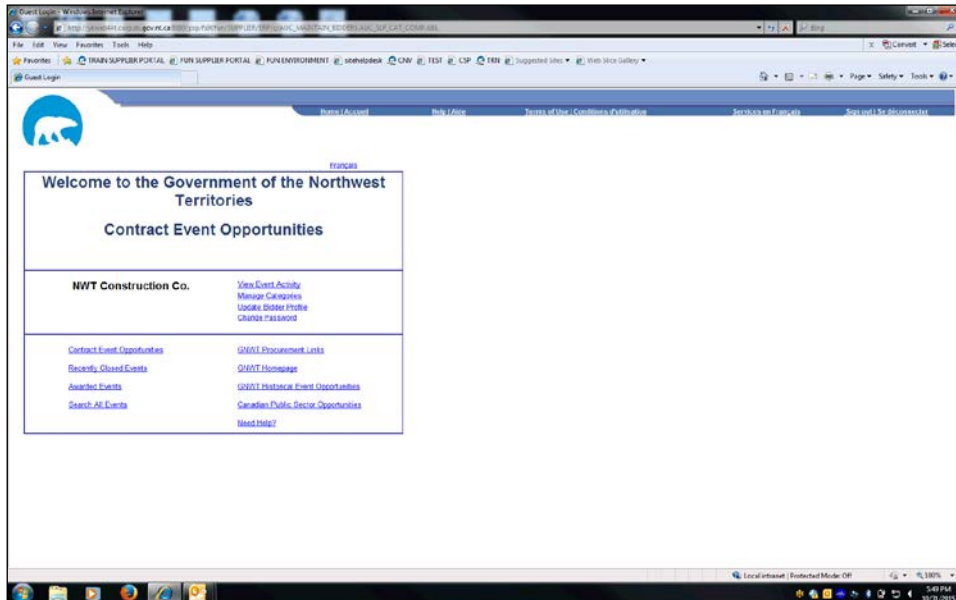


Step	Action
6.	<p>Click the Save button.</p> 

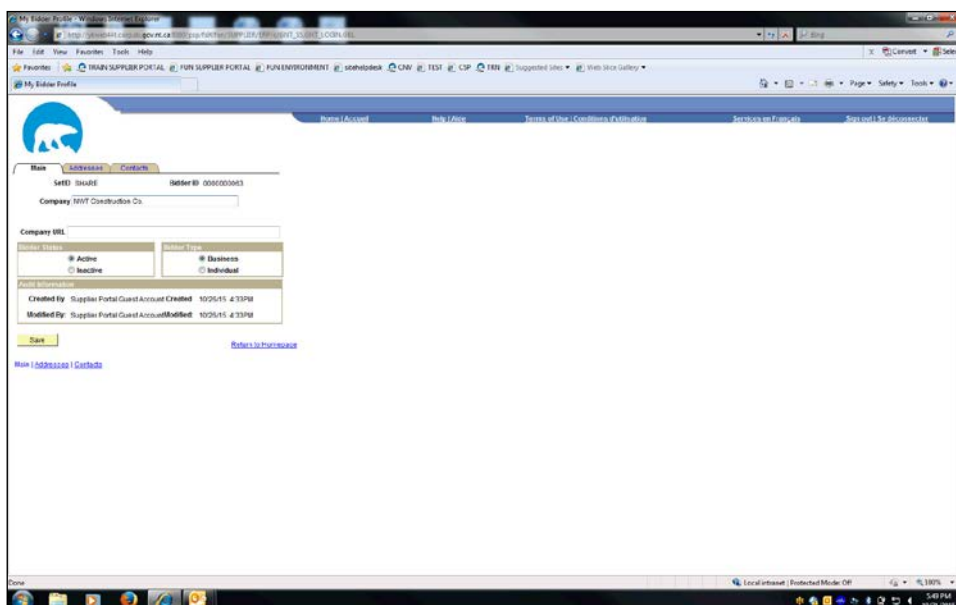


Step	Action
7.	Click the Return to Main Menu link. Return to Main Menu

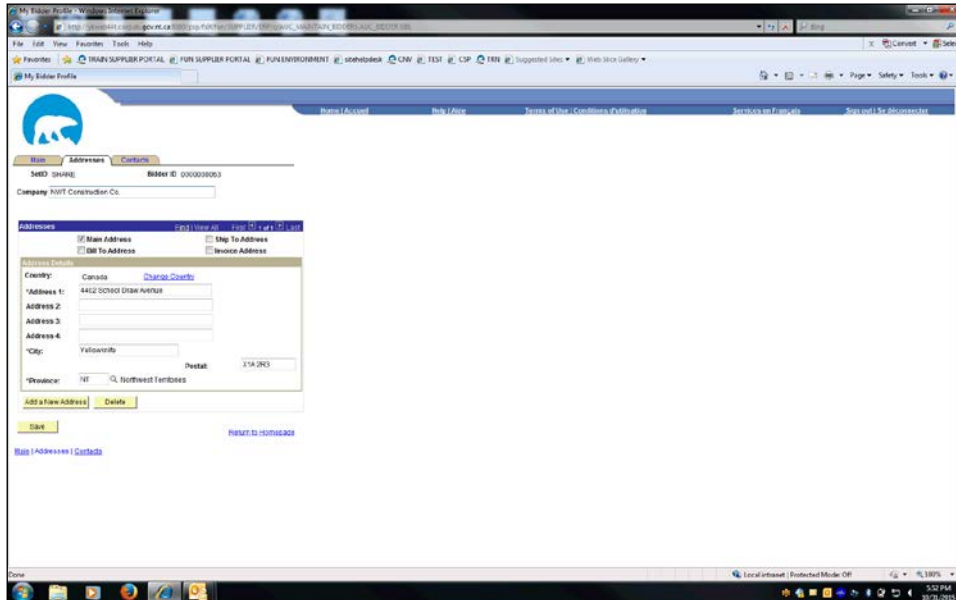
Add/Edit Addresses



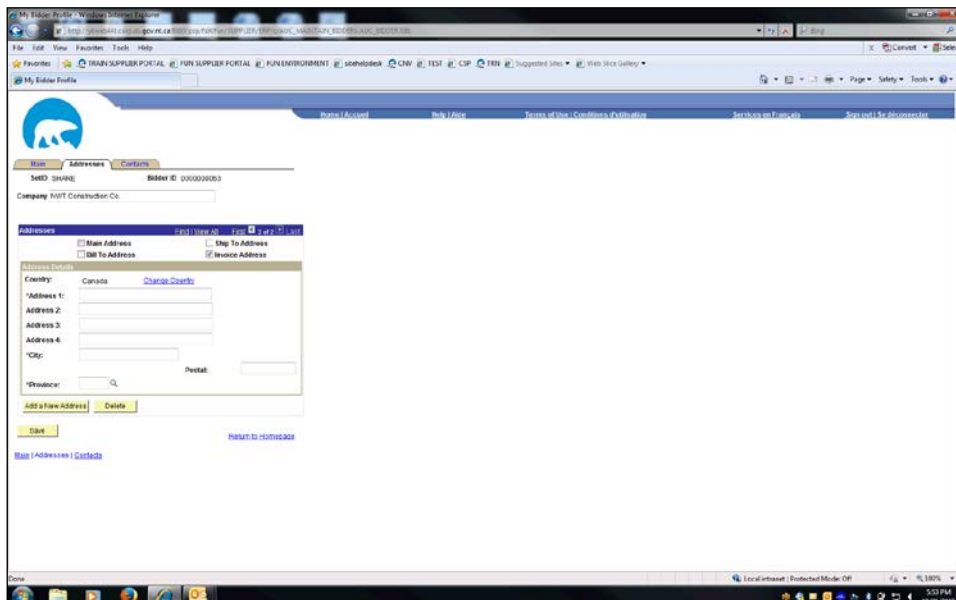
Step	Action
1.	Click the Update Bidder Profile link. Update Bidder Profile

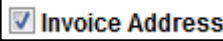


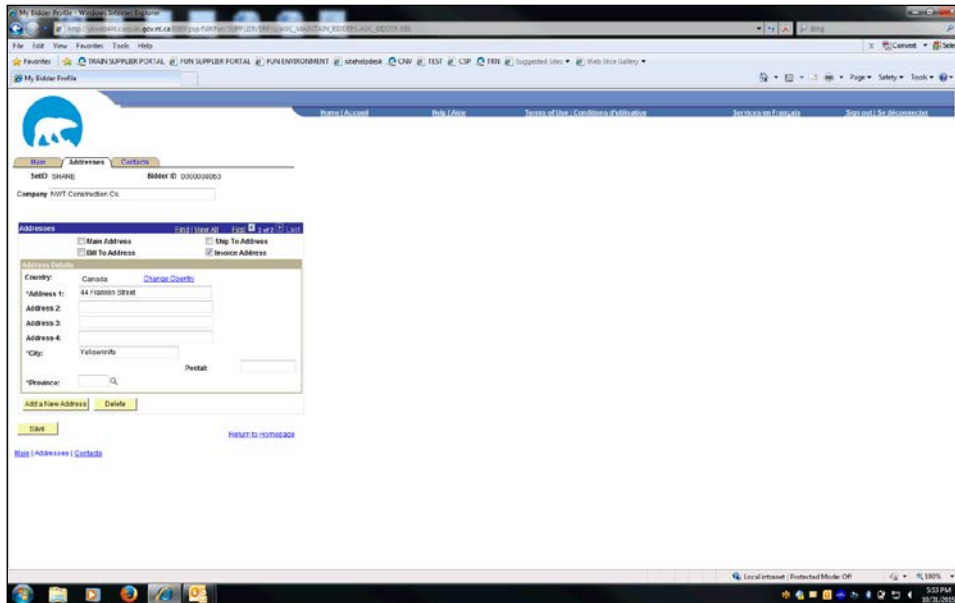
Step	Action
2.	Click the Addresses tab. Addresses



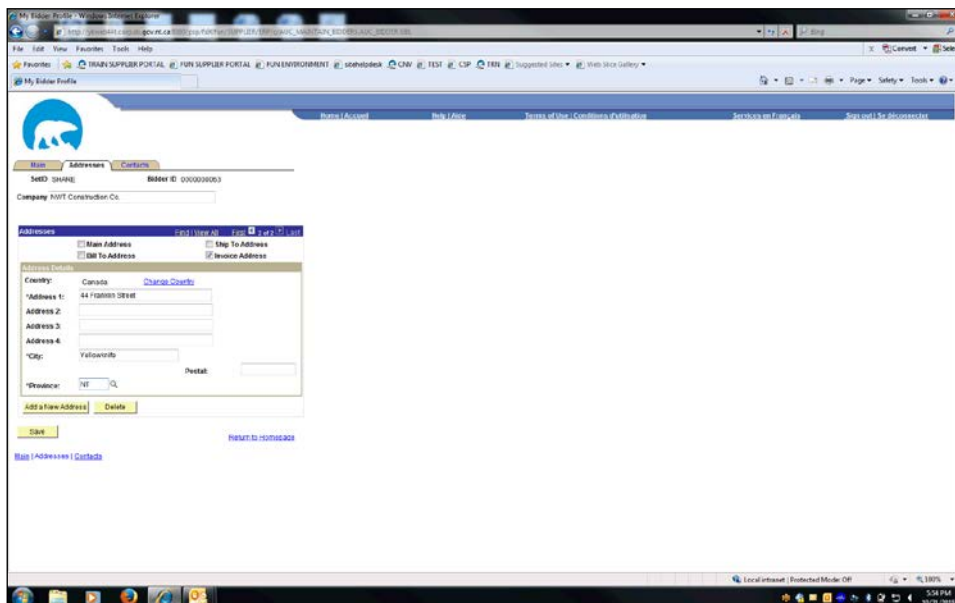
Step	Action
3.	Click the Add a New Address button. Add a New Address

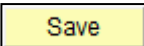


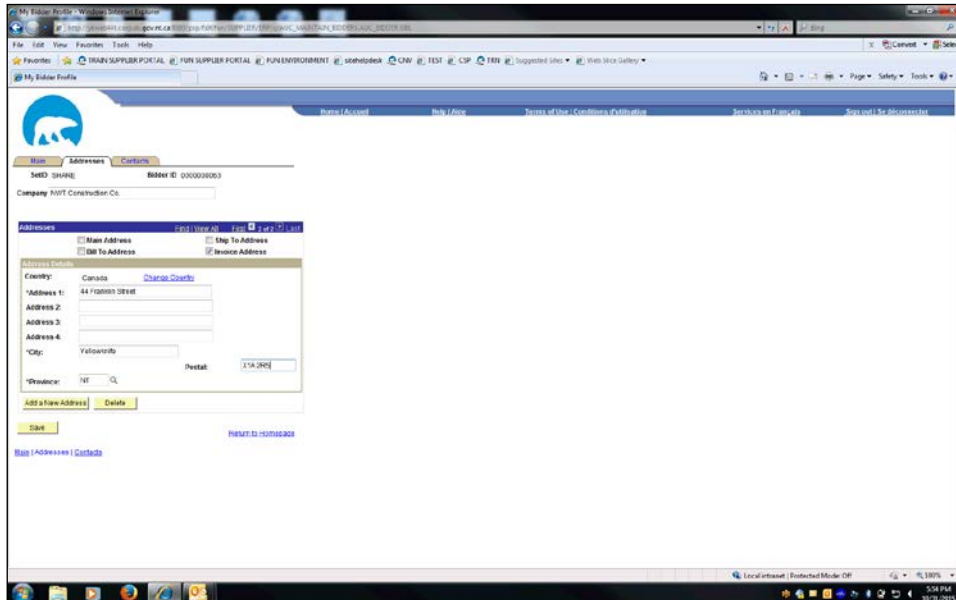
Step	Action
4.	<p>We want to make this address our invoice address. Note: You can only have one Main Address per company. All other address types can have multiples.</p> <p>Click the Invoice Address option.</p> 




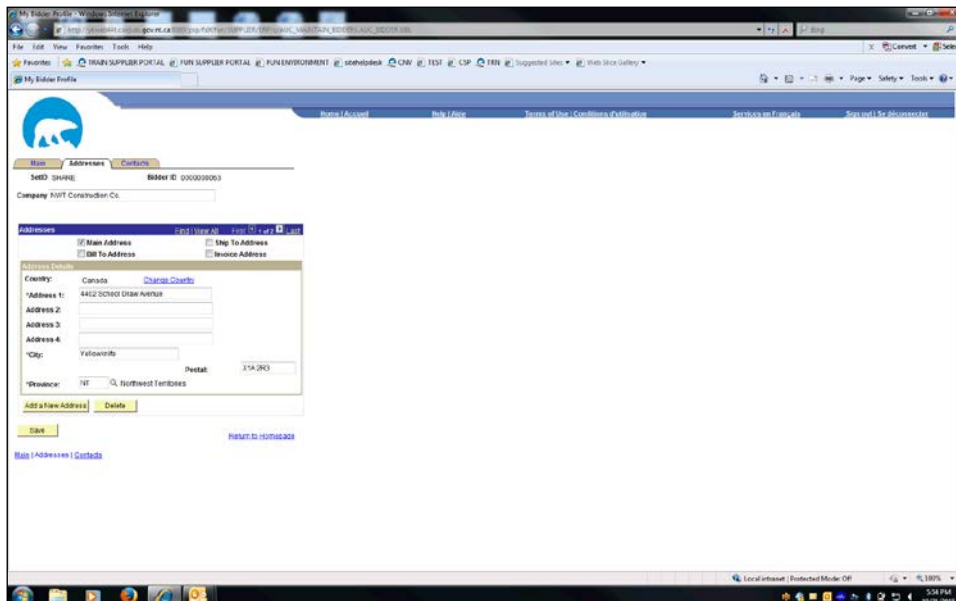
Step	Action
5.	<p>Enter the desired City/Community information into the City and Province field. In this example, enter "Yellowknife" and "NT".</p>



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

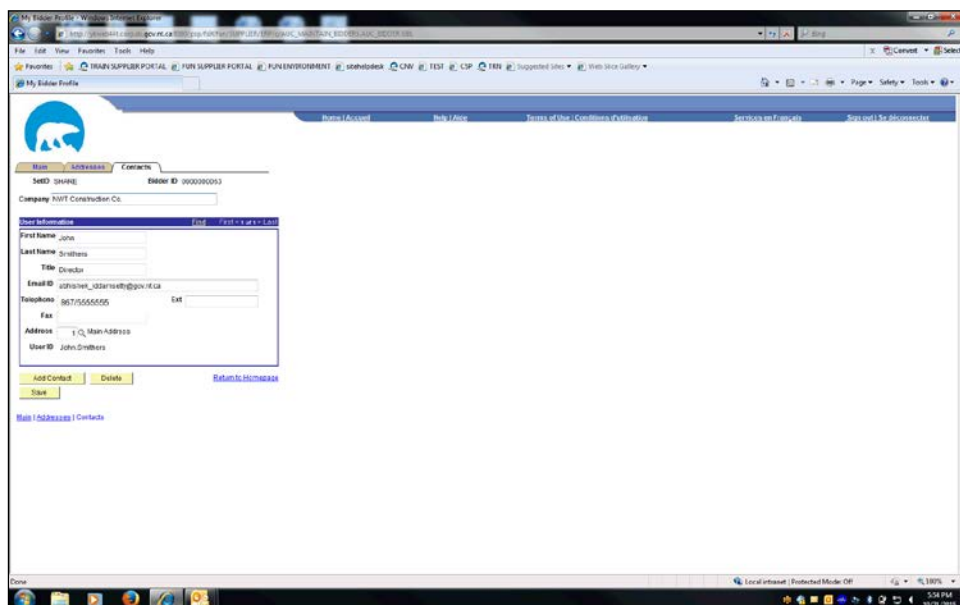


Step	Action
7.	Click the Show previous row button as this will let you navigate to your primary address.  You can also click on the "View All" link to see all addresses in one view.



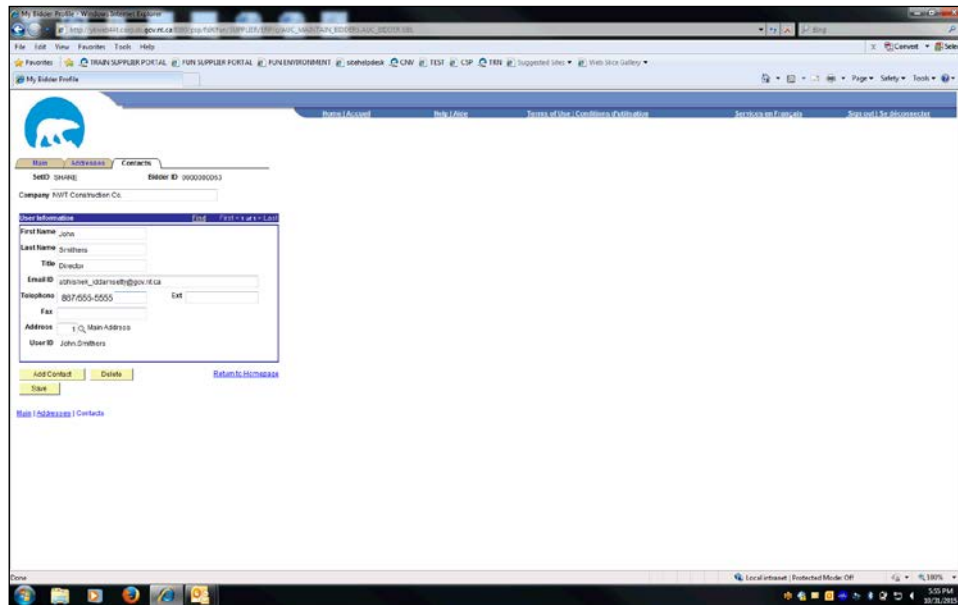
Add/Edit Contact

Step	Action
1.	Click the Contacts tab. Contacts

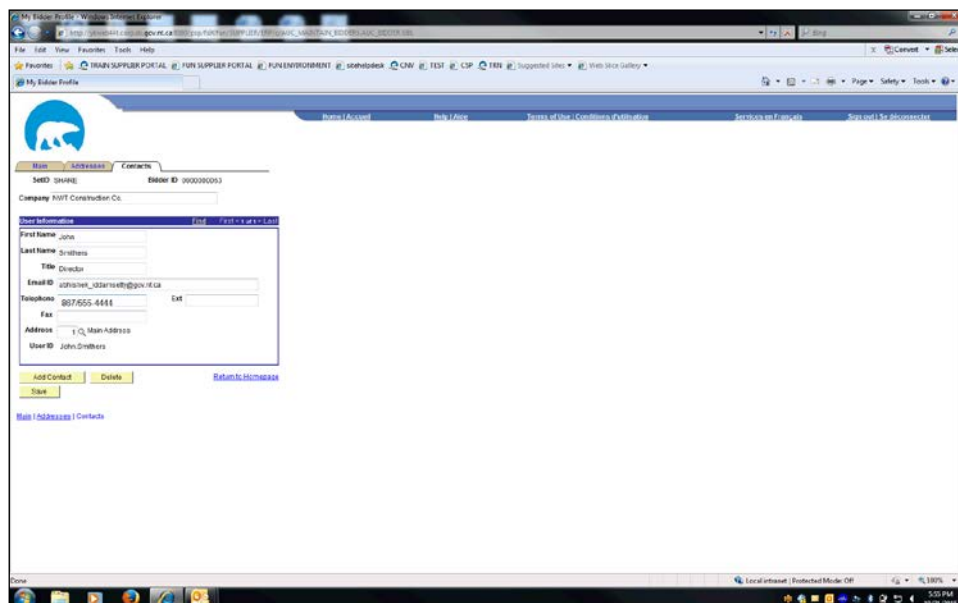


The screenshot shows a web browser window displaying the Northwest Territories Supplier Portal. The 'Contacts' tab is selected, showing the profile of John Smithers, Director. The contact information includes a telephone number of 867/5555555. The interface includes navigation tabs like 'Home', 'Account', 'Help', and 'About', and a sidebar with 'Main' and 'Contacts' sections.

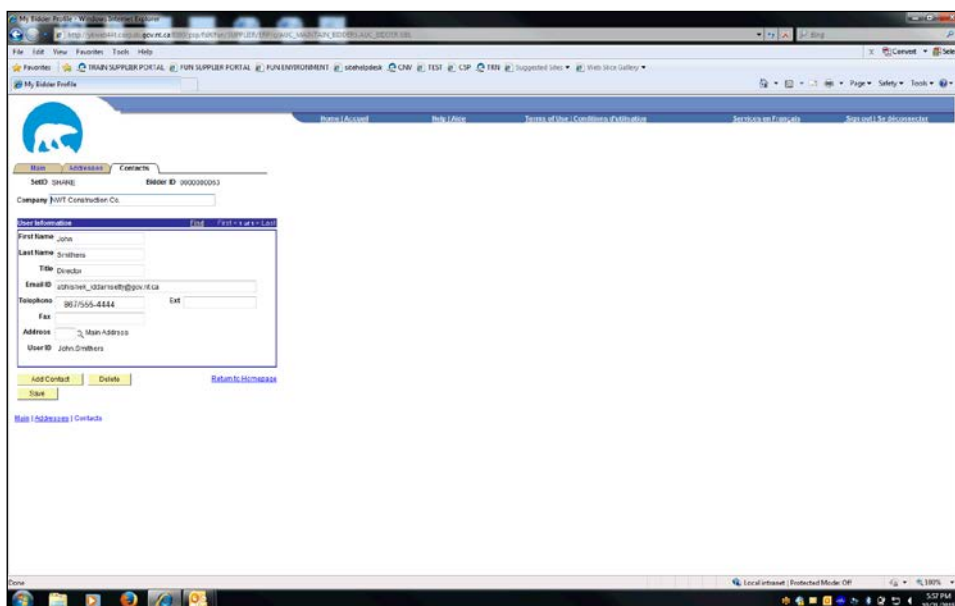
Step	Action
8.	Click in the Telephone field. <input type="text" value="867/5555555"/>



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

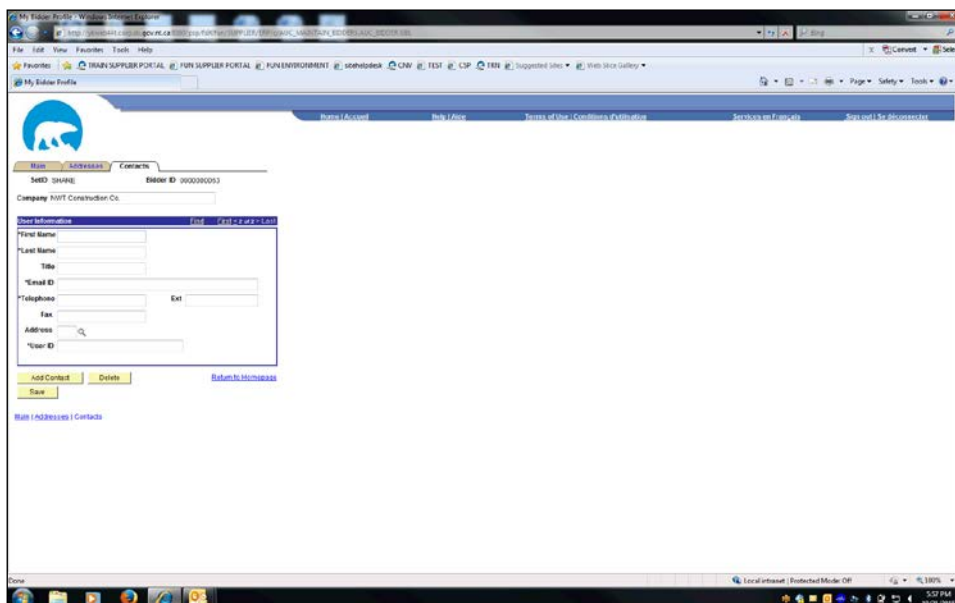


Step	Action
10.	Click the Save button.



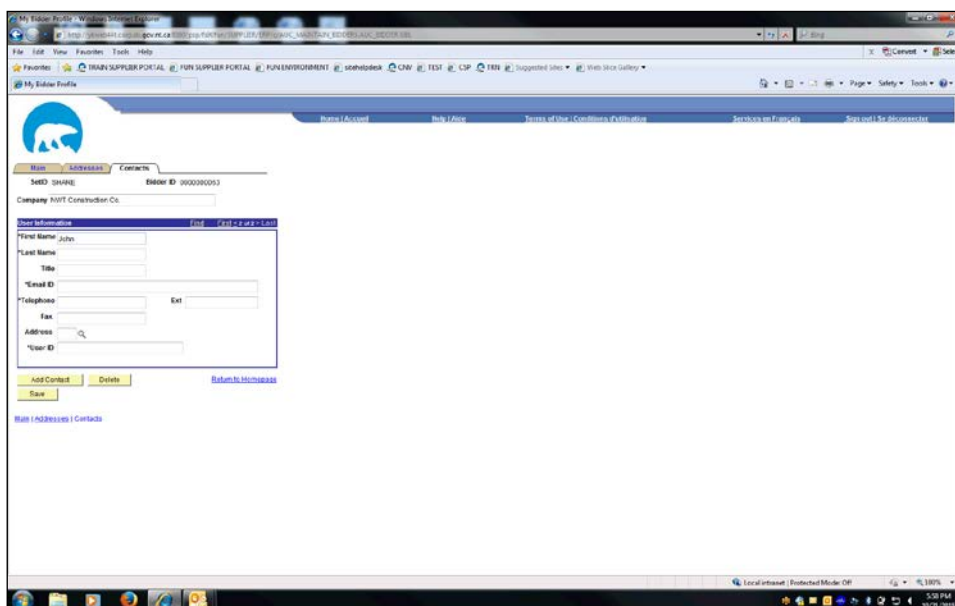
The screenshot shows a web browser window displaying the Northwest Territories Supplier Portal. The user is logged in as 'John Smith' (User ID: 000000001). The 'Add Contact' button is highlighted in yellow. The form fields for adding a contact are visible, including First Name, Last Name, Title, Email ID, Telephone, Fax, Address, and User ID.

Step	Action
11.	Click the Add Contact button. <div style="border: 1px solid black; padding: 5px; text-align: center; background-color: yellow;">Add Contact</div>

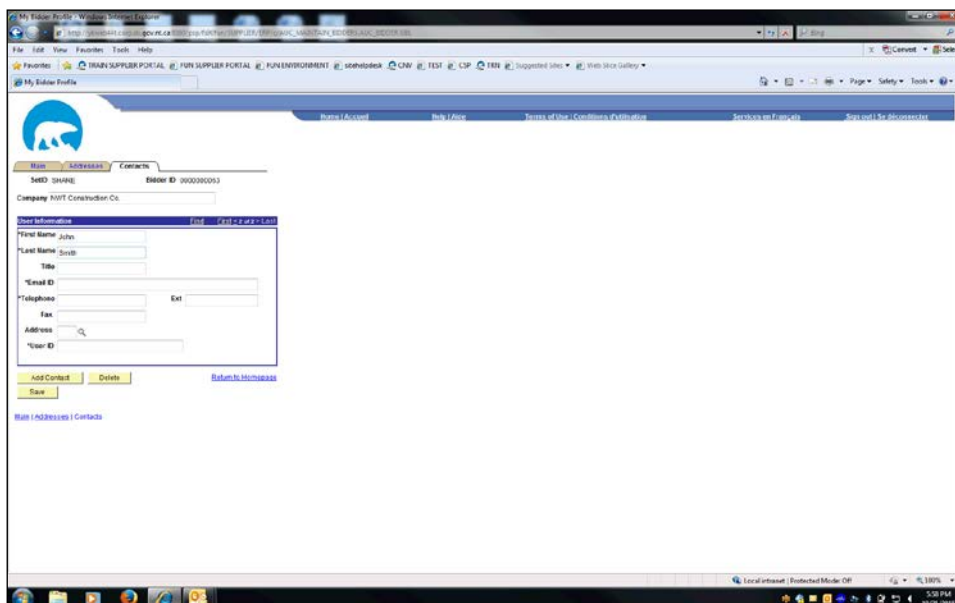


The screenshot shows the same web browser window as before, but now the 'First Name' field in the 'Add Contact' form is highlighted in yellow. The user is still logged in as 'John Smith'.

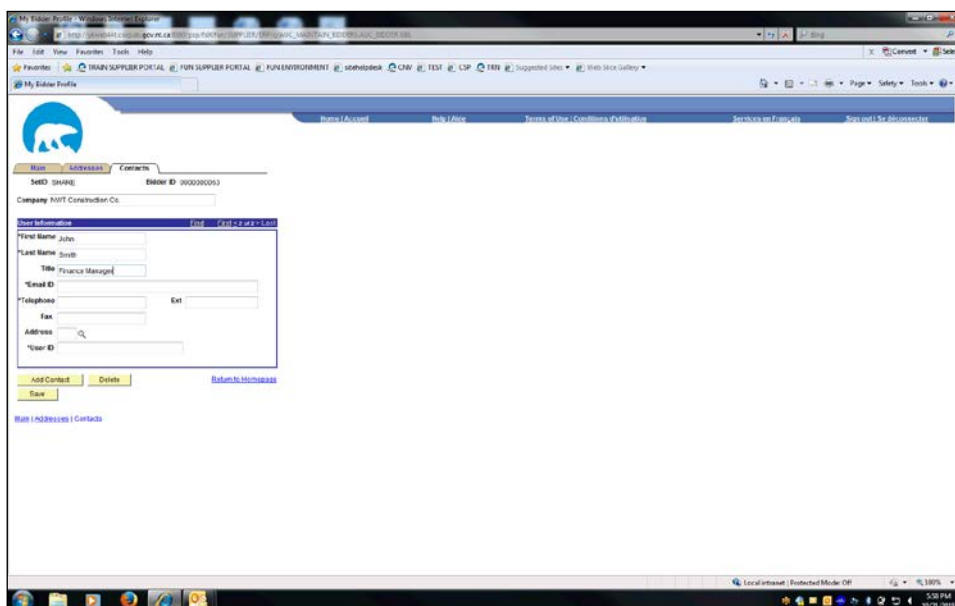
Step	Action
12.	Enter the desired information into the First Name field. Enter " John ".



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 ".



My Bidder Profile - Northwest Territories Supplier Portal

Home / Account / My Profile / User Information / Edit

SetID: SHANE Bidder ID: 000000001

Company: NWT Construction Co.

User Information Edit Add & Edit + Add

First Name: John

Last Name: Smith

Title: Finance Manager

Email ID:

Telephone: Ext:

Fax:

Address:

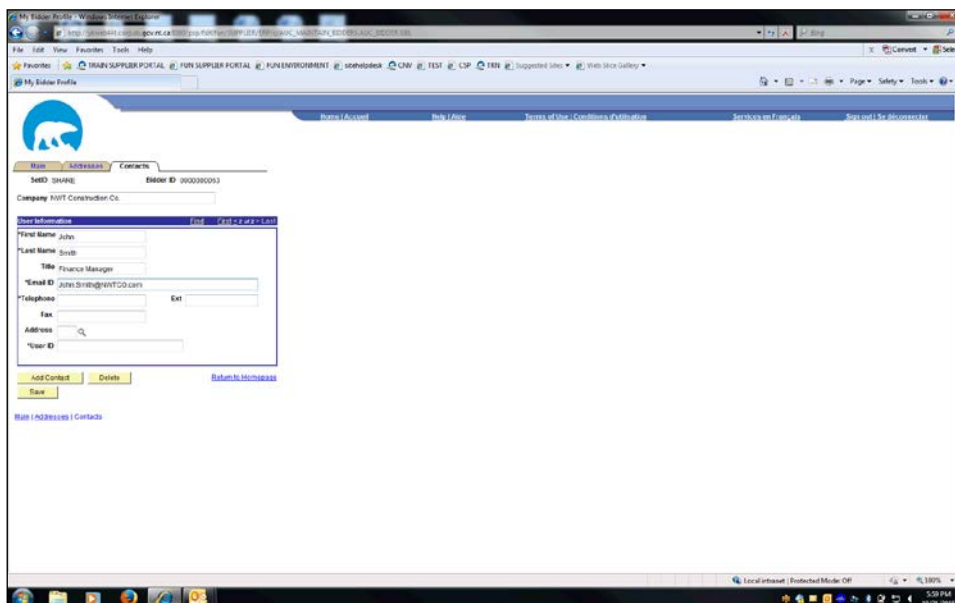
User ID:

Add Contact Delete Return to Homepage

Save

View (Add/Remove) Contacts

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



My Bidder Profile - Northwest Territories Supplier Portal

Home / Account / My Profile / User Information / Edit

SetID: SHANE Bidder ID: 000000001

Company: NWT Construction Co.

User Information Edit Add & Edit + Add

First Name: John

Last Name: Smith

Title: Finance Manager

Email ID: John.Smith@NWT.CO.COM

Telephone: Ext:

Fax:

Address:

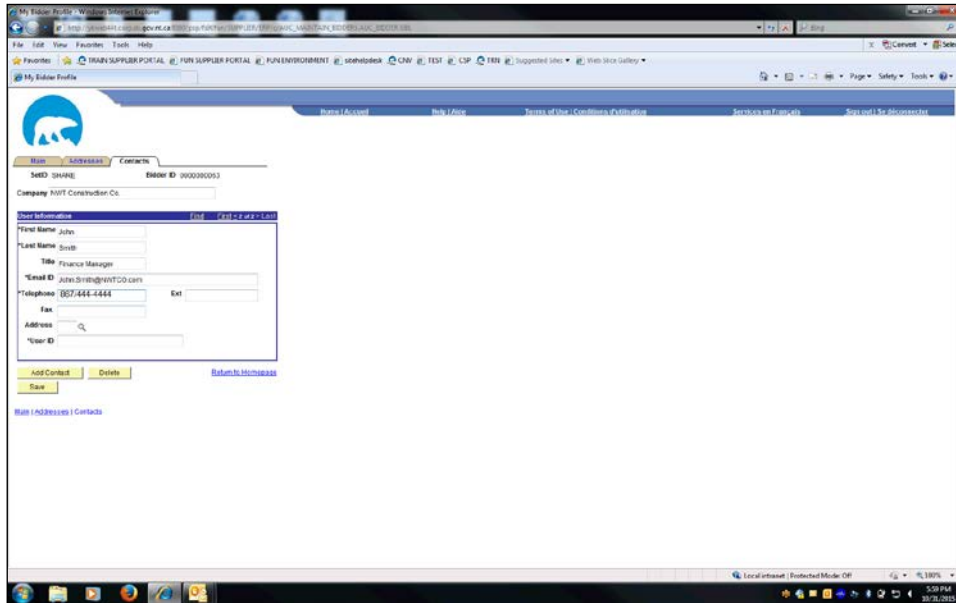
User ID:

Add Contact Delete Return to Homepage

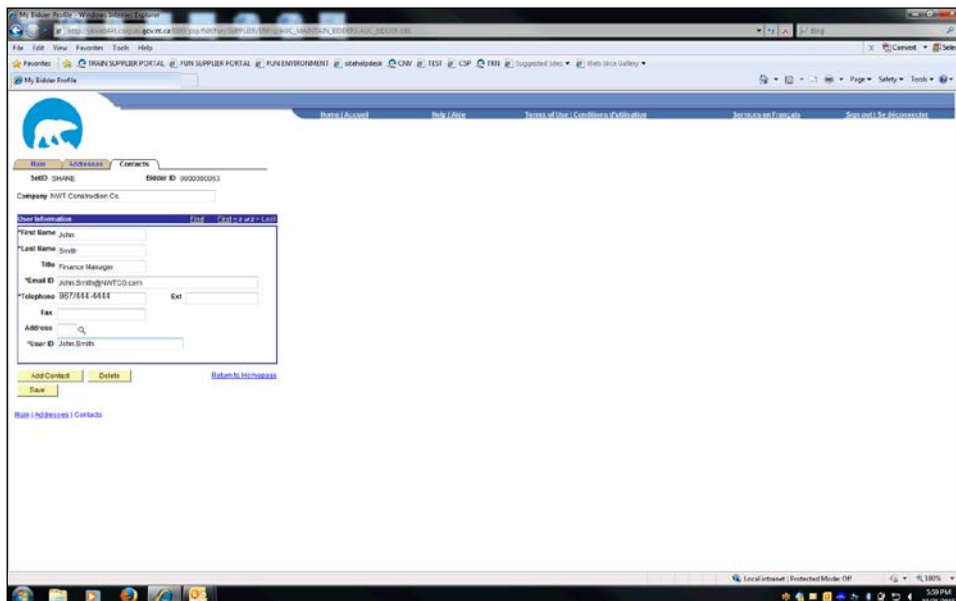
Save

View (Add/Remove) Contacts

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

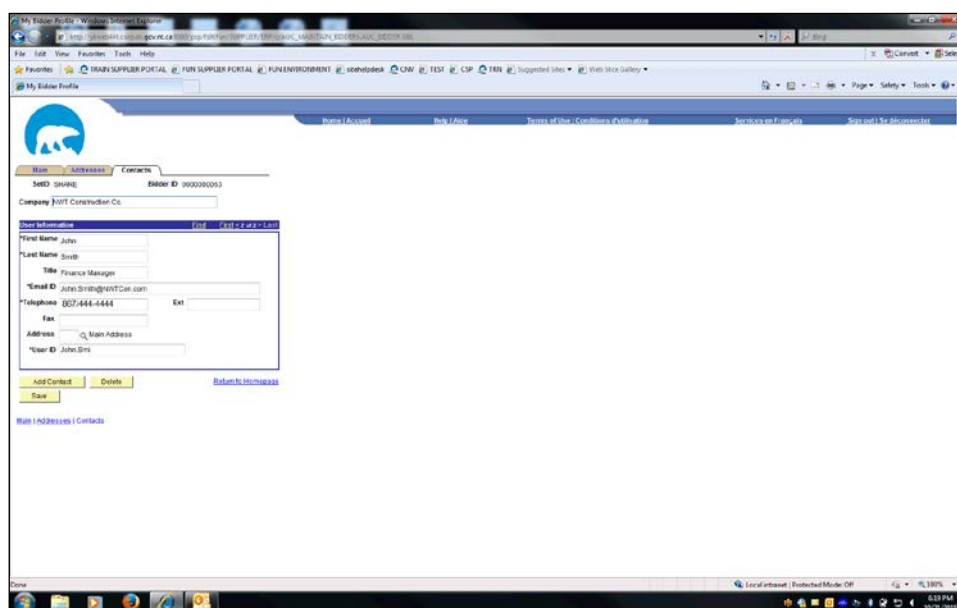


Step	Action
17.	Enter the desired information into the User ID field.



Step	Action
18.	Click the Save button.

Save



Step	Action
19.	Click the Return to Homepage link. Return to Homepage