

Manage Bids- 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 view your event activity through the GNWT Contract Event Opportunities website.

When you have finished you will be able to:

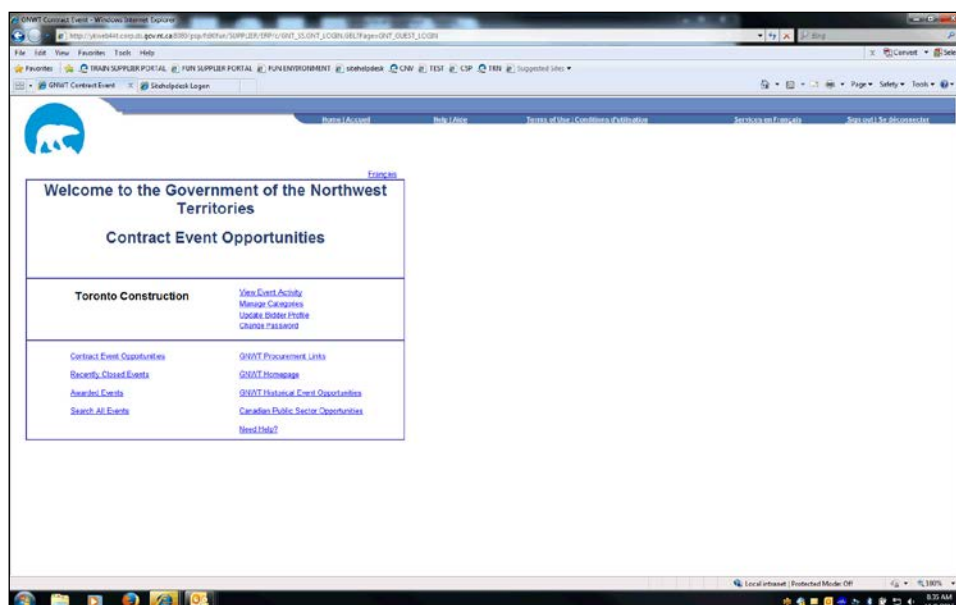
- View your prior bids.
- Cancel existing bids.
- Submit a new bid.

Reminder:

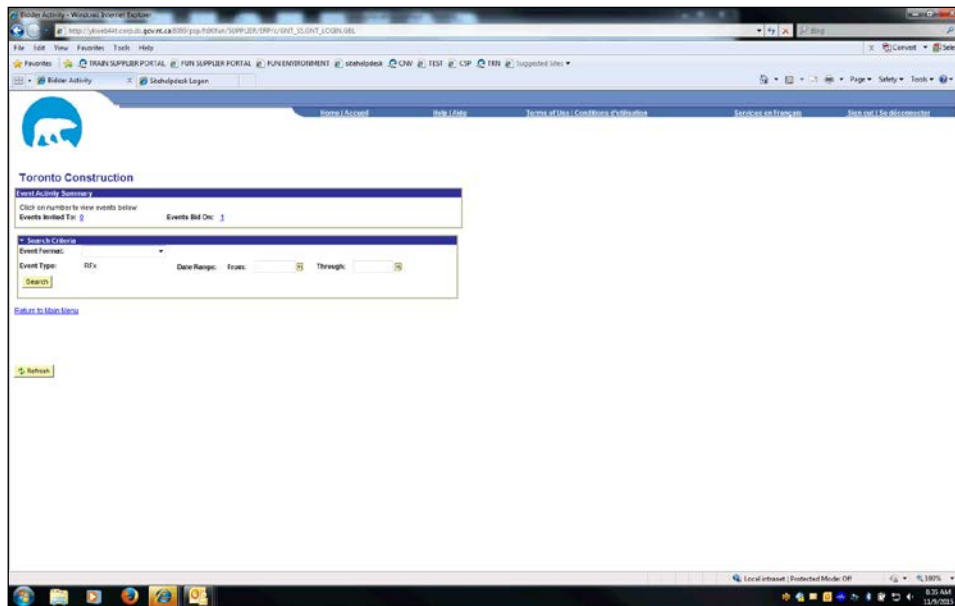
When navigating through the website do not use the back button  on your web browser to go back to previous screens. Please navigate using the links found on each page.

Disclaimer:

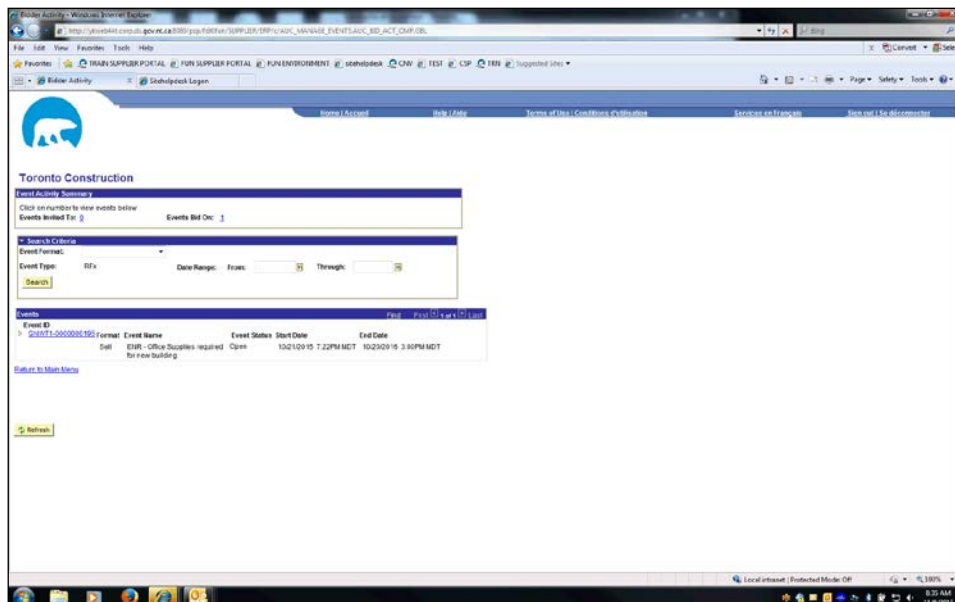
All screen captures in this guide use fictitious data and do not represent current or future GNWT procurement activities.



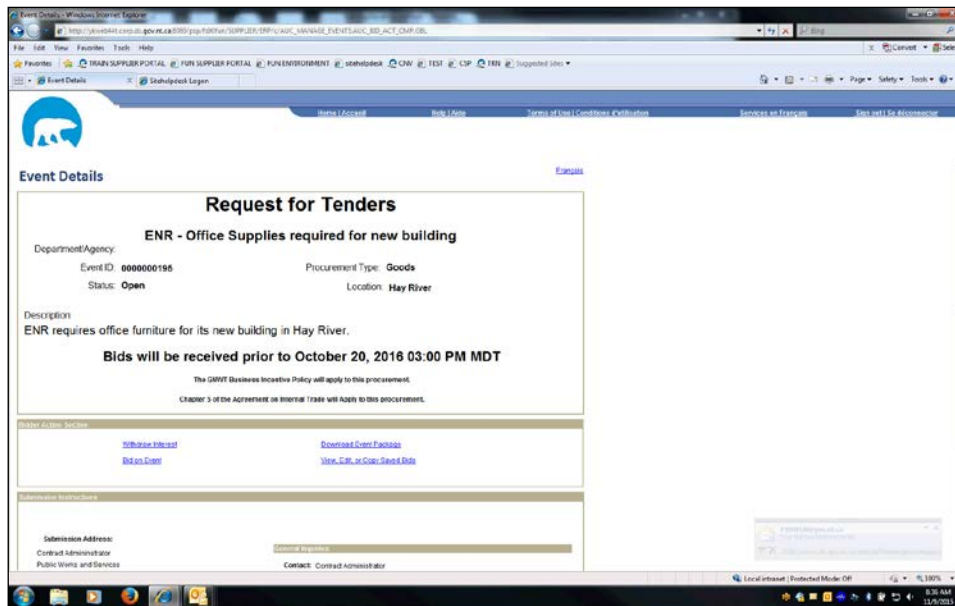
Step	Action
1.	Click the View Event Activity link. View Event Activity



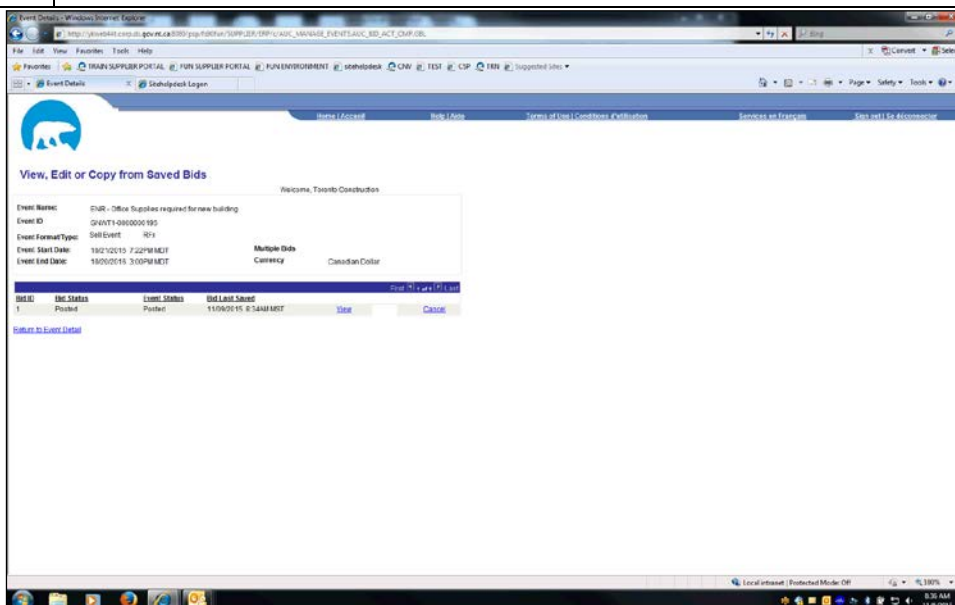
Step	Action
2.	The Event Activity Summary displays the number of Events to which you've been invited and Events in which you've submitted a bid. In this example, click the 1 link next to "Events Bid On" to view the Events you've bid on.



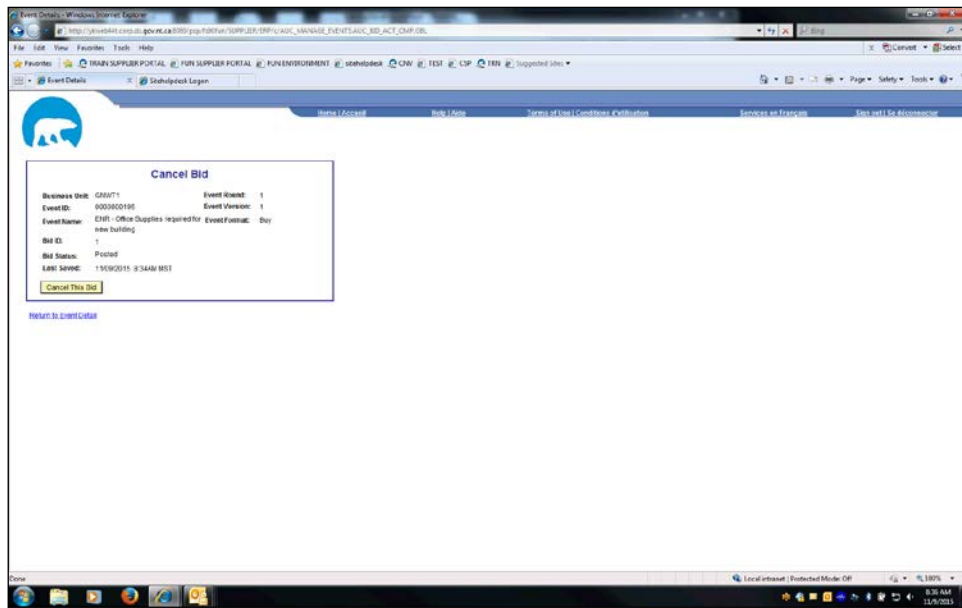
Step	Action
3.	Click the GNWT1-0000000195 link. This will now take you to the Event that you bid on.

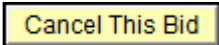


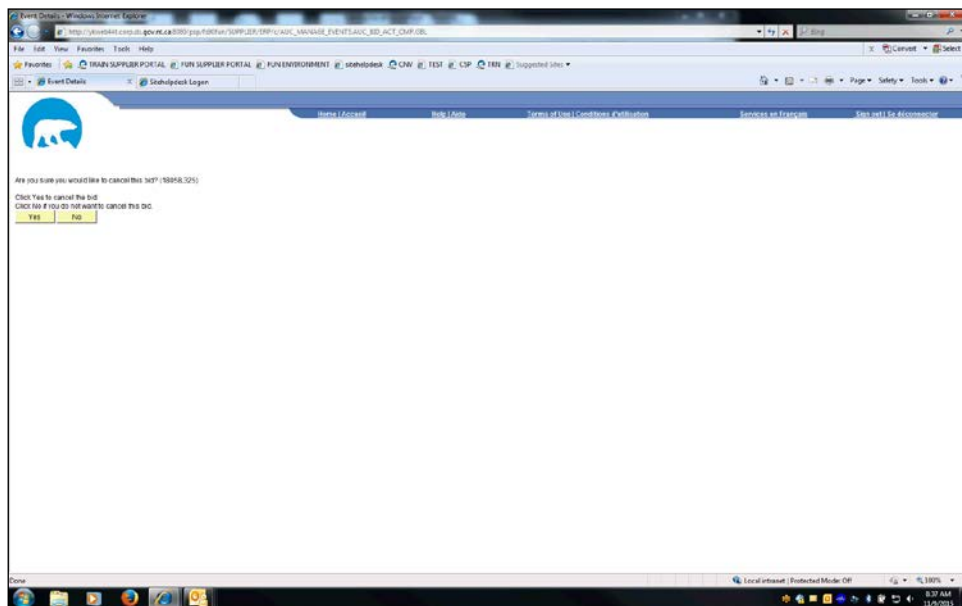
Step	Action
4.	Click the View, Edit, or Copy Saved Bids link. View, Edit, or Copy Saved Bids

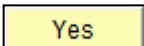


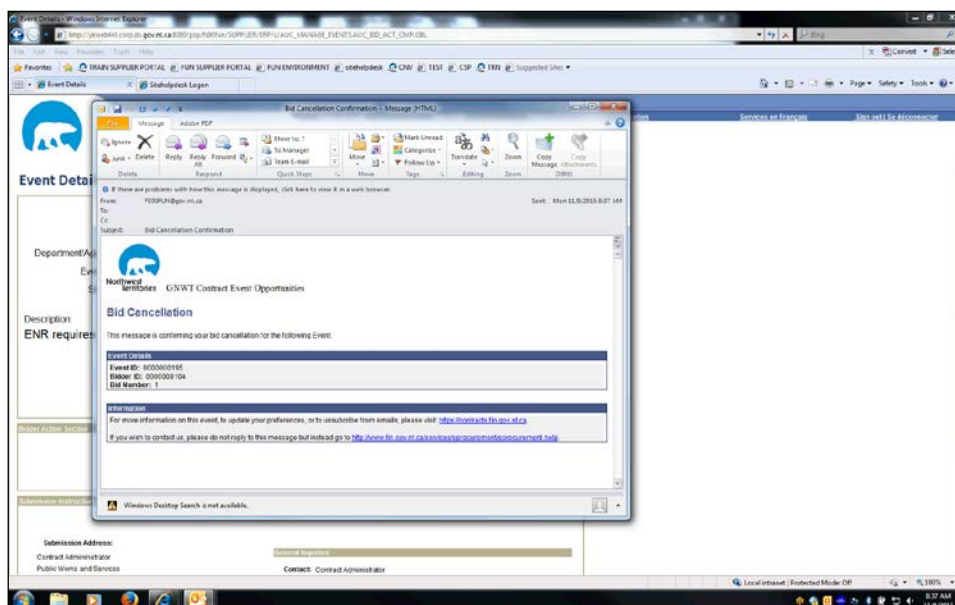
Step	Action
5.	In the View, Edit or Copy from Saved Bids you can click on View and see your prior bid. It should be noted that there is no ability to edit a bid once it is submitted. If you would like to make changes to the bid, first cancel the original bid and then submit a new bid. To do this, click the Cancel link. Cancel




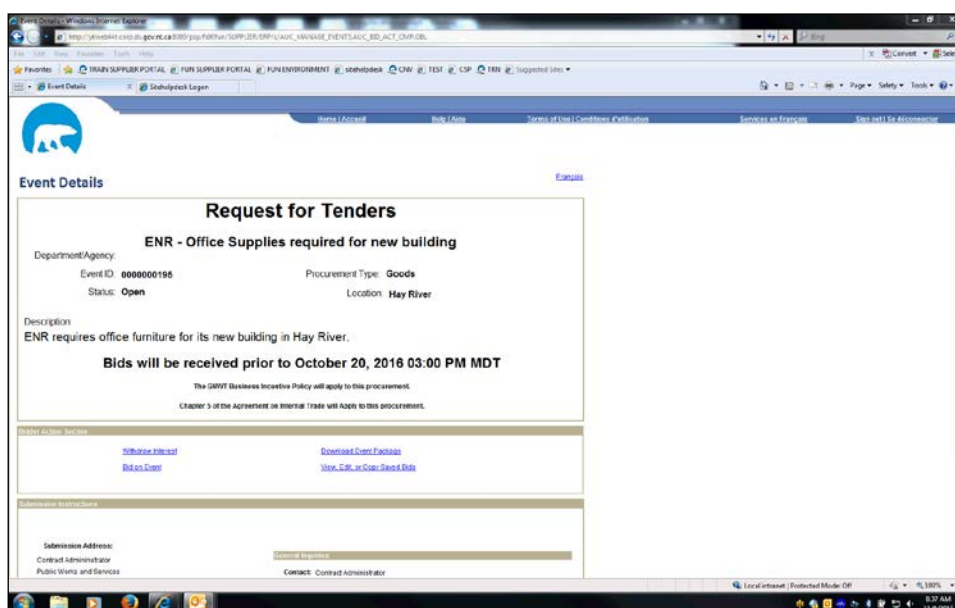
Step	Action
6.	Click the Cancel This Bid button. 



Step	Action
7.	The GNWT Contract Event Opportunities website will ask you if you are sure you want to cancel this bid. If you are sure you want to cancel your bid, click the Yes button. 



Step	Action
8.	You will receive an email confirming your cancellation. Click the Close button. 



Step	Action
9.	To bid on the event again, sign-in into the GNWT Contract Event Opportunities website and navigate to the Event. The Bid on Event link will now let you enter in your new bid. 