



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:

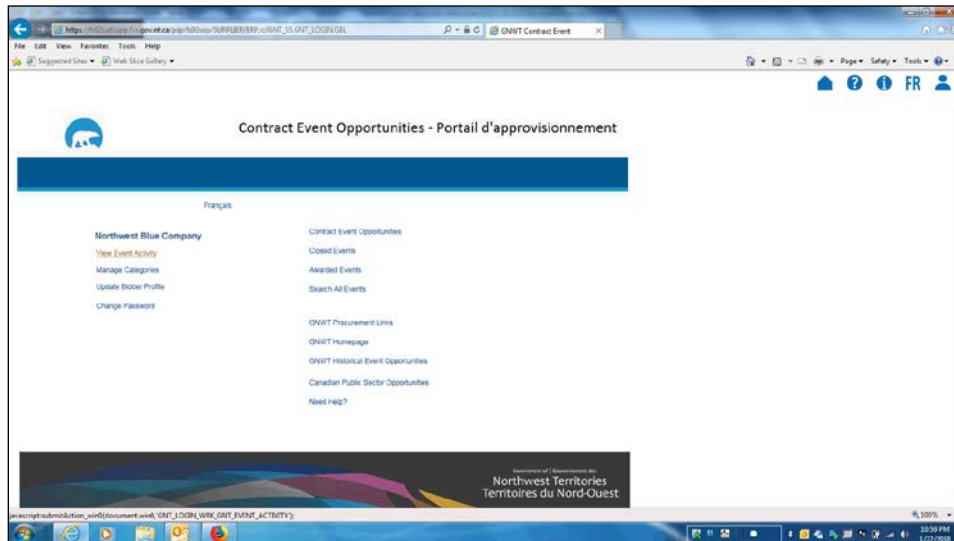
- View your prior bids.
- Cancel existing bids.
- Submit a new bid.

Reminder:

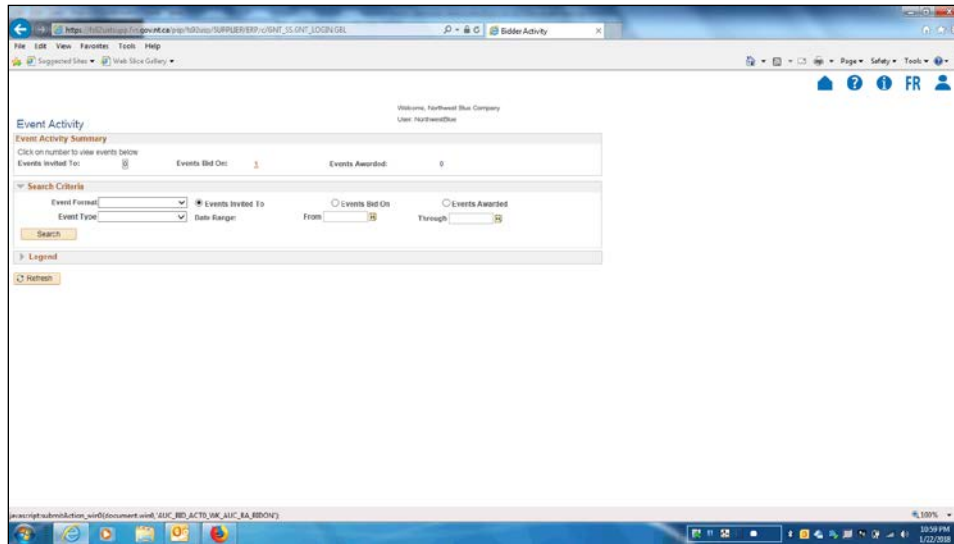
When navigating through the website do not use the back button on your web browser to go back to previous screens. Please navigate using the links found on each page.

Disclaimer:

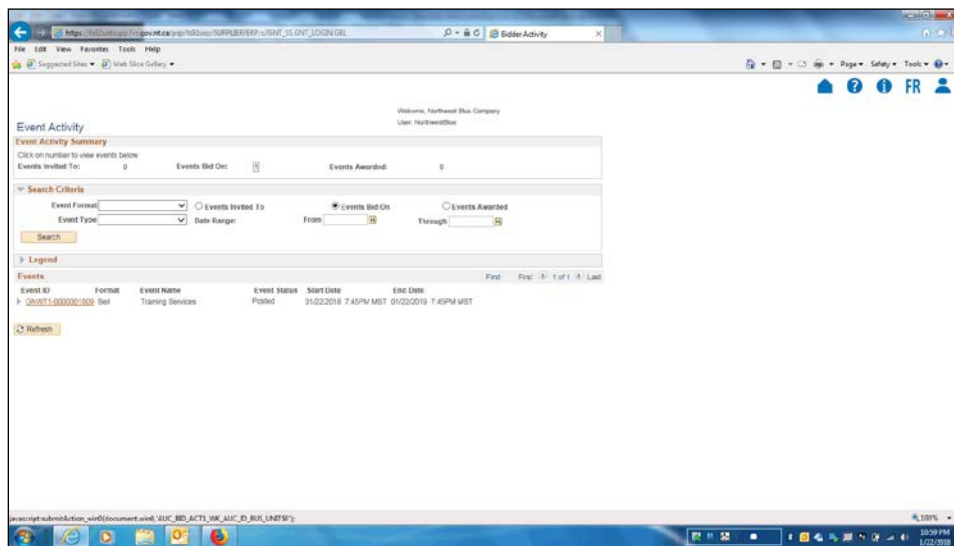
All screen captures in this guide use fictitious data and do not represent current or future GNWT procurement activities.



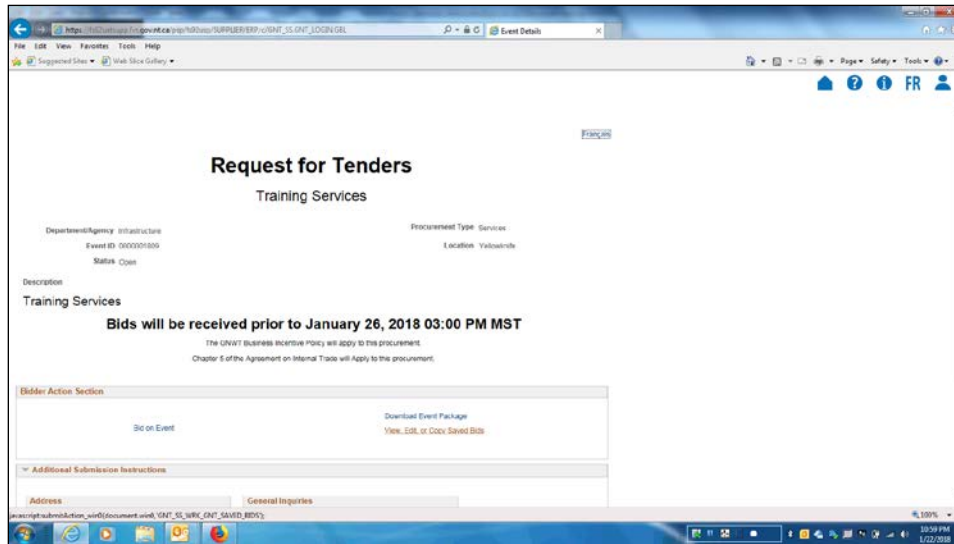
Step	Action
1.	Once signed into your bidder account, if you have previously bid on an Event, you can click the View Event Activity link. View Event Activity



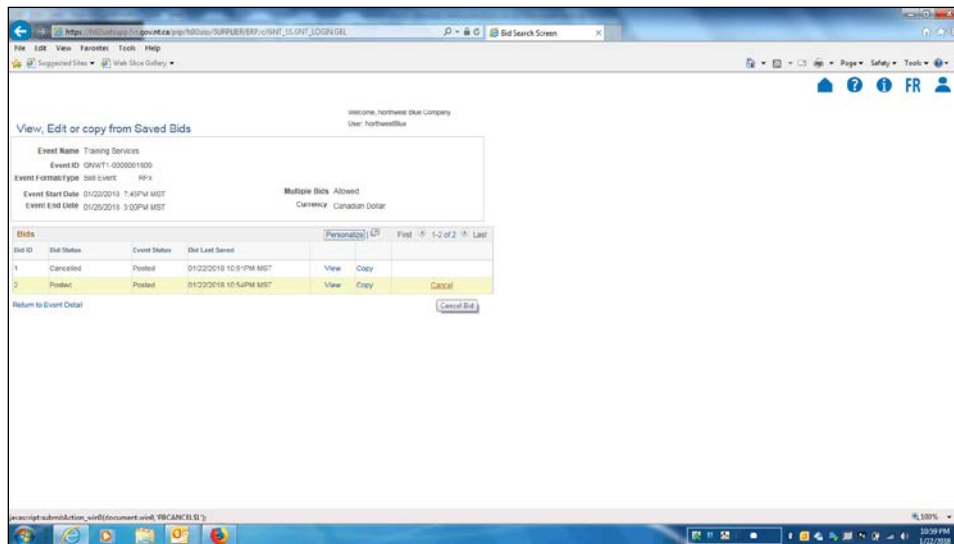
Step	Action
2.	The Event Activity Summary displays the number of Events to which you've been invited and Events in which you've submitted a bid. To see any events you've been invited to, click the number link next to the label "Events Invited To:" E.g. 1



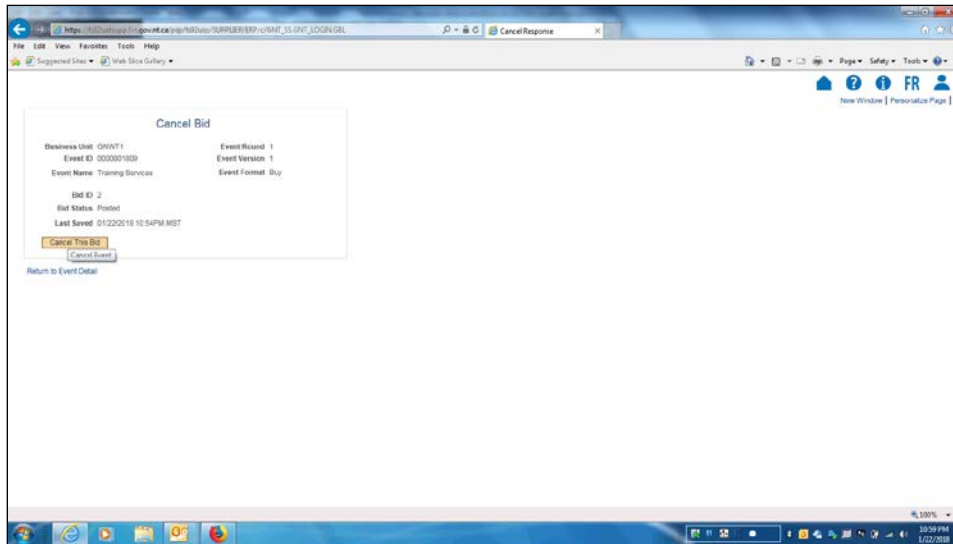
Step	Action
3.	To see the details of an Event that you were invited to or that you had bid on, click the Event link that looks something like this: GNWT1-0000001809 .



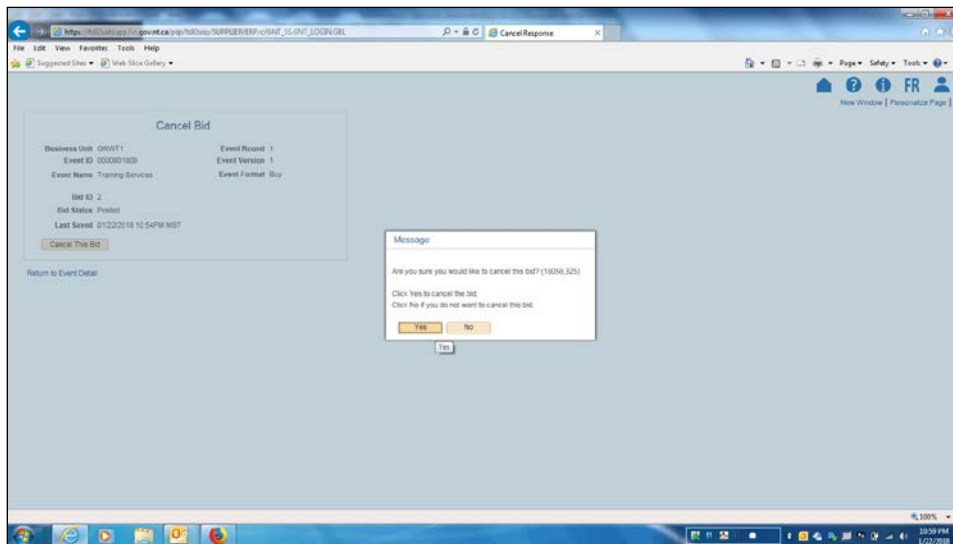
Step	Action
4.	To see specifics about a bid you have placed on an event, you can also navigate to the Event in question and click the View, Edit, or Copy Saved Bids link. View, Edit, or Copy Saved Bids



Step	Action
5.	From this page, you can view your previously submitted bids, cancel an existing bid or copy a cancelled bid to create a new 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 E.g. Click the Cancel link. Cancel



Step	Action
6.	When cancelling a bid, you will be asked to confirm this action. E.g. Click the Cancel This Bid button if you're sure you want to cancel the bid. Cancel This Bid



Step	Action
7.	Click the Yes button if you are absolutely sure you want to cancel your bid. Yes



Step	Action
8.	You will receive an email from psstenders@gov.nt.ca confirming your Bid Cancellation.

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. Bid on Event End of Procedure.