



Maintain Bidder or Supplier 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.
- Contact GNWT Financial and Employee Shared Services for updates if you're a Supplier.

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.

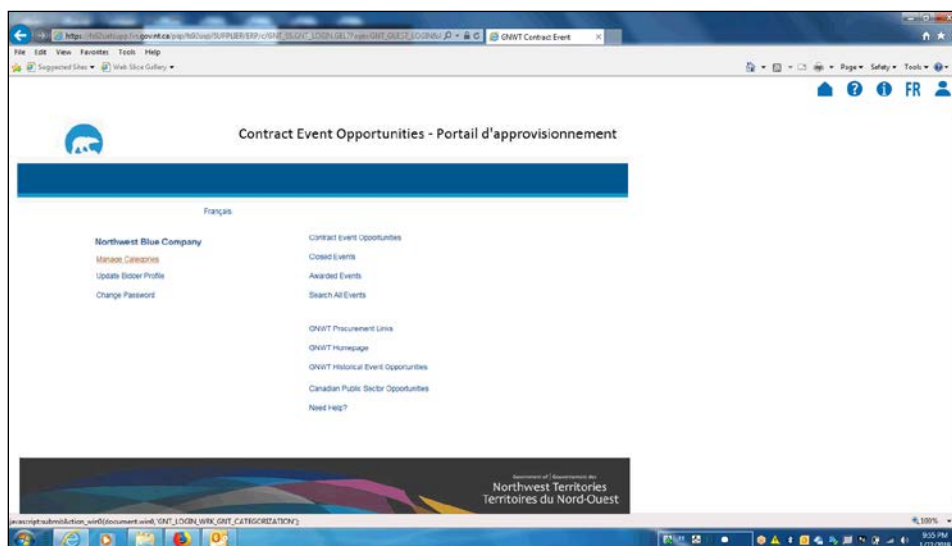
Important Note:

As part of the upgrade to the GNWT Contract Event Opportunities Website on January 29th, 2018 there are now two types of accounts possible for signing into the website. Bidders still exist and this type is reserved for companies who have not yet been awarded a contract with the GNWT or who have not yet been matched to a Supplier. There are no changes for existing registered bidders.

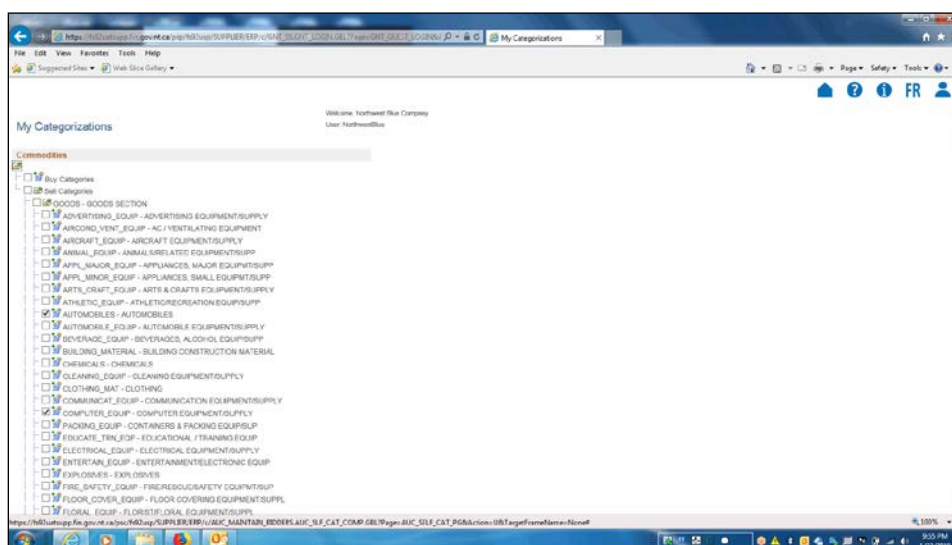
New to the upgraded website is Suppliers. These are bidders who have been awarded a GNWT contract or who have been able to be matched to a company that the GNWT has done business with previously. The change is mostly transparent to the users of the GNWT Contract Event Opportunities Website except in the way that updates are made to address and contact information (shown in this walk through).

Additionally, there may be times when a bidder has been linked incorrectly to a supplier. If this is the case, please visit <http://www.fin.gov.nt.ca/services/eprocurement/eprocurement-help> for assistance on how to contact the SAM Help Desk for correcting this scenario.

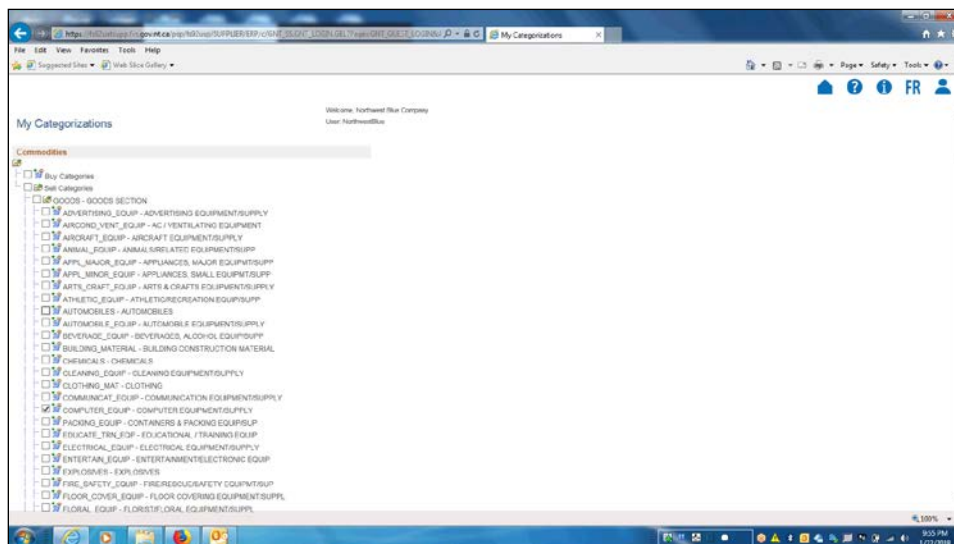
Finally, if your bidder account has been properly linked to a supplier account but you're now noticing the GNWT has outdated address or contact information for your company, please contact Financial and Employee Shared Services at financial_sharedservices@gov.nt.ca.




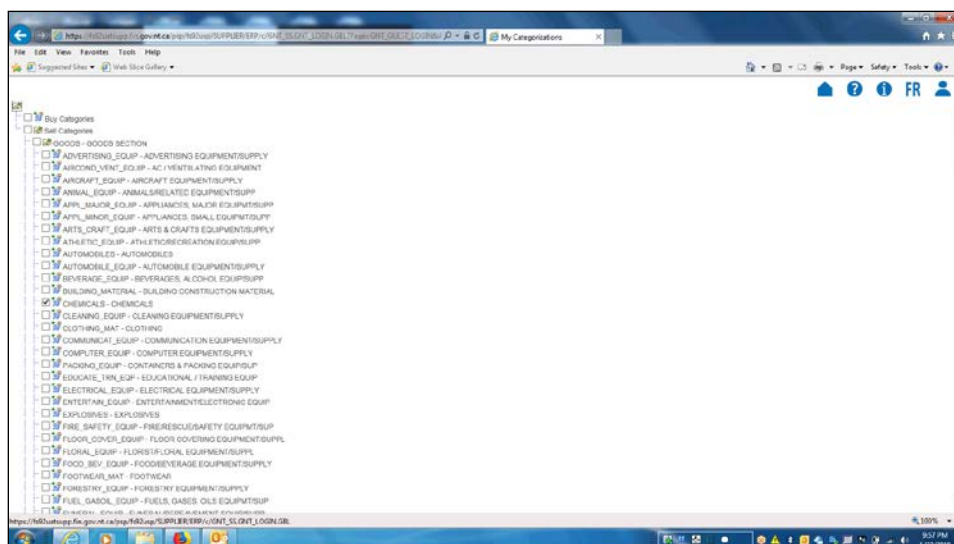
Step	Action
1.	<p>The Manage Categories link will let you add or remove procurement categories.</p> <p>Click the Manage Categories link.</p> <p>Manage Categories</p>




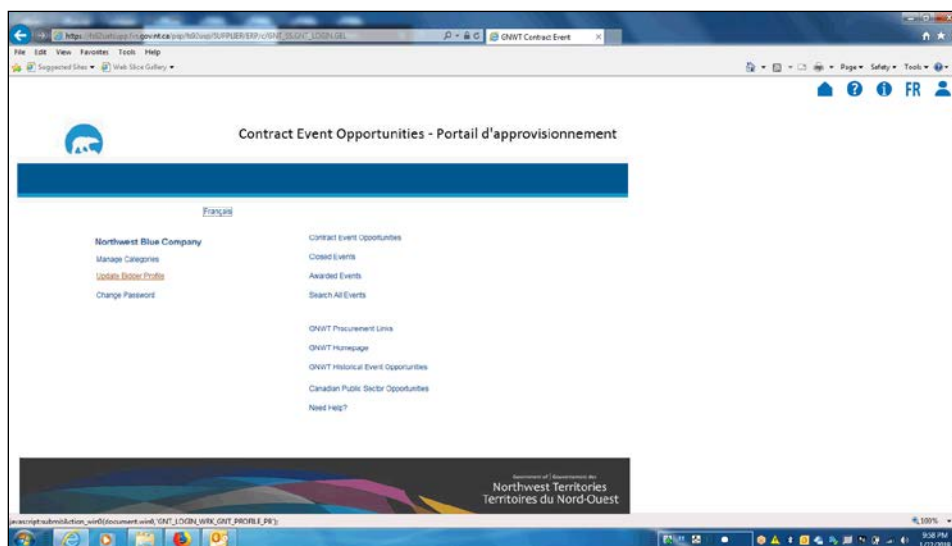
Step	Action
2.	<p>Add or remove categories as required. E.g. Click the AUTOMOBILES - AUTOMOBILES option.</p> <p>We are removing this category.</p> <p><input checked="" type="checkbox"/></p>



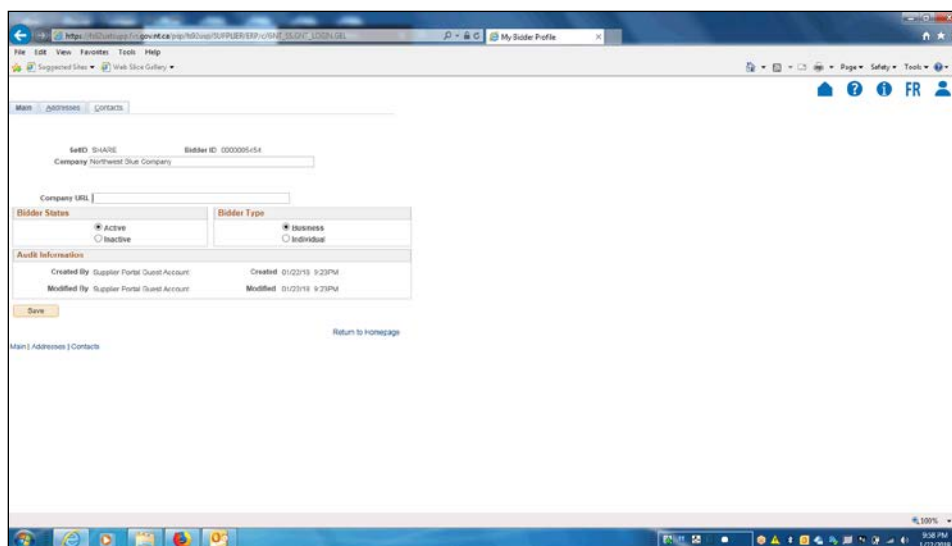
Step	Action
3.	E.g. Click the CHEMICALS - CHEMICALS option. We are selecting this new category. 



Step	Action
4.	Scroll to the bottom of the screen and click the Save button. 





Step	Action
5.	If you are a bidder, you can click the Update Bidder Profile link to update your bidder profile. Update Bidder Profile



Step	Action
6.	You can then update the information you registered with when creating your bidder account. E.g. Click the Addresses tab. Addresses



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

Step	Action
8.	Click the Bill To Address option. Note: You can only have one Main Address per company. All other address types can have multiples. 



Step	Action
9.	Enter the desired information into the Address 1 field. Enter a valid value e.g. "12 Shepard St". <input type="text"/>

Step	Action
10.	Enter the desired information into the City field. Enter a valid value e.g. "Yellowknife". *City <input type="text"/>



Step	Action
11.	Enter the desired information into the Postal field. Enter a valid value e.g. " X1A2R9 ". <input type="text"/>

Step	Action
12.	Enter the desired information into the Province field. Enter a valid value e.g. " nt ". <input type="text"/>



Step	Action
13.	Click the Northwest Territories item. Northwest Territories

Step	Action
14.	Click the Contacts tab. Contacts



The screenshot shows a web browser window displaying a contact management interface. The page title is 'My Sister Profile'. The main content area is titled 'User Information' and contains several input fields: 'First Name' (with the value 'Jason'), 'Last Name' (with the value 'Smith'), 'Title' (with the value 'Manager'), 'Email' (with the value 'jason.smith@northwestblue.com'), 'Telephone' (with the value '8671111111'), 'Fax', and 'Address' (with the value 'NorthwestBlue'). There are also 'Add Contact' and 'Delete' buttons. The 'Telephone' field is highlighted with a red box.

Step	Action
15.	Enter the desired information into the Telephone field. Enter a valid value e.g. “ 876-4444 ”.

This screenshot is identical to the one above, showing the same contact form. The 'Add Contact' button at the bottom of the form is highlighted with a red box.

Step	Action
16.	Click the Add Contact button. Add Contact



Step	Action
17.	Enter the desired information into the First Name field. Enter a valid value e.g. "Jennifer". <div></div>

Step	Action
18.	Enter the desired information into the Last Name field. Enter a valid value e.g. "Smith". <div></div>



My Profile

First Name: Jennifer
Last Name: Smith
Title: Senior Analyst
Email ID: **jennifer.smith@gmail.com**
Telephone: 8671111111
Fax:
Address:
User ID:
Add Contact Delete
Save Return to Homepage


Step	Action
19.	Enter the desired information into the Email ID field. Enter a valid value e.g. "jennifer_smith@gmail.com" . <input type="text"/>


My Profile

First Name: Jennifer
Last Name: Smith
Title: Senior Analyst
Email ID: jennifer.smith@gmail.com
Telephone: **8671111111**
Fax:
Address:
User ID:
Add Contact Delete
Save Return to Homepage

Step	Action
20.	Enter the desired information into the Telephone field. Enter a valid value e.g. "8671111111" . <input type="text"/>



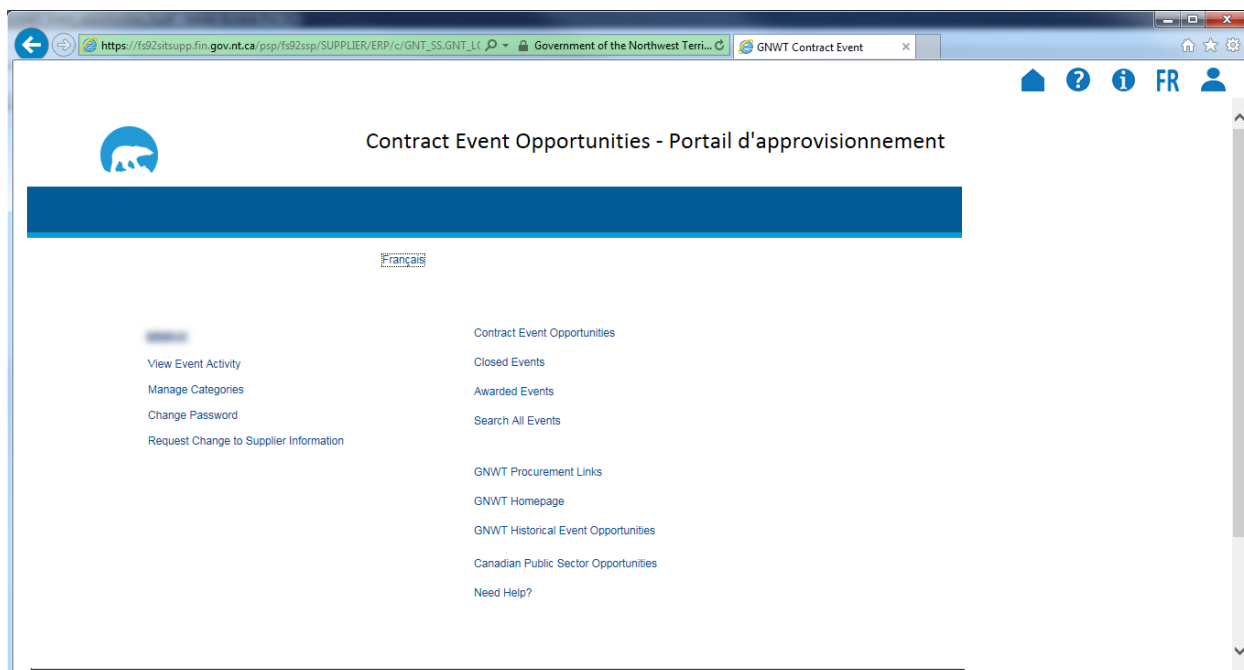
Step	Action
21.	Click the Look up Address button. 

Step	Action
22.	You will now link a company address to this contact. E.g. Click the 1 link. 



Step	Action
23.	Enter the desired information into the User ID field. Enter a valid value e.g. "JennSmith".

Step	Action
24.	Click the Save button which save all the changes made in the above steps.



Step	Action
25.	<p>When logged in as a Supplier, the link called “Update Bidder Profile” will no longer be an option. Instead, Suppliers will see “Request Change to Supplier Information”. Given Suppliers are linked directly to the GNWT supplier list, these updates are strictly controlled by the GNWT Financial and Employee Shared Services division of the Department of Finance.</p> <p>Click on the “Request Change to Supplier Information” link on the homepage.</p>



Request Change to Supplier Information

Supplier Information List

Current Address	
Personalize Find First 1-2 of 2 Last	
Description	Address Type
Fort Smith	Business
Fort Smith	Business

Current Contact	
Personalize Find First 1-4 of 4 Last	
Description	Name
Fort Smith	

Instructions
If you require changes to your supplier account, (ie. Change to you address or contact), please provide an email from your company email account and/or a letter on your company letterhead detailing the change required. The letter or email can be sent to financial_sharedservices@gov.nt.ca. If you have a specific question, please submit it using the Request box below and someone from GNWT's Financial and Employee Shared Services will contact you within 2 business days.

Request:

Submit Cancel

Step	Action
26.	<p>The Addresses and Contacts for the Supplier that is logged in will be listed at the top of the page. Instructions on how to update this information are contained in the “Instructions” box. Any additional comments can be added to the “Request” box and Financial and Employee Shared Services will see these comments.</p> <p>If you are unclear on how to proceed, please email financial_sharedservices@gov.nt.ca</p> <p>Click the Submit button when you have completed the review of this page and are ready to submit your request for updates.</p> <div>Submit</div>