Website Navigation - 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. Companies 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 navigate through the GNWT Contract Event Opportunities website and become familiar with some of the features.

When you have finished you will be able to:
• View current open contract event opportunities,
• View recently closed events, and,
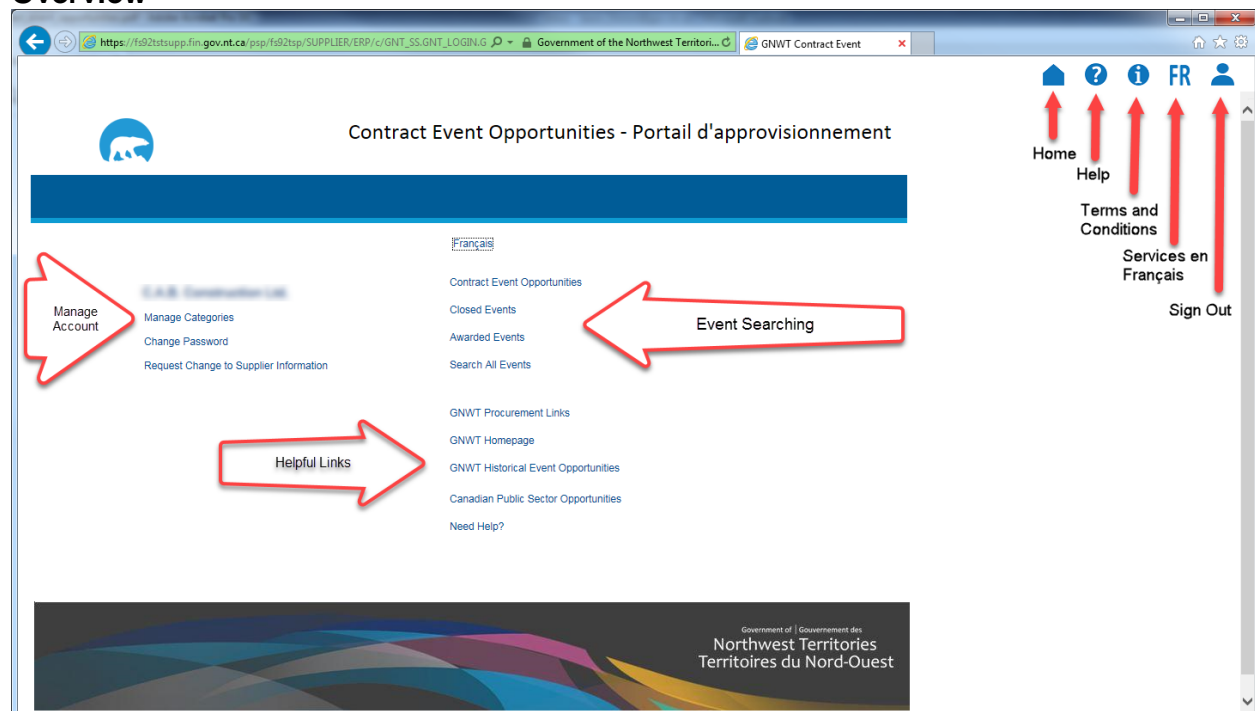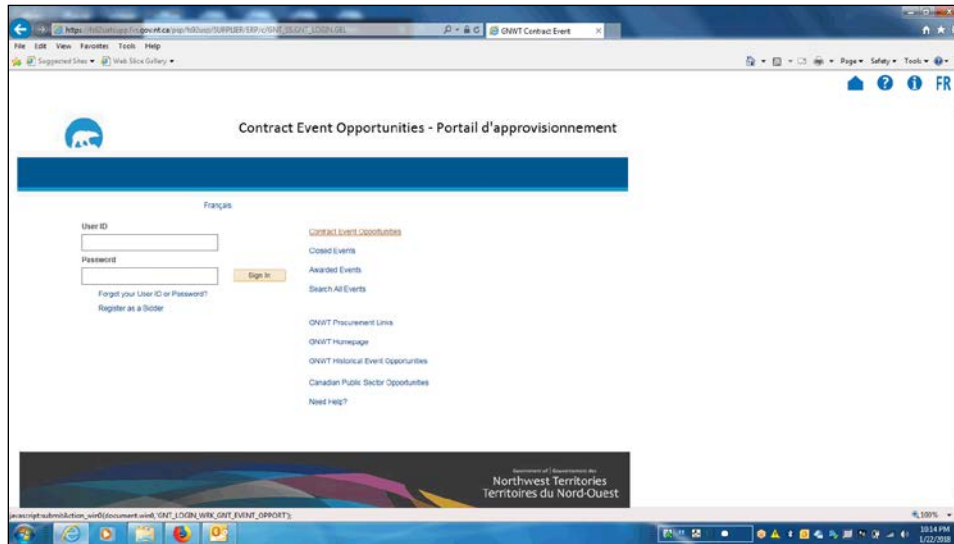• Search and sort events by various search filters.

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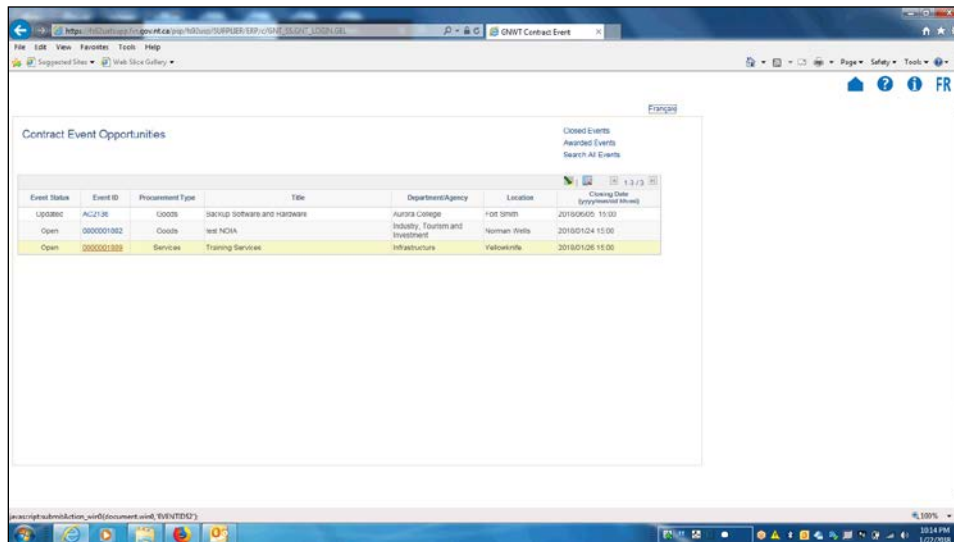
Disclaimer:
All screen captures in this guide use fictitious data and do not represent current or future GNWT procurement activities.

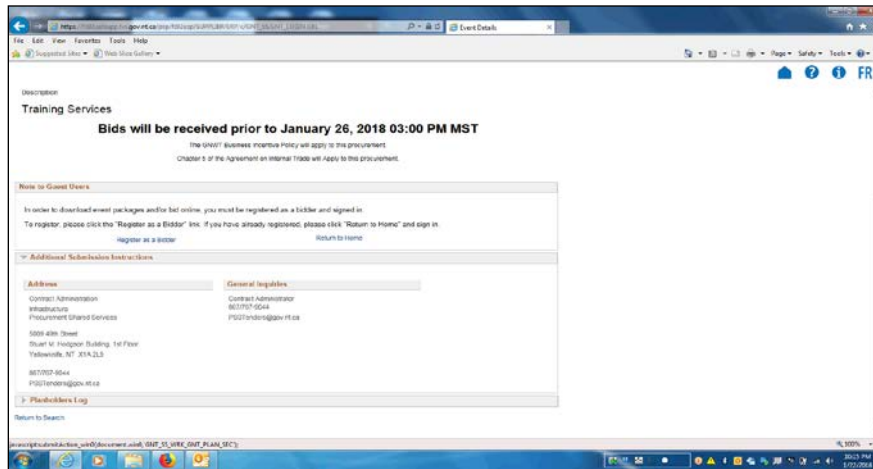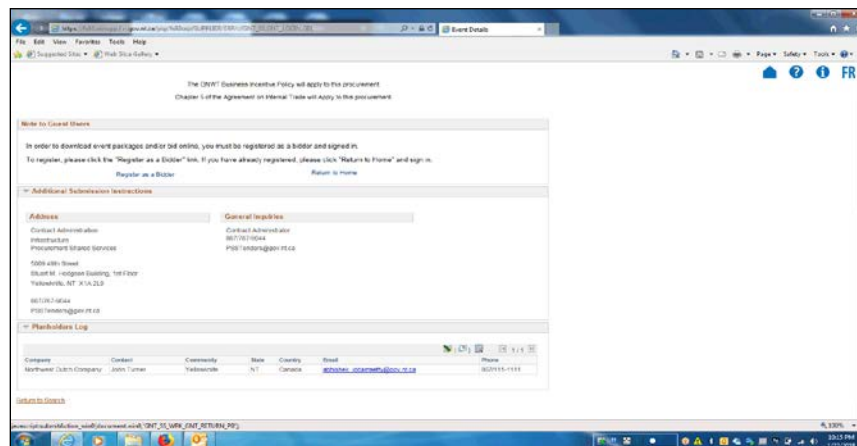## Overview

Step	Action
1.	To view the current open contract event opportunities, click the **Contract Event Opportunities** link.

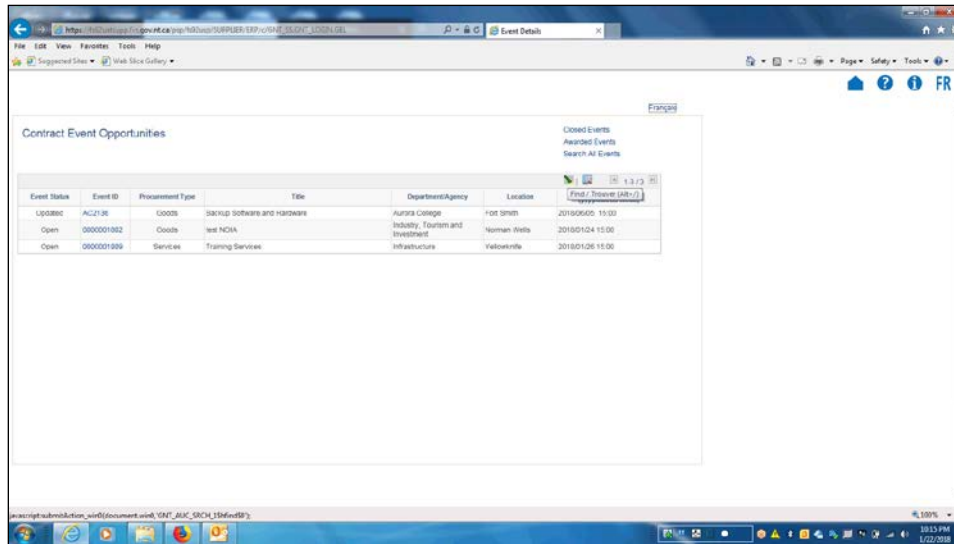Contract Event Opportunities

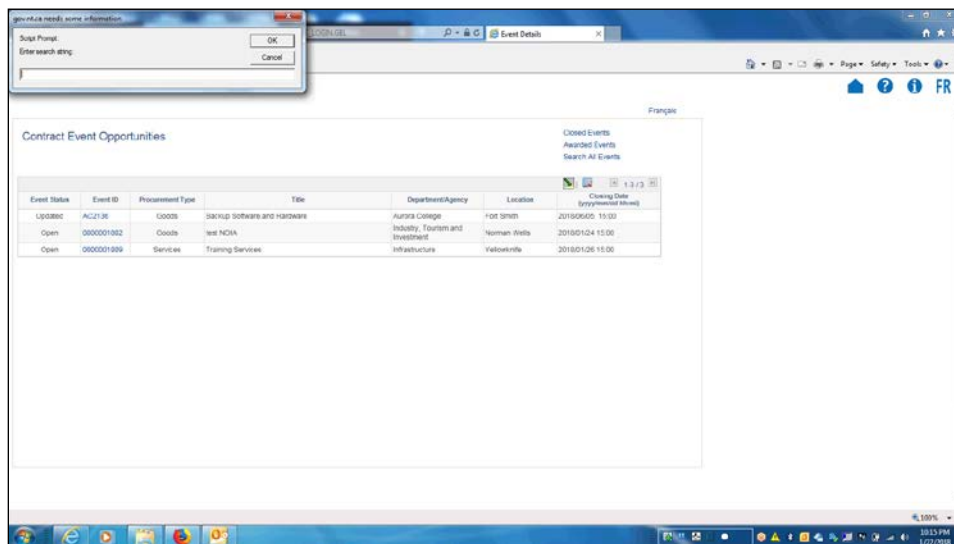| Step	Action
2.	You can now click on any header on any of the search tables to sort the table by that column alphabetically or numerically. When you've found the event you're looking for, click the Event number in the Event ID column. E.g. The **0000001809** link.

0000001809

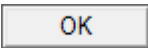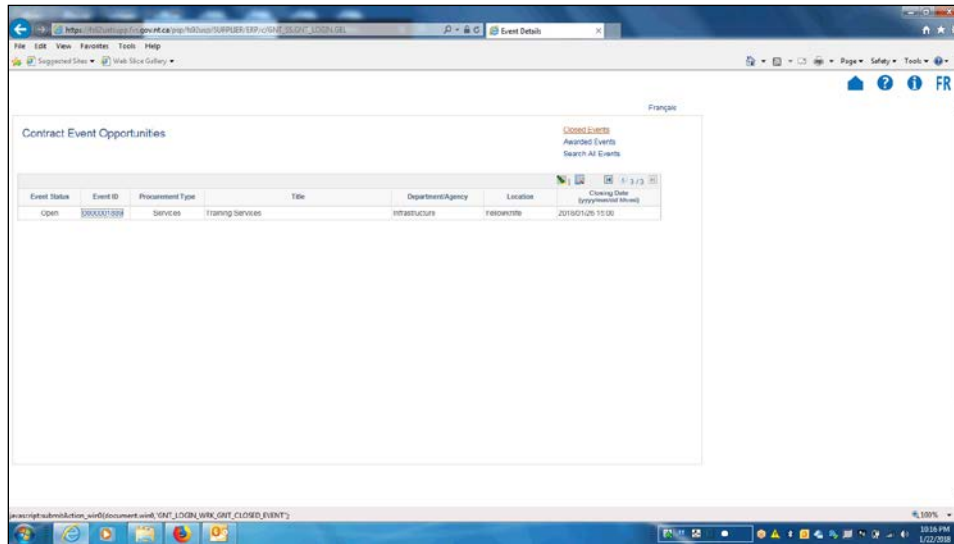| Step	Action
3.	Clicking on the Event ID takes you to the Event Details page. The options available to you on this page are to register as a bidder or, if you are already registered, to click the return to login link and sign in.
	For instructions on how to register as a bidder, see the "Register as a Bidder" instructions.
	New in the website upgrade on January 29th, 2018 is a public listing of all companies that have expressed interest on any public event. To see this, scroll to the bottom of the page and expand the section called **Planholders Log**.

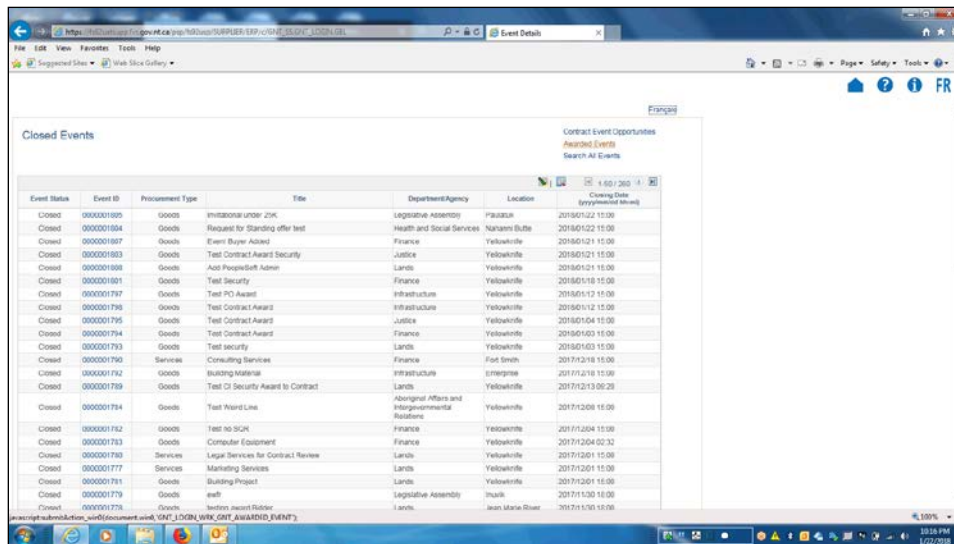| Step	Action
4.	When you've finished reviewing the Event Details, click the **Return to Search** link.
	Return to Search

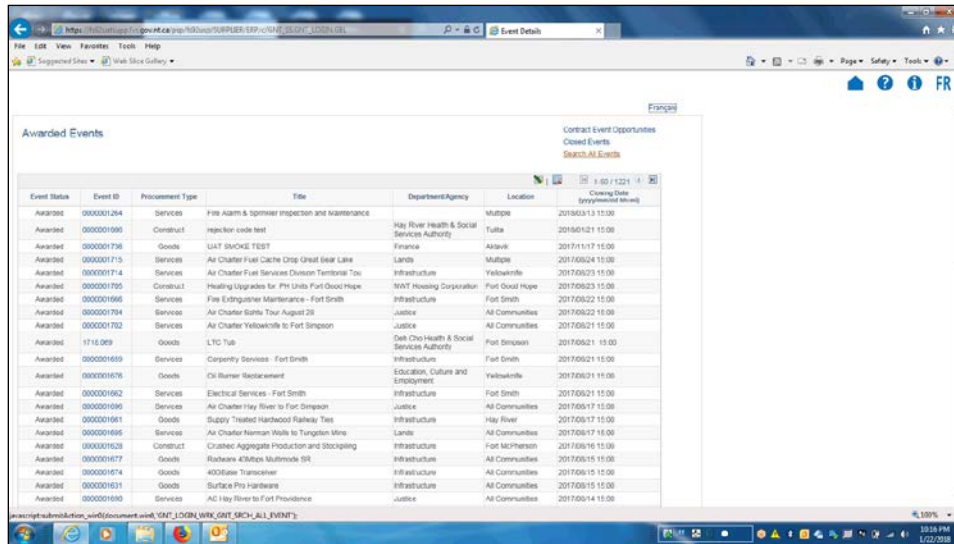| Step	Action
5.	Another new feature on the upgrade website is the **Find** button. You can click this icon on any search table and find a value in any of the columns in that table.

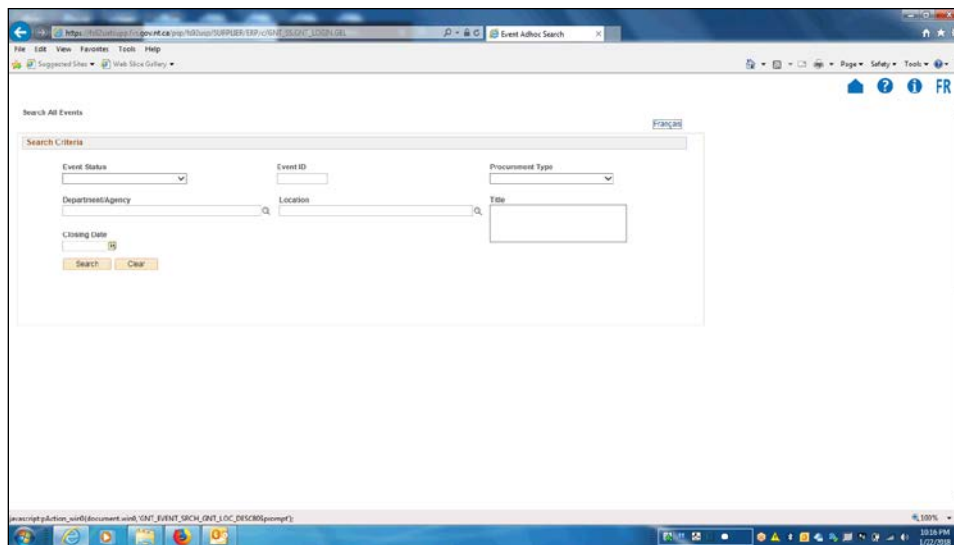| Step	Action
6.	Enter the desired information into the field. Enter a valid value e.g. "Training" and then click OK. This will find rows in the search table with the value you've searched for.

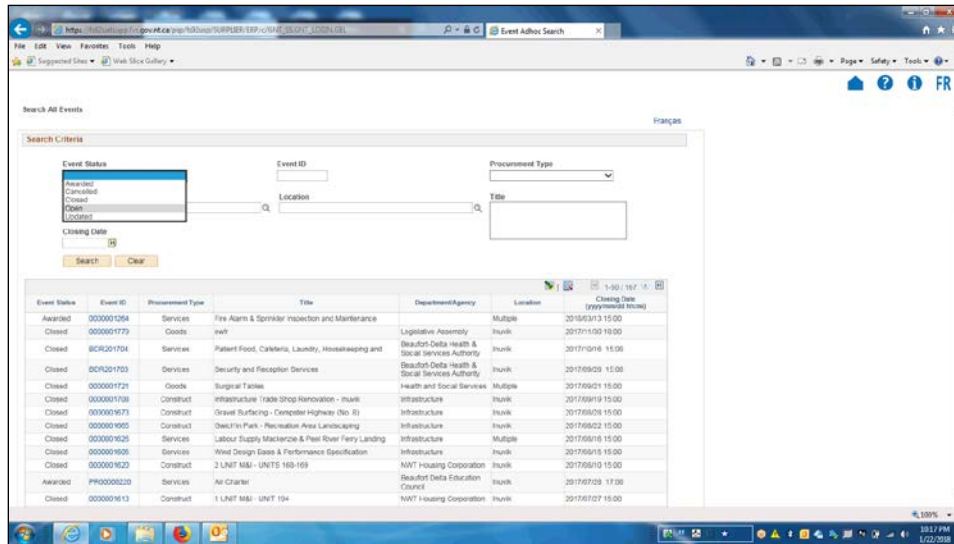| Step	Action
7.	You can click the Closed Events link to view Events that have closed which means bids are no longer being accepted. Click the **Closed Events** link. Closed Events

Step	Action
8.	Similarly, you can click the **Awarded Events** link to see Events that have been awarded. Awarded Events

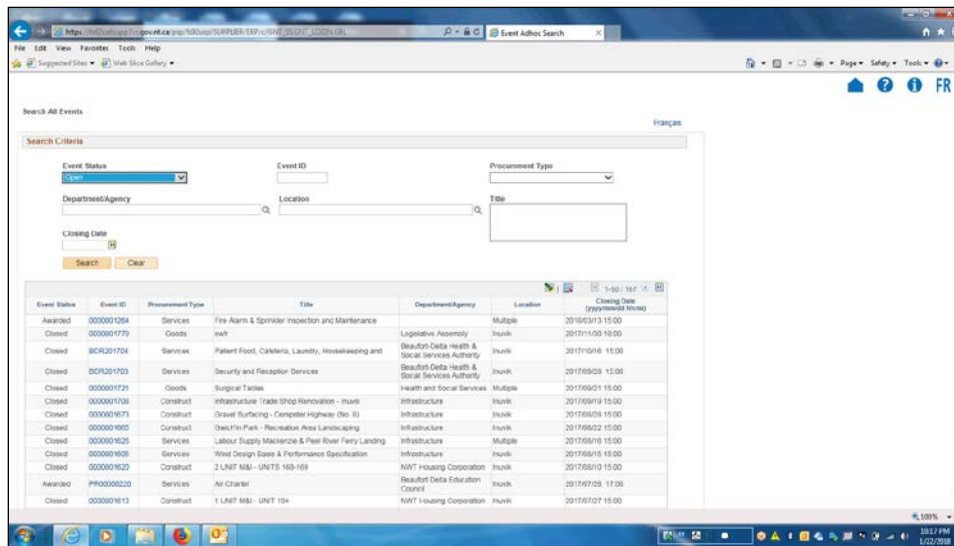| Step	Action
9.	If you want to do a more complex search, click the **Search All Events** link.

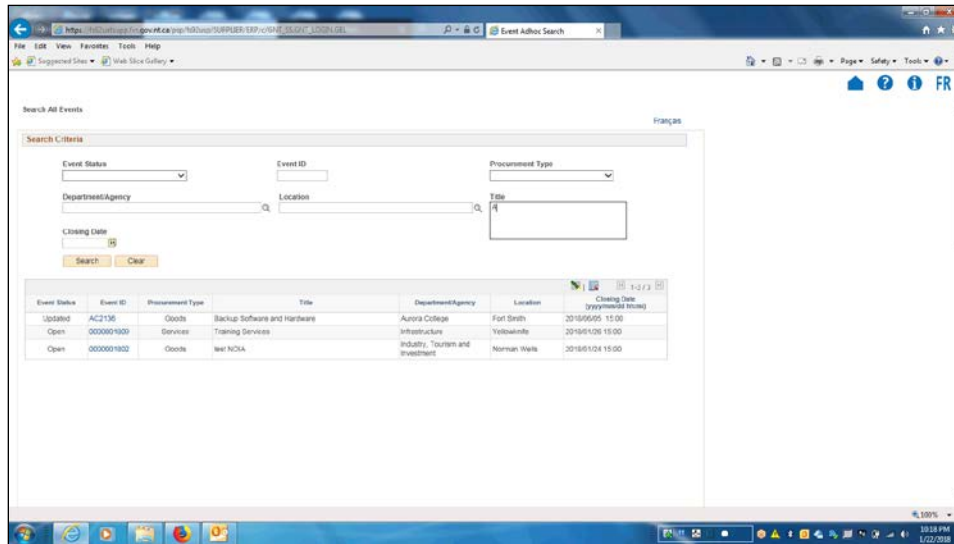| Step	Action
10.	You can search events by any or all the various search filters on this page. E.g. Click the **Look up Location** button next to the Location field to search by geographic location.

Step	Action
11.	E.g. Click the **Inuvik** link. Inuvik

Step	Action
12.	Click the **Search** button and you will see all Events that are based in Inuvik. Search

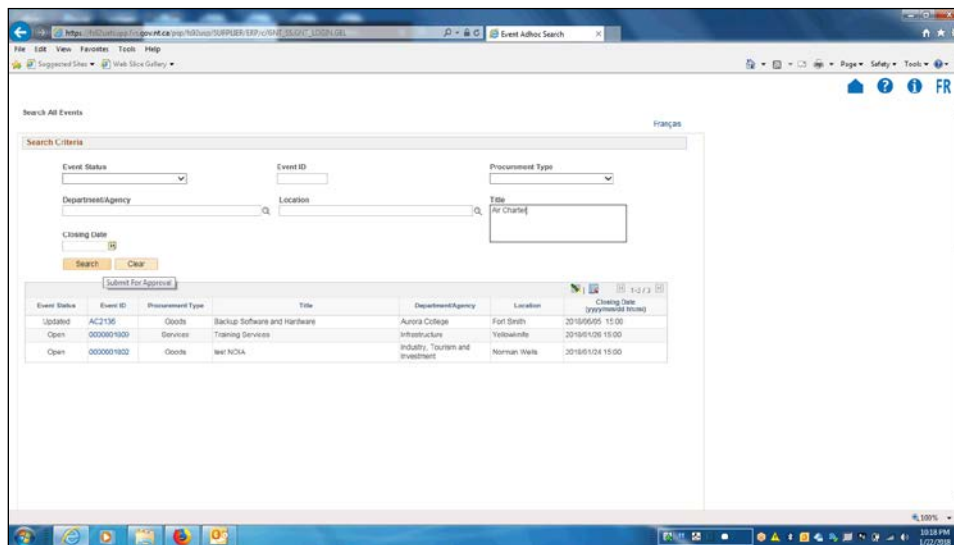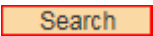| Step	Action
13.	Another example would be searching for all Events in an "Open" status. Click the Event Status list item and select "Open". Open

Step	Action
14.	Click the **Search** button and you will see all Events with an "Open" status which means the Event is open and still accepting bids. Search

Step	Action
15.	Another example is to search by text in the **Title** field. Enter a valid value e.g. "Air Charter ".

Step	Action
16.	Click the **Search** button and you can now see all the Events that had "Air Charter" in the title.
	End of Procedure.