



## 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. 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 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 events by various search filters.

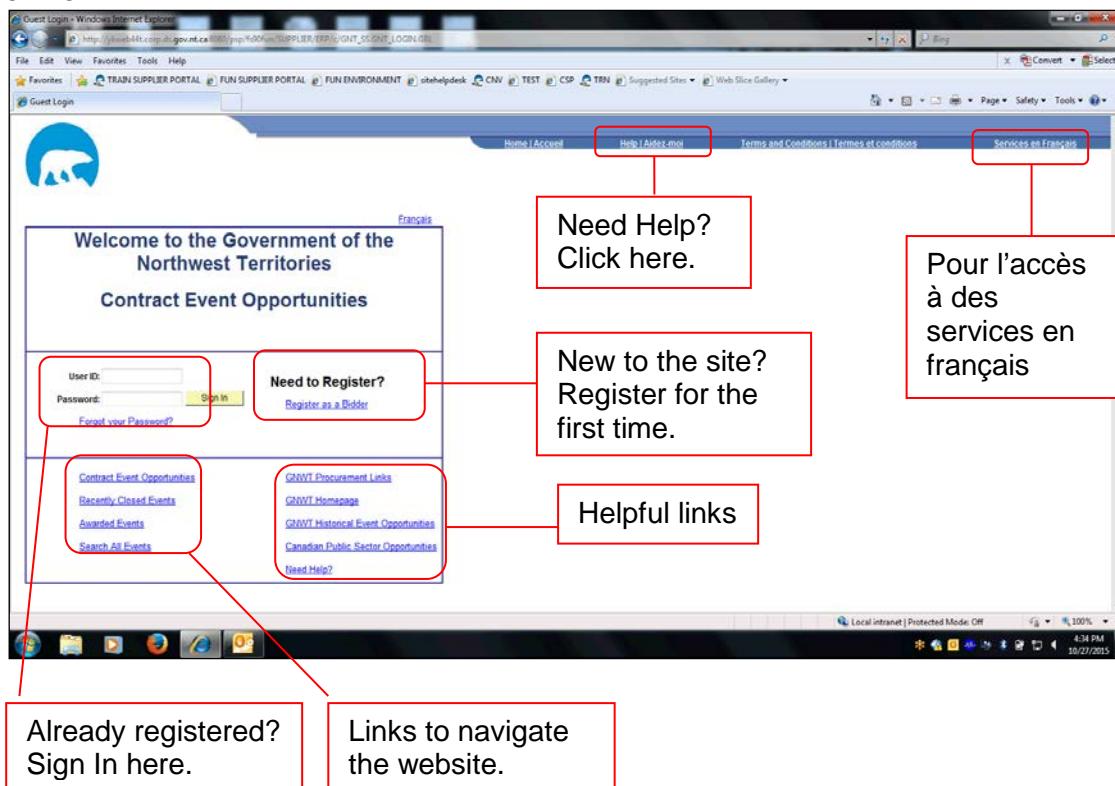
## Reminder:

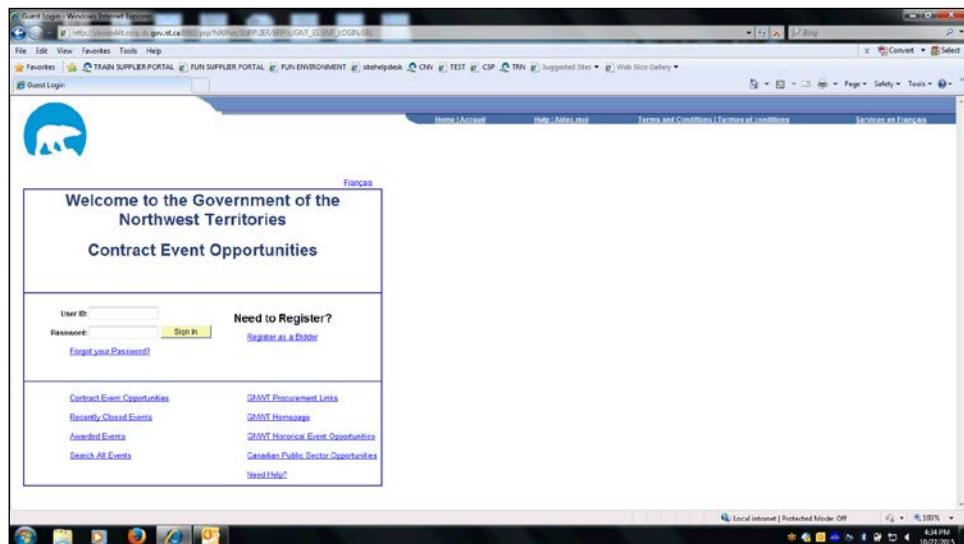
When navigating through the website do not use the back button  on your web browser to go back to previous screens. Please navigate using the links found on each page.

## **Disclaimer:**

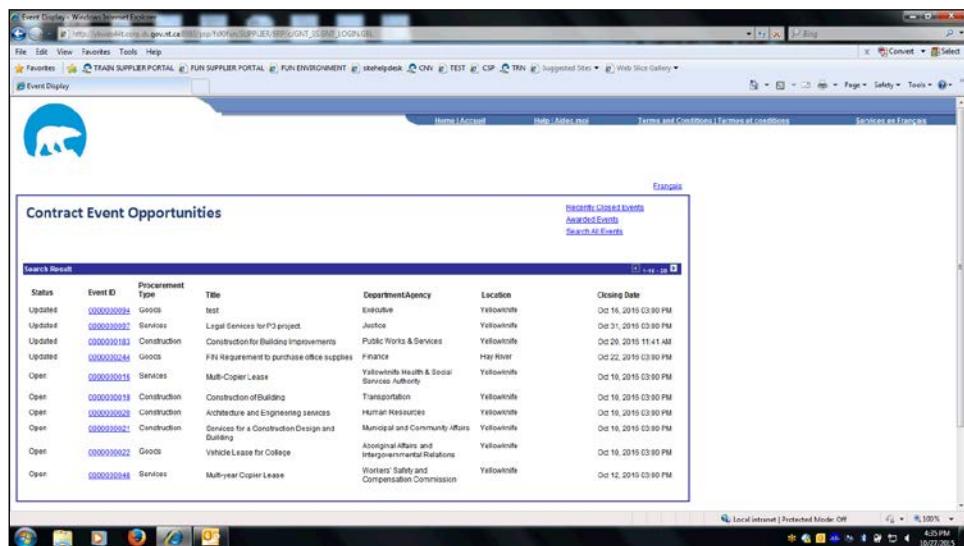
All screen captures in this guide use fictitious data and do not represent current or future GNWT procurement activities.

## Overview

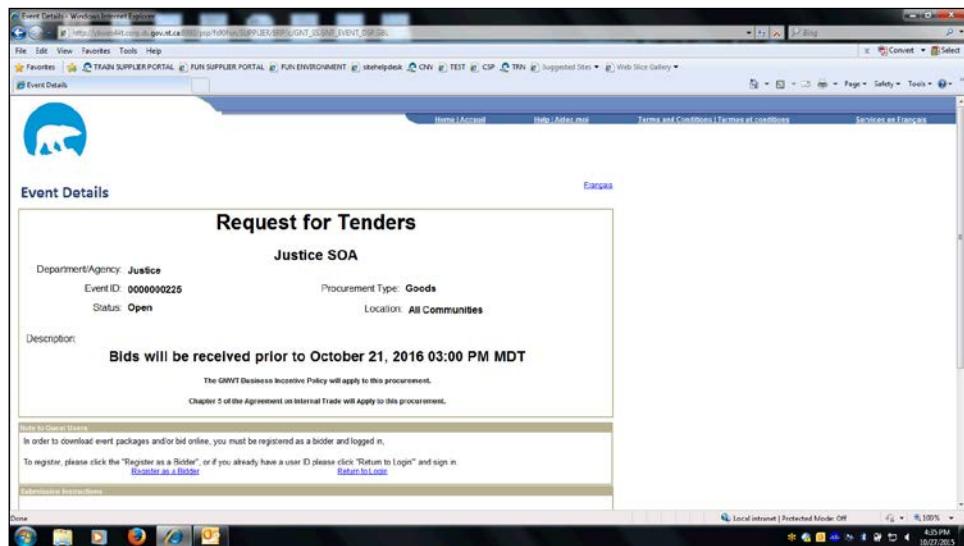




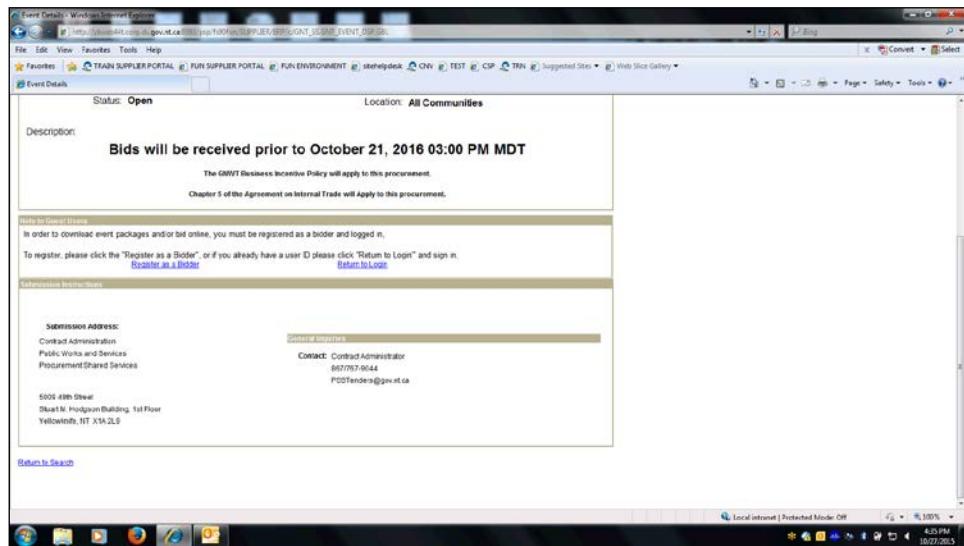
Step	Action
1.	To view the current open contract event opportunities, click the <b>Contract Event Opportunities</b> link. <a href="#">Contract Event Opportunities</a>



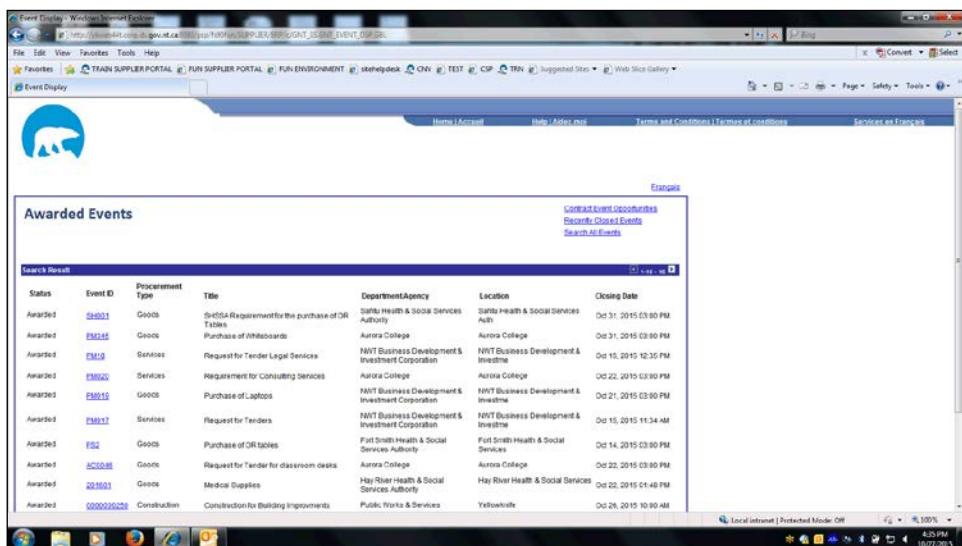
Step	Action
2.	Click the <b>Event ID</b> link of the Event in which you would like to view.



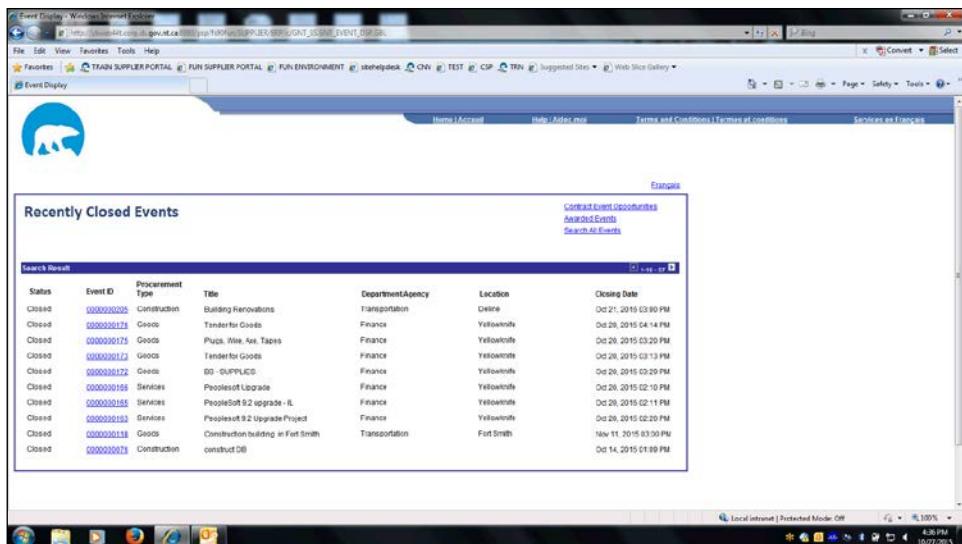
Step	Action
3.	<p>You can now see the details of the Event you selected. The options available to you are to register as a bidder or, if you are already registered, to click the return to login link and sign in.</p> <p>For instructions on how to register as a bidder, see the Register as a Bidder instructions.</p>



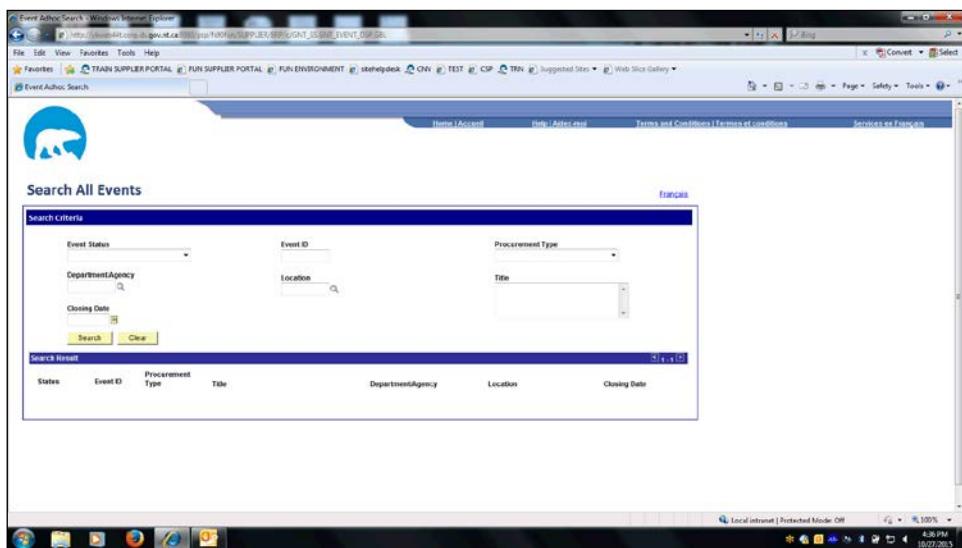
Step	Action
4.	<p>To return to the list of Events, click the <b>Return to Search</b> link.</p> <p><a href="#">Return to Search</a></p>



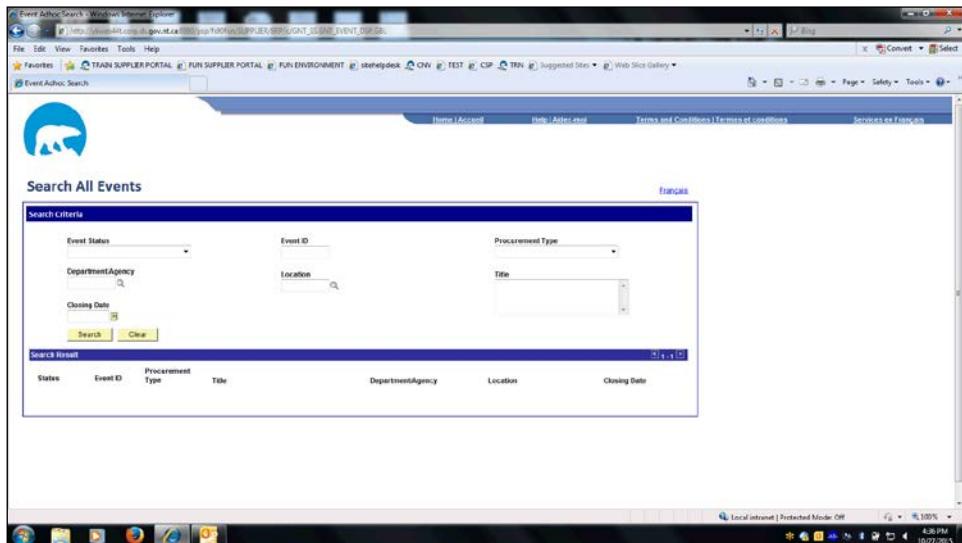
Step	Action
5.	<p>You can click the <b>Recently Closed Events</b> link to view Events that have recently closed.</p> <p><a href="#">Recently Closed Events</a></p>



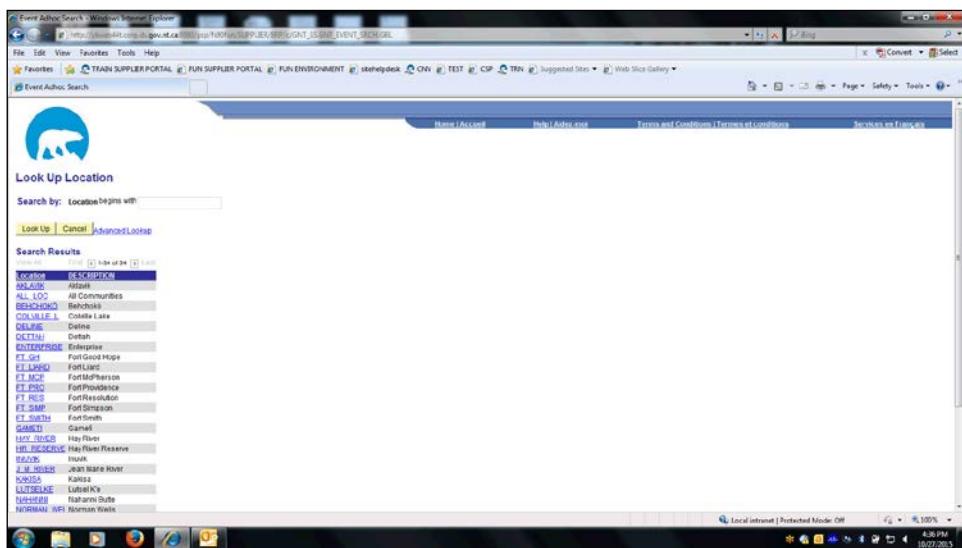
Step	Action
6.	<p>To search for a specific Event or by specific Event criteria, click the <b>Search All Events</b> link.</p> <p><a href="#">Search All Events</a></p>



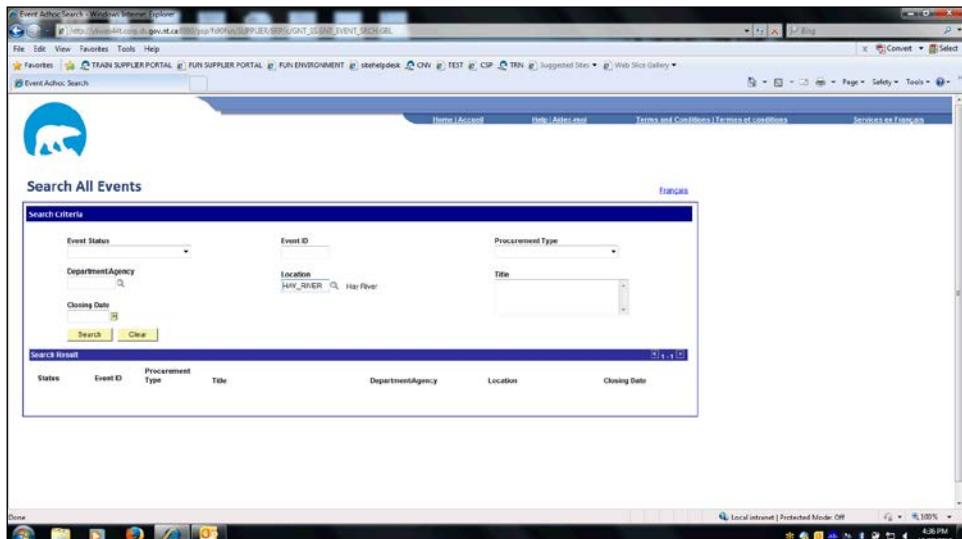
Step	Action
7.	You can search events by any or all the various search filters on this page.



Step	Action
8.	An example could be to filter your search by location. To do this, click the <b>Look up Location</b>  button for a list of available locations.



Step	Action
9.	Click the <b>preferred location</b> link.



Step	Action
10.	Click the <b>Search</b> button to search for Events with your criteria. 

Event Admin Search - Windows Internet Explorer

http://eventadmin.nwt.gov.nt.ca:8080/jsp/faces/public/PLANNER/BSIGHT\_EVENT\_SEARCH

File Edit View Favorites Tools Help

Event Admin Search

Search All Events

Search Criteria

Event Status	Event ID	Procurement Type
Department/Agency	Location	Title
Closing Date		
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

Search Result

Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awaited	201101	Goods	Medical Supplies	Hay River Health & Social Services Authority	Hay River	04/22/2015 01:49 PM
Closed	0000000184	Construction	design and build for new Hay River building	NWT Housing Corporation	Hay River	04/21/2015 04:14 PM
Closed	0000000183	Construction	Design/Build Hay River	NWT Housing Corporation	Hay River	04/21/2015 03:00 PM
Closed	0000000182	Construction	Design and Build for New Hay River Building	NWT Housing Corporation	Hay River	04/21/2015 04:15 PM
Closed	0000000181	Construction	Design and Build for New Hay River Building	NWT Housing Corporation	Hay River	04/21/2015 04:15 PM
Closed	0000000180	Construction	Design and Build for new Hay River Building	NWT Housing Corporation	Hay River	04/21/2015 04:15 PM
Closed	0000000188	Construction	Design and Build for new Hay River building	NWT Housing Corporation	Hay River	04/21/2015 04:00 PM
Closed	0000000186	Construction	Design/Build New Hay River Building	NWT Housing Corporation	Hay River	04/21/2015 03:00 PM
Closed	0000000174	Goods	#edelhilfTraining Account	Finance	Hay River	04/21/2015 03:00 PM
Open	0000000247	Construction	Construction Project	Transportation	Hay River	04/31/2015 03:00 PM

Done Local intranet | Protected Mode: Off 4:36 PM 10/27/2015

Step	Action
11.	In this example, you will now see all events that are located in Hay River.

Event Admin Search - Windows Internet Explorer

http://eventadmin.nwt.gov.nt.ca:8080/jsp/faces/public/PLANNER/BSIGHT\_EVENT\_SEARCH

File Edit View Favorites Tools Help

Event Admin Search

Search All Events

Search Criteria

Event Status	Event ID	Procurement Type
Department/Agency	Location	Title
Closing Date		
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

Search Result

Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awaited	201101	Goods	Medical Supplies	Hay River Health & Social Services Authority	Hay River	04/22/2015 01:49 PM
Closed	0000000184	Construction	design and build for new Hay River building	NWT Housing Corporation	Hay River	04/21/2015 04:14 PM
Closed	0000000183	Construction	Design/Build Hay River	NWT Housing Corporation	Hay River	04/21/2015 03:00 PM
Closed	0000000182	Construction	Design and Build for New Hay River Building	NWT Housing Corporation	Hay River	04/21/2015 04:15 PM
Closed	0000000181	Construction	Design and Build for New Hay River Building	NWT Housing Corporation	Hay River	04/21/2015 04:15 PM
Closed	0000000180	Construction	Design and Build for new Hay River Building	NWT Housing Corporation	Hay River	04/21/2015 04:15 PM
Closed	0000000188	Construction	Design and Build for new Hay River building	NWT Housing Corporation	Hay River	04/21/2015 04:00 PM
Closed	0000000186	Construction	Design/Build New Hay River Building	NWT Housing Corporation	Hay River	04/21/2015 03:00 PM
Closed	0000000174	Goods	#edelhilfTraining Account	Finance	Hay River	04/21/2015 03:00 PM
Open	0000000247	Construction	Construction Project	Transportation	Hay River	04/31/2015 03:00 PM

Done Local intranet | Protected Mode: Off 4:36 PM 10/27/2015

Step	Action
12.	<p>You can also search by the Event title which will contain a short description of the Event.</p> <p>In this example, you can enter “legal” into the <b>Title</b> field.</p>



Event Author Search - Windows Internet Explorer

File Edit View Favorites Tools Help

http://www.vtcevt.com:10000/vtcevt/suppliers/gat\_15846\_EVENT\_SEARCH.GEL

Favorites TRAIN SUPPLIER PORTAL FUN SUPPLIER PORTAL FUN ENVIRONMENT stohelpdesk CNV TEST CIP TRN Suggested Sites Web Slice Gallery

Event Author Search

Search All Events

Search Criteria Examples

Event Status	Event ID	Procurement Type
Department/Agency	Location	Title
Closing Date		legal
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

Search Results

Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awarded	201001	Goods	Medical Supplies	Hay River Health & Social Services Authority	Hay River Health & Social Services Authority	02/22/2015 01:48 PM
Closed	000000154	Construction	design and build for new Hay River building	NWTF Housing Corporation	Hay River	02/21/2015 04:14 PM
Closed	000000152	Construction	Design/Build/Hay River	NWTF Housing Corporation	Hay River	02/21/2015 03:00 PM
Closed	000000152	Construction	Design and Build for New Hay River Dwellings	NWTF Housing Corporation	Hay River	02/21/2015 04:15 PM
Closed	000000153	Construction	Design and Build for New Hay River Residential	NWTF Housing Corporation	Hay River	02/21/2015 04:15 PM
Closed	000000150	Construction	Design and Build for New Hay River Building	NWTF Housing Corporation	Hay River	02/21/2015 04:15 PM
Closed	000000150	Construction	Design and build for New Hay River building	NWTF Housing Corporation	Hay River	02/21/2015 04:15 PM
Closed	000000148	Construction	Design/Build/New Hay River Building	NWTF Housing Corporation	Hay River	02/21/2015 03:00 PM
Closed	000000174	Goods	WestHelpTraining Account	Finance	Hay River	02/21/2015 03:00 PM
Open	000000047	Construction	Construction Project	Transportation	Hay River	03/11/2015 03:00 PM

Step	Action
13.	<p>Click the <b>Search</b> button.</p> 

Event Admin Search - Windows Internet Explorer

http://www4.dit.ca:10000/psp/10000/SUPPLIER/EMPLOYEE/ATG/SSSR/EVENT\_SEARCH.GBL

File Edit View Favorites Tools Help

Favorites TRAIN SUPPLIER PORTAL FUN SUPPLIER PORTAL FUN ENVIRONMENT stehdeck CNV TEST CSP TRN Suggested Sites Web Slice Gallery

Event Admin: Search

Search All Events

Search Criteria

Event Status	Event ID	Procurement Type
Department/Agency	Location	Title
Closing Date		
<input type="button" value="Search"/> <input type="button" value="Clear"/>		

Search Result

Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awarded	EMI	Services	Request for Tender: Legal Services	MIT Business Development & Investment Corporation	MIT Business Development & Investments	Oct 15, 2015 12:35 PM
Open	0002000114	Services	Legal Services for PWS	Public Works & Services		Oct 16, 2015 03:00 PM
Updated	0002000297	Services	Legal Services for P2 project.	Justice	Yellowknife	Oct 21, 2015 03:00 PM

Step	Action
14.	You will now see all Events that have the word "legal" in the title.



Event Admin Search - Windows Internet Explorer  
http://www.vicgovt.ca:8080/govt100/vn/SUPPLIER/SPRS/GAT/1558/EVENT\_SEARCH.GEL

File Edit View Favorites Tools Help

Favorites E TRAIN SUPPLIER PORTAL E FUN SUPPLIER PORTAL E FUN ENVIRONMENT E shopdeck CNV E TEST E CIP E TRN E Suggested Sites E Web Slice Gallery E

Event Admin: Search

Search All Events

Search Criteria

Event Status Department/Agency Closing Date

Event ID Location

Procurement Type Title

Search Clear

Search Result

Event Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awarded	EMIS	Services	Request for Tender Legal Services	NHT Business Development & Investment Corporation	NHT Business Development & Investments	Oct 15, 2011 12:30 PM
Open	000200114	Services	Legal Services for PWS	PUBLIC WORKS & SERVICES		Oct 11, 2011 03:00 PM
Updated	000200082	Services	Legal Services for P3 project	Justice	Yellowknife	Oct 31, 2011 03:00 PM

Step	Action
15.	To search by Event Status, click the <b>Event Status</b> list. <input data-bbox="352 878 749 887" type="button" value="Event Status"/>

Event Adhoc Search - Windows Internet Explorer

File Edit View Favorites Tools Help

Favorites TRAIN SUPPLIER PORTAL FUN SUPPLIER PORTAL FUN ENVIRONMENT stepdeck CWI TEST CSP TPA Suggested Sites Web Slice Gallery

Event Adhoc Search

Search All Events

Search Criteria

Event Status: Awarded, Cancelled, Closed, **Open**, Open, Updated

Event ID: Location: Procurement Type: Title:

Search Clear

Search Result

Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awarded	EMIS	Services	Request for Tender Legal Services	NHT Business Development & Investment Corporation	NHT Business Development & Investments	Oct 15, 2011 12:35 PM
Open	0002000114	Services	Legal Services for PVS	MINISTRY OF WORKS & SERVICES		Oct 11, 2011 03:00 PM
Updated	0002000002	Services	Legal Services for P2 project.	Justice	Yellowknife	Oct 31, 2011 03:00 PM

Step	Action
16.	Click the <b>desired Event Status</b> in the list. In our example, we will select “Open”.



Event Allot: Search - Windows Internet Explorer

File Edit View Favorites Tools Help

Favorites : TRAIN SUPPLIER PORTAL : FUN SUPPLIER PORTAL : FUN ENVIRONMENT : stohelpdesk : CNV : TEST : CIP : TRN : Suggested Sites : Web Slice Gallery : Event Allot: Search

Event Allot: Search

Search All Events

Search Criteria

Event Status: Open

Event ID:

Procurement Type:

Department/Agency: NIT

Location:

Title:

Closing Date: 10/31/2011

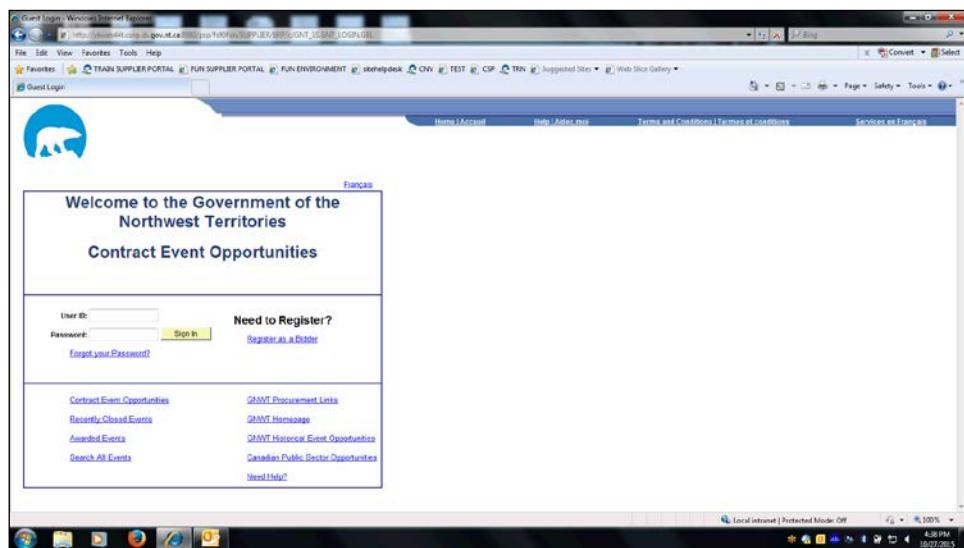
Search Clear

Search Result

Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awarded	EM10	Services	Request for Tender Legal Services	NIT Business Development & Investment Corporation	NIT Business Development & Investment	Oct 11, 2011 12:35 PM
Open	0002000114	Services	Legal Services for PVS	Public Works & Services		Oct 11, 2011 03:00 PM
Updated	0002000202	Services	Legal Services for P2 project.	Justice	Yellowknife	Oct 31, 2011 03:00 PM

Step	Action
17.	<p>Click the <b>Search</b> button.</p> 

Step	Action
18.	<p>You can now see all Events that are in an Open status</p> <p>You can now navigate back to the Home page by clicking on the “Home   Accueil” link at the top of the page.</p>



Congratulations, you have successfully completed navigating through the GNWT Contract Event Opportunities website.