

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.

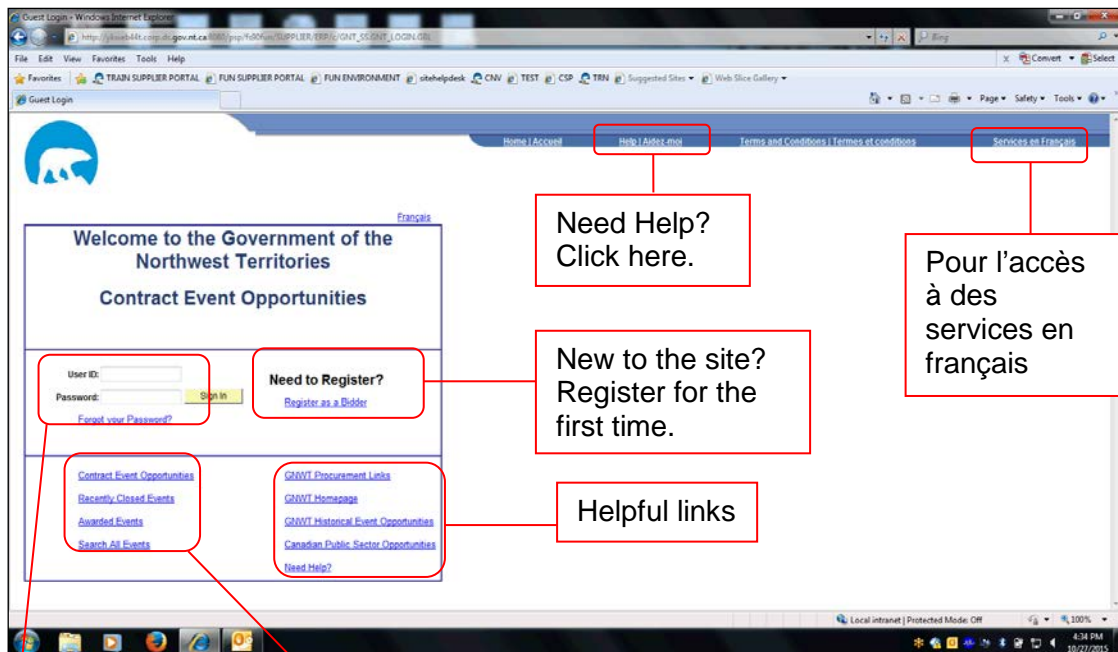
Reminder:

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:

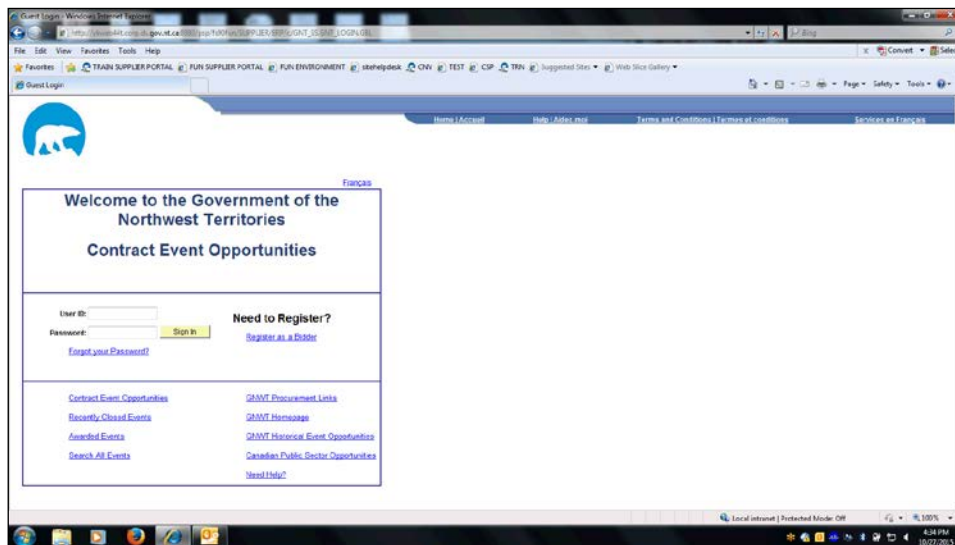
All screen captures in this guide use fictitious data and do not represent current or future GNWT procurement activities.

Overview

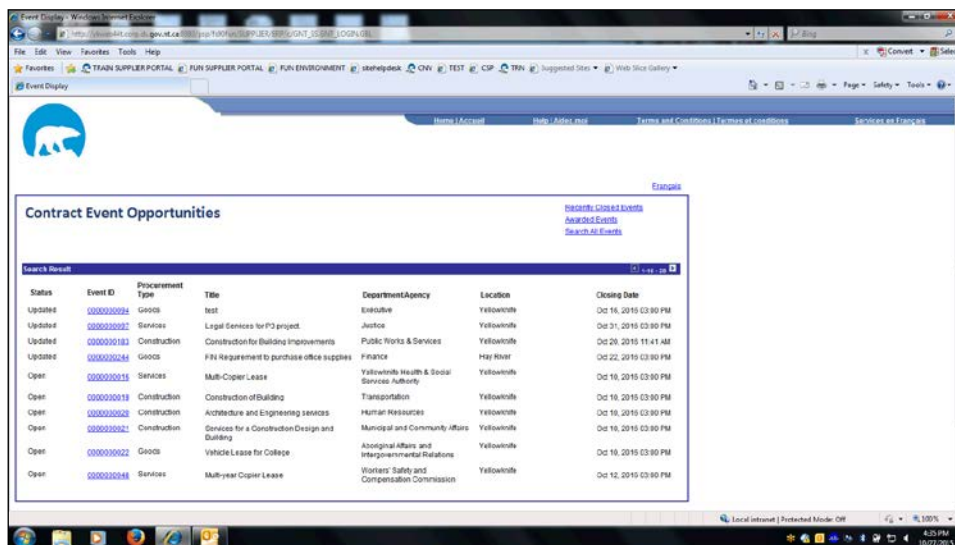


The screenshot shows the website interface with several callouts explaining navigation elements:

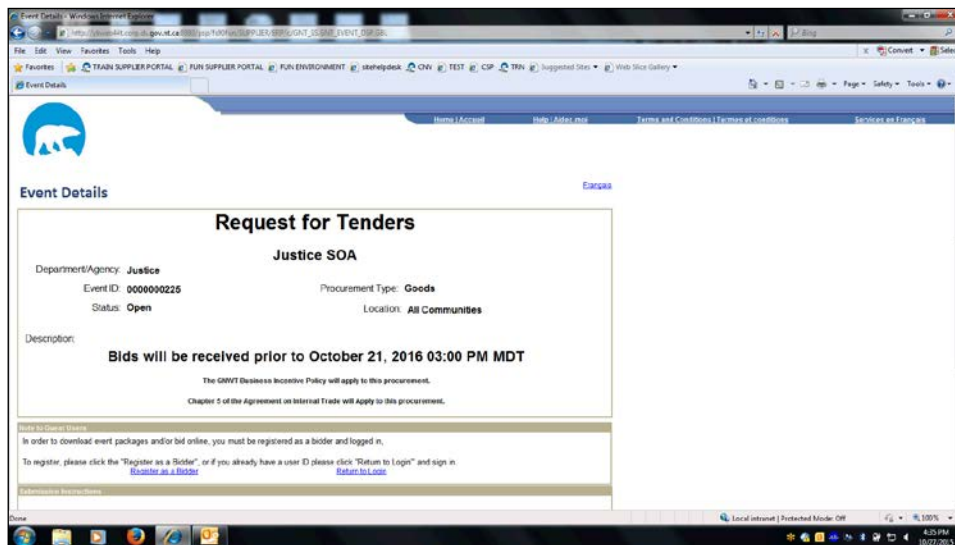
- Need Help? Click here.** Points to the "Help / Aidez-moi" link in the top navigation bar.
- Pour l'accès à des services en français** Points to the "Services en français" link in the top navigation bar.
- New to the site? Register for the first time.** Points to the "Need to Register? Register as a Bidder" button.
- Helpful links** Points to a box containing links: "Contract Event Opportunities", "Recently Closed Events", "Awarded Events", "Search All Events", "GNWT Procurement Links", "GNWT Homepage", "GNWT Historical Event Opportunities", "Canadian Public Sector Opportunities", and "Need Help?".
- Already registered? Sign In here.** Points to the "Sign In" button next to the User ID and Password fields.
- Links to navigate the website.** Points to the "Contract Event Opportunities" link in the left sidebar.



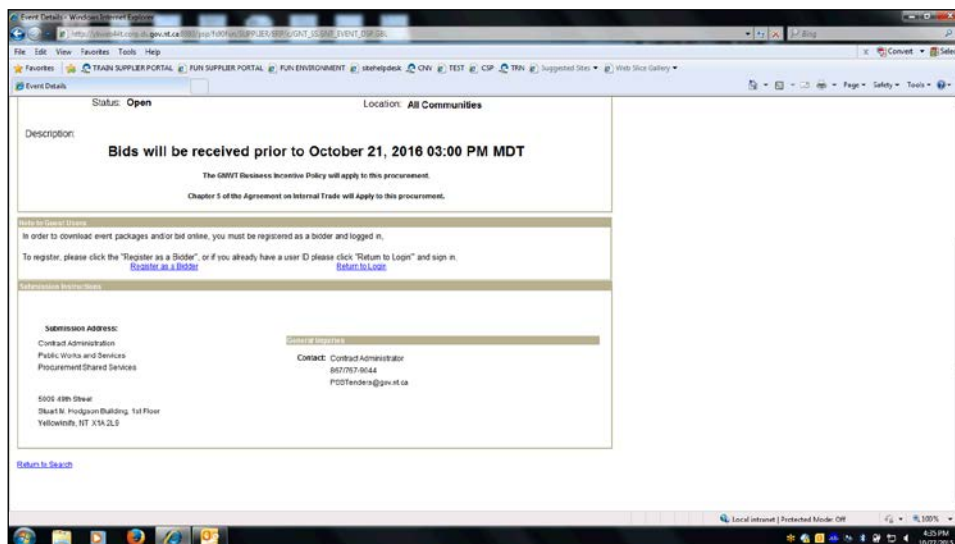
Step	Action
1.	To view the current open contract event opportunities, click the Contract Event Opportunities link. Contract Event Opportunities



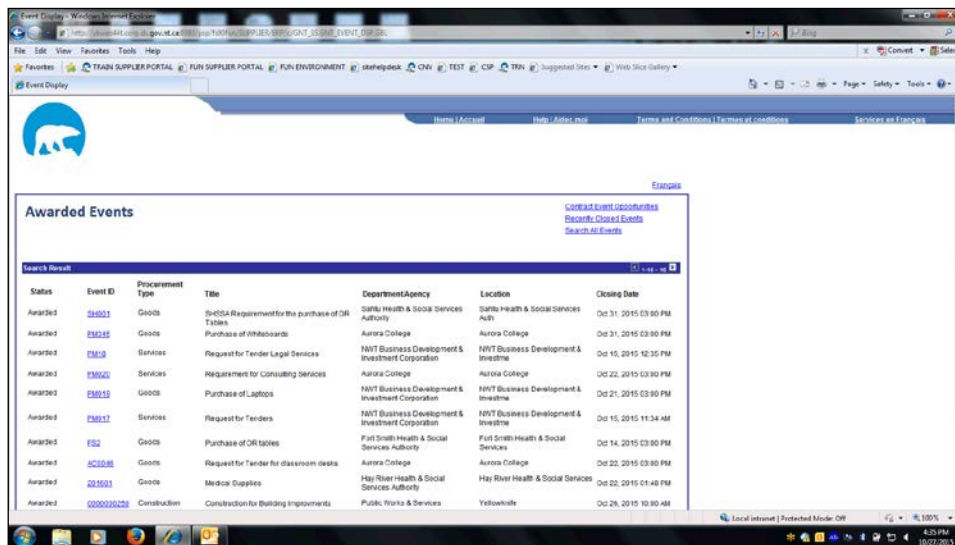
Step	Action
2.	Click the Event ID link of the Event in which you would like to view.



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>

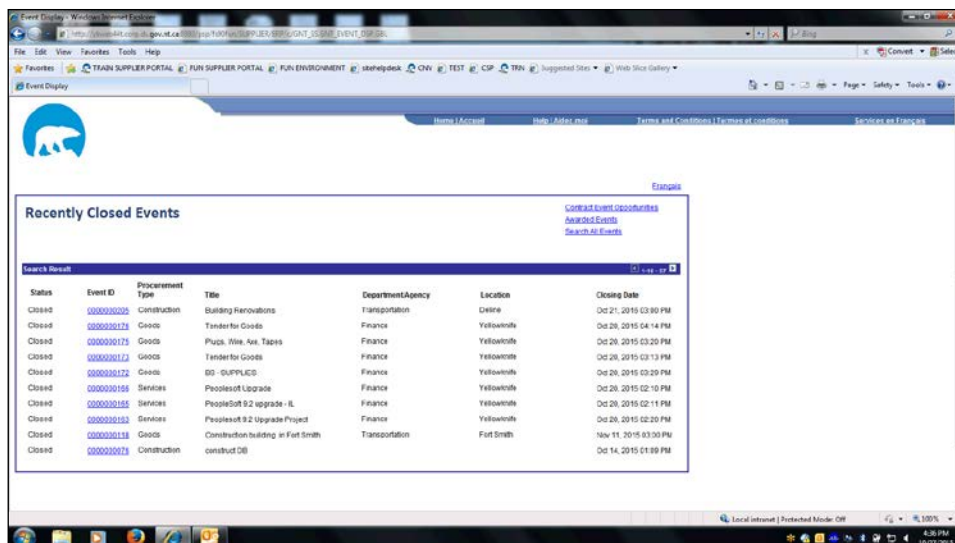


Step	Action
4.	<p>To return to the list of Events, click the Return to Search link.</p> <p>Return to Search</p>



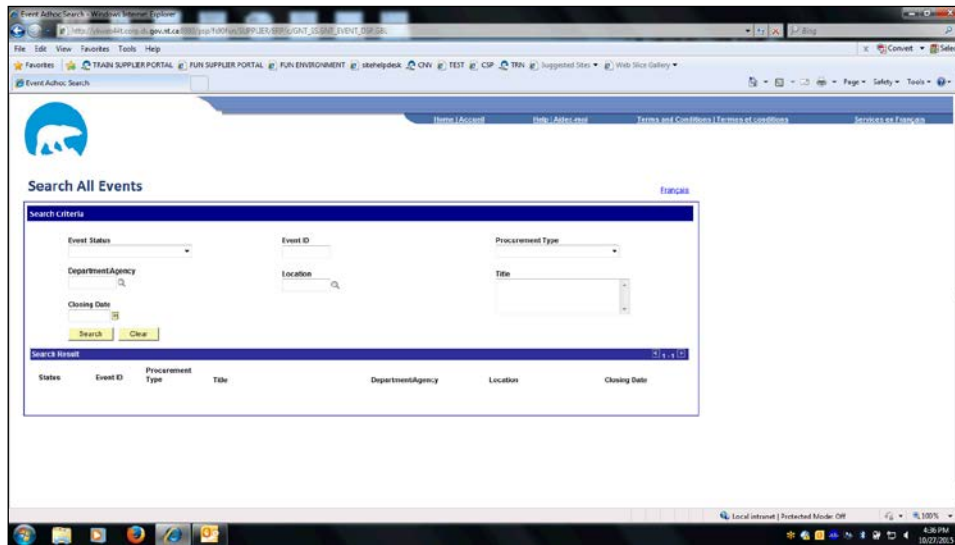
Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awarded	84401	Goods	Safely Requested for the purchase of OR Tables	Safely Health & Social Services Authority	Safely Health & Social Services Authority	Oct 31, 2015 03:00 PM
Awarded	EM115	Goods	Purchase of nhlboards	Aurora College	Aurora College	Oct 31, 2015 03:00 PM
Awarded	EM10	Services	Request for Tender Legal Services	NWT Business Development & Investment Corporation	NWT Business Development & Investment	Oct 15, 2015 12:35 PM
Awarded	EM020	Services	Request for Consulting Services	Aurora College	Aurora College	Oct 22, 2015 03:00 PM
Awarded	EM015	Goods	Purchase of Laptops	NWT Business Development & Investment Corporation	NWT Business Development & Investment	Oct 21, 2015 03:00 PM
Awarded	EM017	Services	Request for Tenders	NWT Business Development & Investment Corporation	NWT Business Development & Investment	Oct 15, 2015 11:34 AM
Awarded	ES2	Goods	Purchase of OR tables	Fort Smith Health & Social Services Authority	Fort Smith Health & Social Services	Oct 14, 2015 03:00 PM
Awarded	SC008	Goods	Request for Tender for classroom desks	Aurora College	Aurora College	Oct 22, 2015 03:00 PM
Awarded	201001	Goods	Medical Supplies	Hay River Health & Social Services Authority	Hay River Health & Social Services	Oct 22, 2015 01:40 PM
Awarded	0000020220	Construction	Construction for Building Improvements	Public Works & Services	Yellowknife	Oct 26, 2015 10:00 AM

Step	Action
5.	You can click the Recently Closed Events link to view Events that have recently closed. Recently Closed Events

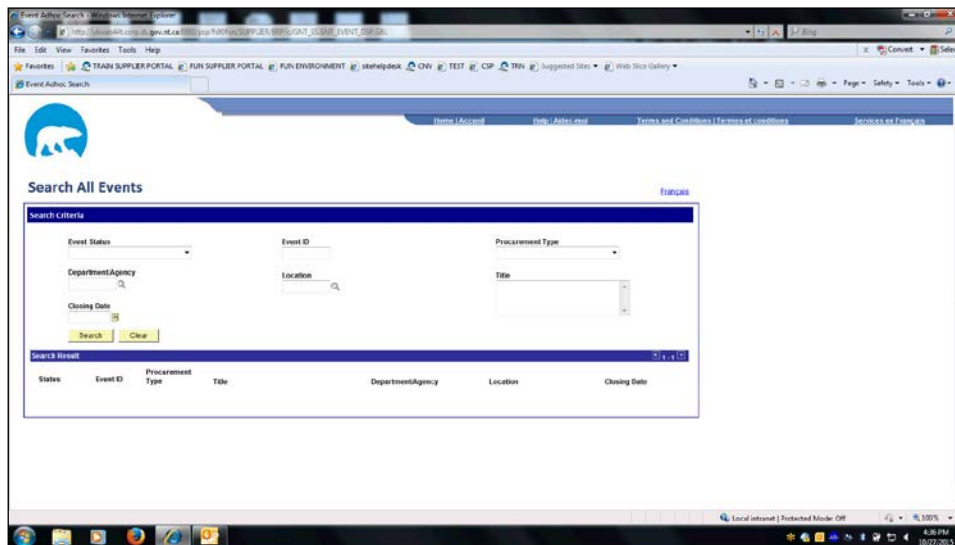



Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Closed	000002020	Construction	Building Renovations	Transportation	Orlene	Oct 21, 2015 03:00 PM
Closed	000002017	Goods	Transfer for Goods	Finance	Yellowknife	Oct 20, 2015 04:14 PM
Closed	000002017	Goods	Pump, Nite, Axi, Taps	Finance	Yellowknife	Oct 20, 2015 03:20 PM
Closed	000002017	Goods	Transfer for Goods	Finance	Yellowknife	Oct 20, 2015 03:13 PM
Closed	000002017	Goods	BO - GUPPLCIS	Finance	Yellowknife	Oct 20, 2015 03:20 PM
Closed	000002016	Services	PeopleSoft Upgrade	Finance	Yellowknife	Oct 20, 2015 02:10 PM
Closed	000002016	Services	PeopleSoft 9.2 upgrade - IL	Finance	Yellowknife	Oct 20, 2015 02:11 PM
Closed	000002016	Services	PeopleSoft 9.2 Upgrade Project	Finance	Yellowknife	Oct 20, 2015 02:20 PM
Closed	000002016	Goods	Construction building in Fort Smith	Transportation	Fort Smith	Nov 11, 2015 03:00 PM
Closed	000002017	Construction	construct DB			Oct 14, 2015 01:00 PM

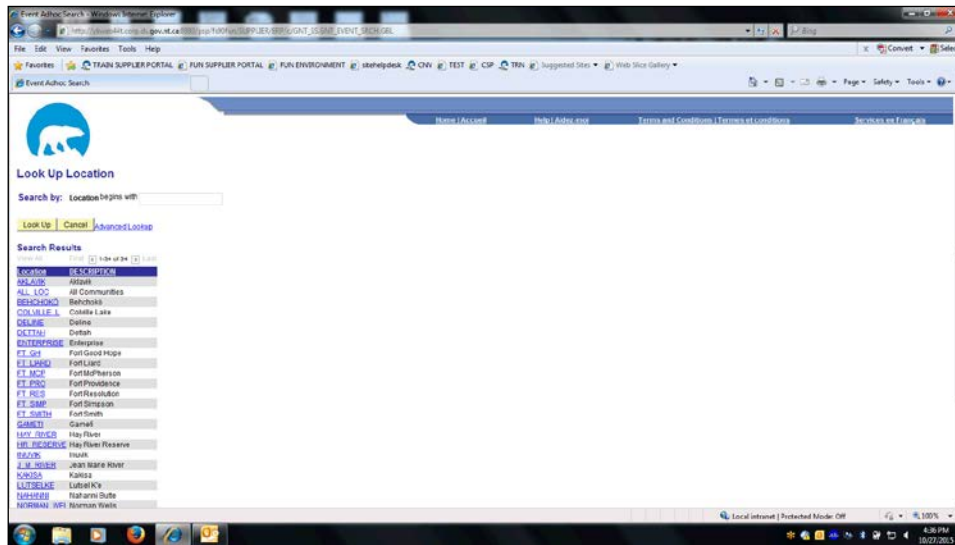
Step	Action
6.	To search for a specific Event or by specific Event criteria, click the Search All Events link. Search All Events



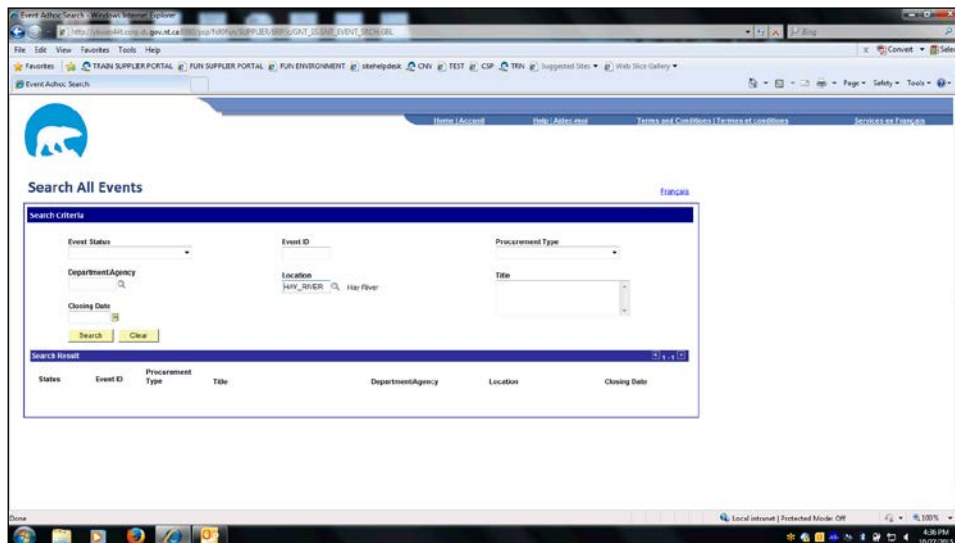
Step	Action
7.	You can search events by any or all the various search filters on this page.



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



Step	Action
9.	Click the preferred location link.



Step	Action
10.	Click the Search button to search for Events with your criteria.

Event Admin Search > Main System Portal

File Edit View Favorites Tools Help

Event Admin Search

TRAIN SUPPLIER PORTAL FUN SUPPLIER PORTAL FUN ENVIRONMENT stnhelpdesk CNA TEST CSP TRN Suggested Sites Web Sites Gallery

Page Safety Tools

Search All Events

Event Status Event ID Procurement Type

Department/Agency Location Title

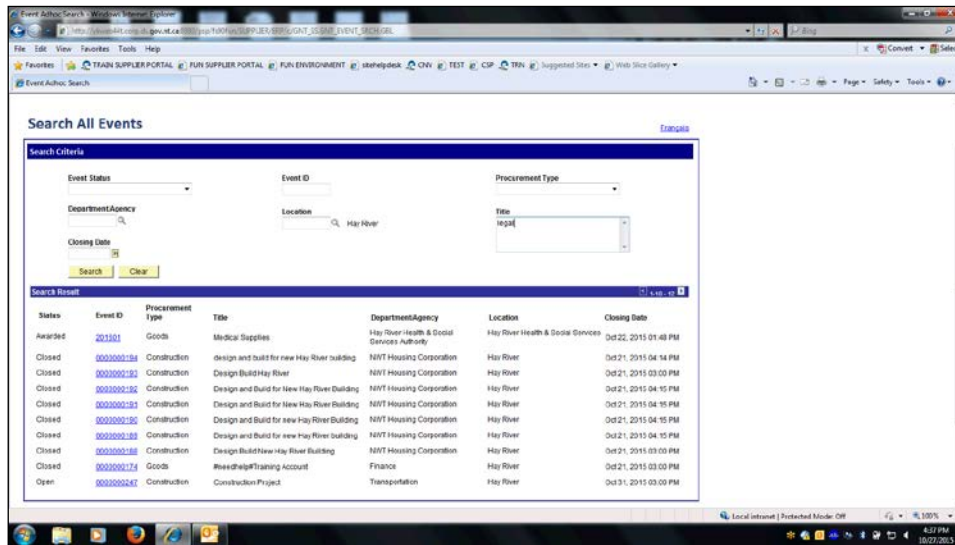
Closing Date

Search Clear

Search Result 4,148

Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awarded	201301	Goods	Medical Supplies	Hay River Health & Social Services Authority	Hay River Health & Social Services	Oct 22, 2015 01:48 PM
Closed	0000000158	Construction	design and build for new Hay River building	NHT Housing Corporation	Hay River	Oct 21, 2015 04:14 PM
Closed	0000000192	Construction	Design Build Hay River	NHT Housing Corporation	Hay River	Oct 21, 2015 03:00 PM
Closed	0000000206	Construction	Design and Build for New Hay River Building	NHT Housing Corporation	Hay River	Oct 21, 2015 04:15 PM
Closed	0000000201	Construction	Design and Build for New Hay River Building	NHT Housing Corporation	Hay River	Oct 21, 2015 04:15 PM
Closed	0000000205	Construction	Design and Build for new Hay River Building	NHT Housing Corporation	Hay River	Oct 21, 2015 04:15 PM
Closed	0000000208	Construction	Design and Build for new Hay River building	NHT Housing Corporation	Hay River	Oct 21, 2015 04:15 PM
Closed	0000000248	Construction	Design Build New Hay River Building	NHT Housing Corporation	Hay River	Oct 21, 2015 03:00 PM
Closed	0000000174	Goods	Wheelchair Training Account	Finance	Hay River	Oct 21, 2015 03:00 PM
Open	0000000267	Construction	Construction Project	Transportation	Hay River	Oct 31, 2015 03:00 PM

Page 7



Search All Events

Search Criteria

Event Status: Event ID: Procurement Type:

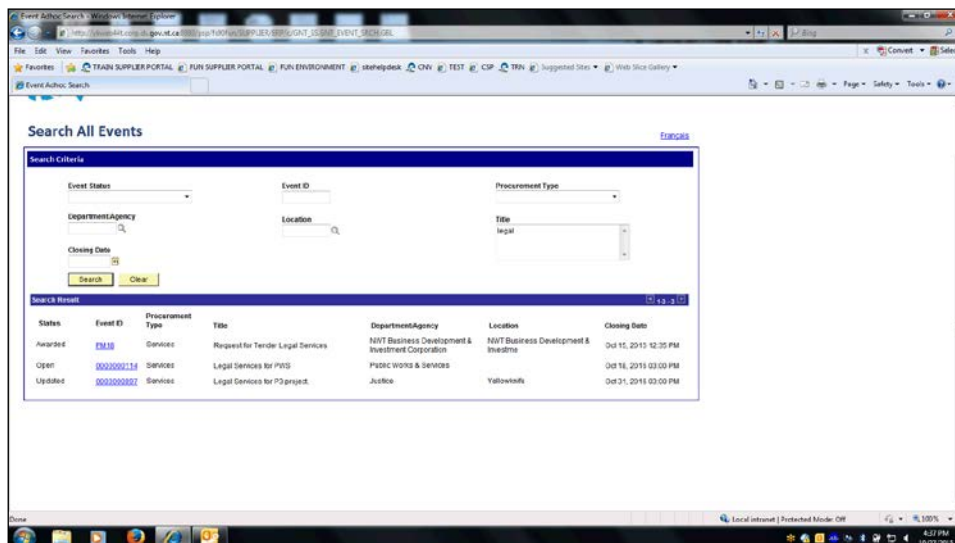
Department/Agency: Location: Title:

Closing Date:

Search Result

Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awarded	201301	Goods	Medical Supplies	Hay River Health & Social Services Authority	Hay River Health & Social Services	Oct 22, 2015 01:48 PM
Closed	0002000154	Construction	design and build for new Hay River building	NWIT Housing Corporation	Hay River	Oct 21, 2015 04:14 PM
Closed	0002000152	Construction	Design Build Hay River	NWIT Housing Corporation	Hay River	Oct 21, 2015 03:00 PM
Closed	0002000152	Construction	Design and Build for New Hay River Building	NWIT Housing Corporation	Hay River	Oct 21, 2015 04:15 PM
Closed	0002000151	Construction	Design and Build for New Hay River Building	NWIT Housing Corporation	Hay River	Oct 21, 2015 04:15 PM
Closed	0002000150	Construction	Design and Build for new Hay River Building	NWIT Housing Corporation	Hay River	Oct 21, 2015 04:15 PM
Closed	0002000149	Construction	Design and Build for new Hay River building	NWIT Housing Corporation	Hay River	Oct 21, 2015 04:15 PM
Closed	0002000148	Construction	Design Build New Hay River Building	NWIT Housing Corporation	Hay River	Oct 21, 2015 03:00 PM
Closed	0002000174	Goods	Readship/Training Account	Finance	Hay River	Oct 21, 2015 03:00 PM
Open	0002000247	Construction	Construction Project	Transportation	Hay River	Oct 31, 2015 03:00 PM

Step	Action
13.	Click the Search button.



Search All Events

Search Criteria

Event Status: Event ID: Procurement Type:

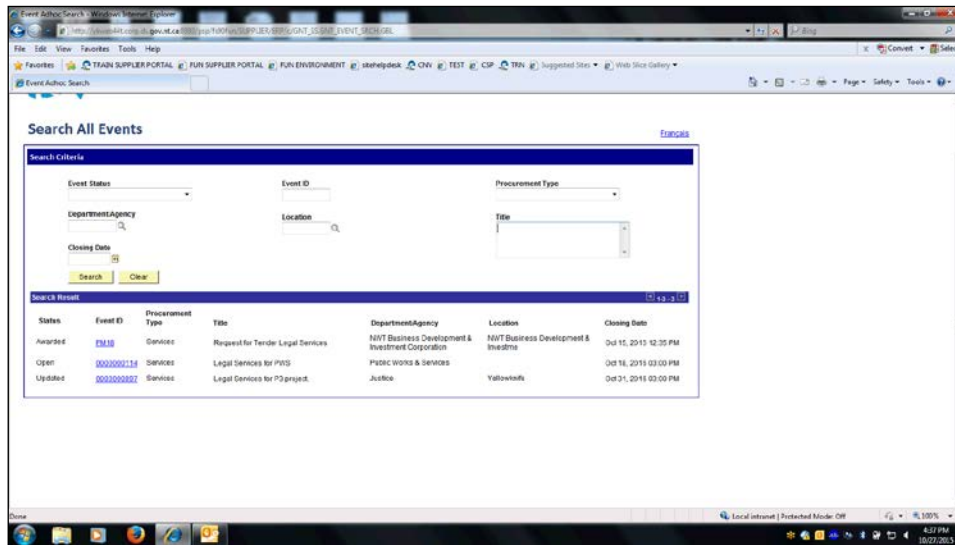
Department/Agency: Location: Title:

Closing Date:

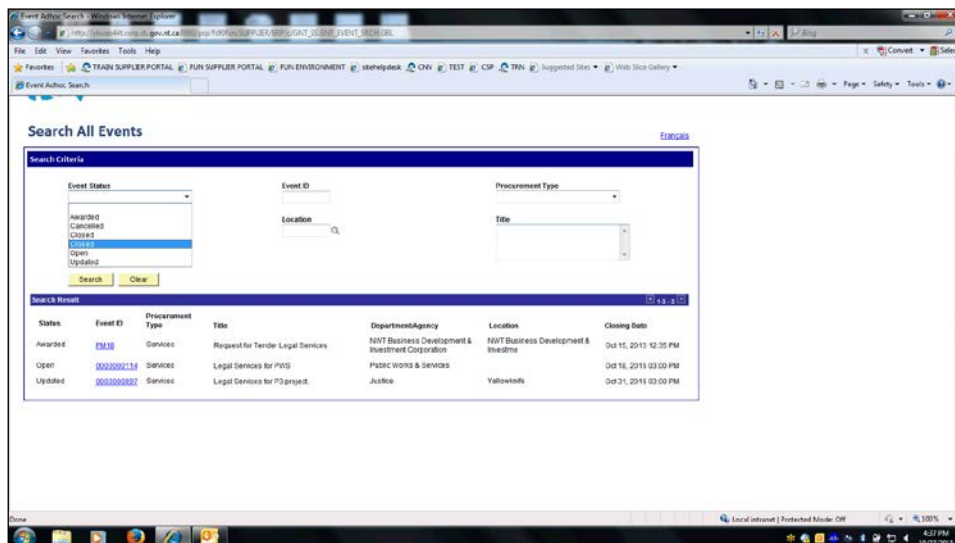
Search Result

Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awarded	FM18	Services	Request for Tender Legal Services	NWIT Business Development & Investment Corporation	NWIT Business Development & Investment	Oct 15, 2015 12:35 PM
Open	0002000114	Services	Legal Services for PWS	Public Works & Services	Yellowknife	Oct 16, 2015 03:00 PM
Updated	0002000297	Services	Legal Services for P3 project	Justice	Yellowknife	Oct 31, 2015 03:00 PM

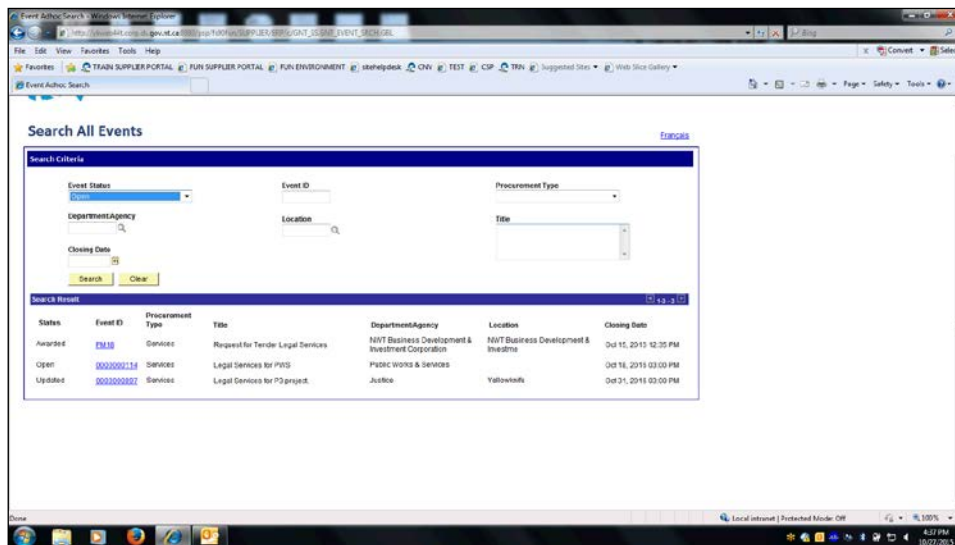
Step	Action
14.	You will now see all Events that have the word "legal" in the title.



Step	Action
15.	To search by Event Status, click the Event Status list. <div style="border: 1px solid black; width: 250px; height: 20px; margin-top: 5px;"></div>



Step	Action
16.	Click the desired Event Status in the list. In our example, we will select "Open".



Search All Events

Search Criteria

Event Status: Open

Event ID:

Procurement Type:

Department/Agency:

Location:

Title:

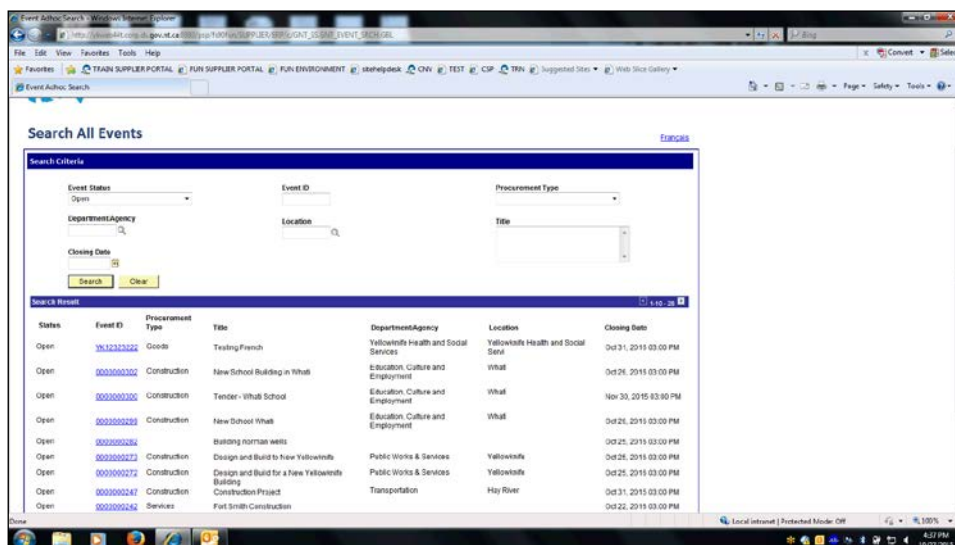
Closing Date:

Search Clear

Search Result

Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Awarded	PM10	Service	Request for Tender Legal Services	NWT Business Development & Investment Corporation	NWT Business Development & Investment	Oct 15, 2015 12:00 PM
Open	0000000114	Services	Legal Services for PWS	Public Works & Services	Yellowknife	Oct 16, 2015 03:00 PM
Updated	0000000002	Services	Legal Services for P3 project	Justice	Yellowknife	Oct 21, 2015 03:00 PM

Step	Action
17.	Click the Search button.



Search All Events

Search Criteria

Event Status: Open

Event ID:

Procurement Type:

Department/Agency:

Location:

Title:

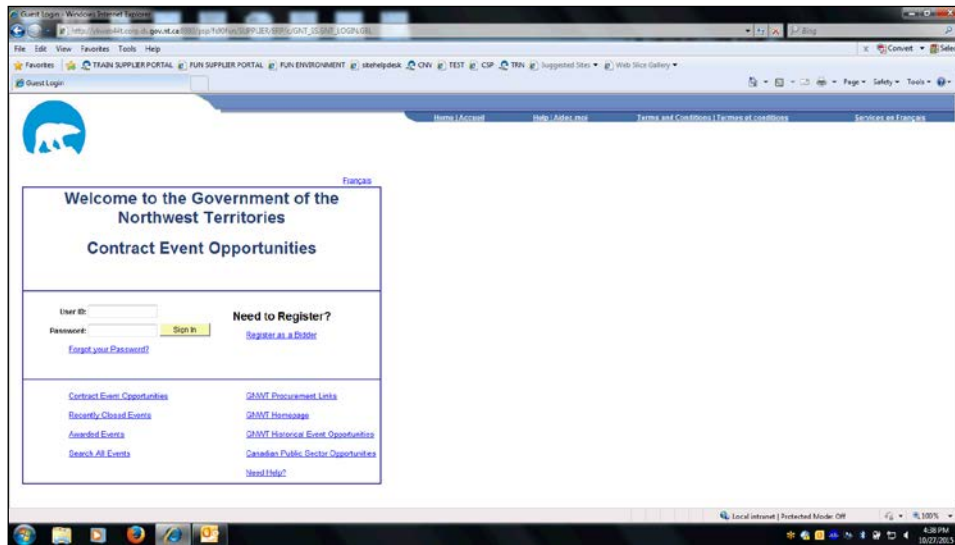
Closing Date:

Search Clear

Search Result

Status	Event ID	Procurement Type	Title	Department/Agency	Location	Closing Date
Open	YN12323222	Goods	Testing French	Yellowknife Health and Social Services	Yellowknife Health and Social Services	Oct 21, 2015 03:00 PM
Open	0000000002	Construction	New School Building in White	Education, Culture and Employment	White	Oct 26, 2015 03:00 PM
Open	0000000000	Construction	Tender - White School	Education, Culture and Employment	White	Nov 30, 2015 03:00 PM
Open	0000000000	Construction	New School White	Education, Culture and Employment	White	Oct 26, 2015 03:00 PM
Open	0000000000	Construction	Building normal wells	Public Works & Services	Yellowknife	Oct 25, 2015 03:00 PM
Open	0000000000	Construction	Design and Build for a New Yellowknife	Public Works & Services	Yellowknife	Oct 25, 2015 03:00 PM
Open	0000000000	Construction	Building Construction Project	Transportation	Hay River	Oct 21, 2015 03:00 PM
Open	0000000000	Services	Fort Smith Construction			Oct 22, 2015 03:00 PM

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.