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The Government of Yukon Tender Management System (TMS) allows businesses and interested parties to access tender documents and receive automated notifications.

This guide provides an overview of how to navigate within TMS.

NOTE: Microsoft Internet Explorer version 7 or higher is recommended to access TMS.

Access TMS and Login:

1. Open your internet browser (e.g. Microsoft Internet Explorer) and type in the address bar http://www.gov.yk.ca/tenders/tms.html click the link to the TMS.
2. Enter your account details. Click on the “Sign in” button.
   If you do not have an account, you can sign up for one (click the indicated hyperlink for instructions).

Dashboard Page

3. The dashboard contains a list of the top 5 items from the following 3 areas:
   - Recently Advertised Tenders
   - Open Tenders I am on the Plan Holder List for
   - My Recent Bid Submissions
4. Click on an item under any heading to open that particular record.
5. Click on the column header to sort the information in ascending or descending order by name or closing date.
6. Click on the “previous” or “next” arrows at the bottom right hand corner of the respective area to see the next 5 items.
Open Tenders Page:

7. Click on the “Open Tenders” tab to see tenders that are currently open.

8. Click on the name of any tender in the list to go to the Tender Summary View.

9. Find a specific tender by entering part of the name or subject in the search field and click “Go”. Using the search field allows filtering results to the specified search terms. Click “Reset” to clear the filtered results.

10. To download this list to a spreadsheet, click “download this list” in the bottom left hand corner of this area.

Tender Summary View:

11. This shows the basic information about the tender and the respondent(s) in the Plan Holder List.

Be on the Plan Holder List:

12. Be able to view and download the tender documents and receive automatic updates and notifications about a specific tender. Click the “Add me to the Plan Holder List” button.
Download Tender Documents and/or Addenda:

Once on the Plan Holder List – the "Documents to Download" area will appear.

13. Click on the document name in this area to be able view and download it.
Request a Hard Copy:

14. Click the “Request Hard Copy” button to have the tender documents mailed or couriered.

15. Click “OK” to consent to being added to the Plan Holder List once your request has been processed.

16. Ensure the contact information and mailing information is accurate.

17. Under the Shipping Instructions area, select regular mail or courier (at your own expense).

18. Click the “Submit” button to process the request.

A confirmation email will be sent once the request is processed.
Closed Tenders Page:

19. This shows all the tenders that are closed and their current status, whether they are pending to be or have been awarded. Click the tender status column to sort the list.

20. Click on the relevant tender from the list to view more details on a particular tender such as the list of bidders, value of bids, and who it was awarded to - if it has been awarded.

21. The search feature and “download this list” option are available. See steps 9 and 10.

22. The “Bids Received - Award Pending” area shows the bidders, the bid amount and who was awarded the contract.

   NOTE: Only the successful bidder will see their name highlighted in green.

23. Click the “Back” button above the name of the tender to return to the closed tenders list.
My Account Page:

24. Update contact details such as contact preference and the tender and/or forecast categories to be notified of (only if the contact preference is set to email).

25. Click the “Update Account” button to submit the changes.

26. Click the “Remove My Account” button to delete the account and discontinue access to the system.

Logout At Any Time:

Click “Logout” – located on the top right hand corner of every screen.

Help Icon:

Hover the mouse cursor over a field title, if the icon changes, click to access the help menu for that field.