

Supplier Directory:
User Guide



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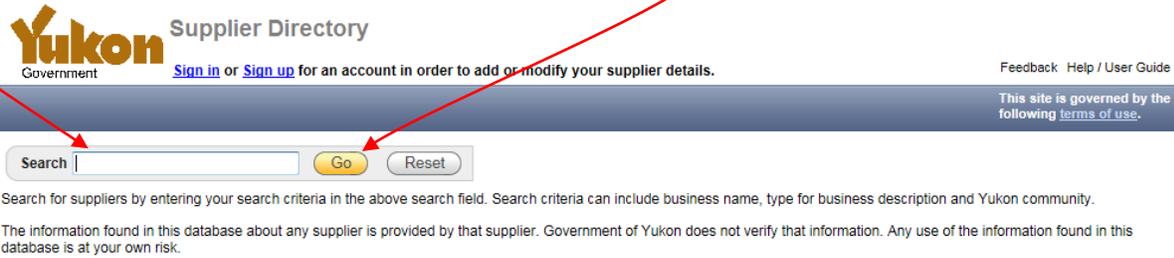
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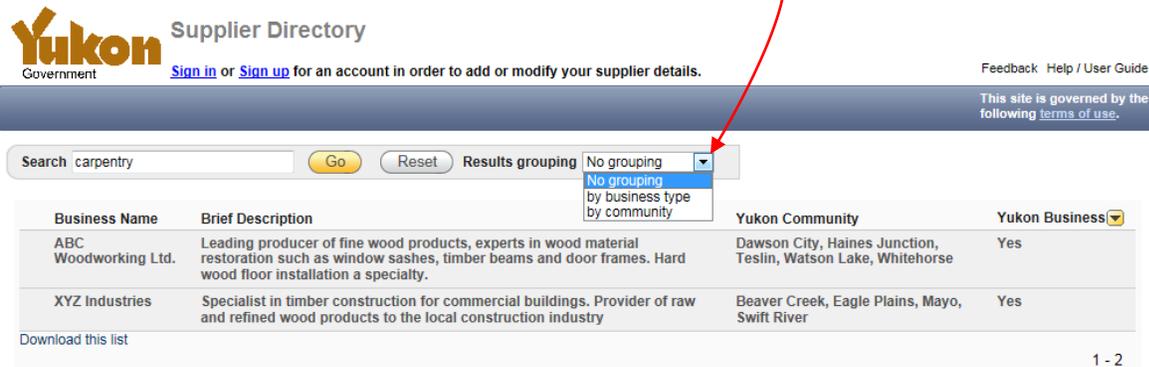
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How to search the directory

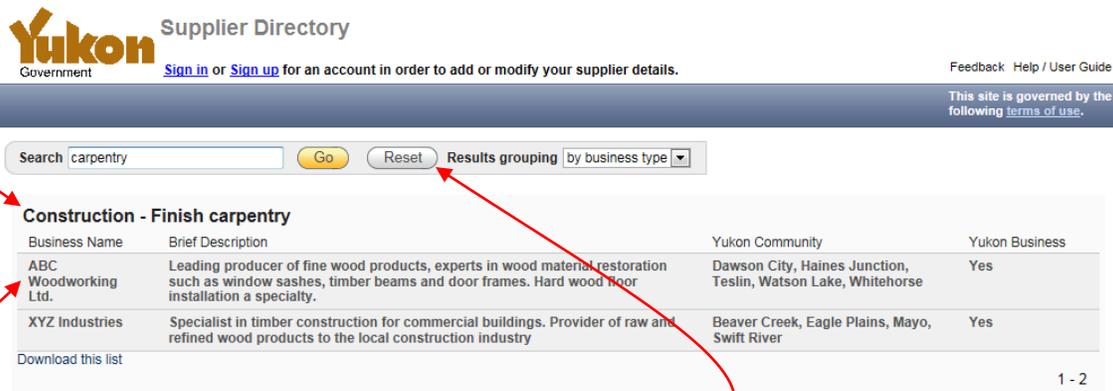
1. In your web browser, go to <http://www.gov.yk.ca/SupplierDirectory/index.html> and click the **Search the Supplier Directory** menu button on the right hand side of the screen.
2. At the supplier search screen, enter your search criteria in the **Search** box.
3. Click **Go** - your results will be returned in a list.



4. A **Results grouping** drop down list will appear. You can use this to organise your results either by business type or by community (this is optional).



5. If grouping is selected, your results will be arranged accordingly – the below diagram shows the search results sorted by business type as an example.



6. Click on the particular row to view further supplier details.
7. Click **Reset** to enter new search criteria.

How to register your business

Follow the steps below in order to create your Supplier Directory account.

1. In your web browser, go to <http://www.gov.yk.ca/SupplierDirectory/index.html> and click the **Register your Business** menu button on the right hand side of the screen.
2. At the supplier login, click **Create an account.**

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Supplier Directory

Welcome to the Supplier Directory. The Supplier Directory is a directory of contractors, suppliers of goods & services and consultants who want to do business with the Yukon government. Government employees use this list to identify contractors when invitational or sole-sourced tenders are issued.

Already have an account

Email Address

Password

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The following screen will appear. Enter your details for each field as outlined below:



All fields are mandatory except where stated otherwise.

Account Information

3. Email Address

4. Password Confirm Password

Business Information

5. Business Name

6. Website (Optional)

Contact Information

7. Contact Name

8. Phone Number 9. Fax Number (Optional)

Mailing Address

10 Address Line 1 Address Line 2 (Optional)

City Province / Territory / State Postal Code / Zip

Country

11 Business Licence (Optional) Corporate Number (Optional) 12

13 Are you considered a Yukon Business? [View Criteria](#)
 Yes No

14 Which Yukon community does your business operate in or near? [Select All](#)

<input type="checkbox"/> Beaver Creek	<input type="checkbox"/> Burwash Landing	<input type="checkbox"/> Carcross	<input type="checkbox"/> Dawson City
<input type="checkbox"/> Destruction Bay	<input type="checkbox"/> Eagle Plains	<input type="checkbox"/> Faro	<input type="checkbox"/> Haines Junction
<input type="checkbox"/> Keno	<input type="checkbox"/> Marsh Lake	<input type="checkbox"/> Mayo	<input type="checkbox"/> Old Crow
<input type="checkbox"/> Pelly	<input type="checkbox"/> Ross River	<input type="checkbox"/> Stewart Crossing	<input type="checkbox"/> Swift River
<input type="checkbox"/> Tagish	<input type="checkbox"/> Teslin	<input type="checkbox"/> Watson Lake	<input type="checkbox"/> Whitehorse

15 Type of Business

Select the options below that best describe your business.

- Construction
- Manufacturing
- Natural resource industries
- Professions
- Sales
- Services
- Wholesales

16 Brief Description

17 Describe the Goods and/or Services that you provide

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Contract Services will review and approve all new account requests prior to them appearing on the public website. You will be notified by email once your account has been approved.

3. Enter your business email address. This will also be your Supplier Directory username in order to login and update your details in future. If you change your email address, your login username to the Supplier Directory will be this new email address.
4. Enter a password for your account. Your password must be a minimum of 6 characters and should be sufficiently complex. You can reset your password by logging into your account and adjusting this field. If you forget your password, click the 'Need password' button on the main login page. Provide your email address used on your supplier account and a temporary password will be emailed to you.
5. Enter your business name.
6. Enter your Website address (if applicable).
7. Enter a contact name for your business.
8. Enter your business phone number, including area code. For North American phone numbers, please use the format (123)456-7890
9. If applicable, enter your business fax number, including area code. For North American fax numbers, please use the format (123)456-7890
10. Enter your business address in this area.
11. Enter your business licence number.
12. If your business is registered with Government of Yukon Corporate Affairs, provide this number here.
13. Determine if you qualify as a Yukon business by clicking on the 'View Criteria' link to the left of this field. Then check the appropriate Yes/No radio button.
14. Place a check mark in the box next to the Yukon community/communities that your business operates in or near. If applicable, you can use the Select All/Deselect All link to the right of this field
15. Click on the triangle toggle button next to the business type category to expand the list. Place a check mark in the business categories that best outline what goods/service your business supplies.
16. Enter a 200 character description to summarise your business and the goods/services it provides. This will appear on the public search summary results.
17. Enter a more comprehensive description of your business and the goods/services it provides.
18. Read the terms of use policy. Check the acceptance box.

19. Click the Yellow **Create Account** button at the bottom of the page.

Contract Services will review and approve all new account requests prior to them appearing on the public website. You will be notified by email once your account has been approved.

Create Account Cancel

20. Government of Yukon Contract Services will be notified to review and approve your supplier details before these details appear in the public Supplier Directory. You will receive an automated email notifying you of this.

21. While your details are under review, you will not be able to login into your Supplier Directory account.

22. You will receive an automated Supplier Directory email notifying you when Contract Services have approved your details.

23. Once these details have been approved, they will appear in the public Supplier Directory.

24. You can update your supplier details at any point by logging into your account, making the desired changes and clicking the **Update Account** button at the bottom of the page. See the Supplier Directory user guide **How to update your business details**.

25. One year from your last account update you will receive an email asking you to review and update your details.

26. In order to ensure the Supplier Directory information is current, failure to update your details when prompted by the system will result in your supplier details being removed from the Supplier Directory. You will then need to register your business information again.

How to request a new password

Follow the below steps in order to request a new password for your Supplier Directory account.

1. In your web browser, go to <http://www.gov.yk.ca/SupplierDirectory/index.html> and click the **Login to your account** menu button on the right hand side of the screen.
2. At the supplier login, click **Need new password**.

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Email Address

Password

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3. Enter the email address used to register your account and click **Submit**.

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Supplier Directory

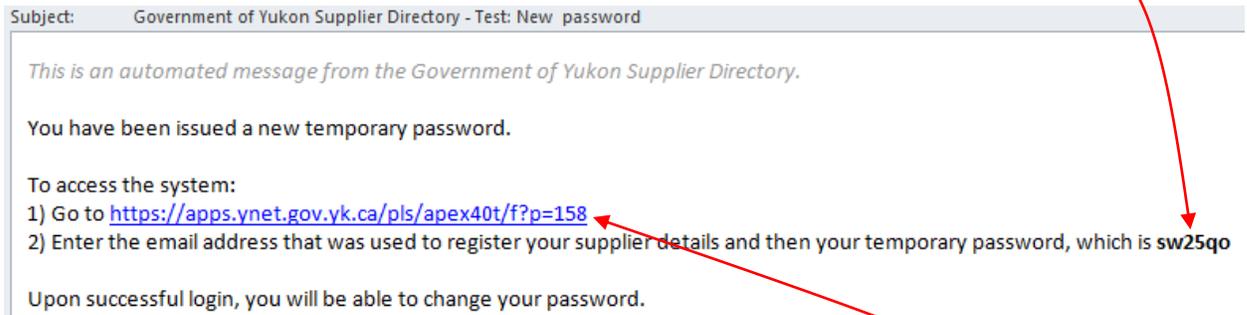
[Sign in](#) or [Sign up](#) for an account in order to add or modify your supplier details.

Need new password

Enter the email address you registered with for this account.
Click Submit to generate a new password which will be sent to this email address.

Email Address

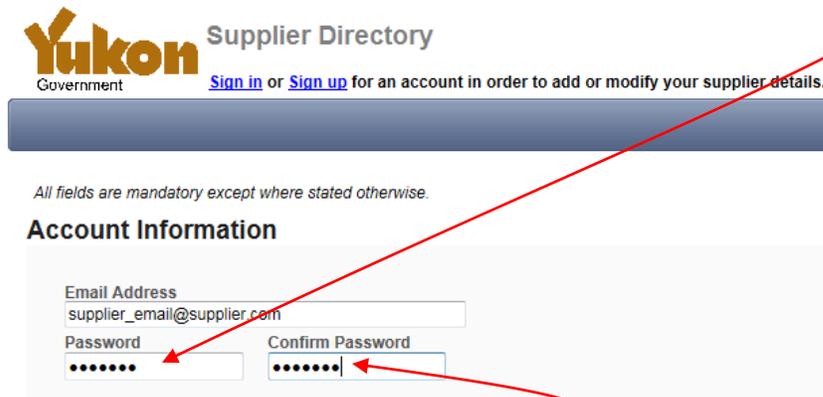
4. An email will be sent to you with a randomly generated password. Note this down.



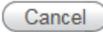
5. Click the web link in the e-mail to be taken to the Supplier Directory login page.

6. At the login page, enter your email address and generated password and click **Sign In**.

7. At the supplier Account Information screen, you can change your password to something meaningful to you (greater than 6 characters and sufficiently complex).



8. Confirm your password in the field to the right.

9. If no other updates are required to your account, scroll to the bottom of the screen and click **Update account**.  

10. If updates in addition to a password change occurred, you will be notified that Government of Yukon Contract Services will need to review and approve these changes before they will appear in the public Supplier Directory search. Until these are approved, you will not be able to login to your account.

How to update your business details

Follow the steps below in order to update your details in your Supplier Directory account.

1. In your web browser, go to <http://www.gov.yk.ca/SupplierDirectory/index.html> and click the **Login to your account** menu button on the right hand side of the screen.
2. At the supplier login, enter the **email address** and **password** that you provided when you registered and click the yellow **Sign in** button.

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This site is governed by the following [terms of use](#).

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[Continued over page]

The following screen will appear. Update your details for the relevant fields as outlined



All fields are mandatory except where stated otherwise.

Account Information

3. Email Address

4. Password Confirm Password

Business Information

5. Business Name

6. Website (Optional)

Contact Information

7. Contact Name

8. Phone Number 9. Fax Number (Optional)

Mailing Address

10 Address Line 1 Address Line 2 (Optional)

City Province / Territory / State Postal Code / Zip

Country

11 Business Licence (Optional) Corporate Number (Optional) 12

13 Are you considered a Yukon Business? [View Criteria](#)
 Yes No

14 Which Yukon community does your business operate in or near? [Select All](#)

<input type="checkbox"/> Beaver Creek	<input type="checkbox"/> Burwash Landing	<input type="checkbox"/> Carcross	<input type="checkbox"/> Dawson City
<input type="checkbox"/> Destruction Bay	<input type="checkbox"/> Eagle Plains	<input type="checkbox"/> Faro	<input type="checkbox"/> Haines Junction
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<input type="checkbox"/> Tagish	<input type="checkbox"/> Teslin	<input type="checkbox"/> Watson Lake	<input type="checkbox"/> Whitehorse

15 **Type of Business**
 Select the options below that best describe your business.

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3. Update your business email address. This will also be your Supplier Directory username in order to login and update your details in future. If you change your email address, your login username to the Supplier Directory will be this new email address.
4. Update the password for your account. Your password must be a minimum of 6 characters and should be sufficiently complex. You can reset your password by logging into your account and adjusting this field. If you forget your password, click the 'Need password' button on the main login page. Provide your email address used on your supplier account and a temporary password will be emailed to you.
5. Update your business name.
6. Update your Website address (if applicable).
7. Update a contact name for your business.
8. Update your business phone number, including area code. For North American phone numbers, please use the format (123)456-7890
9. If applicable, update your business fax number, including area code. For North American fax numbers, please use the format (123)456-7890
10. Update your business address in this area.
11. Update your business licence number.
12. If your business is registered with Government of Yukon Corporate Affairs, update this number here.
13. Determine if you qualify as a Yukon business by clicking on the 'View Criteria' link to the left of this field. Then check the appropriate Yes/No radio button.
14. Add/remove a check mark in the box next to the Yukon community/communities that your business operates in or near. If applicable, you can use the Select All/Deselect All link to the right of this field
15. Click on the triangle toggle button next to the business type category to expand the list. Place a check mark in the business categories that best outline what goods/service your business supplies.
16. Update the 200 character description to summarise your business and the goods/services it provides. This will appear on the public search summary results.
17. Update the comprehensive description of your business and the goods/services it provides.
18. Re-read the terms of use policy. Check the acceptance box.

19. Click the Yellow **Update Account** button at the bottom of the page.

Contract Services will review and approve all account change requests prior to them appearing on the public website. You will be notified by email once your account has been approved.



20. Government of Yukon Contract Services will be notified to review and approve your supplier details before these details appear in the public Supplier Directory. You will receive an automated email notifying you of this.

21. While your details are under review, you will not be able to login into your Supplier Directory account.

22. You will receive an automated Supplier Directory email notifying you when Contract Services have approved your details.

23. Once these details have been approved, they will appear in the public Supplier Directory.

24. 1 year from your last account update you will receive an email requiring you to review and update your details.

25. In order to ensure the Supplier Directory information is current, failure to update your details when prompted by the system will result in your supplier details being removed from the Supplier Directory. You will then need to register your business information again.

How to remove your account and supplier details

In order to remove your account and your supplier details from the public search of the Supplier Directory, follow these instructions:

26. Log into the Supplier directory as in steps 1 and 2 (page 8).

27. On the account details screen (page 9), click the **Remove My Account** button in the bottom right corner of the screen.

Contract Services will review and approve all account change requests prior to them appearing on the public website. You will be notified by email once your account has been approved.



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