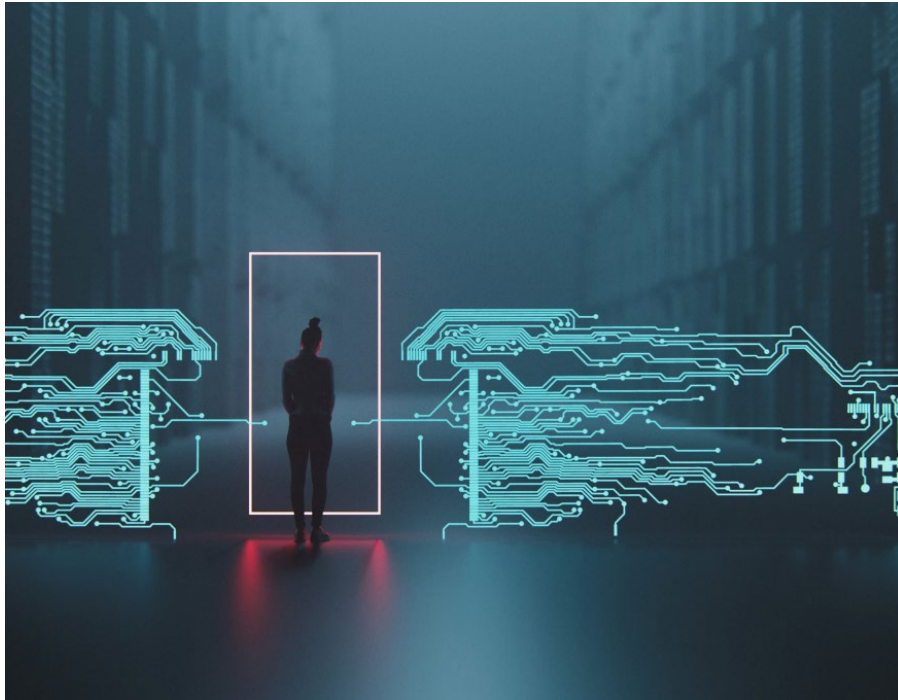




User Manual for Schedule B Entities

Ce guide est aussi disponible en français.



This electronic tendering system is owned and operated by Strategic Procurement, Service New Brunswick, Province of New Brunswick.

Official tender documents for goods and services, as well as tender notices for transportation and building construction issued on behalf of the province are available free of charge on this site.

This site will also contain some tender opportunities issued by municipalities, hospital corporations, crown corporations, universities and other government funded bodies.

If you have any questions, please send email to: NBON@snb.ca or call Toll Free from within Canada at 1-800-561-1422

Table of Contents

Accessing the New Brunswick Opportunities Network (NBON)	1
Password and/or Username Retrieval	1
Creating a Tender Notice	4
Adding Information to Tender Notice	5
Maintain Function	6
Number	7
Document Information	7
Question Settings	8
Response Document Settings	8
CETA- Canada-EU Comprehensive Economic and Trade Agreement	9
Issuing Agency Address	10
Contact Person	12
Comments	13
Clauses	14
User Comments	14
Items	14
Attachments	15
Commodity Matching	16
Deleting a Commodity	17
Geographic Matching	18
Invite / Notify Vendors	19
View Data	22
Correspondence	22
Actions menu	23
Check Integrity	23
Create PDF	24
Print	24
Process History	25
Clone	25
Delete	26
Forward	27
Refresh	28
Post Tender Notice	29
How to Amend a Tender Notice	30
Document Search	32
Tender Results	36

Accessing the New Brunswick Opportunities Network (NBON)

To log in to your **NBON account**, go to www.gnb.ca/NBON. Copy this link and paste it into your Internet browser.

Enter your **Username** and **Password** (password is case sensitive) and click the “Go” button.

Service New Brunswick
Tenders Online

Registered User Login:

Username:

Password:

Go

[Forgot your password?](#)

Options

[Public Sector User Registration](#)

[Browse NBON](#)

[Browse Tenders and Awards](#)

Resources

- Notice of Alternative Procurement Method
- Notice of Buying Group Participation
- Procurement Information
- Other Tendering Sites
- Government of New Brunswick
- Services to Government
- Download Adobe Acrobat

Suppliers – we want your feedback!

The Government of New Brunswick (GNB) has recently adopted a Green Procurement Policy. To foster the adoption of this policy and establish objectives, GNB wishes to identify and understand environmental practices of suppliers. If you haven't done so already, please take a few minutes to complete this [survey](#).

The NBON application is not supporting the use of Edge Browser at this time. Internet Explorer or Google Chrome is supported. We are working on a solution.

Important Notice to Suppliers regarding COVID-19 Vaccination Policy: Effective April 11, 2022

GNB's COVID-19 Vaccination Policy amended to April 11, 2022, no longer requires mandatory COVID-19 vaccination for current and new GNB employees who work in vulnerable sectors, including facilities of the regional health authorities, Extra-Mural/Ambulance NB, corrections, nursing homes or adult residential facilities in the course of their work responsibilities. Employees working in these settings must, however:

- Be fully vaccinated (three doses), OR
- If unvaccinated, follow all workplace mitigation measures for non-fully

Password and/or Username Retrieval

If you cannot remember your password and/or username, click “**Forgot your password?**”

Service New Brunswick
Tenders Online

Registered User Login:

Username:

Password:

Go

[Forgot your password?](#)

Options

[Public Sector User Registration](#)

[Browse NBON](#)

[Browse Tenders and Awards](#)

Resources

- Notice of Alternative Procurement Method
- Notice of Buying Group Participation
- Procurement Information
- Other Tendering Sites
- Government of New Brunswick
- Services to Government
- Download Adobe Acrobat

Suppliers – we want your feedback!

The Government of New Brunswick (GNB) has recently adopted a Green Procurement Policy. To foster the adoption of this policy and establish objectives, GNB wishes to identify and understand environmental practices of suppliers. If you haven't done so already, please take a few minutes to complete this [survey](#).

The NBON application is not supporting the use of Edge Browser at this time. Internet Explorer or Google Chrome is supported. We are working on a solution.

Important Notice to Suppliers regarding COVID-19 Vaccination Policy: Effective April 11, 2022

GNB's COVID-19 Vaccination Policy amended to April 11, 2022, no longer requires mandatory COVID-19 vaccination for current and new GNB employees who work in vulnerable sectors, including facilities of the regional health authorities, Extra-Mural/Ambulance NB, corrections, nursing homes or adult residential facilities in the course of their work responsibilities. Employees working in these settings must, however:

- Be fully vaccinated (three doses), OR
- If unvaccinated, follow all workplace mitigation measures for non-fully

To reactivate your **password**, please fill in the **Forgot your password** section and click **“Submit”**.

If you don't remember your **username** fill in the **Forgot your username** section and click **“Submit”**.

If you requested a **password reset**, an email will be sent to you with a link. To **reset your password**, click on the link and enter your new password twice and click **“Submit”**.

If you requested your **Username**, it will be sent to you by email. **Copy** the username if required to paste into the **Username** field.

From: NBON@gnb.ca <NBON@gnb.ca>
 Date: Fri, Jul 15, 2022 at 12:02 PM
 Subject: NBON application access (2022/07/15 12:02:53) (Msg#:53208719)
 To:

NBON application access

This email has been forwarded to you via the 'I forgot my password' function within the NBON-RPANB application. Below is your user name.

User name = ds23602

If you have any questions, please contact the Help Line at nbon@snb.ca.

This email was generated by NBON-RPANB.

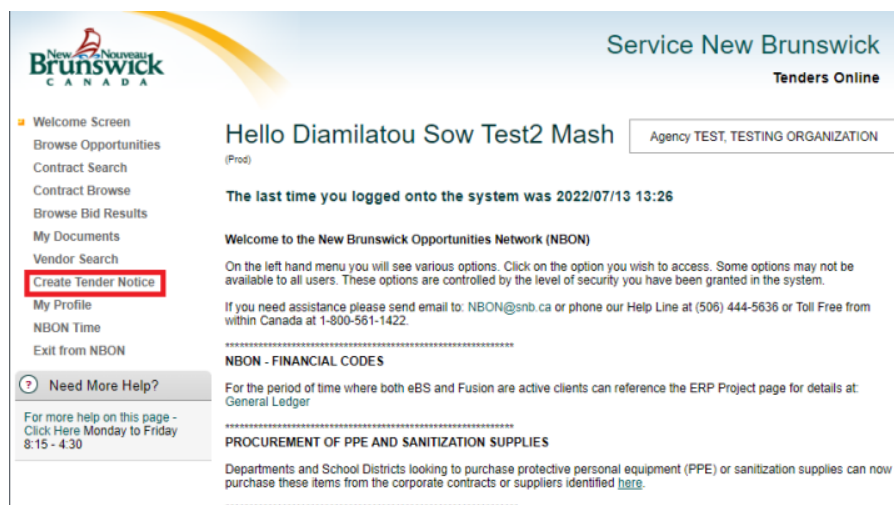
(v3-00-032f Prod)

Once you have your username and/or have reset your password, back to the main NBON page www.gnb.ca/NBON and enter your username and new password and click “Go”.



Creating a Tender Notice

The tender notice is used to advertise your procurement opportunity to prospective suppliers. All tender notices **must** be posted on NBON as the official tendering site for the Province of New Brunswick.

1. To create a tender notice, first log in to NBON. Click “**Create Tender Notice**” from the left side menu.



2. When setting up your Tender Notice, please take note of the following:

*	Fields marked by an “*” are mandatory.
	Field with a garbage can icon can be deleted. Only the non-mandatory fields will have this icon when the fields are populated. Click the garbage can to remove text.
	A red check mark will appear to confirm you want to delete the text. Click “ Submit Return ” to save this information and return to previous page.
Issued By & Issued For	System defaults to the organization you are creating the tender notice for. Click “ Edit ” to modify Issued By or Issued For .
Notice Type	Defaults to Advertisement

Language:

- The system will automatically default to create a bilingual Tender Notice. The language selected must reflect the same language(s) as the text being entered.
 - If you wish to create a unilingual document in English or in French, you must click on “☐” to uncheck the box next to “French” or “English” before creating your document.
 - The document language selected cannot be changed once you have clicked “**Create**”.
3. Once you have reviewed your choices and selected the mandatory language field, click “**Create**”.

Service New Brunswick
Tenders Online

Welcome Screen
Browse Opportunities
Contract Search
Contract Browse
Browse Bid Results
My Documents
Vendor Search
Create Tender Notice
My Profile
NBON Time
Exit from NBON

Create Tender Notice
(Test)
This page handles any additional information needed for the creation of the document.

Additional Information

Discipline: Purchasing / Printing
Document Type: Advertisement
Procurement Notices
Method:

Issued By: 77000 TEST, TESTING ORGANIZATION (Edit)
Issued For: 77000 TEST, TESTING ORGANIZATION (Edit)
Language(s): ☒ English ☒ French

Need More Help?
For more help on this page - Click Here Monday to Friday 8:15 - 4:30

Create

Save to Profile: ☐

* Indicates a required field

Top

Adding Information to Tender Notice

Your initial tender document has now been created. To continue setting up the document, click “**View**” on the **Create Document** screen.

Create Document
(Test)

Continue

Document Created

Document Number:
Control Number: 17332772

The initial document has been created. To continue setting up the document click on 'View'.

View

Top

There are now two ways of adding information to your tender notice:

- By clicking on the various sections of the Tender Notice to add the information.
- OR
- By clicking “**Maintain**” from the left menu, which will display 12 fields of information to enter.

Tender Notice Advertisement

[Click here to enter Document Title]
(Test)

Electronic Bids Are Not Allowed
This document is available in the following language(s): English

Issuing Agency Address
TEST, TESTING ORGANIZATION
DO NOT PROCESS - NBON
TESTING
FREDERICTON REGIONAL CENTRE
300 Saint Mary's Street
Suite 2300
Fredericton, New Brunswick
E3A 2S4

Contact Diamilatoou Sow Test2
Mash
Phone 1 (506) 230-3836
Fax
Email Diamilatoou.Sow@nb.ca

Draft

Notice #
Publish Date
Closing Date & Time
Time Zone Atlantic Time
All dates are yyyy/mm/dd
Date Issued
Delivery Required

Effective Date: **Expiry Date:**

[Click here to enter Geographic Bid Matching]
Commodity Bid Matching
Commodity Bid Matching does not exist

Notice Details
[Click here to enter Notice Details]

Not all Notices have attachments.
To view an attached document, you must Login to NBON and click on [Express/View Interest] from the left hand menu.

Maintain Function

Maintain is broken down into 12 steps consisting of: **Number, Document Information, CETA, Issuing Agency Address, Contact Person, Comments, Clauses, Items, Attachments, Commodity Bid Matching and Geographic Bid Matching, Invite/Notify vendors.** This information is required for posting the tender.

Click “**Maintain**” to view the steps.

Tender Notice Advertisement

[Click here to enter Document Title]
(Test)

Electronic Bids Are Not Allowed
This document is available in the following language(s): English

Issuing Agency Address
TEST, TESTING ORGANIZATION
DO NOT PROCESS - NBON
TESTING
FREDERICTON REGIONAL CENTRE
300 Saint Mary's Street
Suite 2300
Fredericton, New Brunswick
E3A 2S4

Contact Diamilatoou Sow Test2
Mash
Phone 1 (506) 230-3836
Fax
Email Diamilatoou.Sow@nb.ca

Draft

Notice # (E) TEST
Publish Date
Closing Date & Time
Time Zone Atlantic Time
All dates are yyyy/mm/dd
Date Issued
Delivery Required

Effective Date: **Expiry Date:**

[Click here to enter Geographic Bid Matching]
Commodity Bid Matching
Commodity Bid Matching does not exist

Notice Details
[Click here to enter Notice Details]

Not all Notices have attachments.
To view an attached document, you must Login to NBON and click on [Express/View Interest] from the left hand menu.

Maintain

- Number
- Document Information
- CETA
- Issuing Agency Address
- Contact Person
- Comments
- Clauses
- Items
- Attachments
- Commodity Matching
- Geographic Matching
- Invite / Notify Vendors

Number

Click on “**Number**” to enter the tender notice number and click “**Submit Return**” to save the information and return to the previous page.

The screenshot shows the 'Number' step of the 'Tender Notice Advertisement' form. The left sidebar contains a 'Maintain' menu with 'Number' highlighted. The main form area displays the 'Document Number: (E) TEST (DRAFT)' and 'Control Number: 17332771'. Below this, a list of steps (1-6) is shown, with '1. Number' selected. The 'Document Number' field is highlighted with a red box, and a red asterisk indicates it is a required field. The 'Finish' button is highlighted with a green box.

Document Information

Click on “**Document Information**”. Enter a date, using the format YYYY/MM/DD or click on the calendar icon to select a date. Use the symbols <, <<, > or >> to change the date of the calendar.

The screenshot shows the 'Document Information' step of the 'Tender Notice Advertisement' form. The left sidebar contains a 'Maintain' menu with 'Document Information' highlighted. The main form area displays the 'Document Number: (E) TEST (DRAFT)' and 'Control Number: 17332771'. Below this, a list of steps (1-12) is shown, with '2. Document Information' selected. The 'Document Information' section contains several fields: 'Effective date', 'Expiry date', 'Publish Date/Time (if later than issue date)', 'Closing Date/Time', 'Opening Date/Time (if later than the closing date)', 'Time Zone', 'Required Date', 'Date Prepared', 'Document Title (English)', 'Document Title (French)', and 'Limit to local N.B. vendors?'. The 'Effective date' field is highlighted with a red box, and a red asterisk indicates it is a required field. The 'Finish' button is highlighted with a green box.

Effective Date and **Expiry Date** – Effective and expiry date of a contract (not a mandatory field).

Publish Date/Time (if later than issue date) – Enter the date and time you wish to have the tender notice posted. Leave these fields blank if you would like the tender notice posted immediately after clicking “**Post Tender Notice**” from the menu on the left.

Closing Date/Time (Mandatory) – Enter the closing date and time of the tender notice.

Opening Date/Time (if later than the closing date) – Enter the date and time the tender notice will be opened (not a mandatory field).

Time Zone (Mandatory) – Defaults to Atlantic Standard Time.

Required Date – Enter the date the goods or services are required (not a mandatory field).

Date Prepared (Mandatory) – Defaults to the date the tender notice was created.

Document Title (English)/ Document Title (French) (Mandatory) – Enter a key word or phrase in both fields (French & English) to describe the goods or services requested on the tender notice. When using the **Document Search** option, you can find tender notices by the Document Title.

Limit to local N.B. vendors? (Not a mandatory field).

“**Estimated dollar value**” – (not a mandatory field).

Question Settings

New Question cutoff date/time (not a mandatory field).

Allow vendors to submit questions marked as "Private"? (not a mandatory field).

Response Document Settings

Allow electronic bids? Defaults to “No”.

“**Is this a two-envelope opportunity externally processed?**” – Remains blank.

Response Document info requested – Leave blank

Click “**Finish**” to save the information and return to the previous page.

2. Document Information

(Test)

Document Number: (E) TEST (DRAFT) Control Number: 17332771

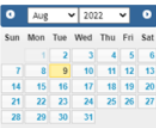
Buttons: Skip Back Save Next Finish

Document Information

Effective date (yyyy/mm/dd)

Expiry date (yyyy/mm/dd)

Publish Date/Time (if later than issue date) (yyyy/mm/dd)

Closing Date/Time * 

Opening Date/Time (if later than the closing date)

Time Zone * Atlantic Ti

Required Date (yyyy/mm/dd)

Date Prepared * 2022/08/08 (yyyy/mm/dd)

Document Title (English)

Document Title (French)

Limit to local N.B. vendors? ☐

Estimated dollar value


Question Settings

The following settings impact how the vendor is able to ask questions about this Opportunity

New Question cut off date/time

(yyyy/mm/dd)

Allow vendors to submit questions marked as "Private"?

☒ ? ☐ Yes ☒ No 

Response Document Settings

The following settings impact what the vendor is able to do when responding to this Opportunity

Allow electronic bids? ☒ ? * No

Is this a two-envelope opportunity externally processed?

Response Document info requested

* Indicates a required field

** indicates that one of the fields in this set is required.

CETA- Canada-EU Comprehensive Economic and Trade Agreement

To comply with the obligations of CETA, all public sector entities that post notices on NBON will be required to answer between one to three questions when creating notices or competitive bid solicitations.

Data collected from these questions will be shared with Canada Buys SPA (Single-Point of Access) when applicable.

Note:

- If you answer 'yes', for the first question, the second questions will appear below. If you answer 'no', the question below will not appear.
- If you are not sure if the purchase is a 'contract' or a 'one-time purchase', choose either option for question two.
- The third question will only appear if you answer 'Prequalification List for the second question.

3. CETA
(Test)

Document Number: (E) TEST (Version: 1) (DRAFT) Control Number: 17332795

Buttons: Skip, Back, Save, Next, Finish

CETA

As required by the Canada-EU Comprehensive and Trade Agreement (CETA), some solicitation notices published on NBOB will also be published on a new Single-Point of Access (SPA) system established by the Government of Canada. Please respond to the following questions pertaining to this solicitation notice:

Type of Procurement	CETA Threshold Values
Goods and Services	\$366,800
Construction	\$9,100,000

Is the estimated value of the procurement (including all option renewal periods, excluding taxes) at or above the CETA Threshold Values?

☒ Yes
☐ No

Please select the response which best reflects this procurement:

☐ One-time purchase
☐ Short-Term or Long-Term Contract(s)
☒ Prequalification List of suppliers or goods/services for future procurements

What criteria will be used to determine which suppliers on the prequalification list will be invited to submit bid submissions on future procurements? (select all that apply)

☐ N/A – the intention is to invite all prospective suppliers that are on the list to submit bid submissions for all future procurements, regardless of the estimated dollar value
☐ Estimated Dollar Value of the Procurement (e.g. only New Brunswick suppliers will be invited when the estimated value of the procurement is below the lowest applicable trade agreement threshold values)
☐ A maximum number of suppliers from the Prequalified List will be invited (please indicate numeric value)
☐ Invited based on prequalification for specific categories
☒ Other (please specify)

* Indicates a required field

Issuing Agency Address

If the address displayed on the Tender Notice is correct skip this option, otherwise click **"Issuing Agency Address"** to modify the address.

Enter Mailing Address in fields "Address 2, & 3.
Do not enter data in the 4th line of address.

Click the **"Finish"** button to save changes and return to previous screen.

4. Issuing Agency Address

Document Number: (E) TEST (DRAFT) Control Number: 17332771

1. Number 2. Document Information 3. CETA 4. Issuing Agency Address 5. Contact Person 6. Comments 7. Clauses 8. Items 9. Attachments 10. Commodity Matching 11. Geographic Matching 12. Invite / Notify Vendors

Issuing Agency Address

Please enter the appropriate information into the fields.

☒ Use Issuing Agency Address ☐ Enter an address

Search

Name: TEST, TESTING ORGANIZATION

Department/Branch/District/Division: * DO NOT PROCESS - NBON TESTING

Street Address: FREDERICTON REGIONAL CENTRE

Street Address: 300 Saint Mary's Street, Suite 2300

City: * Select City
Fredericton

or Enter City

Province/State: * Select Province/State
New Brunswick

or Enter Province/State

Country: * Canada

Postal/Zip Code: * E3A 2S4

* indicates a required field

“Search” You can use this function to search the NBON for other addresses set up under your organization.

You can search by **“Organization”**, **“Address Type”** or enter a keyword and click **“Search”**. To select an address, click on **“Address #?”** and click **“Submit”** to save your changes and return to the previous page.

Contact Person

If the contact information displayed on the Tender Notice is correct, skip this option, otherwise click **“Contact”** to change the contact information.

Use one of the three methods to change the Contact name.

Method 1

Next to “Select a Person” click “▼” and click on the contact person's name.

Click the **“Finish”** button to save the information and return to previous screen.

Method 2

Click **“Search for a Person”** to search for all users set up in the NBON by first and/or last name.

Click on the name you wish to select and click the **“Finish”** button to save changes and return to previous screen.

Method 3

Click **“Add Contact”** if you can't find the name in the list of users set up in the NBON. Add name and phone number, fax and email are not mandatory **“Submit”** to add the contact

Finally, click the **“Finish”** button to save the changes and return to previous screen.

The screenshot displays the 'Contact Person' form within the NBON system. The form is titled 'Contact Person' and includes a 'Document Number: (E) TEST (DRAFT)' and a 'Control Number: 17332771'. The form has buttons for 'Skip', 'Back', 'Save', 'Next', and 'Finish'. A sidebar on the left contains a navigation menu with options like 'Document Information', 'CETA', 'Issuing Agency', 'Contact Person', 'Comments', 'Clauses', 'Items', 'Attachments', 'Commodity Matching', 'Geographic Matching', and 'Invite / Notify Vendors'. A search overlay is visible on the right, titled 'Contact', with a 'Select or Find Contact' section. The 'Select' dropdown is set to 'Select contact' and the 'Find' dropdown is set to 'Search for a Person'. The 'Contact Information' section includes fields for 'Attention' (Diamilidou Sow Test2 Mash), 'Title', 'Phone' (Country Code: 1, Area Code: 506, Number: 230-3836), 'Fax' (Country Code: 1, Area Code: , Number:), and 'Email' (Diamilidou.Sow@nbn.ca). A 'Search' button is at the bottom right of the overlay.

Comments

The **“Comments”** section is broken down into 2 subcategories consisting of **“Notice Detail”**, and **“Trailer Comments”**.

Click **“Comments”** to be able to view the subcategories.

Notice Detail

This option will allow you to enter details regarding the tender notice, such as a brief description of products or services on your Tender Notice and where vendors may obtain the official tender documents. There is no limit as to how much information can be entered here.

Click on **“Add”** on the right of **“Notice details”** to enter the information.

Type or copy & paste your tender details in the blank field and click the **“Finish”** button to save changes and return to previous screen.

NOTE – if you have created a bilingual Tender Notice, the Notice details must be entered in both languages. From the menu on the left, select 'English or French' under "Language". Click on "**Comments**" to view the subcategories and click "**Add**" located on the right of "**Notice Details**". Enter the English or French text and click the "**Finish**" button to save your changes and return to previous screen.

Trailer Comments

You may skip this option as it is not a mandatory requirement for posting a Tender Notice.

Clauses

This is predefined information that will appear on your tender notice on a regular basis. In order to have clauses added to your NBON account, email NBON@snb.ca.

User Comments

You may skip this option as it is not necessary to post a Tender Notice.

Items

You may skip this option as it is not necessary to post a Tender Notice.

Attachments

The system will allow you to add attachments such as your Tender or RFP Documents from your computer. These attachments should be in PDF format.

Skip this option if it is not applicable.

To add an attachment, click on “**Attachments**”.

Enter a title in the “**Attachment Title**” field and select “**Mandatory**” from the drop-down menu.

Click “**Choose File**” to retrieve the file and double click on the file name you wish to attach.

Click “**Save**” and “**Finish**” to save the information and return to the previous page.

A file folder will appear on the Tender Notice telling vendors that attachments exist.

The screenshot displays the '9. Attachments' page in the NBON system. The page header includes the 'New Brunswick CANADA' logo and a 'Close' button. A sidebar on the left contains navigation links: 'Close', 'Print', 'View PDF', 'Refresh', 'Change Language' (set to English), 'Complete Step (Issue)', and a 'Maintain' section with a list of options. The 'Attachments' option is highlighted with a red box. The main content area shows the '9. Attachments' title, a '(Test)' status, and document details: 'Document Number: (E) TEST (DRAFT)' and 'Control Number: 17332792'. A row of buttons includes 'Skip', 'Back', 'Save', 'Next', and 'Finish'. Below this, the 'Attachments' section states 'The maximum total file upload size per Submit is 37.66 MB'. It features a table with four rows for adding attachments. Each row has an 'Attachment Title' field, a dropdown menu, and a 'File' column with a 'Choose File' button and the text 'No file chosen'. The first row's 'Attachment Title' field and dropdown menu are highlighted with red boxes.

Commodity Matching

The commodity matching option is mandatory. You will search the NBON commodities list to find the matching product(s) or service(s) on your tender notice. This controls the generation of email notifications by the NBON to vendors registered under the specified commodity or commodities, and assures the opportunity is listed under the corresponding commodity grouping allowing vendors to search for opportunities by commodity.

NOTE – To obtain the commodities list, you may refer to the user manual from the main NBON Manual.

Click on “**Commodity Matching**”

Enter a **keyword** or **GSIN** (Good or Service Identification Number) of the product or service on your tender notice in the **Value** field.

Click on “**Search**”

A list of commodities associated to the **keyword** or **GSIN** and their subcategories will appear in the left side of the screen. If you wish to view a complete listing of a commodity or subcategory,

click the binoculars  icon next to the blue title.

To select a commodity or subcategory, click on **the title in blue letters** then click “**Save**”.

The reference ID and description of the category or subcategory you selected, will appear in the right side of the screen.

To add more commodities, click **“Save”** and continue your search. Click **“Finish”** to save the information and return to the previous page.

10. Commodity Matching
(Test)

Document Number: (E) TEST (DRAFT) Control Number: 17332792

1. Number 2. Document Information 3. CETA 4. Issuing Agency Address 5. Contact Person 6. Comments 7. Clauses 8. Items 9. Attachments 10. Commodity Matching 11. Geographic Matching 12. Invite / Notify Vendors

Change Language: English

Complete Step (Issue)

Maintain

- Number
- Document Information
- CETA
- Issuing Agency Address
- Contact Person
- Comments
- Clauses
- Items
- Attachments
- Commodity Matching**
- Geographic Matching
- Invite / Notify Vendors

Additional Document Profile

Commodity Matching

Catalogue Search

Search By: ☒ Keyword ☐ GSIN

Value:

Search

O&PEN Catalogue: O&PEN Catalogue

- NB GSIN: NB GSIN Catalogue
- 5: CONSTRUCTION SERVICES
 - Other CO: OTHER CONSTRUCTION SERVICES
 - 5133D: SEWERAGE/DRAINAGE
- N: GOODS
 - N47: PIPE, TUBING, HOSE AND FITTINGS
 - N4710: PIPES AND TUBES, RIGID
 - N4710E: PIPE, SEWER
 - N49: MAINTENANCE AND REPAIR SHOP EQUIPMENT
 - N4940: MAINTENANCE AND REPAIR SHOP SPECIALIZED EQUIPMENT, MISCELLANEOUS
 - N4940B: AUGER MACHINES, PIPE AND SEWER, POWER OPERATED

Cross-references

Refer Id: *

Description: *

* Indicates a required field

Existing Entries **Delete Remain**

Refer Id	Description	Delete
1	Other CO OTHER CONSTRUCTION SERVICES	<input type="checkbox"/>

Deleting a Commodity

To remove a previously entered commodity, **check the box** under **Delete** located on the right side of the commodity you selected and click **“Delete Remain”**.

Begin your search again by entering a **keyword** or **GSIN** of the matching product(s) or service(s) on your tender notice in the **Value** field. Click on **“Search”**.

10. Commodity Matching
(Test)

Document Number: (E) TEST (DRAFT) Control Number: 17332792

1. Number 2. Document Information 3. CETA 4. Issuing Agency Address 5. Contact Person 6. Comments 7. Clauses 8. Items 9. Attachments 10. Commodity Matching 11. Geographic Matching 12. Invite / Notify Vendors

Change Language: English

Complete Step (Issue)

Maintain

- Number
- Document Information
- CETA
- Issuing Agency Address
- Contact Person
- Comments
- Clauses
- Items
- Attachments
- Commodity Matching**
- Geographic Matching
- Invite / Notify Vendors

Additional Document Profile Actions

Commodity Matching

Catalogue Search

Search By: ☒ Keyword ☐ GSIN

Value:

Search

O&PEN Catalogue: O&PEN Catalogue

- NB GSIN: NB GSIN Catalogue
- 5: CONSTRUCTION SERVICES
 - Other CO: OTHER CONSTRUCTION SERVICES
 - 5133D: SEWERAGE/DRAINAGE
- N: GOODS
 - N47: PIPE, TUBING, HOSE AND FITTINGS
 - N4710: PIPES AND TUBES, RIGID
 - N4710E: PIPE, SEWER
 - N49: MAINTENANCE AND REPAIR SHOP EQUIPMENT
 - N4940: MAINTENANCE AND REPAIR SHOP SPECIALIZED EQUIPMENT, MISCELLANEOUS
 - N4940B: AUGER MACHINES, PIPE AND SEWER, POWER OPERATED

Cross-references

Refer Id: *

Description: *

* Indicates a required field

Existing Entries **Delete Remain**

Refer Id	Description	Delete
1	Other CO OTHER CONSTRUCTION SERVICES	<input checked="" type="checkbox"/>

Geographic Matching

This option will allow you to specify which region(s) the products or services on your tender are required. It will control the generation of Email Notifications to send only to those people registered under the locations specified and assures the opportunity is listed under the corresponding location allowing vendors to search for opportunities by location.

This option is not mandatory.

Click on **“Geographic Matching”**. Click **“Check All”** to select all the regions in the list or click in the box next to the location you wish to select and click the **“Finish”** button to save and return to previous screen.

11. Geographic Matching
 Document Number: (E) TEST (DRAFT) Control Number: 17332792

1. Number
 2. Document Information
 3. CETA
 4. Issuing Agency Address
 5. Contact Person
 6. Comments
 7. Clauses
 8. Items
 9. Attachments
 10. Commodity Matching
 11. Geographic Matching
 12. Invite / Notify Vendors

Posted opportunities can be cross-referenced to the region in which the goods or services are required.

Check All

New Brunswick

- ☐ Bathurst Region
- ☐ Campbellton Region
- ☐ Edmundston Region
- ☐ Fredericton Region
- ☐ Miramichi Region
- ☐ Moncton Region
- ☐ Perth-Andover Region
- ☐ Rexton Region
- ☐ Saint John Region
- ☐ St. Stephen Region
- ☐ Tracadie-Sheila Region
- ☐ Woodstock Region

* Indicates a required field

Buttons: Skip, Back, Save, Next, **Finish**

Left Sidebar: Close, Print, View PDF, Refresh, Change Language (English), Complete Step (Issue), Maintain (Number, Document Information, CETA, Issuing Agency Address, Contact Person, Comments, Clauses, Items, Attachments, Commodity Matching, **Geographic Matching**, Invite / Notify Vendors)

Deleting a Location

To remove a previously entered location, **uncheck the box** next to the location and click **“Finish”**.

11. Geographic Matching
 Document Number: (E) TEST (DRAFT) Control Number: 17332792

1. Number
 2. Document Information
 3. CETA
 4. Issuing Agency Address
 5. Contact Person
 6. Comments
 7. Clauses
 8. Items
 9. Attachments
 10. Commodity Matching
 11. Geographic Matching
 12. Invite / Notify Vendors

Posted opportunities can be cross-referenced to the region in which the goods or services are required.

Uncheck All

New Brunswick

- ☒ Bathurst Region
- ☒ Campbellton Region
- ☒ Edmundston Region
- ☒ Fredericton Region
- ☒ Miramichi Region
- ☒ Moncton Region
- ☒ Perth-Andover Region
- ☐ Rexton Region
- ☐ Saint John Region
- ☐ St. Stephen Region
- ☒ Tracadie-Sheila Region
- ☒ Woodstock Region

* Indicates a required field

Buttons: Skip, Back, Save, Next, **Finish**

Left Sidebar: Close, Print, View PDF, Refresh, Change Language (English), Complete Step (Issue), Maintain (Number, Document Information, CETA, Issuing Agency Address, Contact Person, Comments, Clauses, Items, Attachments, Commodity Matching, **Geographic Matching**, Invite / Notify Vendors)

Invite / Notify Vendors

This option will allow you to invite and/or notify registered vendors about your opportunity. **This option is not mandatory.** Click “**Invite / Notify Vendors**” to view the options available.

- If you choose “**Invite**” for **Select an option**:

Find Vendor to Invite – This option will allow you to invite specific registered vendors to submit bids on your opportunity. If you choose this option, **only the vendors you selected will be able to view the opportunity.**

Invite using distribution list – For Strategic Procurement internal use only.

Invite using Previous Documents – For Strategic Procurement internal use only.

The screenshot shows the '12. Invite / Notify Vendors' form. The left sidebar contains a 'Maintain' menu with 'Invite / Notify Vendors' highlighted. The main form area has a 'Document Number: (E) TEST (DRAFT)' and 'Control Number: 17332792'. The 'Invite / Notify Vendors' section has a 'Select an option:' label with 'Invite' selected. Below it are three buttons: 'Find Vendor to Invite', 'Invite using distribution list', and 'Invite using Previous Document'. The 'Existing Invited, Notified and Interested Vendors' section shows 'No results were found'.

- If you Choose “**Notify**” for “**Select an option**”:

Find Vendor to Notify – This option will allow you to notify specific registered vendors about your opportunity, if you choose this option all vendors will be able to view the opportunity.

Notify using distribution list – For Strategic Procurement internal use only.

Notify using Previous documents – For Strategic Procurement internal use only.

The screenshot shows the '12. Invite / Notify Vendors' form with the 'Notify' radio button selected. The 'Select an option:' label now has 'Notify' selected. The buttons below are 'Find Vendor to Notify', 'Notify using distribution list', and 'Notify using Previous Document'. The 'Existing Invited, Notified and Interested Vendors' section still shows 'No results were found'.

NOTE – Once the tender has been posted on the NBON, you will be able to view the vendors who have expressed an interest in the opportunity by doing a “Document Search”.

Once you have logged on to the NBON, click on “**My Documents**” and choose “**Document Search**”. Enter the tender number or part of the tender number in the **Document Number** field (you may leave this field blank if you do not know the number), change the Document Status from **Currently Active** to **All** and click “**Search**”. Click on the tender number or open book icon (in orange) to open the tender notice and view those who expressed interest.

To find a Vendor to Invite or Notify

Click on “ **Find Vendor to Invite**” or “ **Find Vendor to Notify**”.

Select from the following vendor search option:

Select an Option: “☐ **Active Vendors**” “☐ **Authenticated Vendors**” “☐ **All Vendors**”

Search for **Authenticated Vendors only** or select **All Vendors** to search for all vendors registered on the NBON. To select, click the radio button - ☐.

Vendor: Enter a company name or part of the name.

Reference ID: Only authenticated vendors have Client IDs, if you know the Client ID enter it here.

Telephone: Enter the company’s telephone number or part of the number.

Contact First Name: Enter if you know the contact’s first name.

Contact Last Name: Enter the contact’s last name.

Location: Enter the location of the company.

Click the “**Search**” button.

Check the box next to the vendor **Reference ID** that you would like to invite or notify. Click the “**Submit**” button to invite or notify the vendor.

1. Number
2. Document Information
3. CETA
4. Issuing Agency Address
5. Contact Person
6. Comments
7. Clauses
8. Items
9. Attachments
10. Commodity Matching
11. Geographic Matching
12. Invite / Notify Vendors

Additional
Document Profile
Actions
View Data
Help
Need More Help

Trailer Comments
[Click here]
[Click here]

https://nbon-rpanb-test.gnb.ca/showPersOrgSearch#searchResultsTop

View Disqualified Vendors

Find Vendor

Select an Option: ☐ Active Vendors ☒ Authenticated Vendors ☐ All Vendors

Vendor: 621264 NB Inc

Reference ID: 19010

Telephone: (area code/phone number)

Contact First Name:

Contact Last Name:

Location: fredericton (City/State)

Search

Submit here to invite all selectable vendors, or select individual vendors below. **Submit All**

Show Details **Submit**

	Reference ID	Vendor	Does Business As	Status
1	<input checked="" type="checkbox"/> 19010	621264 NB Inc	Robert Clayton Print & Promotions Inc.	Authenticated

This screen will refresh allowing you to view who has been notified/ invited.

Complete Step
? Maintain
• Number
• Document Information
• CETA
• Issuing Agency Address
• Contact Person
• Comments
• Clauses
• Items
• Attachments
• Commodity Matching
• Geographic Matching
• Invite / Notify Vendors

Additional
Document Profile
Actions
View Data
Help
Need More Help

New Brunswick CANADA

12. Invite / Notify Vendors

(Test)

Document Number: (E) TEST (DRAFT) Control Number: 17332792

Skip Back Save Next Finish

Invite / Notify Vendors

Inviting vendors will result in only those vendors being able to see and bid on the opportunity. Notifying vendors does not restrict the opportunity to others.

Select an option: ☒ Invite ☐ Notify

Find Vendor to Invite Invite using distribution list Invite using Previous Document

Existing Invited, Notified and Interested Vendors

Show Details Clear All Open in Excel

	Organization	Vendor#	Type	Created	Tender Version
1	621264 NB Inc	19010	Invited <input checked="" type="checkbox"/>	2022/08/12 15:16:20	

* Indicates a required field

Click on “**Find Vendor to Invite**” or “**Find Vendor to Notify**” to invite or notify other vendors.

View Data

On the left side menu, click “**View Data**” to see more options.

Correspondence

This option will allow you to view activity related to your opportunity, such as the vendors who have been invited or notified, vendors who have expressed an interest and those who have downloaded an attached document.

Correspondence

Document Number: (E) TEST (DRAFT) Control Number: 17332792

Open in Excel

Vendors that have been Notified

Vendor	Version	Created
No results were found		

Vendors that have been Invited

Vendor	Version	Created
1 621264 NB Inc		2022/08/12 15:16

Vendors that have expressed Interest

Vendor	Interested	Version	Created
No results were found			

Vendors that have issued a Response Document

Vendor	Version	Issued
No results were found		

Vendors that have Downloaded attachments

Vendor
No results were found

NOTE: – Once the tender has been posted on the NBON, you will be able to view the vendors who have expressed an interest in the opportunity by doing a Document Search.

Once you have logged on to the NBON, click on “**My Documents**” and choose “**Document Search**”. Enter the tender number or part of it in the ‘Document Number’ field (you may leave this field blank if you do not know the number), change the ‘Document Status’ from ‘Currently Active’ to ‘All’ and click “**Search**”.

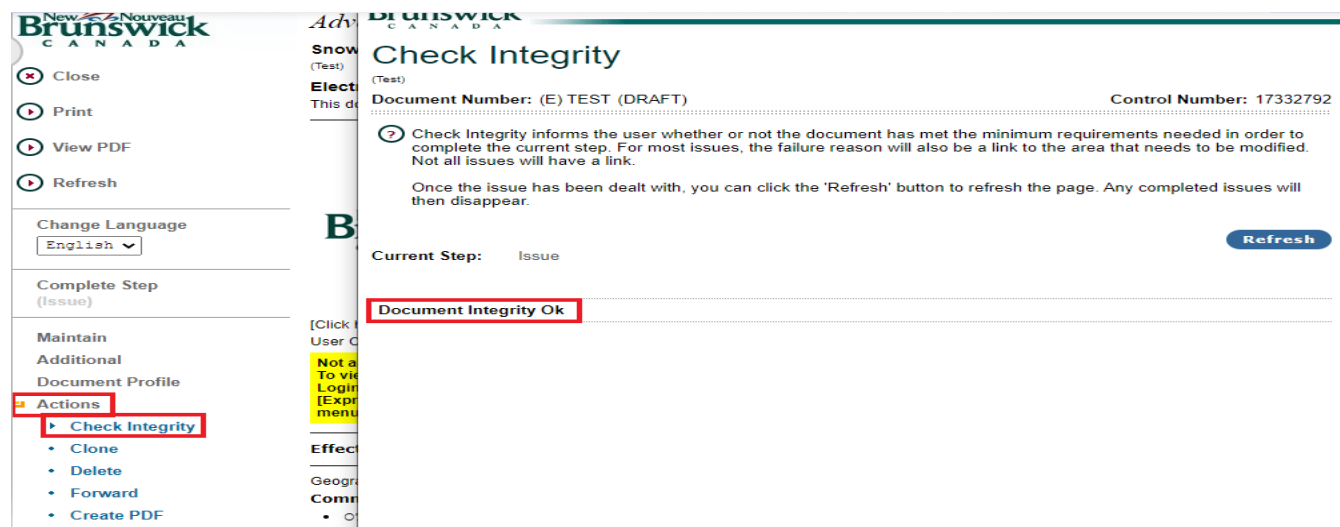
Click on the tender number or open book icon (in orange) to open the tender notice.


Actions menu


Check Integrity

On the left side menu click **“Actions”** and **“Check Integrity”**.

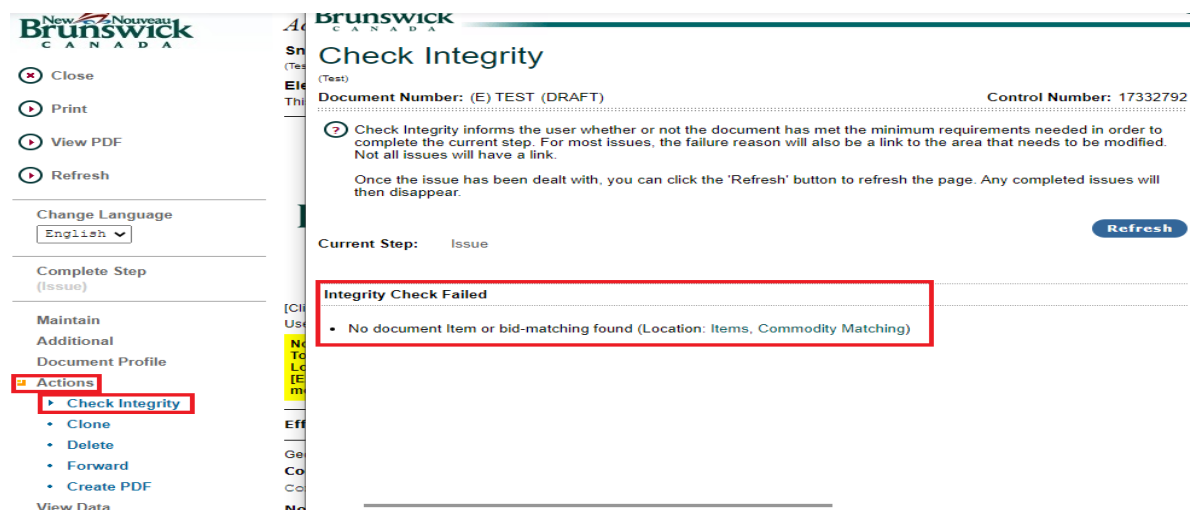
This option will list any mandatory fields on the tender notice that have not been filled in. These fields must be filled before you can post the tender notice.



If all required fields have been filled in, you will get the message **Document Integrity Check OK**. Click **“Close”**  to return to previous page.

If some required fields have not been filled in, you will get the message **Document Integrity Check Failed** with the list of the fields that need to be filled. Click **“Close”**  to return to previous page and fill in the required fields.

NOTE - Check Integrity is automatically generated when the user clicks on **“Post Tender Notice”** to post the Tender Notice on the site.

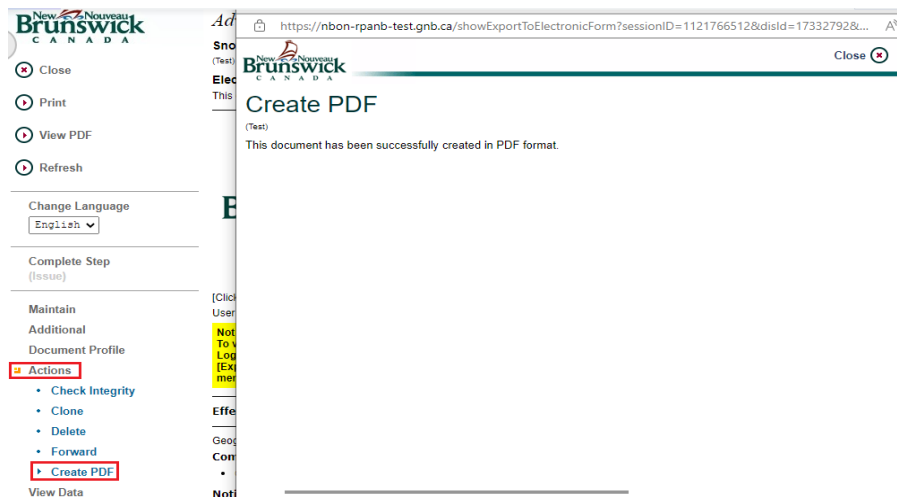


Create PDF

This option will allow you to create a PDF document of your Tender Notice.

A **PDF Document** is a standard Web document format which produces high quality on-screen viewing and level of printing. To view or create PDF files you must have Adobe Reader installed. Creating a PDF document will allow you to save a copy of your Tender Notice to your computer. The status of the Purchase Order (Draft or Final) will print as a watermark on the PDF form.

On the left side menu, click on **“Actions”** and **“Create PDF”**,

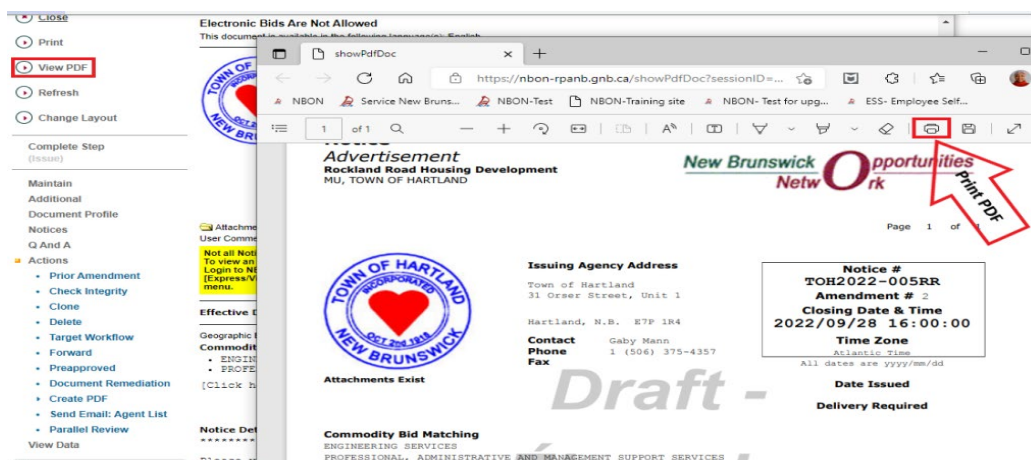


Then click on **“View PDF”** to view and/or save your PDF document.

Print

This option performs a print of the tender notice. Check the status of the tender notice. This will determine what type of print is performed. (Draft or Final.)

On the left side menu, click on **“Print”** to print the Tender Notice in PDF format.



Document Process Step Definition:

- “Draft”** Tender Notice has been created but not yet posted. Changes can still be done to the tender notice.
- “Final”** Tender Notice has been created and posted. **No changes can be made to the tender notice.**

Process History

This option captures the document process steps of the tender.

Click on **“View Data”** and **“Process History”**

- “Description”** Identifies the document process step of the tender.
Issue **Mandatory.**
- “Responsible”** The person responsible for the document process step
- “Status”** Describes the status of the document process step.
There are 2 types of status:
Issue: The document process step specified under “Description” has not been completed.
Complete: The document process step specified under “Description” has been completed.
- “Date”** The date and time the document process step was completed.
- “Days”**
- “Target Date”**
- “Comment”**
- Attachments”**

The screenshot displays the 'Process History' window in the NBON system. The window title is 'Process History' and it includes a 'Close' button. The document number is '(E) TEST (DRAFT)' and the control number is '17332792'. A message states: 'Displayed below are the document process steps associated with the document. Summary view shows the current, pending and last completed step of each type. View All Details opens a new window and displays all comments for all steps.' The document details are as follows:

- Current Step: Issue
- Discipline: Purchasing / Printing
- Document Type: Advertisement
- Procurement Method: Notices
- Document Created: 2022/08/11 14:46

A 'Summary' button is located below the document details. The process history table is shown below:

Description	Responsible	Status	Date	Days	Target Date	Comment	Attachments
Issue	Mandatory	Active	Diamilataou Sow Test2 Mash				

In the left sidebar, the 'View Data' button is highlighted with a red box, and the 'Process History' option is also visible.

Clone

Click **“Action”** and **“Clone”**

This option will allow you to duplicate a tender notice that you previously created in the system. Remember when you are cloning a tender notice, the NBON system will carry over everything from the original tender notice except the Tender Number and Closing Date and Time.

Issued By and Issued For: System defaults to the organization you are creating the tender notice for.

Document Type: Defaults to Advertisement

Language:

The system will automatically default to create a bilingual Tender Notice. The language selected must reflect the same language(s) as the text being entered. If you wish to create a unilingual document in English, you must click on “☑” to uncheck the box next to “French” before creating your document.

Note: the document language selected cannot be changed once you have created the document.

Select “English” and/or “French” for your document language.

Click on the “**Create**” button to clone.

The screenshot shows the 'Create Tender Notice' interface. On the left is a sidebar with a 'New Brunswick CANADA' logo and navigation links: 'Close', 'Print', 'View PDF', 'Refresh', 'Change Language' (set to English), 'Complete Step (Issue)', 'Maintain', 'Additional', 'Document Profile', 'Actions' (highlighted with a red box), 'Check Integrity', 'Clone' (highlighted with a red box), 'Delete', 'Forward', 'Create PDF', and 'View Data'. The main content area is titled 'Create Tender Notice' and includes a 'Close' button in the top right. Below the title is a message: 'This page handles any additional information needed for the creation of the document.' The 'Additional Information' section contains the following fields: 'Notice:' (E) TEST, 'Discipline:' Purchasing / Printing, 'Document Type:' Advertisement, 'Procurement Method:' Notices, 'Issued By:' (77000 TEST, TESTING ORGANIZATION) with an 'Edit' button, 'Issued For:' (77000 TEST, TESTING ORGANIZATION) with an 'Edit' button, and 'Language(s):' with checkboxes for 'English' and 'French', both of which are checked. A red asterisk indicates required fields. At the bottom right, there is a 'Create' button and a 'Save to Profile:' checkbox. A 'Top' link is also present.

Delete

This option will delete the entire tender notice. No record of the tender notice will be kept in the system.

Click on “**Delete**” and click on “**Submit Return**” to delete the tender notice in its entirety.

Tender Notice Advertisement

Snow Removal
(Test)

Electronic Bids Are Not Allowed
This document is available in the following language(s): English, French

Change Language
English

Complete Step (Issue)

Maintain
Additional
Document Profile
Actions
• Check Integrity
• Clone
▶ Delete
• Forward

Delete - Advertisement - Work - Microsoft Edge

https://nbon-rpanb-test.gnb.ca/showDocumentApproval?sessionID=1121766512&disId=17332792&men... A

Delete
(Test)

Document Number: (E) TEST (DRAFT) Control Number: 17332792

Current Step: Issue

Clicking 'Submit Return' will delete the entire document.

Submit Return

Effective Date: Expiry Date:

Geographic Bid Matching Exists
Commodity Bid Matching Exists

Forward

This option will allow you to send a tender notice to someone else for review and/or modification if need be. This step might also be used in the event of an employee's absence.

On the left side menu Click on **"Actions"** and **"Forward"**.
Click on **"▼"** and select the person.

"Send email to agent responsible for the document?" ☒ – When this box is checked, an e-mail notification addressed to the person you are sending the document to, that includes a link to the NBON site and tender number, will be automatically generated by the system.

To turn email notification off, click on ☐ to remove the check mark.

It is not recommended you turn off the email notification. This is the only option available to notify the person the tender notice has been sent.

Click on the **"Submit Return"** button to send the tender notice and generate the email notification message addressed to the person you selected. Click **"Send"** to send the e-mail notification.

Brunswick CANADA

Close

Print

View PDF

Refresh

Change Language
English

Complete Step (Issue)

Maintain

Additional

Document Profile

Actions

- Check Integrity
- Clone
- Delete
- Forward**
- Create PDF

View Data

Snow Removal
(Test)

Electronic Bids Are Not Allowed
This document is available in the following language(s): English, French

Forward - Advertisement - Work - Microsoft Edge
https://nbbon-rpanb-test.gnb.ca/showDocumentApproval?sessionID=1764543518&disId=17332792&men... A

Brunswick CANADA

Forward
(Test)

Document Number: (E) TEST (DRAFT) Control Number: 17332792

Submit Return

Current Step: Issue

Forward * Select Person Responsible

Comments:

Send email to agent responsible for the document? ☒

* Indicates a required field

Refresh

This option will allow you to update your screen from the previous save.

Post Tender Notice

This option will allow you to post your tender notice on the New Brunswick Opportunities Network.

From the left side menu click **“Complete Step”**.

Send email to agent responsible for the document? ☒ – When this box is checked, an e-mail notification addressed to the person who created the tender notice advising them that the tender notice has been posted will be generated by the NBON.

To turn email notification off click **“☐”** to remove the check mark.

Click the **“Submit”** button to post the tender notice and generate the e-mail notification message. Click on **“Send”** to send the notification.

Tender Notice

Advertisement

Snow Removal
(Test)

Electronic Bids Are
This document is availa

Review/Approve
(Test)

Document Number: (E) TEST (DRAFT) Control Number: 17332792

Current Step: Issue **Submit**

Please confirm the Closing Date & Time of the document:

Closing Date: 2022/08/26 (yyyy/mm/dd)

Closing Time: 13:30

Comments:

[Click here to enter Attar
User Comments Do Not

Not all Notices have a
To view an attached d
Login to NBON and c
[Express/View Interes
menu.

Send email to agent responsible for the document? ☒

* Indicates a required field

Effective Date:

[How to Amend a Tender Notice](#)

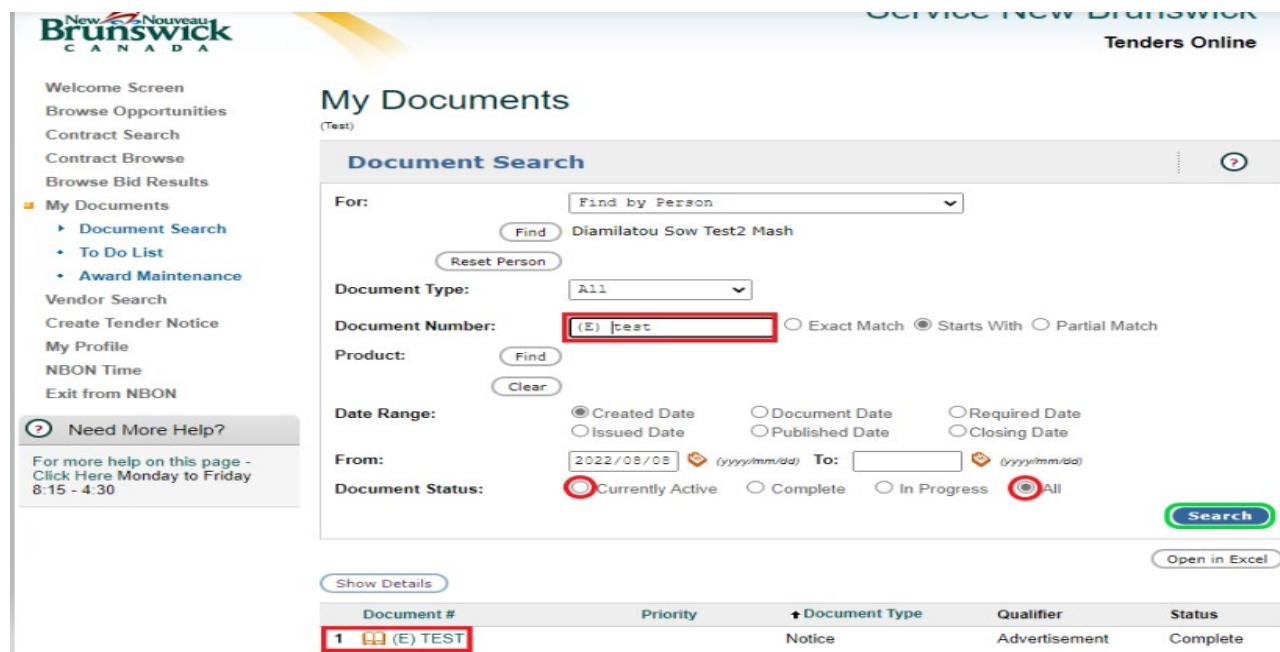
Login to the NBON system. Click on “**My Documents**” and choose “**Document Search**”.



Enter the tender number or part of the number in the **Document Number** field.

Change the Document Status from **Currently Active** to **All** and click on the “**Search**” button.

Click on the **tender number** or **open book icon** (in orange) to open the tender notice.



Click on “**Actions**” then “**Create Amendments**”.

If changes need to be made to the closing date and time or language, you may make these changes on this screen. Click **“Submit”** to create the amendment.

Close
Print
View PDF
Refresh

Change Language
English

Workflow Completed

Express/View Interest
Maintain
Additional
Document Profile

Actions
Create Amendment
Clone
Update Cache
Create PDF
View Data

Create Amendment - Advertisement - work - microsoft edge
https://nbbon-rpanb-test.gnb.ca/showDocumentAmend?sessionID=1764543518&disId=17332792&menu...
Close

Create Amendment
(Test)

Document Number: (E) TEST Control Number: 17332792

Amendments generally allow a wide range of document information to be changed.
Click on 'Submit' to create an amendment.

Please confirm the Closing Date & Time of the document:
Closing Date: 2022/08/26 (yyyy/mm/dd) Closing Time: 13:30

Please select the language(s) to create the document in:
☒ English
☒ French

Submit

From the left side menu, click **“Comments”**. In the next window click **“Edit”** on the right of **“Notice Detail”**. Enter details of the amendment above the text already entered in the Notice Details and click **“Finish”** to save your changes.

Click **“Complete Step”** to immediately save the amendment. The NBON will automatically notify by email vendors who had expressed an interest in the opportunity.

Snow Removal
(Test)

Electronic Bids Are Not Allowed
This document is available in the following language(s): English, French

Issuing Agency Address
TEST, TESTING ORGANIZATION
DO NOT PROCESS - NBON
TESTING
FREDERICTON REGIONAL CENTRE
300 Saint Mary's Street
Suite 2300
Fredericton, New Brunswick
E3A 2S4

Contact
Diamilatu Sow Test2
Mash
Phone 1 (506) 230-3836
Fax
Email Diamilatu.Sow@snb.ca

Draft
Notice #
(E) TEST
Amendment # 1
Original Publish Date
2022/08/14 15:06:58
Publish Date
Closing Date & Time
2022/08/26 13:30:00
Time Zone
Atlantic Time
All dates are yyyy/mm/dd
Date Issued
Delivery Required

[Click here to enter Attachments]
User Comments Do Not Exist

Not all Notices have attachments.
To view an attached document, you must
Login to NBON and click on
[Express/View Interest] from the left-hand
menu.

Effective Date: Expiry Date:

Geographic Bid Matching Exists
Commodity Bid Matching
OTHER CONSTRUCTION SERVICES
[Click here to enter Amendment Reason]

Notice Details
"Amendment #1"
"to get documents contact Amy at 506-111-1111"

Document Search

This option will allow you to search for documents created in the NBON related to your organization using a wide variety of search criteria.

Click “**My Documents**” and then click “**Document Search**”



There are several options to search for a document using “**Document Search**”. Click “▼” to change the default setting and select the option you wish to search by.

NOTE: - By using the defaults set on this screen and clicking on “**Search**”, the system will display all documents you are currently responsible for (**Currently Active**). Click on the document number (in orange) or open book icon to open a document.

“Find by Document Number (exact match)” – Use this option to search for documents you have created by exact document number.

“Find by Control Number (exact match)” – Use this option to search for documents you have created by exact control number.

“Find by Document Title” – Use this option to search for documents you have created by a document title you had entered.

“Find by Person” – Use this option to search for documents you have created as you cannot choose the name of another user.

“Find by Organization” – Use this option to search for all documents created by organization. You can only search for documents created by your organization.

“Find by Organization Hierarchy” – Use this option to search for all documents created by your organization. You can only search for documents created by your organization.

“Find by Document number” – Use this option to search for documents you have created by exact number or partial number.

“Find PO by Vendor” – Use this option to search for Purchase Orders by vendor Name.

“Find release by Vendor” – Use this option to search for Releases by Vendor Name.

The screenshot shows the 'My Documents' interface. On the left is a sidebar with navigation links: Welcome Screen, Browse Opportunities, Contract Search, Contract Browse, Browse Bid Results, My Documents (selected), Document Search, To Do List, Award Maintenance, Vendor Search, Create Tender Notice, My Profile, NBON Time, and Exit from NBON. Below the sidebar is a 'Need More Help?' button and a note about help availability. The main area is titled 'My Documents' and contains the 'Document Search' form. The form has several sections: 'For:' with a dropdown menu showing options like 'Find by Person', 'Find by Document Number (Exact Match)', 'Find by Control Number (Exact Match)', 'Find by Document Title', 'Find by Person', 'Find by Organization', 'Find by Organization Hierarchy', 'Find by Document Number', 'Find PO by Vendor', and 'Find Release by Vendor'; 'Document Type:'; 'Document Number:'; 'Product:' with a 'Find' button and a 'Clear' button; 'Date Range:' with radio buttons for 'Created Date', 'Document Date', 'Required Date', 'Issued Date', 'Published Date', and 'Closing Date'; 'From:' and 'To:' date fields with calendar icons; and 'Document Status:' with radio buttons for 'Currently Active', 'Complete', 'In Progress', and 'All'. A 'Search' button is at the bottom right.

The following options may be left blank, used alone or combined with other options to narrow your search.

Document Type – Click “▼” to change the default setting (All) and select the type of document you wish to search for; Tender, Requisition or Purchase Order.

Document Number – If you know the document number or part of the number, enter it here.

Product – Click “Find” to restrict your search to a specific commodity. Click “Find”, enter a keyword or number in the field and click “Search”. Click on the name of the product or commodity displayed to select it. Click “Clear” to delete the product description.

Date Range – There are two date range fields – 1st field is the **From** date, 2nd field is the **To** date. To choose the start and end date, click on the calendar beside each field or use the format YYYY/MM/DD to enter a date. Documents created within that specific date range will be displayed.

Document Status – This refers to the status of the document.

“Currently Active”: All document process steps have not been completed.

“Complete”: All document process steps have been completed and document has been finalized.

“In Progress”: All documents that have been sent for approval but have not yet been approved.

“All” will list documents that are Currently Active, Completed or Cancelled.

Contract Browse
Browse Bid Results
My Documents
Document Search
To Do List
Award Maintenance
Vendor Search
Create Tender Notice
My Profile
NBON Time
Exit from NBON

? Need More Help?
For more help on this page -
Click Here Monday to Friday
8:15 - 4:30

Document Search

For: Find by Person
Find Diamilaitou Sow Test2 Mash
Reset Person

Document Type: All
Document Number:
Product:
Date Range:
From:
Document Status:
☐ Exact Match ☒ Starts With ☐ Partial Match
☒ Created Date ☐ Document Date ☐ Required Date
☐ Issued Date ☐ Published Date ☐ Closing Date
☒ Currently Active ☐ Complete ☐ In Progress ☐ All

Find
Clear
Search

Show Details
Open in Excel

Document #	Priority	Document Type	Qualifier	Status
1		(E) TEST Version #: 1	Notice	Advertisement
Document Title				
Snow Removal				
2		ABC-2022	Notice	Advertisement
Document Title				

To Do List

This option is a quick search method that is used to retrieve all draft documents associated with you.

Click **“My Documents”** then **“To Do List”**

NOTE - By using the defaults set on this screen and clicking on **“Search”**, the system will display all documents you are currently responsible for (Currently Active).

A list of all of your draft documents will appear at the bottom of the screen, click on the document number (in orange) or open book icon to open a document.

Use Organization Hierarchy for “Issued For” Organization? – For internal use only.

Search Method: “All Draft Documents” – Use the default search option.

Document Type – Click “▼” to change the default setting (All) and select the type of document you wish to search for; Tender, Requisition or Purchase Order.

Welcome Screen
Browse Opportunities
Contract Search
Contract Browse
Browse Bid Results
My Documents
• Document Search
To Do List
• Award Maintenance
Vendor Search
Create Tender Notice
My Profile
NBON Time
Exit from NBON

? Need More Help?
For more help on this page -
Click Here Monday to Friday
8:15 - 4:30

My Documents

(Test)

To Do List

Responsible Person: Diamilatou Sow Test2 Mash
Find Clear

Issued By Organization:
Find Clear

Issued For Organization:
Find Clear

Use Organization Hierarchy for "Issued For" Organization? ☐ Yes ☐ No

Date Type:
☒ Created Date
☐ Document Date
☐ Required Date
☐ Published Date
☐ Closing Date

Date between:
 (yyyy/mm/dd) and (yyyy/mm/dd)

Search Method: All Draft Documents

Document Type: All

Search

Open in Excel

5 matching record(s).

Show Search Details

	Document	Priority	Document Type	Document SubType	Status
1	(E) TEST Version #: 1 Document Title Snow Removal		Notice	Advertisement	Finalized requisition Issue

Tender Results

Adding tender Results In NBON:

Search for closed tender through “**My Documents**”- “**Document Search**”- enter the tender number in “**Document Number**” field- Check “**All**” for Document Status and “**Search**”. The tender will appear at the bottom click on the “**Blue Number**” to Open the document

Document Search

For: Find by Document Number

Document Type: All

Document Number: 0043007-23 ☐ Exact Match ☒ Starts With ☐ Partial Match

Product: Find Clear

Date Range: ☒ Created Date ☐ Document Date ☐ Required Date
☐ Issued Date ☐ Published Date ☐ Closing Date

From: (yyyy/mm/dd) To: (yyyy/mm/dd)

Document Status: ☐ Currently Active ☐ Complete ☐ In Progress ☒ All

Search

Show Details

Document #	Priority	Document Type	Qualifier	Status
1 0043007-23		Tender Documents	Invitation to Tender	Complete

Document Title
Winter Maintenance Contract - St. Martins area roads

On the left side menu, under “**Additional**” click on “**Tender Results**”, Enter the tender results in the plain text field, using the html tag **<pre>** **** before and after the text. Using these tags will display the text in a column. Then click “**finish**” to post.

Print

View PDF

View Summary

Refresh

Change Layout

Workflow Completed

Express/View Interest

Maintain

Additional

- User Comments
- Bidder Conferences
- Group Items
- Item Management
- Period Pricing
- Import/Export Items
- Documents for Purchase
- Delete Items
- Renumber Items
- Tender Results

Attachments Exist

URLs Do Not Exist

Privileged Attachment

Issuing Agency Address

Central Tendering Branch
Fredericton Regional Centre
Fredericton, New Brunswick
B3A 2S4

Final

Tender #
0043007-23

Publish Date & Time

Tender Results - Invitation to Tender - Work - Microsoft Edge

Document Number: 0043007-23 Control Number: 1745108

1. User Comments Skip Back Save Next Finish

2. Bidder Conferences

3. Group Items

4. Item Management

5. Period Pricing

6. Import/Export Items

7. Documents for Purchase

8. Delete Items

9. Renumber Items

10. Tender Results

Tender Results

<pre>Kathcon Construction Ltd, St. Martins, N.B. \$44,460.00
Successful Vendor
V37354
Kathcon Construction Ltd St. Martins, N.B. \$51,129.00</pre>

Tender Details

SCOPE

This Invitation
Department of
St. Martins are
November 1. 20

The information you entered under “**Tender Results**” will appear on this screen under “**BidResults**”

BID RESULTS

To search bid results, click “**Browse Bid Results**” then enter the tender notice number in the “**Tender number**” field.

Bid results entered in the “Tender results” field will display at the bottom of the page.

PO Search

Browse Bid Results

My Documents

Vendor Search

Create Documents

Purchasing Assistant

My Profile

NBON Time

Exit from NBON

Need More Help?

For more help on this page -
Click Here Monday to Friday
8:15 - 4:30

Search

DISCLAIMER

Results Type: All Results

Tender Number: 109289

Issued For: Find Clear

Issued By: Find Clear

Date Range: (yyyy/mm/dd) And 2022/10/07 (yyyy/mm/dd) Search

Tender #	Issuing Organization	Purchasing Agent	Closing Date
1	CC, NB POWER / ÉNERGIE N-B	Rachel Kelly 1 (506) 476-3271 rkelly@nbpower.com	2022/02/02

Request for Proposals Invoice Printing & Mailing Services

Bid Results

Gilmore Doculink - Non-compliant
Kubra Data Transfer Ltd - Awarded
Sogica Inc.
St. Joseph Communication
The Print Operations Group - Non-compliant