

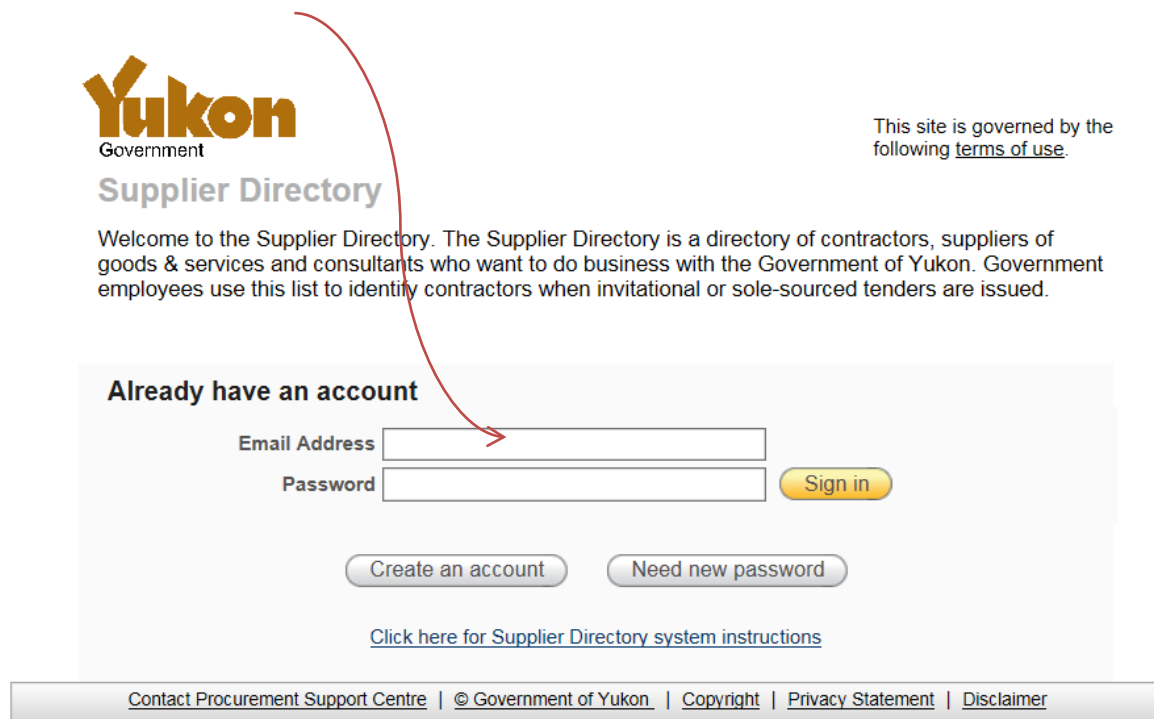
Who should use this guide?

This guide should be used by any business/supplier with a valid Supplier Directory account wishing to update their details on the Government of Yukon Supplier Directory.

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 <https://apps.gov.yk.ca/sds/f?p=158:101> 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.



Yukon
Government

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 Government of Yukon. Government employees use this list to identify contractors when invitational or sole-sourced tenders are issued.

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

Already have an account

Email Address

Password

[Click here for Supplier Directory system instructions](#)

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

All fields are mandatory except where stated otherwise.

Account Information

3.

4.

Business Information

5.

6.

Contact Information

7.

8.

Mailing Address

10.

11.

12.

13. Yes No

14. Which Yukon community does your business operate in or near? **Select All**

Beaver Creek Burwash Landing Carcross Carmacks
 Dawson City Destruction Bay Eagle Plains Faro
 Haines Junction Keno Marsh Lake Mayo
 Old Crow Pelly Ross River Stewart Crossing
 Swift River Takhah Teslin Watson Lake
 Whitehorse

15. Type of Business

Select the options below that best describe your business.

Construction
 Manufacturing
 Natural resource Industries
 Professions
 Sales
 Services
 Wholesales

16.

17.

18. Terms of Use

I have read and agree to the Terms of Use for this site

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 license 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 summarize 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.

Procurement Support Centre 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.

19. Click the Yellow Updated Account button at the Bottom of the page.

Procurement Support Centre 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.

Update Account Cancel

Remove My Account

20. Government of Yukon Procurement Support Centre 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 Procurement Support Centre has 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 1).
27. On the account details screen (page 2), click the **Remove My Account** button in the bottom right corner of the screen.

Procurement Support Centre 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.

Update Account Cancel

Remove My Account

Questions:

If you have any comments or questions regarding the Supplier Directory, please contact:

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