



VENDOR NOTIFICATION

Effective December 15, 2015, Phase 1 of our Vendor Management tool within the web based tendering system will be introduced.

The Vendor Management Tool will be used as a web based tool for managing contract documents and vendor information.

The new Vendor Management section will be used by the Buyer, Contract Owner and Vendor.

Vendors will receive emails requesting required documentation for a contract award, change order or closing, and update of expired documents. The email will provide a link for the vendor to upload the required documents to the Vendor Management Section.

Emails will be auto generated from the system to the Vendor for documents required for contracts the vendor is awarded.

WHSCC must be uploaded in the WHSCC Section.

Insurance Documents must be uploaded in the Insurance Documents Section.

Vendor Documents will include the Executed Intent to Award Letter, Drug and Alcohol Form, Letter of Final Acceptance, Change Orders etc., and must be uploaded to the Vendor Documents Section.

When the Vendor uploads a WHSCC, Insurance or a Vendor Document, an email is auto generated to the Purchasing Representative to Approve or Reject the Document. Once the Purchasing Representative Approves or Rejects the document, the Vendor will receive another email stating that the Document is Approved or Rejected. If the document is Rejected, the Vendor will be required to upload the document again ensuring the documents and dates are in compliance with the requirement.

For direct inquiries or assistance with this application, please contact:

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