

 YUKON ENERGY Goods & Services Guidelines GS-013	DEPARTMENT:		INQUIRIES TO:	TOPIC:	
	All		Corporate Services	Vendor Registration Guideline	
	ISSUED:		REVIEW DATE:		APPROVED BY:
	March 2006		February 2009		Director, Corporate Services

1.00 Purpose

- 1.01 Yukon Energy's Vendor Registration List is a directory of vendors who want to conduct business with the Corporation.
- 1.02 Vendor Registration is a procurement tool that allows vendors to register the goods and/or services that they are qualified and able to provide to the Corporation.

2.00 Procedure

- 2.01 Interested vendors complete and submit the Vendor Registration form that provides information and identifies the type of goods and/or services that the vendor is qualified and able to provide.
- 2.02 Vendors are responsible for providing any required licenses, tickets or levels of expertise.
- 2.03 Registered vendors may be given the opportunity to bid on competitive purchases made on behalf of the Corporation.
- 2.04 Registration on Yukon Energy's Registration List does not mean a vendor will automatically receive copies of all tenders. Vendors may contact Corporate Services to receive copies of tender packages.
- 2.05 Corporate Services is responsible for the on-going maintenance of the Vendor Registration list.

3.00 Document Retention

- 3.01 Corporate Services will retain all original documents complete with supporting documentation for a period of six years plus current year for audit purposes.