

NOVA SCOTIA BUSINESS REGISTRY WWW.NSBR.CA

TENDER OPPORTUNITY NOTIFICATION SERVICE (TONS)

The **Nova Scotia Business Registry (NSBR)** allows businesses to do business with government, 24 hours a day 7 days a week, from anywhere in Nova Scotia or in the world. The creation of the NSBR is a result of a partnership between Service Nova Scotia and Municipal Relations (SNSMR), the Canada Revenue Agency(CRA) and the Workers Compensation Board of Nova Scotia (WCB). Using the CRA Business Number (BN) as a common identifier, your business can apply for licences, permits, registrations, certifications and at the same time, register with the WCB and the CRA - all in a secure environment.

The Tender Opportunity Notification Service (TONS) is available via the NSBR www.nsbr.ca - FREE

The Tender Opportunity Notification Service is provided by the Nova Scotia Business Registry (NSBR). This service allows you to receive e-mails notifying you of any new public tenders posted on the Tender Opportunities and User Resources (TOUR) procurement website that match the categories you have selected.

In order to sign up for the Tender Opportunity Notification Service, you must first be a subscribed member to the NSBR and then select the TONS sign up option.

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[WWW.NSBR.CA](http://www.nsbr.ca)

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How to become a subscriber to the NSBR

- Step 1 Go to <http://www.nsbr.ca> and click on [Free Subscription](#), from the menu located on the left side of the screen.
- Step 2 Read through the explanation about the information required to start your subscription, and then click on [Subscribe to the NSBR](#).
- Step 3 Complete the application and click [Continue](#). Some fields are optional, but many are required fields (noted with a red *), which must be completed in order to submit your application
- Step 4 Register anyone in your business who will use the services of the NSBR on your behalf. More than one representative of your company may be registered. You will be prompted to enter their names along with other relevant information. Once you have added your desired users, hit [Save](#) and [Continue](#).
- Step 5 Select an Administrator, Business Contact and Technical Contact for the account. You are only required to select an Administrator, and you may choose any one of the users entered. Once you have selected your Administrator, hit [Continue](#).
- Step 6 Click [Continue](#) again since there is no fee for the Subscription service.
- Step 7 Read the Terms and Conditions associated with being a Subscriber, click on [Yes](#) and [Continue](#).
- Step 8 Verify the information displayed on the screen and click [Submit](#).

At this point, you will receive a confirmation number, which you should keep in your files. In approximately one week, you will receive an information package from the NSBR by mail, which will include your company User ID and password. Once you receive your ID and password, you are ready to sign up to receive Tender Notifications!

How to Subscribe to TONS

- Step 1 Go to <http://www.nsbr.ca> and click on Enter Nova Scotia Business Registry Online.
- Step 2 Click on [Login](#), found in the Subscriber Services box, and read the Terms and Conditions. Click [Accept](#).
- Step 3 Enter your User ID and password. A screen showing your corporate profile (general business information) will appear.
- Step 4 From the blue service link on the left of your screen, select “Tender Opportunity Notification Service.” To activate the TONS service you must provide the following:
 - A valid e-mail address
 - Categories for which you wish to receive notifications
- Step 5 Once you have completed the activation process:
 - You will receive an e-mail within a short period of time confirming your e-mail address and the selected categories. Note: If you do not receive this confirmation e-mail, please return to the NSBR web site to verify your e-mail address.

You may modify your e-mail address and category selections at any time by logging into the NSBR, selecting the Tender Opportunity Notification Service link from the left-hand menu and changing your selections.

You may turn-off this service at any time by logging into the NSBR, selecting the Tender Opportunity Notification Service link from the left-hand menu and indicating that you wish to turn-off this service. Your information will be saved in order that to reactivate this service you will not have to re-enter your selections, a business may choose to do this during a vacation period.