Cancel/ inactivate the paper bid in Georgia Procurement Registry(GPR)

<mark>Step #</mark>	Action
1	Login to GPR. Link: https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp
2	To upload the 'Cancellation' notice to the bid and inform all the associated
	suppliers about the cancellation Main Menu> Bid Processing> Add a document to
	a bid >(Select FY Year) Click on 'Process' > Select Bid> Click on 'Browse' to upload
	the attachment> Name the attachment> Click on 'process'> Click on 'Return To
	Menu' to go back.
	Add A Document
	Bid Number 19-397
	Agency Code 64410
	Fiscal Year 19
	19-397 Solicitation Document
	Bid Document to be posted from your computer.
	Enter the name you want on the Registry for this document.
	PROCESS
	RETURN TO MENU
	Bid once posted on GPR cannot be deleted permanently.
3	To cancel the bid> Main Menu> Bid Processing> Edit a bid > (Select FY Year) Click
	'Process' > Select Bid> Select 'Cancelled' from drop down next to Bid Activity Code.
	Bid Activity Code ** Under Evaluation
	Rebid Canforcanoo Cancelled
	Pre-bia Comerence
	End