

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

Step #	Action
1	Login to GPR. Link: <a href="https://ssl.doas.state.ga.us/PRsapp/PR_login.jsp">https://ssl.doas.state.ga.us/PRsapp/PR_login.jsp</a>
2	<p>To upload the 'Cancellation' notice to the bid and inform all the associated suppliers about the cancellation <i>Main Menu&gt; Bid Processing&gt; Add a document to a bid &gt;(Select FY Year) Click on 'Process' &gt; Select Bid&gt; Click on 'Browse' to upload the attachment&gt; Name the attachment&gt; Click on 'process'&gt; Click on 'Return To Menu' to go back.</i></p> <div data-bbox="566 529 1195 877" data-label="Image"> </div> <ul style="list-style-type: none"> <li><i>Bid once posted on GPR cannot be deleted permanently.</i></li> </ul>
3	<p>To cancel the bid --&gt; <i>Main Menu&gt; Bid Processing&gt; Edit a bid &gt; (Select FY Year) Click 'Process' &gt; Select Bid&gt; Select 'Cancelled' from drop down next to Bid Activity Code.</i></p> <div data-bbox="615 991 1146 1117" data-label="Image"> </div>
	End