

Change the end date of the paper bid in Georgia Procurement Registry(GPR)

Step #	Action
1	Login to GPR. Link: https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp
2	To change the close date of the paper bid → <i>Main Menu</i> > <i>Bid Processing</i> > <i>Edit a Bid</i> > (Select FY Year) Click on 'Process' > Select Bid> <ul style="list-style-type: none"> Contact Procurement Helpdesk to modify the close date for the bid status not equal to "Open".
3	<p>Make necessary changes to the bid (<i>Open fields only</i>) like Bid Description, Bid closing date and time.</p> <ul style="list-style-type: none"> Unopen fields like Fiscal Year, Bid Number are NOT allowed to change by system. <div style="border: 1px solid blue; padding: 10px; margin: 10px 0;"> <p>The screenshot shows the 'Edit A Bid' form with the following fields and values:</p> <ul style="list-style-type: none"> Bid Closing Date: ** Denotes Mandatory Data. Bid Number: TEST12345 Agency Code: 66085--ALPHARETTA, CITY OF Government Type: city Fiscal Year: 20 Posting User Id: dwestbrook@alpharetta.ga.us Posting Agency Code: 66085 Bid Posting DATE: 01/06/2020 04:51 PM Revision DATE: No revisions at this time Bid Activity Close DATE: The Bid is still Open Bid Title: ** TEST BID Contact Name: ** FIRST NAME LAST NAME Contact Phone: ** 4044444444 Contact E-mail: ** TEST@EMAIL.COM Bid Closing Date: ** 01/31/2020 (Select from Calendar) Bid Closing Time: ** 02:00 PM Url: Dollar Estimate: \$100000 Bid Activity Code: ** Open Pre-Bid Conference: Mandatory (Edit Pre-Bid Conference Information) Bid Description: ** (Detail description related to bid.) <p>Buttons: RETURN TO MENU, EDIT BID, Documents.</p> </div>

4	<p>Click on 'Calendar' next to the 'Bid Closing Date' and select new end date. Update the bid closing time if needed.</p>  <p>The screenshot shows a bid form with the following fields: Contact E-mail (TEST@EMAIL.COM), Bid Closing Date (01/31/2020), Bid Closing Time (02:00 PM), Url, Dollar Estimate (\$100000), Bid Activity Code (Open), and Pre-Bid Conference (Mandatory). A calendar pop-up is open over the Bid Closing Date field, showing the month of January 2020. The date 01/31/2020 is highlighted in the calendar.</p>
5	<p>Click 'Edit Bid' to save the changes and user will get on-screen confirmation.</p>  <p>The screenshot shows a confirmation screen with a blue header containing navigation links: HOME, CONTACT US, SUBSCRIBE FOR BID NOTICES, and PROCUREMENT LINKS. The main content area displays the message: "The back button cannot be used", "Bid Processing", and a "Return To Menu" button. At the bottom, it states: "The bid was successfully edited."</p>
	End