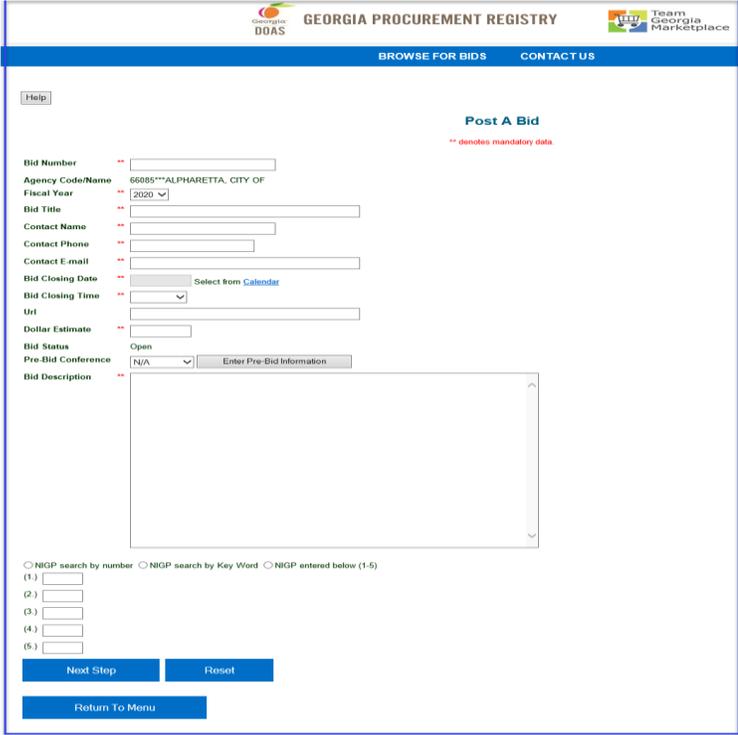
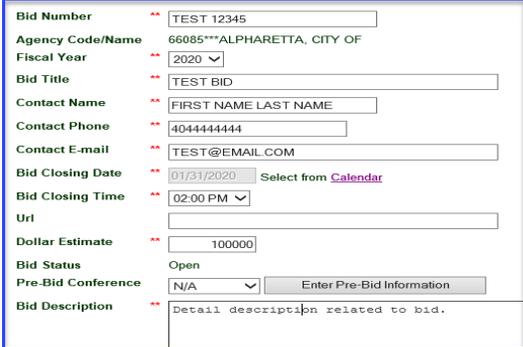


Post the paper bid in Georgia Procurement Registry(GPR)

Step #	Action
1	Login to GPR. Link: https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp
2	<p>To post the paper bid → <i>Main Menu</i> > <i>Click 'Bid Processing' under 'Posting Bid Notices and Documents'</i> > <i>'Post a Bid'</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
3	<p>Enter all the required fields.</p> <ul style="list-style-type: none"> • Bid number, Fiscal Year are key elements which cannot be altered once the bid is posted. • Bid Number is Unique Identifier and cannot be repeated once used. • Agency Code/ Name are pre-populated as per the user's login. User is responsible to validate the 'Agency Name' before posting the bid. • Buyer can provide the URL for the bid on their own agency site. • Enter estimated dollar amount for the bid. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>

4 Select the option for Pre-Bid conference if there is any and provide conference details. (*Pre-bid conferences cannot be scheduled during the last Seven calendar days before bid opening.)

The screenshot shows a web form for a Pre-Bid Conference. At the top, there are three radio buttons: "Pre-Bid Conference" (selected), "Optional", and "Mandatory". A blue box highlights the "Pre-Bid Conference" option, and a blue arrow points to the "Enter Pre-Bid Information" button. Below this is a "Bid Description" field with the placeholder text "Detail description related to bid." and a red asterisk. The main form is titled "Pre-Bid Conference" and "Mandatory Conference". It contains a "Save Pre-bid Conference information and return to bid post" button and a blue warning message: "Pre-bid conferences can not be scheduled during the last Seven calendar days before bid opening." The form fields include: "Bid Closing Date" (01/31/2020), "Prebid Conference date" (01/24/2020) with a "Select from Calendar" link and a blue arrow pointing to a calendar pop-up window, "Conference Start time" (dropdown), "Conference Location" (text field), "Street" (text field), "City" (text field), "State" (GA), "Zip Code" (text field), and "Comments" (text area). The calendar pop-up shows January 2020 with the 24th highlighted.

5 Enter detail description (Character limitation < 2000 characters)

The screenshot shows a large text area for the "Bid Description" field. The placeholder text is "Detail description related to bid." and there is a red asterisk to the left of the label.

6 Select any option to enter the NIGP Code. (* Codes can be entered manually if you have the codes handy and are <= 5.) Click 'Next Step'.

The screenshot shows a form for selecting a NIGP Code. It has three radio buttons: "NIGP search by number" (selected), "NIGP search by Key Word", and "NIGP entered below (1-5)". Below these are five numbered input fields: (1.) [], (2.) [], (3.) [], (4.) [], and (5.) []. At the bottom, there are three blue buttons: "Next Step", "Reset", and "Return To Menu".

7 If option selected is NIGP search by key Word, then enter the key word for NIGP Codes.

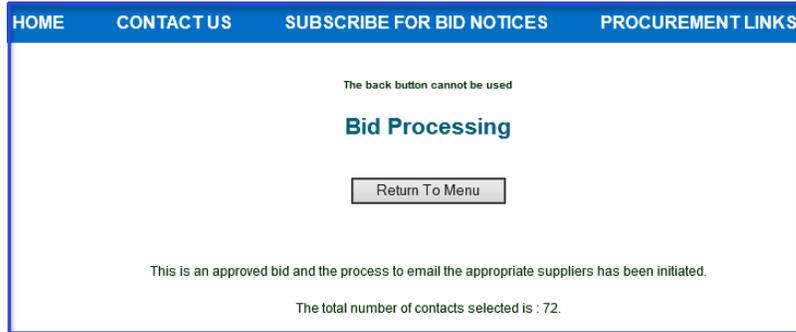
8 Select appropriate NIGP code/s.

9 Click on 'Reassign NIGP Codes 'to update the NIGP Codes. (**NIGP codes cannot be edited once bid posts.)
 Click 'Check This Form' to let system check the bid information. Click on 'Post the Bid' to post the bid. System will notify if error/s found.

To cancel click on 'Return To Menu'- this will not post a bid.

10

Buyer will get the on-screen confirmation of bid posted. All suppliers registered for selected NIGP codes will be notified via email.



Click on 'Return To Menu' to go back to Main Menu.
Refer to 'Upload attachments in GPR' guide to upload any attachment/s to the bid.

END