Post the paper bid in Georgia Procurement Registry(GPR)

<mark>Step</mark>	Action							
<mark>#</mark>								
2	Login to GPR. Link: https://ssi.doas.state.ga.us/PRSapp/PR_login.jsp							
2	and Documents'> 'Post a Bid'							
	GEORGIA PROCUREMENT REGISTRY							
		BROWSE FOR BIDS CONTACT US						
	Help	Post 4 Pid						
		FOSCA BID ** denotes mandatory data.						
	Bid Number Agency Code/Nam Fiscal Year	• 6605**ALPHAREITA, CITY OF ** 2020 •						
	Bid Title Contact Name							
	Contact Phone Contact E-mail Bid Closing Date	Select tom Calendar						
	Bid Closing Time Uri							
	Dollar Estimate Bid Status Pre-Bid Conference	Open V/A Enter Pre-Bid Information						
	Bid Description	^						
	◯ NIGP search by n	umber O NGP search by Key Word O NGP entered below (1-5)						
	(1.)							
	(4.)							
	Next Ste	p Roset						
	Return	To Menu						
3	Enter all the required f	ields.						
	• Bid number, Fiscal Year are key elements which cannot be altered once the bid is							
	posted.							
	Bid Number is Ur	nique Identifier and cannot be repeated once used.						
	 Agency Code/ Na validate the 'Age 	ame are pre-populated as per the user's login. User is responsible to new Name' before posting the hid						
	Buver can provid	e the URL for the bid on their own agency site.						
	 Enter estimated 	dollar amount for the bid.						
		Bid Number ** TEST 12345						
		Agency Code/Name bouts ALPHARETTA, CITY OF Fiscal Year 2020 V						
		Contact Name FIRST NAME LAST NAME						
		Contact Phone ** 4044444444 Contact E-mail ** TEST@EMAIL.COM						
		Bid Closing Date * 01/31/2020 Select from <u>Calendar</u> Bid Closing Time * 02:00 PM V						
		Uri						
		Bid Status Open Pre-Bid Conference VIA V Enter Pre-Bid Information						
		Bid Description Detail description related to bid.						

4	Select the option for Pre-Bid conference if there is any and provide conference						
	details. (He si	Pre-Bid Conference Bid Description ** Optional Mandatory ription related to bid.					
	Pre-Bid Conference						
	Mandatory Conference						
		Save Pre-bid Conference information and return to bid post Pre-bid conferences can not be scheduled during the last Seven calendar days before bid opening.					
	B P C C S C S Z I C C S Z I C C	id Closing Date 01/31/2020 rebid Conference date * inference Start time * image: conference Location * intreet * ifty * <					
5	Enter detail d	escription (Character limitation < 2000 characters)					
	Bid Des	<pre>kription ** Detail description related to bid.</pre>					
6	Select any opt have the code	lect any option to enter the NIGP Code. (* Codes can be entered manually If you ive the codes handy and are <= 5.) Click 'Next Step'.					
		(2.) (3.) (4.) (5.)					
		Next Step Reset					
		Return To Menu					

7	If option selected is NIGP search by key Word, then enter the key word for NIGP					
	Codes.					
	The back button can NOT be used					
	NIGP KEY WORD SEARCH					
	The NIGP descriptions at both the 3 digit and 5 digit level will be searched.					
	Please enter key word or phrase in the appropriate box. Partial word search criteria may be used.					
	Words and phrases are NOT case sensitive. Up to three words or phrases connected by "and" or "or" may be used for each search					
	◯ and ● or					
	◯ and ● or					
	NIGP SEARCH Reset					
8	Select appropriate NIGP code/s.					
	NIGP LIST					
	Search Criteria: Chair					
	Bold information is at the 3 digit NGP level					
	NIGP DESCRIPTION					
	CODE					
	05500-AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.					
	055590–Wheelchair Lift and Accessories, Vehicle-Mounted 09500-BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES					
	09505-Barber Chairs and Parts					
9	Click on 'Reassign NIGP Codes 'to update the NIGP Codes. (**NIGP codes cannot					
	edited once bid posts.)					
	Click 'Check This Form' to let system check the bid information. Click on 'Post the	e Bid'				
	to post the bid. System will notify if error/s found.					
	NIGP Codes assigned to Bid					
	21026					
	O NIGP search by number					
	◯ NIGP search by Key Word					
	Reassign NIGP code					
	Check This Form					
	Return To Menu					
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.								
		HOME	CONTACTUS	SUBSCRIBE FOR BID NOTICES	PROCUREMENTLINKS				
				The back button cannot be used					
		Bid Processing							
				Return To Menu					
			This is an approve	ed bid and the process to email the appropriate suppl The total number of contacts selected is : 72.	ers has been initiated.				
	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								