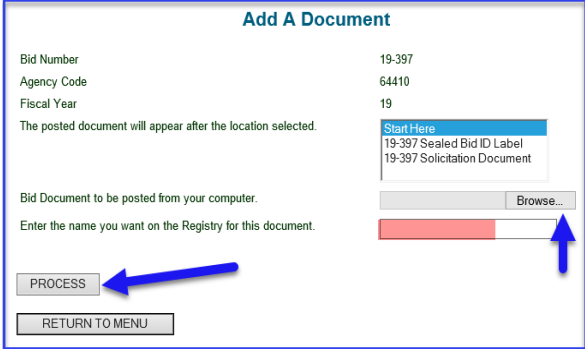


Upload/ delete attachment to the paper bid in Georgia Procurement Registry(GPR)

Step #	Action
1	Login to GPR. Link: https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp
2	<p>To <u>upload any attachment/s</u> to the paper bid → <i>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.</i></p> <ul style="list-style-type: none"> <i>This will send email alert to all associated suppliers.</i> 
3	<p>To <u>delete any attachment/s</u> to the paper bid → <i>Main Menu> Bid Processing> Delete a Document to a bid >(Select FY Year) Click on 'Process' > Select Bid> Select the attachment that needs to be deleted > Click on 'process'> Click on 'Return To Menu' to go back.</i></p> 