

## Add, Delete, Edit, Download Bid Attachment

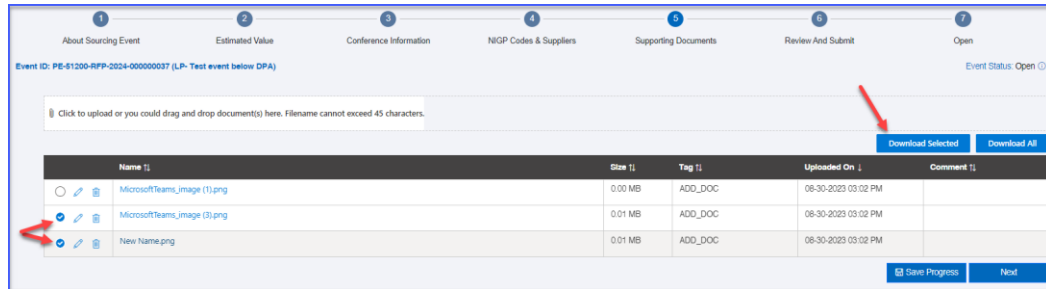
Step #	Action																											
1 Login to GPR	<p>Login to GPR. Link: <a href="https://ssl.doas.state.ga.us/GPRBuyerPortal/">https://ssl.doas.state.ga.us/GPRBuyerPortal/</a></p>																											
2 Manage Event	<p>Click on "Manage Paper Events".</p>																											
3 Select Event	<p>Select event under 'My Events' tab if you wish to upload document to awarded event. <b>**Document cannot be added to CANCELLED event. User will not allow to upload document to other's events unless APO/CUPO.</b></p> <table border="1"> <thead> <tr> <th>Event ID</th> <th>Event Title</th> <th>Buyer</th> <th>Close Date &amp; Time</th> <th>Status</th> <th>Entity</th> <th>Created On</th> <th>Updated On</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>PE-51200-RFQC-2024-0000...</td> <td>LP RFQC Design Build Svc...</td> <td>Leena Augusta Buyer</td> <td>07-17-2023 06:00 AM</td> <td>Awarded</td> <td>AUGUSTA UNIVERSITY</td> <td>07-18-2023 1...</td> <td>07-16-2023 1...</td> <td><a href="#">Add Document(s)</a> <a href="#">Cancel Event</a></td> </tr> <tr> <td>PE-51200-RFQC-2024-0000...</td> <td>Test RFQC - CERAMIC LAB...</td> <td>Leena Augusta Buyer</td> <td>07-17-2023 08:00 AM</td> <td>Awarded</td> <td>AUGUSTA UNIVERSITY</td> <td>07-18-2023 0...</td> <td>07-16-2023 0...</td> <td><a href="#">Add Document(s)</a> <a href="#">Cancel Event</a></td> </tr> </tbody> </table>	Event ID	Event Title	Buyer	Close Date & Time	Status	Entity	Created On	Updated On	Action	PE-51200-RFQC-2024-0000...	LP RFQC Design Build Svc...	Leena Augusta Buyer	07-17-2023 06:00 AM	Awarded	AUGUSTA UNIVERSITY	07-18-2023 1...	07-16-2023 1...	<a href="#">Add Document(s)</a> <a href="#">Cancel Event</a>	PE-51200-RFQC-2024-0000...	Test RFQC - CERAMIC LAB...	Leena Augusta Buyer	07-17-2023 08:00 AM	Awarded	AUGUSTA UNIVERSITY	07-18-2023 0...	07-16-2023 0...	<a href="#">Add Document(s)</a> <a href="#">Cancel Event</a>
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<p>11 Delete Document</p>	<p>Go to step 5- Supporting Documents. Click on  icon next to file name needs to be deleted and click on Save Progress.</p>
<p>12 Delete Document</p>	<p>Warning box will pop up to confirm the deletion. Click OK to delete the document.</p>
<p>13 Edit File Name</p>	<p>Click on  to edit the file name already uploaded.</p>
<p>14 Edit File Name</p>	<p>Window will pop up to edit the file name.</p>
<p>15 Edit File Name</p>	<p>Click on 'Save' to save changes.</p>
<p>16 Edit File Name</p>	<p>New file name will reflect.</p>

**17**  
Download Document

Select the check box next to files needs to be downloaded. Click on Download Selected.



Event ID: PE-51200-RFP-2024-000000037 (LP- Test event below DPA)

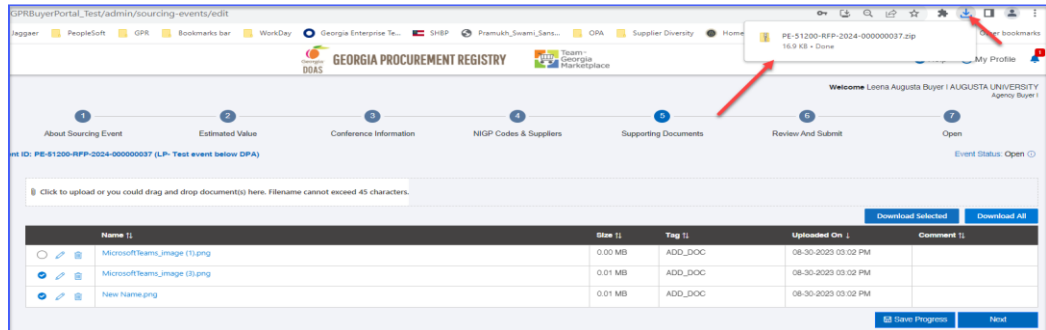
Click to upload or you could drag and drop document(s) here. Filename cannot exceed 45 characters.

Name	Size	Tag	Uploaded On	Comment
<input type="checkbox"/> MicrosoftTeams_image (1).png	0.00 MB	ADD_DOC	08-30-2023 03:02 PM	
<input checked="" type="checkbox"/> MicrosoftTeams_image (3).png	0.01 MB	ADD_DOC	08-30-2023 03:02 PM	
<input checked="" type="checkbox"/> New Name.png	0.01 MB	ADD_DOC	08-30-2023 03:02 PM	

Buttons: Download Selected, Download All, Save Progress, Next

**18**  
Download Document

Download will be available to user to download and save.



GEORGIA PROCUREMENT REGISTRY

Welcome Leona Augusta Buyer | AUGUSTA UNIVERSITY Agency Buyer

Name	Size	Tag	Uploaded On	Comment
<input type="checkbox"/> MicrosoftTeams_image (1).png	0.00 MB	ADD_DOC	08-30-2023 03:02 PM	
<input checked="" type="checkbox"/> MicrosoftTeams_image (3).png	0.01 MB	ADD_DOC	08-30-2023 03:02 PM	
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