

<mark>Step #</mark>	Action
1 Login to GPR	
2 Manage Event	Click on "Manage Paper Events".
3 Select Event	Select event under 'My Events' tab if you wish to upload document to awarded event. **Document cannot be added to CANCELLED event. User will not allow to upload document to other's events unless APO/CUPO.
4 Add document	New window will pop up for event with awarded status to upload new document. Add Supporting Document(s): PE-51200-RFQC-2024-000000009 (LP RFQC Design Build Svcs - Science and Mathematics Bidg 4) × I Click to upload or you could drag and drop document(s) here Blemann cannot exceed 45 character: Document(s): PE-51200-RFQC-2024-00000009 (LP RFQC Design Build Svcs - Science and Mathematics Bidg 4) × I Click to upload or you could drag and drop document(s) here Blemann cannot exceed 45 character: Document 1 Document 1 I Marcosoftiesms, image (6) prg 001 MB AVMARD 07:16:2023 10:23 AM Test NOA I mage (A) prg 011 MB ADD_DOC 07:16:2023 99:46 AM Document Upload
5 Add document	Once the file selected, click on 'Upload' to upload the file. Add Supporting Document(s): PE-51200-RFQC-2024-000000009 (LP RFQC Design Build Svos - Science and Mathematics Bidg 4) × I Click to upload or you could drag and drop document(s) here. Filename cannot exceed 45 characters. Image 100 (Leptocled) Image

Add, Delete, Edit, Download Bid Attachment



6 Add	User will get error message if tries to upload the file which is already uploaded to the same event.									
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