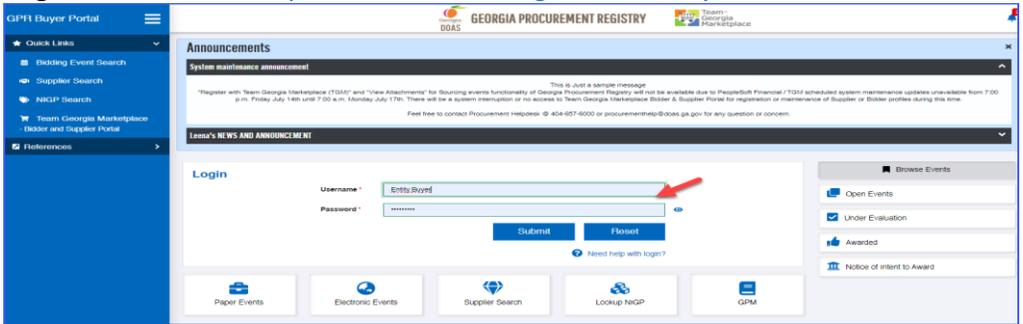
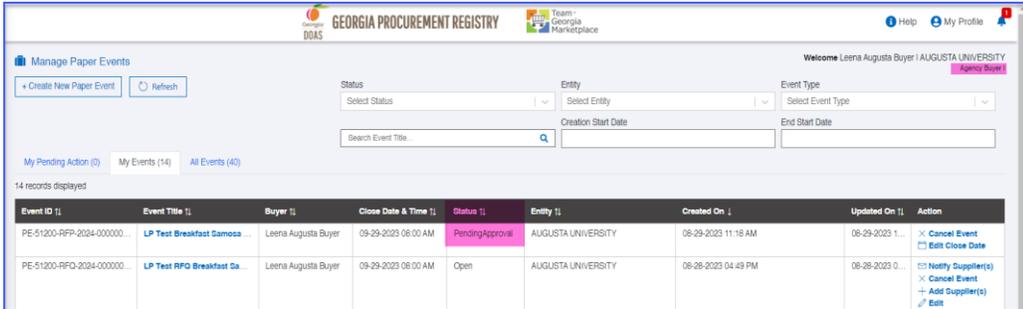
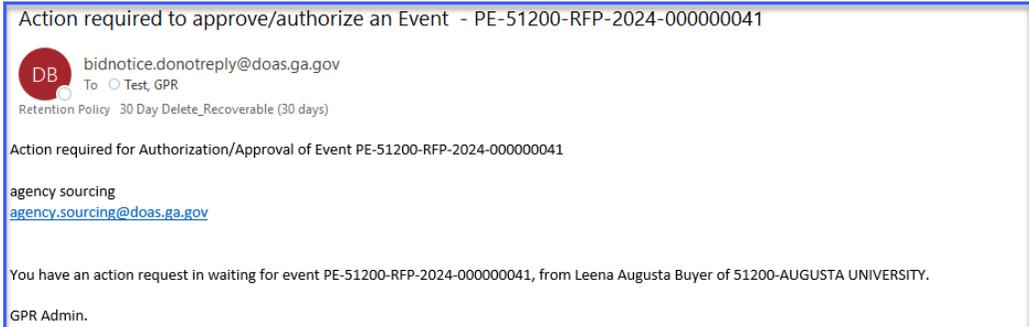




BOR_Approve_Reject a Bid

Step #	Action
1 Login to GPR	<p>Login to GPR. Link: https://ssl.doas.state.ga.us/GPRBuyerPortal/</p> 
2 Buyer posting bid	<p>Once buyer submitted successfully, the event status will change to 'Pending Approval' to follow the approval workflow.</p> 
3 Approval process	<p>Approval process will kick in once buyer posting a bid's estimated dollar value is greater than its limit. At this stage, buyer will have access to Cancel Event or edit the close date.</p> 
4 Approval Process	<p>Agency sourcing team will receive email notification, to review and approve event.</p> 

5
Approve/
Reject Bid

Upon login, approver can click on Event title or status to go to step 7 of approval process.

Event ID	Event Title	Buyer	Close Date & Time	Status	Entity	Created On
PE-54200-SS-2024-00000003	SS Evaluation & Data Mgt. S...	Jeff Hall		PendingApproval	GEORGIA SOUTHWESTERN STATE UNIVERSITY	08-13-2023 0...
PE-40200-CON-2024-00000003	CC - Claims Processing and ...	Anthony Reed		PendingApproval	AGRICULTURE, DEPARTMENT OF	08-15-2023 1...
PE-62200-CON-2024-00000002	Contracts Contract Canon So...	Carla Michele		PendingApproval	ATHENS TECHNICAL COLLEGE	08-15-2023 0...
PE-51200-RFP-2024-000000036	LP Test - Campus Dining Ser...	Leena Augusta Buyer	09-22-2023 08:00 PM	PendingApproval	AUGUSTA UNIVERSITY	08-18-2023 0...

6
Approve/
Reject Bid

Click on 'Approve/Reject DPA'.

Event ID: PE-51200-RFP-2024-000000036
 Event Title: LP Test - Campus Dining Services
 Entity: 51200 - AUGUSTA UNIVERSITY
 Event Type: RFP - Request for Proposal
 Purchasing Type: AgencyContract
 Category Type: Services / Special Projects

Event Status: PendingApproval
 Event Closing Date/Time: 09-22-2023 04:00 PM
 Conference Date/Time: 08-31-2023 11:00 AM
 Contact Name: Leena Augusta Buyer
 Contact Phone: 464444444
 Contact Email: leena.buyer@augusta.ga.gov

7
Approve/
Reject Bid

'Pending Approval' link will land to Approve/Reject page.

Approve/Reject Event: PE-51200-RFP-2024-000000036 (LP Test - Campus Dining Services)

Entity: 51200 - AUGUSTA UNIVERSITY
 Buyer: leena.buyer@augusta.ga.gov
 Estimated \$ Value: 7,500,000
 Government Type: state
 Event Status: PendingApproval

Approve
 Approve/Reject
 Reject

Comments (255 characters limit):

8
Approve/
Reject Bid

To reject, click on Reject radio button, enter comments, and click on 'Complete Approval'.

Approve/Reject Event: PE-51200-RFP-2024-000000036 (LP Test - Campus Dining Services)

Entity: 51200 - AUGUSTA UNIVERSITY
 Buyer: leena.buyer@augusta.ga.gov
 Estimated \$ Value: 7,500,000
 Government Type: state
 Event Status: PendingApproval

Approve
 Approve/Reject
 Reject

Comments (255 characters limit): Test reject comment

9
Approve/
Reject Bid

Event buyer will receive email alert for rejected event including comments.

Request rejected for the Event - PE-51200-RFP...

bidnotice.donotre
 To: Test, GPR
 Cc: Test, GPR
 Retention Policy: 30 Day Delete_Recoverab Expires: 9/21/2023 3:23 PM

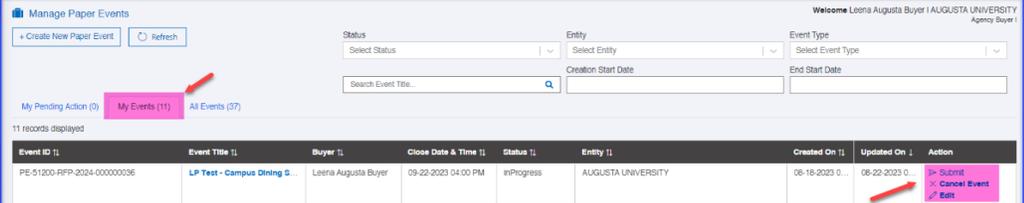
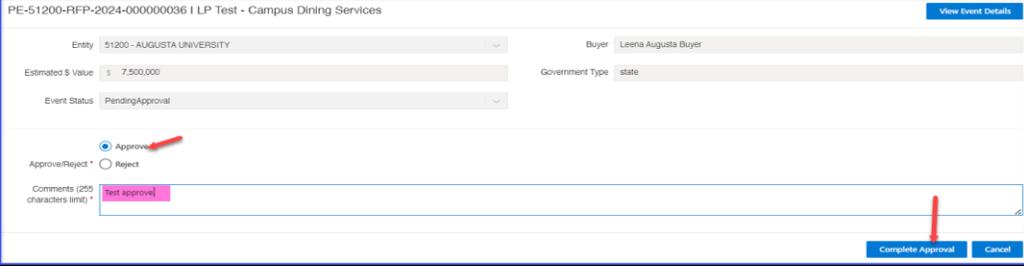
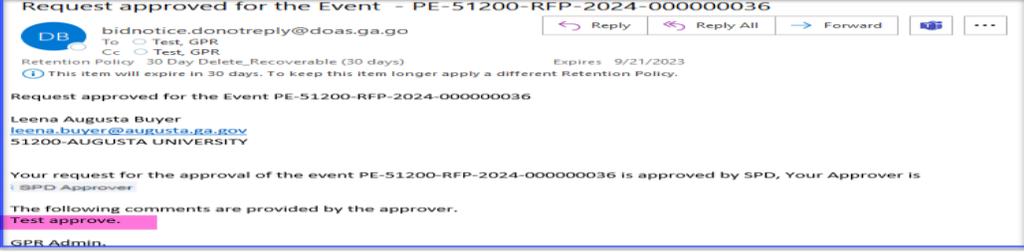
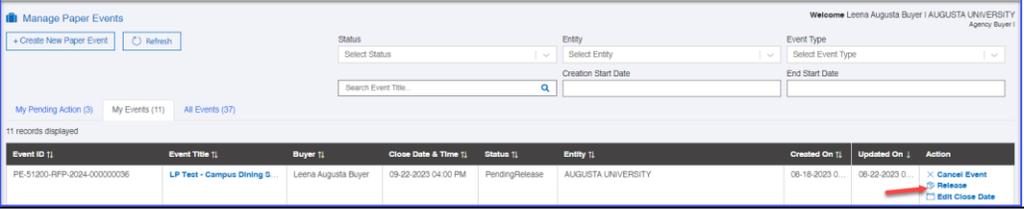
Request rejected for the Event PE-51200-RFP-2024-000000036

Leena Augusta Buyer
 leena.buyer@augusta.ga.gov
 51200-AUGUSTA UNIVERSITY

Your request for the approval of the event PE-51200-RFP-2024-000000036 is rejected by SPD, Your Approver is Jessica Sherman.

The following comments are provided by the approver.
 Test reject comments

GPR Admin.

<p>10 Approve/ Reject Bid</p>	<p>Upon login, buyer can view the rejected event under 'My Event' with submit, cancel, or edit event.</p> 
<p>11 Approve/ Reject Bid</p>	<p>Click Edit to make requested changes and resubmit the updated event. Once submitted, the email alert will go to approver.</p> 
<p>12 Approve/ Reject Bid</p>	<p>Approver can login and approve the event.</p> 
<p>13 Approve/ Reject Bid</p>	<p>Buyer will receive approve email notification including comments.</p> 
<p>14 Release Event</p>	<p>Buyer can edit the close date and time before releasing event or cancel the event.</p> 
<p>15 Release Event</p>	<p>Buyer will get warning message to confirm.</p> 