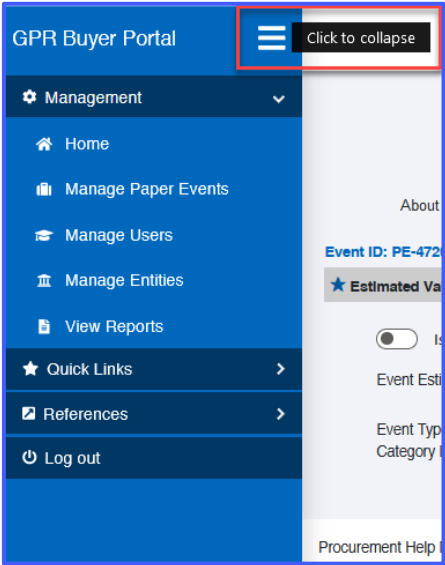
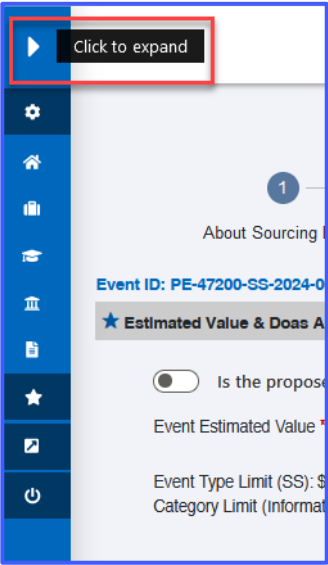


Award Consortia

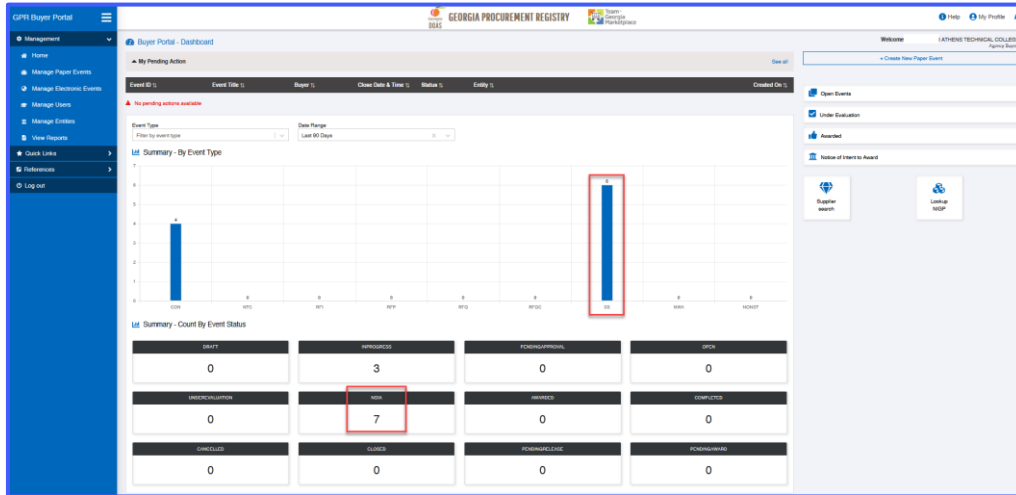
Step #	Action
0	Purpose: Award Consortia.
1	Expand / Collapse Main Menu as needed.
	

2

Login to GPR as an SPD purview State entity Sourcing Buyer to Award Consortia.

The screenshot displays the Georgia Procurement Registry (GPR) login interface. On the left, a blue sidebar titled "GPR Buyer Portal" contains a "Quick Links" menu with options: "Bidding Event Search", "Supplier Search", "NIGP Search", "Team Georgia Marketplace - Bidder and Supplier Portal", and "References". The main content area is white and features the "GEORGIA PROCUREMENT REGISTRY" logo at the top. The central "Login" section includes a "Username" field with the placeholder "Enter your Username", a "Password" field with masked characters, and "Submit" and "Reset" buttons. A link for "Need help with login?" is provided below the form. To the right of the login form is a vertical list of event status filters: "Browse Events", "Open Events", "Under Evaluation" (checked), "Awarded", and "Notice of Intent to Award". Below the login form are four icons representing "Paper Events", "Electronic Events", "Supplier Search", and "Lookup NIGP", with a "GPM" icon centered below them. At the bottom of the page, a red disclaimer states: "Disclaimer: You are attempting to access resources owned by the State of Georgia, Department of Administrative Services. These resources are to be accessed by authorized users only. If you have not been specifically authorized to access these resources, do not proceed further. Unauthorized access could subject you to liability or criminal prosecution. DOAS network communications and interaction are subject to monitoring and audit. By accessing the DOAS network, you are consenting to having your interaction with and use of DOAS network resources monitored, audited, retrieved, copied and disclosed to third parties. Click here for information regarding use of Mobile & Tablet devices." The footer includes the contact information "Procurement Help Desk: 404-657-6000 procurementhelp@doas.ga.gov" and links for "Disclaimer" and "Contact Us".

- 3 A successful login will launch the Buyer Portal – Dashboard Home page. Click on Event Type = CON (Consortia) or Event Status = NOIA.



- 4 Clicking on the CON (Consortia) event type from the home page will launch Manage Paper Events with default search criteria as Event Type = CON. Click on **Add Documents** to upload any additional documents.

The screenshot shows the 'Manage Paper Events' page. The search criteria are set to Event Type = CON. The table below shows the results:

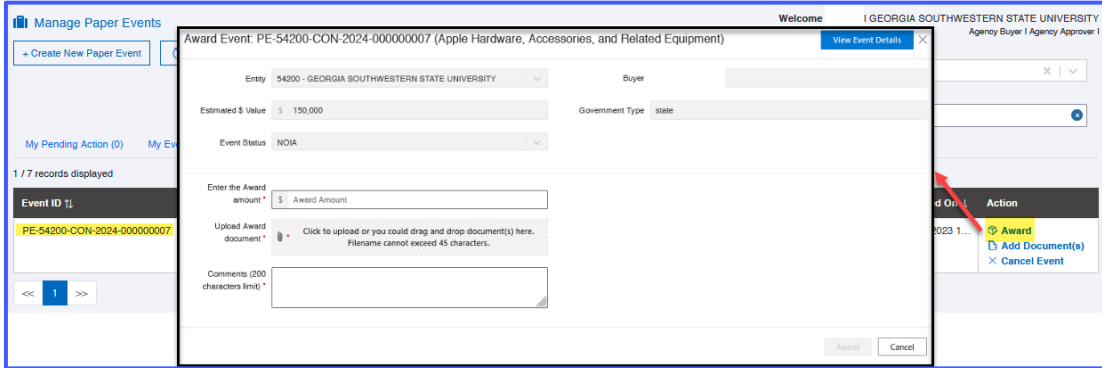
Event ID	Event Title	Buyer	Close Date & Time	Status	Entity	Created On	Updated On	Action
PE-54200-CON-2024-000000007	Apple Hardware, Acces...		09-05-2023 (0 days remaining)	NOIA	GEORGIA SOUTHWESTERN STATE UNIVERSITY	09-06-2023 1...	09-06-2023 1...	Award Add Document(s) Cancel Event

- 5 Clicking on the NOIA (Notice of Intent to Award) event status from the home page will launch Manage Paper Events with default search criteria as Event Status = NOIA.

The screenshot shows the 'Manage Paper Events' page. The search criteria are set to Event Status = NOIA. The table below shows the results:

Event ID	Event Title	Buyer	Close Date & Time	Status	Entity	Created On	Updated On	Action
PE-54200-CON-2024-000000007	Apple Hardware, Accessori...		09-05-2023 (0 days re...	NOIA	GEORGIA SOUTHWESTERN STATE UNIVERSITY	09-06-2023 1...	09-06-2023 1...	Award Add Document(s) Cancel Event
PE-54200-RFOC-2024-000000005	Project No. N005-081-23 Du...		09-24-2023 (0 days re...	NOIA	GEORGIA SOUTHWESTERN STATE UNIVERSITY	08-14-2023 0...	08-14-2023 0...	

- 6 Search for Consortia that has 0 days remaining and ready for award.
Click on Award.



- 7 Enter Award Amount, Upload Award Document, and Enter Awarding Comments and Click on Award.
Or Click on View Event Details to review event details before placing Award.

8

9

Your Sourcing Event will turn-into Awarded.

10

Buyer will receive confirmation of successful sourcing event award.

11	End of Procedure.
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