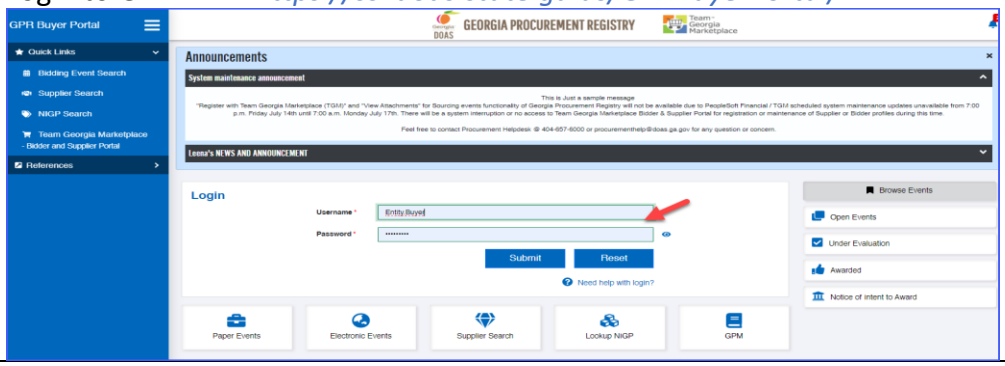
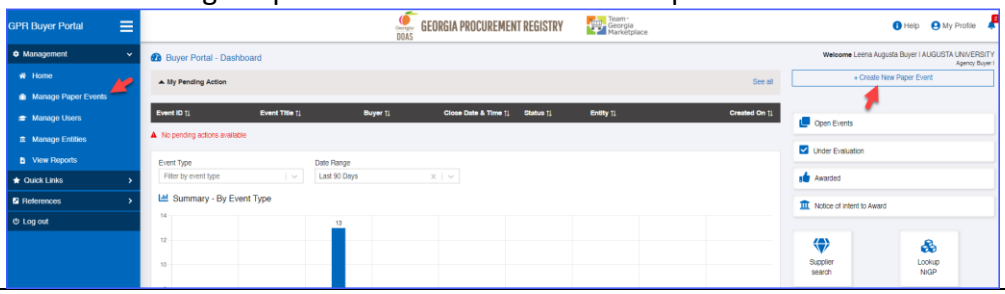
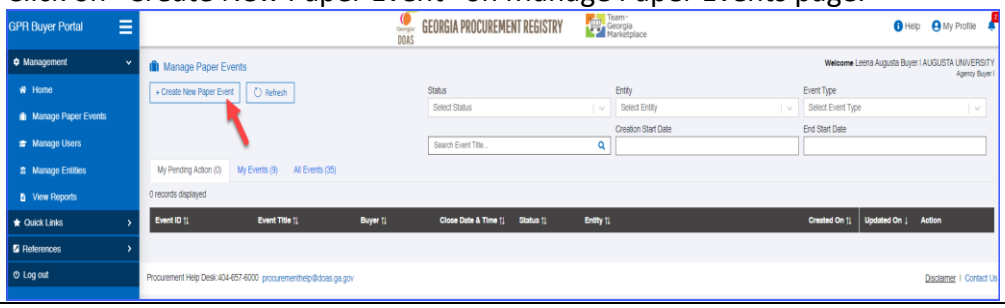
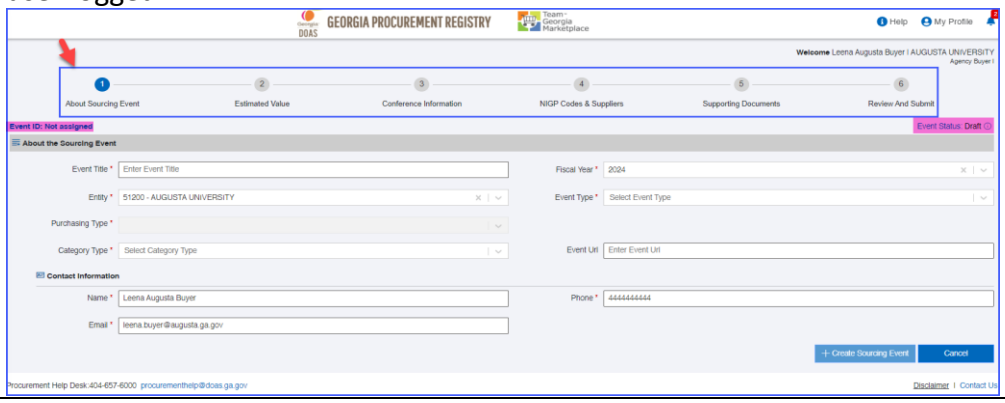
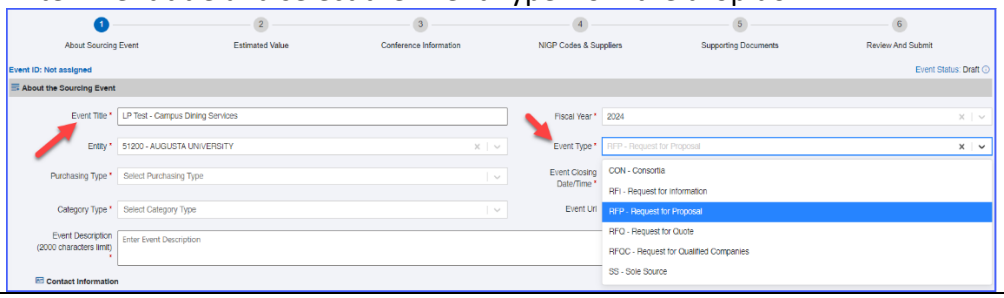
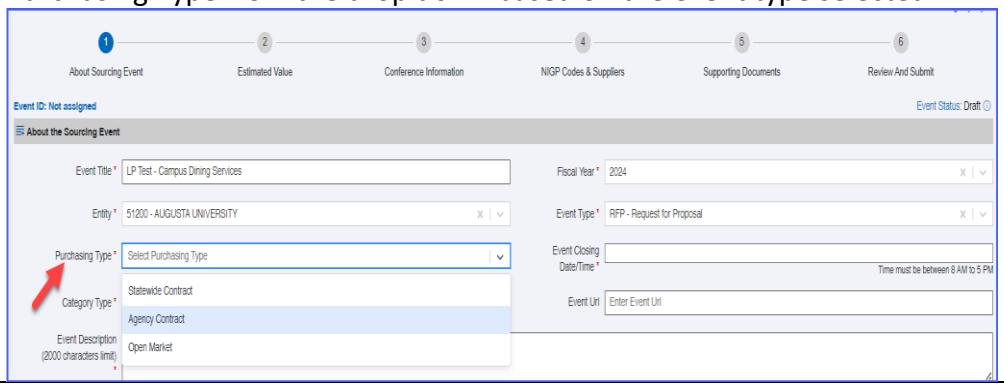
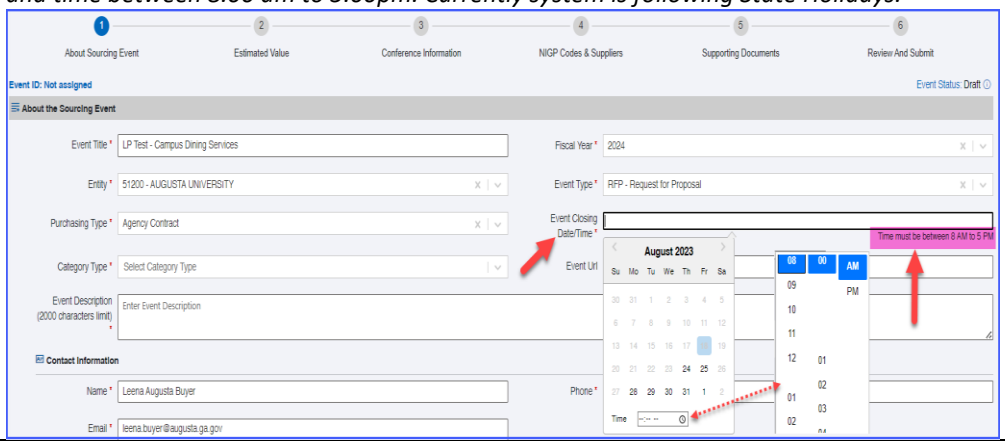
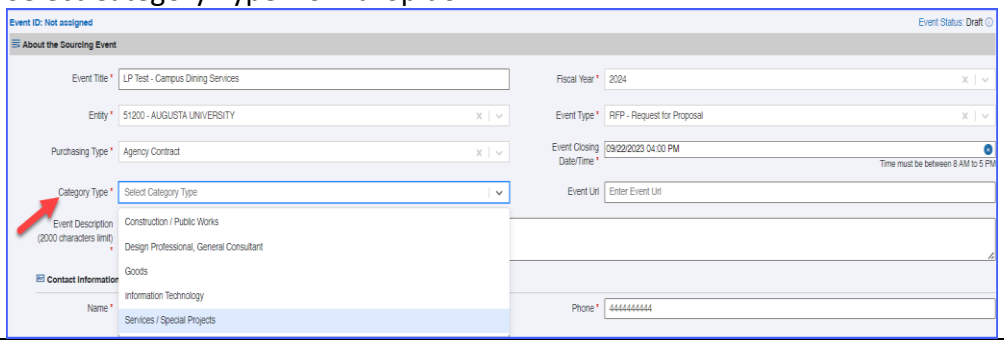
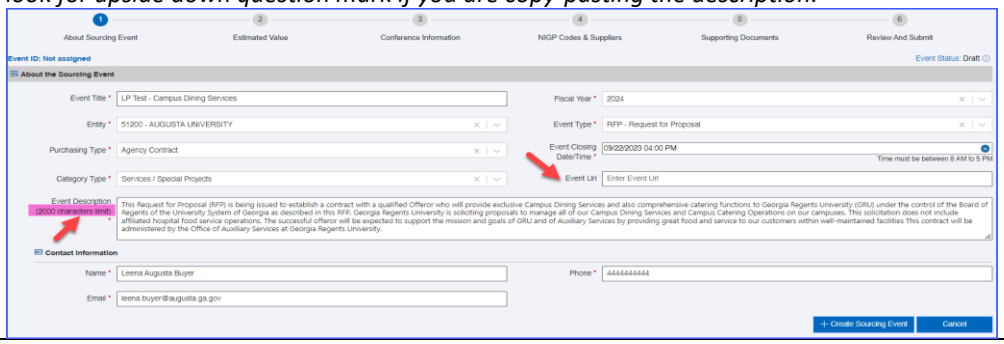
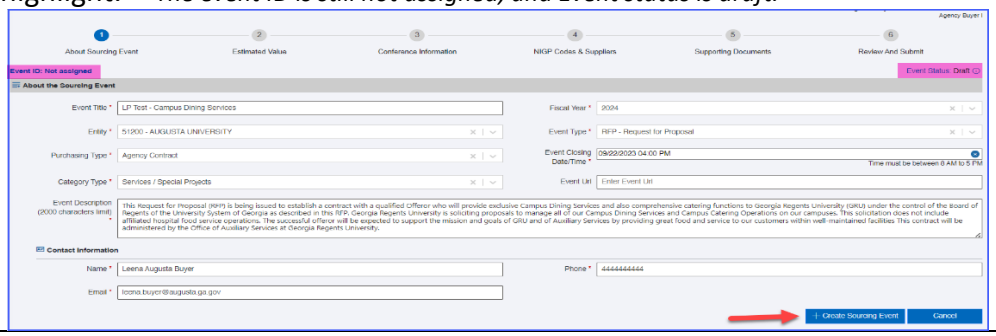
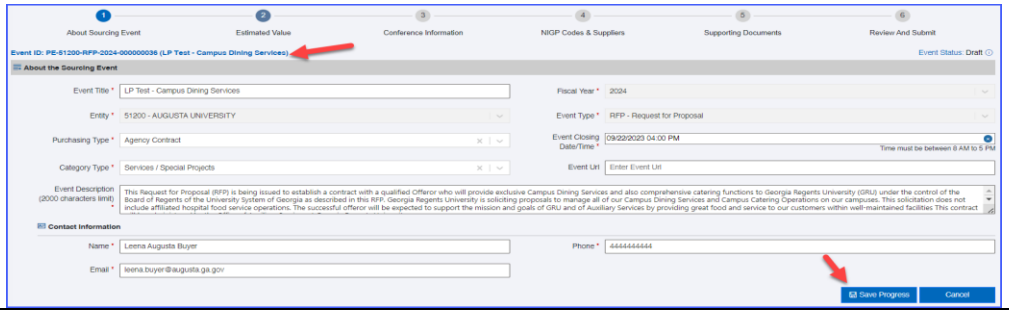
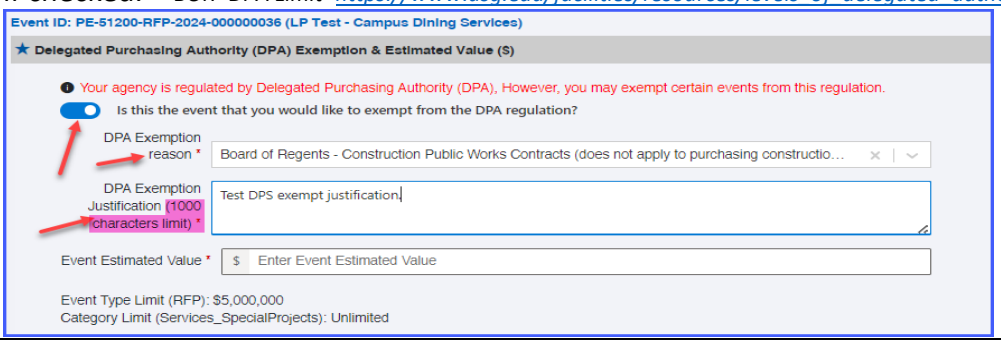
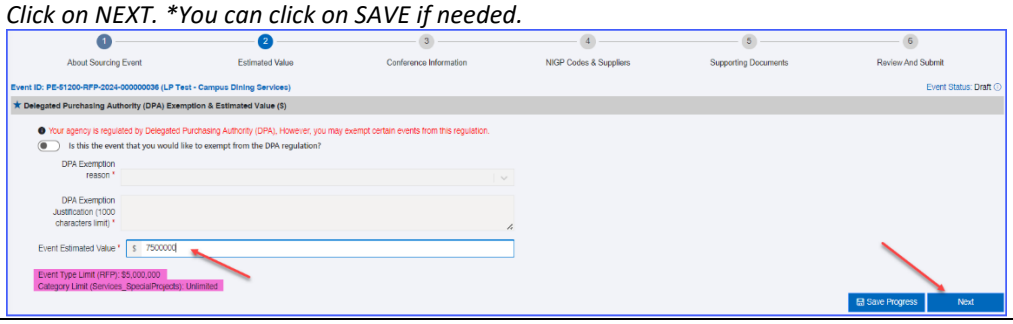
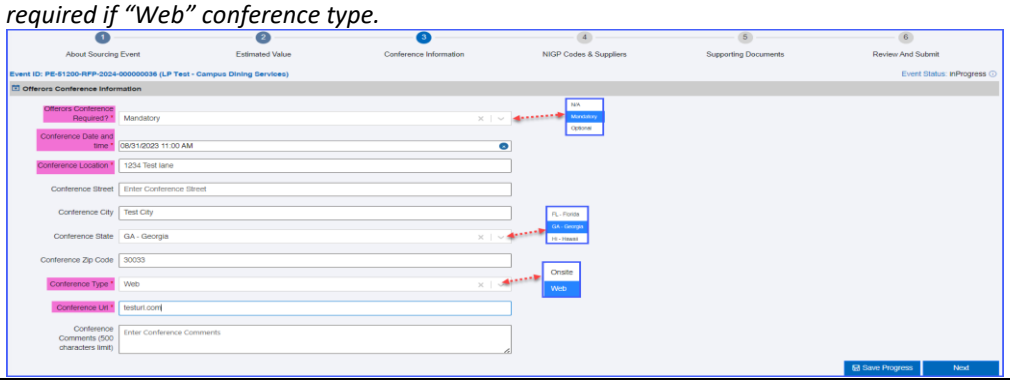
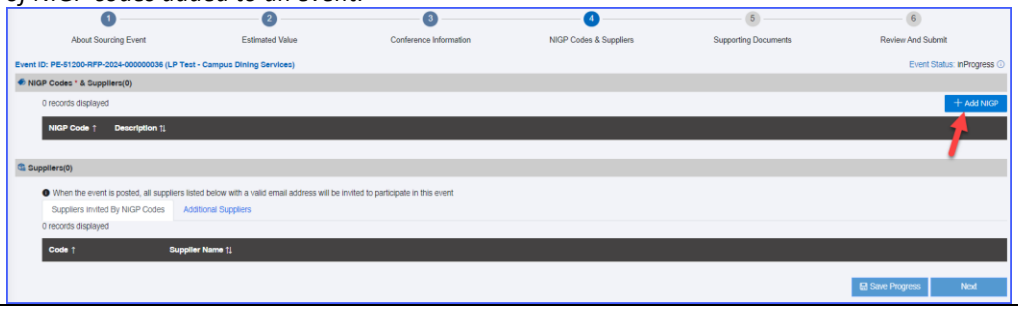
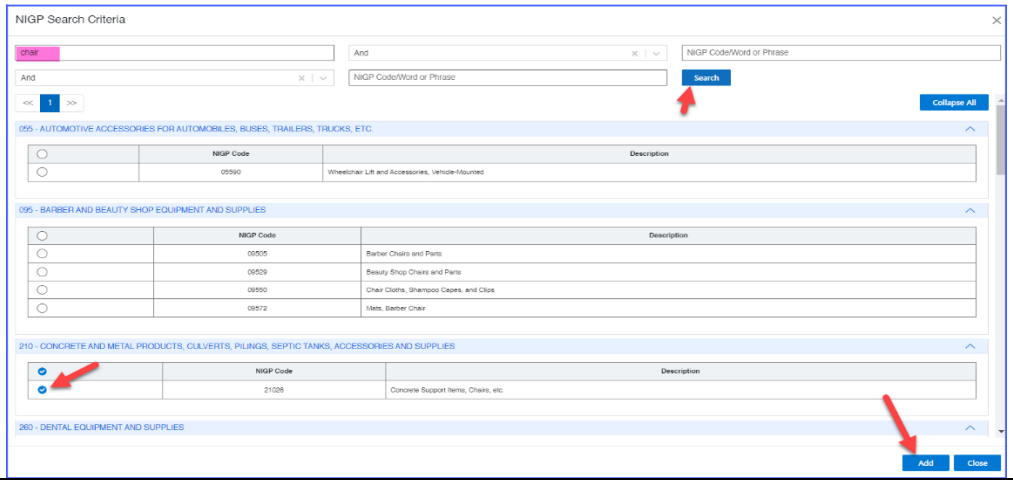
BOR Agency- Post *RFx*

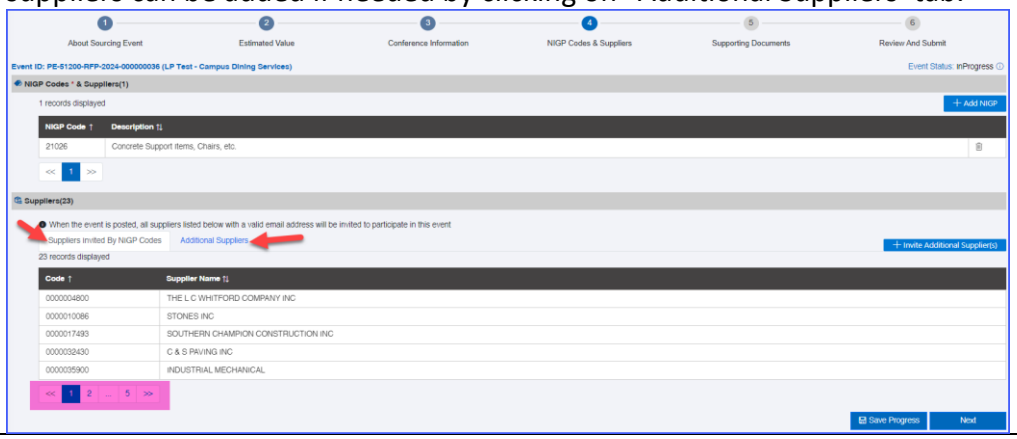
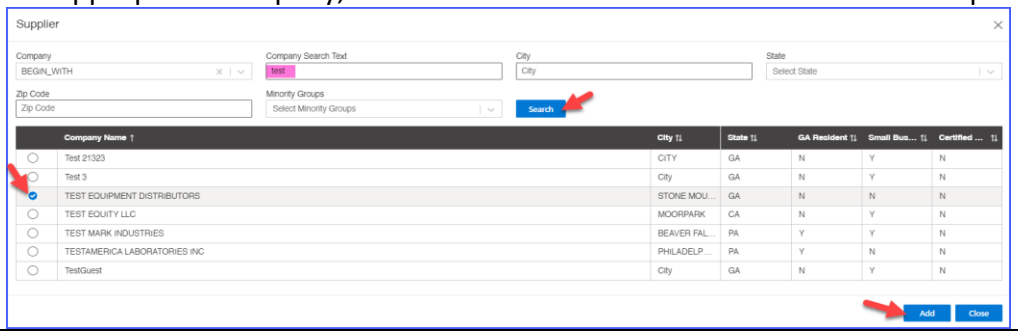
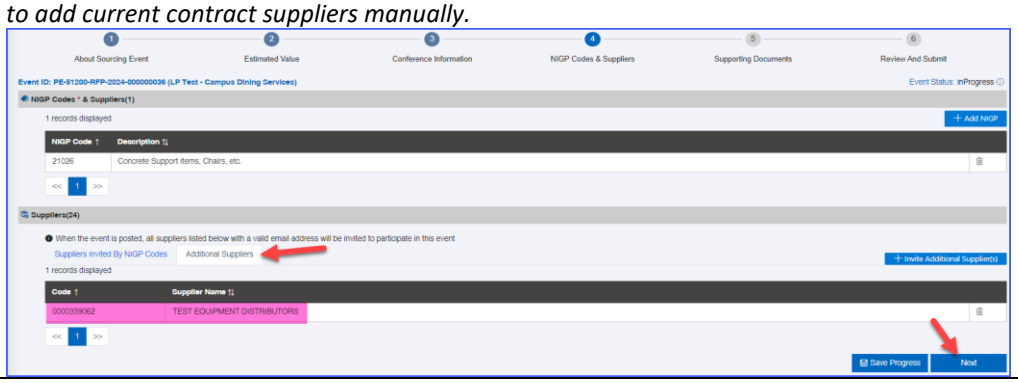
*****Only for BOR Entities and State Entities not under SPD Purview***

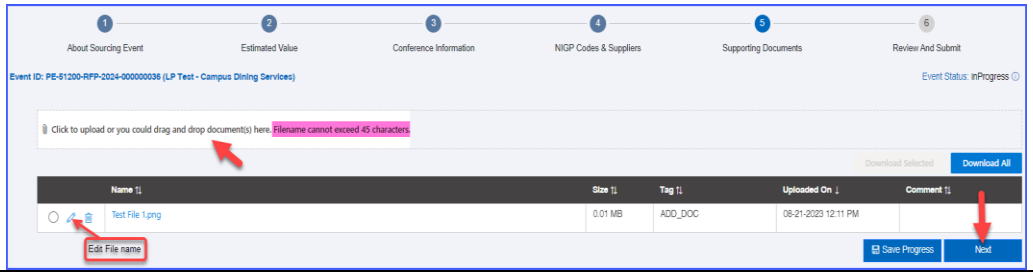
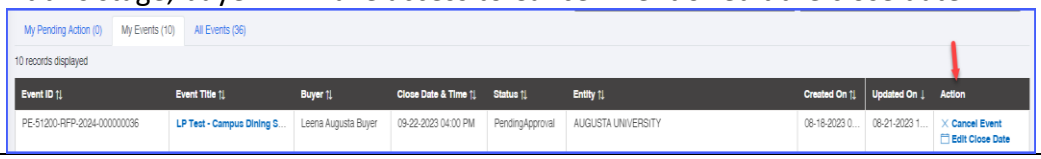
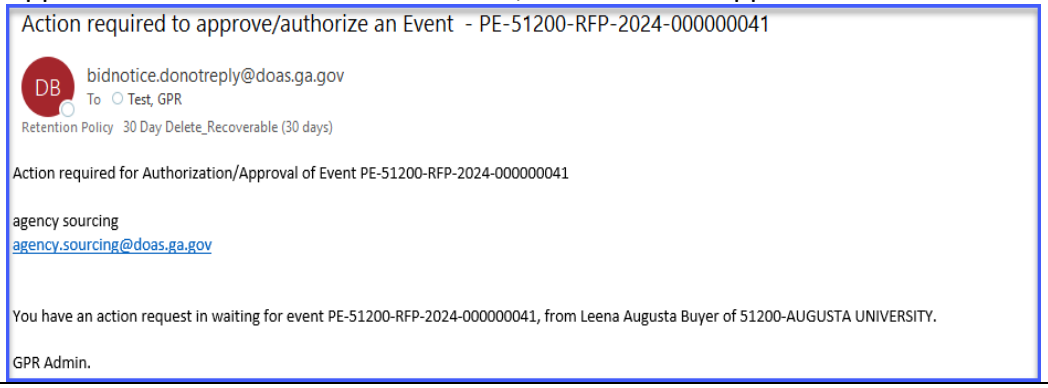
Step #	Action
1 Login to GPR	Login to GPR. Link: *https://ssl.doas.state.ga.us/GPRBuyerPortal/* 
2 Create Event	Click on “Manage Paper Events” or “Create New Paper Event” link. 
3 Create Event	Click on “Create New Paper Event” on Manage Paper Events page. 
4 Create Event	A new event page will open with 6 steps process with event status as “Draft”. *Entity, Fiscal Year, buyer’s name, email, and phone is defaulted based on the user logged in. 

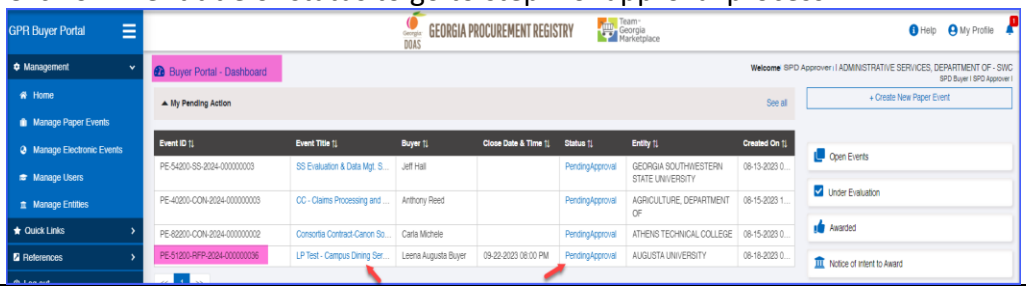
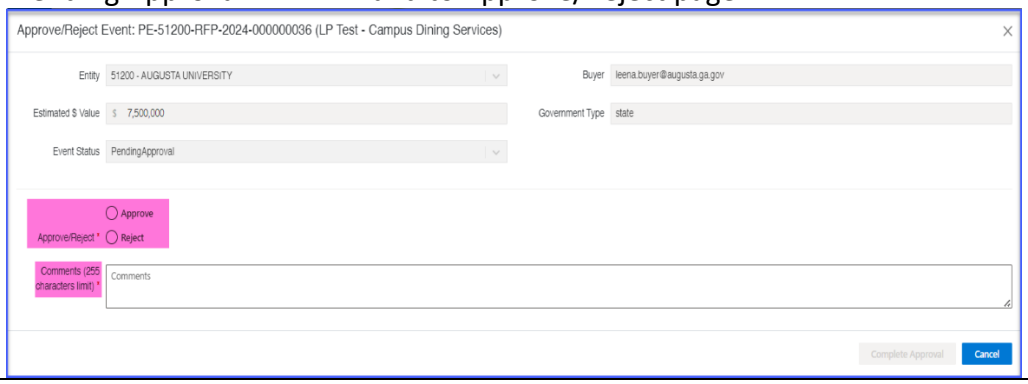
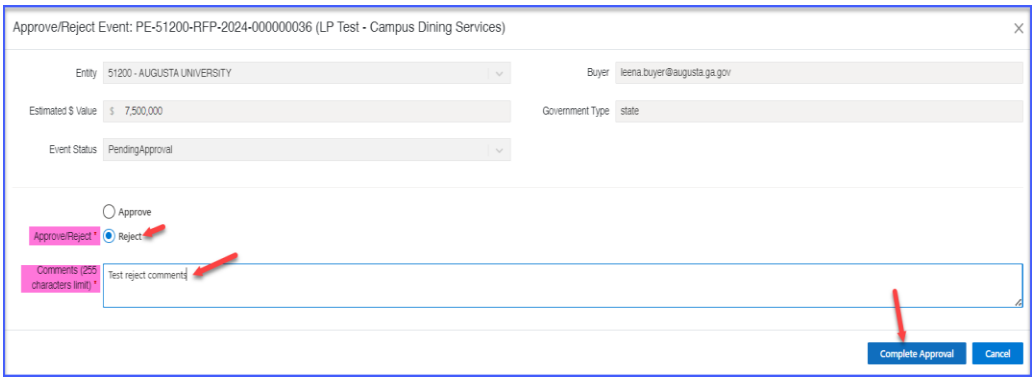
5 Create Event	Enter Event title and select the Event Type from the drop down. 
6 Create Event	Once event type is selected, system will dynamically allow you to select the Purchasing Type from the drop down based on the event type selected. 
7 Create Event	Select Event Closing Date and Time. ***System will only allow you to select business date and time between 8.00 am to 5.00pm. Currently system is following State Holidays.* 
8 Create Event	Select Category Type from drop down. 

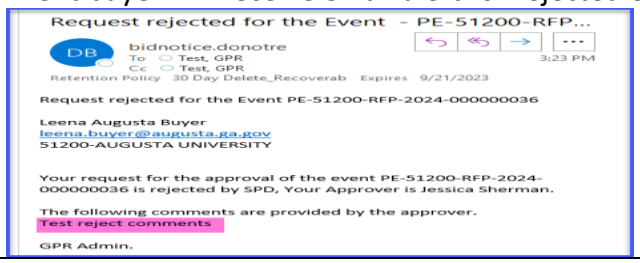
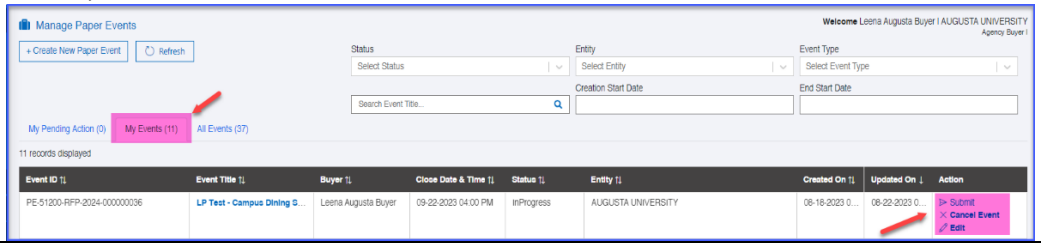
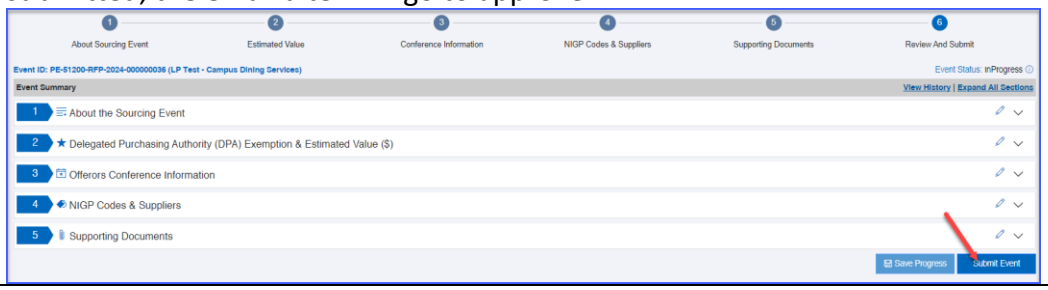
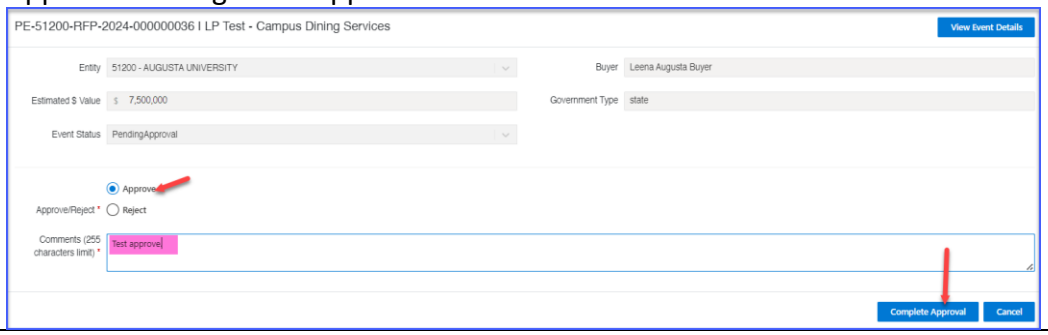
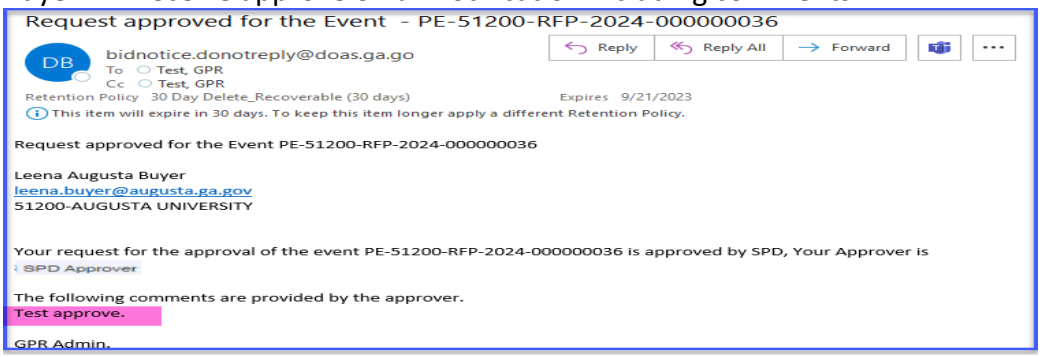
9 Create Event	Enter any reference URL if have any and enter Event Description. ** The description field has 2000-character limit. Please upload attachment document with any more details. Please look for upside down question mark if you are copy-pasting the description.* 
10 Create Event	Once all required fields are updated, "Create Sourcing Event" button will highlight. ***The event ID is still not assigned, and Event status is draft.* 
11 Create Event	Upon clicking create sourcing event, system will generate the event id *<{PS}-{Agency Code}-{Event Type Code}-{Fiscal Year} -SeqNum>. "Save Progress" button will be available only after required info added for user to save in between and come back to finish the saved event.* 
12 DPA Exempt	Once event created, user is allowed to answer DPA exempt question and reason, if checked. ***BOR- DPA Limit-* https://www.usg.edu/facilities/resources/levels_of_delegated_authority 

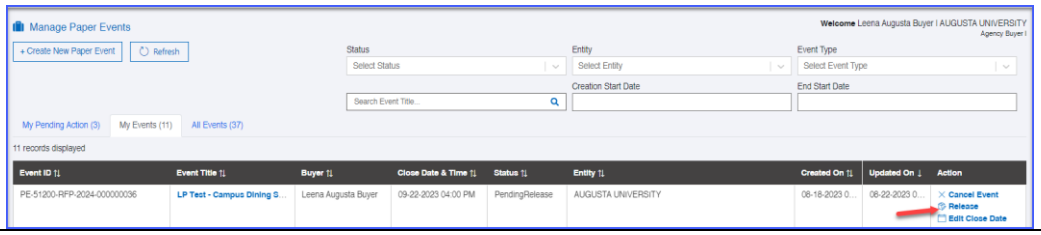
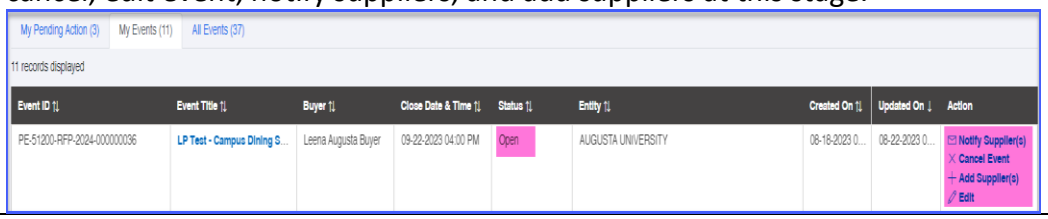
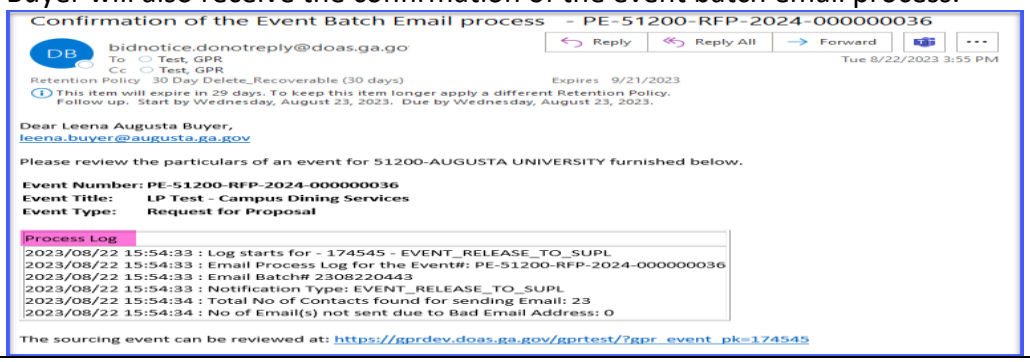
13 Estimated Value	Enter estimated value for the event. **Your agency's event type limit is visible for users. Click on NEXT. *You can click on SAVE if needed.* 
14 Conference Info	Step 3 will allow to enter conference information if any. ***Conference URL will be required if "Web" conference type.* 
15 NIGP Codes	Step 4 will allow buyer to add NIGP Codes for the bid. *** There is no limit on number of NIGP codes added to an event.* 
16 NIGP Codes	NIGP codes can be searched with key word/ NIGP Code or phrase, once selected click on 'ADD' to add the code to event. 

17 NIGP Codes	List of suppliers associated with selected NIGP Code will be display. Additional suppliers can be added if needed by clicking on “Additional Suppliers’ tab. 
18 Additional Supplier	Click on “Invite Additional Supplier(s)’ link.
19 Additional Supplier	Enter keyword or desired criteria to search the company, once list display selects the appropriate company, and then click on ‘Add’ to add the selected company. 
20 Additional Supplier	Additional supplier(s) tab will display selected suppliers. Click ‘Next’. **Make sure to add current contract suppliers manually.* 

21 Supporting Documents	User can upload supporting document attachments. User can edit the uploaded file name if required. ***There is no limit on number of documents uploaded. Each should not exceed 50MB size. Filename limit to 45 characters.*** 
22 Review and submit	Review and submit page will all to review and make changes to any stage. Click on 'Submit Event' once review done.
23 Approval Process	Once submitted successfully, the event status will change to 'Pending Approval' to follow the approval workflow.
24 Approval Process	At this stage, buyer will have access to Cancel Event or edit the close date. 
25 Approval Process	Approver will receive email notification, to review and approve event. 

26 Approve/ Reject Bid	Click on Event title or status to go to step 7 of approval process. 
27 Approve/ Reject Bid	Click on 'Approve/Reject DPA'.
28 Approve/ Reject Bid	'Pending Approval' link will land to Approve/Reject page. 
29 Approve/ Reject Bid	To reject, click on Reject radio button, enter comments, and click on 'Complete Approval'. 

30 Approve/ Reject Bid	Event buyer will receive email alert for rejected event including comments. 
31 Approve/ Reject Bid	Upon login, buyer can view the rejected event under 'My Event' with submit, cancel, or edit event. 
32 Approve/ Reject Bid	Click Edit to make requested changes and resubmit the updated event. Once submitted, the email alter will go to approver. 
33 Approve/ Reject Bid	Approver can login and approve the event. 
34 Approve/ Reject Bid	Buyer will receive approve email notification including comments. 

35 Release Event	Buyer can edit the close date and time before releasing event or cancel the event. 
36 Release Event	Buyer will get warning message to confirm.
37 Open Event	Once released, event status will change to OPEN. Buyer will have access to cancel, edit event, notify suppliers, and add suppliers at this stage. 
38 Open Event	Suppliers will be notified for sourcing event opportunity.
39 Open Event	Buyer will also receive the confirmation of the event batch email process.