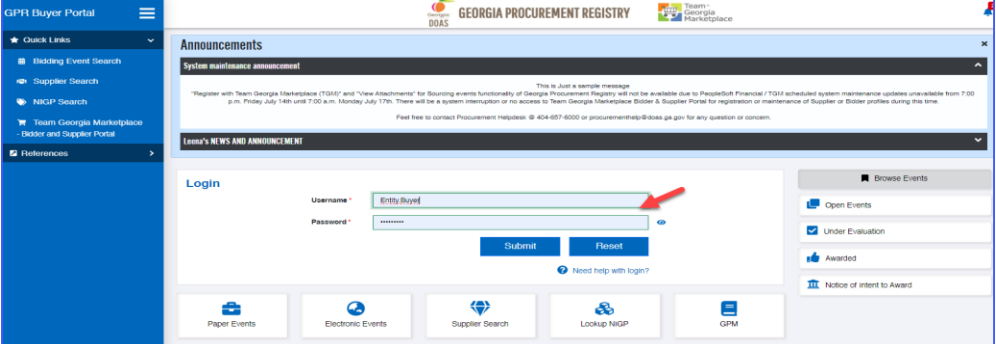
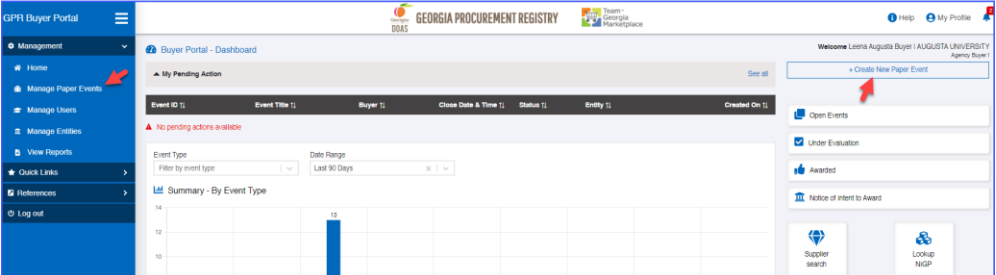
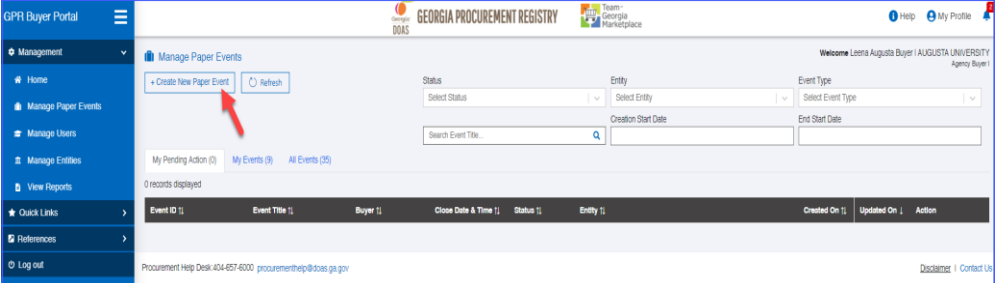
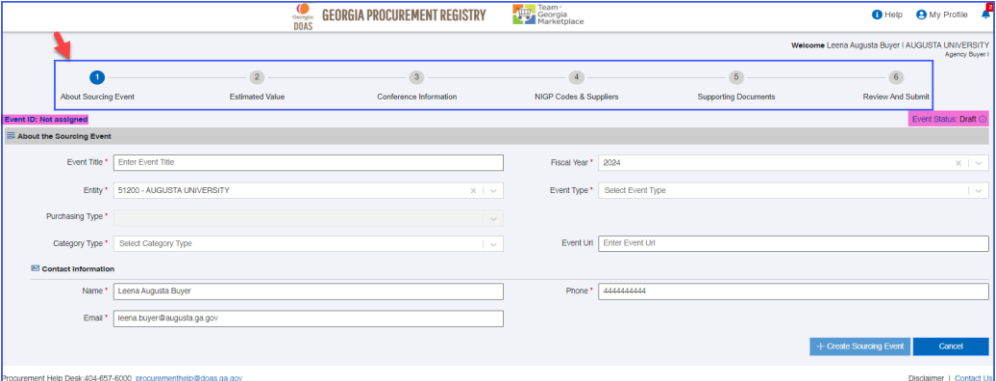


## BOR Agency- Post RfX

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

Step #	Action
<p><b>1</b> Login to GPR</p>	<p>Login to GPR. Link: <a href="https://ssl.doas.state.ga.us/GPRBuyerPortal/">https://ssl.doas.state.ga.us/GPRBuyerPortal/</a></p> 
<p><b>2</b> Create Event</p>	<p>Click on “Manage Paper Events” or “Create New Paper Event” link.</p> 
<p><b>3</b> Create Event</p>	<p>Click on “Create New Paper Event” on Manage Paper Events page.</p> 
<p><b>4</b> Create Event</p>	<p>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.</p> 

**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](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.

Event ID: PE-61200-RFP-2024-000000036 (LP Test - Campus Dining Services) | Event Status: InProgress

**NIGP Codes \* & Suppliers(1)**

1 records displayed

NIGP Code	Description
21026	Concrete Support Items, Chairs, etc.

**Suppliers(23)**

When the event is posted, all suppliers listed below with a valid email address will be invited to participate in this event

Suppliers invited By NIGP Codes | **Additional Suppliers**

23 records displayed

Code	Supplier Name
000024800	THE L C WHITFORD COMPANY INC
0000010086	STONES INC
0000017493	SOUTHERN CHAMPION CONSTRUCTION INC
0000028430	C & S PAVING INC
0000035900	INDUSTRIAL MECHANICAL

Buttons: + Add NIGP, + Invite Additional Supplier(s), Save Progress, Next

### 18 Additional Supplier

Click on “Invite Additional Supplier(s)’ link.

Event ID: PE-61200-RFP-2024-000000036 (LP Test - Campus Dining Services) | Event Status: InProgress

**NIGP Codes \* & Suppliers(1)**

1 records displayed

NIGP Code	Description
21026	Concrete Support Items, Chairs, etc.

**Suppliers(23)**

When the event is posted, all suppliers listed below with a valid email address will be invited to participate in this event

Suppliers invited By NIGP Codes | **Additional Suppliers**

0 records displayed

Code	Supplier Name
------	---------------

Buttons: + Add NIGP, + Invite Additional Supplier(s), Save Progress, Next

### 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.

Supplier

Company: BEGIN\_WITH | Company Search Text: **Test** | City: City | State: Select State

Zip Code: | Zip Code: | Minority Groups: Select Minority Groups

**Search**

Company Name	City	State	GA Resident	Small Bus.	Certified
<input type="radio"/> Test 21323	CITY	GA	N	Y	N
<input type="radio"/> Test 3	City	GA	N	Y	N
<input checked="" type="radio"/> TEST EQUIPMENT DISTRIBUTORS	STONE MOU...	GA	N	N	N
<input type="radio"/> TEST EQUITY LLC	MOORPARK	CA	N	Y	N
<input type="radio"/> TEST MARK INDUSTRIES	BEAVER FAL...	PA	Y	Y	N
<input type="radio"/> TESTAMERICA LABORATORIES INC	PHILADELP...	PA	Y	N	N
<input type="radio"/> TestGuest	City	GA	N	Y	N

Buttons: Add, Close

### 20 Additional Supplier

Additional supplier(s) tab will display selected suppliers. Click ‘Next’. **\*\*Make sure to add current contract suppliers manually.**

Event ID: PE-61200-RFP-2024-000000036 (LP Test - Campus Dining Services) | Event Status: InProgress

**NIGP Codes \* & Suppliers(1)**

1 records displayed

NIGP Code	Description
21026	Concrete Support Items, Chairs, etc.

**Suppliers(24)**

When the event is posted, all suppliers listed below with a valid email address will be invited to participate in this event

Suppliers invited By NIGP Codes | **Additional Suppliers**

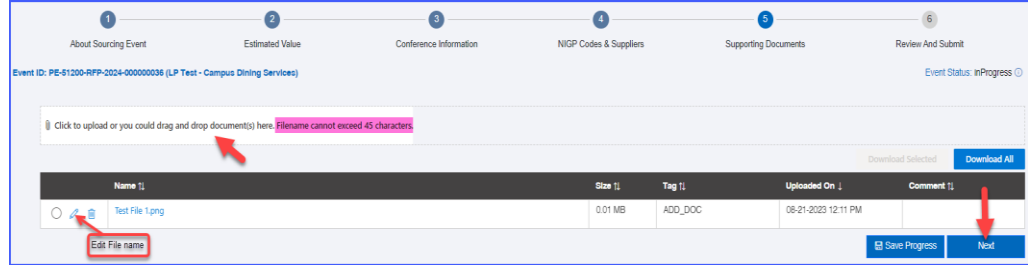
1 records displayed

Code	Supplier Name
000033062	TEST EQUIPMENT DISTRIBUTORS

Buttons: + Add NIGP, + Invite Additional Supplier(s), Save Progress, Next

**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.**



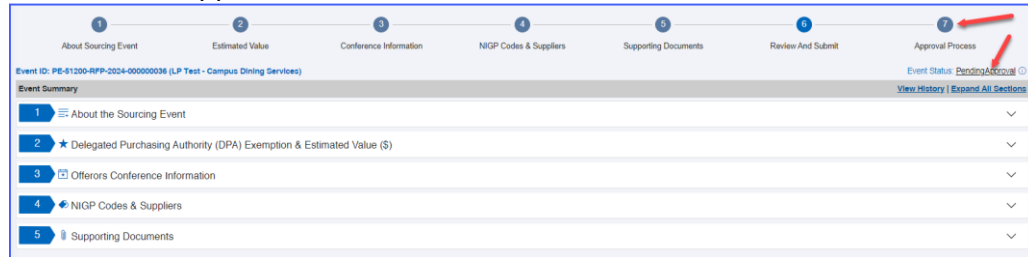
**22**  
Review and submit

Review and submit page will all to review and make changes to any stage. Click on 'Submit Event' once review done.



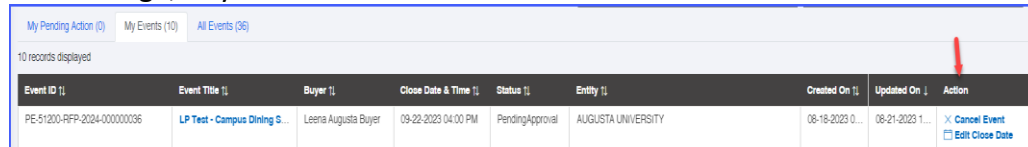
**23**  
Approval Process

Once submitted successfully, the event status will change to 'Pending Approval' to follow the approval workflow.



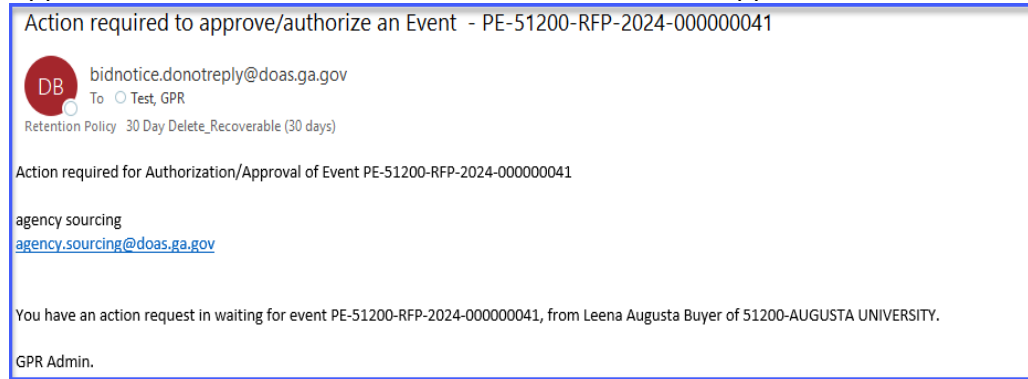
**24**  
Approval Process

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**

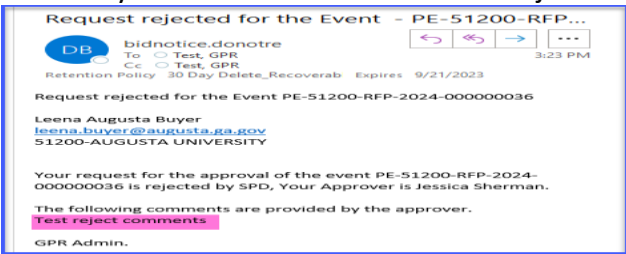
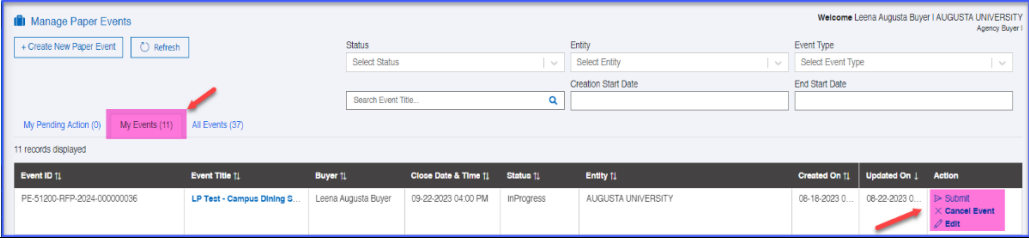

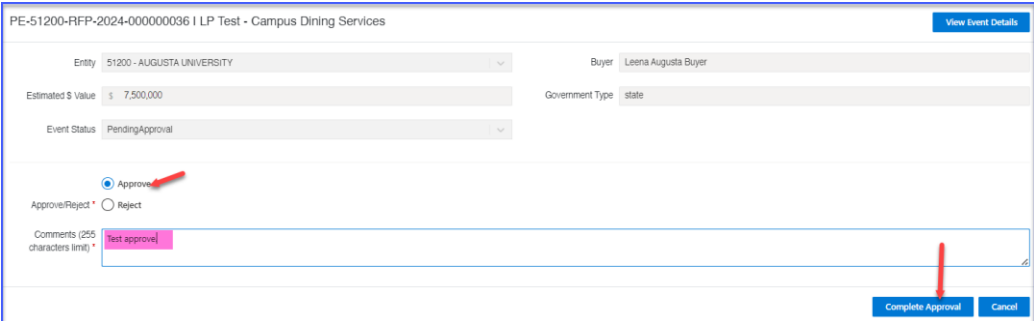
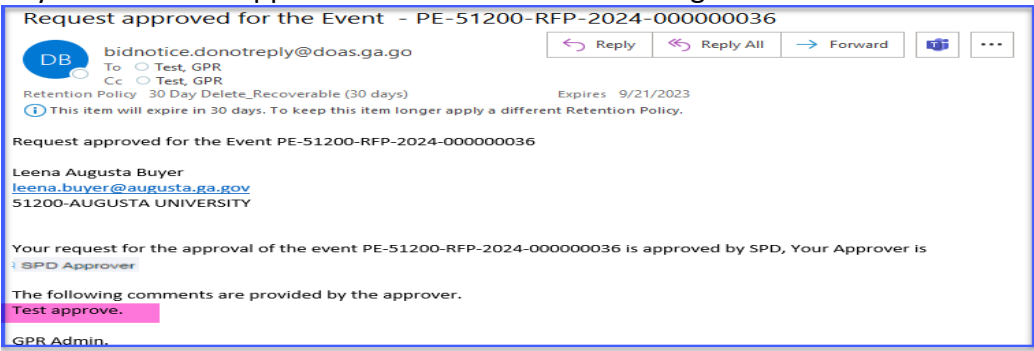
Click on 'Approve/Reject DPA'.

**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'.

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



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

