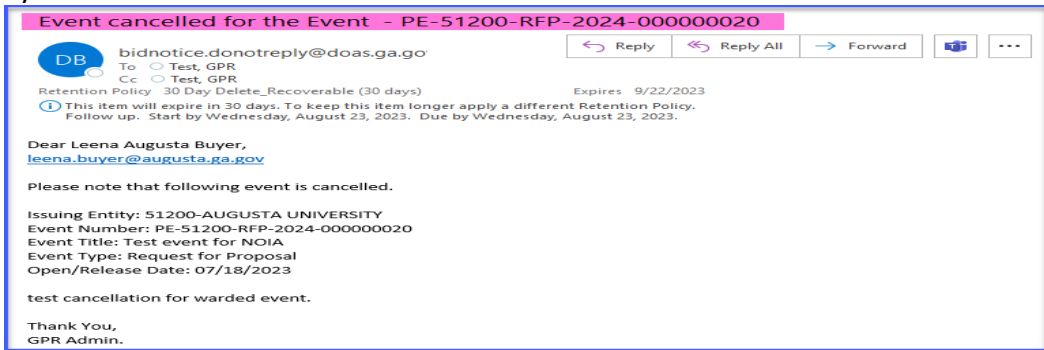


Cancel Bid

Step #	Action
1 Login to GPR	<p>Login to GPR. Link: https://ssl.doas.state.ga.us/GPRBuyerPortal/</p>
2 Manage Event	<p>Click on "Manage Paper Events".</p>
3 Select Event	<p>Select event needs to be cancel.</p>
4 Cancel Event	<p>Cancel event option will allow buyer to upload cancellation document and comments.</p>
5 Cancel Event	<p>Buyer will receive warning message to confirm the cancellation. Once cancelled, cannot be reverted.</p>

6
Cancel
Event

System will send cancellation email alert.



The screenshot shows an email interface with a pink header bar that reads "Event cancelled for the Event - PE-51200-RFP-2024-000000020". The email is from "bidnotice.donotreply@doas.ga.gov" (DB) to "Test, GPR" and "Test, GPR". The subject is "Test event for NOIA". The email body contains the following text: "Dear Leena Augusta Buyer, leena.buyer@augusta.ga.gov", "Please note that following event is cancelled.", "Issuing Entity: 51200-AUGUSTA UNIVERSITY", "Event Number: PE-51200-RFP-2024-000000020", "Event Title: Test event for NOIA", "Event Type: Request for Proposal", "Open/Release Date: 07/18/2023", "test cancellation for warded event.", and "Thank You, GPR Admin." The email also includes a retention policy of "30 Day Delete_Recoverable (30 days)", an expiration date of "9/22/2023", and a follow-up instruction: "This item will expire in 30 days. To keep this item longer apply a different Retention Policy. Follow up. Start by Wednesday, August 23, 2023. Due by Wednesday, August 23, 2023." The email interface includes buttons for "Reply", "Reply All", "Forward", and a menu icon.