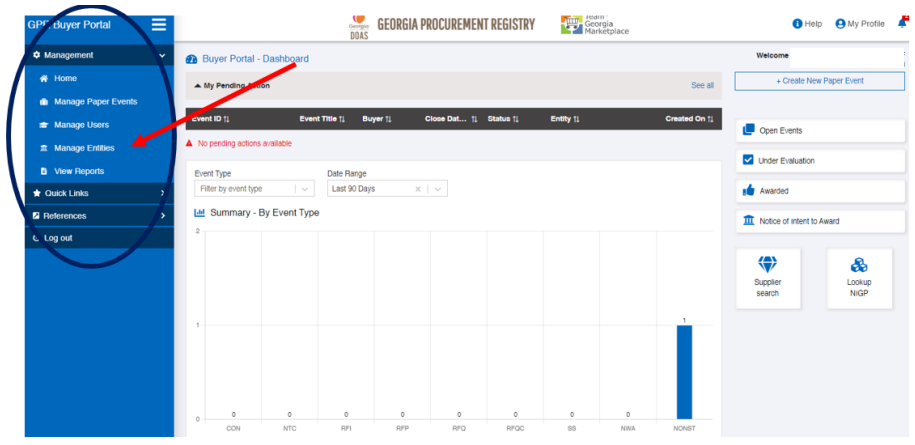
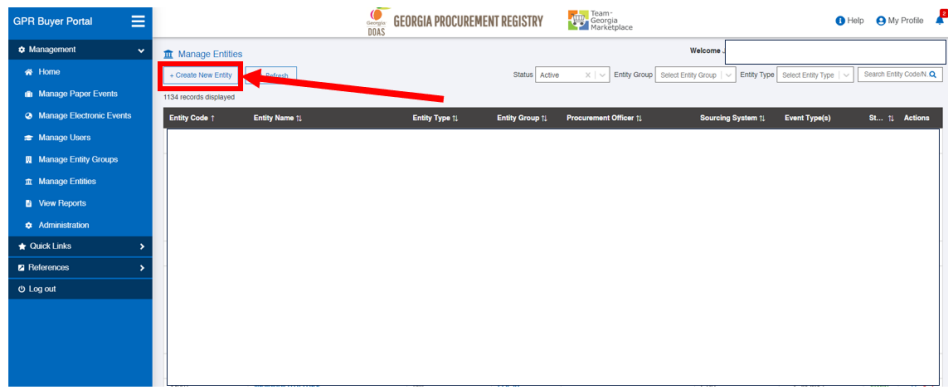


## Add new Entity in Georgia Procurement Registry (GPR)

Step #	Action
1	Login to GPR. Link: <a href="https://ssl.doas.state.ga.us/GPRBuyerPortal/">https://ssl.doas.state.ga.us/GPRBuyerPortal/</a>
2	<p>Click on Manage Entities. (Left Side of the screen under the Management Menu group )</p> 
3	<p>Click on 'Create New Entity'</p> 
4	<p>Fill in the information for entity such as Entity Name, Address. (All field with * are mandatory.) Be sure correct Entity Type and Entity Group are chosen. Remember <b>Entity Code</b> must be unique. Once fields have been filled, click 'Add Entity' to save the new Entity.</p>

The screenshot displays the 'New Entity' page within the GPR Buyer Portal. The page features a blue sidebar on the left with a menu containing 'Management', 'Home', 'Manage Paper Events', 'Manage Electronic Events', 'Manage Users', 'Manage Entity Groups', 'Manage Entities', 'View Reports', 'Administration', 'Quick Links', 'References', and 'Log out'. The main content area is titled 'New Entity' and includes a 'Welcome' message for user 'Joel Wilson' from the 'ADMINISTRATIVE SERVICES, DEPARTMENT OF - SWIG'. The 'Entity Information' section contains the following fields: 'Entity Type' (dropdown), 'Entity Code' (text input), 'Entity Name' (text input), 'Address1' (text input), 'Address2' (text input), 'City' (text input), 'State' (dropdown menu set to 'Georgia'), 'Zip' (text input), 'Website URL' (text input), 'Phone' (text input), 'Fax' (text input), 'Entity Group' (dropdown menu set to 'GENERAL'), and 'Sourcing System' (dropdown menu set to 'GPR'). At the bottom right of the form are 'Add Entity' and 'Back' buttons.

End process.