

Edit_Extend 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 Edit Event	<p>To amend, extend any open event, click on Edit link.</p>
4 Edit Event	<p>Once bid posted to public, user will allow to edit Event title, closing date, description, buyer details, offerors conference information, add/delete NIGP Codes, add new suppliers, add/delete supporting documents.</p> <p>Once bid posted to public, user will not allow to edit fiscal year, entity, event type, purchasing type, category type, DPA exemption selection, reason, justification, event estimated value.</p>

<p>5 Extend Event</p>	<p>Make necessary updates like extend the close date upload document. Once finish with all changes, click on 'Save Progress'. **Do not click on SAVE PROGRESS till you finish.</p>
<p>6 Addendum Event</p>	<p>Enter comments for addendum notice.</p>
<p>7 Addendum Event</p>	<p>Supplier will receive email alerts for addendum.</p>
<p>8 Addendum Event</p>	<p>Buyer will receive email confirmation for the events batch email process.</p>