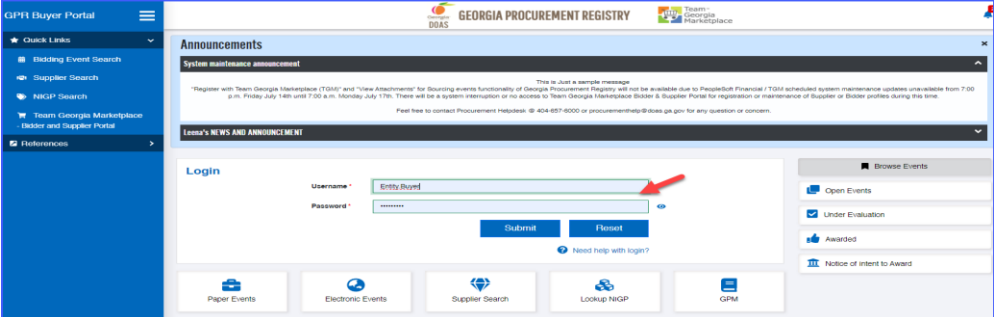
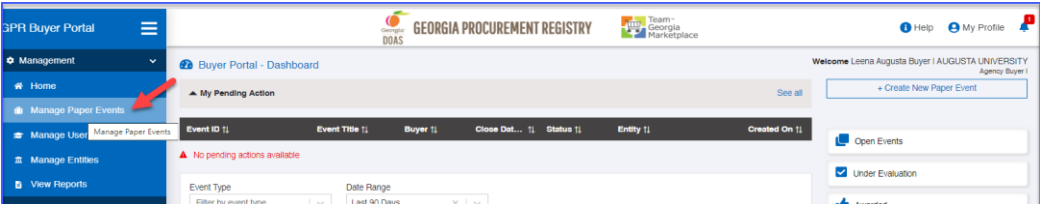
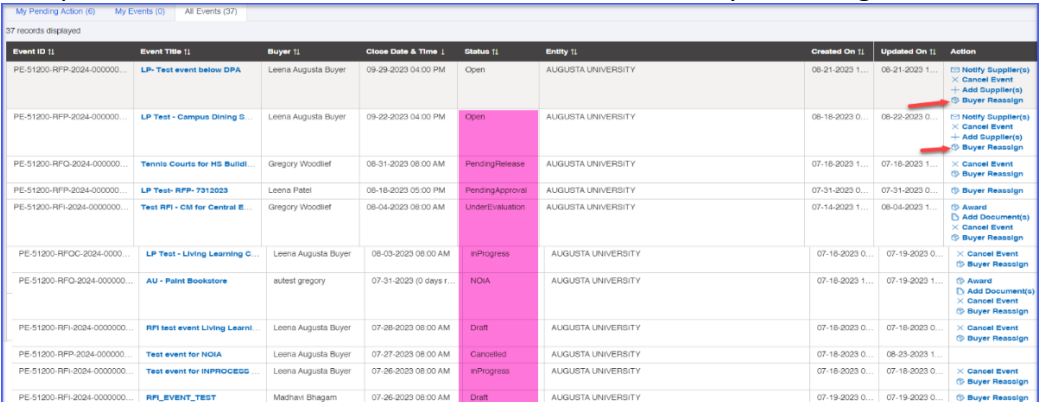


Reassign a Bid

Step #	Action																																																																																																												
1 Login to GPR	<p>Login as procurement officer to GPR. Link: https://ssl.doas.state.ga.us/GPRBuyerPortal/</p> 																																																																																																												
2 Create Event	<p>Click on "Manage Paper Events" link.</p> 																																																																																																												
3 Buyer Reassign	<p>Agency APO/CUPO can reassign the event to another buyer if needed to any event except event status cancelled and awarded. Click on 'Buyer Reassign'.</p>  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Event ID</th> <th>Event Title</th> <th>Buyer</th> <th>Close Date & Time</th> <th>Status</th> <th>Entity</th> <th>Created On</th> <th>Updated On</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>PE-51200-RFP-2024-000000</td> <td>LP-Test event below DPA</td> <td>Leena Augusta Buyer</td> <td>09-29-2023 04:00 PM</td> <td>Open</td> <td>AUGUSTA UNIVERSITY</td> <td>08-21-2023 1...</td> <td>08-21-2023 1...</td> <td> <input type="checkbox"/> Notify Supplier(s) <input type="checkbox"/> Cancel Event <input type="checkbox"/> Add Supplier(s) <input type="checkbox"/> Buyer Reassign </td> </tr> <tr> <td>PE-51200-RFP-2024-000000</td> <td>LP-Test - Campus Dining S...</td> <td>Leena Augusta Buyer</td> <td>09-29-2023 04:00 PM</td> <td>Open</td> <td>AUGUSTA UNIVERSITY</td> <td>08-18-2023 0...</td> <td>08-22-2023 0...</td> <td> <input type="checkbox"/> Notify Supplier(s) <input type="checkbox"/> Cancel Event <input type="checkbox"/> Add Supplier(s) <input type="checkbox"/> Buyer Reassign </td> </tr> <tr> <td>PE-51200-RFP-2024-000000</td> <td>Tennis Courts for HS Buildi...</td> <td>Gregory Woodief</td> <td>08-31-2023 08:00 AM</td> <td>Pending/Release</td> <td>AUGUSTA UNIVERSITY</td> <td>07-18-2023 1...</td> <td>07-18-2023 1...</td> <td> <input type="checkbox"/> Cancel Event <input type="checkbox"/> Add Supplier(s) <input type="checkbox"/> Buyer Reassign </td> </tr> <tr> <td>PE-51200-RFP-2024-000000</td> <td>LP-Test-RFP-7312023</td> <td>Leena Patel</td> <td>08-18-2023 05:00 PM</td> <td>Pending/Approval</td> <td>AUGUSTA UNIVERSITY</td> <td>07-31-2023 0...</td> <td>07-31-2023 0...</td> <td> <input type="checkbox"/> Buyer Reassign </td> </tr> <tr> <td>PE-51200-RFI-2024-0000000...</td> <td>Test RFI - CM for Central B...</td> <td>Gregory Woodief</td> <td>08-04-2023 08:00 AM</td> <td>Under/Evaluation</td> <td>AUGUSTA UNIVERSITY</td> <td>07-14-2023 1...</td> <td>08-04-2023 1...</td> <td> <input type="checkbox"/> Award <input type="checkbox"/> Add Document(s) <input type="checkbox"/> Cancel Event <input type="checkbox"/> Buyer Reassign </td> </tr> <tr> <td>PE-51200-RPOC-2024-0000...</td> <td>LP-Test - Living Learning C...</td> <td>Leena Augusta Buyer</td> <td>08-03-2023 08:00 AM</td> <td>In/Progress</td> <td>AUGUSTA UNIVERSITY</td> <td>07-18-2023 0...</td> <td>07-19-2023 0...</td> <td> <input type="checkbox"/> Cancel Event <input type="checkbox"/> Add Supplier(s) <input type="checkbox"/> Buyer Reassign </td> </tr> <tr> <td>PE-51200-RPO-2024-000000...</td> <td>AU - Palm Bookstore</td> <td>autest gregory</td> <td>07-31-2023 (0 days r...</td> <td>NOA</td> <td>AUGUSTA UNIVERSITY</td> <td>07-18-2023 1...</td> <td>07-19-2023 1...</td> <td> <input type="checkbox"/> Award <input type="checkbox"/> Add Document(s) <input type="checkbox"/> Cancel Event <input type="checkbox"/> Buyer Reassign </td> </tr> <tr> <td>PE-51200-RFI-2024-000000...</td> <td>RFI test event Living Learni...</td> <td>Leena Augusta Buyer</td> <td>07-28-2023 08:00 AM</td> <td>Draft</td> <td>AUGUSTA UNIVERSITY</td> <td>07-18-2023 0...</td> <td>07-18-2023 0...</td> <td> <input type="checkbox"/> Cancel Event <input type="checkbox"/> Add Supplier(s) <input type="checkbox"/> Buyer Reassign </td> </tr> <tr> <td>PE-51200-RFP-2024-000000...</td> <td>Test event for NOIA</td> <td>Leena Augusta Buyer</td> <td>07-27-2023 08:00 AM</td> <td>Cancelled</td> <td>AUGUSTA UNIVERSITY</td> <td>07-18-2023 0...</td> <td>08-23-2023 1...</td> <td> <input type="checkbox"/> Award <input type="checkbox"/> Add Document(s) <input type="checkbox"/> Cancel Event <input type="checkbox"/> Buyer Reassign </td> </tr> <tr> <td>PE-51200-RFI-2024-000000...</td> <td>Test event for INPROCESS</td> <td>Leena Augusta Buyer</td> <td>07-26-2023 08:00 AM</td> <td>In/Progress</td> <td>AUGUSTA UNIVERSITY</td> <td>07-18-2023 0...</td> <td>07-18-2023 0...</td> <td> <input type="checkbox"/> Cancel Event <input type="checkbox"/> Add Supplier(s) <input type="checkbox"/> Buyer Reassign </td> </tr> <tr> <td>PE-51200-RFI-2024-000000...</td> <td>RPL_EVENT_TEST</td> <td>Madhavi Bhagam</td> <td>07-26-2023 08:00 AM</td> <td>Draft</td> <td>AUGUSTA UNIVERSITY</td> <td>07-19-2023 0...</td> <td>07-19-2023 0...</td> <td> <input type="checkbox"/> Buyer Reassign </td> </tr> </tbody> </table>	Event ID	Event Title	Buyer	Close Date & Time	Status	Entity	Created On	Updated On	Action	PE-51200-RFP-2024-000000	LP-Test event below DPA	Leena Augusta Buyer	09-29-2023 04:00 PM	Open	AUGUSTA UNIVERSITY	08-21-2023 1...	08-21-2023 1...	<input type="checkbox"/> Notify Supplier(s) <input type="checkbox"/> Cancel Event <input type="checkbox"/> Add Supplier(s) <input type="checkbox"/> Buyer Reassign	PE-51200-RFP-2024-000000	LP-Test - Campus Dining S...	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Leena Augusta Buyer	07-28-2023 08:00 AM	Draft	AUGUSTA UNIVERSITY	07-18-2023 0...	07-18-2023 0...	<input type="checkbox"/> Cancel Event <input type="checkbox"/> Add Supplier(s) <input type="checkbox"/> Buyer Reassign	PE-51200-RFP-2024-000000...	Test event for NOIA	Leena Augusta Buyer	07-27-2023 08:00 AM	Cancelled	AUGUSTA UNIVERSITY	07-18-2023 0...	08-23-2023 1...	<input type="checkbox"/> Award <input type="checkbox"/> Add Document(s) <input type="checkbox"/> Cancel Event <input type="checkbox"/> Buyer Reassign	PE-51200-RFI-2024-000000...	Test event for INPROCESS	Leena Augusta Buyer	07-26-2023 08:00 AM	In/Progress	AUGUSTA UNIVERSITY	07-18-2023 0...	07-18-2023 0...	<input type="checkbox"/> Cancel Event <input type="checkbox"/> Add Supplier(s) <input type="checkbox"/> Buyer Reassign	PE-51200-RFI-2024-000000...	RPL_EVENT_TEST	Madhavi Bhagam	07-26-2023 08:00 AM	Draft	AUGUSTA UNIVERSITY	07-19-2023 0...	07-19-2023 0...	<input type="checkbox"/> Buyer Reassign
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4 Buyer Reassign	<p>Buyer reassigns page will show the list of all applicable buyers from same agency. Check radio button to select and click 'Reassign'.</p> 