



## Strategic Sourcing Post NOA Quick Reference Guide

Use this check list to post documents to the GPR (Georgia Procurement Registry). **For more in depth detail refer to your training documentation.**

Step	Description	Comments
1.	Manually post the NOA document on the GPR	Be sure to reference the Event Number/PO or Contract ID on the NOA Document.
2.	Login to GPR	Access from the SPD website.
3.	Click Main Menu	
4.	Click Bid Processing	
5.	Click PeopleSoft Menu	
6.	Click Add and Award Document to a Bid	
7.	Select the Bid Number	If you don't see the Bid Number listed, check the Status of the Bid. In order to add an Award document, the bid must be in the "Awarded" status. Go back to the Event Workbench and check the Status of the Event ID. If the status displays Awarded, then notify Procurement Help Desk of the issue.
8.	Upload the Award Document	Verify that the document opens successfully.