**Award the paper bid in Georgia Procurement Registry(GPR)**

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| Step # | Action |
| 1 | Login to GPR. Link: <https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp> |
| 2 | Once login, user will land to ‘Bids Needing State Purchasing Approval or Awarding by the Agency’ page.  This page will list all the paper bids with ‘Under Evaluation’ status. |
| 3 | Select the bid you want to award and click on ‘Please Award’ link for that bid. |
| 4 | Upload the Award Document or enter the Award information in the description box. Click on appropriate ‘Process…’ tab to proceed awarding the paper bid. |
| 5 | Confirmation message of ‘The Bid Award has been processed’ will display on screen . |
|  | End |