**Cancel/ inactivate 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 | To upload the ‘Cancellation’ notice to the bid and inform all the associated suppliers about the cancellation *Main Menu> Bid Processing> Add a document to a bid >(Select FY Year) Click on ‘Process’ > Select Bid> Click on ‘Browse’ to upload the attachment> Name the attachment> Click on ‘process’> Click on ’Return To Menu’ to go back.** *Bid once posted on GPR cannot be deleted permanently.*
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| 3 | To cancel the bid --> *Main Menu> Bid Processing> Edit a bid > (Select FY Year) Click ‘Process’ > Select Bid> Select 'Cancelled' from drop down next to Bid Activity Code.* |
|  | End |