**Change the end date of the paper bid in Georgia Procurement Registry(GPR)**

|  |  |
| --- | --- |
| Step # | Action |
| 1 | Login to GPR. Link: https://ssl.doas.state.ga.us/PRSapp/PR\_login.jsp |
| 2 | To change the close date of the paper bid 🡪 *Main Menu> Bid Processing> Edit a Bid > (Select FY Year) Click on ‘Process’ > Select Bid>* * *Contact Procurement Helpdesk to modify the close date for the bid status not equal to ‘‘Open’.*
 |
| 3 | Make necessary changes to the bid (*Open* *fields only*) like Bid Description, Bid closing date and time.* *Unopen fields like Fiscal Year, Bid Number are NOT allowed to change by system.*

 |
| 4 | Click on ‘Calendar’ next to the ‘Bid Closing Date’ and select new end date. Update the bid closing time if needed. |
| 5 | Click ‘Edit Bid’ to save the changes and user will get on-screen conformation. |
|  | End |