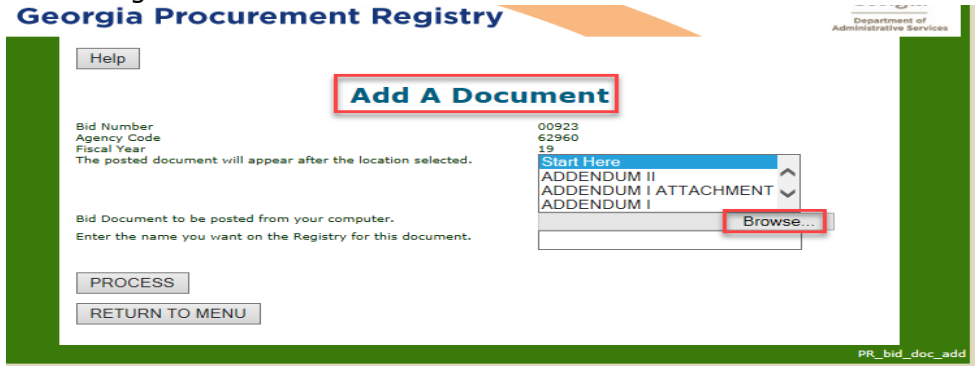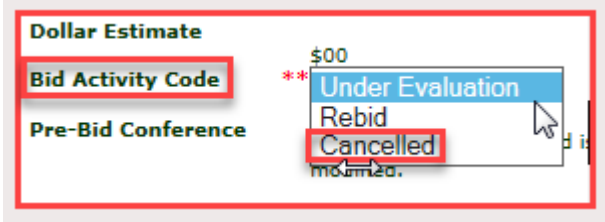**Cancel/ Inactivate a paper bid in Georgia Procurement Registry(GPR)**

Step #	Action
1	Login to GPR. Link: https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp
2	To 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.*
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.*