

Quick Reference Guide Georgia Procurement Registry

Deactivate Buyer/Procurement Staff in Georgia Procurement Registry (GPR)

| Step # | Action | | | | | | |
|--------|---|--|--|--|--|--|--|
| 1. | Login to GPR. Link: <u>https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp</u> | | | | | | |
| 2. | Click on 'Main Menu'. (Upper left corner or bottom left corner) | | | | | | |
| | MAIN MENU SUBSCRIPTION LIST BROWSE FOR BIDS CONTACT US Heip Bids Needing State Purchasing Approval or Awarding by the Agency Elick on the Bid Tilt to view the bid postion. Bids with a "Process Headed" of approval to Award the bid recomplete the RFL. Dick on the "Process Date" of the process Distance Award" to Award the bid recomplete the RFL. Into NUMBER BID TITLE Close DATE Into NUMBER BID TITLE Close DATE Into NUMBER BID TITLE Close DATE Index Award" to Award the bid or complete the RFL. Into NUMBER BID TITLE Close DATE Into NUMBER BID TITLE Close DATE Index Award" to Award the bid or complete the RFL. Index Menu | | | | | | |
| 3. | Click on 'Deactivate a Buyer or Procurement Staff Profile' under 'Buyer Information'. BUYER INFORMATION Edit Your Profile. Add Buyer or Procurement Staff Profile. Edit Buyer or Procurement Staff Profile. Deactivate a Buyer or Procurement Staff Profile. Reactivate a Buyer or Procurement Staff Profile. | | | | | | |
| 4. | To retrieve the entire list of users under particular agency, click on 'all Profiles' for 'Type | | | | | | |
| | SITUATION CONTINUE SUCCESSION CONTACT US Profile Selection for Edit OVERNMENT TYPE State Controls School Boards/X12 Boards Type of Profile Bugers Procurement Staff Bugers and Procurement Staff Isl Profiles Continue | | | | | | |

| 5. | Select button next to appropriate user and click on 'Deactivate Profile'. | | | | | | | |
|----|---|------------------|---------|---------------------------------|-----|---|--|--|
| | 0 | WILLIAMSON | TERRY | twilliamson@coosavalleytech.edu | Y-N | GEORGIA NORTHWESTERN TECHNICAL COLLEGE | | |
| | 0 | WILLIAMSON | Ліккі | vikki.williamson@usg.edu | Y-N | REGENTS,BOARD OF(UNIVERSITY SYSTEM OF GEORGI | | |
| | 0 | WOODARD | CAPRICE | cwoodard@mgc.edu | Y-N | MIDDLE GEORGIA COLLEGE | | |
| | 0 | WOODARD | CAPRICE | cwoodard@gaaviationtech.edu | Y-N | GEORGIA AVIATION & TECHNICAL COLLEGE | | |
| | \circ | WYNN | KEREN | kwynn@valdostatech.edu | Y-N | VALDOSTA TECHNICAL COLLEGE | | |
| | De | activate Profile | | | | | | |
| 6. | Click 'OK' on warning message. | | | | | | | |
| 7. | System will show on screen confirmation of deactivation. | | | | | | | |
| | Buyer - Procurement Staff Database Maintenance Results The Deactivation was successful. Return to Menu | | | | | | | |
| | | | | | | | | |
| | End | | | | | | | |