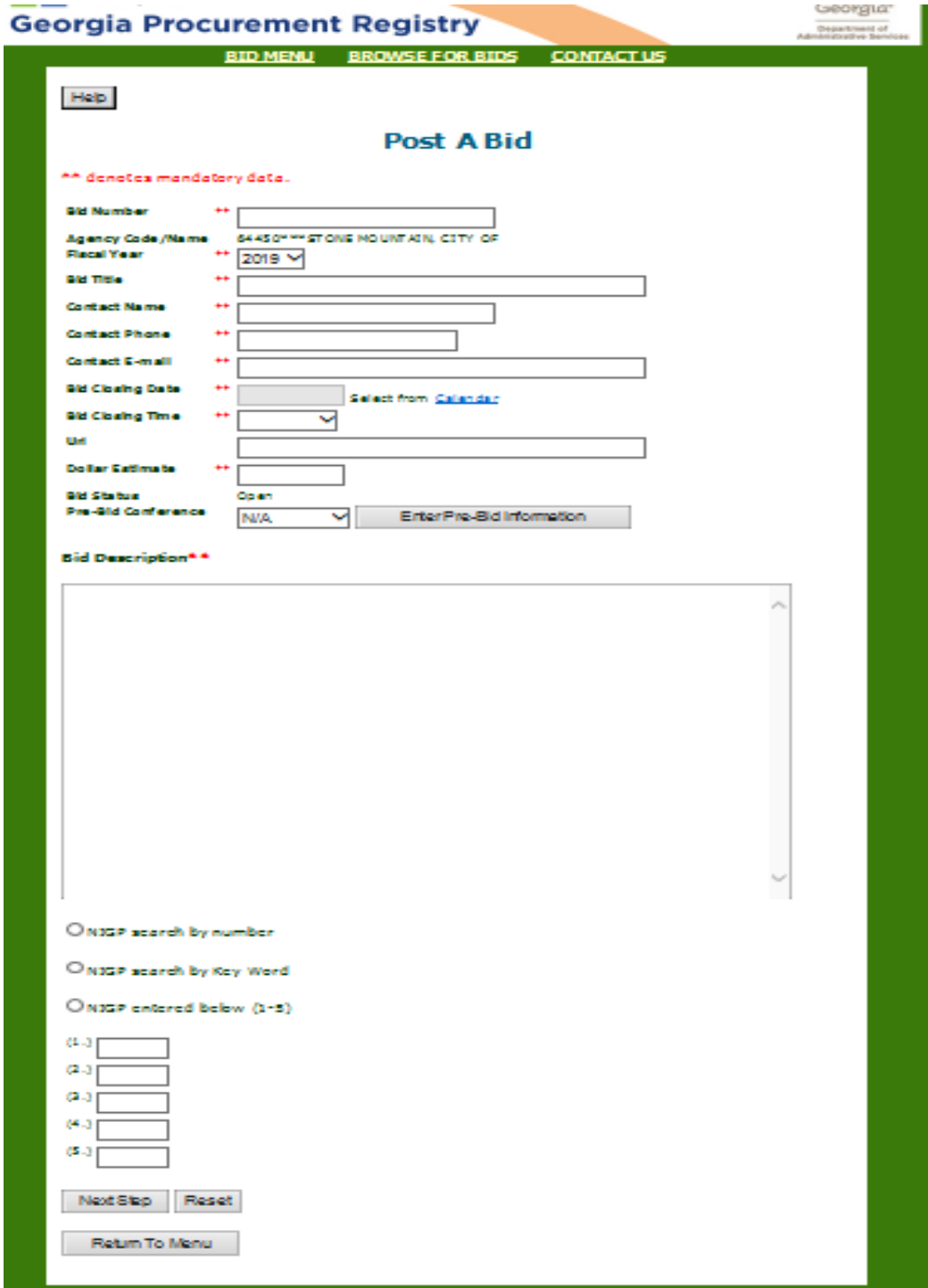
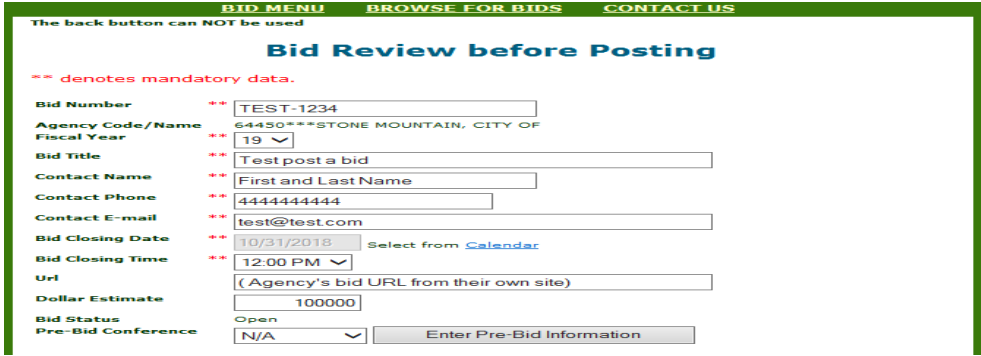


## Post a Paper Bid on the Georgia Procurement Registry(GPR)


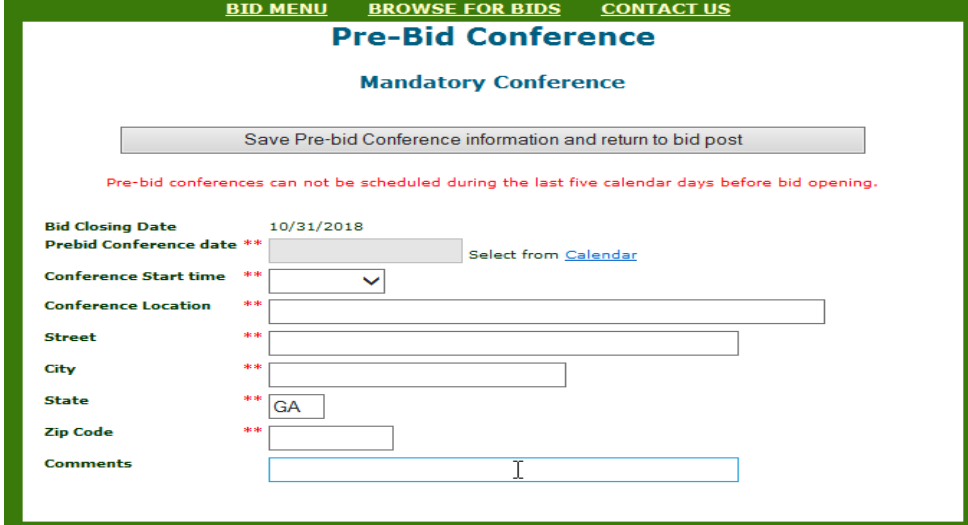
Step #	Action
1	Login to GPR. Link: <a href="https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp">https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp</a>
2	<p>To post the paper bid → <i>Main Menu</i> &gt; Click 'Bid Processing' under 'Posting Bid Notices and Documents' &gt; 'Post a Bid'</p>  <p><b>Georgia Procurement Registry</b></p> <p>BID MENU   BROWSE FOR BIDS   CONTACT US</p> <p>Help</p> <h3>Post A Bid</h3> <p><b>** denotes mandatory data.</b></p> <p>Bid Number ++ <input type="text"/></p> <p>Agency Code/Name 644501 STONE MOUNTAIN CITY OF</p> <p>Fiscal Year ++ 2019</p> <p>Bid Title ++ <input type="text"/></p> <p>Contact Name ++ <input type="text"/></p> <p>Contact Phone ++ <input type="text"/></p> <p>Contact E-mail ++ <input type="text"/></p> <p>Bid Closing Date ++ <input type="text"/> Select from <a href="#">Calendar</a></p> <p>Bid Closing Time ++ <input type="text"/></p> <p>Unit <input type="text"/></p> <p>Dollar Estimate ++ <input type="text"/></p> <p>Bid Status Open</p> <p>Pre-Bid Conference N/A <input type="button" value="Enter Pre-Bid Information"/></p> <p>Bid Description**</p> <p><input type="text"/></p> <p><input type="radio"/> NSIP search by number</p> <p><input type="radio"/> NSIP search by Key Word</p> <p><input type="radio"/> NSIP entered below (1-5)</p> <p>(1-3) <input type="text"/></p> <p>(2-3) <input type="text"/></p> <p>(3-3) <input type="text"/></p> <p>(4-3) <input type="text"/></p> <p>(5-3) <input type="text"/></p> <p><input type="button" value="Next Step"/> <input type="button" value="Reset"/></p> <p><input type="button" value="Return To Menu"/></p> <p>PR_bid_01_01</p>

3 Enter all the required fields.

- Bid number, Fiscal Year are key elements which cannot be altered once the bid is posted.
- Bid Number is Unique Identifier and cannot be repeated once used.
- Agency Code/ Name are pre-populated as per the user's login. User is responsible to validate the 'Agency Name' before posting the bid.
- Buyer can provide the URL for the bid on their own agency site.
- Enter estimated dollar amount for the bid.



4 Select the option for Pre-Bid conference if there is any and provide conference details.

5	<p>Enter detail description (Character limitation &lt; 2000 characters)</p> <p><b>Bid Description**</b></p> <div data-bbox="358 327 1370 842"><p>Test description</p></div>
6	<p>Select any option to enter the NIGP Code. (* Codes can be entered manually If you have the codes handy and are &lt;= 5.) Click 'Next Step'.</p> <p><input type="radio"/> NIGP search by number</p> <p><input checked="" type="radio"/> NIGP search by Key Word</p> <p><input type="radio"/> NIGP entered below (1-5)</p> <p>(1.) <input type="text"/></p> <p>(2.) <input type="text"/></p> <p>(3.) <input type="text"/></p> <p>(4.) <input type="text"/></p> <p>(5.) <input type="text"/></p> <p><input type="button" value="Next Step"/> <input type="button" value="Reset"/></p> <p><input type="button" value="Return To Menu"/></p>

7 If option selected is NIGP search by key Word, then enter the key word for NIGP Codes.

The back button can NOT be used

**NIGP KEY WORD SEARCH**

The NIGP descriptions at both the 3 digit and 5 digit level will be searched.

Please enter key word or phrase in the appropriate box.  
 Partial word search criteria may be used.  
 Words and phrases are NOT case sensitive.  
 Up to three words or phrases connected by "and" or "or" may be used for each search.

and  or

and  or

8 Select appropriate NIGP code/s.

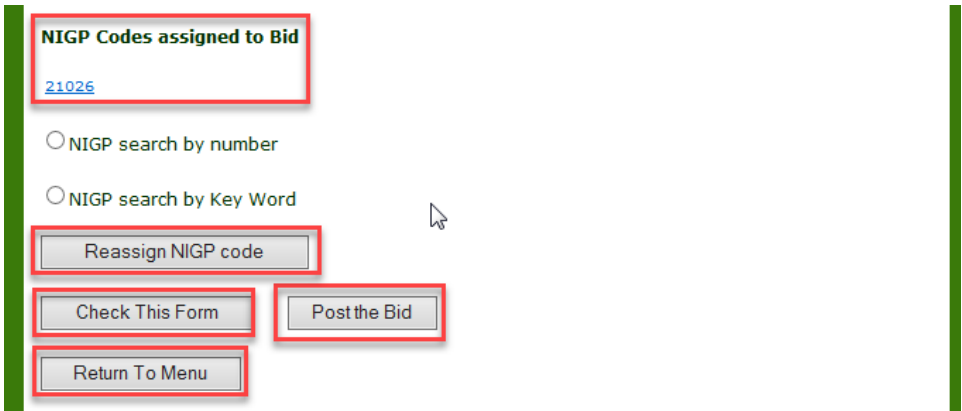

The back button can NOT be used

**NIGP LIST**

**Search Criteria:** chair

**Bold information is at the 3 digit NIGP level**

NIGP CODE	DESCRIPTION
<b>05500--AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.</b>	
<input type="checkbox"/>	05590--Wheelchair Lift and Accessories, Vehicle-Mounted
<b>09500--BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES</b>	
<input type="checkbox"/>	09505--Barber Chairs and Parts
<input type="checkbox"/>	09529--Beauty Shop Chairs and Parts
<input type="checkbox"/>	09550--Chair Cloths, Shampoo Capes, and Clips
<input type="checkbox"/>	09572--Mats, Barber Chair
<b>21000--CONCRETE AND METAL PRODUCTS, CULVERTS, PILINGS, SEPTIC TANKS, ACCESSORIES AND SUPPLIES</b>	
<input type="checkbox"/>	21026--Concrete Support Items, Chairs, etc.
<b>26000--DENTAL EQUIPMENT AND SUPPLIES</b>	
<input type="checkbox"/>	26026--Dental Units and Components: Chairs, Compressed Air and Aspiration Devices, Consoles, Handpieces, etc.
<b>41000--FURNITURE: HEALTH CARE, HOSPITAL AND DOCTORS OFFICE</b>	
<input type="checkbox"/>	41015--Chairs and Modules, Blood Collecting

<p>9</p>	<p>Click on 'Reassign NIGP Codes 'to update the NIGP Codes. (**NIGP codes cannot be edited once bid posts.) Click 'Check This Form' to let system check the bid information. Click on 'Post the Bid' to post the bid. System will notify if error/s found.</p>  <p>To cancel click on 'Return To Menu'- this will not post a bid.</p>
<p>10</p>	<p>Buyer will get the on-screen confirmation of bid posted. All suppliers registered for selected NIGP codes will be notified via email. Refer to 'Upload attachments in GPR' guide to upload any attachment/s to the bid.</p>  <p>Click on 'Return To Menu' to go back to Main Menu.</p>



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