



**GPR
QUICK REFERENCE
GUIDES
EFFECTIVE 09/05/2023**

Title	Description	Document
Login and Password Reset	How to login to the GPR for the and how to reset the password	Current Document
Post a bid with approval workflow	How to post a bid with approval workflow	Current Document
Local – post a bid in the GPR	Local – how to post a bid in the GPR	Current Document
Upload or Delete attachments in the GPR	How to upload or delete bid attachments in the GPR	Current Document
Post Consortia	How to post a Consortia notice	Current Document
Post Sole Source	Hoe to post a Sole Source notice	Current Document
Approve/Reject a Consortia Notice	How to approve/reject a Consortia notice	Current Document
Approve/Reject a Sole Source Notice	How to approve/reject a Sole Source notice	Current Document
Award Consortia	How to award a Consortia notice	Current Document
Award Sole Source	How to award a Sole Source notice	Current Document
Approve/Reject a bid	How to approve/reject a bid	Current Document
Edit/Extend a bid	How to edit/extend a bid in the GPR	Current Document
Reassign a bid	How to reassign a bid in the GPR to a different buyer	Current Document
Cancel a bid	How to cancel a bid in the GPR	Current Document
Send email to suppliers	How to send email to suppliers	Current Document
Award a bid	How to award a bid in the GPR	Current Document
Create new entities	How to create new entities in the GPR	Current Document

Create new user	How to create a new user in the GPR	Current Document
Manage Users	How to manage user in the GPR	Current Document