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

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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></td>
</tr>
<tr>
<td>2</td>
<td>To post the paper bid → Main Menu&gt; Click ‘Bid Processing’ under ‘Posting Bid Notices and Documents’&gt; ‘Post a Bid’</td>
</tr>
</tbody>
</table>
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.

Pre-bid conferences can be scheduled during the last five calendar days before bid opening.
5 Enter detail description (Character limitation < 2000 characters)

**Bid Description**

Text description

6 Select any option to enter the NIGP Code. (* Codes can be entered manually if you have the codes handy and are <= 5.)* Click 'Next Step'.

- [ ] **NIGP search by number**
- [x] **NIGP search by Key Word**
- [ ] **NIGP entered below (1-5)**
  
  (1.) 
  (2.) 
  (3.) 
  (4.) 
  (5.)

[Next Step] [Reset]

[Return To Menu]
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

NIGP SEARCH  Reset

Select appropriate NIGP code/s.

The back button can NOT be used

**NIGP LIST**

Search Criteria: chair

View the Bid

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

<table>
<thead>
<tr>
<th>NIGP DESCRIPTION CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>05500—AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.</td>
</tr>
<tr>
<td>05539—Wheelchair Lift and Accessories, Vehicle-Mounted</td>
</tr>
<tr>
<td>09500—BARBER AND BEAUTY SHOP EQUIPMENT AND SUPPLIES</td>
</tr>
<tr>
<td>09503—Barber Chairs and Parts</td>
</tr>
<tr>
<td>09528—Beauty Shop Chairs and Parts</td>
</tr>
<tr>
<td>09530—Chair Cloths, Shampoo Caps, and Clips</td>
</tr>
<tr>
<td>09572—Mats, Barber Chair</td>
</tr>
<tr>
<td>21000—CONCRETE AND METAL PRODUCTS, CURVETS, PILINGS, SEPTIC TANKS, ACCESSORIES AND SUPPLIES</td>
</tr>
<tr>
<td>21026—Concrete Support Items, Chairs, etc.</td>
</tr>
<tr>
<td>26000—DENTAL EQUIPMENT AND SUPPLIES</td>
</tr>
<tr>
<td>26025—Dental Units and Componental Chairs, Compressed Air and Aspiration Devices, Consoles, Handlepieces, etc.</td>
</tr>
<tr>
<td>41000—FURNITURE, HEALTH CARE, HOSPITAL AND DOCTORS OFFICE</td>
</tr>
<tr>
<td>41015—Chairs and Modules, Blood Collecting</td>
</tr>
</tbody>
</table>
9  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.

To cancel click on ‘Return To Menu’- this will not post a bid.

10  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.

Click on ‘Return To Menu’ to go back to Main Menu.