

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

Step #	Action
1	Login to GPR. Link: https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp
2	To post the paper bid \rightarrow Main Menu> Click 'Bid Processing' under 'Posting Bid
	Notices and Documents'> 'Post a Bid'
	Georgia Procurement Registry
	BID MENU BROWSE FOR BIDS CONTACT US
	Heb
	Post A Bid
	** denotes mandatory data.
	Bid Number ++
	Agency Code /Name 64.450**** STICNE MOUNTAIN, CITY OF Fiscal Year ** 2019 V
	aid Title ++
	Contact Name ++
	Contact Phone ++
	Bid Closing Cate ++
	Select from <u>Calendar</u>
	Dollar Estimate ++ Bid Status Open
	Pre-Bid Conference N/A Enter Pre-Bid Information
	Sid Description**
	ONJEP search by number
	ONJEP search by Key Word
	ONSEP entered below (1-5)
	(1-) (2-) (2-) (3-) (5-)
	Next Step Reset
	Return To Menu
	PR_bid_add



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.
	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.
	BID MENU BROWSE FOR BIDS CONTACT US The back button can NOT be used
	Bid Review before Posting
	Bid Number ** TEST-1234
	Agency Code/Name 64450***STONE MOUNTAIN, CITY OF Fiscal Year ** 19 V
	Bid Title ** Test post a bid Contact Name ** First and Last Name
	Contact Phone ** 444444444 Contact E-mail ** test@test.com
	Bid closing Date ** 10/31/2018 Select from Calendar
	Url (Agency's bid URL from their own site)
	Dollar Estimate 100000 Bid Status Open Pre-Bid Conference N/A Fater Pre-Bid Information
	Pre-Bid Conference N/A Enter Pre-Bid Information
4	Select the option for Pre-Bid conference if there is any and provide conference
	details.
	N/A Enter Pre-bid information
	Optional
	Bid Description**
	BID MENU BROWSE FOR BIDS CONTACT US Pre-Bid Conference
	Pre-Bid Conference
	Mandatory Conference
	Save Pre-bid Conference information and return to bid post
	Pre-bid conferences can not be scheduled during the last five calendar days before bid opening.
	Bid Closing Date 10/31/2018 Prebid Conference date ** Select from Calendar
	Conference Start time **
	Conference Location **
	Street **
	City **
	Zip Code **
	Comments T



5	Enter detail description (Character limitation < 2000 characters)	
	Bid Description**	
	-T	_
	Test description	~
		~
		×
6	Select any option to enter the NIGP Code. (* Codes can be entered manual	v lf vou
-	have the codes handy and are <= 5.) Click 'Next Step'.	, ,
	ONIGP search by number	
	● NIGP search by Key Word	
	ONIGP entered below (1-5)	
	○ NIGP entered below (1-5)	
	(1.)	
	(2.)	
	(3.)	
	(4.)	
	(5.)	
	Next Step Reset	
	Nextoreh Leser	
	Return To Menu	

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7	If option selected is NIGP search by key Word, then enter the key word for NIGF)
	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.	
	op to three words of phrases connected by and of or may be used for each search.	
	O and O or	
	○ and ● or	
	NIGP SEARCH Reset	
8	Select appropriate NIGP code/s.	
	The back button can NOT be used	
	NIGP LIST	
	Search Criteria: chair	
	Review the Bid	
	Bold information is at the 3 digit NIGP level	
	NIGP DESCRIPTION	
	CODE	
	05500AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, ETC.	
	05550Wheelchair Lift and Accessories, Venicle-Mounted	
	09505Barber Chairs and Parts	
	09529Beauty Shop Chairs and Parts	
	09550Chair Cloths, Shampoo Capes, and Clips	
	09572Mats, Barber Chair	
	21000CONCRETE AND METAL PRODUCTS, CULVERTS, PILINGS, SEPTIC TANKS, ACCESSORIES AND SUPPLIES	
	21026Concrete Support Items, Chairs, etc. 26000DENTAL EQUIPMENT AND SUPPLIES	
	26026Dental Units and Components: Chairs, Compressed Air and Aspiration Devices, Consoles, Handpieces, etc.	
	41000FURNITURE: HEALTH CARE, HOSPITAL AND DOCTORS OFFICE 41015Chairs and Modules, Blood Collecting	



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. <u>HOME CONTACT US SUBSCRIBE FOR BID NOTICES PROCUREMENT LINKS</u> The back button cannot be used
	Bid Processing Return To Menu
	This is an approved bid and the process to email the appropriate suppliers has been initiated. The total number of contacts selected is : 77.
	Click on 'Return To Menu' to go back to Main Menu.



