Strategic Sourcing
Cancel An Award to a Contract Quick Reference Guide

Use this check list to cancel an award to a contract and re-awarding the Event. You can also use this process to cancel the open amount. **For more in depth detail refer to your training documentation.**

Step	Description	Comments
1.	On the contract summary Page, change the status to "Canceled"	
2.	Respond to the question.	Would you like to put the contract quantity back to the related sourcing award?
3.	Select "Yes"	
4.	From the Event Workbench, select the event that created the contract	Note: The event status should be re-set back to Pending Award.
5.	Click on the Analyze icon	
6.	Click on the Award Summary Link	The award to the contract vendor should now show an Awarded quantity of zero
7.	**To award the canceled amount to a bidder that you previously made an award to Select the box next to that supplier.**	This will add an additional award to the selected supplier
8.	Click on Add Award for Selected Bidder	
9.	Enter the Awarded Quantity	
10.	Click on Save	
11.	Select the Award Details Link	Forward through until the new award is shown
12.	Select the Award Type	Purchase Order or General Contract
13.	Enter the Buyer Name	
14.	Enter the PO Business Unit	
15.	Enter the Terms	
16.	Attach award documents: Buyers are <u>required</u> to attach all documents supporting the analysis of the Event, this include the NOIA (if amount >100K) and NOA documentation. **Attach documents prior to awarding the event.**	Look for the **GO TO** dropdown box [Go To: dropdown] then select Event Comments and Attachments. Upload/Attach all the necessary documents for the Event.
17.	Select the Distribution Defaults	Enter Required Distribution Values - Account, Fund, Dept and Fund Src. These fields are required, regardless of Purchase Order or General Contract. *DOT Users may need to enter additional codes for project costing requirements.* *State Purchasing Only – For SWC select the first value of each field.*
18.	Click on Save	Make sure that the processing completes
19.	Select the Award Details Link	
20.	Click on Post Award	Make sure that the AUC_PDF process completes and is successful.
21.	**To cancel the open quantity without awarding**	Use this if you do not want to award the canceled quantity.
22.	Select the Award Summary	

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Step	Description	Comments
23.	Change the Line Status	Select "C" this closes the open line on the event
24.	Click on Save	
25.	**To award the Open Quantity to a supplier not previously awarded on this Event**	The supplier must have bid on the Event
26.	From the Analyze Total Link	
27.	Enter either the remaining quantity or percentage for the selected supplier	
28.	Click on the Award Summary Link	Review and make sure that the award quantity is correct
29.	Click on the Award Details Link	Forward through to the new award
30.	Select the Award Type	Purchase Order or General Contract
31.	Enter the Buyer Name	
32.	Enter the PO Business Unit	
33.	Enter the Terms	
34.	Attach award documents: Buyers are <u>required</u> to attach all documents supporting the analysis of the Event, this include the NOIA (if amount >100K) and NOA documentation. **Attach documents prior to awarding the event.**	<u>Look for the **GO TO** dropdown box</u> then select Event Comments and Attachments. Upload/Attach all the necessary documents for the Event.
35.	Select the Distribution Defaults	Enter Required Distribution Values - Account, Fund, Dept and Fund Src. These fields are required, regardless of Purchase Order or General Contract. *DOT Users may need to enter additional codes for project costing requirements.* *State Purchasing Only – For SWC select the first value of each field.*
36.	Click on Save	Make sure that the processing completes
37.	Select the Award Details Link	
38.	Click on Post Award	Make sure that the AUC_PDF process completes and is successful.