



## Strategic Sourcing

### Cancel An Award to Purchase Order Quick Reference Guide

Use this check list to cancel an award that was made to a Purchase Order.

Note: If your Event was created by copying in a requisition, when you cancel the purchase order you must decide what to do with the requisition:

<input type="radio"/> Yes, Resource all reqs	Will allow you to re-award the line within the event, or close the line in the event and pull in to another event.
<input type="radio"/> No Do not resource req	Will set the award quantity to the requested quantity and the line status to "C". You cannot pull the requisition line into a new event.
<input type="radio"/> Specify Reqs to be re-sourced	Use this option when multiple requisitions were used to create the one event line. (not used by the State of Georgia)

For more in depth detail refer to your training documentation.



Step	Description	Comments
1.	Cancel the purchase order that was created from the Sourcing Award.	You must know the Sourcing Event ID number before starting this process.
2.	Select the Cancel PO icon from the PO header.	Note: If the PO Type and Origin have not been entered the system will prompt you to enter this information.
3.	Respond to the question	Select "Yes" if you still intend to cancel, select "No" to return to the PO header
4.	Respond to the Re-source Question	See Table Above
5.	The Purchase Order cancellation was successful.	
6.	Click on "OK"	
7.	From the Event workbench, the Event Status should be Pending Award	
8.	Click on the Analyze icon	
9.	Click on the Award Summary link	The line status should be "O" for open.
10.	<b>To cancel the award in its entirety</b>	
11.	Change the line status to "C" for each line that you are not going to award.	If the event was generated from a requisition, you will
12.	Click on "Save"	The Award Status should update to Awarded if all of the lines on the Event were addressed.
13.	<b>To award the canceled amount to a bidder that you previously made an award Select the box next to that supplier.</b>	This will add an additional award to the selected supplier
14.	Click on the Award Summary Link	
15.	Click on Add Award for Selected Bidder	
16.	Enter the Awarded Quantity	
17.	Click on Save	
18.	Select the Award Details Link	Forward through until the new award is shown
19.	Select the Award Type	Purchase Order or General Contract
20.	Enter the Buyer Name	
21.	Enter the PO Business Unit	
22.	Enter the Terms	
23.	Attach award documents:	Look for the <b>GO TO</b> dropdown box

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Step	Description	Comments
	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. <b>Attach documents prior to awarding the event.</b>	 then select Event Comments and Attachments. Upload/Attach all the necessary documents for the Event.
24.	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.  <i>DOT Users may need to enter additional codes for project costing requirements.</i>  <i>State Purchasing Only – For SWC select the first value of each field.</i>
25.	Click on Save	Make sure the processing completes
26.	Select the Award Details Link	
27.	Click on Post Award	Make sure that the AUC_PDF process completes and is successful.
28.	<b>To award the Open Quantity to a supplier not previously awarded on this Event</b>	The supplier must have bid on the Event
29.	From the Analyze Total Link	
30.	Enter either the remaining quantity or percentage for the selected supplier	
31.	Click on the Award Summary Link	Review and make sure that the award quantity is correct
32.	Click on the Award Details Link	Forward through to the new award
33.	Select the Award Type	Purchase Order or General Contract
34.	Enter the Buyer Name	
35.	Enter the PO Business Unit	
36.	Enter the Terms	
37.	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. <b>Attach documents prior to awarding the event.</b>	Look for the <b>GO TO</b> dropdown box  then select Event Comments and Attachments. Upload/Attach all the necessary documents for the Event.
38.	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.  <i>DOT Users may need to enter additional codes for project costing requirements.</i>  <i>State Purchasing Only – For SWC select the first value of each field.</i>
39.	Click on Save	Make sure that the processing completes
40.	Select the Award Details Link	
41.	Click on Post Award	Make sure that the AUC_PDF process

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Step	Description	Comments
		completes and is successful.