Strategic Sourcing
Cancel An Event Quick Reference Guide

Use this guide to cancel an Event. **For more in depth detail refer to your training documentation.**

Step	Description	Comments
1.	From the Event Workbench	
2.	Select the "Cancel" icon	A new page opens with a summary of the event. You can drill down into the Event by click on the Event ID. You may want to review the event to make sure that this is the event that you want cancelled.
3.	Click on the Cancel Event button	
4.	Respond to the question	Yes, if you are sure you want to cancel, No if you are not sure
5.	The summary should now show the status as "Canceled".	
6.	Select Return to Event Workbench	Event Status should now be Cancelled. An email notification will be sent to all invited bidders advising that the event is cancelled. The GPR status will be updated to show that the event is cancelled.
7.	Upload Cancellation Notice to GPR	