9.2 Cancel Contract
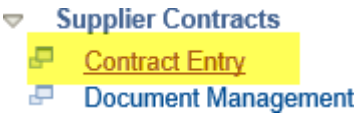
- Use this check list to Cancel a Contract within the Supplier Contracts module. For **more in depth detail refer to your training documentation.**

Step #	Do This:
1.	**Log onto PeopleSoft and then click on the Procurement tile.**
2.	From the Supplier Contracts menu select the Contract Entry link • The Contract Entry page will display
3.	Select Find Existing Value • Find Existing Value page is displayed
4.	Enter your Contract ID and click SEARCH • SetID=STATE in all contract types
5.	Select your contract from the search results • Click an entry in the **Contract ID** column
6.	Click the **Status** list. • Set the status to "Canceled"
7.	Click the **Add/Edit Comments** link.
8.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**Enter reason for cancellation.**".
9.	Click the **Attach** button. • If there are related documents to upload
10.	Click the **Upload** button.
11.	Select the file to upload.
12.	Click the **OK** button.
13.	Click Save