

Withdrawing/Cancelling Event Jaggaer Sourcing Director for the University System of Georgia

Purpose: Demonstrate Jaggaer Sourcing Event Cancellation Steps

Jaggaer Sourcing Director and GPR application URL:

Jaggaer Sourcing Director – Buyer Portal	SIGN IN (sciquest.com)
Jaggaer Sourcing Director – Public Portal	https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=Georgia
GPR – Public Portal	Georgia Procurement Registry (state.ga.us)

Prerequisite:

RFx Cancel Event or Administrative	SPD-SPR014 RFx Cancellation Notice
Errors Documentations	
Know your RFx Event Number	

Note: GPR Public Portal will have Jaggaer Supplier Portal bid specific custom link to review your bid related documents on Jaggaer Supplier Portal.



Status	Details			
Canceled	66047-20-RFP-20000028TestA	G		View
	Open 8/4/2021 4:30 PM EDT Ty	pe	eRFP	
	Close 8/29/2021 1:30 PM EDT N	umber	40300-eRFP-000000690-2022	
	Co	ontact	Amruta Giri amruta.giri@doas.ga.gov	
	De	etails	12 View as PDF	
	Ev	ent Cancellation Documents	♣ SPD-SPR014RFXCancellationNotice.docx	

1. Withdrawing an Open Event

1.	Purpose: To withdraw a Jaggaer sourcing event	Jaggaer Sourcing Director – Buyer Portal								
	in ' Open ' status and has	Showing 1 - 2 of 2 Re	esults			Last 90 days (5/	9/2021-8/6/2021)			
	no bid or with bid response from the	Results Per Page 2	20 V	Sort by:	vent Status: First to Last	∨	,	🔳 Page 1 of 1		
	supplier, go to Jaggaer Sourcing Director and find the Sourcing Event ID.	Open Tr 44 Ra Q	estAG-55346-21-RFP-SCHL 0300-eRFP-000000691-2022 equest for Proposal	EYHSCM Created Release Open Close Sealed Bid Oper	8/4/2021 3:44 PM EDT - 8/4/2021 4:30 PM EDT 8/29/2021 10:00 AM EDT 8/29/2021 10:00 AM EDT	Submitted Bids 0 Intending to Bid 0 No bids 0		Manage Event		
	(Note: Make sure that event does, in fact, show in an 'Open' status on GPR Public Portal.)	Open 6i 40 Ru Q	6047-20-RFP-20000028Tes 0300-eRFP-000000690-2022 equest for Proposal	tAG Created Release Open Close Sealed Bid Oper	8/4/2021 3:38 PM EDT - 8/4/2021 4:30 PM EDT 8/29/2021 1:30 PM EDT 8/29/2021 1:30 PM EDT	Submitted Bids 0 Intending to Bid 0 No bids 0		Manage Event		
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2.	Click on the Event ID to get to the event details screen. Then click on Workflow Actions → Withdraw Event.	Jaggaer Sou	rcing Director	– Buyer	Portal					

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 Once Withdrawn, upload cancellation notice in Jaggaer Buyer
 Portal by going to Tools
 →Award Notifications
 → Add Attachment
 under Public Site Award
 Attachments section.

> Make sure to click on the dropdown for the cancellation notice upload and click '**Publish**' to publish cancellation notice on Jaggaer Supplier Portal.

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2. Withdrawing event that is 'Under Evaluation'

 Purpose - To withdraw a sourcing event that is in 'Under Evaluation' status and has either no bid response or bid response received from supplier, go to Jaggaer Sourcing Director Buyer Portal, and find your Event Number.

> (Make sure that event does in fact show in an '**Under Evaluation**' status on **GPR Public Portal** and shows '**Closed**' in **Jaggaer Supplier Portal**)



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and Click on Close Without Awardin	e ng. Close Without Awarding ×	
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3. Withdraw/Cancel Awarded Event.

NOTE: Currently, there is no way to change the status of event from 'Awarded' to 'Cancelled'. However, please follow below steps to add the cancellation notice and documents to an event when awarded supplier backs out.

1. To Withdraw/Cancel a	Jaggaer Sourcing	Director –	- Buyer P	ortal				
that has already been awarded due to supplier backout, go to Jaggaer Buyer Portal, and find your Awarded Event number.	Awarded TestAG 5210 40300-eRFQ-0 Request for Qu	0-eRFQ-00000004 00000703-2022 lote	2-2022 Created Release Open Close Sealed Bid Open Awarded	8/11/2021 10:10 AI - 8/11/2021 10:30 AI 8/11/2021 12:7 PM 8/11/2021 127 PM 8/11/2021 125 PM	M EDT Submitted Intending t M EDT No bids I EDT I EDT I EDT	Bids 1 lo Bid 1 0	Man	age Event 💌
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laggaer Supplier Portal)	Event ID 🔶 Even	nt Title	\$ Governme	ent Entity	≑ Start Date (E	T) 💠 End Date (ET)	▼ Ends In	Status
Jaggael Supplier Fortal)	E 40300+eRFQ+000000703+ TestAv 2022	G 5210L AG FQ-000000042-2	2022 Administrat	ve,Services Agency	Aug 11, 2021 @ 1 AM	0:30 Aug 11, 2021 @ 01:30 PM	0	Awarded
	Showing 1 to 1 of 1 entries	<u>)00042-2022</u>					Start Date: Aug End Date: Aug	g 11, 2021 ⊚ 10:30 AM ET 11, 2021 @ 01:30 PM ET
	Event ID	Event Type	Event Status	Purchase Type	Category Type	Government Type	Fiscal Year	Agency Site
	40300-eRFQ-000000703-2022	RFQ	Awarded	Open Market	Goods	state	2022	
	40300 ADMINISTRATIVE, SERVICES AGENCY							
	Buyer Contact: Amruta Giri amruta.giri@doas.ga.	ov +1 404-657-6877						
	Jaggaer Supplier	Portal:						
	Status	Details						
	Awarded	TestAG 52100- Open 8/11/2021 Close 8/11/2021	eRFQ-0000000 1 10:30 AM EDT 1 1:27 PM EDT	042-2022 Type eRFQ Number 40300-eRi Contact Amruta G Details View	FQ-00000703-2022 iri amruta.giri@doas as PDF	2		View
2. Upload Cancellation	Panel Questionnaire >	Public Site Award Att	tachmente					
Notice in Jaggaer Buyer	Tools	Add Attachment						
Portal by going to Tools	Internal Notes	No attachments have be	en audeu.					
ightarrowAward Notifications $ ightarrow$	Exports and Imports							
Add Attachment under	Q & A Board Approvals							
Public Site Award	Award Notifications							
Attachments section.								
Make sure to click on the								
dropdown for the								
cancellation notice and								
click ' Publish ' to publish								
cancellation notice on								
Jaggaer Supplier Portal.								

	atus Add Attachment nding Attachment Type nding Files * inding Select files Drop files to attach, or Done () SPD-SPR014RFXCancellationNotice 100%× Maximum upload file size: 50.0 MB 100%×	Preview And Se Preview Email Preview And Se Preview and Pu
	* Required Save Changes Close Public Site Award Attachments	
	Publish Pre Are you sure you want to publish this information to the public site? Pre Image: Second content of the public site? Pre	
3. Make sure that the Cancellation Notice is visible on the Jaggaer Supplier Portal.	Status Details Awarded TestAG 52100-eRFQ-000000042-2022 Open 8/11/2021 10:30 AM EDT Type eRFQ Close 8/11/2021 12:27 PM EDT Number 40300-eRFQ-000000703-2022 Contact Amruta Giri amruta.giri@doas.ga.gov Details 2 View as PDF Award Documents	