

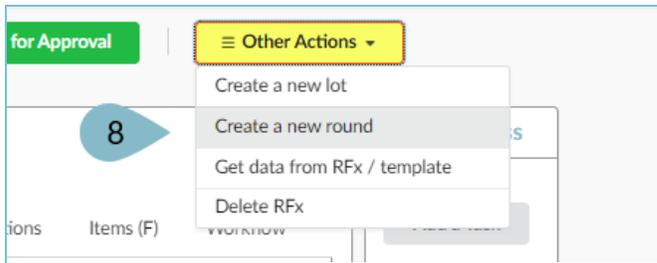
Canceling a Sourcing Project

This document is a quick reference guide for users wishing to cancel a solicitation in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

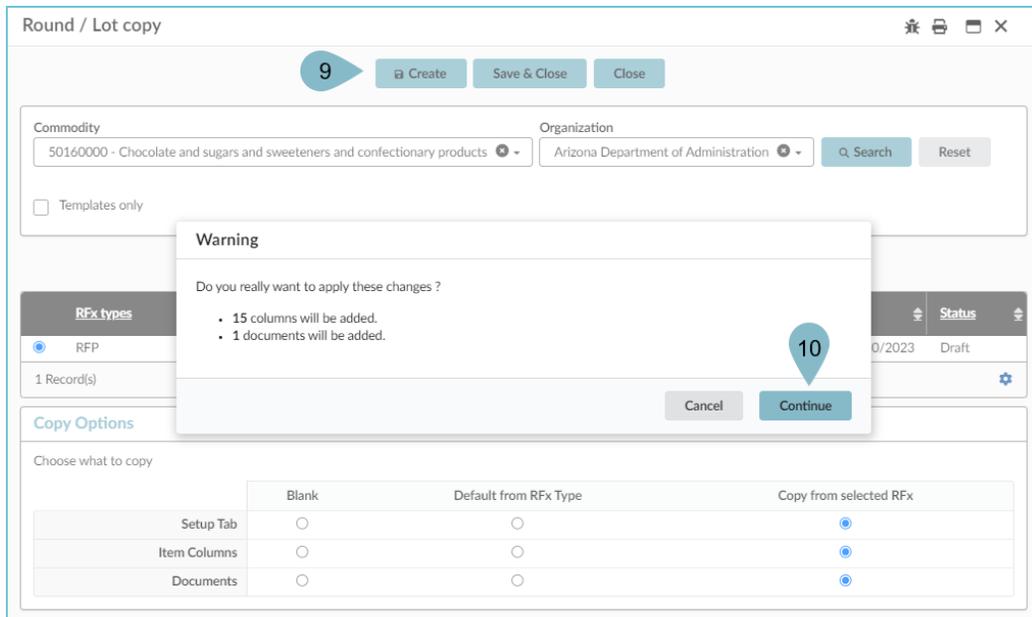
APP allows procurement users to cancel a Sourcing Project once a new round is created.

Canceling a Sourcing Project

1. From the Sourcing dropdown, select **Sourcing Projects**.
2. Search the Sourcing Project page for the sourcing project you want to cancel.
3. To edit the sourcing project, click the **Pencil** icon. DO NOT click the Trash Can icon to cancel the solicitation.
4. Navigate to the **Prepare Rfx** tab.
5. Verify the most recent round displays.
6. Close the most recent round by changing the **Bid Due Date** to the current date and next available time.
7. Click **Save**.
8. Click **Create a New Round** under Other Actions.



9. On the Round/Lot copy pop-up, click **Create**.
10. Click **Continue** to close the Warning pop-up.



11. Select **Cancellation** from the RFX Types dropdown.



The screenshot shows a dropdown menu titled "RFX types*" with a search bar containing "RFP". The menu is open, showing several options: "Cancellation", "IFB", "Micro-Purchase", "RFGA-DO NOT USE AFTER FEB 26 2019", "RFI", "RFQ", and "RFQual". A blue callout bubble with the number "11" points to the "Cancellation" option. To the right, a "Bid Issu" field shows a date of "6/29".

12. Enter a **Bid Due Date** (this should be the current date).



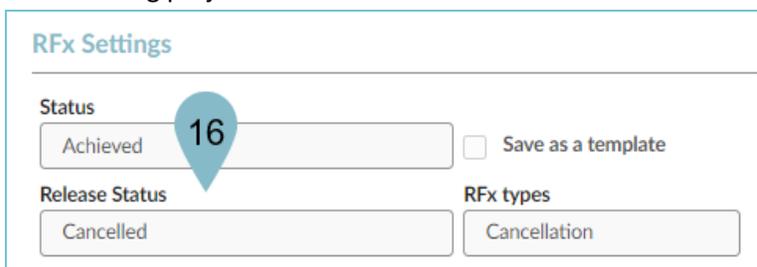
The Procurement Officers are responsible for informing suppliers of the cancellation, as they are not notified via APP.

13. Click **Send Solicitation for Approval** at the top of the page.
14. Click **Confirm Cancellation** at the top of the page.
15. Click **Ok**.



After this step, the system does not allow any further changes to the sourcing project.

16. Your sourcing project has now been canceled and Closed.



The screenshot shows the "RFX Settings" form. The "Status" field is set to "Achieved" and has a blue callout bubble with the number "16" pointing to it. There is a "Save as a template" checkbox which is unchecked. The "Release Status" field is set to "Cancelled". The "RFX types" field is set to "Cancellation".

Resources

Click the link below for more information on the Sourcing Project creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176>