

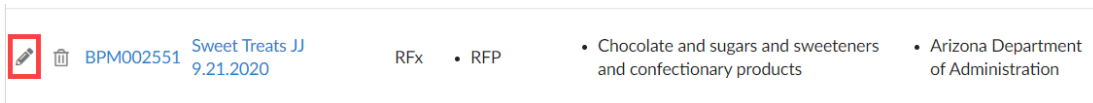
Canceling a Sourcing Project

This document is a quick reference guide for Procurement Officers who need 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 Sourcing Projects. Users are required to create a new round to cancel a sourcing project.

Canceling a Sourcing Project

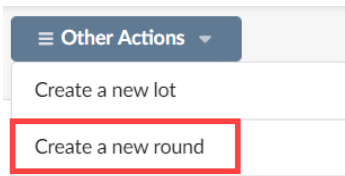
1. From the **Sourcing** dropdown select **Sourcing Projects**.
2. On the Sourcing Project page, search for the sourcing project you would like to cancel.
3. To edit the sourcing project, click the **Pencil** icon. **DO NOT** click the Trash Can icon to cancel the solicitation.



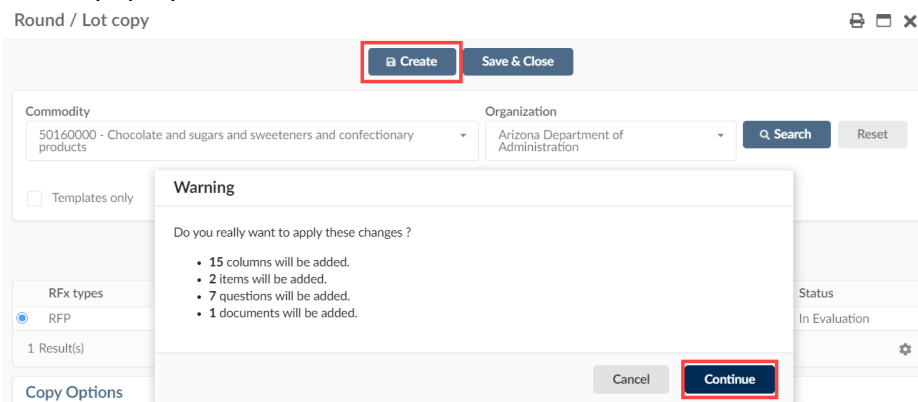
4. Navigate to the **Prepare Rfx** tab.



5. Click **Create a New Round** under Other Actions.



6. On the pop-up click **Create**, then, click **Continue**.



7. Select **Cancellation** from the **RFx Types** dropdown.

RFx types *

Cancellation

Cancellation

IFB

Micro-Purchase

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

9. Click **Send Solicitation for Approval** at the top of the page.

Save & Close Save Forward Send Solicitation for Approval Other Actions

10. Next, Click **Confirm Cancellation** at the top of the page.

Save & Close Save Confirm Cancellation Other Actions

11. On the pop-up, click **Ok**.

Note: The System will not allow any further changes to the sourcing project after this step.

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

Prepare RFx Tab:

RFx Settings

Status

Achieved Save as a template

Release Status Canceled

RFx types Cancellation

Setup Project Tab:

General Information

Code BPM002551 Is a template

Label Sweet Treats JJ 9.21.2020

Sourcing Project Type RFx Status Closed

Note: Suppliers are not notified by APP the sourcing project has been cancelled/closed. It is the responsibility of Procurement Officers to make suppliers aware of the cancellation.