How to Cancel an RFx

Below are the steps to be taken when cancelling an RFx.

1. In the RFx, click 'Edit' and select the User-Specified Status tab. Select "Closed" in the dropdown under the Status column that corresponds to the 'Close RFx' Status Type. The date field will automatically populate with the current date.

2. Select the 'Notes and Attachments' tab. Under Notes, click 'Add' and select 'Synopsis Description'.

3. A text box will be displayed for you to type relevant cancellation text which will appear on the RFx as 'Notice to Bidder' text. (See SRM screen caption & RFx output examples below):

SRM:

RFx output:

QUESTIONS TO BE COMPLETED BY VENDOR	Required
_____ Delivery in Days After Receipt of Order	

Name of Solicitation: Cancel after BOD 8x3845

Notice to bidder:
This RFx is being cancelled in its entirety due to budget constraints.

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:43231500 Cancel RFx after BOD	15	EA	_____	_____
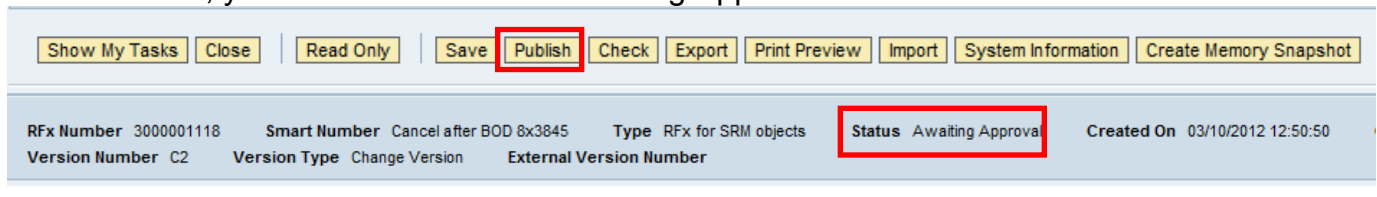
4. Below is how this is displayed in LaPac:

Bid Number	Description	Date Issued	Bid Opening Date	Bid Opening Time	Help
3000000521	Galvanized Steel Posts **Bid Cancelled 3/16/2012 2:31:13 PM**	3/16/2012	6/20/2012	3:00 P.M. CT	107001
3000000521-1	**Addendum 1** Galvanized Steel Posts				

5. Click 'Publish' when you have completed your changes to cancel this RFx. After you click Publish, your RFx Status will be 'Awaiting Approval'.
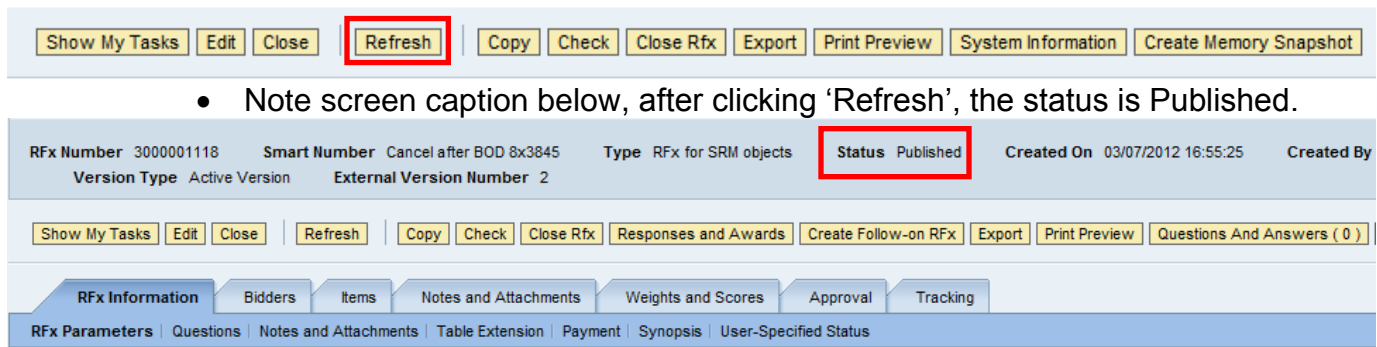
| Show My Tasks | Close | | Read Only | | Save | Publish | Check | Export | Print Preview | Import | System Information | Create Memory Snapshot |

RFx Number 3000001118   Smart Number Cancel after BOD 8x3845   Type RFx for SRM objects   Status Awaiting Approval   Created On 03/10/2012 12:50:50
Version Number C2   Version Type Change Version   External Version Number

6. It is necessary to click 'Refresh' after Publish to advance the status of the RFx to Published.

| Show My Tasks | Edit | Close | | Refresh | | Copy | Check | Close Rfx | Export | Print Preview | System Information | Create Memory Snapshot |

- Note screen caption below, after clicking 'Refresh', the status is Published.

RFx Number 3000001118   Smart Number Cancel after BOD 8x3845   Type RFx for SRM objects   Status Published   Created On 03/07/2012 16:55:25   Created By
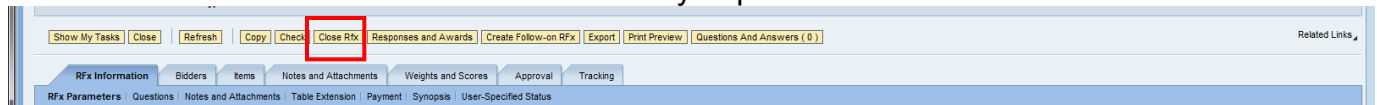Version Type Active Version   External Version Number 2

| Show My Tasks | Edit | Close | | Refresh | | Copy | Check | Close Rfx | Responses and Awards | Create Follow-on RFx | Export | Print Preview | Questions And Answers (0) |

| RFx Information | Bidders | Items | Notes and Attachments | Weights and Scores | Approval | Tracking |

RFx Parameters | Questions | Notes and Attachments | Table Extension | Payment | Synopsis | User-Specified Status

7. **Remember** to click 'Close RFx' after you publish the cancellation.
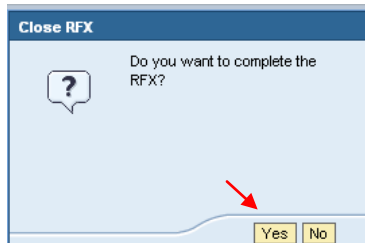
| Show My Tasks | Close | | Refresh | | Copy | Check | Close Rfx | Responses and Awards | Create Follow-on RFx | Export | Print Preview | Questions And Answers (0) | Related Links

| RFx Information | Bidders | Items | Notes and Attachments | Weights and Scores | Approval | Tracking |

RFx Parameters | Questions | Notes and Attachments | Table Extension | Payment | Synopsis | User-Specified Status

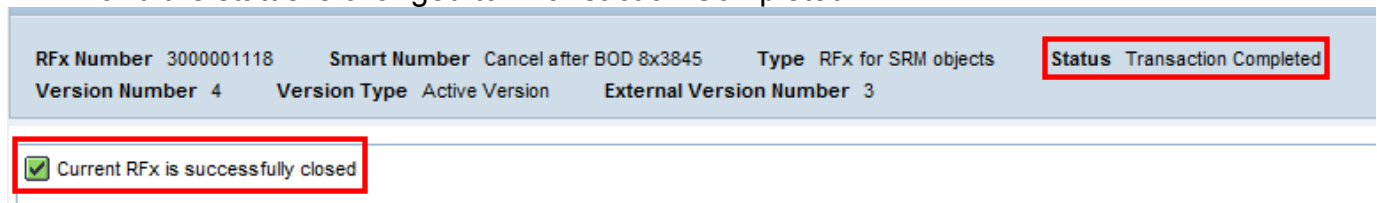8. Click on 'Yes' in the Close RFx message to confirm you want to complete the RFx.

Close RFX

? Do you want to complete the RFX?

Yes   No

9. After clicking Yes, the message is returned that the 'Current RFx is successfully closed' and the status is changed to 'Transaction Completed'.

RFx Number 3000001118   Smart Number Cancel after BOD 8x3845   Type RFx for SRM objects   Status Transaction Completed
Version Number 4   Version Type Active Version   External Version Number 3

☑ Current RFx is successfully closed