HePS

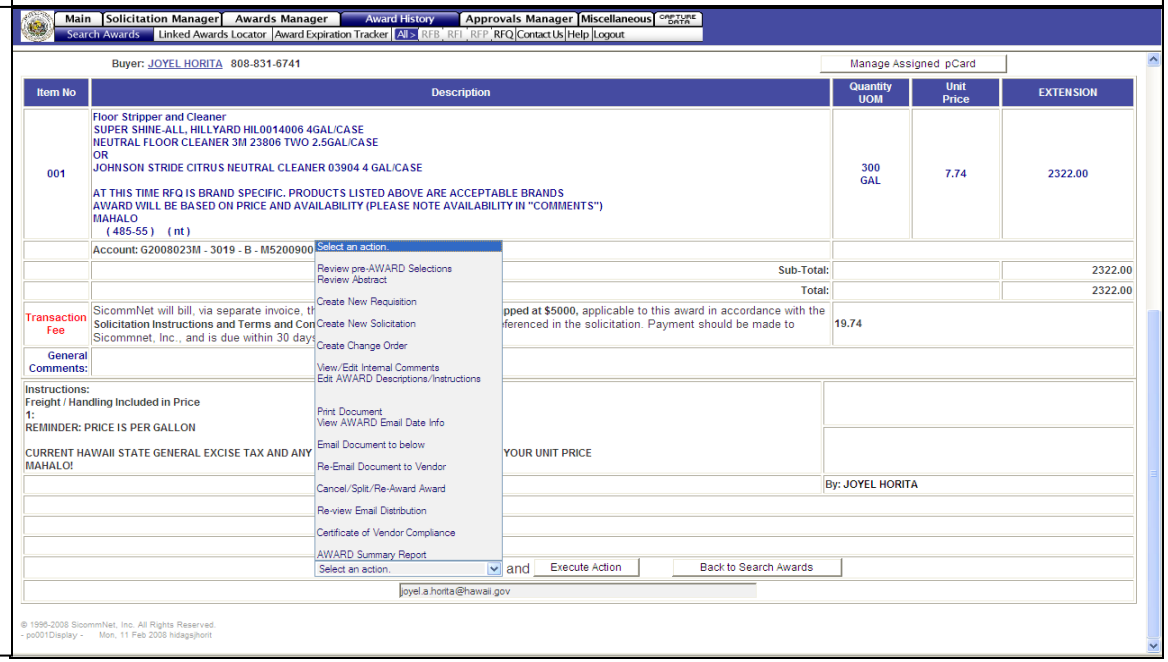
Hawaii eProcurement System

How Do I Cancel an Award and Award to Another Vendor?

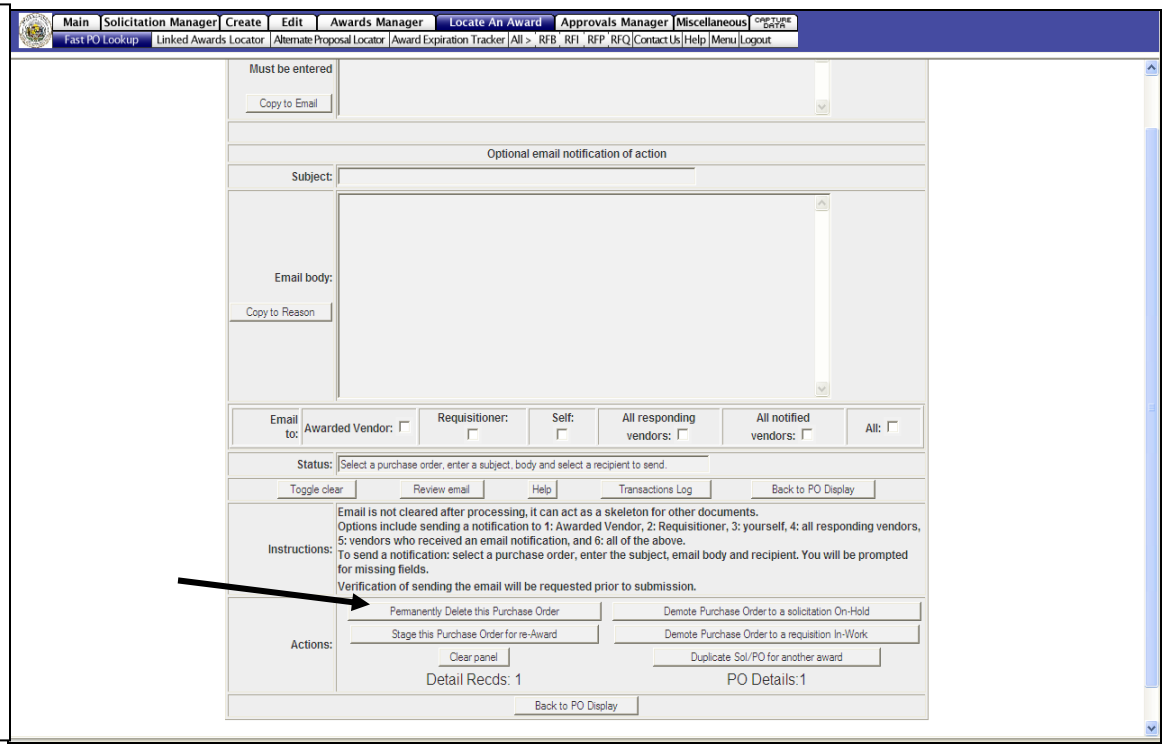
Start by finding the current award in the Awards History Section. You can dDo this 2 ways.

On the main tab select **Award History**
On the sub-tab, select the solicitation type to the right of **All> (RFB, RFI, RFP,** or **RFQ)**. A list of all awards in the particular type will appear.
Select the **Details** button for the award you want to cancel. The **Notice of Award** will appear.
Or
On the main tab select **Award History.**
On the sub-tab, select **Search Awards.**
Find the award you want to cancel by using one of the methods shown.

Scroll to the bottom of the Notice of Award and click the arrow on the **Select an Action** dropdown**.**
Select **Cancel/Split/Re-Award Award** and **Execute Action.** A new page will appear.



Complete the reason and email section at the top to notify the vendor (or all vendors) that you are taking this action.
At the least, notify the vendor that is being cancelled.

Select **Stage this Purchase Order for re-award**

This action will cancel the current award and re-stage the original **Abstract.** back in**.**
You will find by selecting:
Awards Manager tab and **RFQ** subtab; or
Create an Award/RFQ quick link.