HePS

Hawaii eProcurement System

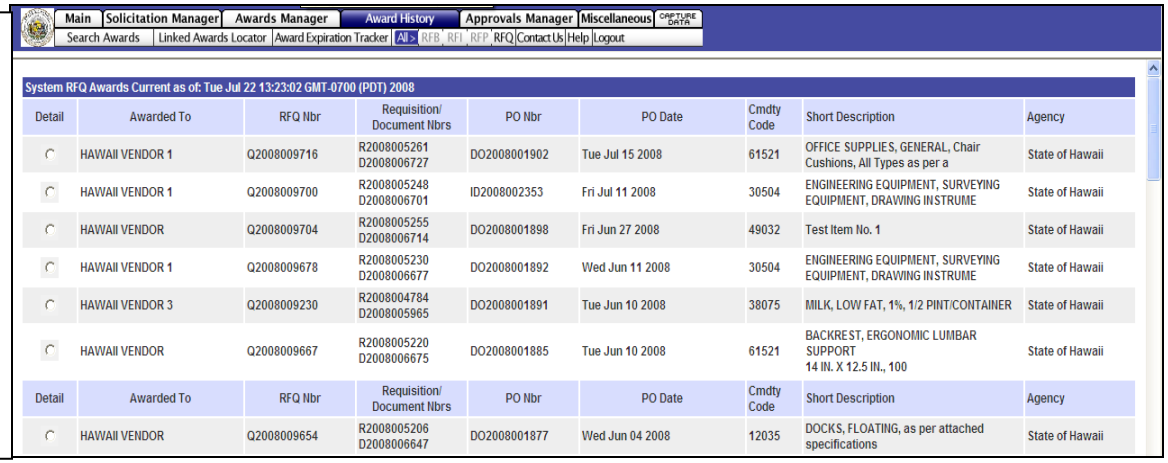
How Do I Cancel an Award

NOTE: Once you cancel an award you will not have access to the award, the solicitation, vendor responses or any attachments. You must copy or print all information for your procurement file before you cancel the award. If you want to award to another vendor who responded to the solicitation, see *How do I Cancel an Award and Award to Another Vendor.*

Start by finding the award in the Awards History.

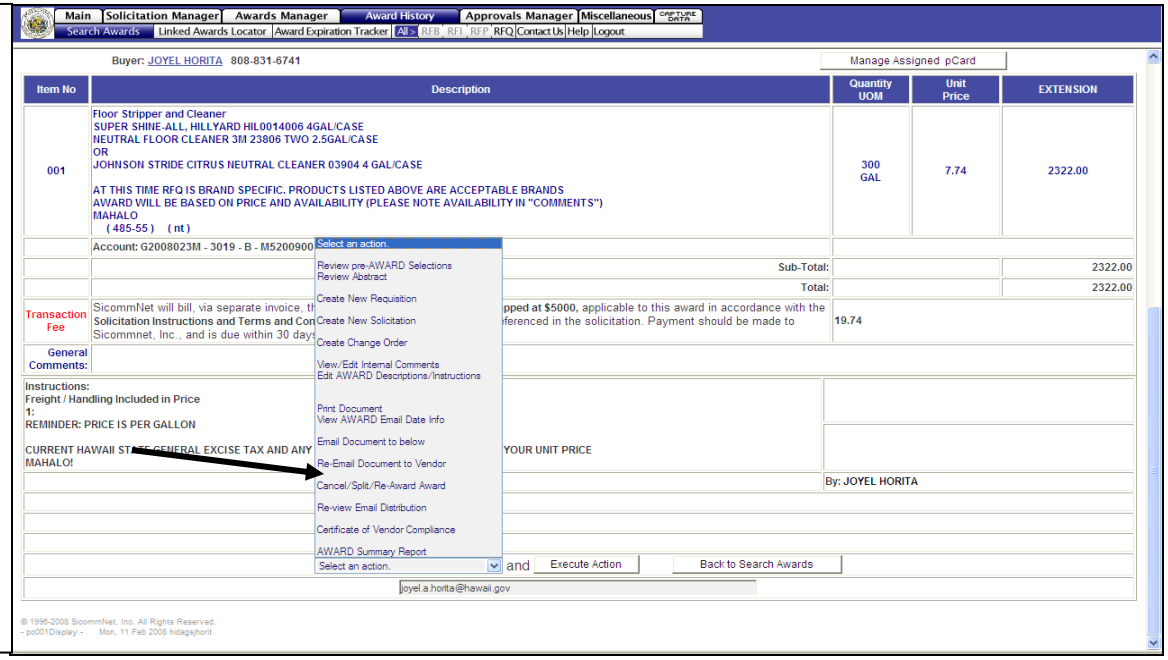
On the main tab select **Award History**
On the sub-tab, select the solicitation type to the right of **All> (RFB, RFI, RFP,** or **RFQ)**. A list of all awards in the particular type will appear.

Select the **Details** button for the award you want to cancel. The **Notice of Award** will appear.



Detail	Awarded To	RFQ Nbr	Requisition/ Document Nbrs	PO Nbr	PO Date	Cmdty Code	Short Description	Agency
	HAWAII VENDOR 1	Q2008009716	R2008005261 D2008006727	DO2008001902	Tue Jul 15 2008	61521	OFFICE SUPPLIES, GENERAL, Chair Cushions, All Types as per a	State of Hawaii
	HAWAII VENDOR 1	Q2008009700	R2008005248 D2008006701	ID2008002353	Fri Jul 11 2008	30504	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	State of Hawaii
	HAWAII VENDOR	Q2008009704	R2008005255 D2008006714	DO2008001898	Fri Jun 27 2008	49032	Test Item No. 1	State of Hawaii
	HAWAII VENDOR 1	Q2008009678	R2008005230 D2008006677	DO2008001892	Wed Jun 11 2008	30504	ENGINEERING EQUIPMENT, SURVEYING EQUIPMENT, DRAWING INSTRUME	State of Hawaii
	HAWAII VENDOR 3	Q2008009230	R2008004784 D2008005965	DO2008001891	Tue Jun 10 2008	38075	MILK, LOW FAT, 1%, 1/2 PINT/CONTAINER	State of Hawaii
	HAWAII VENDOR	Q2008009667	R2008005220 D2008006675	DO2008001885	Tue Jun 10 2008	61521	BACKREST, ERGONOMIC LUMBAR SUPPORT 14 IN. X 12.5 IN., 100	State of Hawaii
Detail	Awarded To	RFQ Nbr	Requisition/ Document Nbrs	PO Nbr	PO Date	Cmdty Code	Short Description	Agency
	HAWAII VENDOR	Q2008009654	R2008005206 D2008006647	DO2008001877	Wed Jun 04 2008	12035	DOCKS, FLOATING, as per attached specifications	State of Hawaii

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.



Enter the **Internal Reason** at the top.

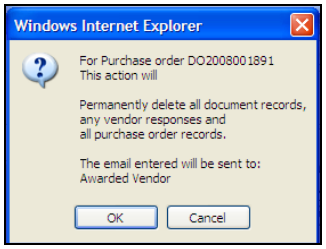
Enter the **email** section to notify the vendor (or all responding or all notified vendors) that you are taking this action. If you plan to re-solicit, be sure to state so in the e-mail and send the e-mail at least to all responding vendors.

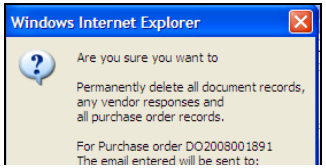
Email to: Select who to send the email to by checking the boxes. Do not select ALL.

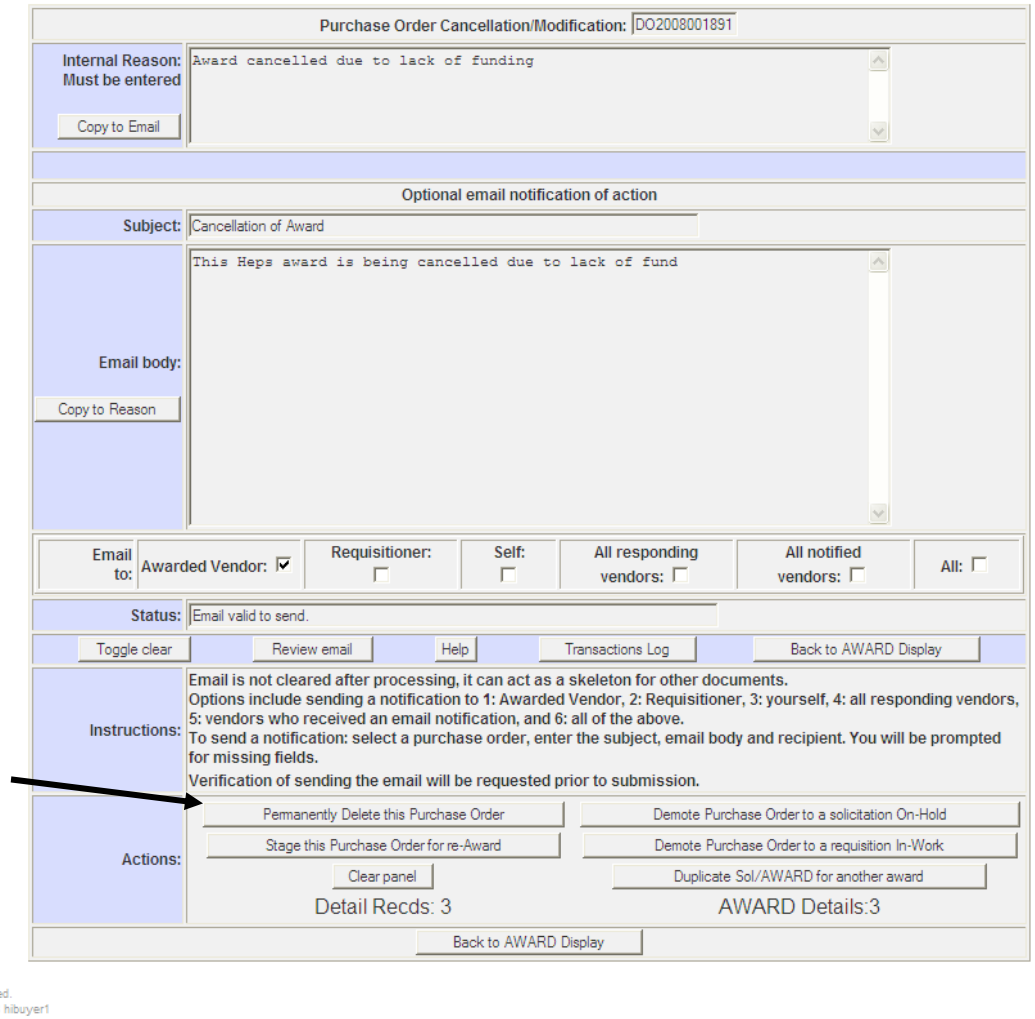
Select the **Review email** button to review your e-mail.

Select the **Permanently Delete this Purchase Order** button

Popup messages will appear to confirm your actions. Click **OK**.







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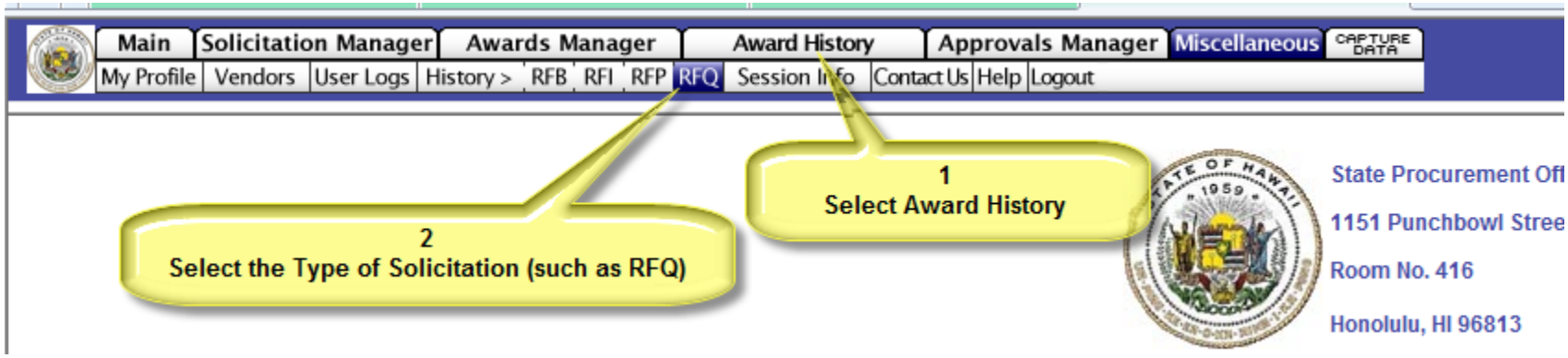
To See a Listing of Awards You Have Cancelled

1. From the main tab, select **Miscellaneous**.
2. From the subtab, to the right of **History**, select the type of Solicitation (such as RFQ). A listing will appear.