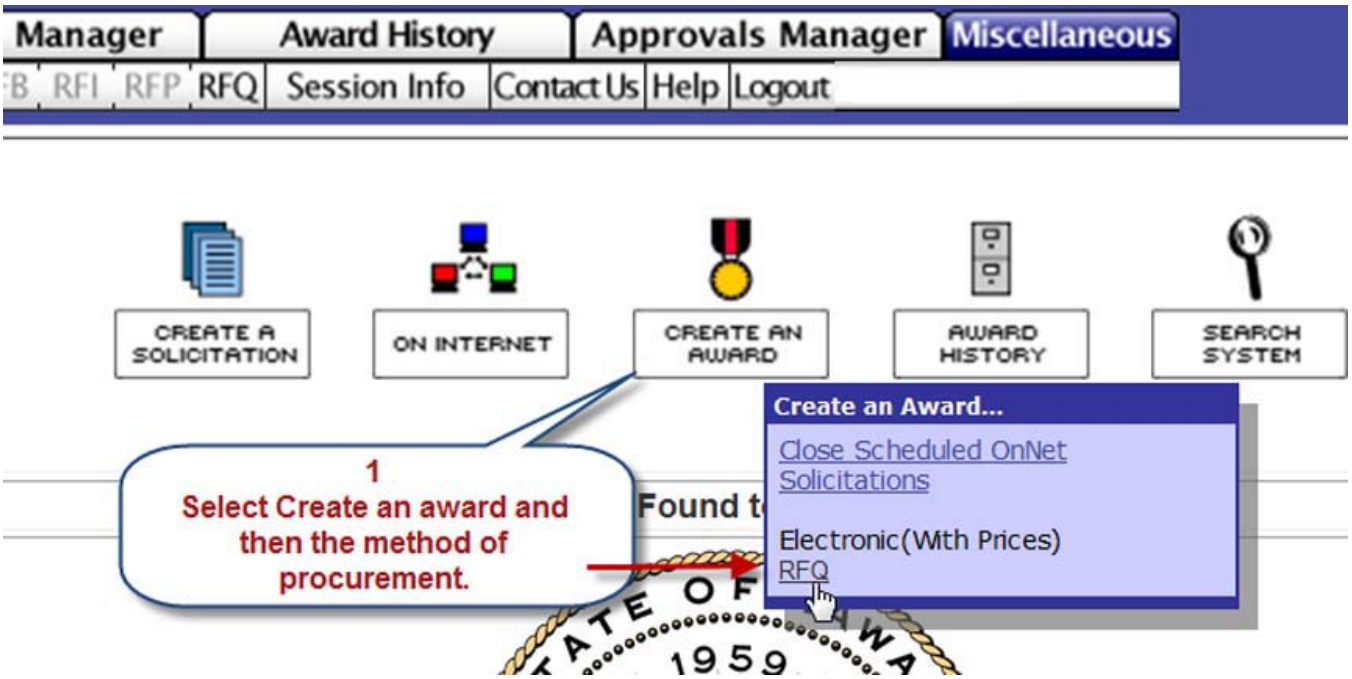
State Procurement Office

Hawaii eProcurement System - HePS

How Do I
Cancel a Solicitation Awaiting Award?

Log in.

1. Select the icon **Create an Award** and from the pop up the method of Procurement (i.e. RFQ)

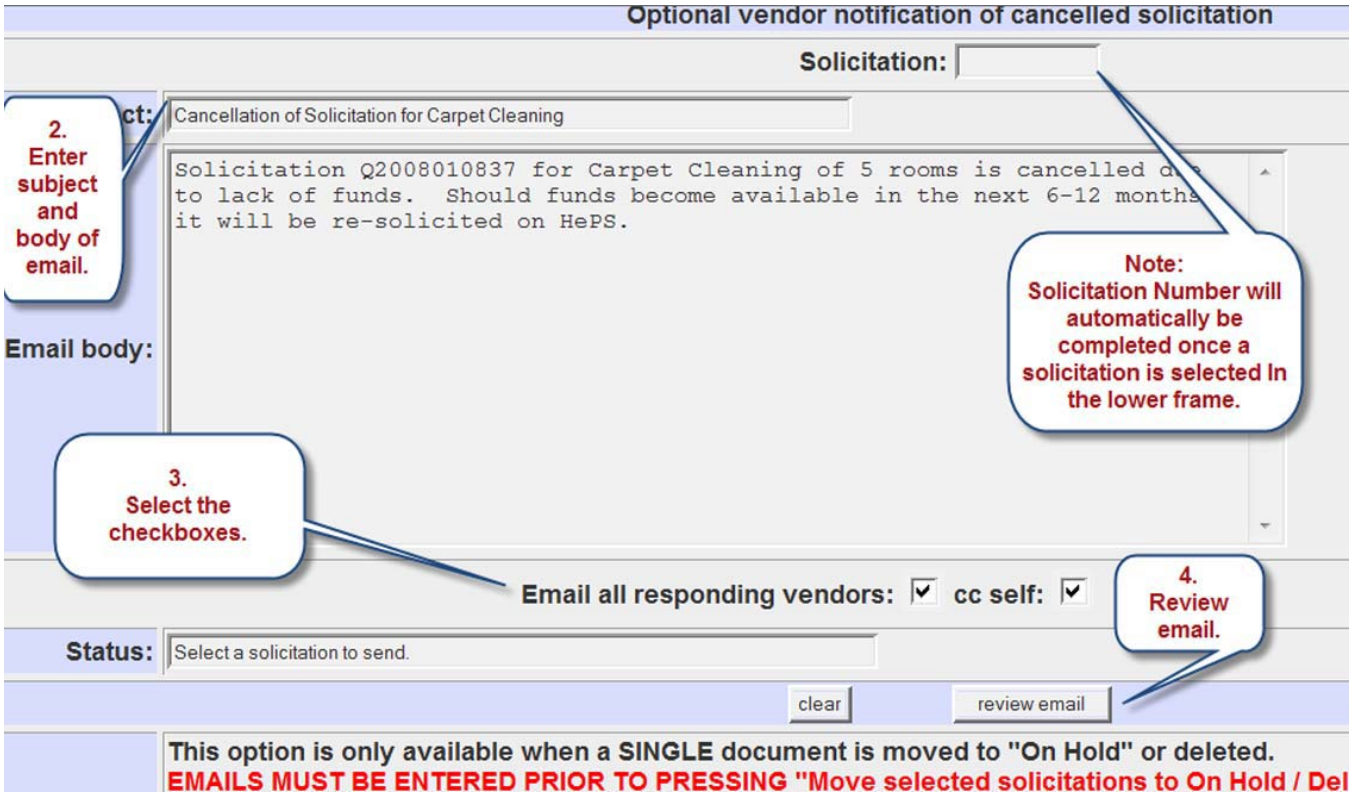


The page that appears has an upper and lower frame.

2. In the upper frame, enter the e-mail message and subject. The subject should state Cancellation of <add the descriptive title of the solicitation> In the body of the email be sure to include:
- Solicitation title;
- Quote number of the solicitation;
- Reason for the cancellation;
- Whether the item will be re-solicited and approximately when (i.e. shortly, next year, in November/December, etc.).

3. Select the checkboxes **Email all responding vendors** and **cc Self**.
Note that the ***status*** changes once all required fields are entered.

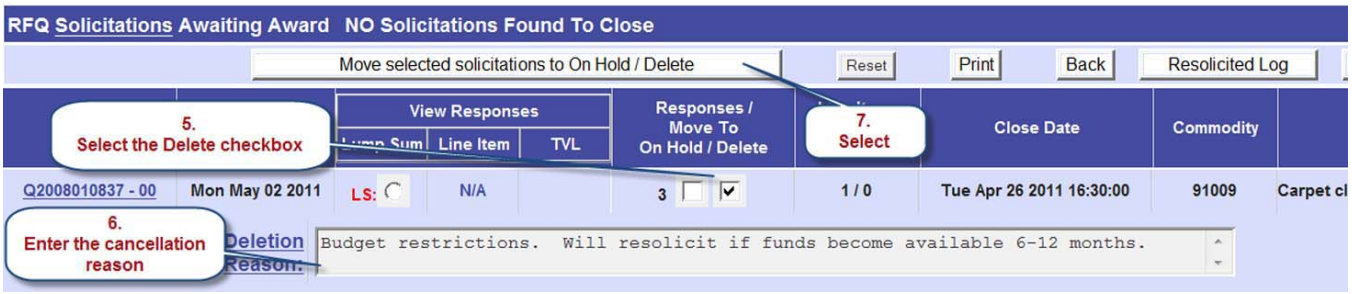
4. Select **review email**. Check for spelling, grammar, etc.
   Note: The **solicitation** text box is automatically completed once the solicitation is selected from the lower frame.



5. In the lower frame, in the **Responses / Move To On Hold / Delete** column, select the **Delete** check box for the solicitation you want to cancel.

6. A **Delete Reason** text box will appear. Enter the reason for cancellation of the solicitation.

7. Select the button **Move selected solicitations to On Hold/Delete.**



Note: Once you have cancelled a solicitation, you will not be able to retrieve the vendor responses.

You can find the deleted solicitation in **Miscellaneous** > **History > RFQ** (or appropriate method of procurement).