State Procurement Office

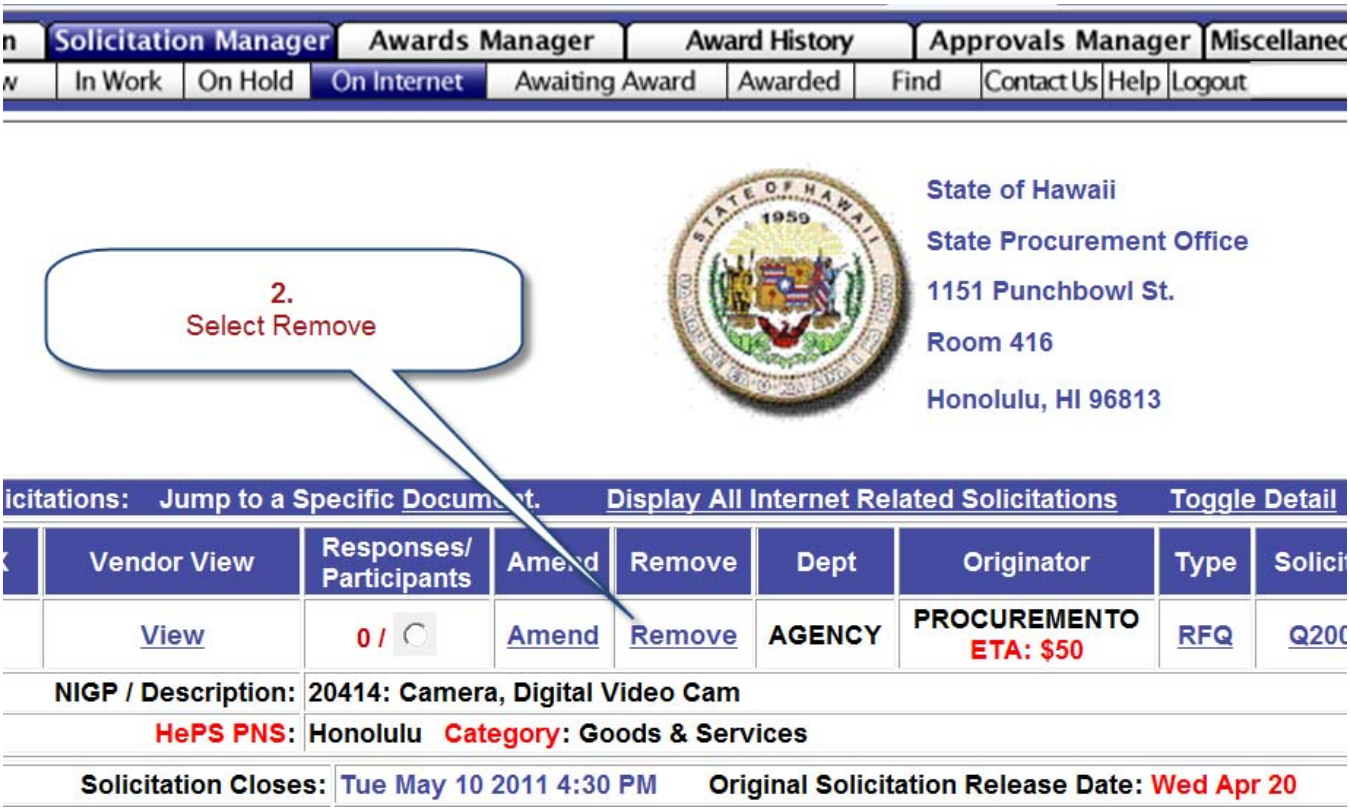
Hawaii eProcurement System - HePS

How Do I
Cancel a Solicitation on the Internet?

Log in.

1. Go to **On Internet**

2. Select **Remove**



Notice that there are several functions available under the 'Remove' link.

3. A pop-up will appear. Select **OK**. A new page will appear. It has an upper and lower frame.

The upper frame displays an email form to be used to notify vendors that you are cancelling this solicitation.

4. In the upper frame, enter the e-mail message. Be sure to include:

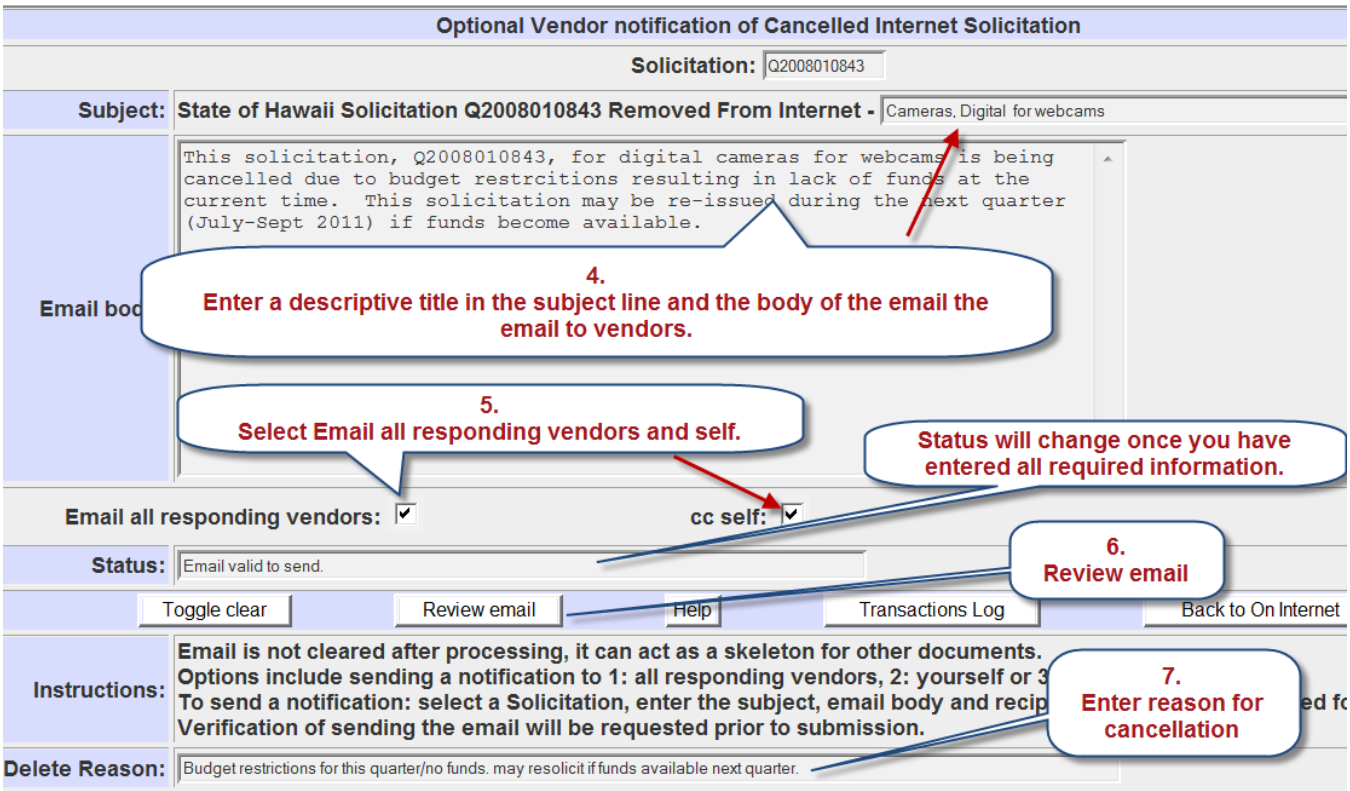
- Solicitation title;
- Quote number of the solicitation;
- Reason for the cancellation;
- Whether the item will be re-solicited and approximately when (i.e. shortly, next year, in November/December, etc.).

5. Select the check box for **Email all responding vendors.**
Recommended: also select the checkbox **cc Self.**

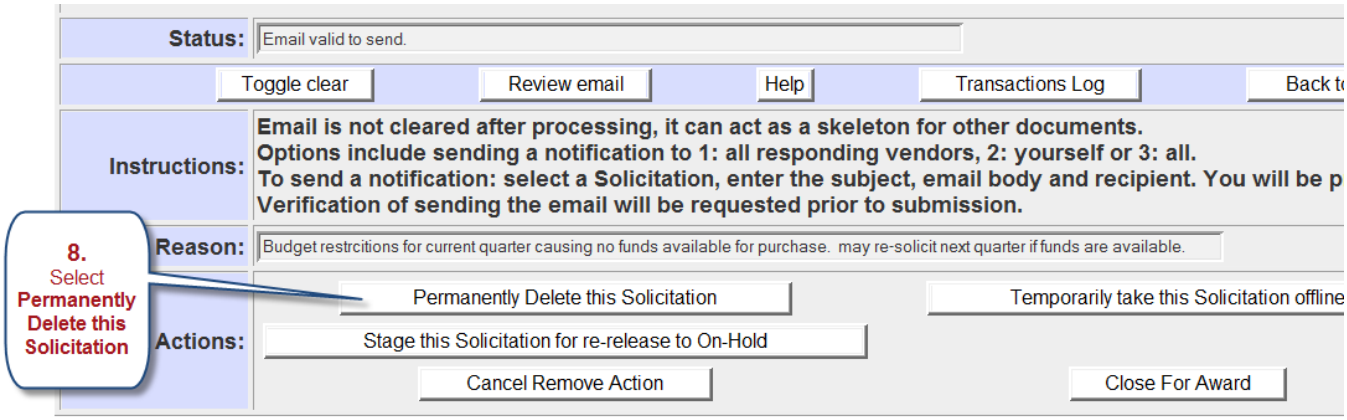
Note: Once you have entered all required information **Status** will change to ***Email valid to send*.**

6. Select **Review e-mail** to review your e-mail before sending it out. A pop-up will appear showing that your name/contact information is automatically added to the e-mail. Check your spelling.

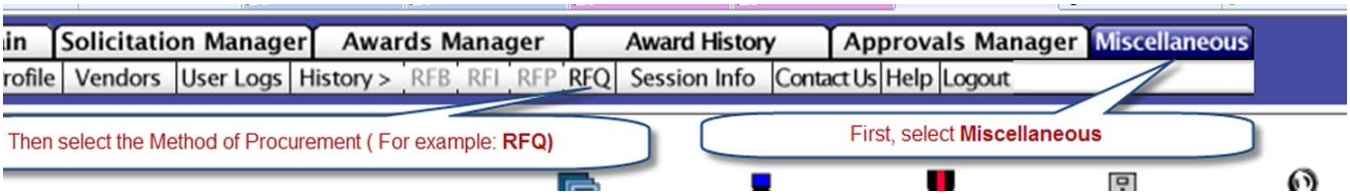
7. In **Delete Reason,** enter the reason for the cancellation**.**



8. Select **Permanently Delete this Solicitation**. Pop-ups will appear to confirm your action.



You will find your history of deleted solicitations under the tab **Miscellaneous**. In the row of subtabs, to the right of **History** select RFQ or the appropriate method of procurement (RFB=Invitation for Bid, or RFP=Request for Proposal).



You will see a listing of all your cancelled solicitations and awards along with the reason you entered. To see the solicitation or award, click the solicitation or award number.

Note:

Solicitation numbers format with a Q, B or P followed by the 4 digit fiscal year and numbers assigned by HePS.

Award Numbers begin with a DO or ID followed by the 4 digit fiscal year and numbers assigned by HePS.

Remember: The documentation of reasons for the cancellation shall be available to the public.