

QUICK REFERENCE GUIDE

Close or Cancel a Supplier Contract or Contract Lines

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Close or Cancel a Supplier Contract or Contract Lines

Department of Administration's Office of State Procurement recommends that agencies cancel or close existing supplier contracts that they no longer need. Canceling or closing these contracts streamlines reports both for agencies and for OSP.

- Cancel supplier contracts that have no activity against it.
- Close supplier contracts that have activity against it.

Before canceling or closing an existing supplier contract:

1. Check to see that there is activity against it.

Click the Document Status link on the header. View any associated documents by clicking on the Doc ID.

- If there is no activity against it, you can cancel it.

The screenshot shows a window titled 'Associated Document' with a 'Documents' tab selected. The table below the header is empty, displaying the text 'No Documents' in the center.

Document Type	DOC ID	Status	Document Date	Location
No Documents				

- If there is activity against it, you can close the supplier contract.

The screenshot shows a window titled 'Associated Document' with a 'Related Info' tab selected. The table below the header contains one row of data.

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
G1001	Purchase Order	3000003554	Dispatched	04/14/2016	0000938535	001

2. Make sure that there are no outstanding purchase orders against it.

You may need to update the purchase order before closing the contract that it references. Buyers use a change order to reduce the purchase order to what has been paid. The change order allows the purchase order to be reduced and then closed on the Buyer's WorkBench. Then, funds flow back to the contract.

For more information about purchase orders, view the **Purchase Order** guides. <http://mn.gov/mmb/accounting/swift/training-support/reference-guides/purchasingqrg.jsp>

SWIFT will not allow you to cancel or close an existing contract if there are any active transactions against it.

Steps to Cancel or Close an Existing Supplier Contract

Step 1: Navigate to the Existing Supplier Contract.

- **Navigation:** Main Menu, Supplier Contracts, Create Contracts and Documents, Contract Entry, Find an Existing Contract
- Keep the *SetID* as "SHARE".
- Enter information in the **Search Criteria** fields to locate the contract (e.g., *Contract ID*).
- Click **Search**.

Contract Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

SetID: =

Contract ID: begins with

Contract Version: =

Version Status: =

Contract Process Option: =

Short Vendor Name: begins with

Vendor Name: begins with

MMD Contract Release Number/T-Number: begins with

Buyer: begins with

Buyer Name: begins with

Correct History Case Sensitive

[Basic Search](#)

Step 2: Update the Supplier Contract.

- Click on the header Comments field and add a message why the contract is being cancelled or closed.

Comments

[Use Standard Comments](#) **Comment Status:**

Service is no longer needed. Name of person authorizing this change. Phone Number. |

- On the **Contract Entry** page, change the *Status* to "Cancelled" or "Closed" depending upon if there is activity against it.

Contract Entry

Contract

SetID:	SHARE	Contract Version	
Contract ID:	000000000000000000094036	Version:	1 Status: Current
*Status:	<input type="text" value="Canceled"/>	Approval Due Date:	

- Lines without activity against them will have a **Cancel Line** icon (e.g., red X).

Line	Item	Description	UOM	Category	Maximum Line Amount	Remaining Amount	Total Line Released Amount	Total Line Released Amount	Include for Release	Status
1		Advisory Services FY15	EA	80101500	346,475.00	\$333,158.75	13,316.25	13,316.25	<input checked="" type="checkbox"/>	Active
2		Advisory Services FY16	EA	80101500	346,475.00	\$237,863.43	108,611.57	108,611.57	<input checked="" type="checkbox"/>	Active
3		Advisory Services FY17	EA	80101500	346,475.00	\$346,475.00	0.00	0.00	<input checked="" type="checkbox"/>	Active

- You can click on the Line Comments icon (e.g., white comment bubble) and add a comment.

The **Comments for Line** page appears. Add more detail about the change. You can attach any documentation for this change. Click **OK** when you are done.

Comments for Line 5

SetID: SHARE Contract ID: 00000000000000000000000088785 Version: Line: 1 5

Retrieve Active Comments Only

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending

Comments First 1 of 1 Last

[Use Standard Comments](#) Comment Status: Active

[Use Item Specifications](#)

Contract to be terminated, per Staff Name, reason for termination, Contact information.

Send to Vendor Show at Receipt Copy to Purchase Order
 Show at Voucher

Associated Document

Attachment: Email

From -> CNT SHARE-00000000000000000000000088785

The **Contract Entry** page is displayed. Click the **Cancel Line** icon. A **Warning** message appears. Click "Yes" if you wish to cancel the line.

Message

This action will cancel line 5 for this contract. Continue? (10400,462)

The action that you are taking will cancel this line for this Contract. If you do not want to cancel this line, then you cannot perform the action at this time.

The **Contract Entry** page is updated. The line now has a *Cancelled* status.

5		Advisory ServicesFY19	EA	80101500	346,475.00	\$346,475.00	0.00			Cancelled
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Step 3: Save the Supplier Contract.

- Click the **Save** button at the bottom of the page.
- The **Change Reason** page reappears. Update as needed. Click **OK**.
- Update the *Status* to "Approved" at the top of the page.
- Click **Save**. Respond to the **Change Reason** page.

You have successfully cancelled a line on an existing supplier contract.