Close or Cancel a Supplier Contract or Lines

Department of Administration’s Office of State Procurement (OSP) 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.

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

This guide provides information about reviewing the contract before closing or canceling it. It describes the steps to close or cancel a contract. It also describes the steps to close or cancel a contract line.

Steps to close or cancel a contract

- Step 1: Navigate to the Contract Entry page
- Step 2: Review the contract
- Step 3: Update the supplier contract

Steps to close or cancel a contract line

- Step 1: Navigate to the Contract Entry page
- Step 2: Review the contract line before closing or canceling it
- Step 3: Update the supplier contract line

Review the contract before closing or canceling the contract or line

Before canceling or closing an existing supplier contract, review these two items.

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

Select the Document Status link on the header. View any associated documents by selecting the Doc ID.

- Cancel: If there is no activity against it, you can cancel it.
Close: If there is activity against it, you can close the supplier contract.

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, review the SWIFT Reference Guide for purchase orders about how to close a purchase order using the Buyer’s WorkBench.

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

Steps to Cancel or Close an Existing Supplier Contract

Step 1: Navigate to the Contract Entry page

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<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
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<tbody>
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<td><strong>Navigation Collection</strong></td>
<td>Procurement, Supplier Contract, Create Contracts and Documents, Contract Entry page defaults.</td>
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1. On the Contract Entry page, select the Find an Existing Value tab. SWIFT opens up the Search Criteria section of the Find an Existing Value page.

2. Enter search items such the Contract ID. Press the Search button. On the Search Results section, select the Contract ID.
Step 2: Review the contract before closing or canceling it

- Make sure that there is no activity against it to determine to close or cancel it.
- Make sure there are no outstanding purchase orders against it.

Step 3: Update the Supplier Contract

1. Update the Status.

Depending on the Status of the contract, you may need to change it to “Open” in order to update fields on it.

2. Add a comment about why the contract is being closed or cancelled.

Select the Add/Edit Comments link on the header. SWIFT displays the Header Comments page. On the Comments field, enter a message why the contract is being cancelled or closed. Then, select OK.
3. Change the Status to Cancelled or Closed.

On the **Contract Entry** page, change the Status to “Cancelled” or “Closed” depending upon if there is activity against it. If you are cancelling a contract, SWIFT displays a warning message. Select **OK**.

After you cancel or close an existing supplier contract, the Status will reflect this change when you search for it.

**Steps to Cancel or Close an Existing supplier contract line**

**Step 1: Navigate to the Contract Entry page**

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**Step 2: Review the contract line before closing or canceling it**

- Make sure that there is no activity against it to determine to close or cancel it.
- Make sure there are no outstanding purchase orders against it.
Step 3: Update the Supplier Contract Line.

On the Contract Entry page, confirm or change the Status to “Open”. If you change the Status and select Save at the bottom of the page, SWIFT displays the Change Reason page. Add a Reason Code and a comment about the change. Select OK.

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

- As an option, you can add line comments using the Line Comments icon (e.g., white comment bubble) and add a comment.

SWIFT displays the Comments for Line page. Add more detail about the change. You can attach any documentation for this change. Select OK when you are done.
When you are ready to cancel the line, select the **Cancel Line** icon. SWIFT displays a **Warning** message appears. Select **Yes** if you wish to cancel the line.

![Warning message](image)

This action will cancel line 1 for this contract. Continue? (10400.402)

If you do not want to cancel this line, then you cannot perform the action at this time.

SWIFT updates the **Contract Entry** page. The line now has a **Cancelled** status.

![Contract Entry page](image)

### Step 4: Save the Supplier Contract.

- Click the **Save** button at the bottom of the page.
- The **Change Reason** page reappears. Update as needed and then press **OK**.
- Update the **Status** to “Approved” at the top of the page.
- Select **Save** and respond to the **Change Reason** page.

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