

## QUICK REFERENCE GUIDE

February 20, 2024

### Cancel an Event

Buyers should review their events in SWIFT on a regular basis. Cancel events you do not intend to award or reuse. Canceling events is especially important if there is a requisition attached to the event. You want SWIFT to release the funds from the requisition into the budget. Close the event lines if you will not need them or will not be awarding them.

- **IMPORTANT!** You can cancel an event if it does not have a Status of “Awarded”, or “Not Awarded”.
- Once SWIFT completes the cancellation, you cannot undo the cancellation. If you still need the event, you must create it again.
- When you cancel an event, SWIFT will change the Status to “Cancelled”. If you posted the event, SWIFT will send a cancellation notification to any invited bidders or bidders who submitted responses. This guide describes the steps to cancel an individual event.

### Step 1: Access the event from the Event Workbench

1. Navigate to the **Event Workbench** page.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Procurement, Strategic Sourcing, Maintain Events, Event Workbench page defaults.
<b>WorkCenter</b>	Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter. Left menu, Sourcing, Event Workbench page.

2. On the Event Workbench page, enter search criteria, such as the Event ID, for the event you wish to cancel. Then, select the **Search** button.

**Event Workbench**

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▼ Search Criteria

Business Unit: G1001

Event ID: 2000015236

Created By: [Search]

Event Format: [Dropdown]

Event Type: [Dropdown]

Event Status: [Dropdown]

From Start Date: [Calendar]

To Start Date: [Calendar]

From End Date: [Calendar]

To End Date: [Calendar]

Category: [Text]

Item ID: [Text]

Description: [Text]

Sort With: End Date

Sort Order: Ascending

☒ Only show Events I created

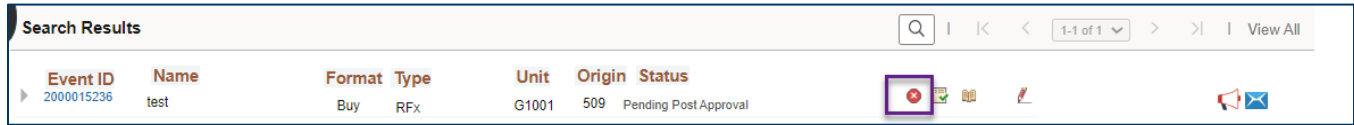
☒ Only show Active Events

☐ Use my search defaults

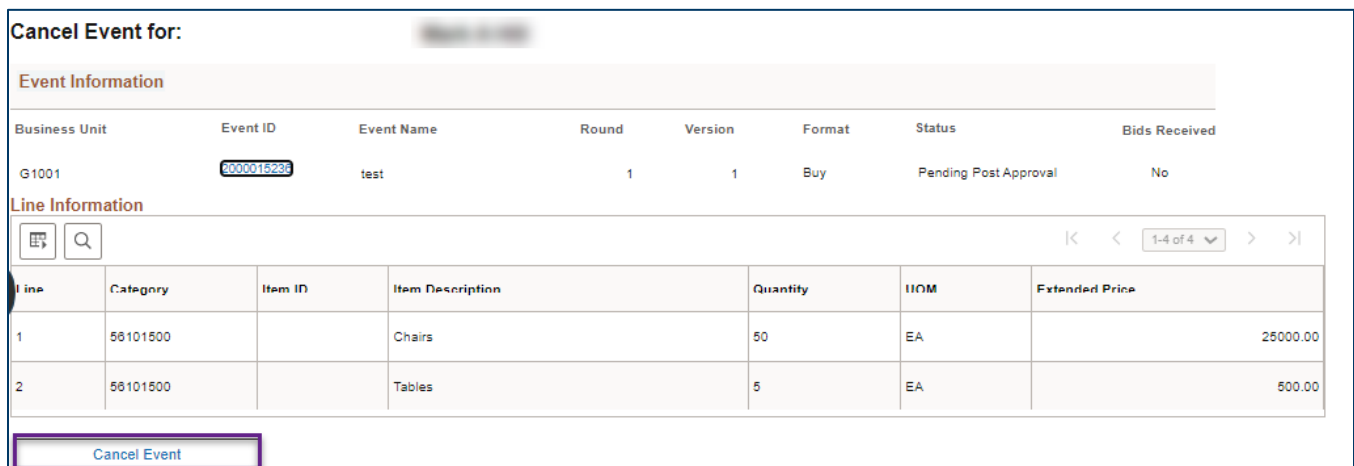
**Search** [Reset]

## Step 2: Cancel the event

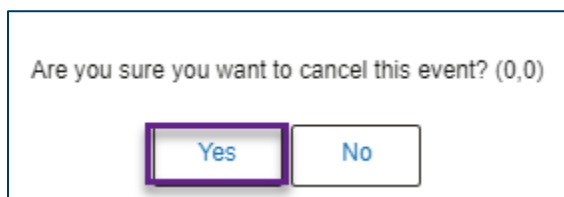
1. SWIFT opens up the Search Results section. Press the **Cancel** icon.



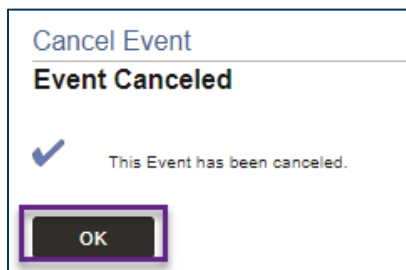
2. SWIFT displays the Cancel Event page.
  - a. Confirm that the event is the one you wish to cancel.
  - b. Press the **Cancel Event** button at the bottom of the page.



3. SWIFT provides a message. Press **Yes** to confirm the cancellation.



4. SWIFT provides a confirmation it canceled the event. Press **OK**.



5. SWIFT returns you to the Cancel Event page.
  - a. You can see the updated Status of "Cancelled."

- b. Select the **Return to Event Workbench** link at the bottom of the page.

**Cancel Event for:** [Redacted]

**Event Information**

Business Unit	Event ID	Event Name	Round	Version	Format	Status	Bids Received
G1001	2000015236	test	1	1	Buy	Cancelled	No

**Line Information**

Line	Category	Item ID	Item Description	Quantity	UOM	Extended Price
1	56101500		Chairs	50	EA	25000.00
2	56101500		Tables	5	EA	500.00

Cancel Event

[Return to Event Workbench](#)

6. On the Event Workbench, you can also see that the event's Status is "Cancelled." You may need to update the Event Status field to "Cancelled" and select **Search**.

**Event Workbench**

**Search Criteria**

Business Unit [Search]  
 Event ID [Search]  
 Created By [Search]  
 Event Format [Dropdown]  
 Event Type [Dropdown]  
 Event Status [Cancelled] [Dropdown]  
 Associated With [Search] Origin [Search]  
 Plan [Search]  
 From Start Date [Calendar] To Start Date [Calendar]  
 From End Date [Calendar] To End Date [Calendar]  
 Category [Search]  
 Item ID [Search]  
 Description [Search]  
 Plan Name [Search]  
 Sort With [End Date]  
 Sort Order [Ascending]  
☒ Only show Events I created  
☐ Only show Active Events  
☐ Use my search defaults  
 Search [Button] Reset [Button]  
[Default Search Preferences](#)

**Legend**

**Search Results**

Event ID	Name	Format	Type	Unit	Origin	Status
2000013860	Plan Administratio...	Buy	RFx	G1001	511	Cancelled
2000015236	test	Buy	RFx	G1001	509	Cancelled