

## QUICK REFERENCE GUIDE

Updated November 1, 2019

### 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.

Steps to complete:

- Step 1: Access the event from the Event Workbench
- Step 2: Cancel the event

### Steps to cancel an 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.
<b>WorkCenter</b>	Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter. Left Menu, Sourcing, Event Workbench page.

2. On the **Event Workbench** page, enter search criteria (e.g., *Event ID*) for the event you wish to cancel. Then, select the **Search** button.

**Event Workbench**

▼ Search Criteria

Business Unit

Event ID  From Start Date  To Start Date

Created By  From End Date  To End Date

Event Format  Category

Event Type  Item ID

Event Status  Description

Associated With  Origin  Plan

Sort With

Sort Order

Only show Events I created

Only show Active Events

Use my search defaults

## Step 2: Cancel the event

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

Search Results

Event ID Name Format Type Unit Origin Status

Event ID	Name	Format	Type	Unit	Origin	Status
2000003244	DNR RFP Itasca Sta...	Buy	RFx	R2901	A44	Open

Cancel icon

2. SWIFT displays the **Cancel Event** page.

Confirm that the event is the one you wish to cancel. Press the **Cancel Event** button.

**Cancel Event for:**

**Event Information**

Business Unit	Event ID	Event Name	Round	Version	Format	Status	Bids Received
R2901	2000003244	DNR RFP Itasca State Park Amphitheater	1	2	Buy	Open	No

**Line Information**

Line	Category	Item ID	Item Description	Quantity	UOM	Extended Price
1	80161507		Itasca State Park Amphitheater	1	EA	0.01

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

Are you sure you want to cancel this event? (0,0)

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

**Cancel Event**

**Event Canceled**

✓ This Event has been canceled.

- SWIFT returns you to the **Cancel Event** page. You can see the updated *Status* of “Cancelled”. Select the **Return to Event Workbench** link.

**Cancel Event for:**

**Event Information**

Business Unit	Event ID	Event Name	Round	Version	Format	Status	Bids Received
R2901	<a href="#">2000003244</a>	DNR RFP Itasca State Park Amphitheater	1	2	Buy	Cancelled	No

**Line Information**

1-1 of 1

Line	Category	Item ID	Item Description	Quantity	UOM	Extended Price
1	80161507		Itasca State Park Amphitheater	1	EA	0.01

Cancel Event

[Return to Event Workbench](#)

On the **Event Workbench**, you can also see that the event’s *Status* is “Cancelled”.

**Search Results** 1-1 of 1 View All

Event ID	Name	Format	Type	Unit	Origin	Status
<a href="#">2000003244</a>	DNR RFP Itasca Sta...	Buy	RFx	R2901	A44	Cancelled

**You have successfully canceled an event.**