

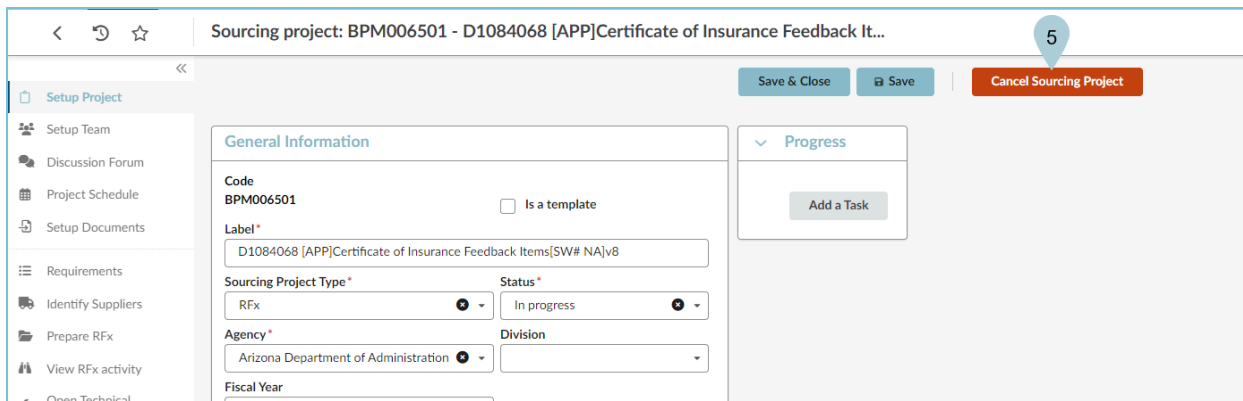
Canceling a Sourcing Project

This document is a quick reference guide for users wishing to cancel a solicitation in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

APP allows procurement users to cancel a Sourcing Project once a new round is created.

Canceling a Sourcing Project

1. From the Sourcing dropdown, select **Sourcing Projects**.
2. Search the Sourcing Project page for the sourcing project you want to cancel.
3. To edit the sourcing project, click the **Pencil** icon. ***DO NOT*** click the Trash Can icon to cancel the solicitation.
4. Upload the Cancellation Solicitation Determination using the applicable template and standard work provided in the [Determinations Library](#) to the latest/most recent round of the RFx Exhibits tab.
5. On the **Setup Project** left margin tab, click the **Cancel Sourcing Project** button.



6. Click **Ok**.
7. Your sourcing project has now been canceled and closed.



APP sends the cancellation notification to the supplier(s).



After this step, the system does not allow any further changes to the sourcing project.

Resources

Click the link below for more information on the Sourcing Project creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/source-contract-qrgs-176>