

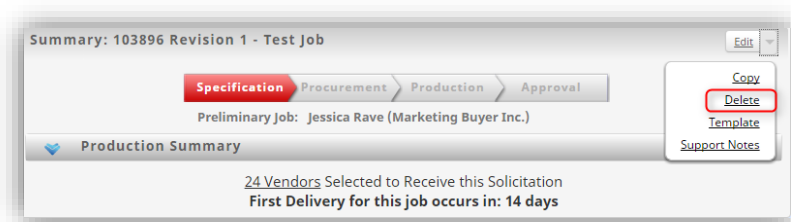
CANCELLING JOBS

DIFFERENT METHODS DEPENDING ON JOB STATE

There are multiple ways to cancel a job depending on where the job is in production. This quick reference sheet will explain the steps necessary to cancel a job in each of those states.

CANCELLING A JOB PRIOR TO BIDDING

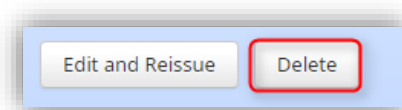
From the specification editor, click the dropdown menu next to **Edit** and select **Delete**.



You will be prompted to confirm that you are deleting the job.

CANCELLING A JOB THAT HAS BEEN RECALLED FROM BIDDING

Once the job has been recalled from bidding, click **Delete**.



CANCELLING AN AWARDED JOB PRIOR TO BEING IN THE DELIVERY STATE - \$0 CHARGE

If the job has not gone past the proof approval stage, click the **Financial** tab. Under the job statement section, click **Cancel this Job** and follow the appropriate prompts to cancel the job and zero out the invoice.

Job Statement			
Date	Transaction ID		Amount
APR-10-17 11:26 AM EDT	443268	Initial Bid and Award	\$3,925.00
		Manufacturing	\$3,925.00
		Un-Invoiced Balance	\$3,925.00

Cancel this Job

Cancel Job

Vendor: Vendor L. (404) \$3,925.00
 1234 Main Street
 Easton, Pennsylvania 18042
 (717) 709 - 0990

You are preparing to cancel this job while it is in production.
 Your vendor will not continue with the production of this job
 and the invoice will be adjusted to \$0.

Return to Job. DO NOT CANCEL Proceed with Cancellation of Job

Cancel Job

Vendor: Vendor L. (404) \$3,925.00
 1234 Main Street
 Easton, Pennsylvania 18042
 (717) 709 - 0990

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 Your vendor will not continue with the production of this job
 and the invoice will be adjusted to \$0.

Note:

Return to Job. DO NOT CANCEL CANCEL JOB

CANCELLING A JOB IN ALL OTHER SITUATIONS (DURING DELIVERY, PRE-DELIVERY BUT NOT \$0 COST)

From the **Financial** tab, click **Start a Change Order**.

Start a Change Order

Enter a **Financial Adjustment** to correct the cost or zero out the cost depending on if the vendor is charging a fee or not. Once the **Financial Adjustment** has been entered, scroll to the **Delivery** section and click the drop down. Select **Remove**.

Deliveries

Delivery	Quantity	Description	Action
Jul-10-17 USPS Drop	15,000	Pennsylvania Mailer	Edit Remove
	15,000	Maryland Mailer	
	15,000	New Jersey Mailer	
	15,000	New York Mailer	
	15,000	Ohio Mailer	

Once all deliveries have been removed, **Submit** the change order.

Cancel Submit Forward

The vendor will need accept the change order and finish out the 0-quantity shipping to confirm the job is indeed cancelled. If there is a cost associated with the order, the vendor will be prompted to submit their invoice. If there is no cost for the job, no further action is required.