
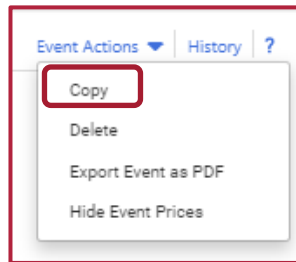


Sourcing: Delete or Withdraw an Event QRG

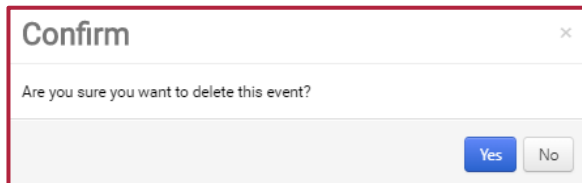
Delete an Event

An event may be deleted if it is in a **Draft** status, the user has the appropriate permission, and is an Event Owner for the event.

1. Search for the **Draft** event you wish to delete. Select **Sourcing**  → **Sourcing Events** → **Search Events**.
2. Select the period of time you wish to search.
3. Select the **Draft** Event you wish to delete by clicking the appropriate **Event Details** link.
4. Click **Delete** from the **Event Actions** drop-down list in the top right corner of the event.




4. A confirmation message shows with the question: Are you sure you want to delete this event. Select **Yes**.

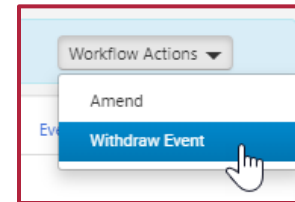


5. The page is refreshed, and the user is returned to the **Sourcing Events** Home page. The event has been deleted.

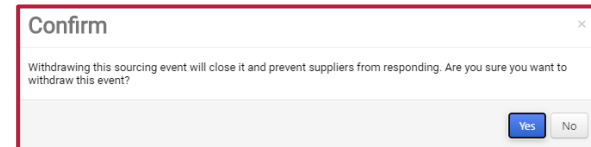
Withdraw an Event

An event may be withdrawn if it has been approved and is Opened or Released (visible to suppliers). A user must have the Withdraw Events permission to see the Withdraw action.

1. Search for the event you wish to withdraw. Select **Sourcing**  → **Sourcing Events** → **Search Events**.
2. Select the period of time you wish to search.
3. Clicking the appropriate **Event Details** link.
4. Select **Withdraw** Event from the **Workflow Actions** button drop-down list.



4. A message displays asking you to confirm that you want to withdraw the event. Click **Yes** to confirm.



5. The event is now withdrawn, and suppliers do not have access to respond.
6. Changes are captured in the audit log for the event and can be viewed by selecting the **History** hyperlink in the upper-right corner of the event.

