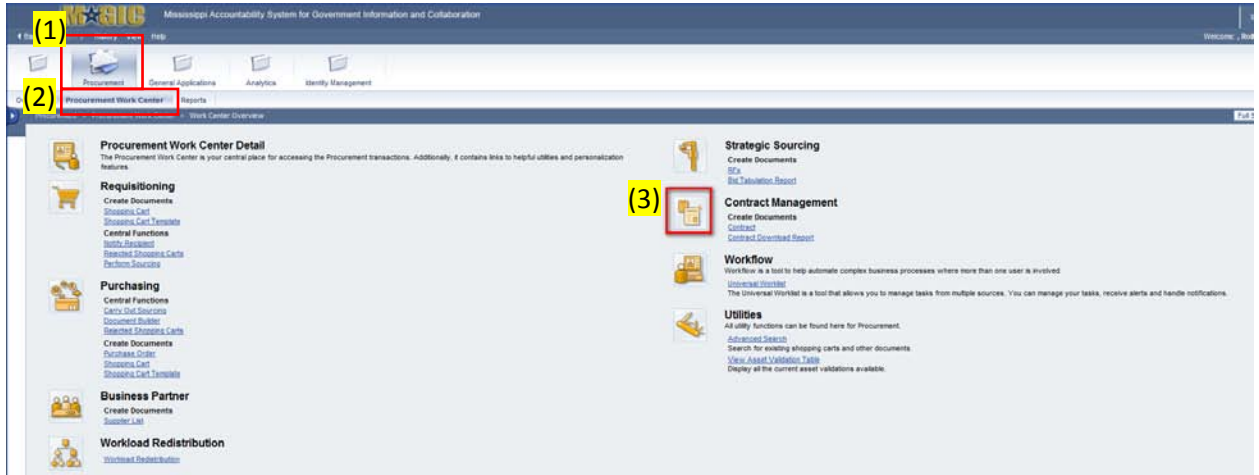


# How to Terminate a Contract

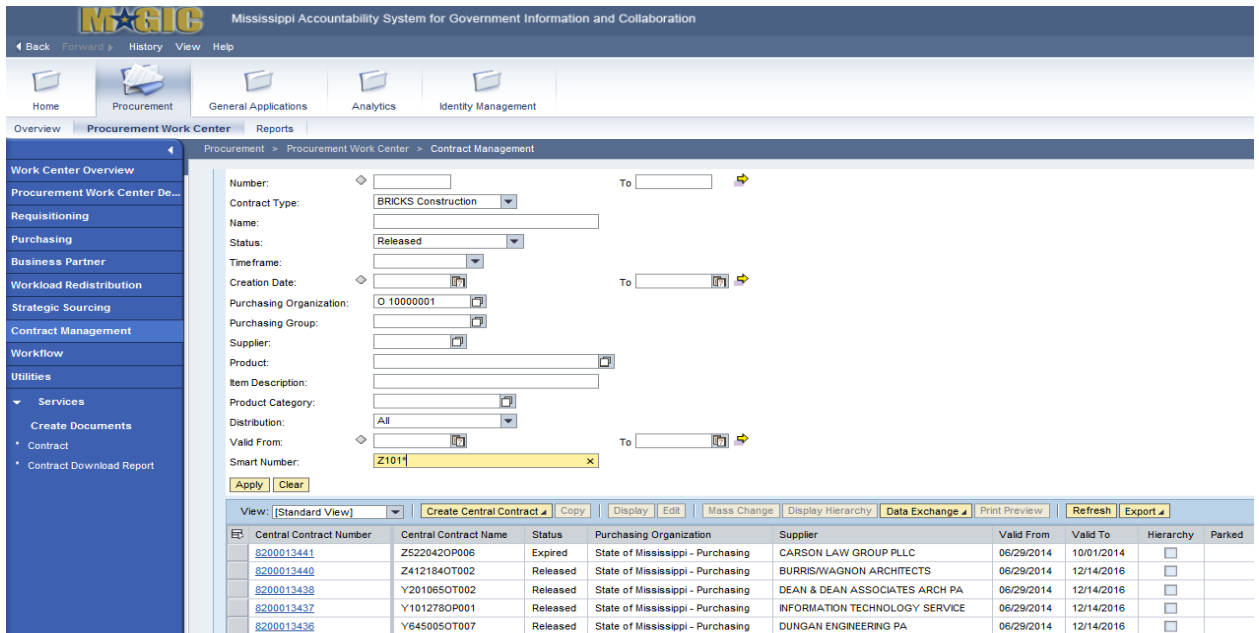
There may be a variety of reasons when you might need to terminate a contract. The steps below will provide you assistance when you need to terminate a contract.

Once you have logged into MAGIC:

- 1) Click (1) Procurement; (2) Procurement Work Center; (3) the Contract Management icon.

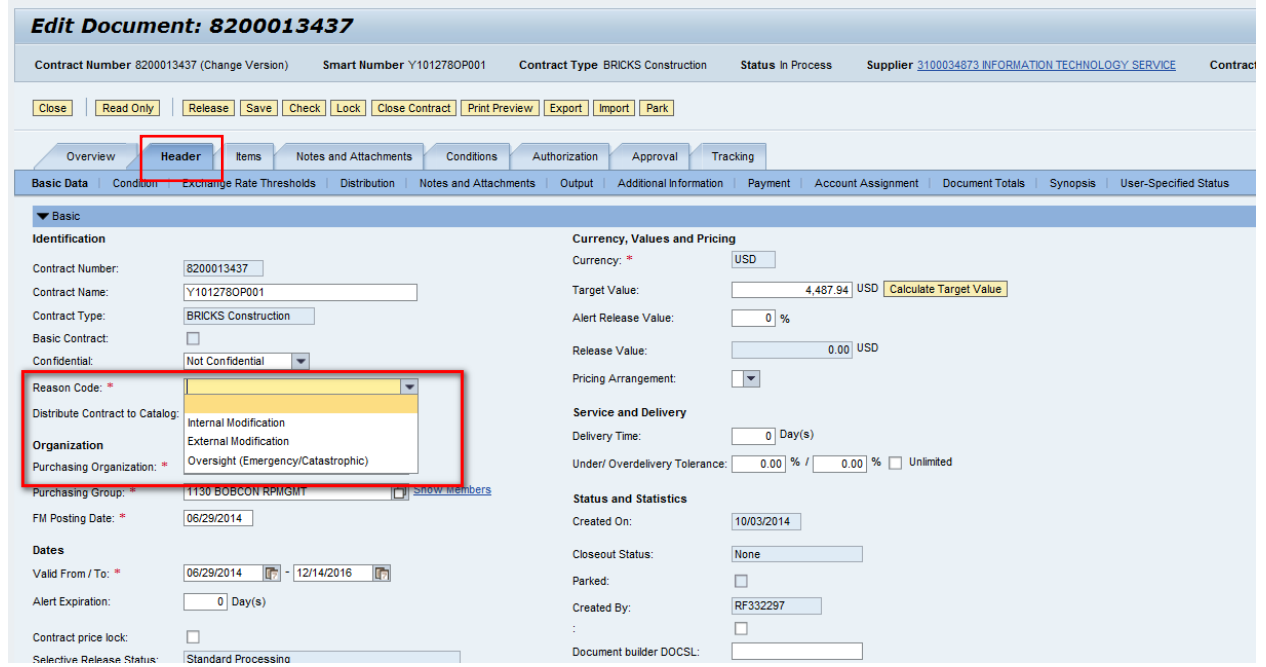


- 2) Search and select the appropriate contract that needs to be terminated in the POWL.



# How to Terminate a Contract

- Once in the contract, click the **Header** tab and click the **Edit** button then select “External Modification” as the **Reason Code**.



**Edit Document: 8200013437**

Contract Number 8200013437 (Change Version) Smart Number Y1012780P001 Contract Type BRICKS Construction Status In Process Supplier 3100034873 INFORMATION TECHNOLOGY SERVICE Contract

Close Read Only Release Save Check Lock Close Contract Print Preview Export Import Park

Overview **Header** Items Notes and Attachments Conditions Authorization Approval Tracking

Basic Data Condition Exchange Rate Thresholds Distribution Notes and Attachments Output Additional Information Payment Account Assignment Document Totals Synopsis User-Specified Status

**Basic**

**Identification**

Contract Number: 8200013437  
 Contract Name: Y1012780P001  
 Contract Type: BRICKS Construction  
 Basic Contract:   
 Confidential: Not Confidential

**Reason Code:** \*  
 Internal Modification  
 External Modification  
 Oversight (Emergency/Catastrophic)

Distribute Contract to Catalog:

Organization  
 Purchasing Organization: \*  
 Purchasing Group: 1130 BOBCON RPIGMT show members

FM Posting Date: \* 06/29/2014

**Dates**

Valid From / To: \* 06/29/2014 - 12/14/2016  
 Alert Expiration: 0 Day(s)  
 Contract price lock:   
 Selective Release Status: Standard Processing

**Currency, Values and Pricing**

Currency: \* USD  
 Target Value: 4,487.94 USD Calculate Target Value  
 Alert Release Value: 0 %  
 Release Value: 0.00 USD  
 Pricing Arrangement:

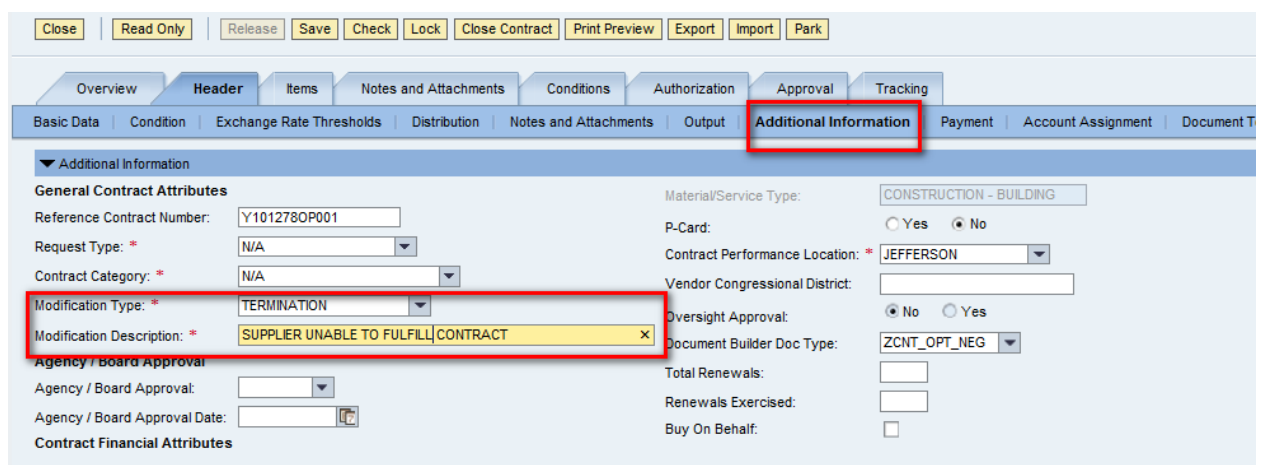
**Service and Delivery**

Delivery Time: 0 Day(s)  
 Under/ Overdelivery Tolerance: 0.00 % / 0.00 %  Unlimited

**Status and Statistics**

Created On: 10/03/2014  
 Closeout Status: None  
 Parked:   
 Created By: RF332297  
 Document builder DOCSL:

- Click the **Additional Information** tab and complete the following two fields:
  - Modification Type** should be set as TERMINATION.
  - Modification Description** should be set as the description for the contract termination. Please note that this is the value that will be displayed in Transparency.



Close Read Only Release Save Check Lock Close Contract Print Preview Export Import Park

Overview **Header** Items Notes and Attachments Conditions Authorization Approval **Additional Information** Tracking

Basic Data Condition Exchange Rate Thresholds Distribution Notes and Attachments Output Additional Information Payment Account Assignment Document T

**Additional Information**

**General Contract Attributes**

Reference Contract Number: Y1012780P001  
 Request Type: \* N/A  
 Contract Category: \* N/A  
 Modification Type: \* TERMINATION  
 Modification Description: \* SUPPLIER UNABLE TO FULFILL CONTRACT

**Agency / Board Approval**

Agency / Board Approval:  
 Agency / Board Approval Date:

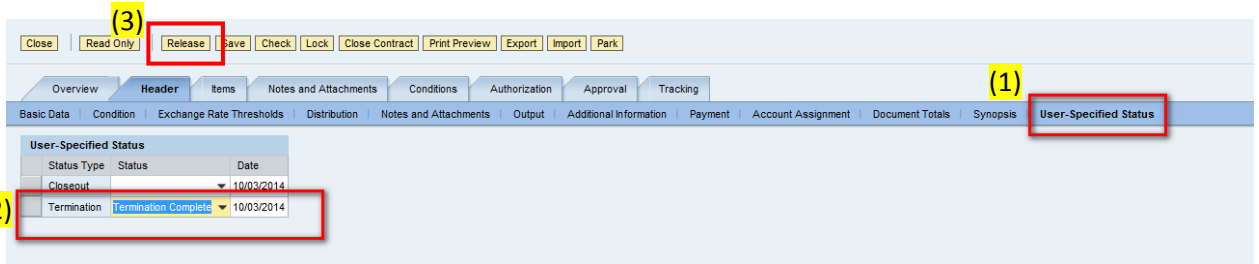
**Contract Financial Attributes**

Material/Service Type: CONSTRUCTION - BUILDING  
 P-Card:  Yes  No  
 Contract Performance Location: \* JEFFERSON  
 Vendor Congressional District:  
 Oversight Approval:  No  Yes  
 Document Builder Doc Type: ZCNT\_OPT\_NEG  
 Total Renewals:  
 Renewals Exercised:  
 Buy On Behalf:

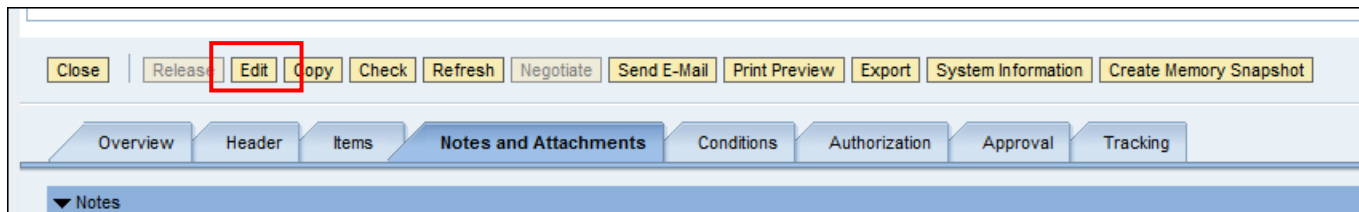
# How to Terminate a Contract

- 5) Click the **User-Specified Status** tab and select "Termination Complete" as the **Termination** value. The date will default to current date; however, the date can be changed if needed.

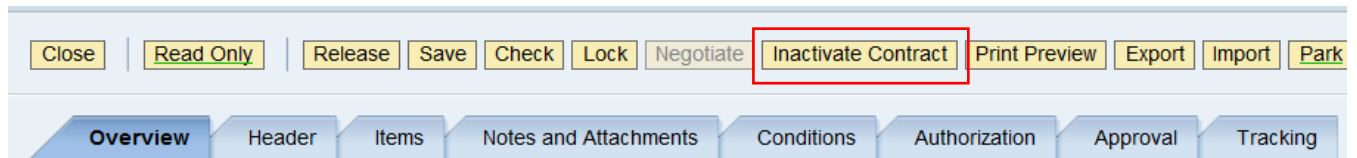
Click the **Release** button. The contract will need to be in a released status for it to be closed.



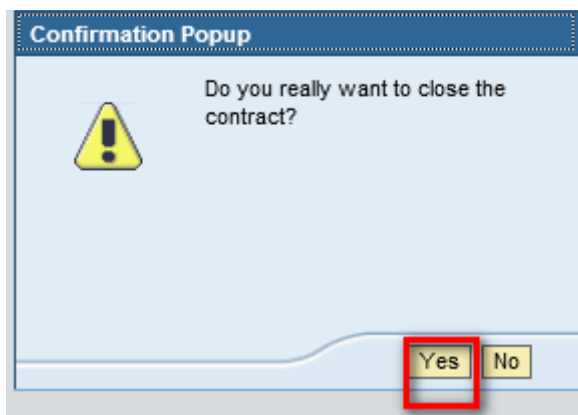
- 6) Click the **Edit** button to activate the contract.



- 7) Once the contract is in a released status, click **Inactivate Contract**.



- 8) Confirm the contract to be closed by selecting **Yes** on the popup message.



# How to Terminate a Contract

Note: Now the contract status will be **completed**.

**Display Document: 8200013437**

Contract Number 8200013437    Smart Number Y1012780P001    Contract Type BRICKS Construction    **Status Completed**    Supplier 3100034873 INFORMATION TECHNOLOGY SERVICE    Contract Owner 34953 James Stuart

Contract 8200013437 completed

- When you navigate to the POWL screen you will now see the **Termination** field displaying "Termination Complete".

Central Contracts - All

Hide Quick Criteria Maintenance

Number: [ ] To [ ]

Contract Type: BRICKS Construction

Name: [ ]

Status: Transaction Completed

Timeframe: [ ] To [ ]

Creation Date: [ ] To [ ]

Purchasing Organization: 0 10000001

Purchasing Group: [ ]

Supplier: [ ]

Product: [ ]

Item Description: [ ]

Product Category: [ ]

Distribution: All

Valid From: [ ] To [ ]

Smart Number: [ ]

Apply Clear

View: [ Standard View ]    Create Central Contract    Copy    Display    Edit    Mass Change    Display Hierarchy    Data Exchange    Print Preview    Refresh    Export

Central Contract Number	Central Contract Name	Status	Purchasing Organization	Supplier	Valid From	Valid To	Hierarchy	Parked	Rel. Release Status	Release	Closeout	Termination
8200013442	Z845005OT007	Completed	State of Mississippi - Purchasing	DUNGAN ENGINEERING PA	06/28/2014	09/28/2014		<input type="checkbox"/>				Termination Complete
8200013445	Z412184OT002	Completed	State of Mississippi - Purchasing	BURRISWAGNON ARCHITECTS	06/28/2014	12/14/2016		<input type="checkbox"/>				