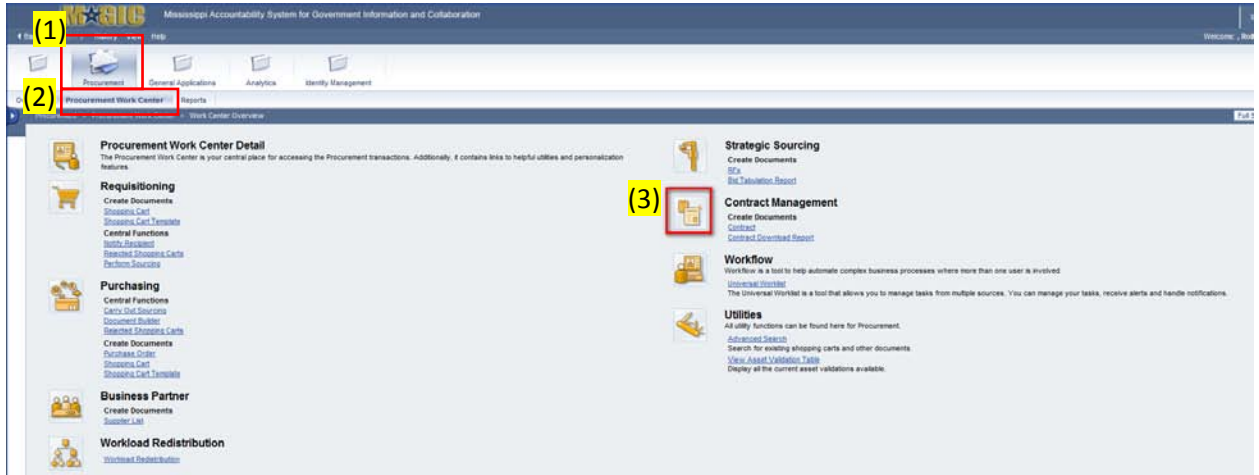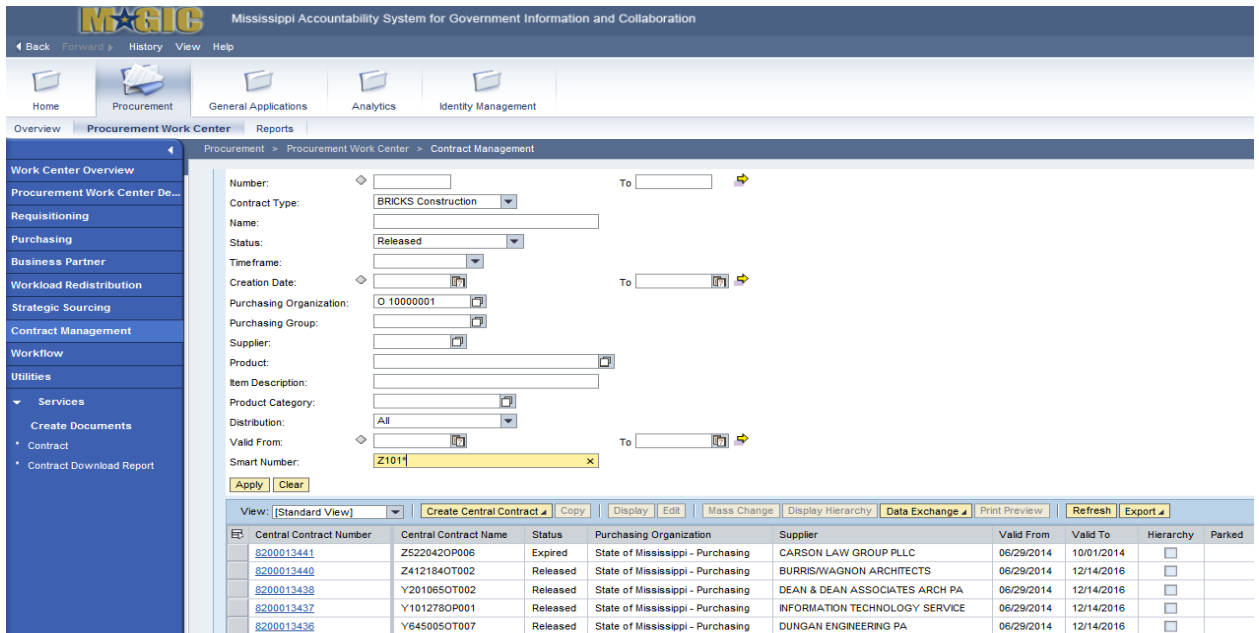# How to Terminate a Contract

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:

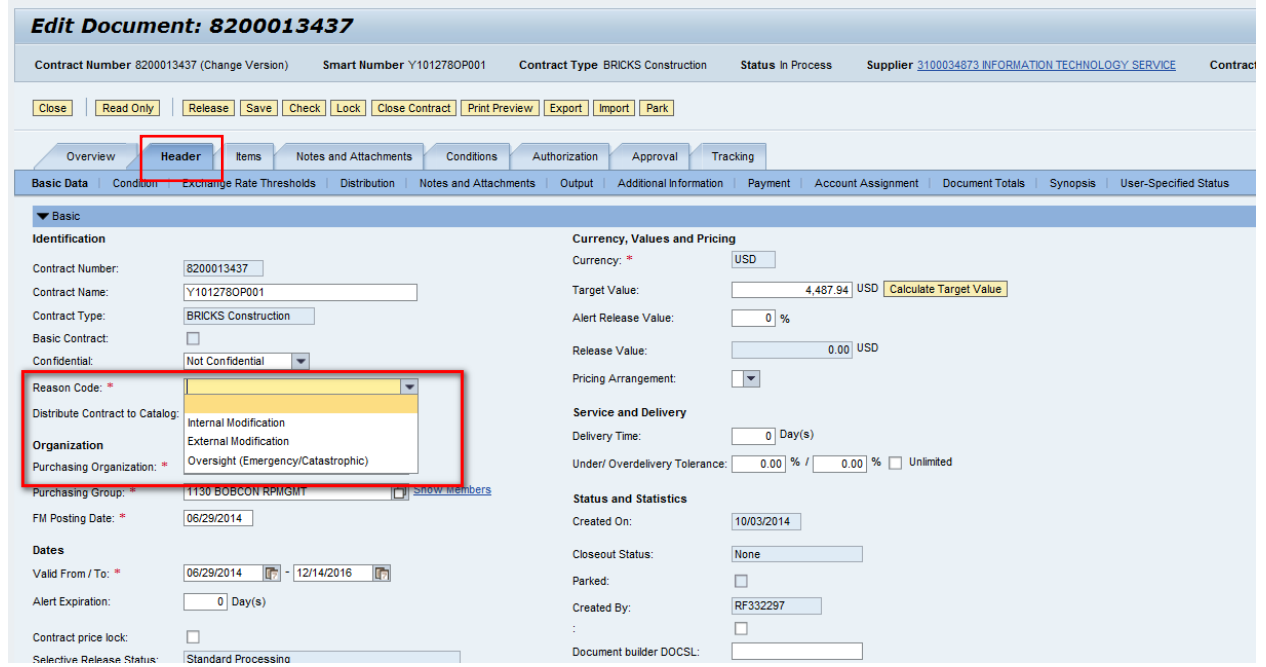1) Click (1) Procurement; (2) Procurement Work Center; (3) the Contract Management icon.

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

How to Terminate a Contract

3) Once in the contract, click the **Header** tab and click the **Edit** button then select "External Modification" as the **Reason Code**.

4) Click the **Additional Information** tab and complete the following two fields:

1. **Modification Type** should be set as TERMINATION.
2. **Modification Description** should be set as the description for the contract termination. <u>Please note that this is the value that will be displayed in Transparency.</u>

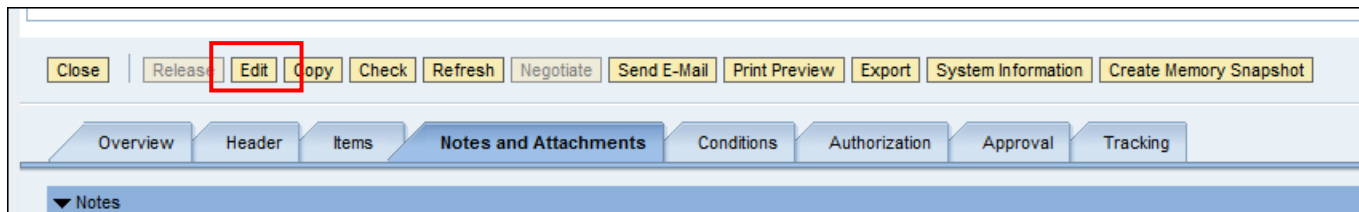# How to Terminate a Contract

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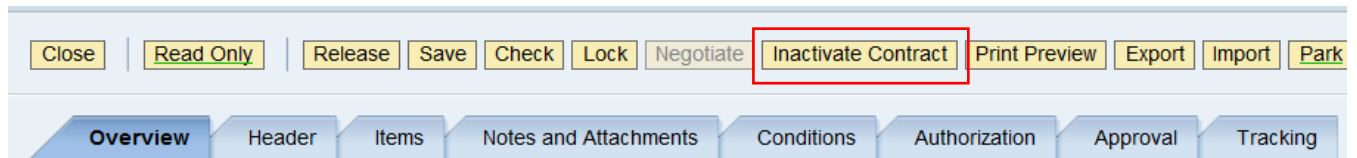
Click the **Release** button. The contract will need to be in a released status for it to be closed.
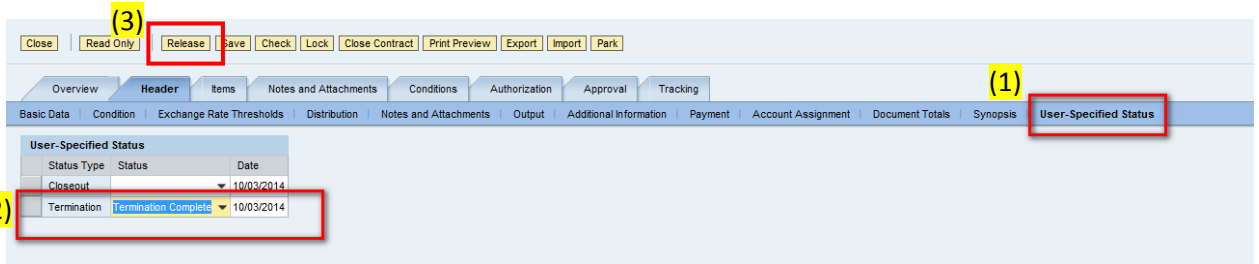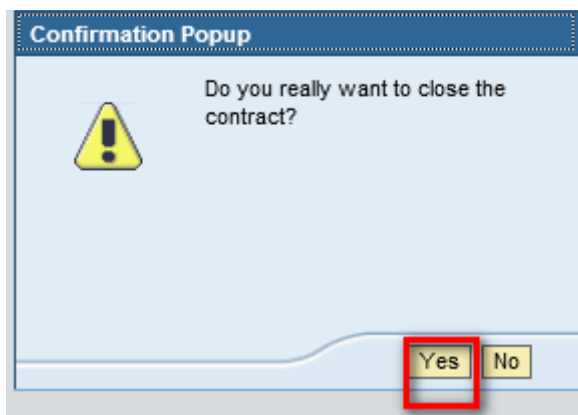

6) Click the **Edit** button to activate the contract.

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.

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

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