

## Withdrawing and Republishing an Event

CalUsource allows you to withdraw a published event, make changes to it, and then republish it. You can only withdraw an event after it has been published, and before the Response Period timeline has ended. After this date, you can cancel the event, but cannot withdraw it.

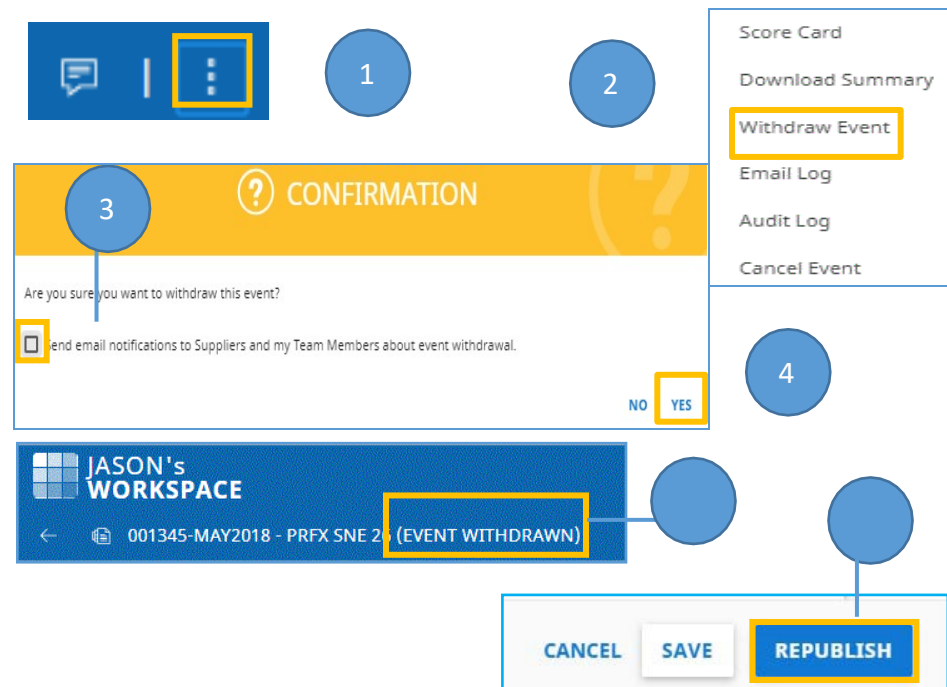
There are two different types of withdrawals:

1. **Full Withdrawal:** An email is automatically sent to the event's suppliers informing them of the withdrawal. Full withdrawals give you complete control over editing all parts of the withdrawn event.
2. **Soft Withdrawal:** Suppliers do not receive a notification regarding the withdrawal. You are more limited in which sections of the withdrawn event you can edit.

### Instructions for Withdrawing an Event:

1. Click the **Action Menu**.
2. Click **Withdraw Event**.
3. In the **Confirmation** message, you have the option of sending an email notification to the supplier that the event is being withdrawn.
  - **Full Withdrawal:** Check the box to send a notification. It will not be editable.
  - **Soft Withdrawal:** Leave the box unchecked to not send a notification.
4. Click **Yes** to confirm you are withdrawing the event.
5. **Event Withdrawn** appears in the blue bar at the top of the event document.
6. The **Republish** button displays in the lower right. You can click this button to republish the event at any time.

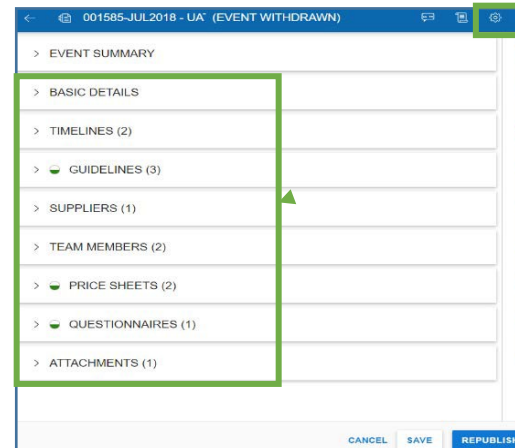
**Note:** When the event is republished, 'Published' replaces 'Event Withdrawn' in the top blue bar.



### Instructions for working with a Full Withdrawal:

In a **Full Withdrawal**, you will be able to make changes anywhere in the event document, including Basic Details, Guidelines and Event Settings.

**When you republish the event:** An email will automatically inform suppliers that the event is available again. This email is editable to include an explanation of event changes or any other information.



### Instructions for working with a Soft Withdrawal:

In a Soft Withdrawal, you will have limited ability to:

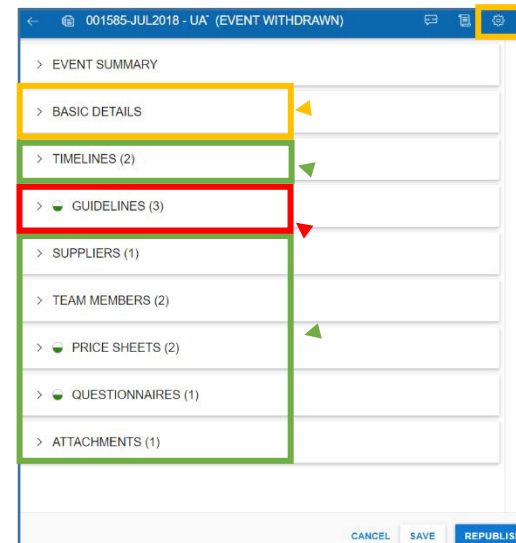
- Edit Basic Details
- Edit Event Settings

The Pricing, Questionnaires and Attachments sections are fully editable.

Guidelines are not editable.

**Note:** The Timeline, Supplier, and Team Members sections are editable both before Withdrawal (when Published) and during Withdrawal.

**When you republish the event:** You have the option of sending an email notification or not. You can edit the email to explain the changes made to the event.



Supplier experience

Supplier Experience of withdrawn and republished events	
After an event has been <b>withdrawn</b> , suppliers can:	After an event has been <b>republished</b> , suppliers can:
<p><b>Full Withdrawal:</b></p> <ul style="list-style-type: none"> <li>Find the event in their <b>Manage – RFx</b> menu with an <b>Event Withdrawn</b> status.</li> </ul> <p><b>Soft Withdrawal:</b></p> <ul style="list-style-type: none"> <li>Find the event in both <b>Manage – RFx</b> and <b>Tasks – Action Pending</b> menus.</li> </ul>	<ul style="list-style-type: none"> <li>Find the event in their <b>Tasks – Action Pending</b> menu.</li> <li>Re-accept the event’s guidelines (after <b>Full Withdrawal</b> only).</li> <li>See their previous responses entered before the event was withdrawn.</li> <li>Resume adding their responses.</li> <li>Resubmit their responses.</li> </ul> <p><b>Note:</b> Suppliers will always need to resubmit their responses after any withdrawal, even if they had previously submitted them.</p>