

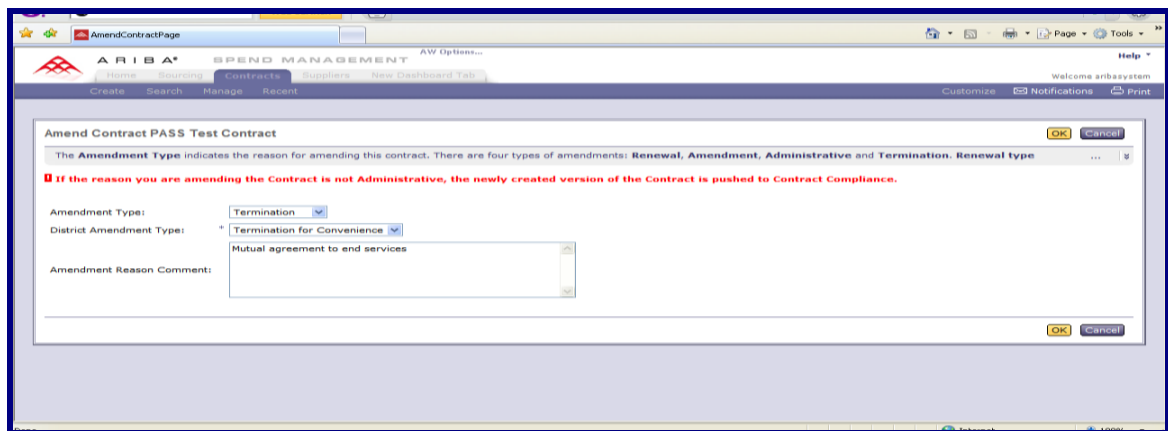
## Contract Termination

**Contracts will automatically close when the Contract End Date is reached. To close a contract prior to the End Date, you must modify the contract.**

1. Determine if the Contract is closing for the following reasons: Default, Convenience, Novation, or Void.
2. In your Dashboard either use the Search function or look in the My Documents pane to locate the Contract you wish to close.
3. Once you have located the Contract, click on it to open it.
4. You will now be at the Contract Workspace. In the Contract Attributes section, click on **Actions**.



5. A drop down pick list appears. Click on **Amend**.
6. In the "Amendment Type" field, select **Termination** from the dropdown pick list.
7. Select the appropriate District Amendment Type from the dropdown pick list.
8. Type in a comment to provide a reason for the modification, and then click **OK**.



9. Once completed, click on **Actions** in the Contract Attributes section and select **Publish**. You will see a summary of the Pricing Terms you review and click **Submit** to send the contract to your Contracting Officer for approval.

Note: If you are closing a Contract due to a Novation you must create a new Contract. Use the copy contract function and refer to Contract Creation if needed.