

# Cancel an Order for Materials

You can cancel an [order](#) to delete it from the system.

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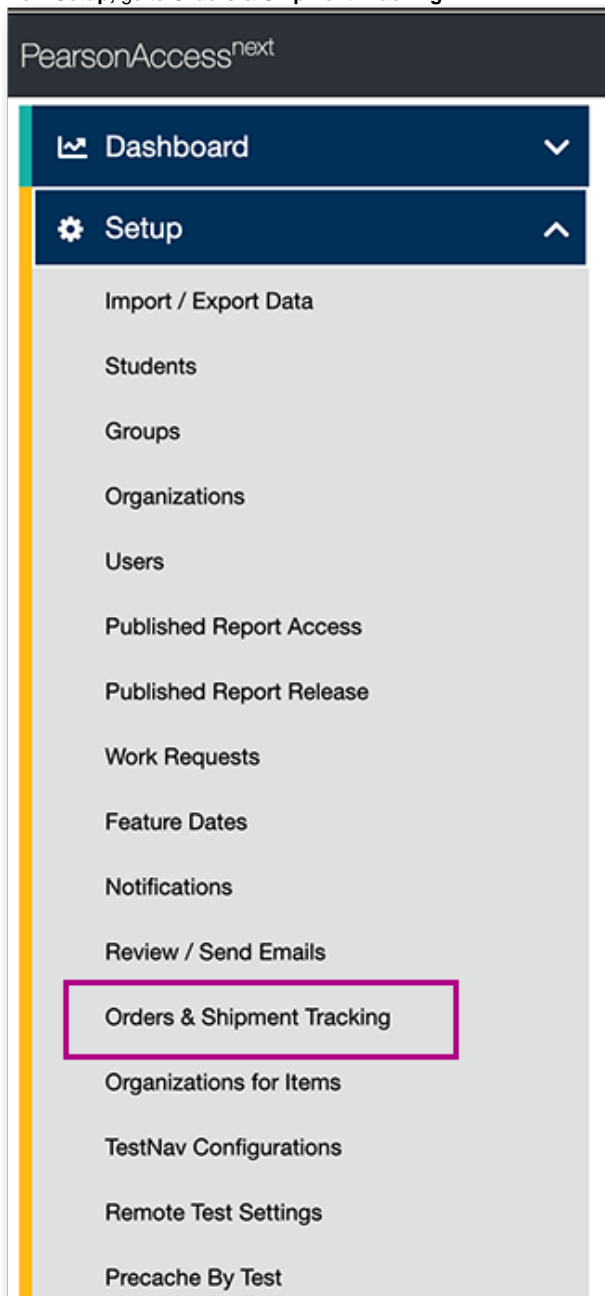
## Prerequisites

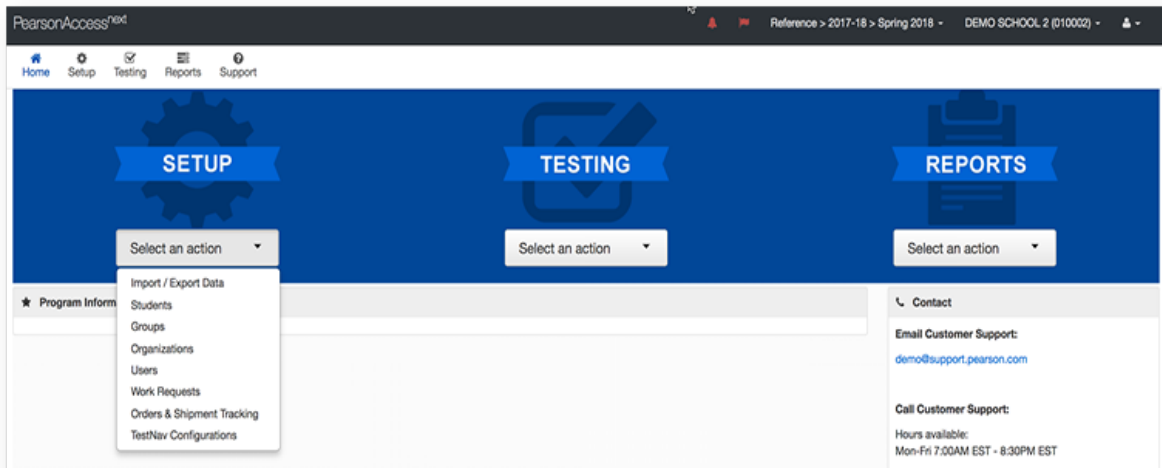
Before you can cancel an order, a user must have previously [submitted](#) it.

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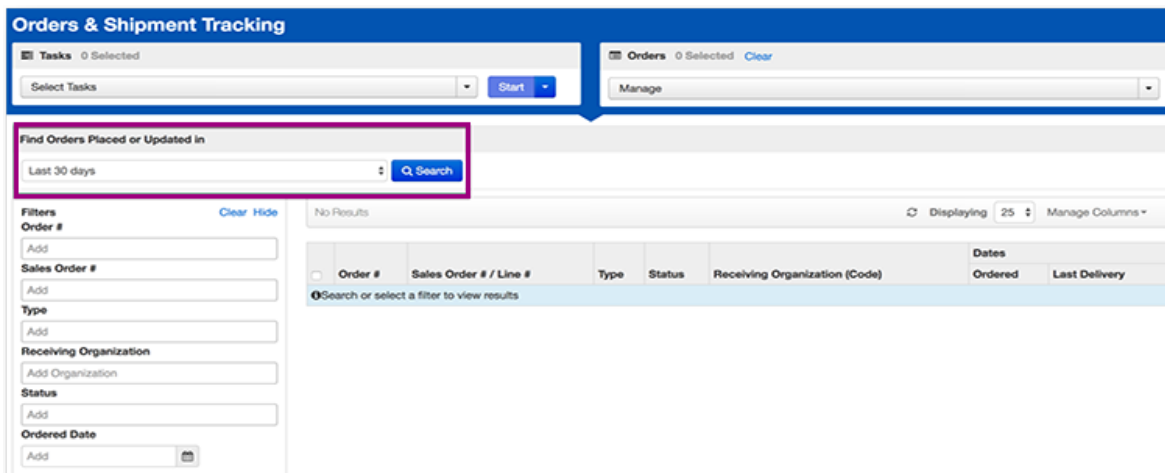
## Step-by-Step

1. From **Setup**, go to **Orders & Shipment Tracking**.

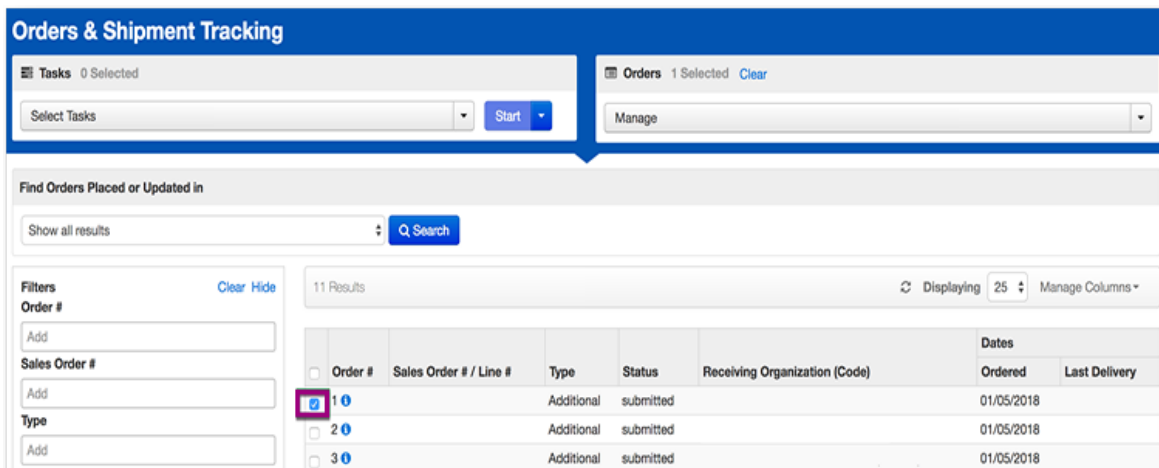




Select from **Find Orders Placed and Updated in**, a period of time that reports occurred during, and click **Search**.



2. Click the checkbox next to the order.



3. Click **Select Tasks**, click **Cancel Orders**, and click **Start**.

# Orders & Shipment Tracking

Tasks 1 Selected

Select Tasks

Start

Orders 1 Selected Clear

Manage

Orders

Create / Edit Orders

Approve Orders

Reject Orders

Cancel Orders

Shipments

Report / Resolve Issues

Go to Operational Reports

Inbound Shipment Report

Search

No Results

Displaying 25

Manage Columns

Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)	Dates
					Ordered Last Delivery

4. Select the order from the list, and click **Cancel Orders**.

ADDITIONAL ORDERS (1)

DETAILS

Order #	Organization (Code)	Date Ordered	User Submitted	User Last Edited
1		01/05/2018		

\* Required

Cancel Orders

Reset

## Effects

When you cancel an order, the system deletes it.