

Cancel an Order for Materials

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


Prerequisites






Before you can cancel an order, a user must have previously submitted it.

Step-by-Step



Read It

(Click  to view image)

1. From **Setup**, go to **Orders & Shipment Tracking**. 
2. Select from **Find Orders Placed and Updated in**, a period of time that reports occurred during, and click **Search**. 
3. Click the checkbox next to the order. 
4. Click **Select Tasks**, click **Cancel Orders**, and click **Start**. 
5. Select the order from the list, and click **Cancel Orders**. 

Effects

When you cancel an order, the system deletes it.

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