

Cancel an Order for Materials

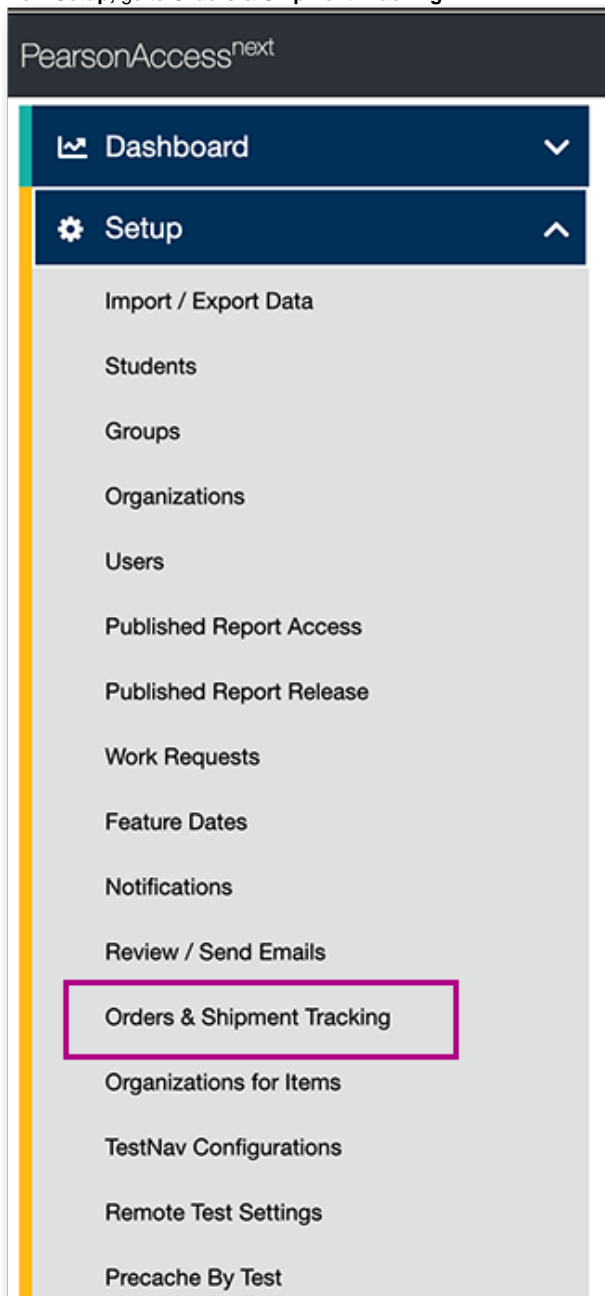
You can cancel an [order](#) to delete it from the system.

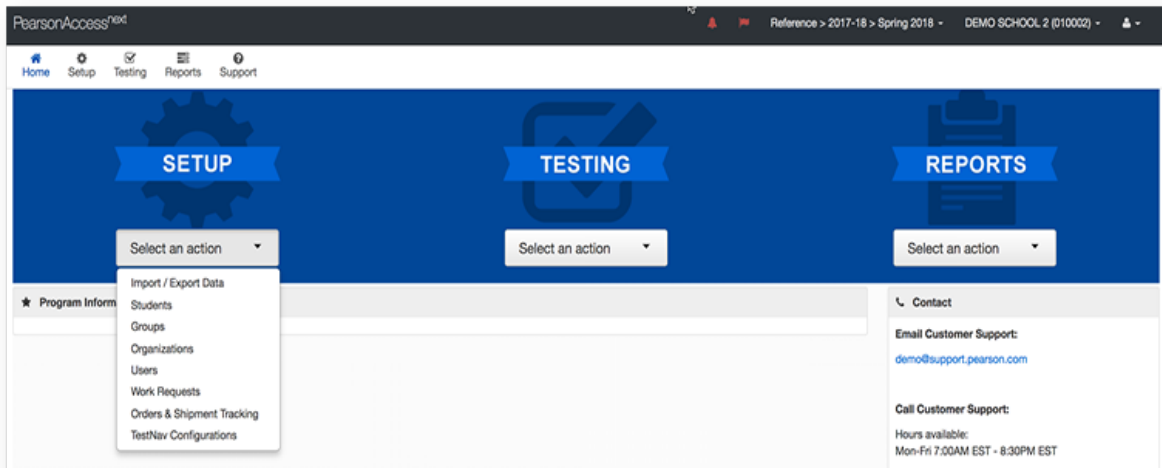
Prerequisites

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

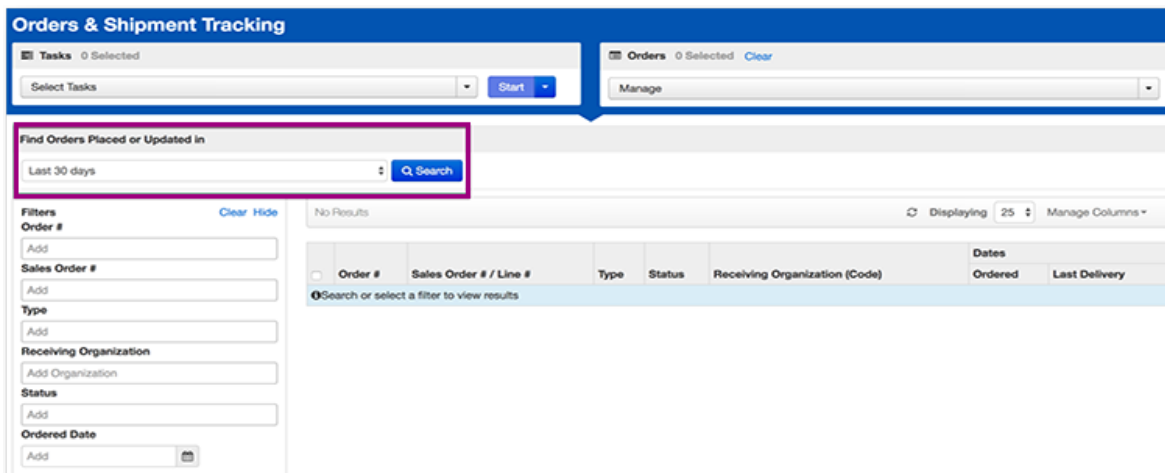
Step-by-Step

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

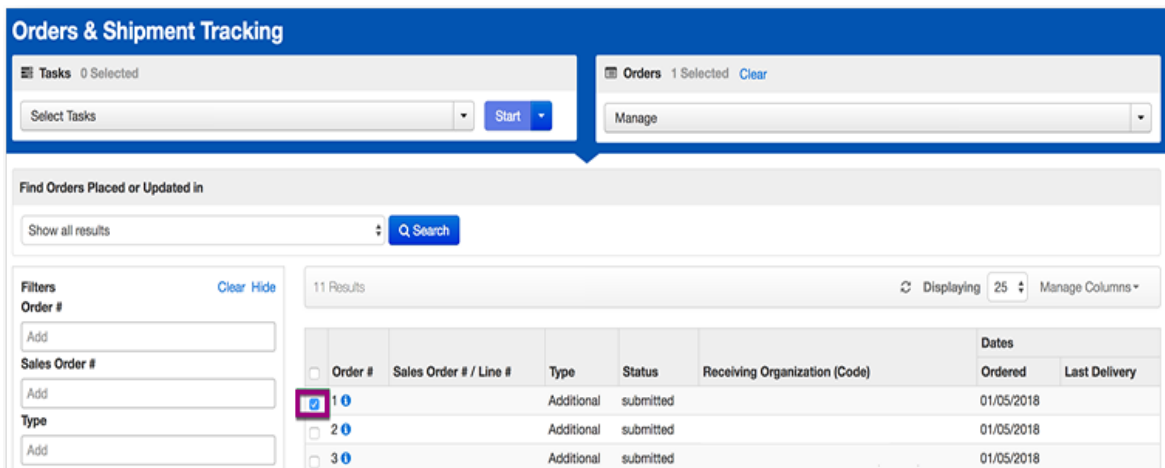




Select from **Find Orders Placed and Updated in**, a period of time that reports occurred during, and click **Search**.



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.