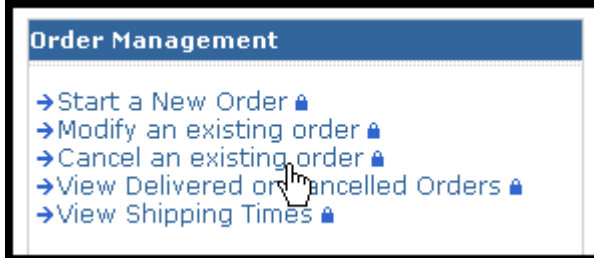


1 How do I cancel an order?

To cancel a submitted order, follow these steps.

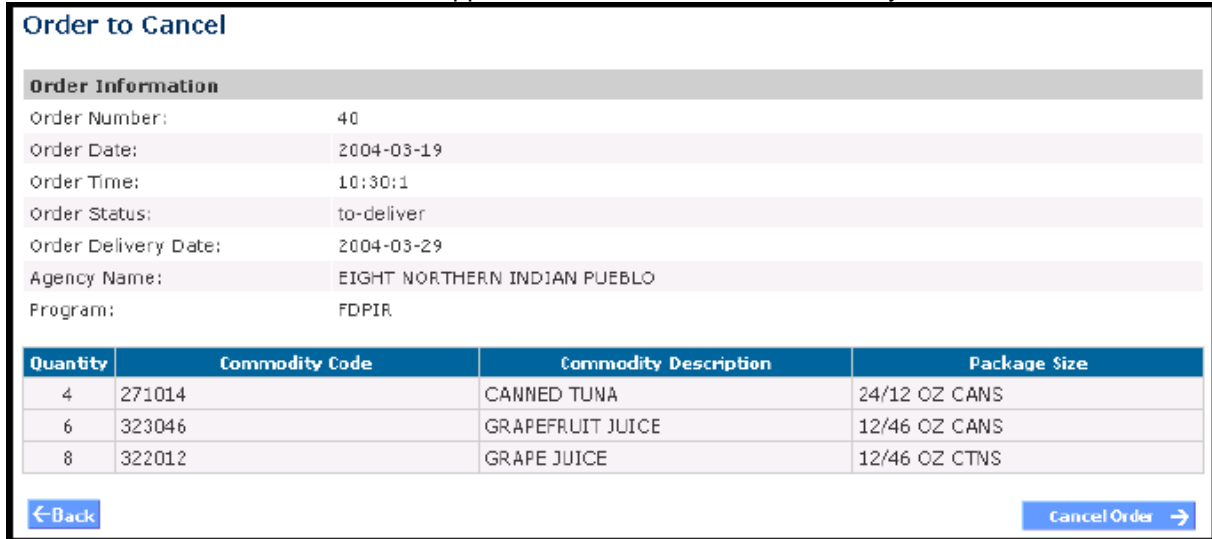
1. From the **Order Management** screen, click **Cancel an existing order**.





2. Click **View** next to the order you wish to cancel.



3. The **Order to Cancel** screen will appear. Validate that this is the order you wish to cancel.



4. Is this the order you wish to cancel?

If...	Then...
Yes	Click Cancel Order . 
No	Click Back . 

5. Receive a confirmation of the canceled order.

Order Confirmation

Thank you, your order has been successfully cancelled.

You will soon be receiving an email confirming the details of your cancelled order. Our goal is to provide you with the best experience possible. If you have any questions regarding your order, please call us at 1-877-887-0728.

2 View Delivered or Cancelled Orders

To view a delivered or cancelled order, follow these steps.

1. From the **Order Management** screen, click **View Delivered or Cancelled Orders**.



2. Click **View** next to the desired order number to view the details of a specific order.

Click on "View" link below to view details for that order.

	Order Number	Delivery Date	Order Pull Date	Order Status
 View	315	2004-03-29	2004-03-24	to-deliver

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3. The **Order History Details** screen appears.

Order History Details

Order History	
Order Date:	2004-03-19
Order Time:	10:19:25
Order Status:	cancelled
Agency Name:	EIGHT NORTHERN INDIAN PUEBLO
Program:	FDPIR

Quantity	Commodity Code	Commodity Description	Package Size
6	463512	ROASTED PEANUTS	24/12 OZ CANS
4	321046	APPLE JUICE	12/46 OZ CANS
8	421512	BABY LIMA BEANS	12/2 LB PACKAGES

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