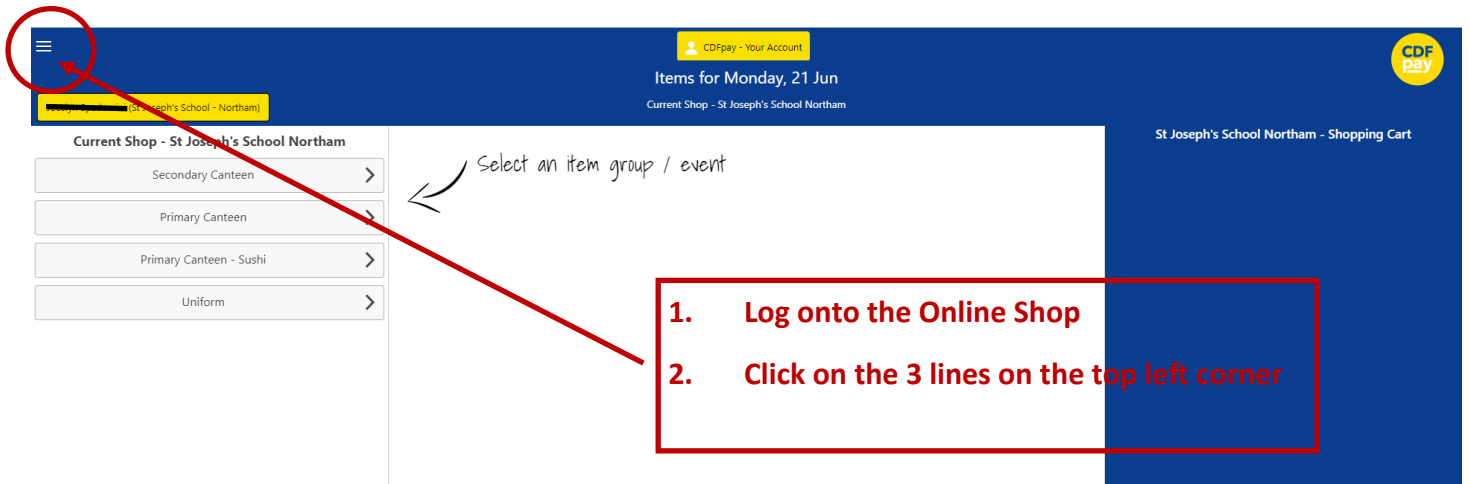
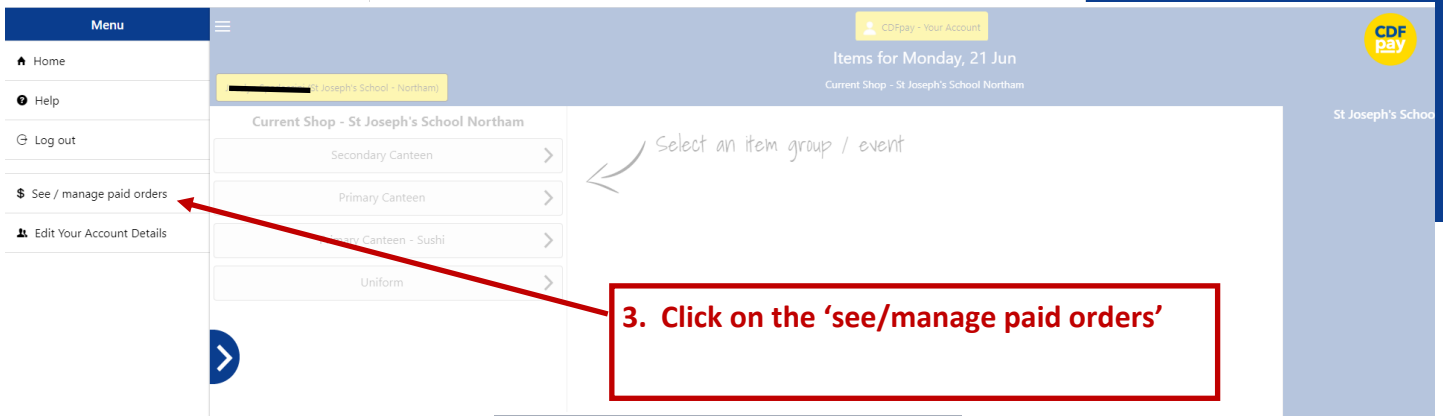


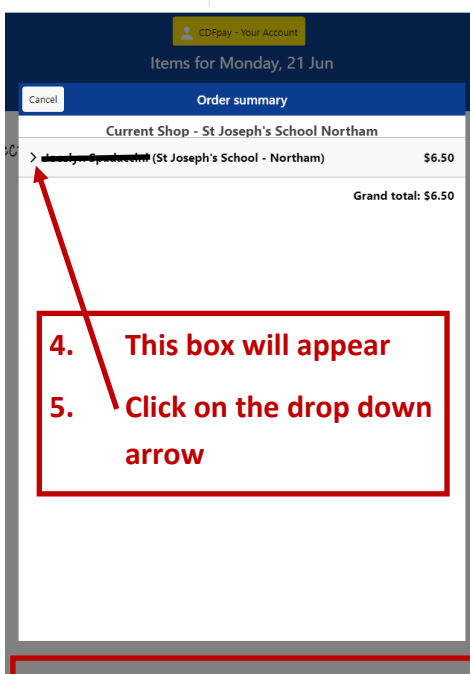
# How to Cancel Online Canteen Order



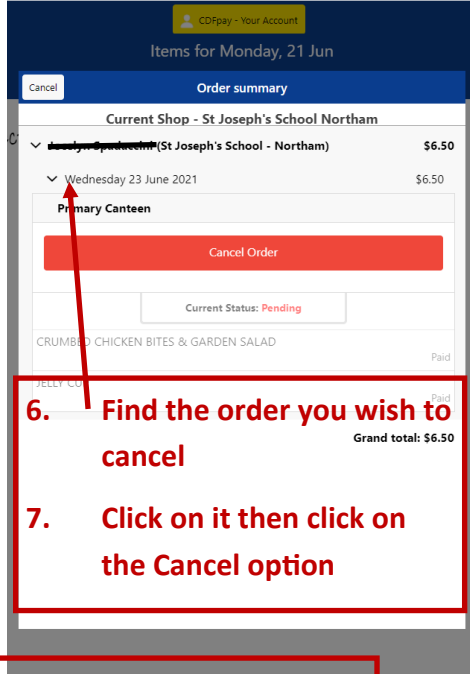
1. Log onto the Online Shop
2. Click on the 3 lines on the top left corner



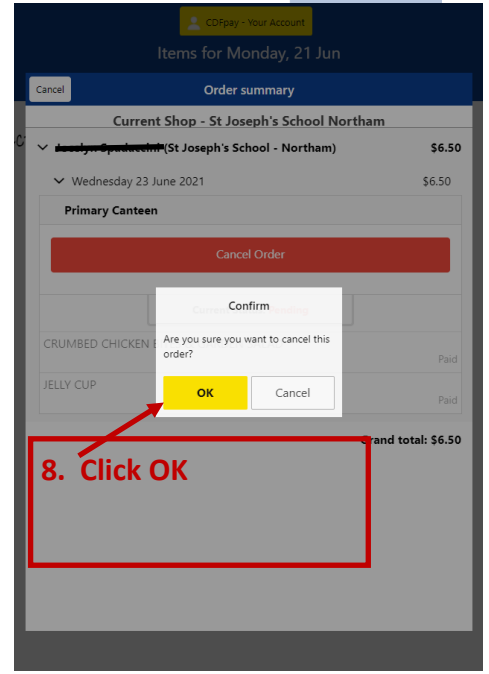
3. Click on the 'see/manage paid orders'



4. This box will appear
5. Click on the drop down arrow



6. Find the order you wish to cancel
7. Click on it then click on the Cancel option



8. Click OK

The amount you had paid will then remain on your canteen account as a credit which then can be used the next time you place an online canteen order.

Eg: I cancelled an order of \$6.50 then placed another order to the value of \$7.00 and only had to pay the outstanding amount of 50c.

