

Withdraw Order

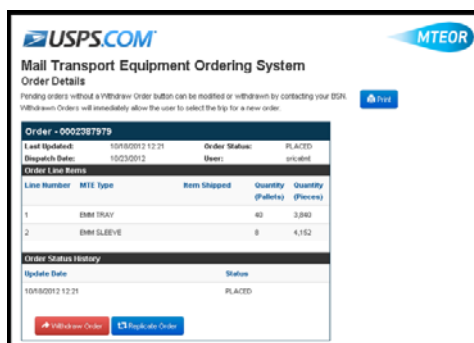
The Withdraw Order function allows users to easily remove orders from MTEOR. Click [here](#) to visit the MTEOR webpage for additional information.

1. **Login into MTEOR and select the delivery address/facility**
2. **Select the order to withdraw by marking the checkbox on the left then select the “View Details” button**

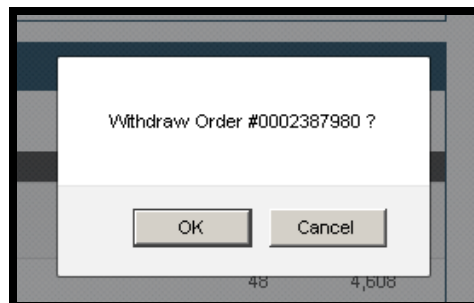


3. **Review order to confirm that it needs to be withdrawn**
4. **Click the “Withdraw Order” button**

Note: If “Withdraw Order” button is not available contact your BSN for assistance



5. **A popup window will appear asking to withdraw the order**
6. **Click “Ok” to confirm**



7. **A second popup window will verify that the order was successfully withdrawn**
8. **The order details and MTEOR Dashboard will also reflect that the order was “Withdrawn”**

