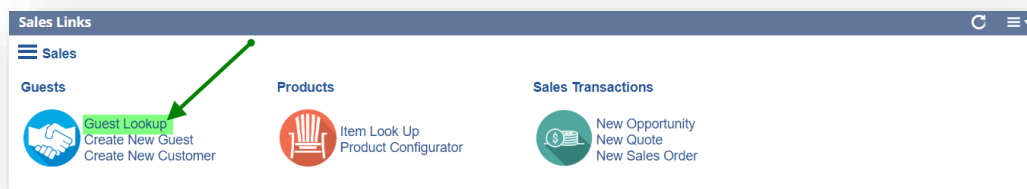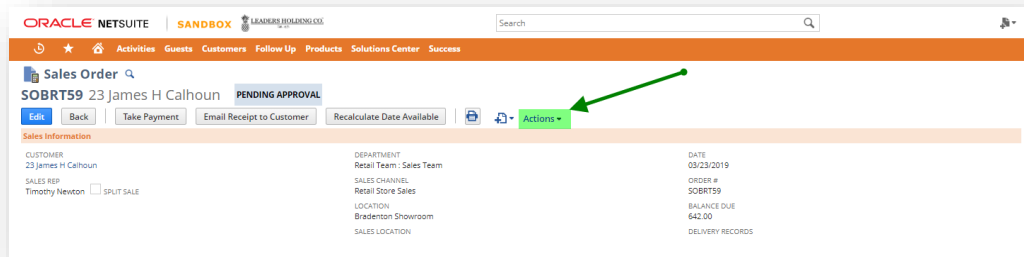# LEADERS HOLDING CO.™
Est. 1971

Cancel A Sale

A Sales Order can be canceled if:

- ✓ There are no special order items on the Sales Order
- ✓ It is not within 48 hours of a scheduled fulfilment
    - o Wait till the day after the scheduled fulfilment to cancel
- ✓ It is not on a transfer
    - o Wait till the day after the scheduled transfer to cancel
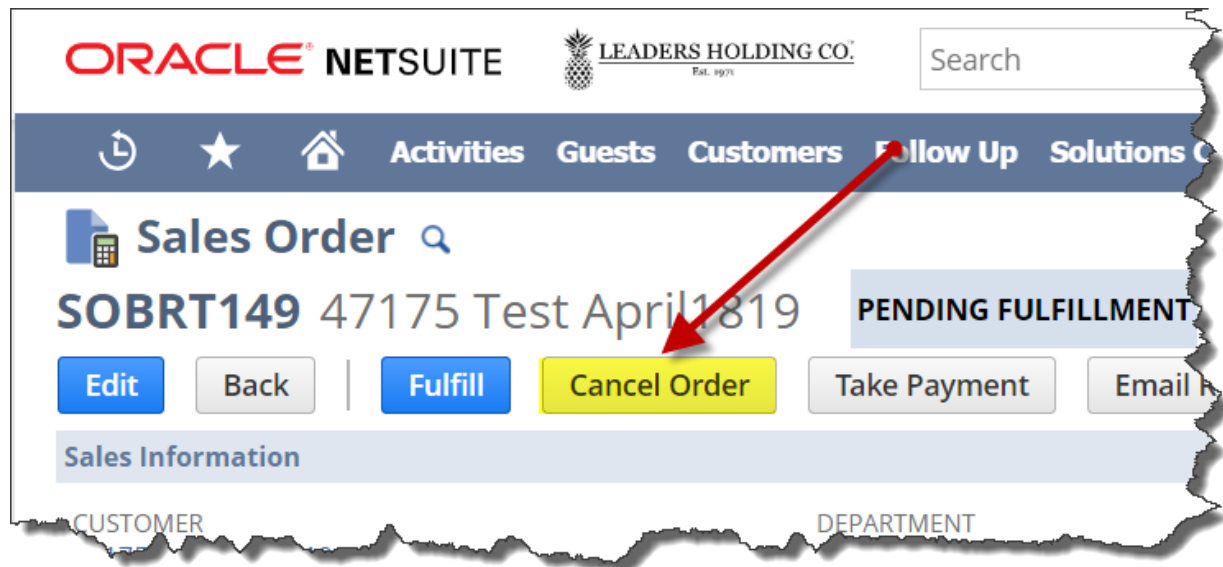
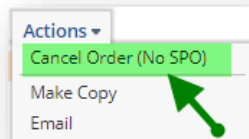1. From the NetSuite Dashboard use Guest Lookup to locate the Sales Order

2. With the Sales Order in View mode click the **Actions ▾** button

3. Press the **Cancel Order** button or Select Cancel Order from the drop-down menu

a.

4. Confirm it is the order you would like to cancel and select Yes