

Cancelling an Order

Canteen Orders can only be cancelled online through the Portal before the morning cut-off time.



Note: If you need to cancel your order and cut off time has already passed. Please contact your school's canteen directly to request for it to be cancelled.

Step 1: Click on the drop-down arrow on your student ordering profile.

Then click on **Cancel Order**. A cancellation order window will appear.

Step 2: Click on:

- a) **Yes** – to cancel your order
- b) **No** – you do not want to go ahead with cancelling your order.