



Withdraw Order

The Withdraw Order function allows users to easily remove orders from MTEOR. Click <u>here</u> to visit the MTEOR webpage for additional information.

USPS.COM TEOR Mail Transport Equipment Ordering System 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 0242410 REPLACED USPS.COM **TEOR** 3. Review order to confirm that it Mail Transport Equipment Ordering System needs to be withdrawn 4. Click the red "Withdraw Order" button Note: If "Withdraw Order" button is not available contact your BSN for assistance 5. A popup window will appear asking Withdraw Order #0002387980 ? to withdraw the order 6. Click "Ok" to confirm οк Cancel 4.6087. A second popup window will verify that the order was successfully Order #0002387980 successfully withdrawn withdrawn Prevent this page from creating additional dialogs 8. The order details and MTEOR OK Dashboard will also reflect that the order was "Withdrawn"

