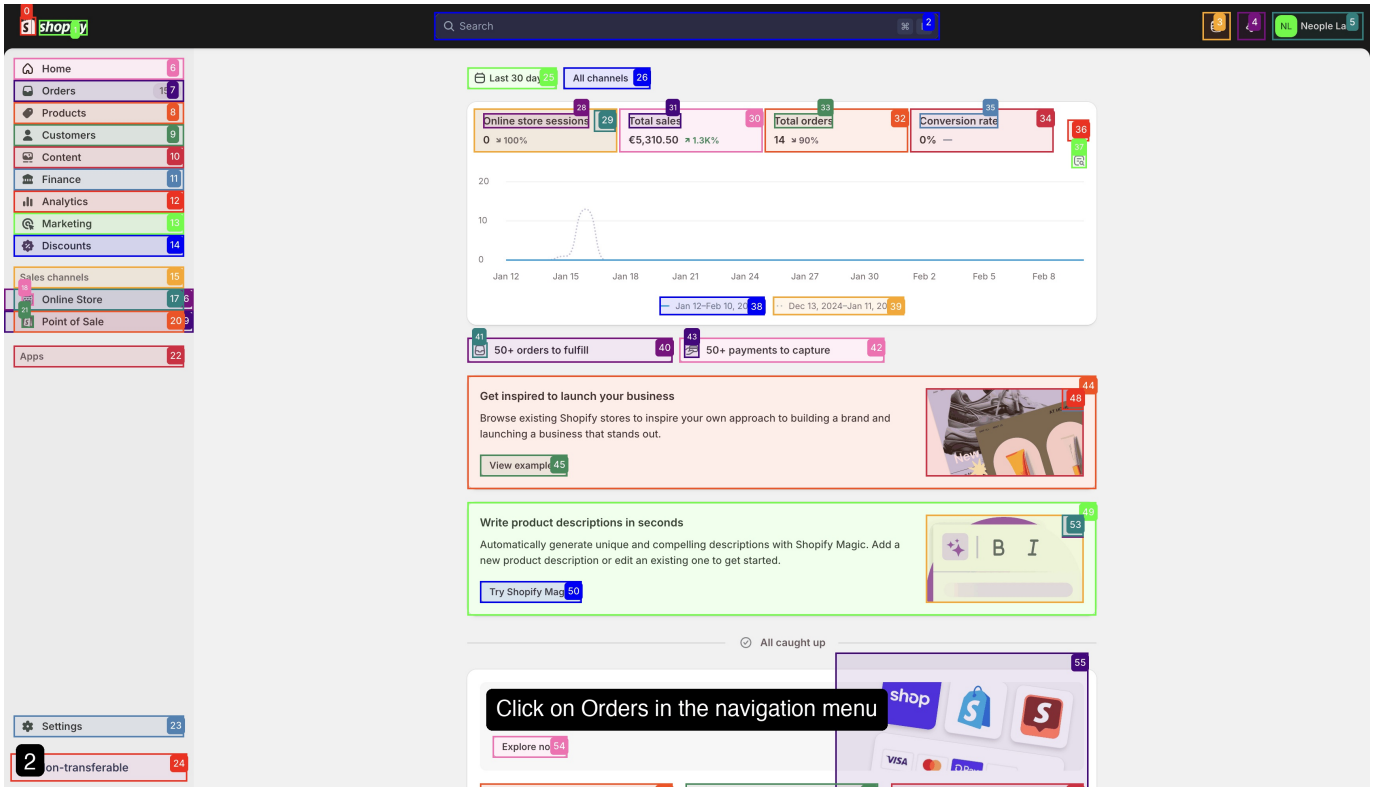Action: Cancel order Shopify Description: 1. Go to admin.shopify.com 2. Go in Polaris-Navigation to "orders" 3. Search in the thead for "order" 4. Look for the right ordernumber 5. Click on that order 6. Open the button "more actions" 7. Select Cancel order 8. Cancel order Instructions: [] Context: {'ordernumber': '#1296', 'action': 'Cancel order', 'platform': 'Shopify', 'user': 'Remy Corneille'}

1

Navigate to admin.shopify.com

shopify

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Last 30 days | All channels

Online store sessions	Total sales	Total orders	Conversion rate
0 ↘ 100%	€5,310.50 ↗ 1.3K%	14 ↘ 90%	0% —

20

10

0

Jan 12 Jan 15 Jan 18 Jan 21 Jan 24 Jan 27 Jan 30 Feb 2 Feb 5 Feb 8

Jan 12–Feb 10, 20 | Dec 13, 2024–Jan 11, 20

50+ orders to fulfill | 50+ payments to capture

Get inspired to launch your business

Browse existing Shopify stores to inspire your own approach to building a brand and launching a business that stands out.

View examples

Write product descriptions in seconds

Automatically generate unique and compelling descriptions with Shopify Magic. Add a new product description or edit an existing one to get started.

B I

Try Shopify Magic

✓ All caught up

Explore now

shopify

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  - Shipping labels
  - Abandoned checkouts
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Orders: All locations ⌄

Export   More actions ⌄   Create order

	Today	Total orders	Ordered items over time	Returns	Fulfilled orders over time	Delivered orders over time	Time to fulfill
		1 —	1 —	0 —	0 —	0 —	0 min —

All   Unfulfilled   Unpaid   Open   Archived   +

	Order	Date ⌄	Customer	Channel	Total	Payment status	Fulfillment status	Items	Delivery status	Delivery method	Tags
☐	#1296	Today at 7:41 am	Remy Corneille		€1,329.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
☐	#1294	Yesterday at 2:46 pm	No customer		€1,749.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
☐	#1293	Jan 31 at 7:35 am	No customer		€87.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
☐	#1292	Jan 31 at 4:24 am	No customer		€88.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
☐	#1291	Jan 29 at 8:45 am	No customer		€60.95	○ Payment pending Due	○ Unfulfilled	1 item		Shipping	
☐	#1290	Jan 29 at 6:11 am	No customer		€13.99	○ Payment pending	○ Unfulfilled	1 item		Shipping	
☐	#1289	Jan 29 at 5:18 am	No customer		€1,017.95	○ Payment pending Due	○ Unfulfilled	1 item		Shipping	
☐	#1288	Jan 28 at 11:17 am	No customer		€13.90	○ Payment pending Due	○ Unfulfilled	1 item		Shipping	
☐	#1287	Jan 28 at 9:53 am	No customer		€125.00	○ Payment pending Due	○ Unfulfilled	1 item		Shipping	
☐	#1286	Jan 24 at 6:56 am	No customer		€382.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
☐	#1285	Jan 20 at 6:53 am	No customer		€109.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
☐	#1284	Jan 20 at 3:50 am	No customer		€55.96	○ Payment pending	○ Unfulfilled	1 item		Shipping	
☐	#1283	Jan 17 at 7:14 am	No customer		€1,299.99	○ Payment pending Due	○ Unfulfilled	1 item		Shipping	
☐	#1282	Jan 14 at 9:56 am	No customer		€267.81	⊗ Partially paid	○ Unfulfilled	5 items		Shipping	test_order_amend
☐	#1281	Jan 13 at 7:44 am	No customer		€39.95	● Paid	○ Unfulfilled	1 item		Shipping	
☐	#1280	Jan 9 at 11:51 am	No customer		€0.00	● Refunded	○ Unfulfilled	0 items		Shipping	cancel_order_test
☐	#1279	Jan 9 at 11:50 am	No customer		€0.00	● Refunded	○ Unfulfilled	0 items		Shipping	cancel_order_test
☐	#1278	Jan 9 at 11:50 am	No custom...					0 items		Shipping	cancel_order_test
☐	#1277	Jan 9 at 11:50 am	No custom...					0 items		Shipping	cancel_order_test
☐	#1276	Jan 9 at 11:50 am	No customer		€0.00	● Refunded	○ Unfulfilled	0 items		Shipping	cancel_order_test

Click on order #1296 to open its details

< >

shop fy

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Orders: All locations

Export More actions Create order

Today

Total orders	Ordered items over time	Returns	Fulfilled orders over tim	Delivered orders over ti	Time to fulfill
1 —	1 —	0 —	0 —	0 —	0 min —

Unfulfille Unpa Ope Archive

Order	Date	Customer	Channel	Total	Payment status	Fulfillment status	Items	Delivery status	Delivery method	Tags
#129	Today at 7:41 am	Remy Corneille		€1,329.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
#129	Yesterday at 2:46 pm	No customer		€1,749.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
#129	Jan 31 at 7:35 am	No customer		€87.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
#129	Jan 31 at 4:24 am	No customer		€88.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
#129	Jan 29 at 8:45 am	No customer		€60.95	○ Payment pending Due	○ Unfulfilled	1 item		Shipping	
#129	Jan 29 at 6:11 am	No customer		€13.99	○ Payment pending	○ Unfulfilled	1 item		Shipping	
#128	Jan 29 at 5:18 am	No customer		€1,017.95	○ Payment pending Due	○ Unfulfilled	1 item		Shipping	
#128	Jan 28 at 11:17 am	No customer		€13.90	○ Payment pending Due	○ Unfulfilled	1 item		Shipping	
#128	Jan 28 at 9:53 am	No customer		€125.00	○ Payment pending Due	○ Unfulfilled	1 item		Shipping	
#128	Jan 24 at 6:56 am	No customer		€382.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
#128	Jan 20 at 6:53 am	No customer		€109.00	○ Payment pending	○ Unfulfilled	1 item		Shipping	
#128	Jan 20 at 3:50 am	No customer		€55.96	○ Payment pending	○ Unfulfilled	1 item		Shipping	
#128	Jan 17 at 7:14 am	No customer		€1,299.99	○ Payment pending Due	○ Unfulfilled	1 item		Shipping	
#128	Jan 14 at 9:56 am	No customer		€267.81	⊘ Partially paid	○ Unfulfilled	5 items		Shipping	test_order_amend
#128	Jan 13 at 7:44 am	No customer		€39.95	● Paid	○ Unfulfilled	1 item		Shipping	
#128	Jan 9 at 11:51 am	No customer		€0.00	● Refunded	○ Unfulfilled	0 items		Shipping	cancel_order_test
#127	Jan 9 at 11:50 am	No customer		€0.00	● Refunded	○ Unfulfilled	0 items		Shipping	cancel_order_test
#127	Jan 9 at 11:50 am	No custom					0 items		Shipping	cancel_order_test
#127	Jan 9 at 11:50 am	No custom					0 items		Shipping	cancel_order_test
#127	Jan 9 at 11:50 am	No customer		€0.00	● Refunded	○ Unfulfilled	0 items		Shipping	cancel_order_test

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28 **#1296** ○ Payment pending ○ Unfulfilled
February 11, 2025 at 7:41 am from Draft Orders

Restoc 29 | Ed 30 | Print 31 | More actions 32 | < | 33

🛍 Unfulfilled (1) 34

Location
Shop location

Delivery method
Shipping

Voetbaltafel Neople 35 | €1,329.00 × 1 | €1,329.00

Fulfill ite 36

🕐 Payment pending 37

Subtotal	1 item	€1,329.00
Total		€1,329.00
Paid		€0.00
Balance	Due March 13, 2025	Net 30	€1,329.00

Send invoic 38 | Collect payment 39

Timeline

RC | Leave a comment... 40

41 42 43 44 | Post

Notes 48
No notes from customer

Customer 49
Remy Carnelle 50
39 orders

Contact information
No email provided
No phone number

Shipping address
No shipping address provided

Billing address
No billing address provided

Conversion summary
There aren't any conversion details available for this order.
Learn more 52

Order risk 53
Analysis not available

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Today

Click More actions button and select Cancel order option

You updated the customer for this order 45 | 7:49 AM

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28 **#1296** ◌ Payment pending ◌ Unfulfilled   Restoc 29 | Ed 30 | Print 31 | More actions 32 | < 33

February 11, 2025 at 7:41 am from Draft Orders

📦 Unfulfilled (1)   34

Location
Shop location

Delivery method
Shipping

Voetbaltafel Neople 35   €1,329.00 × 1   €1,329.00

Fulfill ite 36

⏱ Payment pending   37

Subtotal   1 item   €1,329.00
Total   €1,329.00
Paid   €0.00
Balance   Due March 13, 2025 Net 30 €1,329.00

Send invoic 38 | Collect payment 39

Timeline

RC Leave a comment...   40

41 42 43 44

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f can see comments

Today

You updated the customer for this order 45   7:49 AM

Notes
No notes from

Customer
Remy Corneille 48
39 orders

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Contact information
No email provided
No phone number

Shipping address
No shipping address provided

Billing address
No billing address provided

Conversion summary
There aren't any conversion details available for this order.
Learn more 50

Order risk 51
Analysis not available

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Click Cancel order option

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← #1296 ⊙ Payment pending ⊙ Unfulfilled
February 11, 2025 at 7:41 am from Draft Orders

Restock Edit Print ⌄ More actions ⌄ ‹ ›

⊙ Unfulfilled (1) ⋯

Location
Shop location

Delivery method
Shipping

Cancel order #1296?

Reason for cancellation

Customer changed or canceled order

Staff note

Only you and other staff can see this note.

☑ Restock inventory

☑ Send a notification to the customer

Keep order Cancel order

Send invoice Collect payment ⌄

Timeline

RC Leave a comment...

😊 @ # 🔗 Post

Only you and other staff can see comments

Today

You updated the customer for this order. › 7:49 AM

Notes ✎
No notes from customer

Customer ⋯
Remy Corneille
39 orders

Contact information
No email provided
No phone number

Shipping address
No shipping address provided

Billing address
No billing address provided

Conversion summary
There aren't any conversion details available for this order.
Learn more

Order risk ◵
Analysis not available

Tags ✎

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← #1296 ⊘ Payment pending ⊘ Unfulfilled

Restock Edit Print ⌄ More actions ⌄ ‹ ›

February 11, 2025 at 7:41 am from Draft Orders

⊟ Unfulfilled (1) ...

Location
Shop location

Delivery method
Shipping

Cancel order #1296? [2]

Reason for cancella[3]n
Customer changed or canceled order [4]

Staff n[5]e
[7]

Only you and other staff can see this note.

☑ Restock inventory [8]
☑ Send a notification to the customer [10]

Keep ord[13] Cancel ord[14]

Send invoice Collect payment ⌄

Timeline

RC Leave a comment...

☺ @ # 🔗 Post

Today

You updated the customer for this order. › 7:49 AM

Notes ✎
No notes from customer

Customer ...
Remy Corneille
39 orders

Contact information
No email provided
No phone number

Shipping address
No shipping address provided

Billing address
No billing address provided

Conversion summary
There aren't any conversion details available for this order.
Learn more

Order risk ⊡
Analysis not available

Tags ✎

Settings

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Select cancellation reason and confirm order cancellation

shopify

Search ⌘

NL Neople La

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#1296 ○ Payment pending ○ Unfulfilled

February 11, 2025 at 7:41 am from Draft Orders

Restock | Edit | Print | More actions

Unfulfilled (1)

Location
Shop location

Delivery method
Shipping

Voetbaltafel Neople
€1,329.00 × 1 €1,329.00

Fulfill item

Payment pending

Subtotal	1 item	€1,329.00
Total		€1,329.00
Paid		€0.00
Balance	Due March 13, 2025 Net 30	€1,329.00

Send invoice | Collect payment

Timeline

RC Leave a comment…

Post

comments

Task is complete - report success

Today

You updated the customer for this order 7:49 AM

Notes

No notes from customer

Customer

Remy Corneille
39 orders

Contact information
No email provided
No phone number

Shipping address
No shipping address provided

Billing address
No billing address provided

Conversion summary

There aren't any conversion details available for this order.
Learn more

Order risk

Analysis not available

Tags

○ Canceling orders   0 of 1

Collapse pa