

# Deleting a Delivery

To delete a delivery, click on the 'Edit' link on the delivery that you want to delete.

Coors	Cellar	123456	Jan 23, 2020	134.94	Edit
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To continue with the deletion of this delivery, simply click on the bin icon at the top of the page, as seen below;

Edit Delivery

Delivery Summary

Supplier

Haydns Beers

Invoice Number

Delivery Date

2019-12-04

Delivery Note Number

987654

Internal Reference

Total Delivery Cost

1529.99

Once this icon has been clicked, a further screen will appear in order to confirm the deletion. This action cannot be reversed, so ensure that it is the correct delivery that is being deleted.

Delete Confirmation

x

Are you sure you want to delete this delivery?

This action is irreversible.

Cancel

Delete

Revision #2

Created 25 February 2021 14:44:57 by Lee Bowen

Updated 15 April 2021 12:45:11 by Adam Ashforth