

# Orders and Shipment Tracking Reports

Orders specify the quantity of testing-related materials Pearson (or your selected vendor) ships. Customers often base **Initial Orders (IO)** of high-quantity testing-materials on [student testing-volume estimates](#) at each given location. Customers can also place **Additional Orders (AO)** for testing materials after the initial order was placed.

To learn how to manage orders, see [Manage Paper Tests](#).

Report Name	Report displays...	Reporting Parameters	Field Names
Overdue Shipments	Shipments that have not yet arrived past expected delivery date	<ul style="list-style-type: none"> <li>• Include all child orgs or the selected organization</li> <li>• Organizations</li> </ul>	<ul style="list-style-type: none"> <li>• PGM SSN</li> <li>• Org Code</li> <li>• Org Name</li> <li>• Tracking Number</li> <li>• Carrier Code</li> <li>• Pickup Date</li> <li>• Scheduled Delivery</li> <li>• Actual Delivery</li> <li>• Status</li> </ul>
Material Summary	<p>A summary of placed orders.</p> <p><i>For AO, this report does NOT contain the entire item list because not all items are configured in PearsonAccess<sup>next</sup>.</i></p>	<ul style="list-style-type: none"> <li>• Type of order (IO or AO)</li> <li>• Organization</li> </ul>	<ul style="list-style-type: none"> <li>• Org Name</li> <li>• Org Code</li> <li>• Item Name</li> <li>• Item Code</li> <li>• Quantity</li> <li>• Status (Back Ordered, Cancelled, Delivered, In Transit, Pending, Processing, Rejected, Submitted)</li> </ul>
Material Details	<p>List of ordered materials.</p> <p><i>For AO, this report does NOT contain the entire item list because not all items are configured in PearsonAccess<sup>next</sup>.</i></p>	<ul style="list-style-type: none"> <li>• Type of order (IO or AO)</li> <li>• Organization</li> </ul>	<ul style="list-style-type: none"> <li>• Org Name</li> <li>• Org Code</li> <li>• Item Name</li> <li>• Item code</li> <li>• Quantity</li> </ul>
Packaging List	Details on packaging and package contents	Order ID	<ul style="list-style-type: none"> <li>• Shipment</li> <li>• Box Number</li> <li>• Item</li> <li>• Description</li> <li>• Details</li> <li>• Quantity Packed</li> <li>• Quantity Backordered</li> <li>• Material Type</li> </ul>
Shipment Problem	Details on shipment problems for placed orders.	<ul style="list-style-type: none"> <li>• Organization</li> <li>• Shipment Problem Type: Resolved or Unresolved</li> </ul>	<ul style="list-style-type: none"> <li>• Org Name</li> <li>• Org Code</li> <li>• Order Number</li> <li>• Delivery Date</li> <li>• Shipment Problem</li> <li>• Shipment Resolution</li> </ul>
Security Checklist	Order serial numbers and details	Organization	<ul style="list-style-type: none"> <li>• Program SSN</li> <li>• Order Number</li> <li>• Org Code</li> <li>• District Code</li> <li>• Org Name</li> <li>• Item Name</li> <li>• Item Number</li> <li>• Quantity</li> <li>• Begin Serial Number</li> <li>• End Serial Number</li> </ul>
Security Checklist - Full	Detailed list of order serial numbers for every ordered item	Organization	<ul style="list-style-type: none"> <li>• Program SSN</li> <li>• Order Number</li> <li>• Org Code</li> <li>• District Code</li> <li>• Org Name</li> <li>• Item Name</li> <li>• Item Number</li> <li>• Quantity</li> <li>• Serial Number</li> </ul>

Inbound Shipment	Details on shipments coming to Pearson	<ul style="list-style-type: none"><li>• Include all child orgs or the selected organization</li><li>• Organizations</li></ul>	<ul style="list-style-type: none"><li>• PGM SSN</li><li>• Org Code</li><li>• Org Name</li><li>• Tracking Number</li><li>• Carrier Code</li><li>• Pickup Date</li><li>• Scheduled Delivery</li><li>• Actual Delivery</li><li>• Status</li></ul>
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