

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"> • Include all child orgs or the selected organization • Organizations 	<ul style="list-style-type: none"> • PGM SSN • Org Code • Org Name • Tracking Number • Carrier Code • Pickup Date • Scheduled Delivery • Actual Delivery • Status
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^{next}.</i></p>	<ul style="list-style-type: none"> • Type of order (IO or AO) • Organization 	<ul style="list-style-type: none"> • Org Name • Org Code • Item Name • Item Code • Quantity • Status (Back Ordered, Cancelled, Delivered, In Transit, Pending, Processing, Rejected, Submitted)
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^{next}.</i></p>	<ul style="list-style-type: none"> • Type of order (IO or AO) • Organization 	<ul style="list-style-type: none"> • Org Name • Org Code • Item Name • Item code • Quantity
Packaging List	Details on packaging and package contents	Order ID	<ul style="list-style-type: none"> • Shipment • Box Number • Item • Description • Details • Quantity Packed • Quantity Backordered • Material Type
Shipment Problem	Details on shipment problems for placed orders.	<ul style="list-style-type: none"> • Organization • Shipment Problem Type: Resolved or Unresolved 	<ul style="list-style-type: none"> • Org Name • Org Code • Order Number • Delivery Date • Shipment Problem • Shipment Resolution
Security Checklist	Order serial numbers and details	Organization	<ul style="list-style-type: none"> • Program SSN • Order Number • Org Code • District Code • Org Name • Item Name • Item Number • Quantity • Begin Serial Number • End Serial Number
Security Checklist - Full	Detailed list of order serial numbers for every ordered item	Organization	<ul style="list-style-type: none"> • Program SSN • Order Number • Org Code • District Code • Org Name • Item Name • Item Number • Quantity • Serial Number

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