

Orders and Shipment Tracking Reports

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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 Orders](#).

| Report Name | Report displays... | Reporting Parameters | Field Names |
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| 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 | A summary of placed orders. <i>For AO, this report does NOT contain the entire item list because not all items are configured in PearsonAccess^{next}.</i> | <ul style="list-style-type: none"> • Type of order (IO or AO) • Organization | <ul style="list-style-type: none"> • Item Name • Item code • Quantity |
| Material Details | List of ordered materials. <i>For AO, this report does NOT contain the entire item list because not all items are configured in PearsonAccess^{next}.</i> | <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 |

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| 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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