Reject an Order for Materials
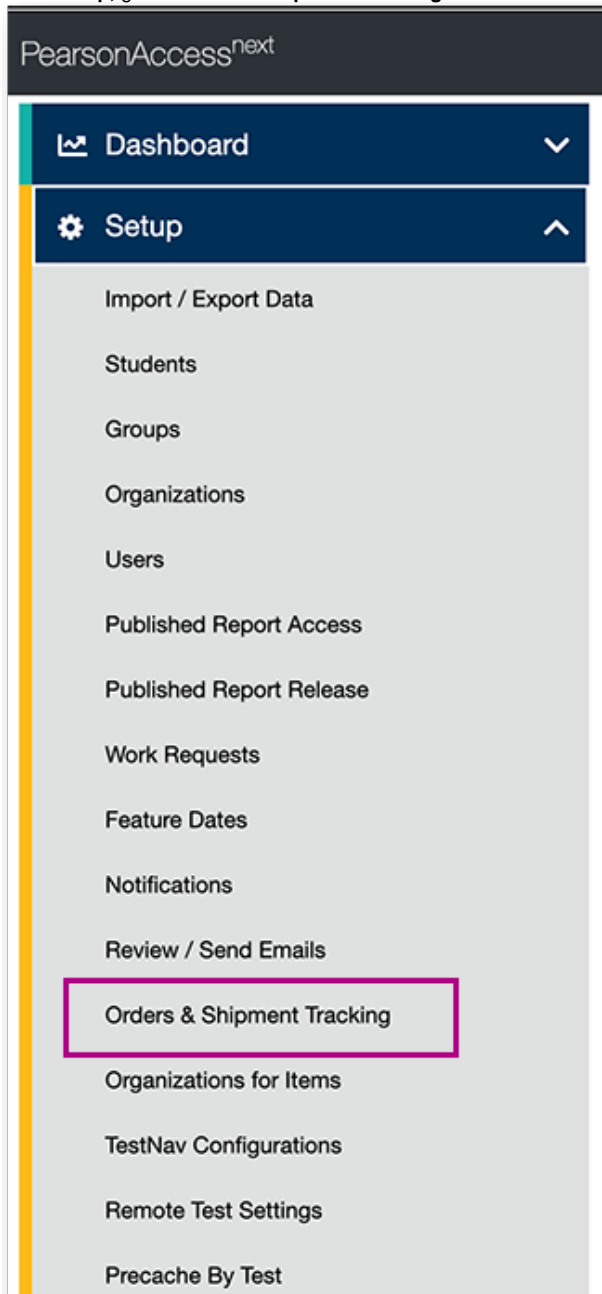
You can reject an order to stop Pearson (or your selected vendor) from filling it.

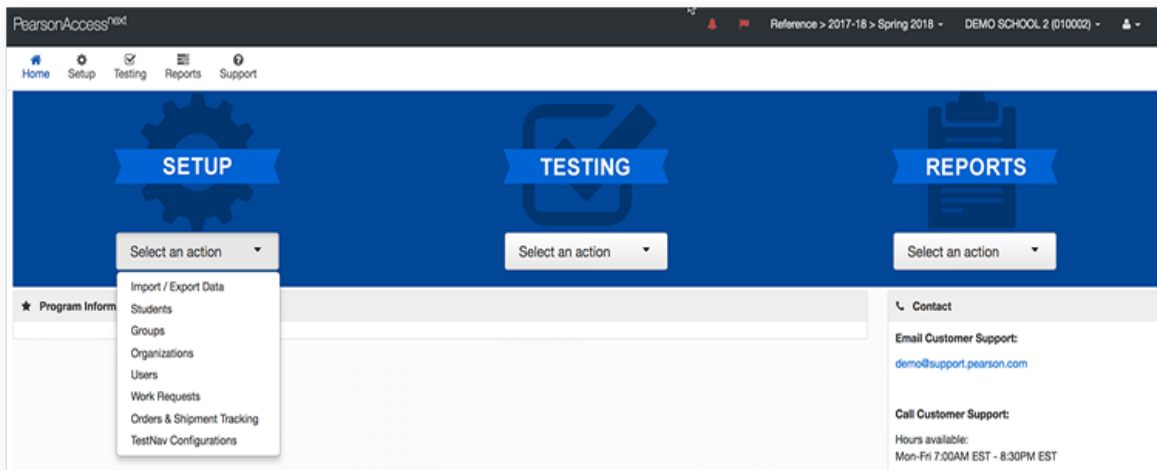
Prerequisites

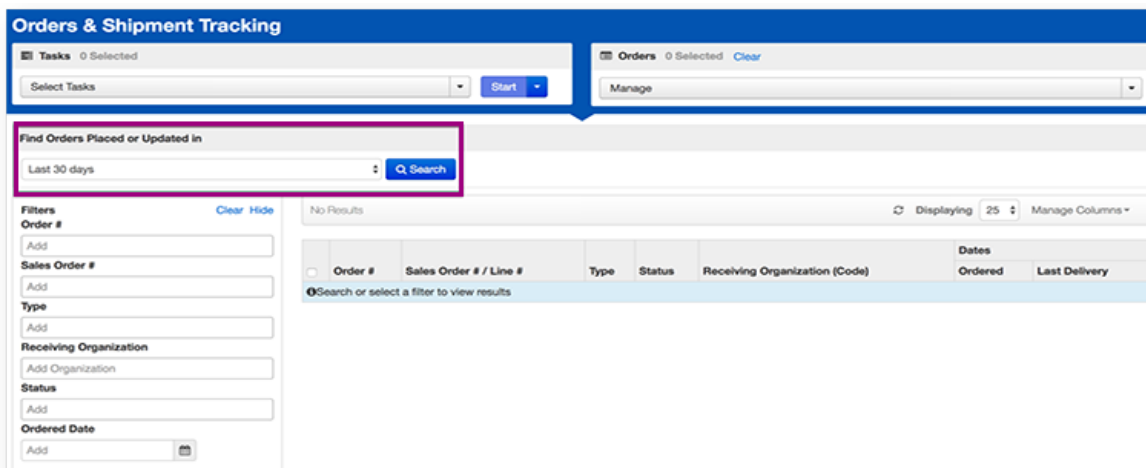You can only reject an order in Submitted status.

Step-by-Step

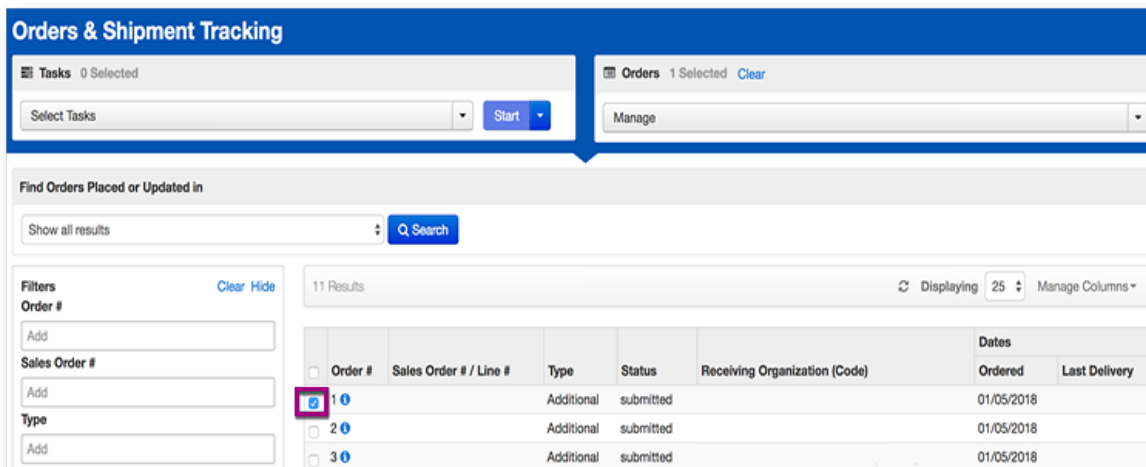1. From **Setup,** go to **Orders & Shipment Tracking**.

2. Under **Find Orders Placed and Updated in**, select a period of time during which reports occurred, and click **Search.**

3. Click the checkbox next to the order.

4. Click **Select Tasks**, select **Reject Orders**, and click **Start**.

5. Type a reason.

6. Click **Reject**.

Effects

The system retains a *record* of rejected orders, but the rejection is permanent. You cannot reinstate the order; you must create a new one.