

Reject an Order for Materials

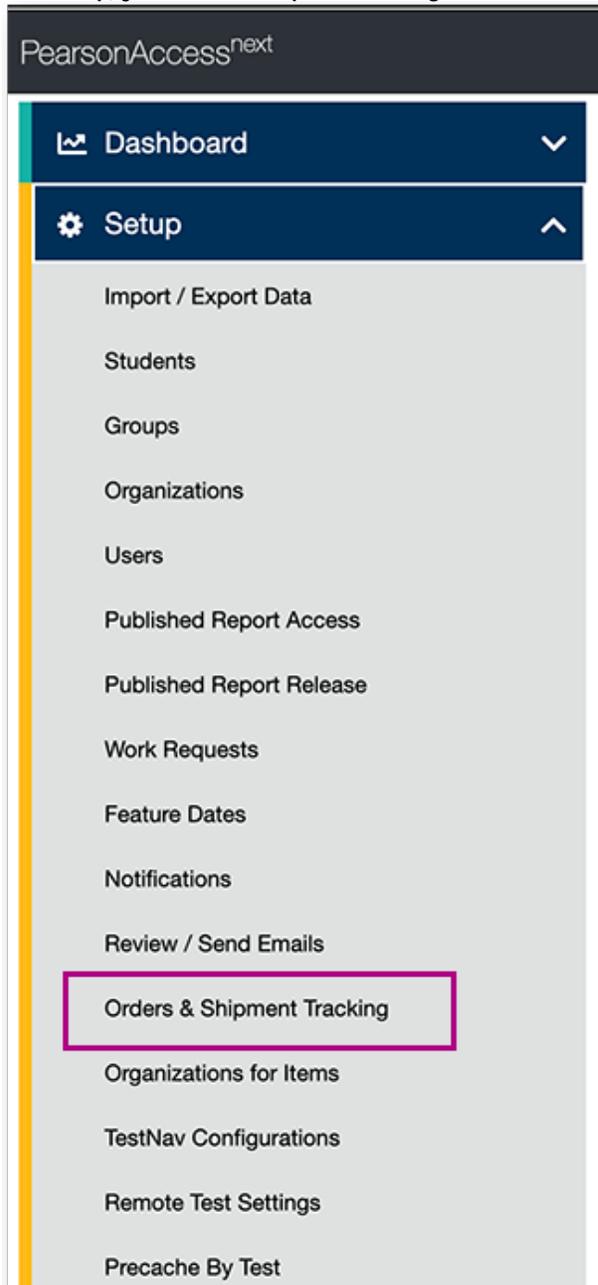
You can reject an [order](#) to stop Pearson (or your selected vendor) from filling it.

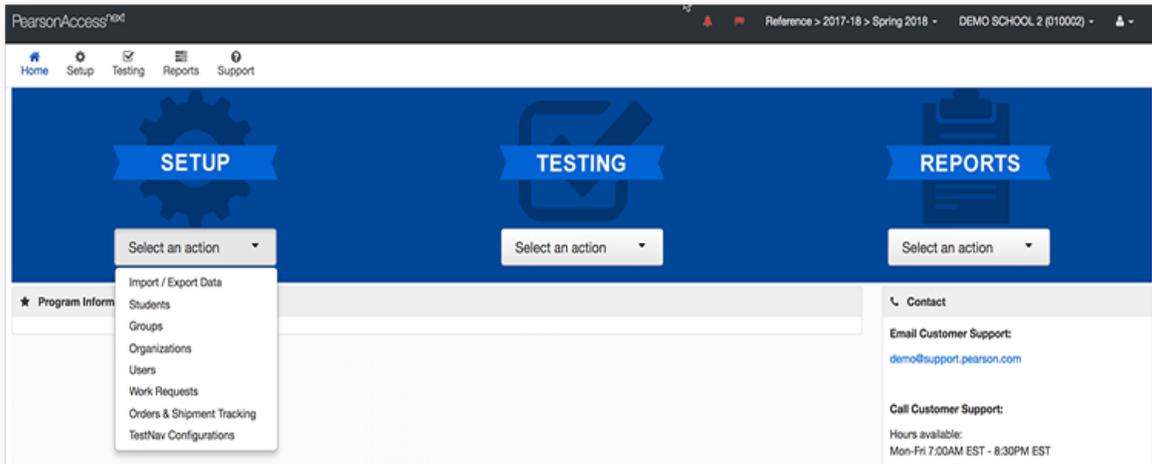
Prerequisites

You can only reject an order in Submitted status.

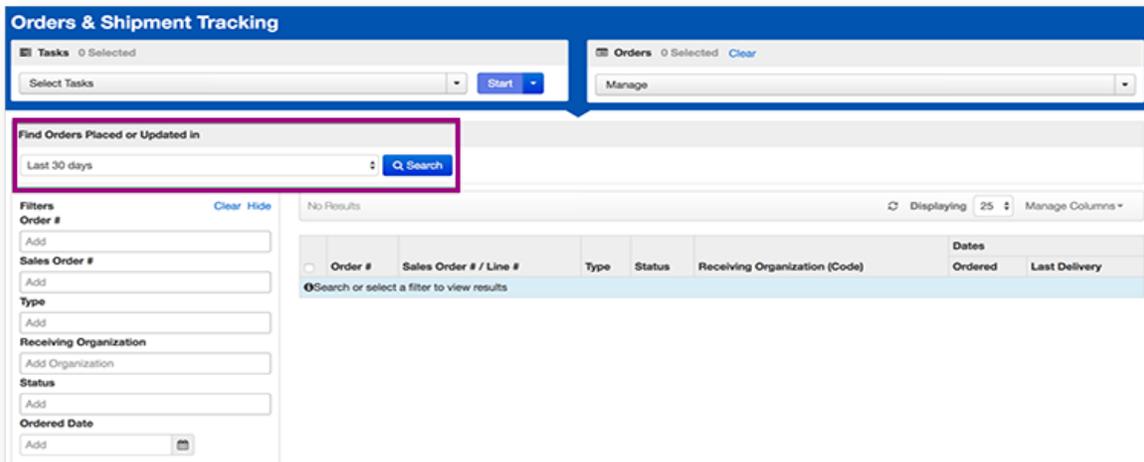
Step-by-Step

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

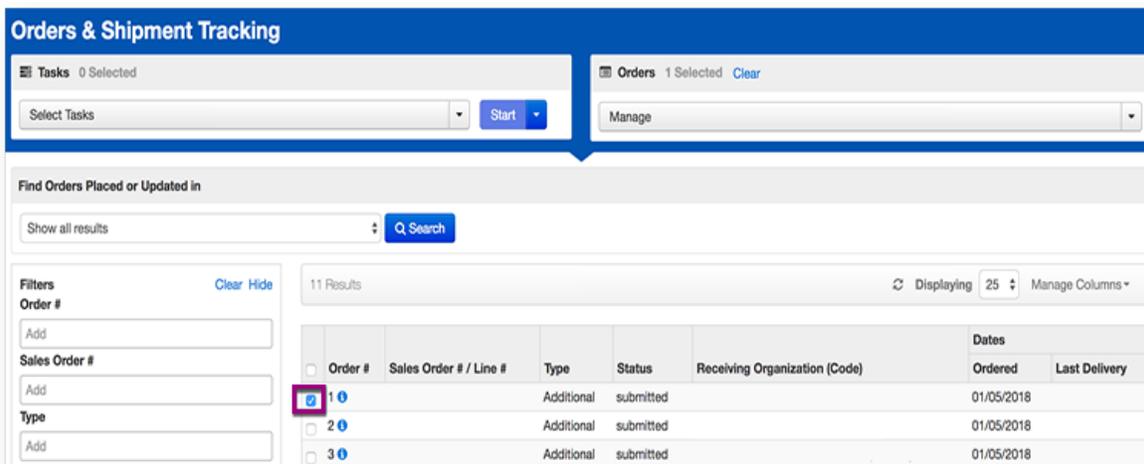




- Under **Find Orders Placed and Updated in**, select a period of time during which reports occurred, and click **Search**.



- Click the checkbox next to the order.



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

Orders & Shipment Tracking

Tasks 1 Selected Orders 3 Selected [Clear](#)

Select Tasks Manage

- Orders
 - Create / Edit Orders
 - Approve Orders
 - Reject Orders**
 - Cancel Orders
- Shipments
 - Report / Resolve Issues

[Go to Operational Reports](#)
[Inbound Shipment Report](#)

 No Results Displaying 25

Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)	Dates
					Ordered Last Delivery
No Results					

5. Type a reason.

ADDITIONAL ORDERS (1)

[Order # 9 \(submitted\)](#)

DETAILS

Customer Note*

Order was submitted.

* Required

6. Click **Reject**.

ADDITIONAL ORDERS (1)

[Order # 9 \(submitted\)](#)

DETAILS

Customer Note*

Order was submitted.

* Required

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.