

Reject an Order for Materials

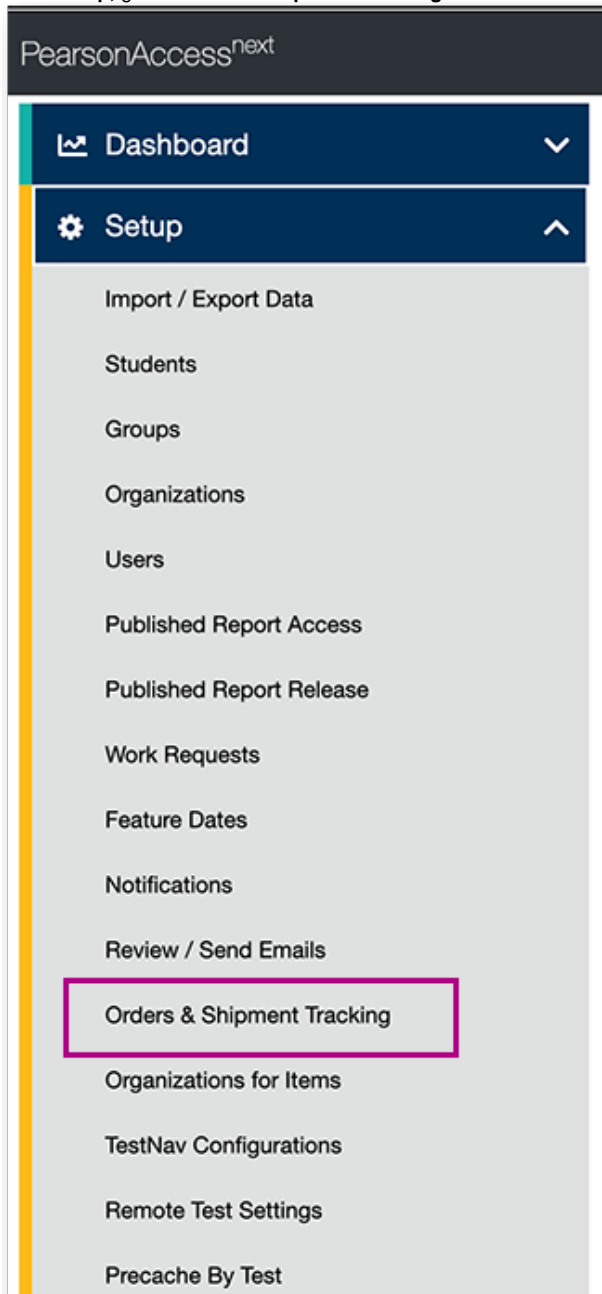
You can reject an [order](#) to stop Pearson (or your selected vendor) from filling it.

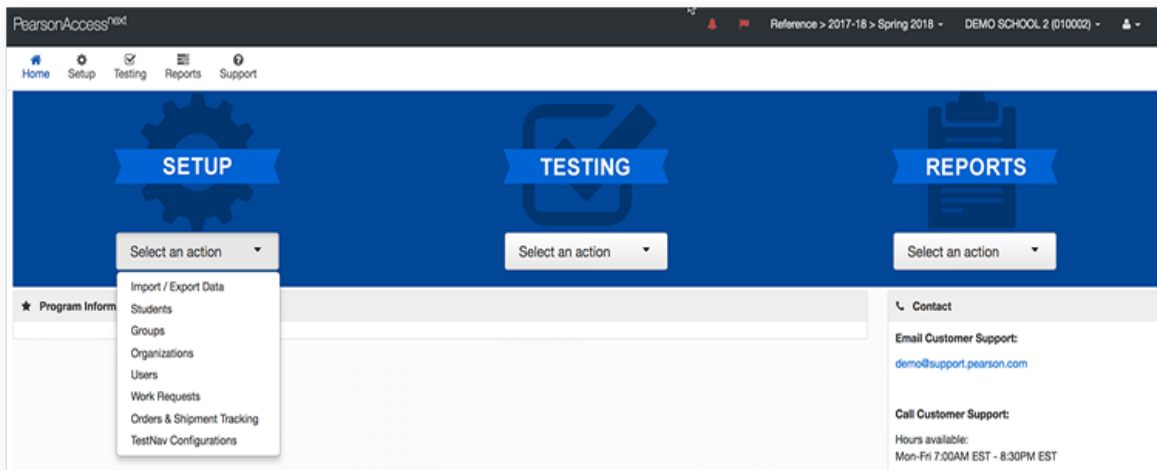
Prerequisites

You can only reject an order in Submitted status.

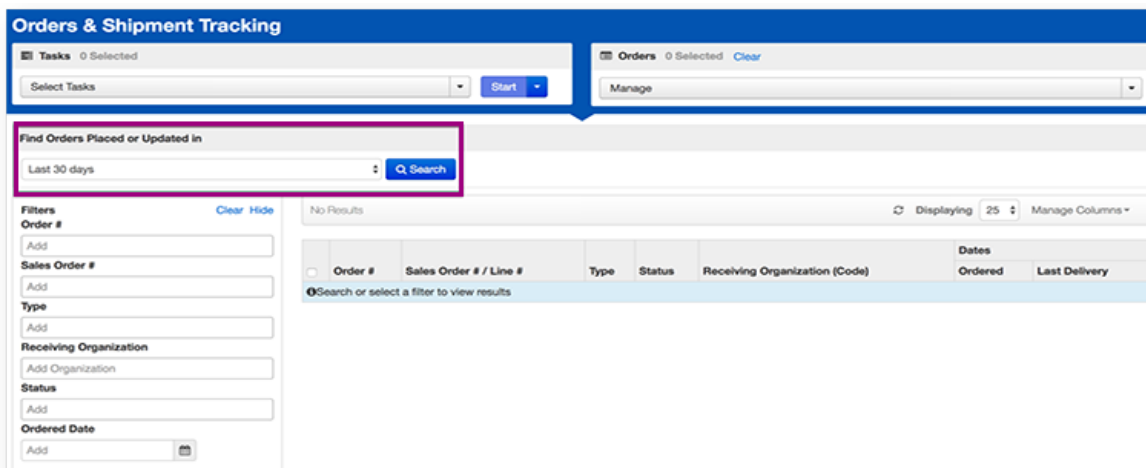
Step-by-Step

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

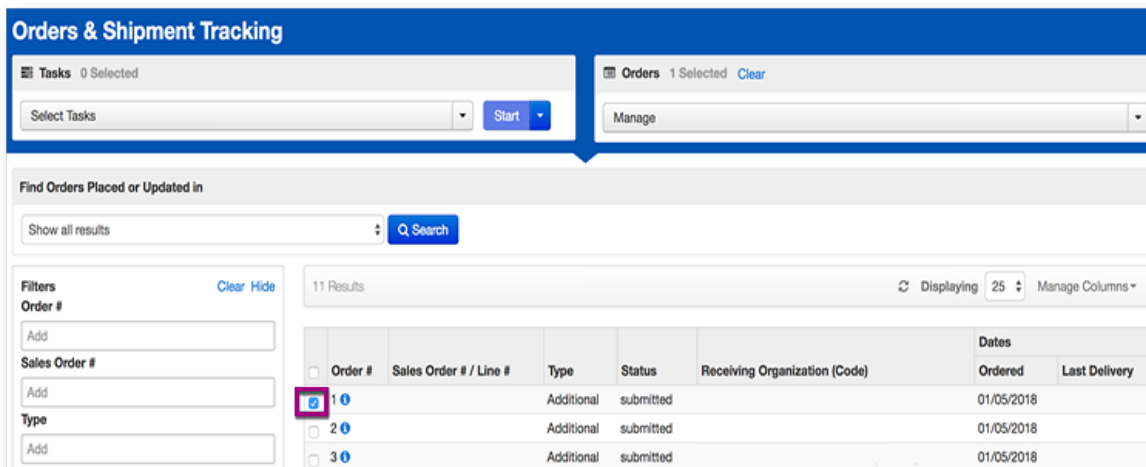




- Under **Find Orders Placed and Updated in**, select a period of time during which reports occurred, and click **Search**.



- Click the checkbox next to the order.



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

Orders & Shipment Tracking

Tasks 1 Selected **Start**

Select Tasks

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

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

Orders 3 Selected **Clear**

Manage

Q Search

Clear Hide No Results **Displaying 25** **Manage Columns**

Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)	Dates	
					Ordered	Last Delivery

5. Type a reason.

ADDITIONAL ORDERS (1)

Order # 9 (submitted)

DETAILS

Customer Note*

Order was submitted.

* Required

Reject **Cancel**

6. Click **Reject**.

ADDITIONAL ORDERS (1)

Order # 9 (submitted)

DETAILS

Customer Note*

Order was submitted.

* Required

Reject **Cancel**

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.