

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	- Include all child orgs or the selected organization - Organizations	- 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>	- Type of order (IO or AO) - Organization	- Org Name - Org Code - Item Name - Item Code - Quantity - Status (Back Ordered, Cancelled, Delivered, In Transit, Pending, Processing, Rejected, Submitted)
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>	- Type of order (IO or AO) - Organization	- Org Name - Org Code - Item Name - Item code - Quantity
Packaging List	Details on packaging and package contents	Order ID	- Shipment - Box Number - Item - Description - Details - Quantity Packed - Quantity Backordered - Material Type
Shipment Problem	Details on shipment problems for placed orders.	- Organization - Shipment Problem Type: Resolved or Unresolved	- Org Name - Org Code - Order Number - Delivery Date - Shipment Problem - Shipment Resolution
Security Checklist	Order serial numbers and details	Organization	- 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	- 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	• Include all child orgs or the selected organization • Organizations	• PGM SSN • Org Code • Org Name • Tracking Number • Carrier Code • Pickup Date • Scheduled Delivery • Actual Delivery • Status
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