


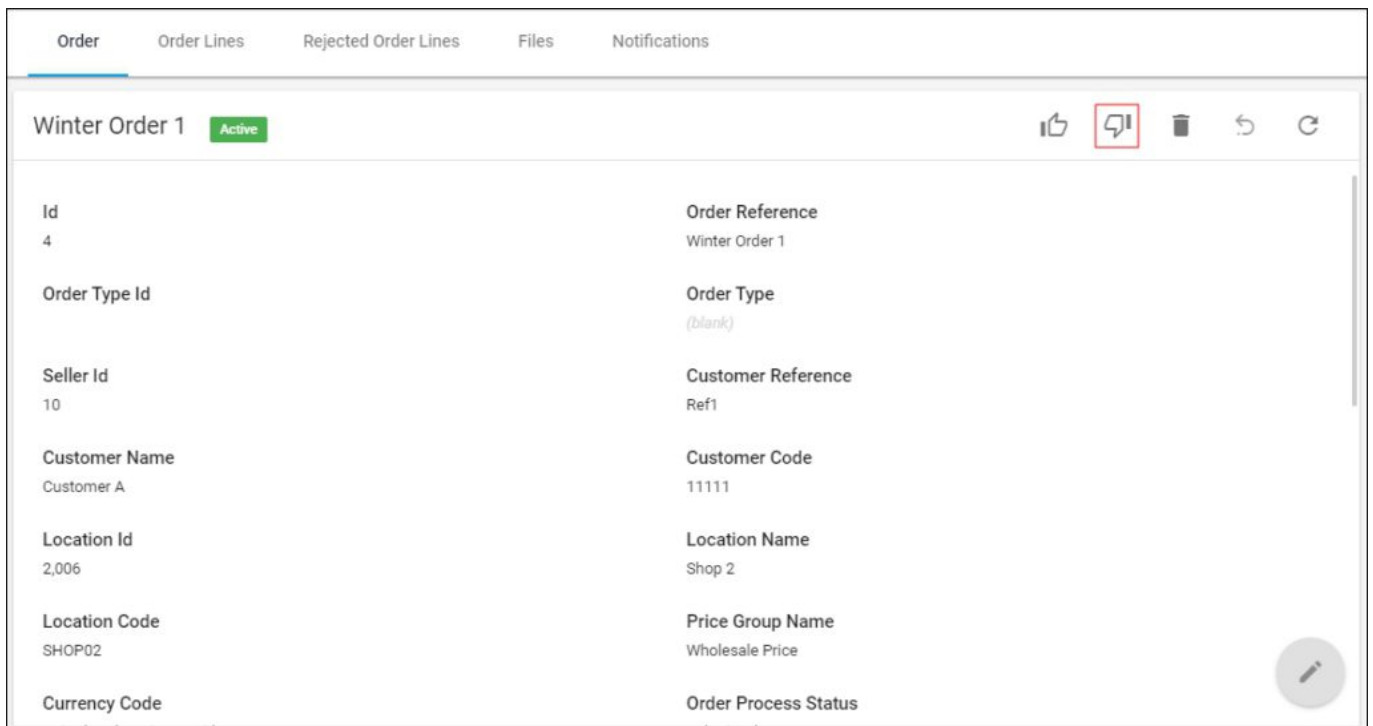
Reject order

Note:

- Only orders with status “Submitted” can be rejected.

To reject an order, follow these steps:

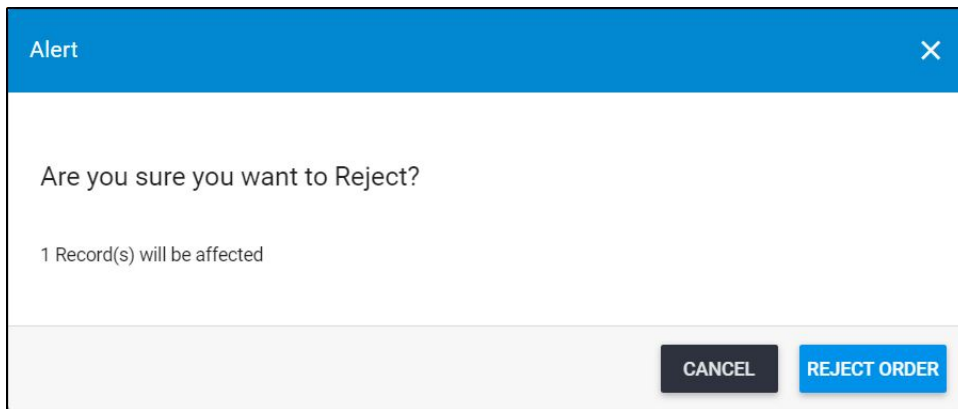
1. Click the checkbox(es) next to the order you want then click  , or view the order details then click the button as shown in the below example:



The screenshot displays the 'Winter Order 1' details page. The page has a navigation bar with tabs: Order, Order Lines, Rejected Order Lines, Files, and Notifications. The 'Order' tab is selected. Below the navigation bar, the order title 'Winter Order 1' is shown with a green 'Active' status indicator. To the right of the title is a toolbar with icons for back, comment (highlighted with a red box), delete, refresh, and reload. The main content area is a table with the following fields:

Id	Order Reference
4	Winter Order 1
Order Type Id	Order Type
	(blank)
Seller Id	Customer Reference
10	Ref1
Customer Name	Customer Code
Customer A	11111
Location Id	Location Name
2,006	Shop 2
Location Code	Price Group Name
SHOP02	Wholesale Price
Currency Code	Order Process Status

You can also select “Reject Order” from the Actions menu next to the order you want, the following message appears:



2. Click **Reject order**, the order processing status changes to “Rejected”.