


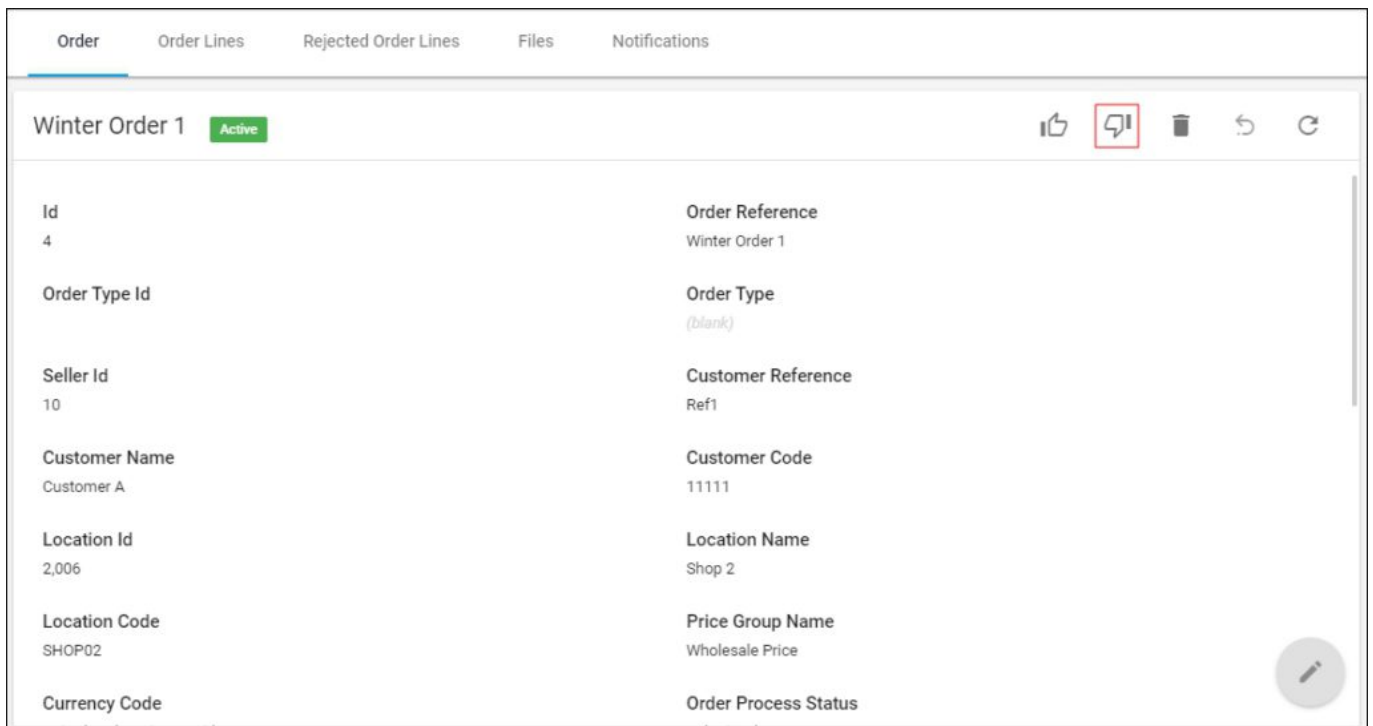
# Reject order

## Note:

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

To reject an order, follow these steps:

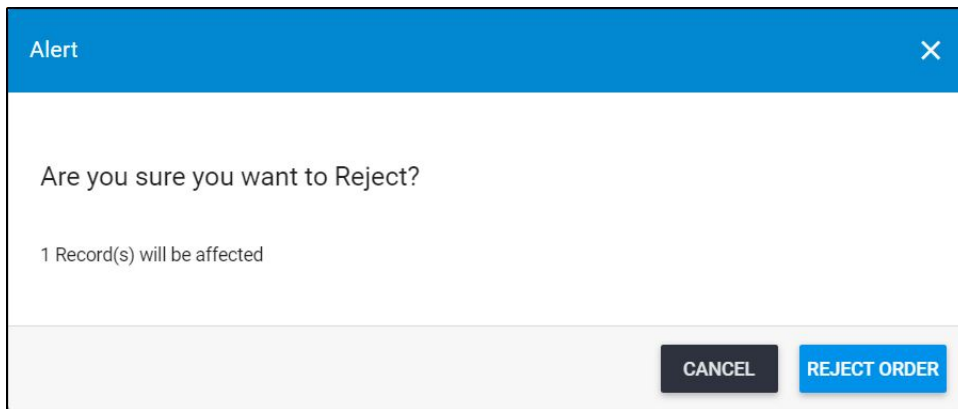
1. Click the checkbox(es) next to the order you want then click  , or view the order details then click the button as shown in the below example:



The screenshot shows the 'Winter Order 1' details page. The top navigation bar includes 'Order', 'Order Lines', 'Rejected Order Lines', 'Files', and 'Notifications'. The order is currently 'Active'. The details are as follows:

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

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”.