


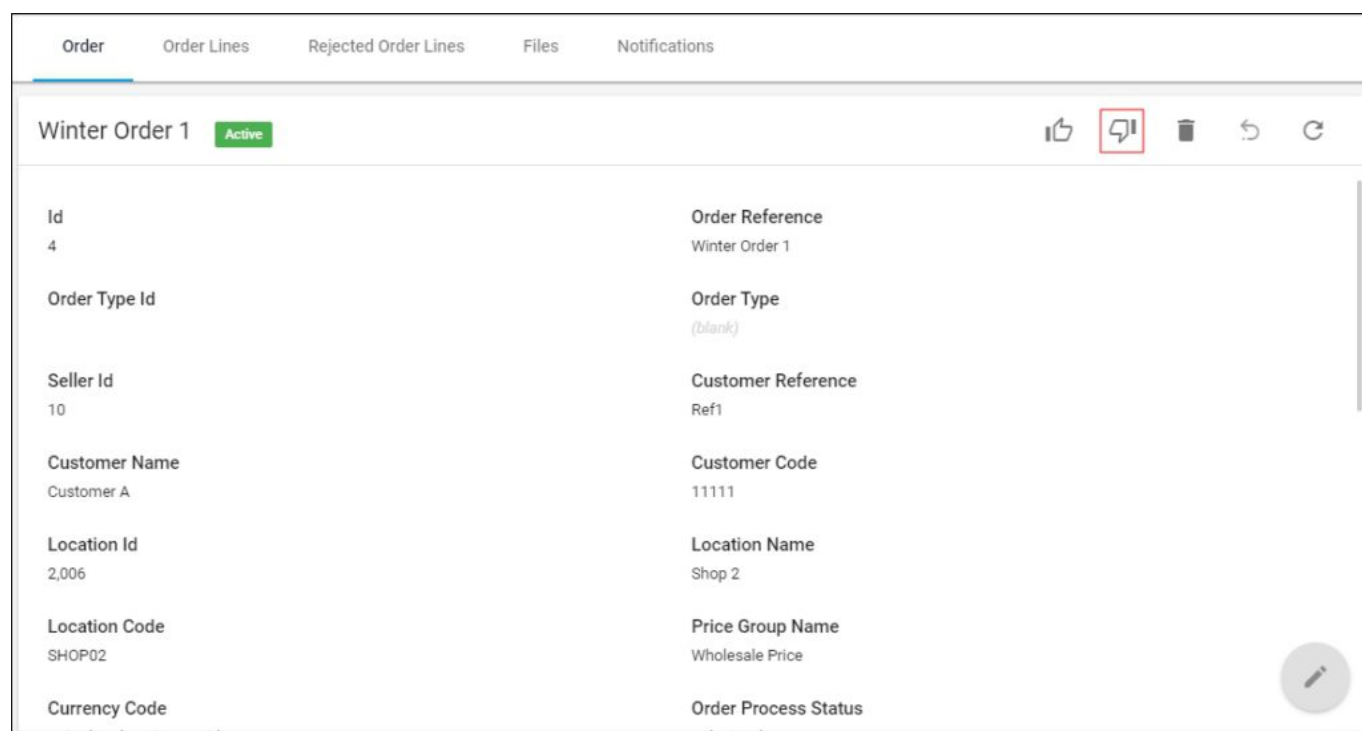
Reject order







Note:

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

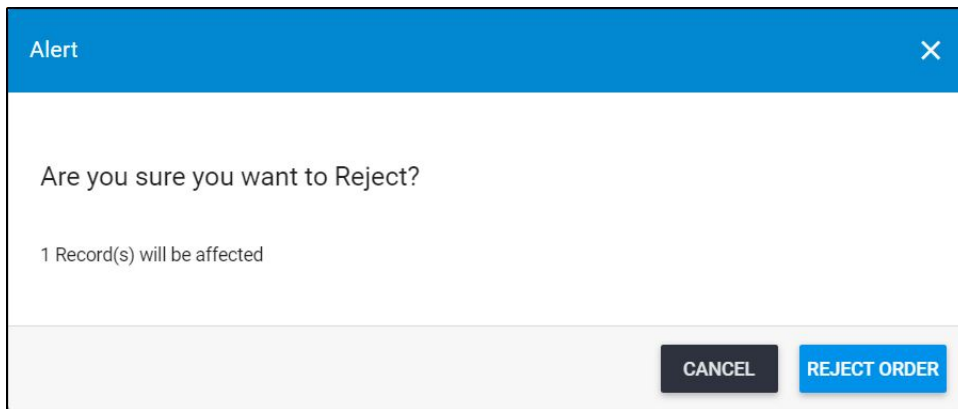
To reject an order, follow these steps:

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:



Order	Order Lines	Rejected Order Lines	Files	Notifications
Winter Order 1		Active		    
Id 4	Order Reference Winter Order 1	Order Type Id	Order Type (blank)	
Seller Id 10	Customer Reference Ref1	Customer Name Customer A	Customer Code 11111	
Location Id 2,006	Location Name Shop 2	Location Code SHOP02	Price Group Name 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”.