


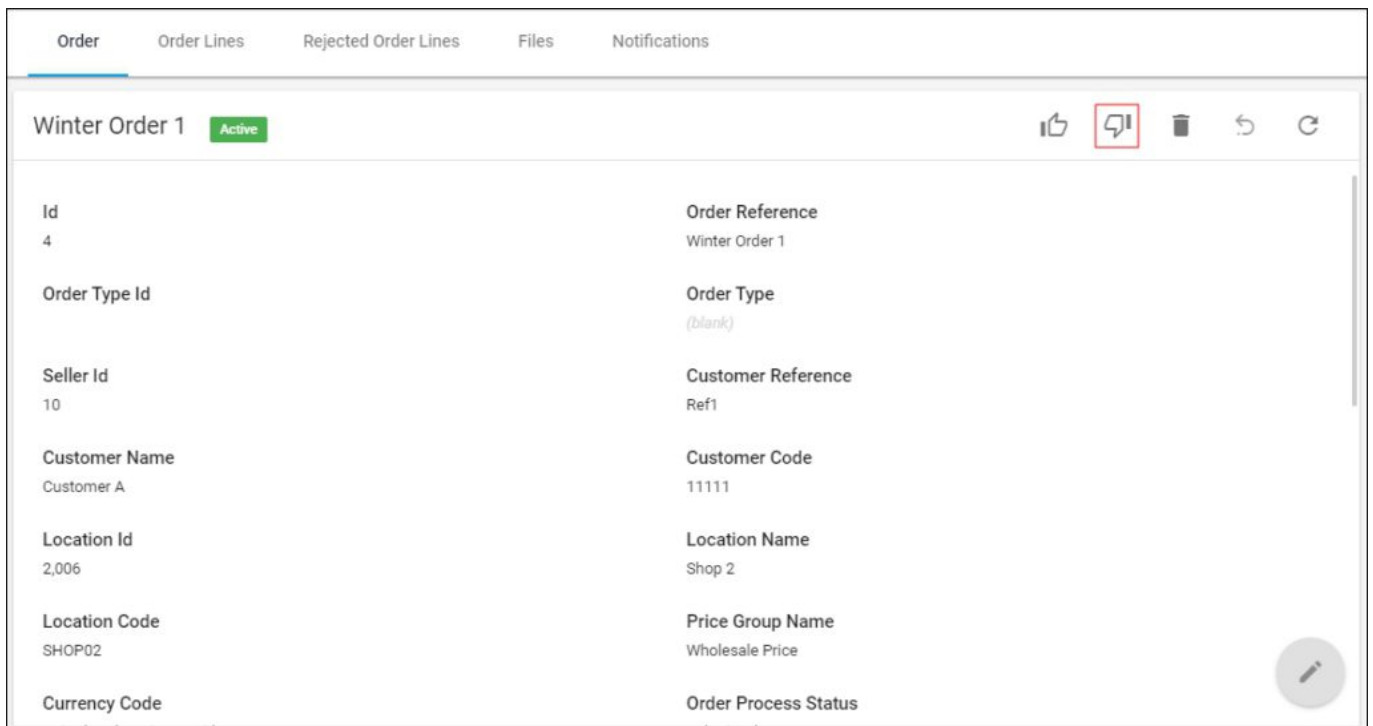
# Reject order

## 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:

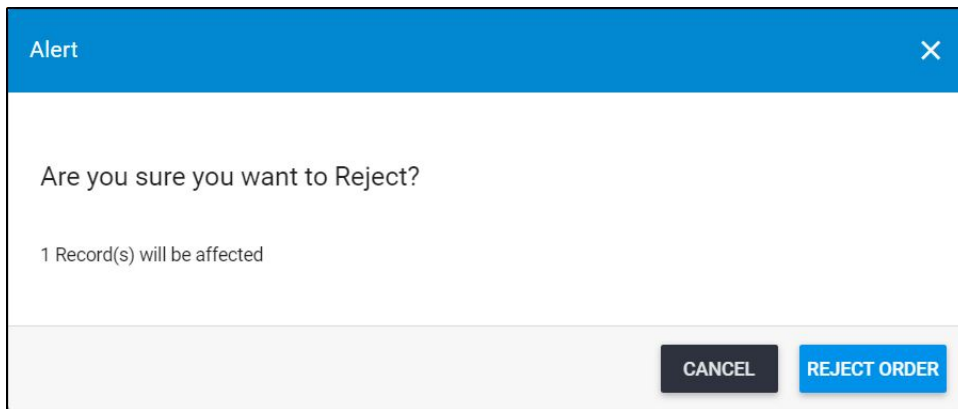


The screenshot shows the 'Winter Order 1' details page. The top navigation bar includes 'Order', 'Order Lines', 'Rejected Order Lines', 'Files', and 'Notifications'. The order title 'Winter Order 1' is followed by an 'Active' status indicator. The main content area displays the following details:

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	

A red box highlights the 'comment' icon in the top right corner of the order details area.

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".