


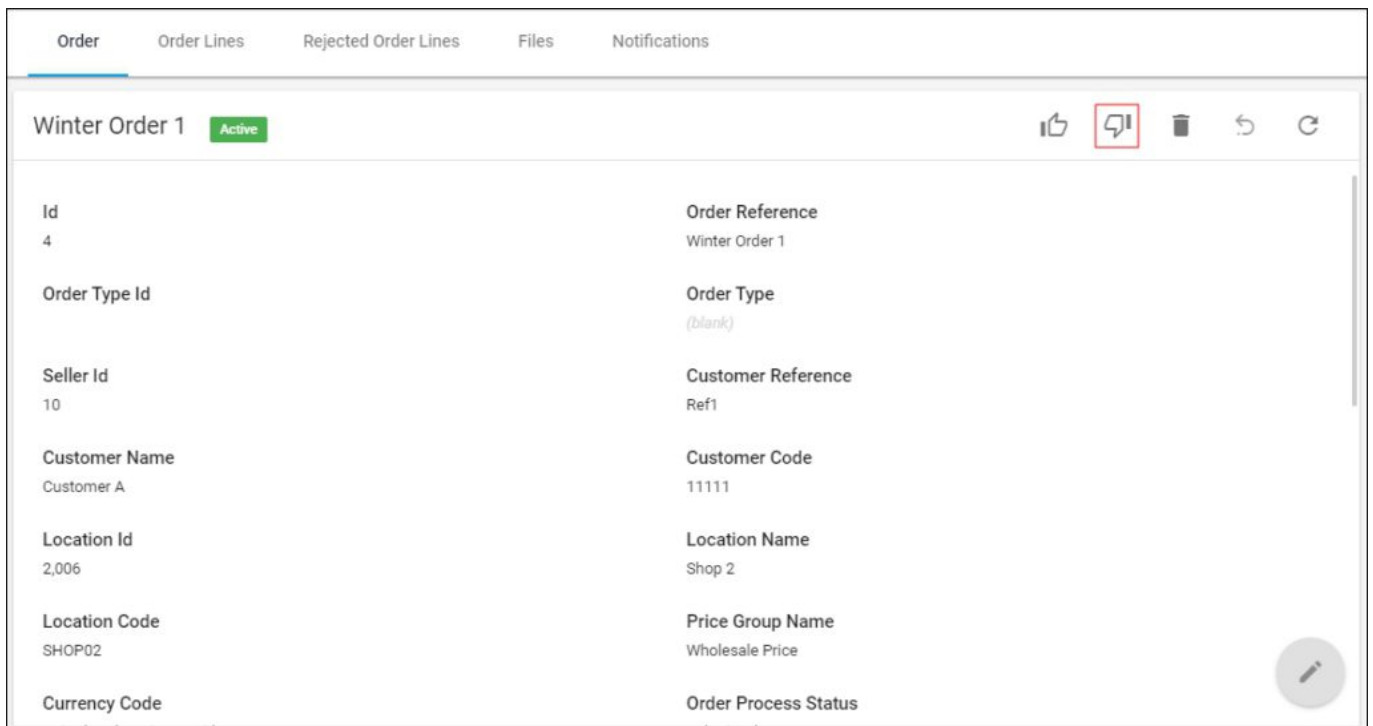
# Reject order

## Note:

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

To reject an order, follow these steps:

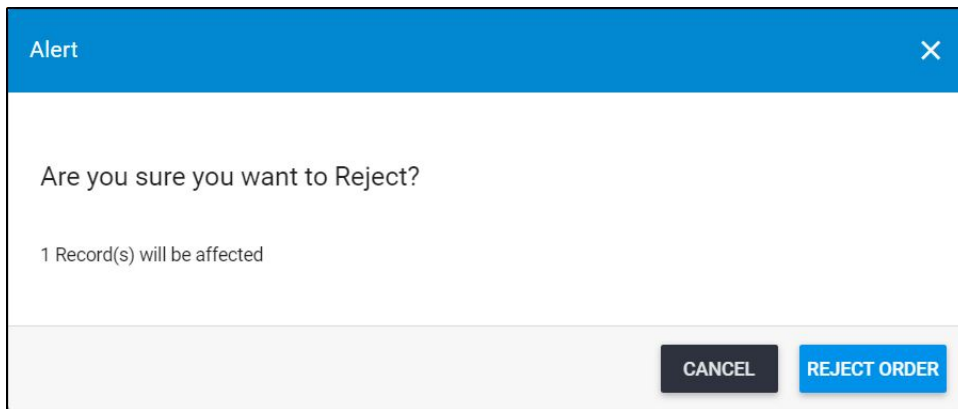
1. Click the checkbox(es) next to the order you want then click  , or view the order details then click the button as shown in the below example:



The screenshot shows the 'Order' details page for 'Winter Order 1'. The order is marked as 'Active'. The page includes a navigation bar with tabs for 'Order', 'Order Lines', 'Rejected Order Lines', 'Files', and 'Notifications'. The main content area displays the following order details:

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