


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

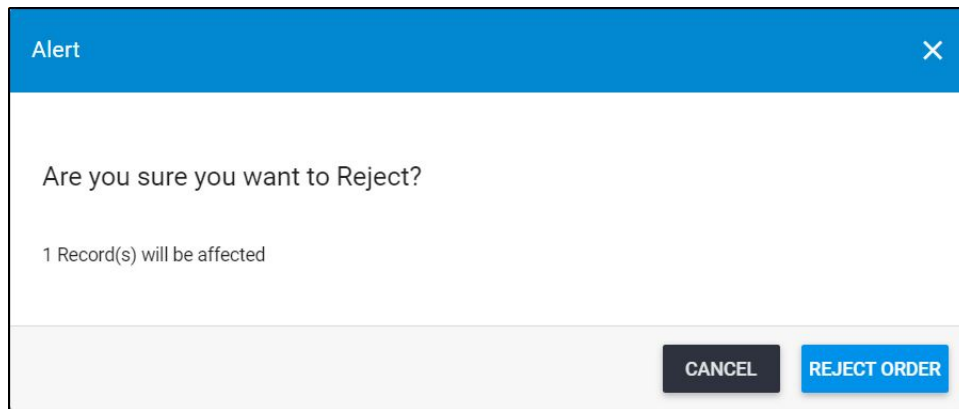
Active



Id	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".