


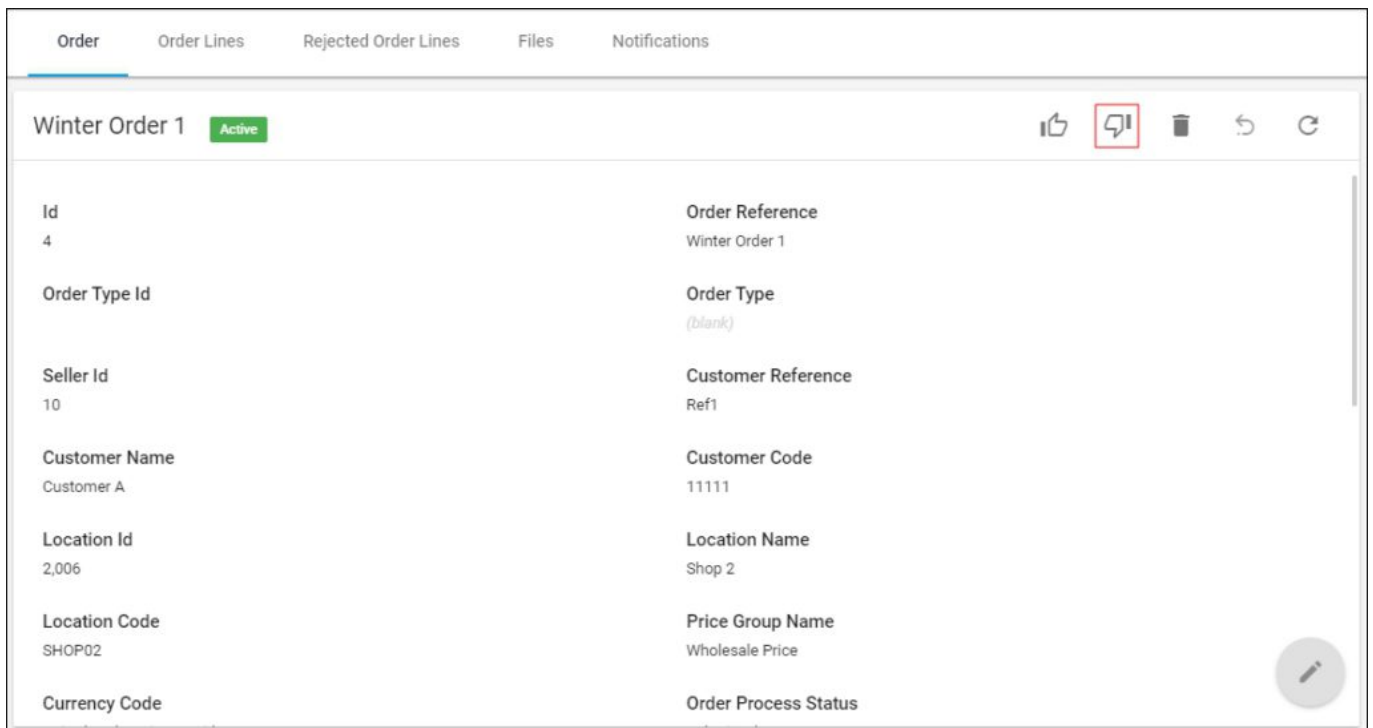
Reject order

Note:

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

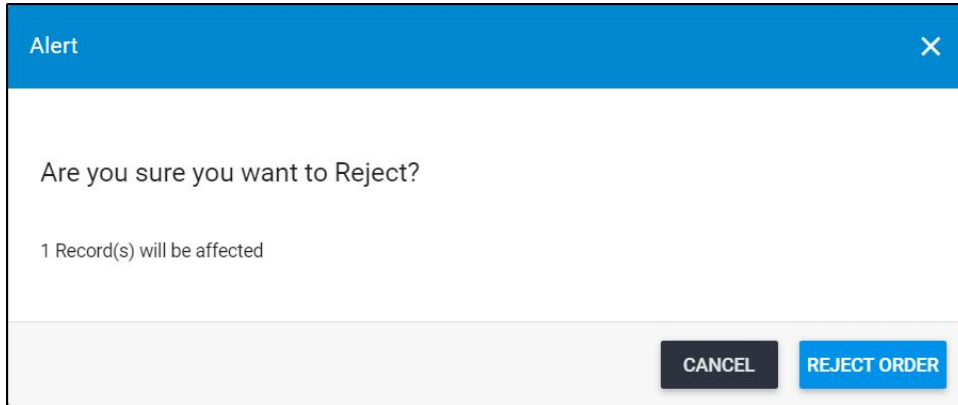
To reject an order, follow these steps:

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”.