



Reject Entire Order

Quick Reference Guide

Reject Entire Order if it cannot be fulfilled at all. Please kindly contact the Arrow Procurement before rejection as it will delete the purchase order. For Incorrect Delivery Dates/Price, please use the Update Line Item instead. For details, see QRG - Update Line Item – Order Confirmation.

Step-1: Click 'Create order Confirmation' and select 'Reject Entire Order':

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Payment Terms ()	

Step-2: Enter a confirmation number:

REJECT ENTIRE ORDER	
Order Confirmation Number: Confirmation #:	1
Rejection Reason:	Please Select V
Comments:	
	Reject Order Cancel

Step-3: Select a reject reason:











Step-4: Click 'Reject Order':

REJECT ENTIRE ORDER	
Order Confirmation Number: Confirmation #:	RE8145
Rejection Reason:	Incorrect UOM
Comments:	UOM should be AU
	Reject Order Cancel

Now the PO status is showing 'Rejected'.

Purchase Order: 4520008145			Done
Create Order Confirmation		± 🕏	
Order Detail Order History			
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Poynest Para () Colors an Dua 30 etc., home house Reg Concelas Homewice Suppler Adhese		Routing Status: Acknowledged External Document Type: Standard PO (Service PO)	

