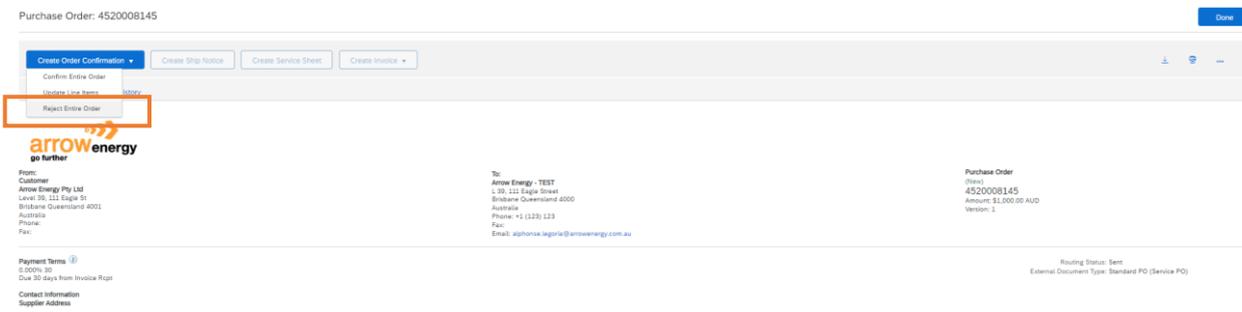


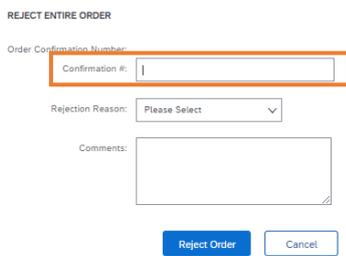
Reject Entire Order Quick Reference Guide

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.

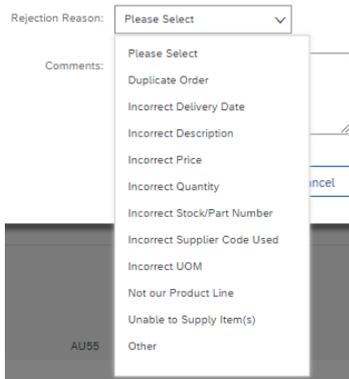
Step-1: Click 'Create order Confirmation' and select 'Reject Entire Order':



Step-2: Enter a confirmation number:



Step-3: Select a reject reason:



Step-4: Click 'Reject Order':

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #:

Rejection Reason:

Comments:

Now the PO status is showing 'Rejected'.

Purchase Order: 4520008145 Done

Order Detail Order History

From:
Customer
Arrow Energy Pty Ltd
Level 10, 111 Eagle St
Brisbane Queensland 4001
Australia
Phone:
Fax:

To:
Arrow Energy - TEST
L 30, 111 Eagle Street
Brisbane Queensland 4000
Australia
Phone: +1 (123) 123
Fax:
Email: alphax@arrowenergy.com.au

Purchase Order
(Rejected)
4520008145
Amount: \$1,000.00 AUD
Version: 1

Routing Status: Acknowledged
External Document Type: Standard PO (Service PO)

Payment Terms ⓘ
0.000% 30
Due 30 Days from Invoice Start

Contact Information
Supplier Address
