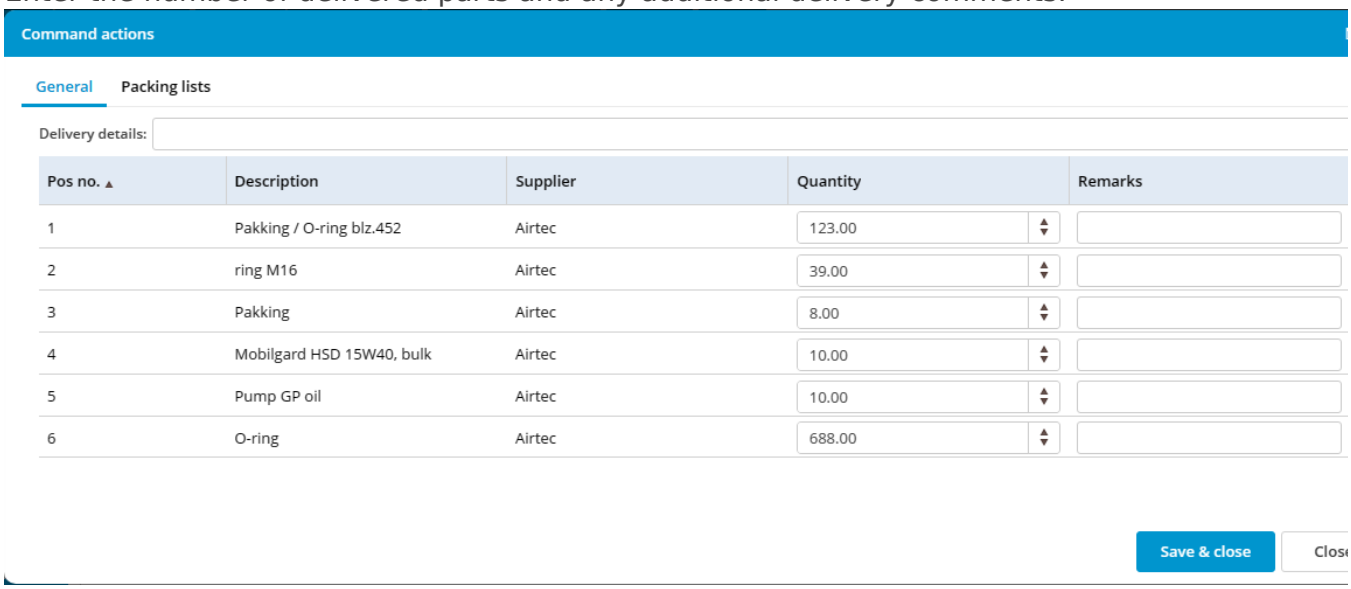
How do I create a backorder?

When an order has not been delivered in full, a backorder can be created for the non-delivered parts.

1. Mark an order line as **Delivered** (status name depends on the configuration).
2. Enter the number of delivered parts and any additional delivery comments.



3. Click on **Ok.**
4. Click on **Make backorder.**
5. A new order line will be created in the existing order with the number of non-delivered parts.

> In addition to creating a backorder, you can also skip the difference. This option allows you to move the order to the next status without creating a backorder.

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