

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.

Command actions

General

Packing lists

Delivery details:

Pos no. ▲	Description	Supplier	Quantity	Remarks
1	Pakking / O-ring blz.452	Airtec	123.00	
2	ring M16	Airtec	39.00	
3	Pakking	Airtec	8.00	
4	Mobilgard HSD 15W40, bulk	Airtec	10.00	
5	Pump GP oil	Airtec	10.00	
6	O-ring	Airtec	688.00	

Save & close

Close

- 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.