

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	Packing / O-ring blz.452	Airtec	<input type="text" value="123.00"/>	<input type="text"/>
2	ring M16	Airtec	<input type="text" value="39.00"/>	<input type="text"/>
3	Packing	Airtec	<input type="text" value="8.00"/>	<input type="text"/>
4	Mobilgard HSD 15W40, bulk	Airtec	<input type="text" value="10.00"/>	<input type="text"/>
5	Pump GP oil	Airtec	<input type="text" value="10.00"/>	<input type="text"/>
6	O-ring	Airtec	<input type="text" value="688.00"/>	<input type="text"/>

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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