

# 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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