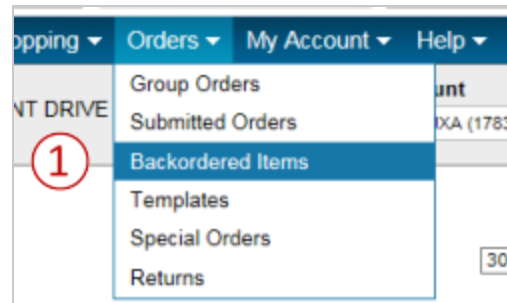


## Backordered Items

### Reach the Backordered Items List

- From the **Orders** menu, select option **Backordered Items**.
  - These items are temporarily on hold and will be shipped as soon as they become available.



- The list containing your backordered items displays.

A screenshot of the 'My Orders' page. It shows a table with columns for 'Order #', 'Quantity', 'Description', 'Unit', 'Unit Price', and 'Total'. Two items are listed as backordered (BO) with their respective quantities and dates.

Order #	Quantity	Description	Unit	Unit Price	Total
EW61423246	4	PAP5604		\$27.04	\$108.16
EW61423246	3	STD1002		\$6.37	\$19.11

### Modify Ordered Quantities and Delete an Item

- To modify a quantity to order, enter a different number in the product's **QTY** box.

A screenshot of the 'My Orders' page focusing on the 'QTY' and 'PRODUCT' columns. Two items are shown with their respective order and ship quantities, and backordered (BO) quantities in input boxes. Red circles with the number '1' highlight these input boxes.


	QTY	PRODUCT
<a href="#">EW61423246</a>	Order 4 Ship 0 BO <input type="text" value="4"/>	PAP5604
3/4/2015		
	Order 3 Ship 0 BO <input type="text" value="3"/>	STD1002

### Modify Ordered Quantities and Delete an Item

- To delete a product, click the check box of the product to delete and click the **Sup** button.
- To delete more than one product, check the box of the products you wish to delete and click the **Delete Selected** button.

DESCRIPTION	UOM	YOUR PRICE	TOTAL	
<a href="#">ClearPoint, 7mm, blue</a>		\$4.29	\$17.16	<input type="checkbox"/> <b>Del</b>
ordered ct expected on 03/10				<input checked="" type="checkbox"/>
<a href="#">OTLER® Mars Graph Drawing s, 2B, Soft</a>		\$2.19	\$6.57	<input type="checkbox"/> <b>Del</b>
ordered ct expected on 03/12				<input checked="" type="checkbox"/>

**Delete Selected**

 A notification email is automatically sent to you to confirm the change you just made.

### Inquire an Order with Backordered Items

- Click on the eway order number.
  - If you deleted products or modified quantities, the **Internal Comment** box will display a note, showing that a backordered product was modified or deleted.

ORDER#	QTY	PR
<a href="#">EW61423246</a>	Order 4 Ship 0 BO 4	PAI 00
3/4/2015		
	Order 3	STI