



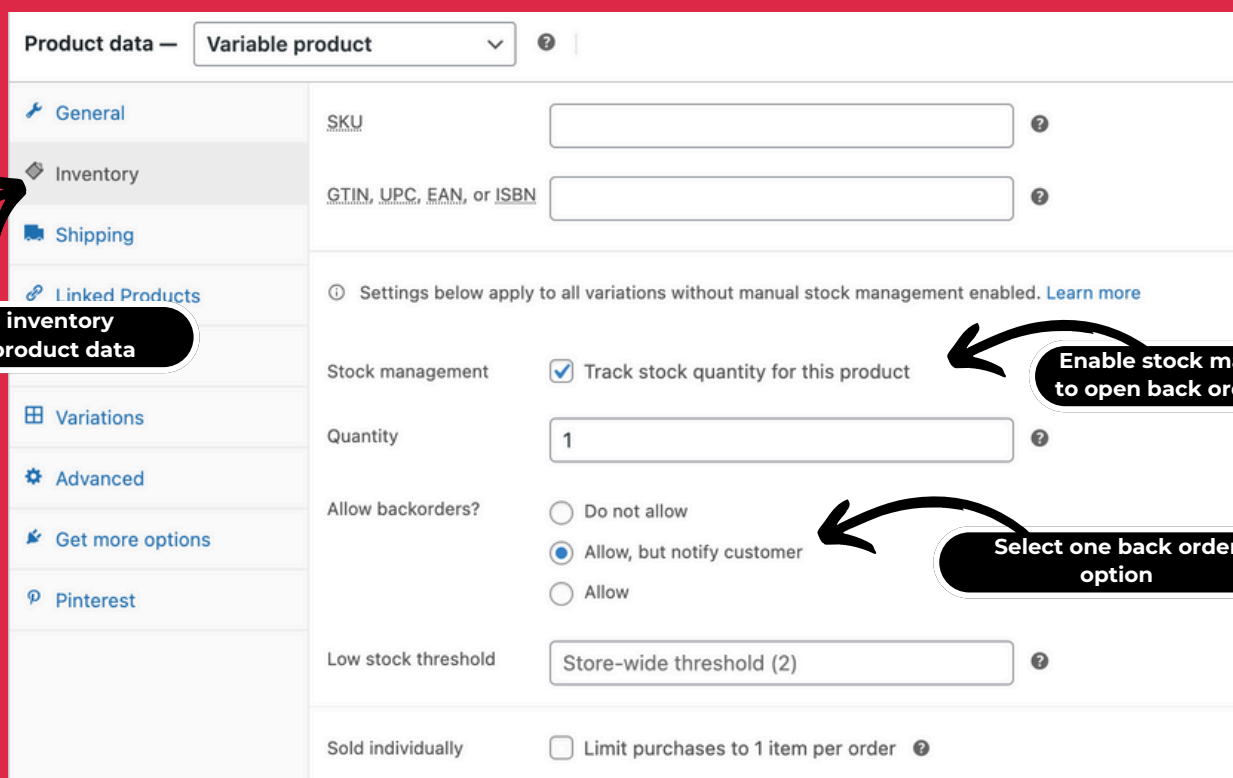
FEMPRENEURS
UPLIFTING WOMEN SMES

HOW TO ADD BACK ORDER PRODUCTS

F E M P R E N E U R S . C O . Z A

SETTING UP YOUR PRODUCTS FOR BACK ORDERS

back orders for your **“made-to-order”** products enable customers to place orders even when items are currently out of stock.



Product data — Variable product

General

SKU

Inventory

GTIN, UPC, EAN, or ISBN

Shipping

Linked Products

Settings below apply to all variations without manual stock management enabled. [Learn more](#)

Stock management Track stock quantity for this product

Quantity

Allow backorders?

Do not allow

Allow, but notify customer

Allow

Low stock threshold

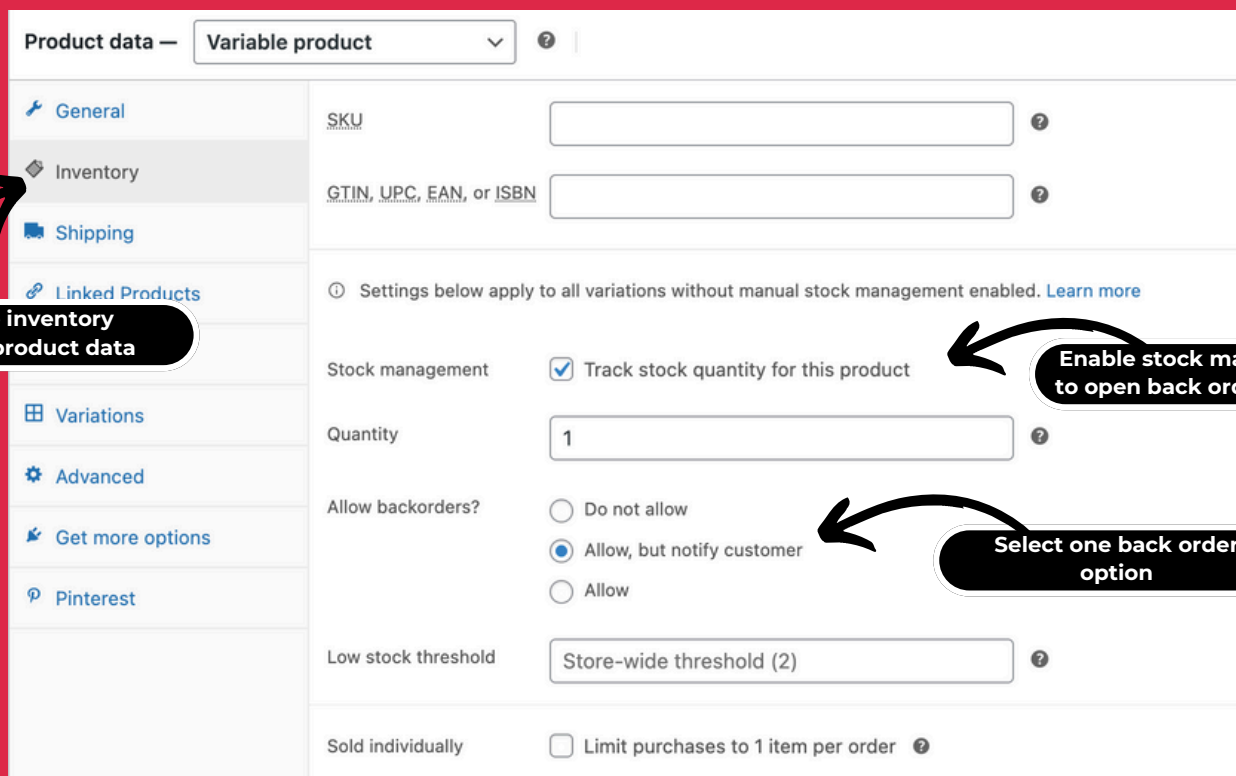
Sold individually Limit purchases to 1 item per order

STEPS TO ACTIVATE BACK ORDERS

- 1. Go to the Inventory Tab** under the Product Data Box: Click on the Inventory tab.
- 2. Enable Stock Management:** Make sure the stock management checkbox is checked. This allows you to manage stock levels for this product.
- 3. Set Stock Quantity:** Enter the stock quantity in the Stock quantity field
- 4. Allow back orders:** In the Allow back orders? section, choose one of the following options:
 - a. Do not allow:** Prevents back orders.
 - b. Allow, but notify customer:** Allows back orders and informs the customer that the item is on back order.
 - c. Allow:** Allows back orders without any notification.
- 5. Save Changes:** After making your selections, save your changes.

TIPS FOR SETTING UP YOUR PRODUCTS UP FOR BACK ORDERS

Here are some key tips on managing back orders for your made-to-order products.



Product data — Variable product

General

SKU

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GTIN, UPC, EAN, or ISBN

Shipping

Linked Products

Variations

Advanced

Get more options

Pinterest

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Stock management Track stock quantity for this product

Quantity

Allow backorders?

Do not allow

Allow, but notify customer

Allow

Low stock threshold

Sold individually Limit purchases to 1 item per order

Open the inventory tab under product data

Enable stock management to open back order settings

Select one back order option

KEY TIPS

- **Customer Notifications:** If you allow back orders, consider adding a note in the product description to inform customers of expected shipping times.
- **Inventory Management:** Keep track of your stock levels to manage back orders efficiently and maintain customer satisfaction.
- **Low Stock Thresholds:** Activating low stock thresholds is important because it helps manage inventory effectively.
- **Add Made-to-Order in Your Store Header:** To enhance your store's appeal, consider adding a note in your store header that highlights your products as made-to-order.

TIPS FOR SETTING UP YOUR PRODUCTS UP FOR BACK ORDERS

We highly recommend adding the words **“MADE TO ORDER”** to your profile banner so shoppers are aware when visiting your store.



Add to these words to your profile banner.