



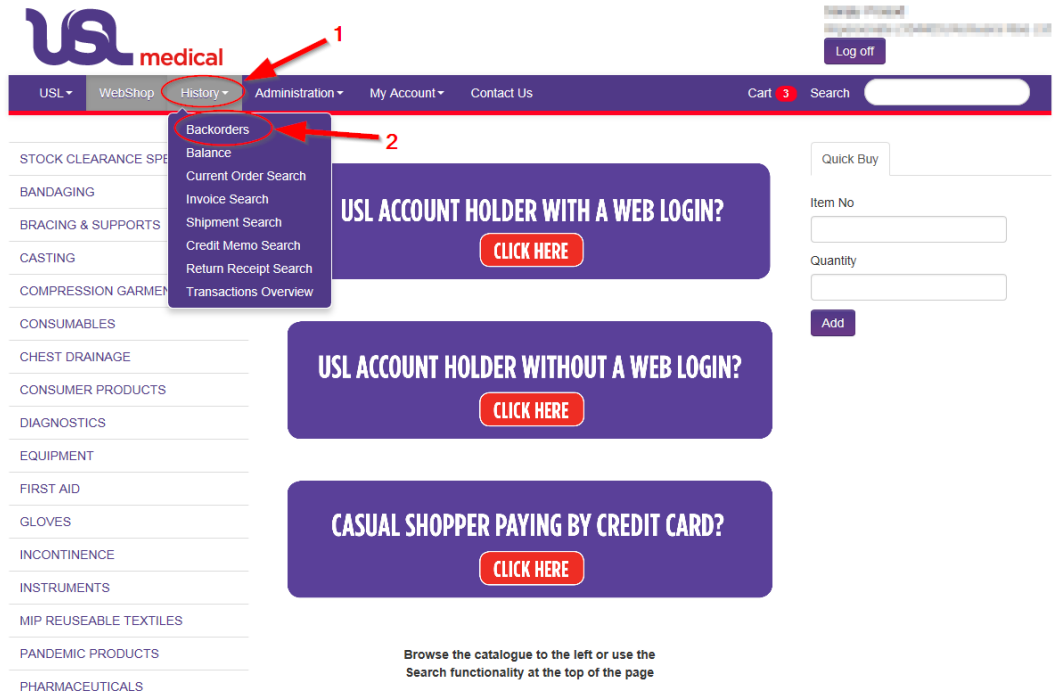
# USL WEBSITE USER MANUAL

Finding Backordered Products

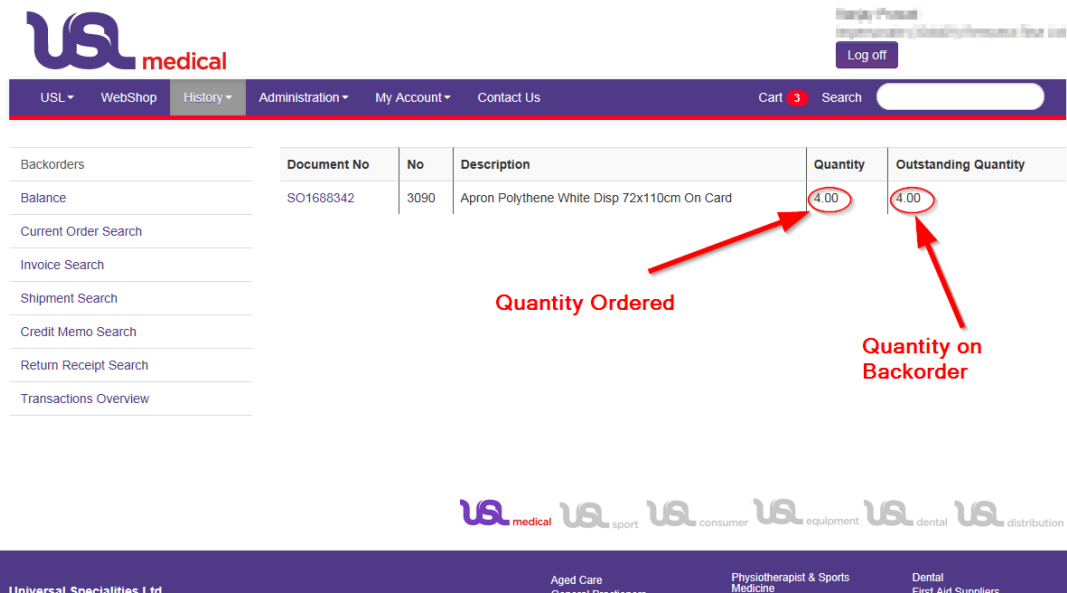
*End user  
instructions*

## Finding Backordered Products

1. Logon to your Account using the credentials provided to you when you created the account.



2. Click on the “History” menu at the top of the webpage
3. From the drop down menu select “Backorders”
4. This window will show the summary items currently on Backorder
5. If it is blank, you have no products currently on Backorder



6. Click on the “Document No.” to view the original order in detail.