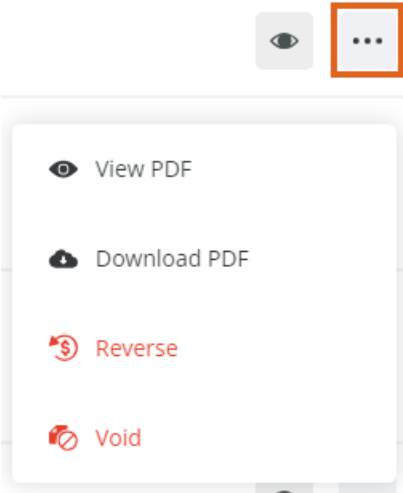# Deliveries - SKY Order

Last Modified on 09/13/2024 2:03 pm CDT

Search for Deliveries by *Ticket* number, *Date*, *Customer*, or *Location* with the *Search* field.

Note: Deliveries must be enabled in **SKY Admin** before they can be viewed in SKY Order.

Select the **Ellipsis** icon to **View PDF** or **Download PDF** of a Delivery or to **Reverse** or **Void** a Delivery.


Add a Delivery

Delivery Tickets can be added by selecting **+ Add Order** at the bottom right corner of the page then choosing **+ New as Delivery**.

Note: Auto-numbering for Deliveries must be turned on in Agvance to create a Delivery in Order. The timing of turning on this feature impacts Agvance data. Please contact SSI for assistance.

Use the navigation on the left to move to different sections of the Delivery.
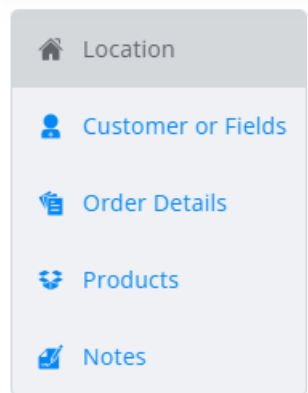
Delivery

Location

Select the *Location* associated with the Delivery.

Location *

SSI Farm Services - IL

Customer or Field

1. Under *Customer or Field*, choose **+ Add Customer** or **+ Add Field**. A **grid** of Customers (or Fields) displays. Use the *Search* field to find the specific Customer or scroll through the list. A maximum of eight Customers may be added. If adding by Field, only one Field can be selected. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Customers.

2. The **Show Selected** button next to the *Search* bar is enabled after choosing the Customer(s). The number indicates how many Customers are currently checked. Selecting the button filters the grid to show only the selected Customers.
3. Once the Customers are selected, choose **Save & Close**.
4. A *Ship To* can optionally be added if applicable.

Order Details

1. The *Order Number* will default once the Location has been selected.

2. The *Salesperson* defaults as the Salesperson selected on the User profile in SKY Admin but can be adjusted.

3. Optionally enter the *Requested Date* and indicate the *Priority*.

4. The Delivery can be marked as *Loaded*, *Ready* (for Dispatch), or *Custom Applied*.

5. Indicate if this will be for *Delivery* or *Pickup*.

Products

1. Select **+ Add Product**.

2. A **grid** of Products displays. Use the *Search* field to find the appropriate Product(s) or scroll through the list.

   The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Products.

3. The **Show Selected** button next to the *Search* bar is enabled after selecting the Product(s). The number indicates how many Products are currently checked. Selecting the button filters the grid to show only the selected Products.

4. Once the Products are selected, choose **Save & Close**.

5. In the *Products* section of the Delivery, indicate the *Quantity* for each Product. Products can be reordered by selecting the grid of dots on the left and dragging to the appropriate position.

6. If applicable, choose a Lot Number from the drop-down.

7. If *Price Delivery* is checked, enter the *Price ($) / Unit* in the grid for each Product. The *Product Total* will be calculated automatically.

Price ($) / Unit	Product Total
375.00 / Tons	$375.00
411.37 / Tons	$308.53

8. Choose **+ Duplicate** to add another line of that Product.

9. The **Trash Can** can be selected to remove a Product line.

Notes

1. *Additional Comments* can be entered in the *Notes* section.

   Note: A maximum of 240 characters are allowed in this field.

2. After *Notes* are entered, **Create Order** can be selected but additional options are available on the *Additional Info* tab.

Additional Info

Permits

For Products requiring a permit, the appropriate Federal Permit and/or State Permit can be applied. These permits must first be set up in Agvance.

✓ A Federal permit has been applied for the product(s): Aatrex 4L

Grower
Barry Anderson

Federal Permit
Barry Anderson | 45678900 ▾

No State Permits Available

Tech Licenses

For Products that are a part of a Technology Group, the appropriate *Tech License* can be selected from the drop-down. If only one tech license is available, it will automatically be applied and the drop-down will be disabled.

Dap (18-46-00)

Tech License
987456876 ▾

✓ A tech license has been applied to this product