

# Deliveries - SKY Order

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The playlist below covers viewing and entering Deliveries in SKY Order. Separate videos are also available within each relevant section of this article. It is recommended to expand the videos to full screen to ensure all details are visible.

## Viewing Delivery List

Deliveries are found in SKY Order under *Accounting* and display in an interactive grid. This grid operates much like an Excel spreadsheet. For more information on how the grid functions, see [Using Grids in Agvance SKY](#).

Selecting a **Ticket Number** opens the Delivery as view-only with a button to **Edit Order** in the lower right if edits need made.

Bookings   **Deliveries**   Sales Orders

Deliveries Q Search... ⋮

1   0   Export   ⋮

<input type="checkbox"/>	Ticket Number ↑	Ticket Date ↑	Customer ↑	Location ↑	Status ↑	Dispatch Job Status ↑	Salesperson ↑	Edit	Export Documents	Reverse	Void
	Filter	Filter	Filter	Filter	Filter	Filter	Filter				
<input type="checkbox"/>	101	01/26/2026	Barry Anderson	Main Plant	Loaded	Ready	Blake Arnold	<a href="#">Edit</a>	<a href="#">Export Documents</a>	<a href="#">Reverse</a>	<a href="#">Void</a>
<input type="checkbox"/>	102	01/22/2026	James Ade	Main Plant	Not Loaded	Ready	Blake Arnold	<a href="#">Edit</a>	<a href="#">Export Documents</a>	<a href="#">Reverse</a>	<a href="#">Void</a>
<input type="checkbox"/>	100	11/25/2025	Barry Anderson	Main Plant	Not Loaded	Ready	Stewart Shackle	<a href="#">Edit</a>	<a href="#">Export Documents</a>	<a href="#">Reverse</a>	<a href="#">Void</a>
<input type="checkbox"/>	99	11/24/2025	Gary Wheeler	Main Plant	Not Loaded	Ready	Stewart Shackle	<a href="#">Edit</a>	<a href="#">Export Documents</a>	<a href="#">Reverse</a>	<a href="#">Void</a>
<input type="checkbox"/>	98	11/10/2025	Joe Smith	SSI - East	Not Loaded	Ready	Stewart Shackle	<a href="#">Edit</a>	<a href="#">Export Documents</a>	<a href="#">Reverse</a>	<a href="#">Void</a>
<input type="checkbox"/>	97	11/06/2025	Barry Anderson	Main Plant	Not Loaded	Ready	Stewart Shackle	<a href="#">Edit</a>	<a href="#">Export Documents</a>	<a href="#">Reverse</a>	<a href="#">Void</a>
<input type="checkbox"/>	96	10/08/2025	Barry Anderson	Main Plant	Not Loaded	Ready	Stewart Shackle	<a href="#">Edit</a>	<a href="#">Export Documents</a>	<a href="#">Reverse</a>	<a href="#">Void</a>
<input type="checkbox"/>	95	10/07/2025	Barry Anderson	Main Plant	Loaded	Ready	Stewart Shackle	<a href="#">Edit</a>	<a href="#">Export Documents</a>	<a href="#">Reverse</a>	<a href="#">Void</a>
<input type="checkbox"/>	94	09/05/2025	Larry Baker	Main Plant	Loaded	Ready	Stewart Shackle	<a href="#">Edit</a>	<a href="#">Export Documents</a>	<a href="#">Reverse</a>	<a href="#">Void</a>
<input type="checkbox"/>	93	08/14/2025	Barry Anderson	Main Plant	Not Loaded	Ready	Blake Arnold	<a href="#">Edit</a>	<a href="#">Export Documents</a>	<a href="#">Reverse</a>	<a href="#">Void</a>

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**Note:** Deliveries must be enabled in [SKY Admin](#) before they can be viewed in SKY Order.

Additional filtering options are available under the **Filters** button next to the *User* drop-down.

- Status (*Not Loaded, Loaded*)
- Dispatch Job Status (*On Hold, Ready, In Process, Completed*)
- Salesperson
- Delivery Order Date Range
- Ticket Number Range

An option is available under the **Ellipsis** on the *Search* bar to *Export Documents*. Check the desired Delivery(ies), then choose this option to open the *Export Documents* window. From there, choose the desired document types then **Export**.

**Note:** The *SDS(s)* and *WPS(s)* options are available if Agrian is turned on in the database.

Be sure any pop-up blockers are disabled.

## Export Documents


Bill of Lading(s)

Delivery Ticket(s)

HazMat Sheet(s)

SDS(s)

WPS(s)

 Please ensure your pop-up blocker is disabled.

Cancel

Export

## 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.

## Location, Customer/Field

### Location

Select the *Location* associated with the Delivery.

Location \*  
SSI Farm Services - IL

### Customer/Field

Under *Customer* or *Field*, choose **+ Add Customer** or **+ Add Field**. A **grid** of Customers or Fields displays.

#### By Customer

1. Use the *Search* field to find the specific Customer or scroll through the list. A maximum of eight Customers

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

Customer Search

Search...

Show Selected 0

	Favorit...	Custom...	Custom...	Address	Address ...	Care Of	City	County	State	Zip	Salesper...	Phone	Grower
<input checked="" type="checkbox"/>	★	AndBa	Barry Anderson	2220 N 1000 ...	--	--	Assumption	--	IL	62510	Farbre	217-226-2332	No
<input type="checkbox"/>	☆	1Quote	1Quote	--	--	--	--	--	--	--	BeanSt	--	No
<input type="checkbox"/>	☆	Staley	A.E. Staley	2250 William ...	--	--	Decatur	--	IL	62523	BeanSt	--	No
<input type="checkbox"/>	☆	AcDH	Drew & Holly ...	2020 E 2200 N	--	--	Shelbyville	--	IL	62565	BeanSt	217-774-3214	No
<input type="checkbox"/>	☆	AdeJa	James Ade	2110 E 350 N...	--	--	Pana	--	IL	62557	CroJam	217-562-2540	No
<input type="checkbox"/>	☆	AdeLi	Lloyd Ade	387 N 1900 E...	--	--	Pana	--	IL	62557	Farbre	217-562-9999	No
<input type="checkbox"/>	☆	ADM	ADM	100 Brush Col...	--	--	Decatur	--	IL	62533	BeanSt	--	No
<input type="checkbox"/>	☆	AllAm	All American ...	1550 N 1800 E	--	Attn: William ...	Shelbyville	--	IL	62565	TurNed	217-774-3265	No

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A maximum of 8 customers may be selected

Select & Close

- 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.
- Once the Customers are selected, choose **Select & Close**.
- If multiple Customers are selected, the *Split %* can be adjusted but must equal 100. Customers can be removed with the **Delete** icon.

	Customer	Split %	
⋮	Barry Anderson	60.0000	🗑️
⋮	Larry Baker	40.0000	🗑️

Ship To Customer: Barry Anderson

Ship To Address: Barry Anderson

Defaults to the first customer in the Splits table.

[Add / Manage Customer](#)

- A *Ship To* can optionally be selected from the drop-down if applicable. The *Ship To Customer* defaults to the first Customer in the table. Rearrange Customers listed by selecting the grid of dots then dragging and dropping in the appropriate order.

## By Field

- Use the *Search* field to find the specific Field or scroll through the list. A maximum of one Field may be added. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Fields.

Field Search

Search...

Show Selected 1

0 1 Export

	Customer ID ↑	Customer Name ↑	Farm ID ↑	Farm Description ↑	Field Id ↑	Field Name ↑	Acres ↑	Sales... ↑	Crop Ye... ↑	Crop ↑	Crop Che... ↑	Field Crop Info
<input type="checkbox"/>	AndBa	Barry Anderson	SouthFar	Sourth Farm	Long	Barrys East of lane	33.71	Farbre	--	--	--	Field Crop Info
<input type="checkbox"/>	AndBa	Barry Anderson	SouthFar	Sourth Farm	East	Barrys East of Waterway	81.01	Farbre	--	--	--	Field Crop Info
<input type="checkbox"/>	AndBa	Barry Anderson, Bob Co...	AndFred	Fred Anderson Farm	BA-01	Behind Fred Anderson's House	97.98	Farbre	--	--	--	Field Crop Info
<input checked="" type="checkbox"/>	AndBa	Barry Anderson, Barb WL...	BarbWire	Barry's Wire Farm	WireEast	Wire East	60.57	Farbre	--	--	--	Field Crop Info
<input type="checkbox"/>	AndBa	Barry Anderson, Barb WL...	BarbWire	Barry's Wire Farm	WireMid	Wire Middle	100.69	Farbre	--	--	--	Field Crop Info
<input type="checkbox"/>	AndBa	Barry Anderson, Barb WL...	BarbWire	Barry's Wire Farm	WireWest	Wire West	65.59	Farbre	--	--	--	Field Crop Info
<input type="checkbox"/>	KRBeef	K & R Beef	--	--	0622	--	--	BeanSt	--	--	--	Field Crop Info
<input type="checkbox"/>	KakJe	Jesse Kake, Justin Kake	--	--	Pond	--	200	BeanSt	--	--	--	Field Crop Info

Items per page: 50

A maximum of one field may be selected

Select & Close

- The **Show Selected** button next to the *Search* bar is enabled after choosing the Field. The number indicates how many Fields are currently checked. Selecting the button filters the grid to show only the selected Fields.
- Once the Field is selected, choose **Select & Close**.
- If multiple Customers are part of the Field, the *Split %* can be adjusted but must equal 100. Customers can be removed with the **Delete** icon.

**Note:** The primary Customer cannot be removed.

0 0 Export

	Customer	Split 1 %	Split 2 %	Split 3 %	
⋮	Barry Anderson	50.0000	100.0000	100.0000	🗑️
⋮	Barb Wire	50.0000	0.0000	0.0000	🗑️

+ Add Split Customer

Ship To Customer: Barry Anderson

Ship To Address: Barry Anderson

Defaults to the first customer in the Splits table.

Add / Manage Field

- A *Ship To* can optionally be selected from the drop-down if applicable. The *Ship To Customer* defaults to the first Customer in the table. Rearrange Customers listed by selecting the grid of dots then dragging and dropping in the appropriate order.

## Order Details

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

Ticket Number  
120000123

Salesperson  
Brett Farve ×  
Could change depending on company preferences

Pickup  On Hold  
 Delivery

Loaded  Mini Bulk  Repacked


Loaded Date 📅  
MM/DD/YYYY

Billing Comments 0 / 80  
These comments will be visible to the customer.

Custom Applied

Requested Date 📅 Ticket Date\* 📅 Priority Job Status  
MM/DD/YYYY 8/28/2025 MM/DD/YYYY Ready

- The *Salesperson* defaults as the Salesperson selected in [SKY Admin](#) but can be adjusted.
  - Indicate if this will be for *Delivery* or *Pickup*.
  - If applicable, the Delivery Ticket can be marked as *On Hold*. This makes the Delivery Ticket unavailable for billing.
  - The Delivery can also be marked as *Loaded*, *Mini Bulk*, *Repacked*, or *Custom Applied*. If *Loaded*, be sure to indicate the *Loaded Date*.
  - Billing Comments* can be entered and will be visible to the Customer.
  - Optionally enter the *Requested Date*.
  - The *Ticket Date* defaults to today's date but can be changed. This field is required.
  - Indicate the *Priority*.
  - The *Job Status* can be selected from the drop-down and indicates the status of the job in SKY Dispatch. Only *Ready* or *On Hold* can be selected (*In Process* and *Complete* are disabled here and can only be done in SKY Dispatch).
- Note:** If the job is assigned or set to *In Process* in SKY Dispatch, the *Job Status* is view-only. When editing a Delivery that has been assigned in SKY Dispatch and is set to *Ready*, a warning will display indicating the job has been assigned, and changes made may impact other processes.

 This ticket is assigned in Dispatch. Changes made to this ticket may impact other processes.

## Products

- Select **+ Add Product**.
- 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.

Product Search

Search: potash

Location: Main Plant | State Restrictions | Product Status: Active Only | Manufacturer

Department Category | Classifications

0 | 0 | Export

Product ID	Product Name	Department ID	Department Name	Units	On Hand	Active Ingredient
Potash	Potash (0-0-60)	DFrc00	Dry Fert-00	Lbs	260,434.468	--

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Select & Close

- 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.
- Once the Products are selected, choose **Select & Close**.
- Optionally choose to *Price Delivery*. Additionally, the *Ship From Location* and/or *Crop* can be applied to all Products.
- Choosing **Set Ship From Location for All** above the grid opens a new window to choose a Location and that will be applied to all Products in the grid. The *Ship From Location* can also be indicated on each Product line item. Choose **Remove All Locations** to remove the *Ship From Location* from all Products.

## Set Ship from Location to All

Selecting a Ship From Location will attempt to apply to all Product lines.

Ship From Location

Applies to all products

Cancel

Apply Changes to Grid

- 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.

Price Delivery    Delivery Total **\$683.53**  
Applies to all products

	Product	Prod ID	Department	Dept ID	Quantity	Price (\$) / Unit	Product Total	Lot Number
⋮	Potash (0-0-...	Potash	Dry Fert -00	DFrt00	<input type="text" value="2,000.000"/>	Lbs <input type="text" value="375.00"/>	/ Tons \$375.00	<input type="text" value="Lot Nur"/>
⋮	Dap (18-46-...	Dap	Dry Fert -00	DFrt00	<input type="text" value="1,500.000"/>	Lbs <input type="text" value="411.37"/>	/ Tons \$308.53	<input type="text" value="Lot Nur"/>

- If applicable, choose a *Lot Number* from the drop-down.
- If *Price Delivery* is checked, enter the *Price (\$) / Unit* in the grid for each Product. The *Product Total* and *Delivery Total* will be calculated automatically.
- Choose + **Duplicate** to add another line of that Product.
- The **Delete** button can be selected to remove a Product line.

## Notes & Additional Info

### Notes

1. Optionally assign unloaded Delivery Tickets to an Agvance User with the *Assign To* drop-down. This will then allow filtering in the Warehouse app to display those tickets to the correct User.
2. *Additional Comments* can be entered in the *Notes* section.  
**Note:** A maximum of 240 characters are allowed in this field.
3. After *Notes* are entered, **Create Order** can be selected but additional options are available on the *Additional Info* tab.

## Additional Info

In this section, the *Customer PO #*, *Control Number*, *Territory*, and *Ship Via* can all be included.

### Additional Info

Customer PO # 0 / 20	Control Number 0 / 10	Territory 0 / 15	Ship Via ▾
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## 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