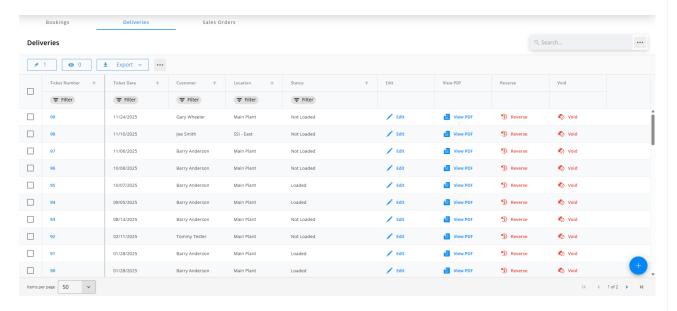
# Deliveries - SKY Order

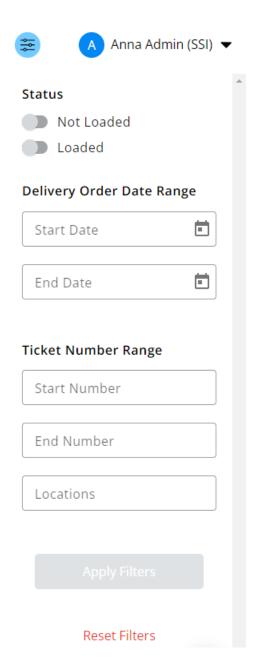
Last Modified on 11/24/2025 3:45 pm CST

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**.



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.



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.

## Delivery

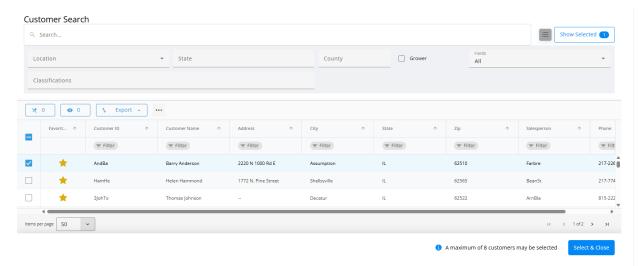
#### Location

Select the Location associated with the Delivery.

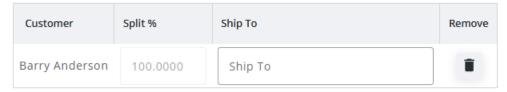
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SSI Farm Services - IL
```

## Customer or Field

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.



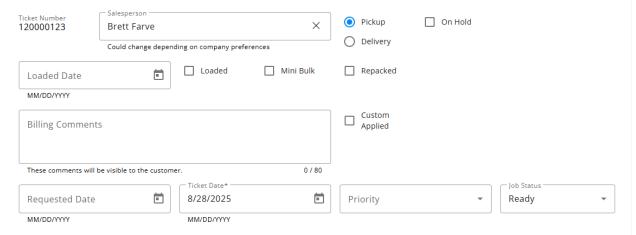
- 2. The **Show Selected** button next to the *Search* bar is enabled after choosing the Customer(s). The number indicates how many Customers are currently checked. Selecting the button filters the grid to show only the selected Customers.
- 3. Once the Customers are selected, choose **Select & Close**.
- 4. A *Ship To* can optionally be added if applicable. If multiple Customers are selected, the *Split* % can be adjusted but must equal 100. Customers can be removed with the **Delete** icon.



+ Add Customer

#### **Order Details**

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



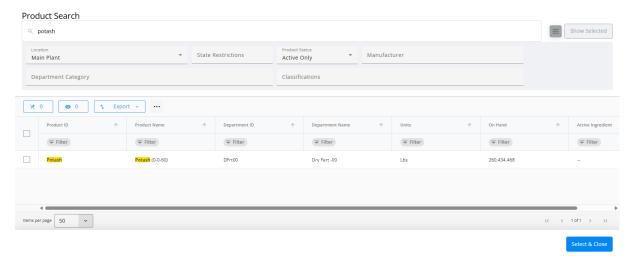
- 2. The Salesperson defaults as the Salesperson selected in SKY Admin but can be adjusted.
- 3. Indicate if this will be for Delivery or Pickup.

- 4. If applicable, the Delivery Ticket can be marked as *On Hold*. This makes the Delivery Ticket unavailable for billing.
- 5. The Delivery can also be marked as Loaded, Mini Bulk, Repacked, or Custom Applied. If Loaded, be sure to indicate the Loaded Date.
- 6. Billing Comments can be entered and will be visible to the Customer.
- 7. Optionally enter the Requested Date.
- 8. The Ticket Date defaults to today's date but can be changed. This field is required.
- 9. Indicate the Priority. The Job Status (for Dispatch) can be chosen from the drop-down.

#### **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 Select & Close.
- 5. Optionally choose to *Price Delivery*. Additionally, the *Ship From Location* and/or *Crop* can be applied to all Products.
- 6. 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.

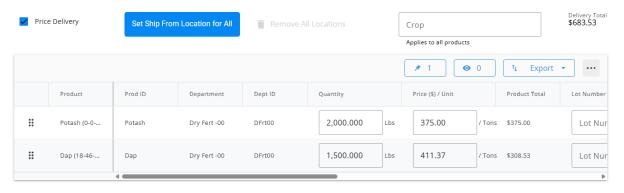
SSI Farm Services - IL

Applies to all products

#### Cancel

**Apply Changes to Grid** 

7. 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.



- 8. If applicable, choose a Lot Number from the drop-down.
- 9. 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.
- 10. Choose + Duplicate to add another line of that Product.
- 11. The **Delete** button can be selected to remove a Product line.

### **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**

## Additional Info

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

#### 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.



### **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)

