

Deliveries - SKY Order

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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](#).

	Ticket Number ↑	Ticket Date ↑	Customer ↑	Location ↑	Status ↑	Edit	View PDF	Reverse	Void
<input type="checkbox"/>	Filter	Filter	Filter	Filter	Filter				
<input type="checkbox"/>	99	11/24/2025	Gary Wheeler	Main Plant	Not Loaded	Edit	View PDF	Reverse	Void
<input type="checkbox"/>	98	11/10/2025	Joe Smith	SSI - East	Not Loaded	Edit	View PDF	Reverse	Void
<input type="checkbox"/>	97	11/06/2025	Barry Anderson	Main Plant	Not Loaded	Edit	View PDF	Reverse	Void
<input type="checkbox"/>	96	10/08/2025	Barry Anderson	Main Plant	Not Loaded	Edit	View PDF	Reverse	Void
<input type="checkbox"/>	95	10/07/2025	Barry Anderson	Main Plant	Loaded	Edit	View PDF	Reverse	Void
<input type="checkbox"/>	94	09/05/2025	Barry Anderson	Main Plant	Loaded	Edit	View PDF	Reverse	Void
<input type="checkbox"/>	93	08/14/2025	Barry Anderson	Main Plant	Not Loaded	Edit	View PDF	Reverse	Void
<input type="checkbox"/>	92	02/11/2025	Tommy Tester	Main Plant	Not Loaded	Edit	View PDF	Reverse	Void
<input type="checkbox"/>	91	01/28/2025	Barry Anderson	Main Plant	Loaded	Edit	View PDF	Reverse	Void
<input type="checkbox"/>	90	01/28/2025	Barry Anderson	Main Plant	Loaded	Edit	View PDF	Reverse	Void

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.



A Anna Admin (SSI) ▼

Status

Not Loaded

Loaded

Delivery Order Date Range

Start Date



End Date



Ticket Number Range

Start Number

End Number

Locations

Apply Filters

Reset Filters

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.

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.

Customer Search

Search...

Location State County Grower Fields All

Classifications

0 0 Export

Favorites	Customer ID	Customer Name	Address	City	State	Zip	Salesperson	Phone
<input checked="" type="checkbox"/>	AndBa	Barry Anderson	2220 N 1000 Rd E	Assumption	IL	62510	Farbre	217-226
<input type="checkbox"/>	HamHe	Helen Hammond	1772 N. Pine Street	Shelbyville	IL	62565	BeanSt	217-774
<input type="checkbox"/>	3johTo	Thomas Johnson	--	Decatur	IL	62522	ArrBla	815-222

Items per page 50

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**.
- 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.

Customer	Split %	Ship To	Remove
Barry Anderson	100.0000	Ship To	

[+ Add Customer](#)

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 Date Loaded Mini Bulk Repacked

MM/DD/YYYY

Billing Comments

Custom Applied

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

Requested Date Ticket Date* 8/28/2025

MM/DD/YYYY MM/DD/YYYY

Priority Job Status Ready

- The *Salesperson* defaults as the Salesperson selected in **SKY Admin** but can be adjusted.
- 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.

Product Search

Search: potash Show Selected

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

Department Category | Classifications

0 | 0 | Export

<input type="checkbox"/>	Product ID	Product Name	Department ID	Department Name	Units	On Hand	Active Ingredient
<input type="checkbox"/>	Filter	Filter	Filter	Filter	Filter	Filter	Filter
<input type="checkbox"/>	Potash	Potash (0-0-60)	DFrt00	Dry Fert-00	Lbs	260,434.468	--

Items per page: 50 1 of 1

Select & Close

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.

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"/>	<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"/>	<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

- 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

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