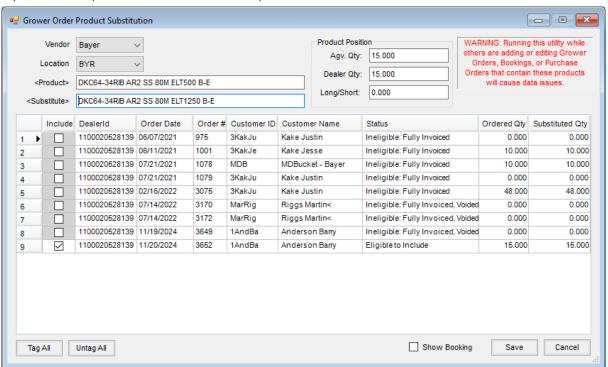# Grower Order Product Substitution

Last Modified on 11/22/2024 8:27 am CST

The Grower Order Product Substitution utility is available to assist in locating all Grower Orders for a specific Vendor and Location containing the selected Product. This Product can be substituted for a new Product using the utility.

1. Navigate to *Accounting / Inventory / Manage Seed Order / Grower Order Product Substitution* .

2. On the *Grower Order Product Substitution* window, select the desired *Vendor* and *Location*.

3. Double-click in the *Product* field and choose the Product to be changed. This loads all Grower Orders with the selected Product in the grid at the bottom of the window.

4. Double-click in the *Substitute* field and choose the Product to be substituted.

5. The *Product Position* section shows the *Agv. Qty*, *Dealer Qty*, and *Long/Short* information for the Product being replaced. This is pulled from the Vendor's B2B portal.

6. Choose the Grower Orders to include in the Product substitution by selecting the *Include* option. To select all Grower Orders in the grid, choose **Tag All**.

   Note: Rows with a *Status* of *Ineligible* will be grayed out and are not available to include.

7. Optionally check *Show Booking* to display the updated Booking information for each Customer's Grower Order included in the substitution.

   Note: The Bookings will display after the Step 9 is completed.

8. The *Substituted Qty* column is available to give the ability to request only a partial substitution up to the original *Ordered Qty* requested.

9. Select **Save**. Changes are communicated to the supplier and the Grower Order, Booking, and applicable Purchase Order are updated.