

Adding a GLN to a Grower

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Easily verify or add GLN information associated with a customer or manufacturer.

1. At *Accounting / File / Open / Customer*, locate the customer and select **Edit**.
2. Choose **Attributes** to determine if the GLN is listed.
3. Add the GLN manually by entering the appropriate information in the *Attribute Value* column.
4. The GLN can also be added or verified by selecting **AGIIS** on the customer's *Profile* tab.
 1. Search by *Company Name, Last Name and Zip, Name/City/State, or by Phone Number*.
 2. On the *Results* window, select the appropriate row. If more than one result returns, be sure to select an *Active* listing containing GLN information.
 3. In the lower grid, update the customer in Agvance by selecting the checkbox in the *Update* column for any row to be updated.
 4. Select **OK**.
 5. On the *Profile* tab, select **Attributes** to verify the GLN information was added in the *Attributes* window.
 6. Choose **Save**.