Dealer Orders

Last Modified on 08/19/2022 10:28 am CDT

The Dealer Order functionality is available for vendors set up with seed ordering connectivity. Access to Dealer Order information is based on individual user settings.

1. Go to *Accounting / Inventory / Manage Seed Orders / Dealer Orders*. Choose the *Vendor* and *Location* from the drop-downs and select **Request**. A listing of all Dealer Orders for locations available to the user are displayed.
2. Select the vendor by location and choose **Edit**. This initiates communication with the vendor and pulls in all order information currently in their system.
    - The *Agvance Grower Order Total* reflects the total for all Grower Orders within Agvance for a specific product.
    - *Qty on Dealer Order* reflects the total of all orders placed with the vendor.
    - The *Long/Short* quantity reflects the difference between the Grower Orders and Dealer Orders.
    - Uncommitted quantities reflect any orders from the My Dealer Bucket, which is a placeholder for potential Grower Orders.
    - Select **Show** on any line item to display additional detail for the product.
3. There are multiple options at the bottom of the *Dealer Orders* window:
    - Select **Refresh** to refresh the product quantities for the selected Dealer Order.
    - **Check Availability** sends a product availability request for products tagged in the *Select* column. Availability will populate in the *Amt Available* column.
    - Entering a quantity in the *Requested Qty* column and choosing **Add Order** sends an order request to the supplier. If product is in a short position, this should only be used for the Bayer supplier.
    - Choosing **Edit Order** sends an existing Order request to the supplier.
    - Select **Reconcile** to adjust selected orders based on short or long positions.
    - Choosing **Change Log** displays an informational report of all changes which occurred for the Dealer Order throughout the season.