Winfield Crop Protection Purchase Order / Purchase Order Response

Last Modified on 08/26/2025 3:43 pm CDT

The Purchase Order Export allows retailers to send crop protection Purchase Orders direct to Winfield through web services. The Purchase Order Response Import allows retailers to verify the Purchase Orders in their system match the Purchase Orders in Winfield's system by line.

Note: Currently only Winfield offers importing and exporting crop protection Purchase Orders. For more information on B2B Crop Protection Purchase Order export setup, see **here**.

Purchase Order

- 1. Navigate to Accounting / Inventory / Purchase Order and select Add. Select the Vendor used for Winfield.
- 2. Enter a P.O. # and double-click *Product Name* to select the crop protection Products to add to the Purchase Order.
- 3. In the Notes section, optionally add information to be sent to the supplier as a general instruction.
- 4. Optionally, navigate to the *Ship To* tab and enter information in the *Delivery Instructions* section to be sent as Shipping Instructions to the supplier.
- 5. On the PO Detail tab, the Delivery Type can be set to Pickup or Delivery and is communicated to the supplier.
- 6. Choose the Date Requested and select Apply.

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- 7. Select Save.
- 8. On the *Print a Purchase Order* screen, select the WS XML Purchase Order option to send the PO directly to Winfield. Select **Print**.

🖳 Print Purchase Order	×
Select Printer	
Style 1	✓ # Copies 1
Style 2	✓ # Copies 1
Style 3	✓ # Copies 1
Include Created By User Email Purchase Order FTP XML Purchase Order	Name and Date 🗹 Print Cost Information
WS XML Purchase Order	Print Cancel

Purchase Order Response

The Purchase Order Response can be used to see if there are differences between the original Purchase Order and what was entered into Winfield's system.

Once the Purchase Order request is submitted, the Purchase Order Response is returned. The information displayed compares what is on the order in Agvance and what the supplier has in their system.

If the Purchase Order is changed, Winfield will contact the retailer to explain those changes and then the retailer should update the Purchase Order manually in Agvance.

1. To view a Purchase Order response, navigate to Accounting / Inventory / Purchase Order and choose View

Select A Purchase Order									
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2. On the *Select a Purchase Order Response* window, select **Update** to pull in any responses not previously imported.

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3. Select to highlight the appropriate *Purchase Order* and choose **View**.

🖳 P.O.# 57 Res	ponse Date: 01/22/	2021											- • •
PO Line #	A PO Dept ID	PO Prod ID	PO Prod Desc	PO Qty	PO UoM	Agvance DeptID	Agvance ProdID	Agvance Prod Name	Response Qty	Response UoM	Supplier ID	Supplier Prod Desc	Expected Ship Date
1	WinCPP	Sonic	SONIC 7.5LB	10	Lbs	WinCPP	Sonic	SONIC 7.5LB	10	Lbs			01/22/2021
													Cancel