

Cancel Seed From Dealer Order

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At times it may be necessary to cancel seed from a Dealer Order. It is recommended to contact seed representatives to cancel seed from the Dealer Order. However, Agvance does include options available to address canceling seed when needed.

Note: Prior to canceling seed, it is recommended to run the [Grower Order Reconciliation](#) which allows Grower Orders in Agvance to be compared with the corresponding Vendor's web service.

If Grower Orders exist within Agvance that correspond to the quantity on the Dealer Order:

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order*.
2. Identify a Grower Order that contains the seed Product to be canceled. Select **Edit**.
3. Change the quantity in the *Requested Quantity* column to 0. Select **Request**.
4. **Save** the changes to the Grower Order.
5. Repeat for all existing Grower Orders containing the Product to be canceled.

If no Grower Orders exist within Agvance that correspond to the quantity on the Dealer Order:

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order*.
2. Select **Add** to create a Grower Order with the Product and quantity currently on the Dealer Order. In the *Place Order* column, select **Request**.

Note: It is suggested to place this order under a My Dealer Bucket Customer.

3. Change the quantity in the *Requested Quantity* column to 0 and select **Request** again.
4. **Save** the changes to the Grower Order.