Grower360 Energy Tank Refill

Refill Requests must first be set up in SKY Admin. See **here** for more on this setup. Notifications can be set up to receive these Refill Requests in SKY. See **here** for more on setting up these notifications.

Once submitted, these orders can be seen on the **Requested Orders** page.

1. In Grower360, select *Energy* from the left navigation panel.

2. Choose the **Ellipsis** on the appropriate tank and select **Refill Tank**.
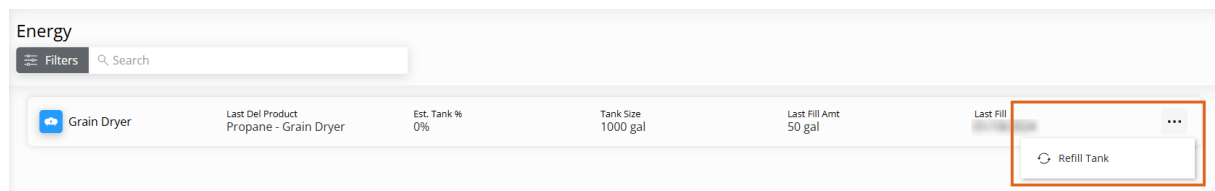
3. On the *New Order* window, choose *Fill Tank*, *Select number of gallons*, or *Select amount of purchase*.

4. Tank information displays at the top of the page followed by the *Terms* set in SKY Admin.

5. *Fill Tank* gives the size of the tank and the estimated percentage full. Choose the **Pencil** to change what was selected in Step 2.

   Note: If *Select number of gallons* or *Select amount of purchase* was chosen in Step 2, *Fill Tank* will change to *Number of gallons* or *Amount of purchase* respectively with an area to enter the gallons/amount.

6. Edit the *Delivery Address* information if necessary. This will default the billing address from the customer tank.

Delivery Address

Tank Address

Tank Address

City

City

State/Province

IL   ✕

Zip Code

62565

7. Edit the *Contact Number* if necessary. This will default from the *Settings* page in Grower360.

8. Any *Comments* can optionally be entered in the *Additional Information* area.

9. When finished, select **Submit Order**.