Grower360 Reordering Products

If reordering Products is enabled in **SKY Admin**, Products can be reordered under the **Ellipsis** in the following places:

- **Products/Product Details**
- **Invoices**
- **Bookings**
- **Fields**
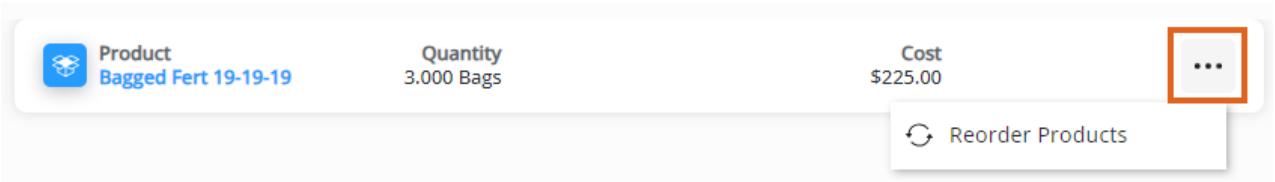
Selecting this option navigates to the *Reorder Product* form. Terms for the Reorder Process display at the top.

Service Method

Choose to *Add Delivery Address*, *Select a Field for Delivery*, or *Pickup*.

Delivery Address

Populate the *Delivery Address*, *Contact Information*, and *Delivery Date*.

All fields here are required. If texts should not be sent to the phone number listed, check *Do not text this number*.

Select a Field for Delivery

Indicate the *Field Name*, *Contact Information*, and *Delivery Date*. The *Field Name* drop-down provides a list of the Grower's Fields to choose the Field where the Product should be delivered.

If texts should not be sent to the phone number listed, check *Do not text this number*.

○ Add Delivery Address ● Select a Field for Delivery ○ Pickup

Field Name

Select a Field ▼

Contact Information

Name

Phone Number

☐ Do not text this number

Delivery Date

Choose a date*
4/30/2024   📅
MM/DD/YYYY

Pickup

Indicate the *Pickup Address, Contact Information,* and *Pickup Date.* The *Pickup Address* drop-down lists the *Pickup Addresses* saved in **SKY Admin**.

Note: A *Pickup Address* must be entered in SKY Admin for *Pickup* to be available.

If texts should not be sent to the phone number listed, check *Do not text this number*.

○ Add Delivery Address ○ Select a Field for Delivery ● Pickup

Pickup Address

Select an Address ▼

Contact Information

Name

Phone Number

☐ Do not text this number

Pickup Date

Choose a date*
4/30/2024   📅
MM/DD/YYYY

Products

In the *Products* section, enter the *Quantity* needing ordered. Choose **+ Additional Product Requests** to open an optional text field regarding the Product Request. Any Products can be removed from the order by selecting the **Trash Can**.

Product

Bagged Fert 19-19-19

Quantity
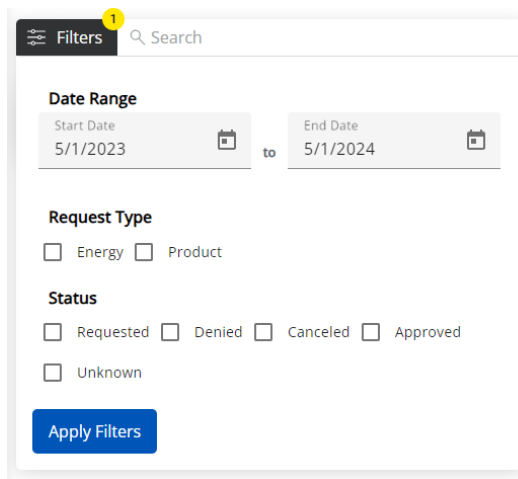35   Bags   🗑

+ Additional Product Requests

Additional Information

Any additional *Comments* can optionally be entered in this section.

Once all information is populated, choose **Request Order**. A notification will be sent to SKY to indicate this request has been submitted if the **Subscription** is set up for *Reorder Products Requests*.

The *Requested Orders* page displays and lists the item just requested along with any other submitted requests. Use the **Filters** and/or the *Search* bar to locate specific requests.

Select the **Expand** icon to view additional details regarding that request. The **Ellipsis** icon gives the option to *Cancel* the order if this is enabled in **SKY Admin**.

Once the request has been approved or denied, the Grower will receive a notification with a link to navigate to the *Requested Orders* page. The *Status* will be updated to *Approved* or *Denied*. If approved, the *Approved Date* will be populated. The *Reason for Denial* can be found by viewing the request's additional details.