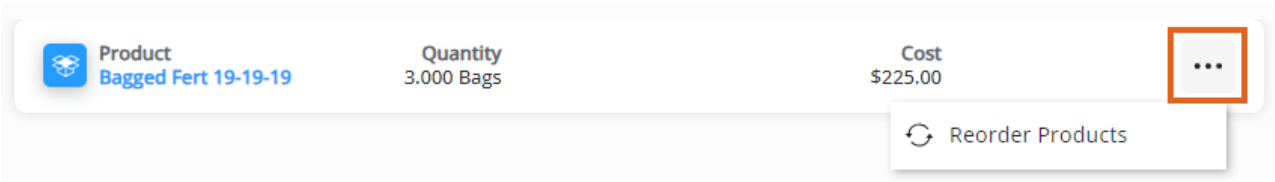


Grower360 Reordering Products

Last Modified on 06/20/2024 7:14 am CDT

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*.

☒ Add Delivery Address ☐ Select a Field for Delivery ☐ Pickup

Delivery Address

Delivery Address

Contact Information

Name

Delivery Date

Choose a date*

4/30/2024

MM/DD/YYYY

City

State

Zip Code

Phone Number


☐ 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 <div>Select a Field ▼</div>	Contact Information <div>Name</div> <div>Phone Number</div> <input type="checkbox"/> Do not text this number	Delivery Date <div>Choose a date*</div> <div>4/30/2024 </div> <div>MM/DD/YYYY</div>
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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 <div>Select an Address ▼</div>	Contact Information <div>Name</div> <div>Phone Number</div> <input type="checkbox"/> Do not text this number	Pickup Date <div>Choose a date*</div> <div>4/30/2024 </div> <div>MM/DD/YYYY</div>
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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 <div>35</div>	Bags	
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[+ Additional Product Requests](#)

Additional Information

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

Comments (Optional)

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.

Filters Search

Date Range

Start Date 5/1/2023 to End Date 5/1/2024

Request Type

☐ Energy ☐ Product

Status

☐ Requested ☐ Denied ☐ Canceled ☐ Approved

☐ Unknown

Apply Filters

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](#).

Product	Requested Date	Requested Delivery Date	Status	Approved Date	
Bagged Fert 19-19-19	05/01/2024	05/01/2024	Requested	—	
Description					
Quantity					
35 Bags					
Additional Product Requests					
—					
Comments					
—					
Reason for Denial					
—					

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.