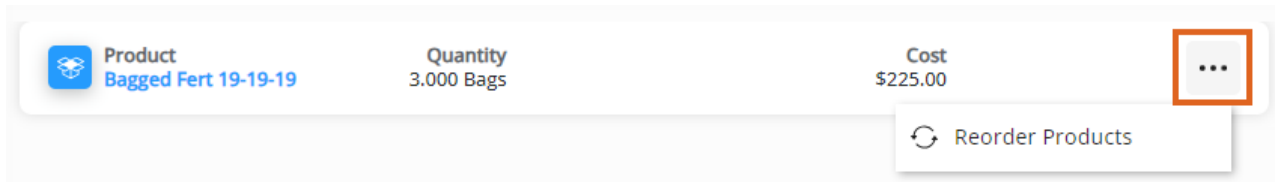


Grower360 Reordering Products

Last Modified on 03/03/2025 8:41 am CST

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	Contact Information	Delivery Date
<input type="text" value="Delivery Address"/>	<input type="text" value="Name"/>	<input type="text" value="4/30/2024"/>
<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Zip Code"/>
<input type="text" value="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
 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	Quantity	
Bagged Fert 19-19-19	35	Bags 

[+ 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: Bagged Fert 19-19-19

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.