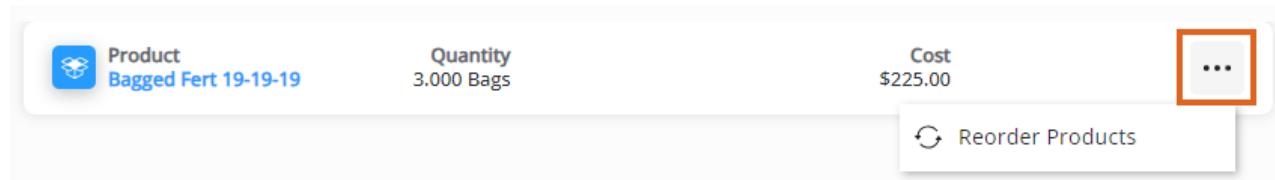


Grower360 Reordering Products

Last Modified on 12/15/2025 12:08 pm 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="Choose a date*"/> 4/30/2024 <input type="button" value="Calendar"/>
<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Phone Number"/>
<input type="checkbox"/> 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	Contact Information	Delivery Date
Select a Field	Name	Choose a date* 4/30/2024 MM/DD/YYYY
	Phone Number	<input type="checkbox"/> Do not text this number

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	Contact Information	Pickup Date
Select an Address	Name	Choose a date* 4/30/2024 MM/DD/YYYY
	Phone Number	<input type="checkbox"/> Do not text this number

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 **Delete** icon.

Product	Quantity	<input type="button" value="Delete"/>
Bagged Fert 19-19-19	35	Bags
+ Additional Product Requests		

Additional Information

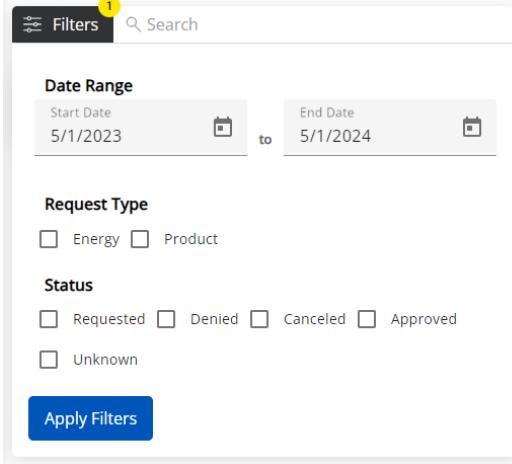
Any additional *Comments* can optionally be entered in this section.

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*.

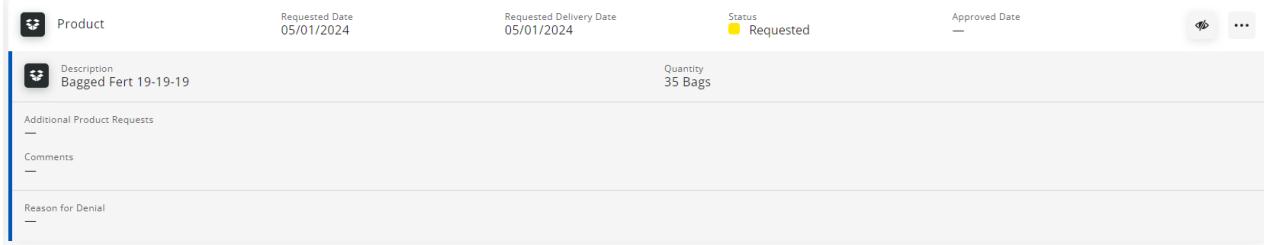
Transactions are not automatically generated in SKY and must be entered manually. Choosing **View Customer** on the notification in SKY navigates to that Customer's profile to enter the needed transaction.

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.



The screenshot shows a filter interface for 'Requested Orders'. At the top, there is a 'Filters' button with a yellow notification badge containing the number '1'. To its right is a search bar with a magnifying glass icon. Below these are two date range inputs: 'Start Date' set to '5/1/2023' and 'End Date' set to '5/1/2024', separated by a 'to' label. Under 'Request Type', there are two checkboxes: 'Energy' and 'Product'. Under 'Status', there are five checkboxes: 'Requested', 'Denied', 'Canceled', 'Approved', and 'Unknown'. At the bottom is a large blue 'Apply Filters' button.

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**.



The screenshot shows a detailed view of a request. At the top, there is a table with the following data:

Product	Requested Date	Requested Delivery Date	Status	Approved Date
Bagged Fert 19-19-19	05/01/2024	05/01/2024	Requested	—

Below the table are three expandable sections:

- 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.