

# Adjust Bayer Dealer Orders

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Within Agvance, Product quantities on a Bayer Dealer Order can be adjusted by using the Increase Dealer Order, Add Order, or Edit Order tools.

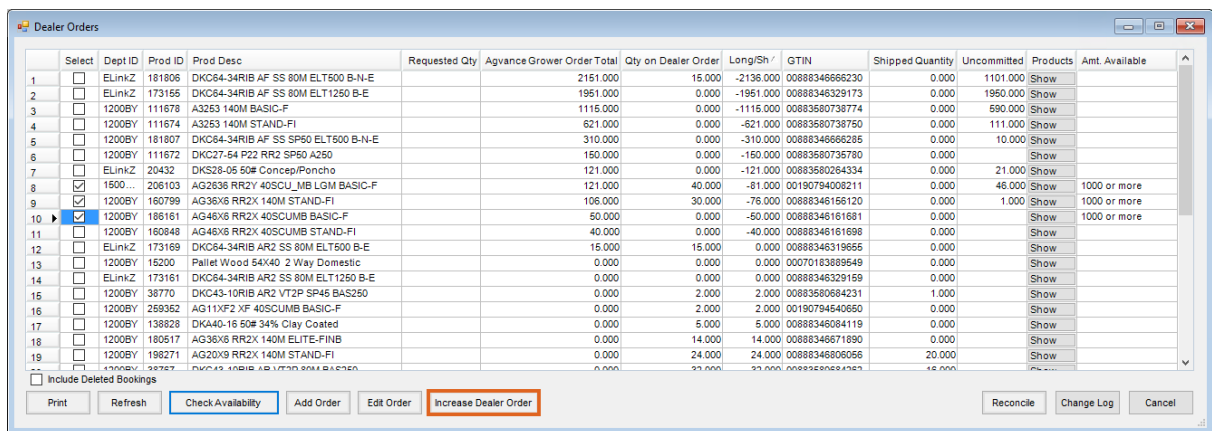
**Note:** These tools are only designed for use with Bayer Products. Attempting to use these tools for other suppliers can produce undesired results.

Prior to using these tools, best practice is to run the [Grower Order Reconciliation](#) to ensure the Grower Orders between Agvance and Bayer are in sync.

## Increase Dealer Order

Used to fill Products in a short position, the Increase Dealer Order tool submits a request to Bayer to increase the quantity on Dealer Order by the total amount of the short position.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Dealer Orders*. A listing of all Dealer Orders for Locations available to the User are displayed. Choose the appropriate Bayer Dealer Order and select **Edit**.  
**Note:** This initiates communication with the Vendor and pulls in all order information currently in their system. Alternatively, choose the *Vendor* and *Location* from the drop-downs and select **Request**.
2. In the *Select* column, check the box for each Product needing increased.  
**Note:** The Product must be in a short position indicated by a negative amount in the *Long/Short* column.
3. Select **Check Availability** to ensure requested Product is available.
4. Select **Increase Dealer Order**. A warning message stating *Using the Update Dealer Order feature to fill shortages for non-Bayer suppliers will cause undesired results displays on-screen*. Select **Yes** to continue.



5. A request to Bayer to increase the Dealer Order, by the amount of the short, is submitted.

# Add Order

Used to adjust Products in a long or short position, the Add Order feature automatically creates a new Grower Order and Booking for a specific quantity for a selected Customer. The Grower Order is then immediately submitted as a request to the manufacturer.

In the case of a short position, a subsequent request is then submitted, voiding the Grower Order and Booking in Agvance, while retaining the request to increase the Dealer Order quantity with the manufacturer.

In the case of a long position, the Grower Order is retained in both Agvance and Bayer to secure the seed in a long position on an order.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Dealer Orders*. A listing of all Dealer Orders for Locations available to the User are displayed. Choose the appropriate Bayer Dealer Order and select **Edit**.  
**Note:** This initiates communication with the Vendor and pulls in all order information currently in their system. Alternatively, choose the *Vendor* and *Location* from the drop-downs and select **Request**.
2. In the *Select column*, check the box for each Product needing adjusted.  
**Note:** When using the Add Order function, it is advised to only select Products in a short position or only select Products in a long position and not both.
3. For Products in a short position, select **Check Availability** to ensure Product is available.
4. Enter an amount in the *Requested Qty* column. Select **Add Order**. For Products in a short position, a warning message stating *Using the Order function to fill shortages for non-Bayer suppliers will cause undesired results* displays on-screen. Select **Yes** to continue.
5. On the *Select Customers* window, select an account to use for the Product request. Select **Done**.  
**Note:** Agvance recommends using a My Dealer Bucket account for this step.
  - Products in a short position:
    - A Grower Order and Booking for the selected Customer and Product quantity are automatically created.
    - The Grower Order is submitted to Bayer to increase the Dealer Order by the amount entered in the *Requested Qty* column.
    - The Grower Order and Booking are automatically voided in Agvance. A subsequent request is submitted to Bayer canceling the Customer's placeholder Grower Order while retaining the increase to the Dealer Order.
    - To avoid creating the additional Grower Order and Booking, the **Increase Dealer Order** function can be used to fill shorts instead.
  - Products in a long position:
    - A Grower Order and Booking for the selected Customer and Product quantity are automatically created.
    - The Grower Order is submitted to Bayer to secure the amount entered in the *Requested*

Qty column on a Grower Order.

## Edit Order

Used to adjust Products in a long position, the Edit Order tool allows the User to select an existing Grower Order to be edited.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Dealer Orders*. A listing of all Dealer Orders for Locations available to the User are displayed. Choose the appropriate Bayer Dealer Order and select **Edit**.

**Note:** This initiates communication with the Vendor and pulls in all order information currently in their system. Alternatively, choose the *Vendor* and *Location* from the drop-downs and select **Request**.

2. In the *Select* column, check the box for each Product needing increased.

**Note:** The Product must be in a long position indicated by a positive amount in the *Long/Short* column.

3. In the *Requested Qty* column, enter the amount desired to increase the Grower Order total. Select **Edit Order**.

Select	Dept ID	Prod ID	Prod Desc	Agvance Grower Order Total	Qty on Dealer Order	Long/Sh	GTIN	Shipped Quantity	Uncommitted	Products	Amt. Available	Requested Qty
<input type="checkbox"/>	ELinkZ	387691	DKC43-10RIB AR2 VT2P 80M BAS250	0.000	126.000	126.000	0083350664293	26.000		Show		
<input type="checkbox"/>	1200BY	246356	DKC64-65RIB D04 VT2P 80M Bag ELT125...	0.000	120.000	120.000	00190794508506	110.000		Show		
<input checked="" type="checkbox"/>	1200BY	246359	DKC64-65RIB D26 VT2P 80M Bag ELT125...	0.000	120.000	120.000	00190794508513	110.000		Show		10.000
<input type="checkbox"/>	1200BY	259361	AG11XF2 XF 140M BASIC-F	0.000	120.000	120.000	00190794508543	0.000		Show		
<input type="checkbox"/>	1200BY	259363	AG11XF2 XF 140M STAND-FI	0.000	96.000	96.000	00190794508567	0.000		Show		
<input type="checkbox"/>	1200BY	246354	DKC64-65RIB AF2 VT2P 80M ELT1250 N...	0.000	90.000	90.000	001907945085490	15.000		Show		
<input type="checkbox"/>	ELinkZ	160800	AG38X6 RR2X 40SCU_MB STAND-FI	0.000	80.000	80.000	00888345156168	0.000		Show		
<input type="checkbox"/>	ELinkZ	160797	AG38X6 RR2X 140M BASIC-F	0.000	80.000	80.000	00888345156021	0.000		Show		
<input type="checkbox"/>	ELinkZ	172327	AG38X6 RR2X 40SCU_MB UNTR	0.000	80.000	80.000	00888345356648	80.000		Show		
<input type="checkbox"/>	ELinkZ	172326	AG38X6 RR2X 140M UNTR	0.000	68.000	68.000	00888345356662	68.000		Show		
<input type="checkbox"/>	1200BY	180326	AG11X8 RR2X 140M UNTR	0.000	44.000	44.000	00888345610647	0.000		Show		
<input type="checkbox"/>	1500...	206103	AG2636 RR2Y 40SCU_MB LGM BASIC-F	0.000	40.000	40.000	00190794008211	0.000	0.000	Show		
<input type="checkbox"/>	1200BY	38767	DKC43-10RIB AR VT2P 80M BAS250	0.000	32.000	32.000	0083350664262	16.000		Show		
<input type="checkbox"/>	1200BY	198271	AG20X9 RR2X 140M STAND-FI	0.000	24.000	24.000	008883456806056	20.000		Show		
<input type="checkbox"/>	1200BY	180517	AG38X6 RR2X 140M ELITE-FINB	0.000	14.000	14.000	00888345671890	0.000		Show		
<input type="checkbox"/>	1200BY	138828	DKA40-16 50# 34% Clay Coated	0.000	5.000	5.000	00888345684119	0.000		Show		
<input type="checkbox"/>	1200BY	259352	AG11XF2 XF 40SCUMB BASIC-F	0.000	2.000	2.000	001907945040650	0.000		Show		
<input type="checkbox"/>	ELinkZ	173169	DKC64-34RIB AR2 SS 80M ELT500 B-E	15.000	15.000	0.000	00888345319655	0.000		Show		
<input type="checkbox"/>	ELinkZ	181806	DKC64-34RIB AF SS 80M ELT500 B-N-E	15.000	15.000	0.000	00888345666230	0.000	0.000	Show		
<input type="checkbox"/>	ELinkZ	173168	DKC64-34RIB AR2 SS 80M ELT500 B-E	0.000	0.000	0.000	00888345319655	0.000		Show		

4. On the *Select Customers* window, select the account to use for the decrease. Choose **Done**.

5. On the *Select Grower Order* window, choose the Grower Order. Select **Done**.

**Note:** A new line will be added to the existing order for the Product and amount requested.

6. A request is submitted to Bayer to increase the Grower Order by the amount entered in the *Requested Qty* column.