

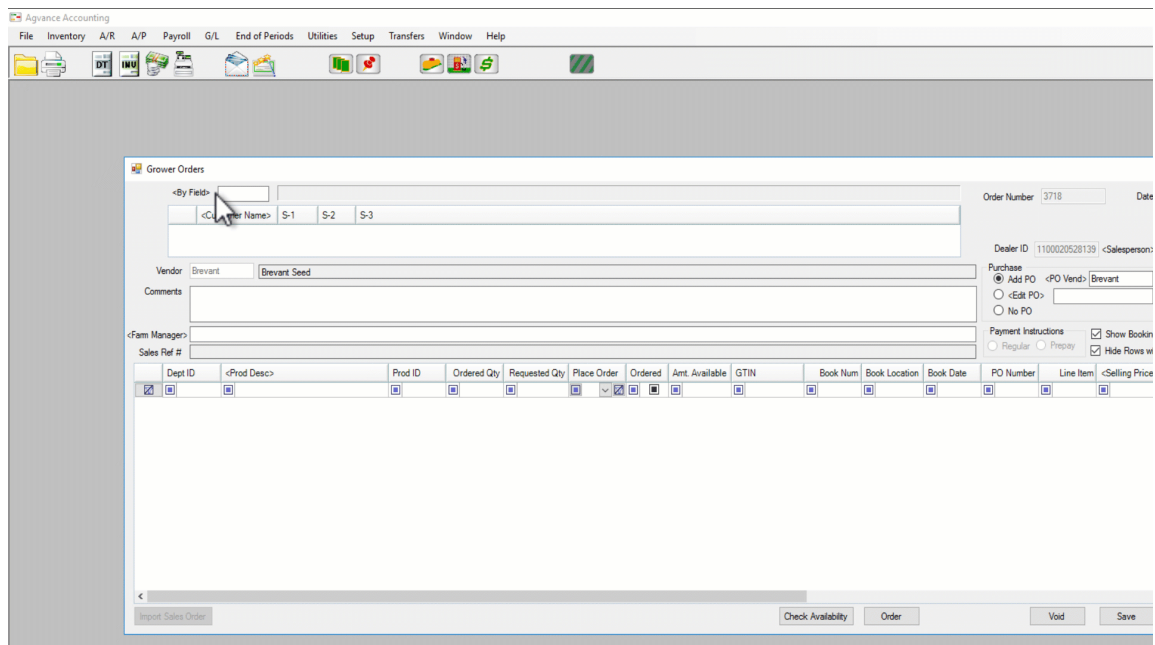
# Add a Grower Order - Supplier eLink

Last Modified on 02/04/2025 2:19 pm CST

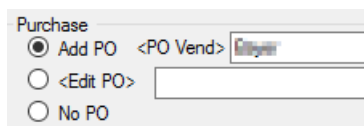
A Grower Order is the transaction which requests seed from a supplier for a specific Grower. Creating a Grower Order in Agvance automatically creates a Booking, and optionally a Purchase Order, in one transaction.

## Grower Order

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order* and select **Add**. Choose the **Vendor**.
2. On the *Grower Orders* window, double-click in the *By Field* or *Customer Name* area to select the Grower purchasing the Product.
  - o To select a Field, on the *Select a Field* window, select to highlight the *Customer* and *Field*. Choose **Select**.



- o To select an individual Customer, highlight the account and choose **Done**.
  - o To select multiple Customers, click to highlight the first account. Hold **Ctrl** on the keyboard and highlight the additional accounts. Select **Done**.
- Note:** When multiple Customers are selected, split information is listed with 100 percent of the split assigned to the first Customer on the order. Splits can be manually adjusted if necessary. The Grower Order is placed in the Vendor's system for the first Grower in the split with a GLN set up in Agvance.
3. In the *Purchase* area, choose *Add PO*, *Edit PO*, or *No PO*. More information detailing the *Purchase* options can be found on the *Purchase* tab of this article.



- o **Add PO** – Select this option to create a new Purchase Order for the Vendor with the Products and quantities on the Grower Order.

- **Edit PO** – Select this option and double-click in the blank field to display a list of the Vendor's Purchase Orders. Highlight the desired PO in the grid on the left. The Products on the PO load in the grid on the right. Double-click on a Product to add to the bottom grid. Choose **Done**. The selected PO number populates on the Grower Order and when saved, the *Edit a Purchase Order* window is displayed.  
**Note:** If the PO is for a different Vendor than displayed, first double-click in the **PO Vendor** field, and select the correct Vendor.
  - **No PO** – Select this option to bypass creating a new PO when the Grower Order is saved.
4. Optionally, if a Sales Order exists, select **Import Sales Order** to select the Sales Order to import. More information regarding importing a Sales Order can be found [here](#).
  5. To print the Booking information upon saving the Grower Order, select the *Show Booking* option.  
**Note:** *Farm Manager*, *Direct Ship*, and *Payment Instructions* are options connected with the Supplier eLink module.
  6. Optionally, select the *Hide Rows with Zero Qty* on the Grower Order checkbox.  
**Note:** When selected, this option hides lines with a zero quantity which are marked as *Ordered* or *Do Not Submit Electronically* for a Vendor with B2B seed ordering set up. For Vendors not set up in B2B, any line with a zero ordered quantity is hidden.
- Show Booking  
 Hide Rows with Zero Qty
7. Double-click on *Prod Desc* to select the Products the Grower is ordering from the Vendor.
  8. On the *Select Products* window, add the Products to the shopping cart. Optionally, select **Check Availability** to run the Vendor availability for the Products in the shopping cart.
    - To add the Products to the Grower Order and submit an order request to the Vendor, enter the amount to be ordered in the *Quantity* column and select **Done**.
    - To add the Products to the Grower Order without ordering from the Vendor, leave the *Quantity* at 0 and select **Done**.

Select Products

Select a Department

Name	Location	ID
Bayer Products	BYR	1200

Product Name	ID	Units	On Hand	Manufacturer Part #
AG32X6 RR2X 40SCU_MB UNTR	172273	Bags	0.000	
AG32X6 RR2X SC-BULK-FG UNTR	172274	Bags	0.000	
AG36X6 RR2X 140M UNTR	172326	Bags	0.000	
AG36X6 RR2X 40SCU_MB UNTR	172327	Bags	0.000	
DKC64-34RIB AF SS 80M ELT1250 B-E	173155	Bags	0.000	
DKC64-34RIB AF SS SP50 ELT1250 B-E	173156	Bags	0.000	
DKC64-34RIB AF2 SSRIB SP50 ELT125...	173158	Bags	0.000	
DKC64-34RIB AR SSRIB 80M ELT1250...	173159	Bags	0.000	
DKC64-34RIB AR SSRIB SP50 ELT1250...	173160	Bags	0.000	

Product Filter... # Tagged None

ALL

	Product Name	Quantity	Units	DeptID	ProductID	Amt Available	Uncomm
1	DKC64-34RIB AF SS 80M ELT12...	0.000	Bags	1200BY	173155		
2	DKC64-34RIB AF SS SP50 ELT1...	0.000	Bags	1200BY	173156		

Activate Bar Code   
 Do not bring zero requested quantity lines into the Grower Order

9. On the *Grower Order* window, if the Product was not ordered in Step 8, enter an amount in the *Requested Qty* column. Optionally, select **Check Availability**.

- o To order an individual Product, select **Request**.
- o To order all Products on the Grower Order, select **Order**.

**Note:** Products successfully ordered with the Vendor are indicated by a check in the *Ordered* column and an amount populated in the *Ordered Qty* column.

Edit a Grower Order

Order Number 3704    Date 01/24/2025

Dealer ID 110002052139 <Salesperson> [Turned]

Purchase  Add PO <PO Vendor> Bayer    Direct Ship

Edit PO: 30125     No PO

Payment Instructions  Regular  Prepay     Hide Rows with Zero Qty

Dept ID	<Prod Desc>	Prod ID	Ordered Qty	Requested Qty	Place Order	Ordered	Amt. Available	GTIN	Book Num	Book Location	Book Date	PO Number	Line Item	<Selling Price
1	DKC43-10RIB AR2 VT2P SP45 BAS250	38770	9.000	9.000	Request	<input checked="" type="checkbox"/>		0088350684231	30369	BYR	01/24/2025	30125	1	0.00
2	AG36X6 RR2X 140M STAND-FI	160799	5.000	5.000	Request	<input checked="" type="checkbox"/>		00888346156120	30369	BYR	01/24/2025	30125	2	0.00
3	DKC64-34RIB AF SS 80M ELT500 B-N-E	181806	5.000	5.000	Request	<input checked="" type="checkbox"/>		0088834666230	30369	BYR	01/24/2025	30125	3	0.00

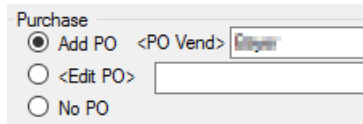
  
   
   
   
   

10. Select **Save**. A Booking is created and, depending on the *Purchase* setting, a Purchase Order may be added or an existing PO is updated.

## Purchase Options

In Agvance, adding or editing a Purchase Order for the selected Vendor is an optional feature when adding a new

Grower Order.



Purchase

Add PO <PO Vend>

<Edit PO>

No PO

## Add PO

*Add PO* creates a new PO for the Vendor that includes all Products and quantities on the Grower Order.

This feature is commonly used at the beginning of the season to create a Purchase Order for the Product and quantities allocated to the Dealer from the Supplier on the Dealer Order. For that scenario, while not required, it is recommended to use a My Dealer Bucket Customer account when creating the Grower Order.

Prior to using the *Add PO* option, the Location's *Purchase Order Auto Numbering*, found on the *Preferences* tab at *Accounting / Setup / Locations*, must be enabled.

## Edit PO

*Edit PO* allows a Vendor's existing Purchase Order to be selected for edit. Upon saving the Grower Order, the *Edit a Purchase Order* window displays with the details of the Purchase Order. In addition:

- Products and quantities on the Grower Order that were not originally on the PO are added as a new line-item.
- Quantities for Products originally on the PO are adjusted to reflect the Quantity added on the Grower Order.

**Example:** The original Purchase Order contains 10 units of DKC64-34 AF SS 80M ELT500. The Grower Order contains 25 units of the same Product. The PO now contains 35 units of DKC64-34 AF SS 80M ELT500.

**Note:** If the *Edit PO* option is selected, a Purchase Order for the selected Vendor must exist in the system prior to adding the Grower Order.

## No PO

Selecting this option will bypass creating a new PO when the Grower Order is saved.