

Add a Grower Order by Importing a Sales Order - Supplier eLink

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Grower Orders can be created by importing an existing Sales Order.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order*. Choose **Add** and select the *Vendor*.
2. On the *Grower Orders* window, double-click *Customer Name*. Highlight the Grower's account and choose **Select**.
3. Choose *Add PO* to create a new Purchase Order, *Edit PO* to update an existing Purchase Order, or *No PO* to not create a Purchase Order.

The screenshot shows the 'Grower Orders' window with the following details:

- Order Number: 3723
- Date: 01/31/2025
- Dealer ID: 1100020528139
- Vendor: Bayer
- Customer Name: All American Farms (100.0000)
- Product: Bayer Crop Science
- Buttons: Import Sales Order (highlighted), Check Availability, Order, Void, Save, Cancel

4. Select **Import Sales Order** to display a list of Sales Orders available for import. Optionally, use the available *Sales Order Filter* or *Order #* field to search for the desired Sales Order. Select to highlight and choose **Import**.

Order #	Order Date	CustID	Customer	FieldID
300011	07/28/2023	1A1IFu	All American...	

Order #

Sales Order Filter

Customer: Location: Status:

- The Products and quantities on the Sales Order are imported to the *Grower Order* grid. To adjust quantities, edit the amount in the *Requested Qty* column.

Order Number: 3723 Date: 01/31/2025

Dealer ID: 1100020528139 <Salesperson>

Purchase: Add PO <PO Vend> Bayer Direct Ship

Payment Instructions: Regular Prepay Show Booking 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
1	1200BY	AG36X6 RR2X140M BASIC-F	160797	10.000	Request	<input type="checkbox"/>		00888346156021					1

- Optionally, select **Prod Desc** to add additional Products to the Grower Plan. Submit the Grower Order to the Vendor by selecting **Order**.
- Choose **Save**. A Booking is created and, depending on the Purchase setting, a Purchase Order may be added or an existing order is updated.