

# Edit or Void a Grower Order - Supplier eLink

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As supply and demand changes throughout the seed season, Grower Orders may need to be edited or voided.

## Edit a Grower Order

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order*. Highlight the Grower Order and choose **Edit**.
  - o To add Products to the Grower Order, choose **Prod Desc**. Select the desired Products and choose **Done**. Enter an amount in the *Requested Qty* column.
  - o To increase or decrease the quantity of an existing Product, change the amount in the *Requested Qty* column.

**Note:** When the *Requested Qty* column is edited the *Ordered* column is automatically unchecked allowing the changed line-item to be re-ordered from the Vendor.

The screenshot shows the 'Edit a Grower Order' interface. At the top, there are fields for Order Number (3714) and Date (01/29/2025). Below that, there are fields for Dealer ID (1100020528139) and Salesperson (TurNed). The main part of the window is a table with the following columns: Dept ID, Prod Desc, Prod ID, Ordered Qty, Requested Qty, Place Order, Ordered, Amt. Available, GTIN, Book Num, Book Location, Book Date, PO Number, and Line Item. The table contains five rows of data. Row 3 is highlighted in orange, showing a Requested Qty of 50,000 and an unchecked 'Ordered' checkbox. At the bottom of the window, there are buttons for 'Import Sales Order', 'Check Availability', 'Order', 'Void', 'Save', and 'Cancel'.

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 DKC43-10RIB AR2 VT2P SP45 BAS250	38770	10,000	10,000	Request	<input checked="" type="checkbox"/>		00883580684231	30373	BYR	01/29/2025	30128	
2	1200BY AG36X6 RR2X 140M STAND-FI	160799	20,000	20,000	Request	<input checked="" type="checkbox"/>		00888346156120	30373	BYR	01/29/2025	30128	
3	1200BY DKC64-34RIB AF SS 80M ELT500 B-N-E	181806	25,000	50,000	Request	<input type="checkbox"/>		00888346666230	30373	BYR	01/29/2025	30128	
4	1200BY DKC64-34RIB AF SS 80M ELT500 B-N-E	181806	1,000	1,000	Request	<input checked="" type="checkbox"/>		00888346666230	30373	BYR	01/29/2025	30128	
5	1200BY DKC64-34RIB AF SS 80M ELT500 B-N-E	181806	1,000	1,000	Request	<input checked="" type="checkbox"/>		00888346666230	30373	BYR	01/29/2025	30128	

- o To remove a line item on the Grower Order in the supplier's system, set the *Requested Qty* to 0.
- Note:** Once a zeroed-out line item has been submitted to the supplier, no future increases to the *Requested Qty* are allowed for this line item. Additionally, a line item on a Grower Order cannot be deleted in Agvance because the Grower Order is associated with both a Booking and, optionally, a Purchase Order.
2. Optionally, select **Check Availability** to check availability for all Products on the order containing a GTIN in the Agvance Product file.
  3. To submit the changes to the supplier:
    - o Choose **Request** on a line item to send the individual Product's new requested quantity to the supplier.
    - o Choose **Order** to submit all updated Products to the supplier at one time. For example, if editing the requested quantity on three line items and adding two new Products to the Grower Order, select **Order** to submit all five line items at the same time, instead of choosing **Request** on each changed line item.

4. Once the changes to the Grower Order have been submitted to the supplier, choose **Save** to save the changes in Agvance.
  - o The Grower Order is updated and the *Booking* window displays allowing the Grower's prepay to be managed if necessary. Choose **Save**.
  - o If applicable, the *Purchase Order* window opens allowing any necessary changes to be made and saved.

## Void a Grower Order

Voiding a Grower Order may result in lost seed. To retain supply, consider using the **Grower Transfer** feature to transfer the Products to a different Field, Grower, or group of Growers.

When a Grower Order is voided:

- The Grower Order is voided in Agvance and the associated Booking is also voided.
- The Purchase Order quantities are updated for all Products on the Grower Order.
- The Products on the Grower Order are submitted to the supplier at a 0 quantity, and the order is removed from the supplier's system.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order*. Highlight the Grower Order and choose **Edit**.
2. Select **Void** on the *Edit a Grower Order* window. Choose **Save**.

The screenshot shows the 'Edit a Grower Order' window. At the top, it displays 'Order Number 3716' and 'Date 01/29/2025'. Below this, there are fields for 'Dealer ID' (1100020528139) and '<Salesperson>'. The 'Purchase' section has radio buttons for 'Add PO <PO Vend> Bayer', '<Edit PO> 30129', and 'No PO'. The 'Payment Instructions' section has radio buttons for 'Regular' and 'Prepay', and a checked box for 'Hide Rows with Zero Qty'. The main part of the window is a table with the following data:

Dept ID	<Prod Desc>	Prod ID	Ordered Qty	Requested Qty	Place Order	Ordered	Amt. Available	GTIN	Book Num	Book Location	Book Date	PO Number
1200BY	DKC43-10RIB AR2 VT2P SP45 BAS250	38770	10,000	10,000	Request	<input checked="" type="checkbox"/>		00883580684231	30375	BYR	01/29/2025	30125
1200BY	AG36X6 RR2X 140M STAND-FI	160799	15,000	15,000	Request	<input checked="" type="checkbox"/>		00888346156120	30375	BYR	01/29/2025	30125
1200BY	DKC64-34RIB AF SS 80M ELT500 B-N-E	181806	20,000	20,000	Request	<input checked="" type="checkbox"/>		00888346666230	30375	BYR	01/29/2025	30125
1200BY	DKC27-54 P22 RR2 SP50 A250	111672	5,000	5,000	Request	<input type="checkbox"/>		00883580735780	30375	BYR	01/29/2025	30125

At the bottom of the window, there are buttons for 'Import Sales Order', 'Check Availability', 'Order', 'Void' (highlighted in orange), 'Save', and 'Cancel'.