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**.
   - 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.
   - 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.

   - 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:
   - Choose **Request** on a line item to send the individual Product's new requested quantity to the supplier.
   - 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.

   - The Grower Order is updated and the *Booking* window displays allowing the Grower's prepay to be managed if necessary. Choose **Save**.
   - 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**.