

Managing Seed Orders (Grower Orders) - Supplier eLink

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More information on setup for Seed Orders/Grower Orders can be found [here](#).

Grower Orders

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.

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	Price Level
12006Y	DKC43-10R1B AR2 VT2P SP45 BAS250	38770	10.000	10.000	Request			00883580684231	30373	BYR	01/29/2025	30128	1	0.0000	List
12006Y	AG36X6 RR2X 140M STAND-FI	160799	15.000	15.000	Request			00888346156120	30373	BYR	01/29/2025	30128	2	0.0000	List
12006Y	DKC64-34R1B AF SS 80M ELT500 B-N-E	181806	20.000	20.000	Request			00888346666230	30373	BYR	01/29/2025	30128	3	0.0000	List

- **Order Number** – An auto-generated number assigned to each Agvance Grower Order.
- **Date** – Defaults to the system date but may be changed if necessary.
- **Dealer ID** – The dealer's identification number as recognized by the supplier. The *Dealer ID* is set up in the B2B (Business to Business) Setup program.
- **Salesperson** – Selecting a salesperson on the order sends the *Salesperson ID* with the order to the supplier. The supplier can credit the salesperson for the order if this incentive is offered.
- **Purchase** – Select the Purchase Order option for this order. *Add PO* adds a new Purchase Order, *Edit PO* allows selecting an existing Purchase Order to update, and *No PO* does not add or update a Purchase Order. Once a Grower Order is saved, this selection defaults to the subsequent Grower Order.
- **Direct Ship** – If the Grower Order should ship directly to the Grower or a Location other than the dealer's *Ship To Location*, select the *Direct Ship* option on the Grower Order. This sends a note to the supplier reminding them to contact the dealer prior to shipping the order to determine the shipping address.
- **Comments** – These comments are not submitted to the supplier but carry over to the Booking associated with the order.
- **Farm Manager** – If a farm manager is being used on the order, select it by double-clicking in the *Farm Manager*

area. The list of available farm managers displays. The *Role* column in the *Select a Farm Manager* window has two options - *Prepay* and *NonPrepay*. Selecting a farm manager with a *Prepay* role enables two *Payment Instruction* options on the *Grower Order* window, *Regular* and *Prepay*, which sends special payment instructions with the *Grower Order* to the supplier. Selecting a farm manager with a *NonPrepay* role has the *Payment Instruction* options disabled and automatically sends *Regular* as the payment type to the supplier.

Note: The farm manager reference is included on the order when the products are requested from the supplier. The best practice is to select the farm manager prior to selecting and ordering products. If a farm manager is selected after the order is placed, to associate the farm manager with the supplier's order, one of the products on the order must be re-requested.

- **Sales Ref #** – The supplier's order number. This number is used to identify the order in the supplier's system.
- **Payment Instructions** – Select *Regular* or *Prepay* for the type of payment.
- **Show Booking** – When selected, at the save of the *Grower Order*, the *Booking* displays and is available to add discount information or edit pricing for all Customers on the *Booking*.
- **Hide Rows with Zero Qty** – When selected, rows on the *Grower Order* that have zero quantity will not be displayed when editing the *Grower Order*.
- **Import Sales Order** – Once a supplier and Customer have been selected, optionally select a *Sales Order* to import Products into the *Grower Order*. More information regarding importing a *Sales Order* can be found on the *Using Sales Orders* tab.

Grower Order Grid Columns

- **Dept ID, Prod Desc, and Prod ID** – The information as entered in the Product master file.
- **Ordered Qty** – The amount of Product on order with the supplier for this specific order.
- **Requested Qty** – An editable field that allows more or less of a Product to be requested on the order. The order can be increased by either increasing the *Requested Qty* or by adding another line item for the same Product and requesting the additional quantity for that line item.
- **Place Order** – After editing the *Requested Qty* (either increasing or decreasing the line item amount), submit the line item change to the supplier by selecting the **Request** button for the line item. More information regarding creating and ordering *Grower Orders* can be found on the *Add/Edit/Void* tab.
- **Ordered** – A checkmark in this column indicates the line item has been submitted to the supplier.
Note: Once the *Requested Qty* is changed for a line item, the *Ordered* column becomes unchecked because the change to the *Requested Qty* must be submitted to the supplier.
- **Amt. Available** – Displays the amount of Product available for the dealer to order from the supplier.
- **GTIN** – Assigned by the supplier.
- **Book Number, Book Location, and Book Date** – This *Booking* information displays once a *Grower Order* is saved in the system and subsequently edited.
- **PO Number** – This number displays once a *Grower Order* is saved in the system and subsequently edited.

- **Line Item** – A number assigned to the line of the order when Product is added.
- **Selling Price** – A unit price for the line item may be added to the Grower Order by double-clicking in the *Selling Price* column. Enter a price or select from the available prices. This unit price carries over to the Booking.
- **Price Level** – Populates based on the selection made in the *Selling Price* column.
- **Increase to Dealer Order Qty** – This quantity is returned by the supplier and indicates the amount the Dealer Order changed after the Grower Order was placed.
Note: This quantity is the absolute value of the change. If the order was decreased, this number is still reflected as a positive number.
- **Total Dealer Order Qty** – This quantity is returned by the supplier and indicates the amount of Product on the Dealer Order.
- **Total of All Grower Orders** – This quantity is returned by the supplier and indicates the total amount of Product that exists on all Grower Orders for the dealer.
- **Long / (Short)** – This quantity is returned by the supplier indicating the dealer's long or short position for the Product on the line item. This number should also be the difference between the *Total Dealer Order* and *Total of All Grower Orders* columns.
 - A positive number indicates the dealer has more Product on their Dealer Order than on Grower Orders.
 - A negative number indicates the dealer has more Product on Grower Orders than on their Dealer Order, creating a short position.
- **Sales Order Number** – When the **Import Sales Order** function is utilized, the imported Sales Order number displays.
- **Do Not Submit Electronically** – Additional Products can be added to the *Booking* screen but not submitted to the supplier by selecting this option. An example of this would be a generic prepay Product.

Add/Edit/Void

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

Add Grower Order

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.

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.
 - To select a Field, on the *Select a Field* window, select to highlight the *Customer* and *Field*. Choose **Select**.

- To select an individual Customer, highlight the account and choose **Done**.
- 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.

- **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 on the *Using Sales Orders* tab.

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.

- 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

- Double-click on *Prod Desc* to select the Products the Grower is ordering from the Vendor.
- 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

Name

Show which Departments: BYR

Department Filter..

Search in all Departments

Search For: Product Name Match Type: Start of

DKC64-34RIB AF SS SP50 E Search

☐ Retain Search Text

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	

ID

Product Filter... # Tagged: None

ALL

	Product Name	Quantity	Units	DepartID	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

Classifications Check Availability Done Cancel

- 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**.
 - To order an individual Product, select **Request**.
 - 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

<By Field> WireMid Wire Middle

<Customer Name>	S-1	S-2	S-3
1 Barry Anderson	50.0000	100.0000	100.0000
2 Barb Wire	50.0000	0.0000	0.0000

Vendor: Bayer
Bayer Crop Science

Comments:

<Fam Manager>

Sales Ref # 0038006506

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	1200BY DKC43-10RIB AR2 VT2P SP45 BAS250	38770	9.000	9.000	Request	☒		00883580684231	30369	BYR	01/24/2025	30125	1	0.00
2	1200BY AG36X6 RR2X 140M STAND-FI	160799	5.000	5.000	Request	☒		00888346156120	30369	BYR	01/24/2025	30125	2	0.00
3	1200BY DKC64-34RIB AF SS 80M ELT500 B-N-E	181806	5.000	5.000	Request	☒		00888346666230	30369	BYR	01/24/2025	30125	3	0.00

Order Number: 3704 Date: 01/24/2025

Dealer ID: 1100020528139 <Salesperson> TurNed

Purchase: ☐ Add PO <PO Vnd> Bayer ☒ <Edit PO> 30125 ☐ No PO Direct Ship ☐

Payment Instructions: ☒ Regular ☐ Prepay ☒ Hide Rows with Zero Qty

Buttons: Check Availability Order Void Save Cancel

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.

Note: Seed Bookings attached to Grower Orders will not be available to be paid in Grower360.

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.

Edit a Grower Order

<By Field> WireMid Wire Middle

<Customer Name>	S-1	S-2	S-3
1 Barry Anderson	50.0000	100.0000	100.0000
2 Barb Wire	50.0000	0.0000	0.0000

Vendor: Bayer
Bayer Crop Science

Comments:

<Fam Manager>

Sales Ref # 0038006515

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	☒		00883580684231	30373	BYR	01/29/2025	30128	
2	1200BY AG36X6 RR2X 140M STAND-FI	160799	20.000	20.000	Request	☒		00888346156120	30373	BYR	01/29/2025	30128	
3	1200BY DKC64-34RIB AF SS 80M ELT500 B-N-E	181806	25.000	50.000	Request	☐		00888346666230	30373	BYR	01/29/2025	30128	
4	1200BY DKC64-34RIB AF SS 80M ELT500 B-N-E	181806	1.000	1.000	Request	☒		00888346666230	30373	BYR	01/29/2025	30128	
5	1200BY DKC64-34RIB AF SS 80M ELT500 B-N-E	181806	1.000	1.000	Request	☒		00888346666230	30373	BYR	01/29/2025	30128	

Order Number: 3714 Date: 01/29/2025

Dealer ID: 1100020528139 <Salesperson> TurNed

Purchase: ☐ Add PO <PO Vnd> Bayer ☒ <Edit PO> 30128 ☐ No PO Direct Ship ☐

Payment Instructions: ☒ Regular ☐ Prepay ☒ Hide Rows with Zero Qty

Buttons: Check Availability Order Void Save Cancel

- 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 (*Transfer* tab of this article) 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**.

Edit a Grower Order

<By Field> WireMid Wire Middle

<Customer Name> S-1 S-2 S-3

1	Barry Anderson	50.0000	100.00	100.0000
2	Barb Wfire	50.0000	0.0000	0.0000

Vendor: Bayer
Bayer Crop Science

Comments:

<Farm Manager>

Sales Ref # 0038006516

Dept ID	<Prod Desc>	Prod ID	Ordered Qty	Requested Qty	Place Order	Ordered	Amt. Available	GTIN	Book Num	Book Location	Book Date	PO Number
1	1200BY DKC43-10RIB AR2 VT2P SP45 BAS250	38770	10.000	10.000	Request	☒		00883580684231	30375	BYR	01/29/2025	30125
2	1200BY AG36X6 RR2X 140M STAND-FI	160799	15.000	15.000	Request	☒		00888346156120	30375	BYR	01/29/2025	30125
3	1200BY DKC64-34RIB AF SS 80M ELT500 B-N-E	181806	20.000	20.000	Request	☒		00888346666230	30375	BYR	01/29/2025	30125
4	1200BY DKC27-54 P22 RR2 SP50 A250	111672	5.000	5.000	Request	☐		00883580735780	30375	BYR	01/29/2025	30125

Order Number: 3716 Date: 01/29/2025

Dealer ID: 1100020528139 <Salesperson>

Purchase: ☐ Add PO <PO Vend> Bayer ☐ <Edit PO> 30129 ☐ No PO

Payment Instructions: ☒ Regular ☐ Prepay ☒ Hide Rows with Zero Qty

Direct Ship ☐

Buttons: Import Sales Order Check Availability Order **Void** Save Cancel

Change Product Package Size/Treatment on Grower Orders

It is recommended to contact seed representatives to handle package size and treatment changes to eliminate the risk of losing seed. Agvance does include options to address package size and treatment changes when needed.

If requesting these changes in separate steps and the new Product is not available on the Vendor's side, the request to decrease the seed supply would be successful and the request for the additional supply would not secure seed since none is available, resulting in lost seed.

To make changes to existing Grower Orders, use the following steps:

1. Navigate to *Hub / Transfers / Import / Agvance Data Link* to create a new Product with the correct package size if it has not already been added. The GTIN will be needed for this step.
Note: Do not delete the Product with the incorrect package sizing.
2. Go to *Accounting / Inventory / Manage Seed Orders / Grower Orders* and locate the Grower Order containing the seed. Select **Edit**.
3. Select *Product Desc* and locate the new Product with the correct packaging or treatment. Add the Product to the shopping cart.
Note: Do not enter a *Quantity* in the shopping cart.
4. Select **Check Availability**. If there is an *Amount Available*, select **Done**.
Note: If the new Product does not have an amount available, seed will not be secured in the ordering process in Step 6.

Select Products

Select a Department

Name	Location	ID
Bayer Products	BYR	1200

Product Name

Product Name	ID	Units	On Hand	Manufacturer P
AG21XF0 XF SC-BULK-FG UNTR	244461	Bulk	0.000	
DKC47-27RIB AR2 DGV2 80M ELT500...	246690	Bags	0.000	
DKC54-38RIB AF SS SP50 ELT500 N-B-E	246700	Bags	0.000	
DKC41-55RIB AR2 VT2P SP45 ELT500 B...	269246	Bags	0.000	
DKC64-22RIB AF2 VT2P 80M ELT500 B-E	269377	Bags	0.000	
DKC64-69 AR VT3P SP50 BAS1250	30707	Bags	0.000	
DKC53-45RIB AR SS 80M BAS500	36948	Bags	0.000	
DKC43-10RIB AF VT2P 80M BAS250	38763	Bags	10.000	

Name

Product Filter...

ALL

Product Name

Quantity

Units

Amt Available

Dep

1 DKC64-34RIB AR2 SS 80M... 0.000 Bags 500 or more 1200

Search in all Departments

Search For

Match Type

Product Name

Start of

DKC64-34RIB AR2 SS 80M E

Search

Retain Search Text

Activate Bar Code

Do not bring zero requested quantity lines into the Grower Order

Classifications

Check Availability

Done

Cancel

5. In the *Edit a Grower Order* window:

1. On the original Product line, in the *Requested Qty* column, reduce the quantity of the seed.
2. On the new Product added to the Grower Order, add that quantity in the *Requested Qty* column.

Edit a Grower Order

<By Field>

<Customer Name>	S-1	S-2	S-3
1 Barry Anderson	100.0000	0.0000	0.0000

Order Number 3652 Date 11/20/2024

Dealer ID 1100020528139 <Salesperson> TurNed

Vendor Bayer Bayer Crop Science

Comments

<Farm Manager>

Sales Ref # 0038006374

Purchase

Add PO <PO Vend> Bayer

Edit PO 30117

No PO

Direct Ship

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
1 1200BY	AG36X6 RR2X 140M STAND-FI	160799	10.000	10.000	Request	✓		00888346156120	30357
2 1200BY	DKC64-34RIB AF SS 80M ELT500 B-N-E	181806	5.000	0.000	Request	✓		0088834666230	30357
3 1200BY	DKC64-34RIB AR2 SS 80M ELT500 B-E	173169	15.000	15.000	Request	✓		00888346319655	30357
4 1200BY	DKC64-34RIB AR2 SS 80M ELT500 B-E	173169		5.000	Request	✓		00888346319655	

Import Sales Order

Check Availability

Order

Void

Save

Cancel

6. Select **Order** to send the changes to both Products in the same request.

Note: This process only works when sending the changes in the same request. This process will not work using the **Request** button on individual line items when issuing package changes out of Agvance.

Transfer

Seed orders can be tracked at *Accounting / Inventory / Manage Seed Orders*. Once a Grower Order is established, all or part of the order can be transferred to another Field, Grower, or group of Growers.

Note: An option is available to *Hide Rows with Zero Qty* on the Grower Order. When selected, this option hides all lines with a zero quantity which are marked as *Ordered*.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order*. Select the appropriate Grower Order and choose **Grower Transfer**.
2. In the *Transfer Grower Information* section of the *Grower to Grower Transfer* window, double-click in the *By Field* or *Customer Name* area to choose the Customer to whom the Order is being transferred. The *Date* can be edited as needed.

The left screenshot shows the 'Select Grower Order' window. It contains a table with columns: Dealer ID, Order Date, Order, Cust ID, Customer Name, Vendor ID, Vendor Name, Complete, and Requested. The table has one row with values: 6, 07/12/2023, 6, AndBa, Anderson B., Monsanto, Monsanto Co., No, and Y. Below the table are buttons for Add, Edit, Cancel, Start With, and Reports. A 'Grower Transfer' button is highlighted with a red box.

The right screenshot shows the 'Grower to Grower Transfer' window. It has a 'Transfer Grower Information' section with fields for <By Field>, <Customer Name>, <Order Number>, and Date. The 'Add New' radio button is selected. Below this is a table for transferring quantities with columns: Prod Desc, Dept ID, Prod ID, Ordered Qty, Requested Qty, Transferred Qty, Ordered, Book Num, Book Location, Book Date, and PO Num. The 'Transferred Qty' column has a value of 50,000. A red box highlights the 'Transfer Grower Information' section.

Note: If multiple Customers are selected, specify the split percentages.

3. Choose *Add New* or *Existing* to add a new Grower Order or to add to an existing one. Edit the *Date* as needed.

Note: Transfers to Customers who do not have an existing Grower Order automatically create a new Booking for the transfer amount. If the transfer is to an existing Grower Order, the original Booking is updated.

4. Optionally check *Show New Booking* to display the Booking information for each Customer's Grower Orders included in the transfer.

Note: The Bookings will displayed after Step 5 is completed.

5. In the *Transferred Qty* column, enter the quantity to be transferred. Select **Save**.

Using Purchase Orders

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.

Using Sales Orders

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 'Grower Orders' window contains the following fields and controls:

- <By Field>**: A dropdown menu.
- <Customer Name>**: Fields for S-1, S-2, and S-3.
- 1**: A dropdown menu showing 'All American Farms' with a value of '100.0000'.
- Vendor**: A dropdown menu showing 'Bayer' and 'Bayer Crop Science'.
- Comments**: A text area.
- <Farm Manager>**: A text field.
- Sales Ref #**: A text field.
- Order Number**: A text field with value '3723'.
- Date**: A date field with value '01/31/2025'.
- Dealer ID**: A text field with value '1100020528139'.
- <Salesperson>**: A text field.
- Purchase**: Radio buttons for 'Add PO', 'Edit PO', and 'No PO'. 'Add PO' is selected.
- <PO Vend>**: A dropdown menu showing 'Bayer'.
- Direct Ship**: A checkbox.
- Payment Instructions**: Radio buttons for 'Regular' and 'Prepay'. 'Regular' is selected.
- Show Booking**: A checkbox.
- Hide Rows with Zero Qty**: A checkbox.
- Table Headers**: 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.
- Buttons**: 'Import Sales Order' (highlighted with a red box), '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**.

The 'Import Sales Order' window contains the following fields and controls:

- Table Headers**: Order #, Order Date, CustID, Customer, FieldID.
- Table Data**:

Order #	Order Date	CustID	Customer	FieldID
300011	07/28/2023	1AIFu	All American...	
- Order #**: A text field.
- Sales Order Filter**:
 - Customer**: A dropdown menu showing '1AIFu'.
 - Location**: A dropdown menu showing 'BYR'.
 - Status**: A dropdown menu showing 'Approved'.
- Buttons**: 'Import' (highlighted with a red box), 'Cancel'.

5. 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.

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

Reports

Unordered Quantity Recon Report

The Unordered Quantity Recon report provides a list of Products on Grower Orders that have not been marked as ordered, indicating that the requested quantity on that line of the order has not been successfully transmitted to the seed Vendor.

The report allows for open Grower Orders to be grouped together by Vendor or Location, with an option to *Exclude Zero Requested Quantity* records.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order*.
2. On the *Select a Grower Order* window, choose **Reports**.

- On the *Grower Order Reports* window, optionally select the *Vendors* and/or *Locations* for which to run the report.
- By default, all line-items on open Grower Orders are included in the results. To exclude line-items that have 0 in the *Requested Qty* column, select the option *Exclude Zero Requested Quantity*. Choose **OK**.

Grower Order Reports

Unordered Quantity Recon

Report Criteria

Select Vendors: All [Select] Vend. Class.

Select Locations: All [Select]

☐ Exclude Zero Requested Quantity

☐ Print
☒ Preview

[Load Set] [Save Set]

[OK] [Cancel]

Note: If a *Vendor* or *Location* is not specified, results will be grouped by *Vendor* first followed by *Location*.

Grower Order - Unordered Quantity Recon

Vendor: Aligned Ag (AligAg)
Location: SCOTTSBLUFF (100)

Order #	Line #	Customer Name (ID)	Dept ID	Prod ID	Prod Name	Requested Qty
3552	1	1Quote(1Quote)	100	206103TEST	A	1.000

Vendor: Bayer Crop Science (Bayer)
Location: Bakersfield (BYR)

Order #	Line #	Customer Name (ID)	Dept ID	Prod ID	Prod Name	Requested Qty
3541	7	MDBucket - Bayer(MDB)	ELinkZ	181806	DKC64-34RIB AF SS 80M ELT500 B-N-E	0.000
3565	3	MIKE HEIMAN(MIKHEI)	ELinkZ	181806	DKC64-34RIB AF SS 80M ELT500 B-N-E	0.000
3640	1	Barry Anderson(1AndBa)	1200BY	111672	DKC27-54 P22 RR2 SP50 A250	100.000
3640	2	Barry Anderson(1AndBa)	1200BY	125887	DKC65-79 AR GENSS SP50 A500	150.000
3640	5	Barry Anderson(1AndBa)	1200BY	125887	DKC65-79 AR GENSS SP50 A500	0.000
3645	1	Barry Anderson(1AndBa)	1200BY	125887	DKC65-79 AR GENSS SP50 A500	15.000
3645	2	Barry Anderson(1AndBa)	1200BY	111672	DKC27-54 P22 RR2 SP50 A250	50.000
3654	3	My Dealer Bucket Test Account(1228)	1200BY	125887	DKC65-79 AR GENSS SP50 A500	0.000
3714	3	Barry Anderson(1AndBa)	1200BY	181806	DKC64-34RIB AF SS 80M ELT500 B-N-E	10.000
3714	6	Barry Anderson(1AndBa)	1200BY	125887	DKC65-79 AR GENSS SP50 A500	0.000
3716	4	Barry Anderson(1AndBa)	1200BY	181806	DKC64-34RIB AF SS 80M ELT500 B-N-E	0.000
3716	5	Barry Anderson(1AndBa)	1200BY	111672	DKC27-54 P22 RR2 SP50 A250	5.000
3731	3	Barry Anderson(1AndBa)	1200BY	111672	DKC27-54 P22 RR2 SP50 A250	8.000
3731	4	Barry Anderson(1AndBa)	1200BY	125887	DKC65-79 AR GENSS SP50 A500	9.000

Vendor: Winfield United (WinUn)
Location: Winchester (WNFD)

Order #	Line #	Customer Name (ID)	Dept ID	Prod ID	Prod Name	Requested Qty
3575	1	Barry Anderson(1AndBa)	1500WF	135140	SB CP0264RR UNT40UMB	100.000
3575	2	Barry Anderson(1AndBa)	1500WF	135141	SB CP0264RR UNTBK	200.000
3576	1	Barry Anderson(1AndBa)	1500WF	289460	CN CP4377TRE/RIBCRT FGCPF280M	100.000
3580	1	SYMENS BROS(SYMBRO)	1500WF	260592	CN CP2585VT2P/RIB FPCPF2CB50	100.000
3596	1	Adam Gorecki(AdaGor)	1500WF	212765	CN CP4676SS/RIB FPCPF2CB45	100.000
3597	1	Adam Gorecki(AdaGor)	1500WF	284832	CN CP4246SS/RIB FPCPF2CB50	100.000

Substitutions

The Grower Order Product Substitution utility is available to assist in locating all Grower Orders for a specific Vendor and Location containing the selected Product. This Product can be substituted for a new Product using the utility.

1. Navigate to *Accounting / Inventory / Manage Seed Order / Grower Order Product Substitution*.
2. On the *Grower Order Product Substitution* window, select the desired *Vendor* and *Location*.
3. Double-click in the *Product* field and choose the Product to be changed. This loads all Grower Orders with the selected Product in the grid at the bottom of the window.
4. Double-click in the *Substitute* field and choose the Product to be substituted.
5. The *Product Position* section shows the *Agv. Qty*, *Dealer Qty*, and *Long/Short* information for the Product being replaced. This is pulled from the Vendor's B2B portal.

Vendor: Bayer

Location: BYR

<Product>: DKC64-34RIB AR2 SS 80M ELT500 B-E

<Substitute>: DKC64-34RIB AR2 SS 80M ELT1250 B-E

Product Position:

Agv. Qty: 15.000

Dealer Qty: 15.000

Long/Short: 0.000

WARNING: Running this utility while others are adding or editing Grower Orders, Bookings, or Purchase Orders that contain these products will cause data issues.

	Include	DealerId	Order Date	Order #	Customer ID	Customer Name	Status	Ordered Qty	Substituted Qty
1	☐	1100020528139	06/07/2021	975	3KakJu	Kake Justin	Ineligible: Fully Invoiced	0.000	0.000
2	☐	1100020528139	06/11/2021	1001	3KakJe	Kake Jesse	Ineligible: Fully Invoiced	10.000	10.000
3	☐	1100020528139	07/21/2021	1078	MDB	MDBucket - Bayer	Ineligible: Fully Invoiced	10.000	10.000
4	☐	1100020528139	07/21/2021	1079	3KakJu	Kake Justin	Ineligible: Fully Invoiced	0.000	0.000
5	☐	1100020528139	02/16/2022	3075	3KakJu	Kake Justin	Ineligible: Fully Invoiced	48.000	48.000
6	☐	1100020528139	07/14/2022	3170	MarRig	Riggs Martin<	Ineligible: Fully Invoiced, Voided	0.000	0.000
7	☐	1100020528139	07/14/2022	3172	MarRig	Riggs Martin<	Ineligible: Fully Invoiced, Voided	0.000	0.000
8	☐	1100020528139	11/19/2024	3649	1AndBa	Anderson Barry	Ineligible: Fully Invoiced, Voided	0.000	0.000
9	☒	1100020528139	11/20/2024	3652	1AndBa	Anderson Barry	Eligible to Include	15.000	15.000

Tag All Untag All Show Booking Save Cancel

6. Choose the Grower Orders to include in the Product substitution by selecting the *Include* option. To select all Grower Orders in the grid, choose **Tag All**.

Note: Rows with a *Status* of *Ineligible* will be grayed out and are not available to include.

7. Optionally check *Show Booking* to display the updated Booking information for each Customer's Grower Order included in the substitution.

Note: The Bookings will display after the Step 9 is completed.

8. The *Substituted Qty* column is available to give the ability to request only a partial substitution up to the original *Ordered Qty* requested.
9. Select **Save**. Changes are communicated to the supplier and the Grower Order, Booking, and applicable Purchase Order are updated.

Reconcile

Grower Order Reconciliation allows Grower Orders in Agvance to be reconciled against the corresponding Vendor's web service by displaying the information from both systems.

1. Navigate to *Accounting / Inventory / Manage Seed Orders / Grower Order Reconciliation*.
2. Select the *Vendor* and the desired *Location* to be reconciled. Optionally, choose *Include Deleted Bookings* to display Grower Orders tied to deleted Bookings in the results.
3. Choose **Send Request** to submit a request to the Vendor for Grower Order information.
Note: Depending on the volume of information, this process may take some time.
4. Once loaded, the grid displays a side-by-side comparison of the Grower Orders in Agvance and the Grower Orders from the Vendor. Included is a *Difference* column that displays the difference between the Agvance *Booking Quantity* and the *Supplier Quantity* at the line-item level.
5. Review the quantity in the *Difference* column and make any necessary adjustments to Grower Orders to reconcile the difference between the two systems. If unsure of the correct way to adjust for the differences, please contact SSI.

Grower Order Reconciliation														
<Vendor> Bayer		Bayer Crop Science												
Location BYR		Bakersfield												
													☐ Include Deleted Bookings	Send Request
Seed Order	Booking #	Booking Date	Booking Line	Booking Quantity	Inv Unit	Booking Prod ID	Booking Prod Description	Supplier Order#	Supplier Order Line#	Supplier GTIN	Supplier Prod Description	Supplier Quantity	Supplier Customer Name	Difference
1	3652	30367 11/20/2024	2	45,000	Bags	175169	DKC64-34RIB AF2 SS 80...	0038006374	0000000020	00888346319665	DKC64-34RIB AF2 SS 80...	15,000	United States of America	30
2	3652	30367 11/20/2024	3	0,000	Bags	160798	AG36V6 RR2X 140M ST...	0038006374	0000000030	00888346156120	AG36V6 RR2X 140M ST...	10,000	United States of America	10
3	3652	30367 11/20/2024	4	15,000	Bags	181806	DKC64-34RIB AF SS 80...	0038006374	0000000040	00888346666230	DKC64-34RIB AF SS 80...	5,000	United States of America	10
4	3654	30368 11/20/2024	1	15,000	Bags	160799	AG36V6 RR2X 140M ST...	0038006377	0000000010	00888346156120	AG36V6 RR2X 140M ST...	15,000	United States of America	0
5	3654	30368 11/20/2024	2	10,000	Bags	181806	DKC64-34RIB AF SS 80...	0038006377	0000000020	00888346666230	DKC64-34RIB AF SS 80...	10,000	United States of America	0