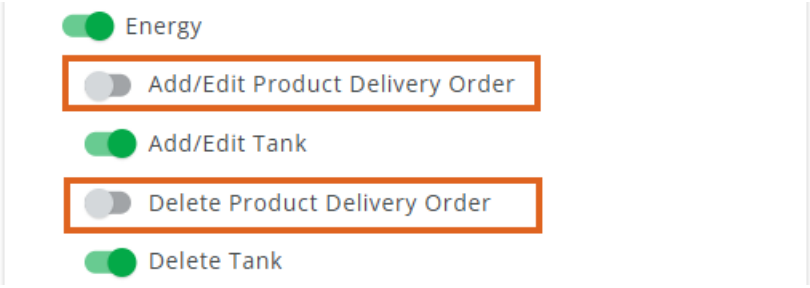
Product Delivery Orders (PDOs) - Agvance SKY Energy

Last Modified on 09/03/2026 3:32 pm CDT

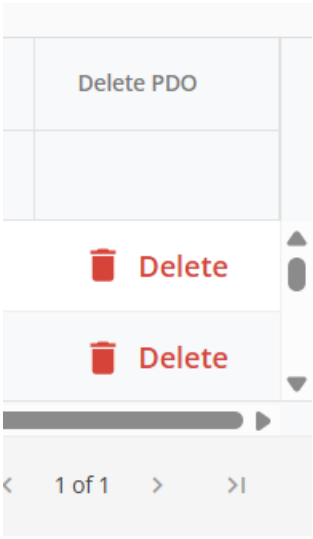
A *Company Admin User Role* permission is required to enable the *Add/Edit Product Delivery Order* permission to add or edit a Product Delivery Order on the *Orders* page of Agvance SKY Energy that has not been invoiced. Invoiced PDOs will always be view only.



When adding/editing/viewing a Product Delivery Order, selecting the **Tank Serial Number** opens the selected Tank information in a new tab, and with access to Agvance SKY Customer, selecting the **Customer Name** opens the selected Customer's Agvance SKY Customer page in a new tab.

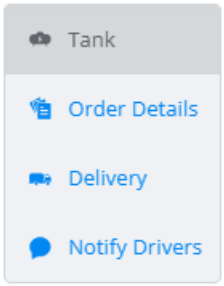
To change or remove the selected Tank on a new PDO, select **Remove Tank.** That tank will be removed and the **+ Add Tank** button will be visible again.

Delete Product Delivery Orders from the *Orders* page using the **Delete** button in the grid if incorrect or unneeded. The Agvance SKY *Company Admin User Role* permission *Delete Product Delivery Order* is required to use the **Delete** option.

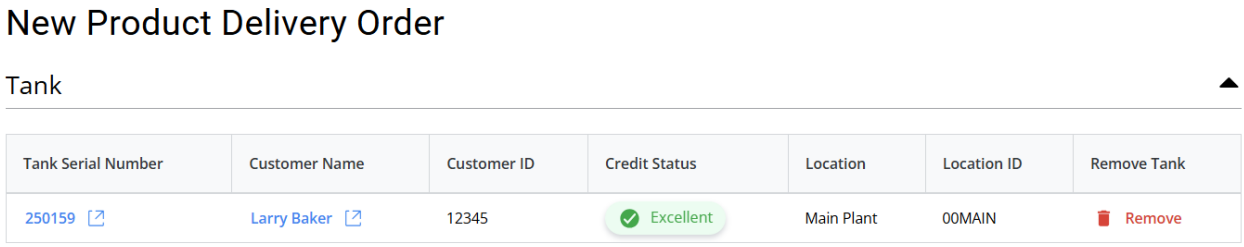


On the *Orders* page in Agvance SKY Energy, hover over the blue **+** icon, and select **+ New Product Delivery Order**.

On the *New Product Delivery Order* page, all fields will appear with sections expanded. The left navigation tree expands view upon hovering, and choosing a section will jump to that area of the form.



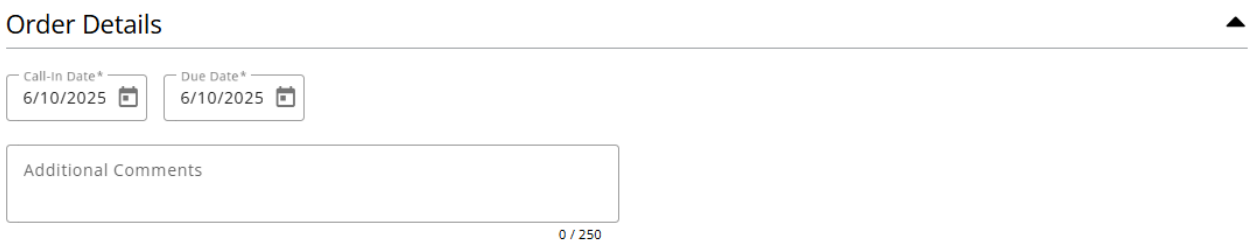
Tank



- Add the Tank to the order by selecting **+ Add Tank** to open the search overlay and choose from active Tanks. The *Tank Serial Number*, *Customer Name*, *Location*, and *Credit Status* fields will populate upon choosing **Select + Close**.
    - Once the Tank has been added, it can be removed and replaced if needed by selecting **Remove Tank** and choosing **+ Add Tank** to select the replacement.

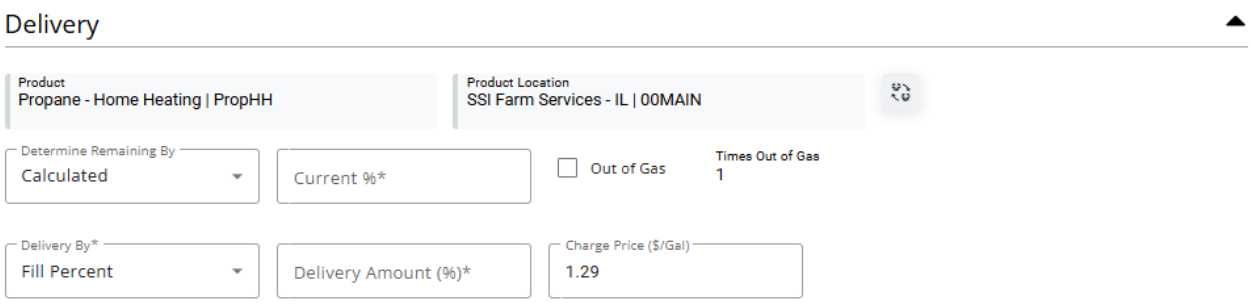
Note: Adding a Tank is required to enter a Product Delivery Order.

Order Details



- **Call-in Date** – Required field that auto-fills with the current date.
- **Due Date** – Required field that auto-fills with the current date.
- **Additional Comments** – Include comments when creating a PDO for the Driver to help with the order once received.

Delivery

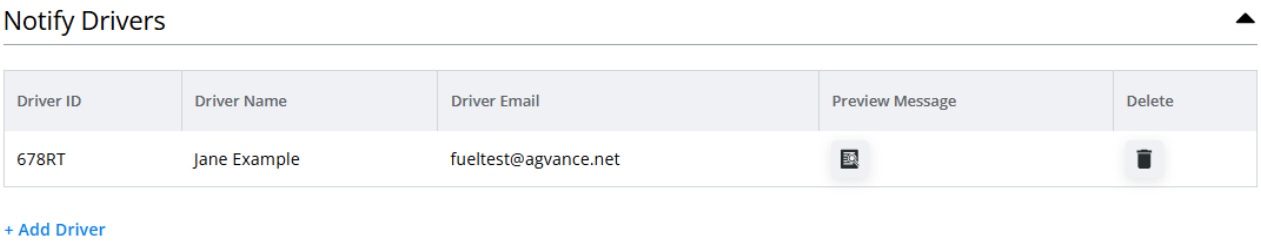


- **Product Name / Product ID / Product Location**
  - If a Tank is not selected, the following message displays: *Select a Tank to manage delivery options.*
  - Once a Tank is selected, the *Product Name*, *Product ID*, and *Product Location* attached to the Tank will display. Using the **Change Product** button opens a Product search overlay for a new Product selection.
  - If there is not a Product attached to the Tank, **+ Product** displays and is mandatory to save a Product Delivery Order.
- **Determine Remaining By / Current %**
  - If a Tank has a monitor, the *Determine Remaining % By* drop-down will default to *Monitor* with *Current (%)* or optionally choose *Calculated*.
  - If a Tank does not have a monitor, the default is *Calculated* and displays in a read-only state with *Estimated (%)*. *Estimated (%)* will default to values in the database but can be changed.
  - *Current Tank Percent* on open Product Delivery Orders can be edited.
- **Out of Gas** – Mark the tank as *Out of Gas*.
  - **Times Out of Gas** – Counts how many times the Tank has previously been out of gas.
- **Delivery By** – Defaults to *Fill Percent* or choose *Number of Gallons* or *Amount of Purchase*.
- **Delivery Amount (%) / Delivery Amount (Gal) / Amount of Purchase ($)**
  - If *Fill Percent* is selected, *Delivery Amount %* displays with an initial value of *0*. This can be changed if needed and has a maximum of three numeric characters.
  - If *Number of Gallons* is selected, *Delivery Amount (Gal)* displays with an initial value of *0*. This can be changed if needed and has a maximum of five numeric characters.
  - If *Amount of Purchase* is selected, *Amount of Purchase ($)* displays with an initial value of *0*. This can be changed if needed and has a maximum of four numeric characters.
- **Charge Price** – Price charged per gallon.

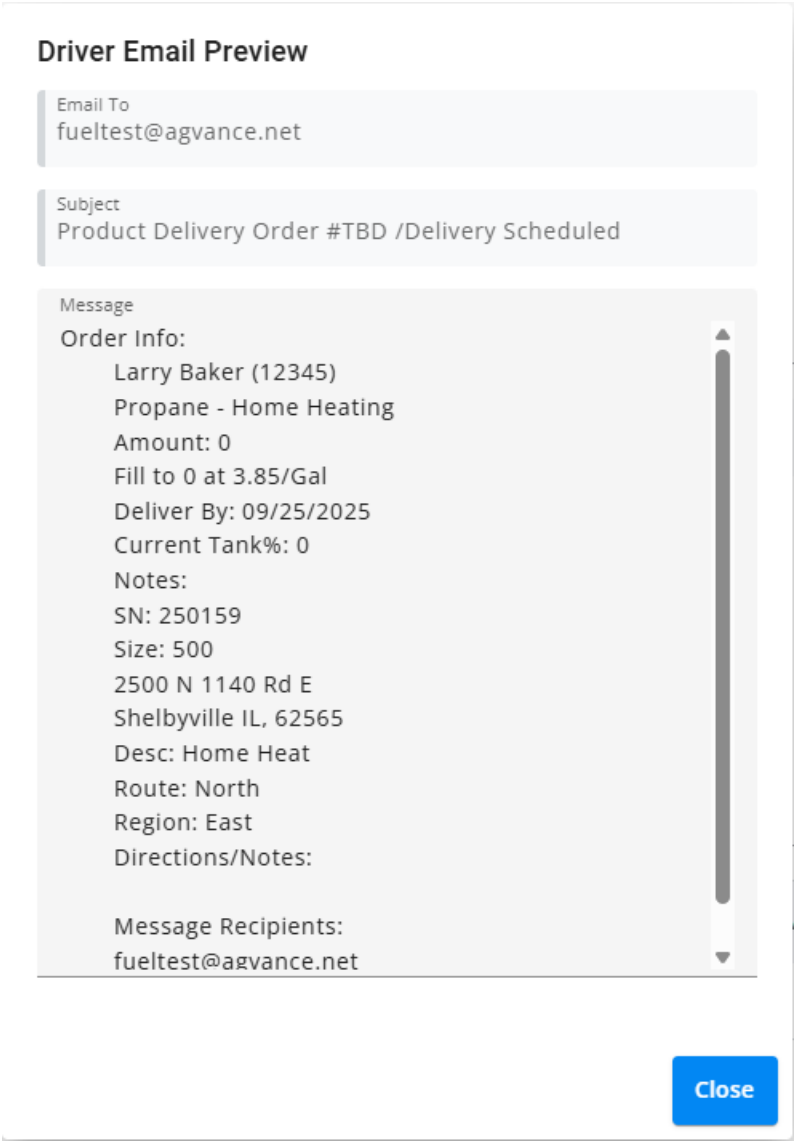
Notify Driver

Upon saving the PDO, a standard formatted email will be sent to the email associated with that Driver. By default, any Drivers already linked to a Tank will display. Additional Drivers can be selected by choosing the **+ Add Driver** button.

Note: Only Drivers with email entries added in Agvance Windows will display.



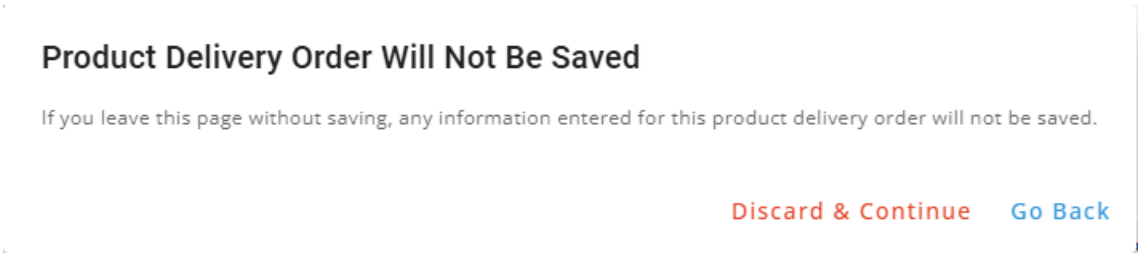
- **Driver ID**
- **Driver Name**
- **Driver Email**
- **Preview Message** – Selecting the **Preview Message** icon will open a dialog showing what the message to the Driver will look like.
    - Email from will default to the company's email as the sender.
    - *Email To* will show Drivers email address.
    - The *Subject* will read *Product Delivery Order #TBD / Delivery Scheduled*.



- **Delete** – Removes the selected Driver from receiving notifications.
- **+ Add Driver** – When selected, a Driver search displays to choose from a list of active Drivers.

Saving or Canceling

Selecting **Create Order** will save the new Product Delivery Order and route back to the *Orders* list page. A validation banner at the bottom of the screen indicates the order has successfully been saved.

- If any required inputs are empty, the validation banner will display at the top of the page, below the header, calling attention to required inputs.
    - A Tank must be added.
    - *Delivery Amount* (*%* or *Gal*) or *Amount of Purchase ($)* must be entered.
    - The validation banner and error state of inputs will display until **Create Order** is selected after entering required content.

Select **Cancel** to close out and return to the *Orders* screen. If any field was populated, a message displays stating the Tank will not be saved. Select **Discard & Continue** to cancel the Tank or **Go Back** to return to the *Add Product Delivery Order* form.