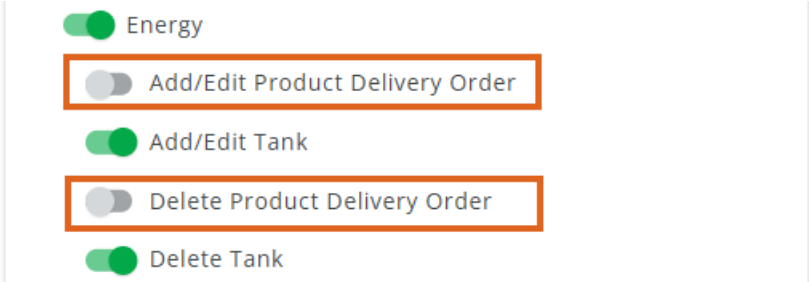


# Product Delivery Orders (PDOs) - SKY Energy

Last Modified on 05/20/2026 3:55 pm CDT

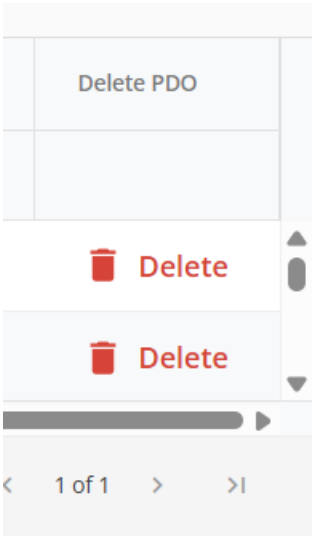
A user permission is required to enable adding or editing a Product Delivery Order within SKY Energy at SKY Company Admin / User / Edit User. Toggle on *Add/Edit Product Delivery Order* to add or edit a Product Delivery Order on the Orders page of SKY Energy that has not been invoiced. Invoiced PDO's will always be view only.



On view of a Product Delivery Order, selecting **Tank Serial Number** opens the selected tank information in a new tab and with access to SKY Customer, selecting **Customer Name** opens the selected customer's SKY Customer page in a new tab.





On the *Add/Edit* view of a *Product Delivery Order*, selecting **Tank Serial Number** opens the selected tank information in a new tab, and with access to SKY Customer, **Customer Name** opens the selected customer's SKY Customer page in a new tab. Also, 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** action column if incorrect or unneeded. The SKY User permission *Delete Product Delivery Order* is required to use the Delete option.



Open SKY Energy / Orders, 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
-  Order Details
-  Delivery
-  Notify Drivers

# Tank

## New Product Delivery Order

### Tank ▲

Tank Serial Number	Customer Name	Customer ID	Credit Status	Location	Location ID	Remove Tank
250159 	Larry Baker 	12345	<span style="background-color: #e8f5e9; border-radius: 10px; padding: 2px;">✔ Excellent</span>	Main Plant	00MAIN	 Remove

- Add the Tank to 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

### Order Details ▲

Call-in Date\*
6/10/2025


Due Date\*
6/10/2025



Additional Comments

0 / 250

- **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

## Delivery

Product Name Propane - Home Heating	Product ID PropHH	Product Location Main Plant	
Determine Remaining By Calculated	Current %* 0	<input type="checkbox"/> Out of Gas	Times Out of Gas 0
Delivery By* Fill Percent	Delivery Amount (%)* 0	Charge Price (\$/Gal) 3.85	

- **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 an 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 on the 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 desktop Agvance will display.

## Notify Drivers



Driver ID	Driver Name	Driver Email	Preview Message	Delete
678RT	Jane Example	fueltest@agvance.net		

[+ Add Driver](#)

- **Driver ID**
- **Driver Name**
- **Driver Email**
- **Preview Message** –Selecting *Preview Message* 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.
  - *Subject* to read *Product Delivery Order #TBD / Delivery Scheduled.*

**Driver Email Preview**

Email To  
fueltest@agvance.net

Subject  
Product Delivery Order #TBD /Delivery Scheduled

Message

Order Info:  
Larry Baker (12345)  
Propane - Home Heating  
Amount: 0  
Fill to 0 at 3.85/Gal  
Deliver By: 09/25/2025  
Current Tank%: 0  
Notes:  
SN: 250159  
Size: 500  
2500 N 1140 Rd E  
Shelbyville IL, 62565  
Desc: Home Heat  
Route: North  
Region: East  
Directions/Notes:

Message Recipients:  
fueltest@agvance.net

Close

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

## Saving or Canceling

Select **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 the user selects **Create Order** 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.

### **Product Delivery Order Will Not Be Saved**

If you leave this page without saving, any information entered for this product delivery order will not be saved.

**Discard & Continue**   **Go Back**