

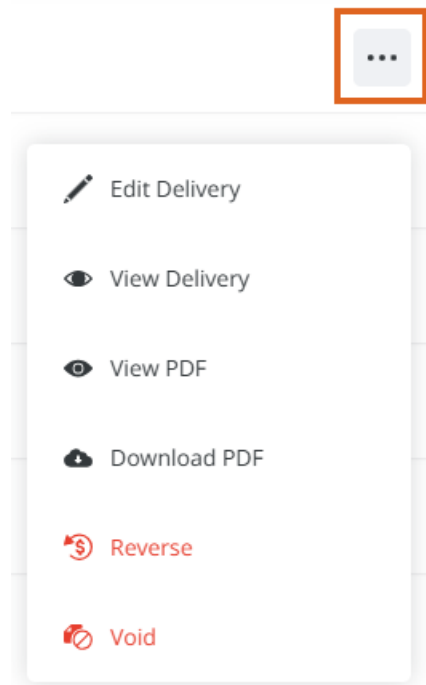
Deliveries - SKY Order

Last Modified on 04/09/2025 3:03 pm CDT

Search for Deliveries by *Ticket number*, *Date*, *Customer*, or *Location* with the *Search* field.

Note: Deliveries must be enabled in [SKY Admin](#) before they can be viewed in SKY Order.

Select the **Ellipsis** icon to *Edit Delivery*, *View Delivery*, *View PDF*, *Download PDF*, *Reverse*, or *Void* a Delivery.








Add/Edit a Delivery

Delivery Tickets can be added by selecting **+ Add Order** at the bottom right corner of the page then choosing **+ New as Delivery**.

Note: Auto-numbering for Deliveries must be turned on in Agvance to create a Delivery in Order. The timing of turning on this feature impacts Agvance data. Please contact SSI for assistance.

If editing a Delivery Ticket, the *Location* and *Customer* cannot be edited. However, a *Ship To* can be selected for the Customer if applicable.

Use the navigation on the left to move to different sections of the Delivery.

-  Location
-  Customer or Fields
-  Order Details
-  Products
-  Notes

Delivery

Location

Select the *Location* associated with the Delivery.

Location *

Customer or Field

- Under *Customer or Field*, choose **+ Add Customer** or **+ Add Field**. A **grid** of Customers (or Fields) displays. Use the *Search* field to find the specific Customer or scroll through the list. A maximum of eight Customers may be added. If adding by Field, only one Field can be selected. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Customers.

Customer Search

Show Selected 0

A maximum of 8 customers may be added to an order.

Location State County Grower Fields

Classifications


<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Favorit...	Customer ID	Customer Name	Address	City	State	Zip	Salesperson	Phone	
<input checked="" type="checkbox"/>	<input type="text" value="AndBa"/>	Barry Anderson	2220 N 1000 Rd E	Assumption	IL	62510	Farbre	217-226-2332	
<input type="checkbox"/>	238967	Avery Argento	3 W Belmont Ave	Anderson	IN	46016	--	765-589-6236	
<input type="checkbox"/>	237621	Trista Billen	9 Mill Rd	Anderson	IN	46016	--	765-980-1309	
<input type="checkbox"/>	238558	Mora Cauffman	26 E Main St	Anderson	IN	46013	--	765-386-2840	
<input type="checkbox"/>	238565	Emmaline Cibrian	5 Anderson ville Rd	Moline	IL	61265	--	309-625-6002	

Items per page: Select & Close

- The **Show Selected** button next to the *Search* bar is enabled after choosing the Customer(s). The number indicates how many Customers are currently checked. Selecting the button filters the grid to show only the

selected Customers.

3. Once the Customers are selected, choose **Select & Close**.
4. A *Ship To* can optionally be added if applicable.

Customer Name Barry Anderson	Split % 100.0000	Ship To	
+ Add Customer			

Order Details

1. The *Order Number* will default once the Location has been selected.

Order Number 120000123	Salesperson Brett Farve <small>Could change depending on company preferences</small>	<input checked="" type="radio"/> Pickup <input type="radio"/> Delivery	<input type="checkbox"/> On Hold
Loaded Date <small>MM/DD/YYYY</small>	<input type="checkbox"/> Loaded	<input type="checkbox"/> Mini Bulk	<input type="checkbox"/> Repacked
Billing Comments <small>These comments will be visible to the customer. 0 / 80</small>		<input type="checkbox"/> Custom Applied	
Requested Date <small>MM/DD/YYYY</small>	Priority	Job Status Ready	

2. The *Salesperson* defaults as the Salesperson selected in [SKY Admin](#) but can be adjusted.
3. Indicate if this will be for *Delivery* or *Pickup*.
4. If applicable, the Delivery Ticket can be marked as *On Hold*. This makes the Delivery Ticket unavailable for billing.
5. The Delivery can also be marked as *Loaded*, *Mini Bulk*, *Repacked*, or *Custom Applied*. If *Loaded*, be sure to indicate the *Loaded Date*.
6. *Billing Comments* can be entered and will be visible to the Customer.
7. Optionally enter the *Requested Date* and indicate the *Priority*. The *Job Status* (for Dispatch) can be chosen from the drop-down.

Products

1. Select **+ Add Product**.
2. A [grid](#) of Products displays. Use the *Search* field to find the appropriate Product(s) or scroll through the list. The **Filters** button to the far right of the *Search* bar can be used to narrow down the list of Products.

Product Search

Search: potash Show Selected 0

Location: SSI Farm Services - IL | State Restrictions: | Product Status: Active Only | Manufacturer: | Department Category: | Classifications: |

Product ID	Product Name	Department ID	Department Name	Units	On Hand	Active Ingredient
<input checked="" type="checkbox"/>	Potash	DFrt00	Dry Fert -00	Lbs	-122,900	--

Items per page: 50 Select & Close

- The **Show Selected** button next to the *Search* bar is enabled after selecting the Product(s). The number indicates how many Products are currently checked. Selecting the button filters the grid to show only the selected Products.
- Once the Products are selected, choose **Select & Close**.
- Optionally choose to *Price Delivery*. Additionally, the *Ship From Location* and/or *Crop* can be applied to all Products.
- In the *Products* section of the *Delivery*, indicate the *Quantity* for each Product. Products can be reordered by selecting the grid of dots on the left and dragging to the appropriate position.

Price Delivery Ship From Location: Applies to all products Crop: Applies to all products Delivery Total: \$683.53

Product	Prod ID	Department	Dept ID	Quantity	Price (\$)/Unit	Product Total	Lot Number
⋮ Potash (0-0-...)	Potash	Dry Fert -00	DFrt00	2,000.000 Lbs	375.00 /Tons	\$375.00	Lot Nur
⋮ Dap (18-46-...)	Dap	Dry Fert -00	DFrt00	1,500.000 Lbs	411.37 /Tons	\$308.53	Lot Nur

[+ Add Product](#)

- If applicable, choose a *Lot Number* from the drop-down.
- If *Price Delivery* is checked, enter the *Price (\$)/Unit* in the grid for each Product. The *Product Total* and *Delivery Total* will be calculated automatically.
- Choose **+ Duplicate** to add another line of that Product.
- The **Delete** button can be selected to remove a Product line.

Notes

- Optionally assign unloaded Delivery Tickets to an Agvance User with the *Assign To* drop-down. This will then

allow filtering in the Warehouse app to display those tickets to the correct User.

2. *Additional Comments* can be entered in the *Notes* section.

Note: A maximum of 240 characters are allowed in this field.

3. After *Notes* are entered, **Create Order** can be selected but additional options are available on the *Additional Info* tab.

Additional Info

Additional Info

In this section, the *Customer PO #*, *Control Number*, *Territory*, and *Ship Via* can all be included.

Additional Info

Customer PO # 0 / 20	Control Number 0 / 10	Territory 0 / 15	Ship Via ▾
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Permits

For Products requiring a permit, the appropriate Federal Permit and/or State Permit can be applied. These permits must first be set up in Agvance.

✓ A Federal permit has been applied for the product(s): Aatrex 4L

Grower
Barry Anderson

Federal Permit
Barry Anderson | 45678900 ▾

No State Permits Available

Tech Licenses

For Products that are a part of a Technology Group, the appropriate *Tech License* can be selected from the drop-down. If only one tech license is available, it will automatically be applied and the drop-down will be disabled.

Dap (18-46-00)

Tech License
987456876 ▾

✓ A tech license has been applied to this product