Deliveries - SKY Order

Last Modified on 06/03/2025 3:26 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.



Delivery

Location

Select the Location associated with the Delivery.

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.

Cus ্	tomer Searc	h						Show Sel	ected 1	
Location + State					County	Grower	Fields	Fields All		
Classifications										
★ 0 ● 0 1 Export -										
-	Favorit 个	Customer ID 🔶	Customer Name 🔶	Address 个	City 个	State 个	Zip 个	Salesperson 🔿	Phone	
		⇒ Filter	⇒ Filter	⇒ Filter	≂ Filter	≂ Filter	⇒ Filter	⇒ Filter		
~	*	AndBa	Barry Anderson	2220 N 1000 Rd E	Assumption	IL	62510	Farbre	217-226	
	*	HamHe	Helen Hammond	1772 N. Pine Street	Shelbyville	IL	62565	BeanSt	217-774	
	*	3JohTo	Thomas Johnson		Decatur	IL	62522	ArnBla	815-222	
tems per page 50 v										
						8	A maximum of 8 customers	s may be selected Sele	ect & Close	

2. 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**.
- A Ship To can optionally be added if applicable. If multiple Customers are selected, the Split % can be adjusted but must equal 100. Customers can be removed with the Delete icon.

	ve
Barry Anderson 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 Could change depending on company pre	eferences	 Pickup Delivery 	🗌 On Hold
Loaded Date	Loaded	🗌 Mini Bulk	Repacked	
Billing Commen	its		Custom Applied	
These comments wil	l be visible to the customer.	0 / 80		
Requested Date	e Priority	•	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.
- 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.

Proc	luct Search									Show Selected
Location - State Res			Restrictions	Product Status Active Only Manufacturer						
Department Category			Classific	ations						
×	★ 0 • 1 Export - ···									
	Product ID	Product Name	\uparrow	Department ID	\uparrow	Department Name 🔶	Units 🔨	On Hand	\uparrow	Active Ingredient
	(∓ Filter	₹ Filter		₹ Filter		₩ Filter	₹ Filter	₹ Filter		∓ Filter
	Potash	Potash (0-0-60)		DFrt00		Dry Fert -00	Lbs	260,434.468		-
ltems p	tems per page 50 →									

- 3. 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.
- 4. Once the Products are selected, choose **Select & Close**.
- 5. Optionally choose to *Price Delivery*. Additionally, the *Ship From Location* and/or *Crop* can be applied to all Products.
- 6. Choosing Set Ship From Location for All above the grid opens a new window to choose a Location and that will be applied to all Products in the grid. The Ship From Location can also be indicated on each Product line item. Choose Remove All Locations to remove the Ship From Location from all Products.

Set Ship from Location to All

Cancel

Selecting a Ship From Location will attempt to apply to all Product lines.
Ship From Location SSI Farm Services - IL
Applies to all products

Apply Changes to Grid

7. 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		e Delivery	Set Ship From	n Location for All	Remove A		Crop Applies t	o all products			Delivery Total \$683.53
							* 1	0)	↑ Export	• •••
		Product	Prod ID	Department	Dept ID	Quantity	Price (\$) / Unit		Product Total	Lot Number
-		Potash (0-0	Potash	Dry Fert -00	DFrt00	2,000.000	as 37	5.00 /	/ Tons	\$375.00	Lot Nur
:	:	Dap (18-46	Dap	Dry Fert -00	DFrt00	1,500.000	41	1.37 /	/ Tons	\$308.53	Lot Nur
			4								Þ

- 8. If applicable, choose a *Lot Number* from the drop-down.
- 9. 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.
- 10. Choose + Duplicate to add another line of that Product.
- 11. The Delete button can be selected to remove a Product line.

Notes

- 1. 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 #	Control Number	Territory	Ship Via	•
0 / 20	0 / 10	0 / 15		

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 t product(s): Aatrex 4L	he		
Grower Barry Anderson	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 dropdown. 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