Reordering Products

Products can be reordered under the **Ellipsis** in the following places:

- **Products/Product Details**
- **Invoices**
- **Bookings**
- **Fields**
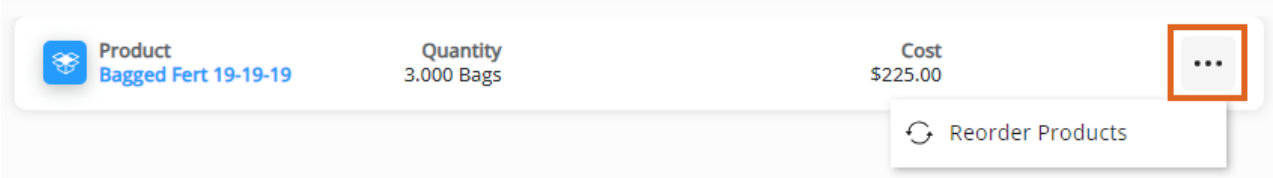
Selecting this option navigates to the *Reorder Product* form.

Service Method

Choose to *Add Delivery Address*, *Select a Field for Delivery*, or *Pickup*.

Delivery Address

Populate the *Delivery Address*, *Contact Information*, and *Delivery Date*. All fields here are required. If texts should not be sent to the phone number listed, check *Do not text this number*.

Select a Field for Delivery

Indicate the *Field Name*, *Contact Information*, and *Delivery Date*. The *Field Name* drop-down provides a list of Fields to choose the Field where the Product should be delivered.

If texts should not be sent to the phone number listed, check *Do not text this number*.

○ Add Delivery Address ● Select a Field for Delivery ○ Pickup

Field Name

Select a Field ▾

Contact Information

Name

Phone Number

☐ Do not text this number

Delivery Date

Choose a date*
4/30/2024 📅
MM/DD/YYYY

Pickup

Indicate the *Pickup Address*, *Contact Information*, and *Pickup Date*. If texts should not be sent to the phone number listed, check *Do not text this number*.

Note: The *Pickup* option requires additional setup by the retailer.

○ Add Delivery Address ○ Select a Field for Delivery ● Pickup

Pickup Address

Select an Address ▾

Contact Information

Name

Phone Number

☐ Do not text this number

Pickup Date

Choose a date*
4/30/2024 📅
MM/DD/YYYY

Products

In the *Products* section, enter the *Quantity* needing ordered. Choose **+ Additional Product Requests** to open an optional text field regarding the Product Request. Any Products can be removed from the order by selecting the **Trash Can**.

Product	Quantity		
Bagged Fert 19-19-19	35	Bags	🗑

+ Additional Product Requests

Additional Information

Any additional *Comments* can optionally be entered in this section. Once all information is populated, choose **Request Order**.

The *Requested Orders* page displays and lists the item just requested along with any other submitted requests. Use

the **Filters** and/or the *Search* bar to locate specific requests.

Select the **Expand** icon to view additional details regarding that request. The **Ellipsis** icon gives additional options.

Once the request has been approved or denied, a notification will be sent with a link to navigate to the *Requested Orders* page. The *Status* will be updated to *Approved* or *Denied*. If approved, the *Approved Date* will be populated. The *Reason for Denial* can be found by viewing the request's additional details.