

ONLINE BULK SEED SALE CERTIFICATE INSTRUCTIONS

1. SET UP PUREHARVEST ACCOUNT

Contact the MCIA office to set up a user name and password for the Pureharvest database. It is best to do this a couple of days prior to demonstrating Seed Hub.

2. FINDING SEED HUB

You can find Seed Hub by going to <http://www.seedhub.com> or you can also find it from the main page at <http://www.pureharvest.com>.

When you go to the <http://www.seedhub.com> a welcome page with the header below will appear.

Welcome to Seed Hub! ^(SM)

[\[Seed Hub Login\]](#)

Click on the Seed Hub Login button [\[Seed Hub Login\]](#).

The following screen will appear:



Seed Hub

Login

If you have forgotten your password, we can send it to you: [\[Click Here\]](#)

User Name:
Password:

For information about seedhub, [\[Click Here\]](#)

To register for an account, [\[Click Here\]](#)

[Visit Pure Harvest Website](#)

3. REGISTER

To register for a Seed Hub account, locate the “To register for an account, [Click Here]. Click on the [[Click Here](#)]. The following screen will appear:

Account Registration		
Your new account user name can be anything you want it to be, as long as it is unique within our system. We will tell you if you pick a user name that is already in use.		
A temporary Password will be sent to you immediately by e-mail. It should arrive in your mailbox right away. The email will include instructions on how to log in, and how to change your password.		
When you log in the first time, you need to fill out your complete profile before you can use other parts of the system.		
By submitting my registration I agree that I have read and accept the Terms and Conditions .		
Email Address	<input type="text"/>	
User Name	<input type="text"/>	
	<input type="button" value="Send"/>	<input type="button" value="Clear"/>

You can create any user name that is not already in use. You will be sent an email to confirm the user name.

From: webserver@pureharvest.com

To: wipl001@umn.edu

Subject: Your password

Date: Sunday, January 04, 2009 7:38:06 PM

Your user is C Wippler and your password is AlfalfaSticks

Log in to your account at:

<http://www.pureharvest.com?go=seedhub>

Enter your password exactly as shown.

Change the password to something more memorable when you log in the first time.

Before you can use any of the Seed Hub features, you need to provide your full contact information by setting up your profile.

The email will include instructions on how to log in, and how to change your password. You will probably want to change it to something easier to remember and write it down so you don't forget.

When you click on the <http://www.pureharvest.com?go=seedhub>, the following screen appears:

Welcome to your new Seed Hub account.

Your User Name: pickles

If you haven't changed the password that was sent to you, you will probably want to change it to something easier to remember. [Click Here](#) to do it now.

Before you can use any part of Seed Hub, you need to enter your profile information. [\[Click Here\]](#) to go to the Your Profile screen.

So that we can contact you, be sure to enter your Organization, First Name, Last Name, Address, City, State, Zip, Country, Email, Area Code and Phone Number.

Once you have entered your profile information, click on the Your Accounts link located in the Admin menu to begin linking your Seed Hub account to your Pure Harvest lab accounts.

If you are only using your Seed Hub account for the advertising service, you don't need to link the account to any labs.

Seed Hub is a new service from Pure Harvest, and some parts are unfinished. All parts are under continuous improvement, so you will see changes from time to time. In order to get feedback from users, we welcome everyone to give us feedback and let us know where we can make improvements. Please refer to the instructions page documents [\[Here\]](#) if you have questions.

Thank You, Bob Treumann, Pure Harvest Software.

4. LOGIN

Once you've registered you can return to Seed Hub and login using your user name and password.

5. EDIT PROFILE

Before you can use any part of Seed Hub, you need to enter your profile information. Click on the [Click Here] in the “Welcome to your new Seed Hub account” screen. The following screen will appear:

User: cindy

 Admin ▾ Inventory ▾ Seed Sales ▾ Samples ▾ Classifieds ▾	
[Your Profile]	[Help]

Edit Profile

Organization:	Minnesota Crop Improvement Association		
First Name:	Cindy		
Last Name:	Wippler		
Address:	1900 Hendon Ave.		
City:	St. Paul	State:	MN
		Zip:	55108
Country:	USA		
Web Page URL:			
Email:	wippl001@umn.edu		
Area code:	612	Number:	625-7766

Check the options that you wish to enable:

Inventory Bulk Certs Online Samples Seed Sales *

*The Seed Sales function is still at a very basic stage, you can print a receipt for one sale from one lot to one buyer. We will continue to work on it and expand its capabilities

Be sure to enter your Organization, First Name, Last Name, Address, City, State, Zip, Country, Email, Area Code and Phone Number. Check the Inventory, Bulk Certs and Seed Sales options. Click the Save button.

After you make changes in your profile, you may need to press the Refresh button to make menu changes appear.

Once you have entered your profile information, click on the Your Accounts on the Admin menu located on the menu bar at the top of the page.

 Admin ▾ Inventory ▾ Seed Sales ▾ Samples ▾ Classifieds ▾
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This will begin linking your Seed Hub account to your Pure Harvest accounts.

6. YOUR ACCOUNTS

Overview

Use this screen to enter your usernames and passwords that are set up in the PureHarvest database.

Add a Lab

Lab	ALLGRO - Allgro Seed Services
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Add"/>	

Use this form to add a Lab/User combination. From the Lab picklist, choose MCIA. Enter the User Name and Password that were set up in the PureHarvest database (the very first step). If you have more than one account that you would like to access, you will have to enter MCIA lab for each User Name/Password account.

Your Labs

The following will show you the accounts that have been set up:

Your Lab Accounts

Lab / User Name	User Information	Status		
MCIA / cindy	#9998 Any Company Somewhere St. Any Town MN 55555	OK	[Login]	[Edit] [Delete]

If the status of one of your labs is Invalid, then the password is invalid for the User Name. Click **[Edit]** to modify the entry.

Quick Links

After you have added your account information, you can click on one of the Quick links to go from Seed Hub to your account in the MCIA online system.

Quick Links [[MCIA/cindy](#)]

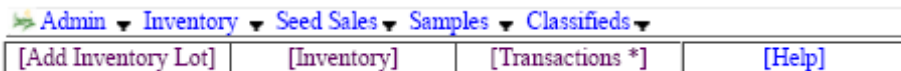
7. INVENTORY MANAGEMENT

Navigation Links:



Creating an Inventory Lot:

From the Inventory menu, click on “Add Seed Lot”. Lots must be defined before a bulk seed sale certificate can be issued.



Click on the [Add Inventory Lot]. The following screen appears:

User: cindy



Add Inventory

1. Create inventory lot from Lab Report

Use this list to create a lot from a sample.

Seed Lot: MCIW: Wheat [RB07] : EXAMPLE (2000 bu) ; Lab#-06-9990 (C).

Or choose the lab and enter the exact Lab Number or Lot Number.

Lab: MCIW/cindy Lab Number: _____
 Lot Number: _____

Create Lot

2. Or enter all data manually below

Lot Number	Seed Class	Grown In
Crop	Variety	Product Name
Amount In Lot	Units	Number Of Bags
		Bag Weight
Tested By Lab	Lab Number	
Certifying Agency	Certification Number	
Interagency States		
Germ Date	Germination	Hard seed
Pure Seed	Other Crops	Weed Seed
Seeds per Lb		Inert Matter
Weed list		
Noxious Weeds		
PVP Status		

Click [Save] to save this new inventory lot.

Save Clear Changes

1. Create inventory lot from Lab Report

Use this list to create a lot from a sample.

Seed Lot:

Or choose the lab and enter the exact Lab Number or Lot Number.

Lab:

Lab Number:

Lot Number:

2. Or enter all data manually below

You can define an inventory item by retrieving the information from your seed lot data that has been processed by MCIA. If the desired lot is not in the Seed Lot list, choose MCIA for the Lab and then enter the Lab Number or the Lot Number. Click on the Create Lot button. This will fill in the information below automatically. If the lot is not in the MCIA system, such as a lot purchased for resale, then the information will have to be entered manually in the following screen:

The data entry and display screen:

Lot Number	<input type="text"/>	Seed Class	<input type="text"/>	Grown In	<input type="text"/>
Crop	<input type="text"/>	Variety	<input type="text"/>	Product Name	<input type="text"/>
Amount In Lot	<input type="text"/>	Units	<input type="text"/>	Number Of Bags	<input type="text"/>
	<input type="text"/>	Bag Weight	<input type="text"/>		
Tested By Lab	<input type="text"/>	Lab Number	<input type="text"/>		
Certifying Agency	<input type="text"/>	Certification Number	<input type="text"/>		
Germ Date	<input type="text"/>	Germination	<input type="text"/>	Hard seed	<input type="text"/>
Pure Seed	<input type="text"/>	Seeds per Lb	<input type="text"/>		
Other Crops	<input type="text"/>	Weed Seed	<input type="text"/>	Inert Matter	<input type="text"/>
Weed list	<input type="text"/>				
Noxious Weeds	<input type="text"/>				
PVP Status	<input type="text"/>				

Saving your data to the database:

Once the information is filled in either automatically or manually, it is NOT saved to the Seed Hub until the Save button is clicked..

Click [Save] to save this new inventory lot.

Save Clear Changes

➔ Admin ▾ Inventory ▾ Seed Sales ▾ Samples ▾ Classifieds ▾

[Add Inventory Lot]	[Inventory]	[Transactions *]	[Help]
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List of your Inventory Lots

To see a list of your current inventory, click on the Inventory button.

List Inventory [This is 1 - 20] [Next 20](#) [Next 40](#)

Lot Number	Crop Name	Variety or Product Name	Filter		
like %	like %	like %			
Row	Lot Number	Crop	Product Name	Variety	Links
1	06-TESTING (Bal:4500 of 5000 bu)	Wheat	Wheat	Oklee	[view] [edit] [results]

From this list, you can view the lot information and transactions against a lot, you can edit the information for a lot, or you can review the analysis information for a lot.

Filtering your Lots:

Lot Number	Crop Name	Product Name	Filter
like ▾ %	like ▾ %	like ▾ %	

You can search your inventory by filtering on Lot Number, Crop Name or Product Name. The % symbol acts as a wild card.

REMINDER: Once a lot has been set up, the only way the lot information can be changed is by going to the List Inventory as instructed above and click on the [edit] button. The lot information does not automatically update when changes have been made to certification reports. If an updated germination is conducted, you will have to update the lot information.

8. ADDING A BUYER

Navigation Links

Admin ▾ Inventory ▾ Seed Sales ▾ Samples ▾ Classifieds ▾		
[Add Buyer]	[List Buyers]	[Help]

Add a buyer by clicking Seed Sales on the menu – Add Buyer. The following screen appears:

Add Buyer

Organization (*)			(Required)
First Name	<input type="text"/>	<input type="text"/>	
Last Name	<input type="text"/>	<input type="text"/>	
Address	<input type="text"/>		
City	<input type="text"/>	<input type="text"/>	
State	<input type="text"/>		
Postal code	<input type="text"/>	<input type="text"/>	
Phone	<input type="text"/>		
Email	<input type="text"/>	<input type="text"/>	

Click **[Save]** to save this new buyer.

<input type="button" value="Save"/>	<input type="button" value="Clear Changes"/>
-------------------------------------	--

Fill out the information and click the **[Save]** button.

List of your Buyers

For a list of your buyers, click on the **[List Buyers]** button. The following screen appears.

List Buyers [This is 1 - 50] [Next 50](#) [Next 100](#)

Organization <u>Like</u>	<input type="text"/>	Last Name <u>Like</u>	<input type="text"/>	<input type="button" value="Filter"/>
⌘	<input type="text"/>	⌘	<input type="text"/>	
Organization	Last Name	First Name	Phone	
Customer Inc (St. Paul, MN)	Customer	George	612-625-7766	edit

To edit a buyer, click the **[edit]** button on the appropriate buyer's line.

This is the buyer "Edit" window.

Organization (*)	NorthStar Genetics
Last Name (*)	
First Name (*)	
Address	P.O. Box 40
City	Wanamingo
State	MN
Postal code	55983
Phone	507-824-2878
Email	

Saving your data to the database

Update Save as New -->> Delete <<--

From the buyer edit screen, you can edit the information and click on "Update" to edit the information. You can add a new buyer's information and click the "Save as New" to create a new buyer. You can delete a buyer by clicking the "Delete" to delete them. A buyer cannot be deleted once a transaction has occurred with that buyer.

Filtering your Buyers

Organization Like ▾	Last Name Like ▾	<input type="button" value="Filter"/>
%	%	

When listing buyers, you can filter on the organization name or the customer last name.

9. CREATING A BULK SEED SALE CERTIFICATE

Navigation Links

Admin ▾	Inventory ▾	Seed Sales ▾	Samples ▾	Classifieds ▾
[Add Buyer]	[Add Inventory Lot]	[List Bulk Certs]	[Help]	

Overview

This screen allows you to create a bulk seed sale certificate.

Note

If you use your browser "Back" button to return to this screen after adding a buyer name or inventory item, the new items will not appear in the pick list until you press the "Preview" button at the bottom of this screen.

Create a Bulk Seed Sale Certificate

Create a bulk seed sale certificate by clicking on Seed Sales – Create a Bulk Cert. The following screen appears:

Bulk Certified Seed Sale
January 18, 2009, 8:31 pm CST

Note: If you use your browser "Back" button to return to this screen after adding new information on another screen, the new items will not appear in the pick list until you press the "Preview" button at the bottom of this screen.

Buyer Address

Seller Address

Buyer:

Seed Lot:

Amount: **Units** **For resale?**

Comment:

The [Commit] button will appear after all required information is provided.

Add Buyer and Seed Lot

Buyer:	<input type="text"/>
Seed Lot:	<input type="text"/>

Choose your Buyer and your Seed lot from the pick lists.

Enter the amount ordered, the units, and whether it is for resale. Example below:

Buyer: Customer Inc, Customer, George, [St. Paul]
Seed Lot: 1> Wheat , [Oklee] : 06-TESTING (5000 bu): (C).
Amount: 500 Units bu For resale? Yes

Press the Preview button to continue: The following screen appears:

Buyer Address

Cust# 101 [Edit]
Customer Inc
1900 Hendon Ave.
St. Paul, MN 55108

Seller Address

Seller# 9998
Any Company
Somewhere St.
Any Town, MN 55555

Contact: George Customer 612-625-7766

Selling: Lot Number: 06-TESTING, Wheat, Oklee,
Lot size: 5000 bu
Balance of lot = 4900 bu

Buyer: 101 Customer Inc, GeorgeCustomer ^
Seed Lot: 06-TESTING ^ [Lot Details]
Amount: 500 Units bu ^ For resale? Y ^

Comment:

Preview the Order

After you press [Preview], you will see the buyer and seller addresses, the available balance in the lot before this sale, and the option of looking at the [Lot Details].

If you want to commit (save) this sale, press the [Commit] button

By hitting the Commit button, a Bulk Seed Sale Certificate is generated.

Minnesota Crop Improvement Association
1900 Hendon Avenue, St Paul, MN 55108
Bulk Seed Sale Certificate # 9998-07-105

Buyer
Customer Inc
1900 Hendon Ave.
St. Paul, MN 55108

Seller
Any Company
Somewhere St.
Any Town, MN 55555

Certification Number: 06-9999 **Variety & Kind:** Oklee Wheat **Grown In:** -N-
Lot Number: 06-TESTING **Seed Class:** Certified **Amount Sold:** 500 bu

Resale to consumer IS permitted.

-- **Seed Analysis** --

Germination: 96% **Hard Seed:** 0% **Germination Test Date:** 2006-02-21 **Seeds per Lb:** 14866

Pure Seed: 99.85% **Weed Seed:** 0% **Inert Matter:** 0.15% **Other Crops:** 0%

-- **Noxious Weed Seeds** --
None Found

PVP Status: Unauthorized Propagation Prohibited-- U.S. Protected Variety. To be sold by Variety Name
Only as a Class of Certified Seed. PVPA 1994.

This seed has been produced, conditioned and handled in conformity with standards and procedures
specified by the Minnesota Crop Improvement Association .

Date: ____/____/____ Seller's Signature: _____

One bulk sales certificate must accompany each container of certified seed sold. Only original copies may
be used to establish source of bulk Registered seed when applying for field inspection.

**The seed represented by this certificate is from a lot of seed produced , conditioned and inspected
in accordance with standards of the Minnesota Crop Improvement Association, which is recognized
as the official seed certifying agency by the Laws of Minnesota. IN CONNECTION WITH THIS SEED,
THE ASSOCIATION MAKES NO WARRRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING
MERCHANTABILITY OR FITNESS FOR PURPOSE, OR OTHERWISE. The Association only certifies
that samples taken from the lot of seed met its standards at the time the tests were made. The
seller, whose name appears above, is solely responsible for the information hereon and for the**

Saving the Bulk Seed Sale Certificate as a PDF

Now, a PDF document is generated and is offered to you for download or printing. What happens to the
PDF depends on the browser and settings you use. It may open in the same window, open in a new window,
or download as a file to your PC. If you would like to save a copy to your computer, click the Save A Copy
in the web browser to save the file.

List of Bulk Seed Sale Certificates Issued

Admin ▼ Inventory ▼ Seed Sales ▼ Samples ▼ Classifieds ▼				
<table border="1"> <tr> <td>[Add Buyer]</td> <td>[Add Inventory Lot]</td> <td>[List Bulk Certs]</td> <td>[Help]</td> </tr> </table>	[Add Buyer]	[Add Inventory Lot]	[List Bulk Certs]	[Help]
[Add Buyer]	[Add Inventory Lot]	[List Bulk Certs]	[Help]	

For a list of the sale certificates issued, click on the [\[List Bulk Certs\]](#) button. The following screen appears:

List Bulk Certs [This is 1 - 20] [Next 20](#) [Next 40](#)

Issuer = %	Seed Lot like %	Certificate Number like %	<input type="button" value="Filter"/>		
<p>NOTE: Some lots may show a separate number (in parens) under seed_lots. This means that the lot_number in the seed lab records does not match the lot number under which you sold the seed. If you see only a lot number in parens, that means the lot number that existed when the bulk cert was created is no longer found in the system.</p>					
Row	Issuer	Seed Lot	Bulk Certificate Number	Order Amount	Links
1	192	06-TESTING	9998-07-105	500 bu	[Pdf] [View]
2	192	06-TESTING	9998-07-103	100 bu	[Pdf] [View]

A pdf of the certificate can be viewed from this page by clicking on the [\[Pdf\]](#) button. You can also click on the [\[View\]](#) button. The following type of screen will appear:

Admin ▼ Inventory ▼ Seed Sales ▼ Samples ▼ Classifieds ▼				
<table border="1"> <tr> <td>[Add Buyer]</td> <td>[Add Inventory Lot]</td> <td>[List Bulk Certs]</td> <td>[Help]</td> </tr> </table>	[Add Buyer]	[Add Inventory Lot]	[List Bulk Certs]	[Help]
[Add Buyer]	[Add Inventory Lot]	[List Bulk Certs]	[Help]	

Seed Purchased By: Customer Inc
Buyers Name: George Customer
Buyers Location: St. Paul, MN
Type of Crop: Wheat, Oklee
Amount Purchased: 500 bu
Seed Class: Certified
Bulk Certificate Number: 9998-07-105
Certified By: MCIA
Tested by Lab: MCIA
Lab Number: 06-9999
Sold as Lot Number: 06-TESTING
Tested by lab as Lot Number: 06-TESTING
View PDF [\[Click Here\]](#)

To void this sale, [\[Click Here\]](#) You will **NOT** be asked if you really mean it.

10. VOIDING A CERTIFICATE ONCE IT IS

To void a sale, go to [List Bulk Certs], click on [View]. As shown at the bottom of the screen above, to void the sale, click on the [Click Here]. Once the button is clicked, the sale will be voided and can not be reversed.