Bulk Lot Transactions – Customer Portal Users

2024-07-03

Bulk Lot Transactions

This guide will cover the process of creating bulk lot transactions and the various bulk lot transaction downloads/reports.

Bulk lot transactions can only be created on seed lots that have been defined as bulk. Transactions are created by the system when a user issues a bulk seed sale certificate or saves a lot inventory reduction transaction. A list of the bulk lot transactions can be viewed on the screen or printed in an Excel spreadsheet.

A Bulk Seed Sale Certificate is generated when the user completes a Create Bulk Certificate screen. After the data fields are entered, the user can review the certificate for accuracy prior to issuing the certificate. Once the user has determined the certificate is accurate, the user will confirm the data and generate a bulk certificate. Each certificate issued creates a bulk lot transaction reducing the inventory available for the seed lot.

The available bulk seed lot inventory balance may also be reduced by entering a lot inventory reduction entry for reasons such as: discard, spoilage, seed used for planting, fed to cattle, etc.

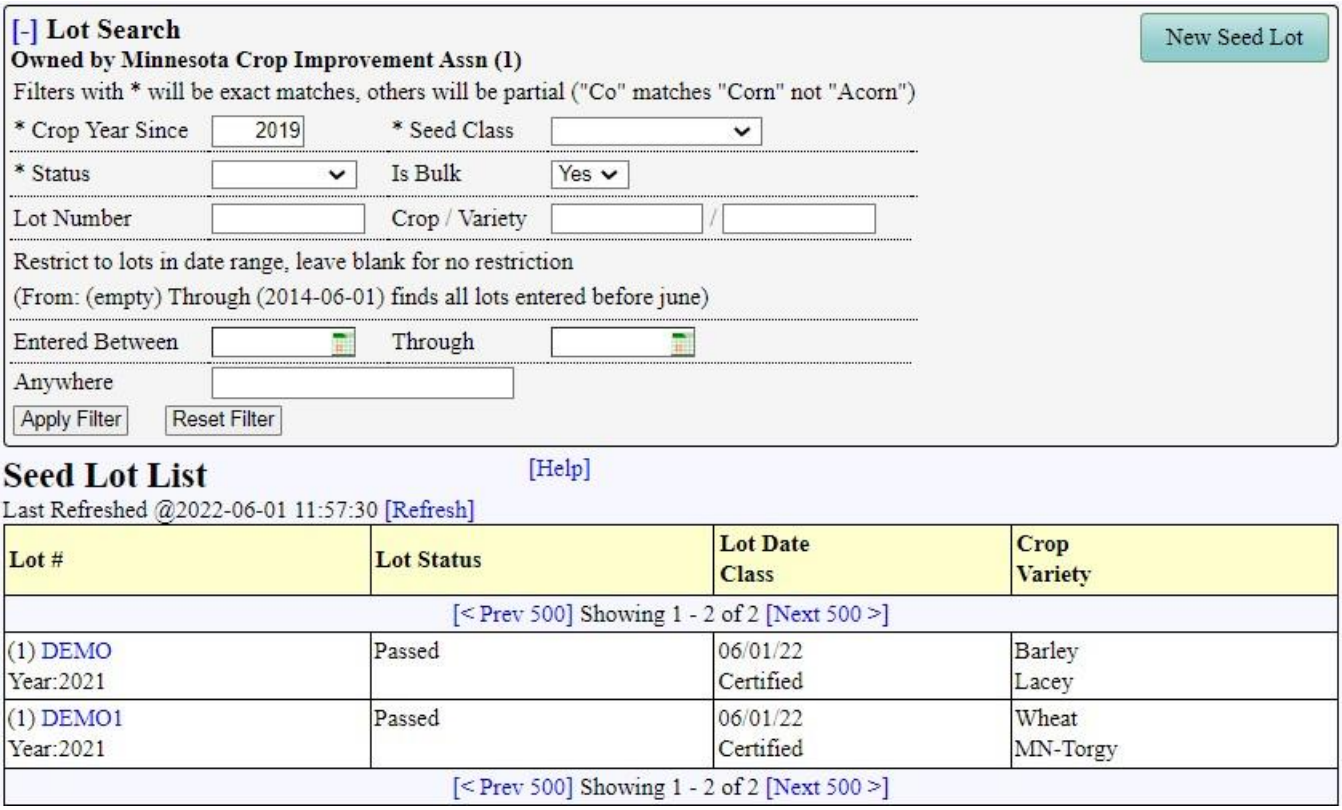
If an error is made, Bulk certificates and lot inventory reduction transactions can be voided. When a transaction is voided, inventory available for the seed lot increases.

To begin creating bulk lot transactions, on the sidebar menu, under Bulk Certs click on Inventory.

Lot Search/Seed Lot List Screen

When the Inventory menu item is clicked, a Lot Search and Seed Lot List screen is displayed. The lots listed are only the lots owned by the user. The list does not include lots that have been conditioned by the user.

In the Lot Search section, the “Crop Year Since” and the “Is Bulk” data fields have default settings. Based on these default settings, the Seed Lot List section will list bulk lots that have the “Crop Year Since” entered and any crop year after (if the “Crop Year Since” is “2020” the list will include lots with the crop years of 2020, 2021, 2022, etc.). If the default settings are removed and the Apply Filter button is clicked, all the lots owned by the user will be displayed.



[-] Lot Search

New Seed Lot

Owned by Minnesota Crop Improvement Assn (1)

Filters with * will be exact matches, others will be partial ("Co" matches "Corn" not "Acorn")

* Crop Year Since	2019	* Seed Class	
* Status		Is Bulk	Yes
Lot Number		Crop / Variety	/

Restrict to lots in date range, leave blank for no restriction

(From: (empty) Through (2014-06-01) finds all lots entered before june)

Entered Between		Through	
Anywhere			

Apply Filter Reset Filter

Seed Lot List [Help]

Last Refreshed @2022-06-01 11:57:30 [Refresh]

Lot #	Lot Status	Lot Date Class	Crop Variety
[< Prev 500] Showing 1 - 2 of 2 [Next 500 >]			
(1) DEMO Year:2021	Passed	06/01/22 Certified	Barley Lacey
(1) DEMO1 Year:2021	Passed	06/01/22 Certified	Wheat MN-Torgy
[< Prev 500] Showing 1 - 2 of 2 [Next 500 >]			

Lot Search

The user can use the Lot Search portion of the screen to find specific lots for the various filters displayed.

Some filters are restricted by a picklist. They include Seed Class; Status; and Is Bulk.

The Lot Number filter will list lots that begin with what is entered. If you enter, DEMO, then all lots beginning with DEMO will display. If you enter ARDEMO, the DEMO lots will not display.

The Crop / Variety filter is case-sensitive and must be an exact match. If you are looking for wheat lots, you must enter “Wheat” not “wheat” or “whe” for the Crop filter. If you are looking for MN-Torgy lots, you must enter “MN-Torgy” for the Variety filter and not “Torgy” or “mn-torgy”.

The Date Range will filter for lots that were entered into the system within the specific date range.

The Anywhere filter is not case-sensitive and will find partial matches. If you are looking for MN-Torgy lots and you enter
“Torgy” or “mn-torgy”, the MN-Torgy lots will be displayed. If you enter “2020”, lots containing 2020, varieties such as Esker2020, etc. will display.

The user can filter on more than one filter at a time. It is best to click the Reset Filter button before beginning a new search. When the Reset Filter button is clicked, the filters will default back to the default settings.

Seed Lot List

The seed lots listed in this portion of the screen will be dependent on the filters that have been applied under the Lot Search portion of the screen. Only the lots entered with you as the owner, will be listed. If you conditioned a lot, but you are not the owner, the lot will not be listed.

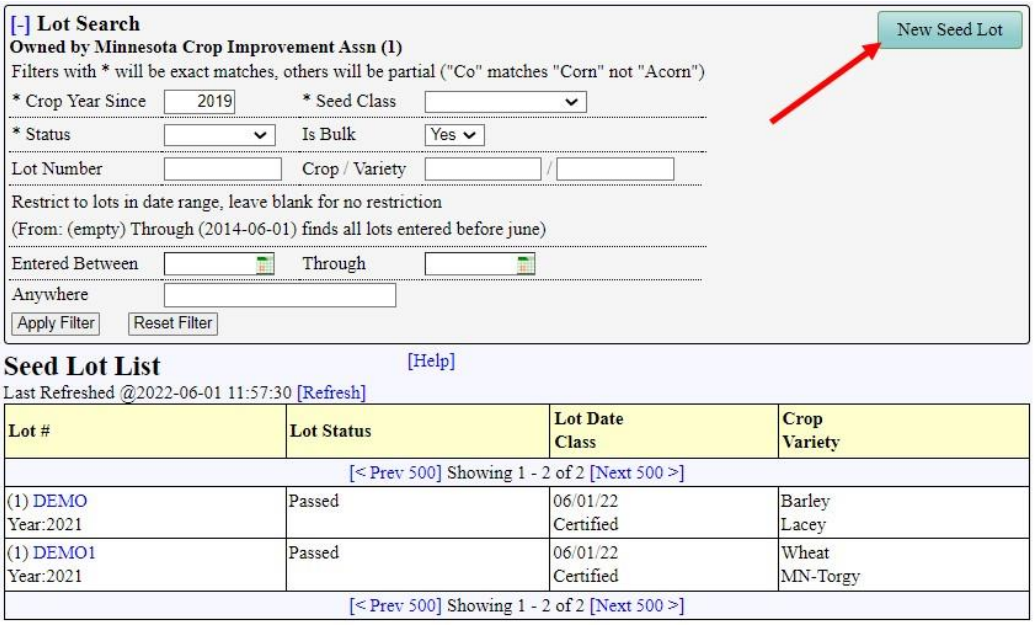
If a seed lot is not being displayed:

- Check to make sure the lot was submitted with you as the owner
- Enter specific information for the filters (e.g., seed class, crop, variety, lot number, etc.)
- Clear all the filters and search using the Anywhere filter.

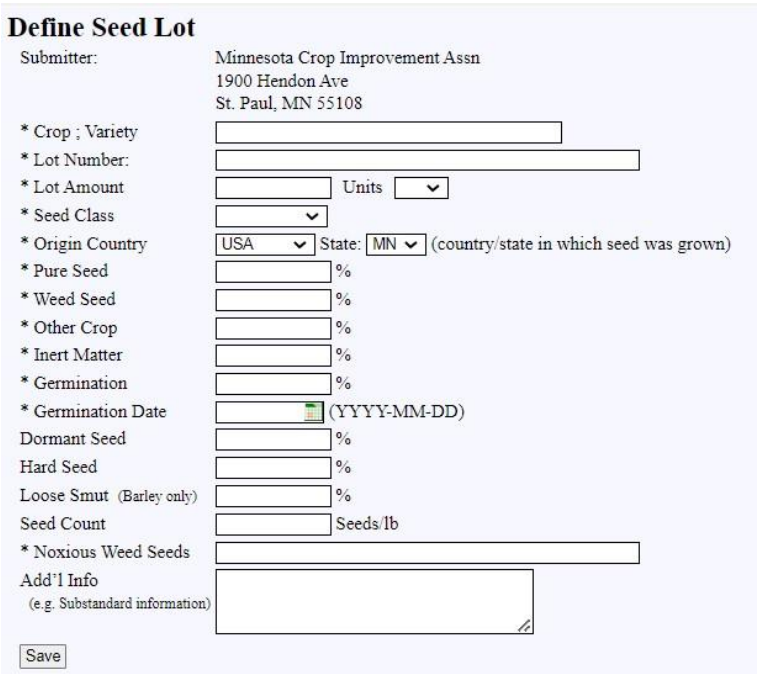
If the seed is purchased from another entity, the seed lot will need to be entered by the user.

Entering a Seed Lot

To enter a seed lot that is not in the system, click on the “New Seed Lot” button in the upper right-hand corner of the Lot Search.



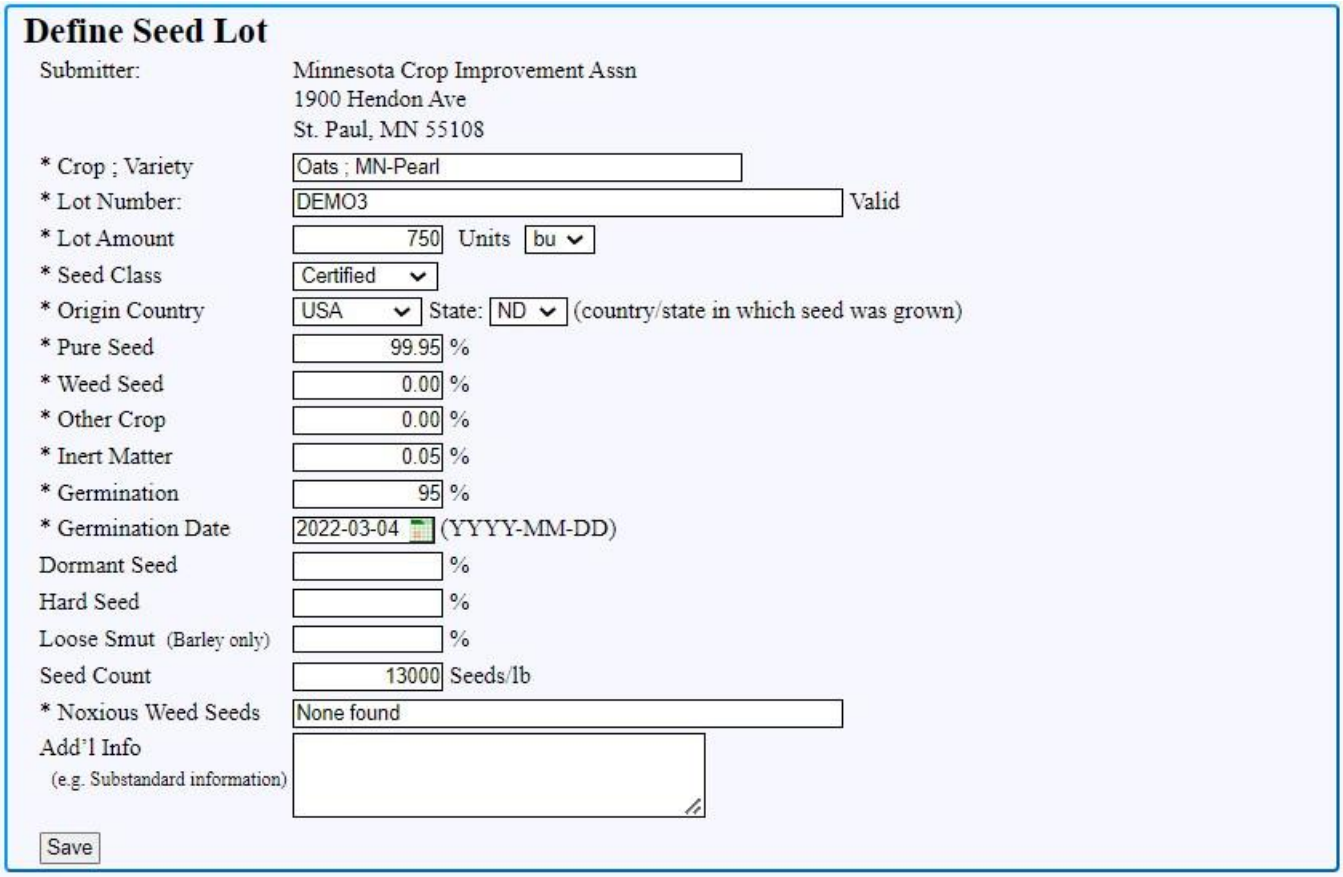
The following Define Seed Lot will display:



Using the bulk seed sale certificate received when the seed was purchased, fill out the Define Seed Lot data fields. The data fields marked with an * are required.

*Crop ; Variety	A restricted list of varieties will display based on the information entered. If you want wheat varieties listed, type in wheat; if you want a crop and variety, type in the crop name followed by a space, then a ; then type in the variety (i.e., wheat ;mn-torgy); or you can just type in the variety name.
*Lot number	You can use the lot number on the bulk certificate provided or assign your own lot number. The system will validate the lot number and if it has been previously used, it will give you a "Lot # already exists" following the Lot Number field. If you receive this message, you must change the Lot Number.
*Lot Amount	Enter the quantity of seed purchased.
Units	Enter bu or lbs from the picklist.
Seed Class	Enter the Seed Class provided on the bulk certificate.
Origin	Enter the Origin (Country and State) provided on the bulk certificate.
*Purity information	You can use what is on the bulk certificate provided to you, or you can lower the values. The Pure Seed, Weed Seed, Other Crop and Inert Matter must equal 100%. A "Warning" is provided if the values do not equal 100%. Update the values before saving.
*Germination	You can use what is on the bulk certificate provided to you, or you can lower the value. *Germination Date: The bulk certificate provided will indicate a month and year for Germination Date. The system requires you to use the YYYY-MM-DD format. When the germination date is added, if a day is not provided, use 01 for the day. (i.e., 9/2021 provided on certificate – enter 2021-09-01).
Dormant Seed	Leave blank unless a value is provided on the certificate. If there is a 0 for Dormant Seed on the certificate enter a 0.
Hard Seed	Leave blank unless a value is provided on the certificate. If there is a 0 for Hard Seed on the certificate enter a 0.
Loose Smut	Leave blank unless the crop is Barley. If barley, a value should be entered, if one has been provided.
Seed Count	Leave blank unless a value is provided.
*Noxious Weed Seeds	If noxious weed seeds are listed on the certificate provided, enter the information here. If no noxious weeds seeds are listed, enter None found.
Add'l Info	You may add any additional information regarding the seed lot you would like. The information **will** print on bulk certificate issued by you. The Plant Variety Protection (PVP) statements are automatically generated based on the variety by the system and do not need to be entered here. Some examples of items that may be entered are: Substandard Germination, Substandard Inert Matter, Substandard Smut.

Click the "Save" button once you have verified the information is correct and if any warnings were displayed, the information to correct the warning has been done.

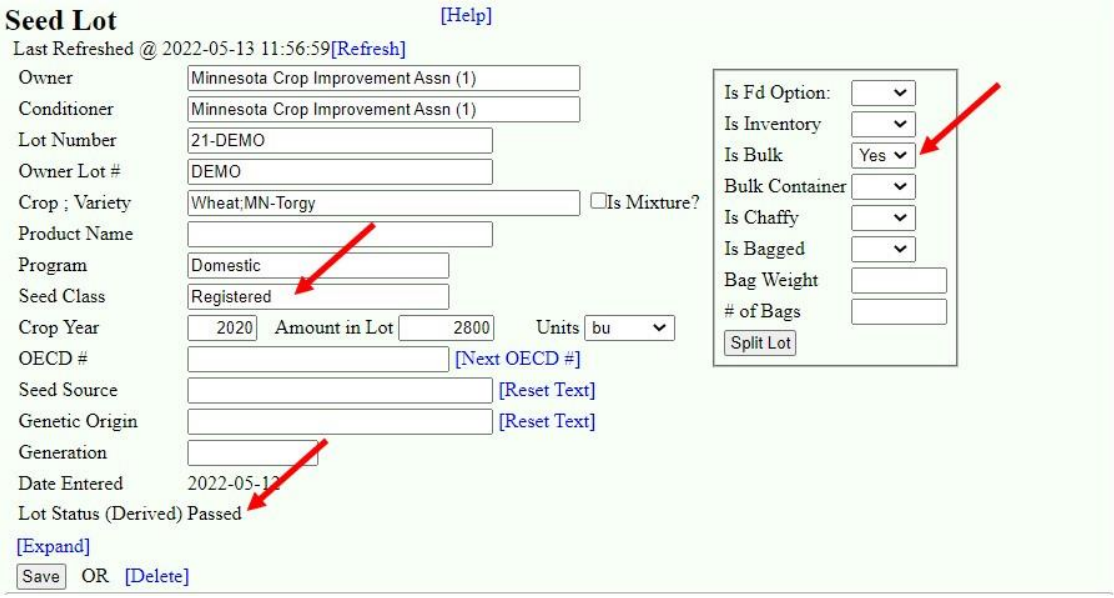


From the Seed Lot List, under the “Lot #” column, click on the link for the seed lot you want to issue a bulk lot transaction on.

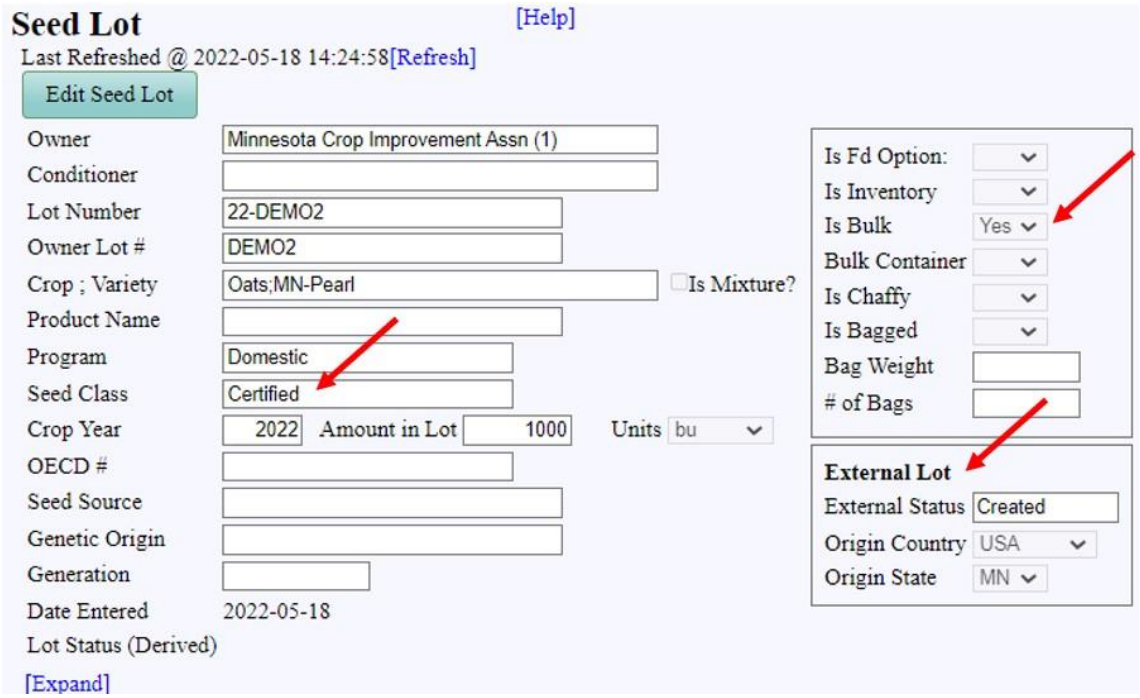
Seed Lot Screen

Bulk lot transactions can only be created on Seed Lots that: are defined as bulk; has one of the following seed classes: Certified, Foundation, Registered, Registered NS, or QA; has either the Lot Status (Derived) as passed (based on the sample(s) submitted); or the seed lot was created through the external portal.

This seed lot screenshot shows a lot that has Is Bulk set to Yes, a required Seed Class, and Lot Status (Derived) of Passed.



This seed lot screenshot shows a lot that has Is Bulk set to Yes, a required Seed Class, and has been created on the external portal.



Lot Quality

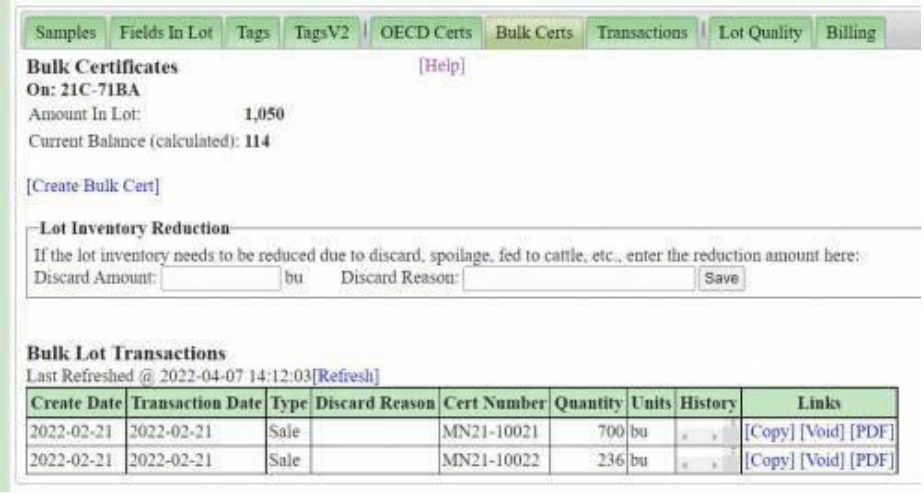
The lot quality data (purity, germination, etc.) is determined in two ways, depending on whether the lot is an external lot or an internal lot.

External lots, create by external users: lot quality data is manually entered.

Internal lots, created by internal users: lot quality data is automatically copied from the sample. When creating a new cert or updating a cert, the system will automatically look for a new germination test for the lot and update the lot quality data with the new germination date and result.

Bulk Certs Tab

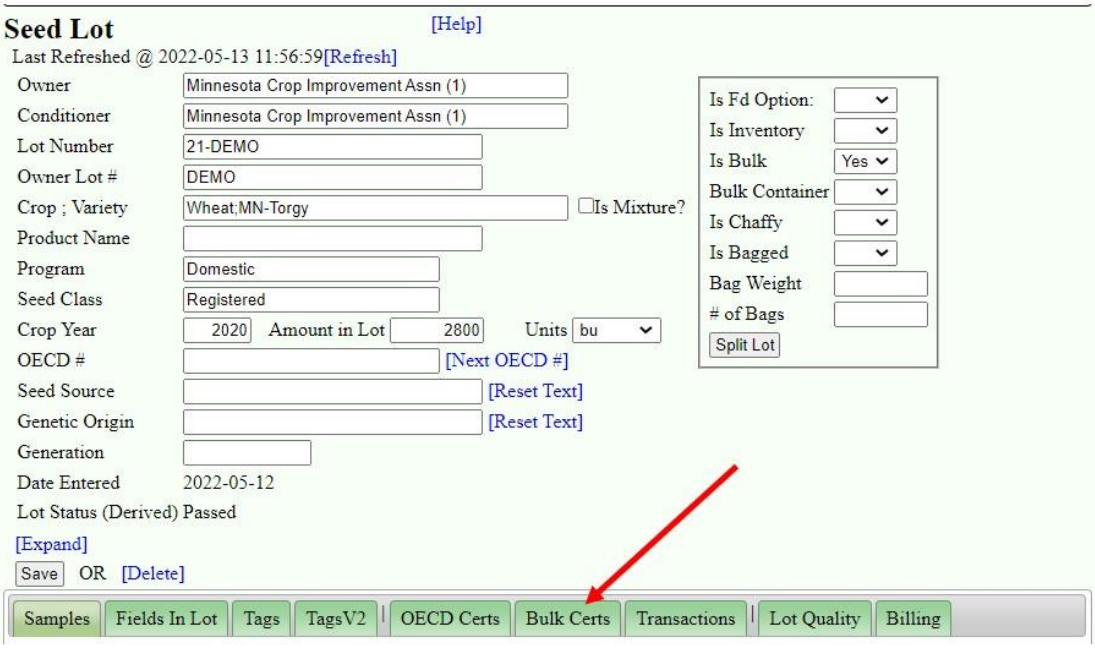
On the Seed Lot screen, click on the Bulk Certs tab. Here you will see the list of bulk transactions for this seed lot, the initial Amount In Lot, and the Current Balance. From this portion of the screen you can create bulk certs, enter discard transactions, void transactions, and copy an existing transaction to create a new transaction.



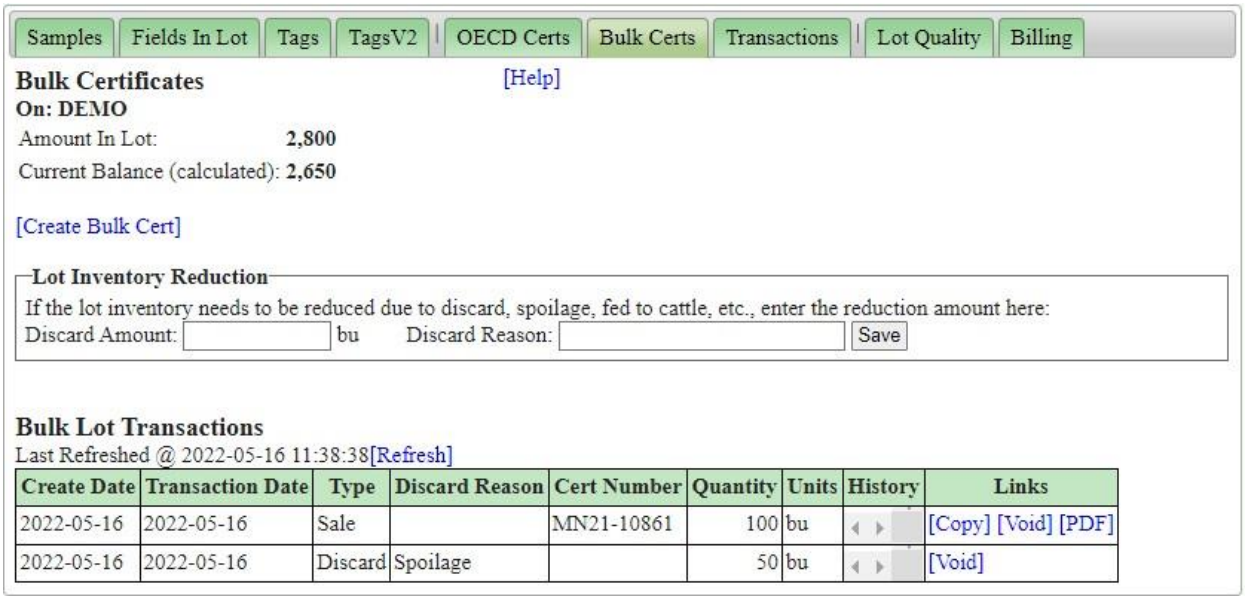
Bulk Certs Tab

The Bulk Certs tab is the starting point to create a Bulk Seed Sale Certificate, enter Lot Inventory Reduction transactions, void transactions, copy an existing transaction to create a new bulk seed sale certificate and view a pdf of a previously generated bulk seed sale certificate.

The Bulk Certs Tab is located on the Seed Lot screen.



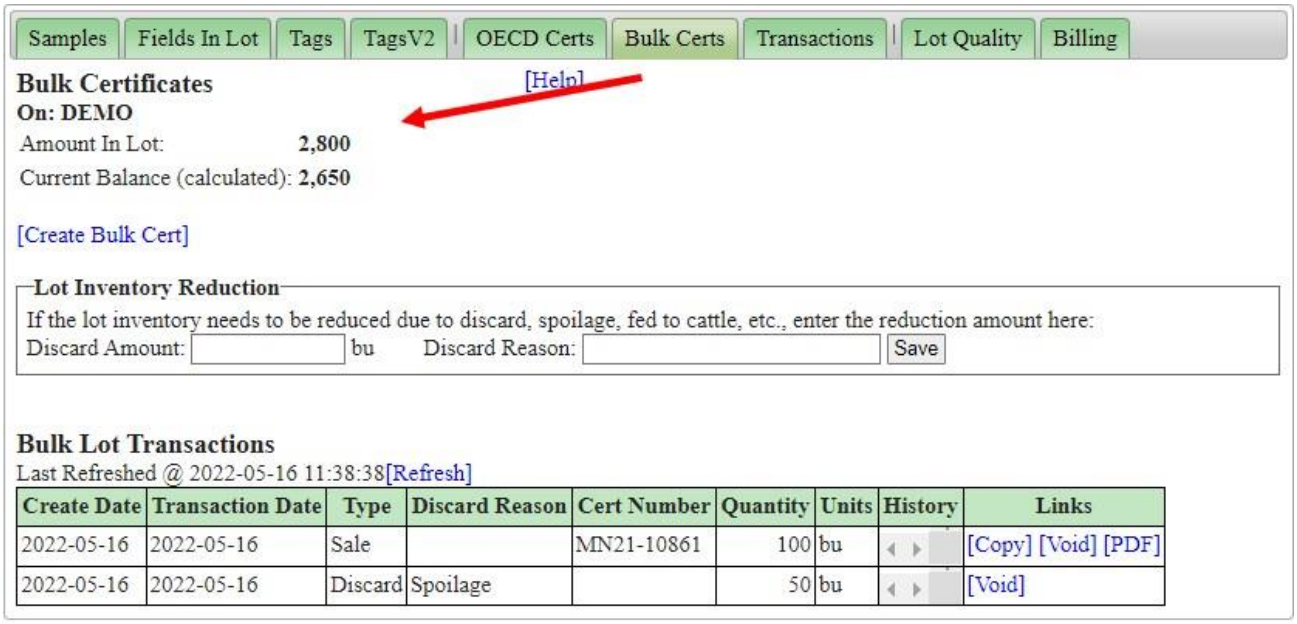
When you click on the Bulk Certs tab, the following screen opens.



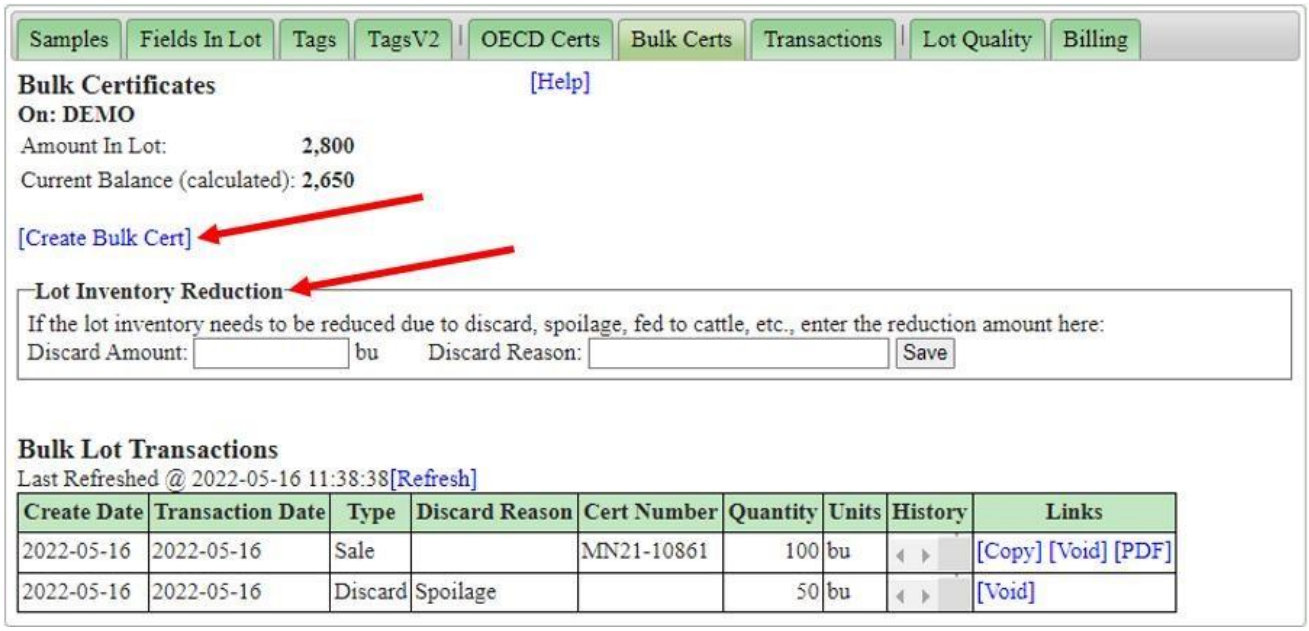
The following is displayed for the selected seed lot:

Lot Number: listed behind **On: **
Amount in Lot: refers to the initial amount of seed available for the lot
Current Balance (calculated): refers to the quantity of seed remaining (inventory) for the lot. The Current Balance is affected by the following:

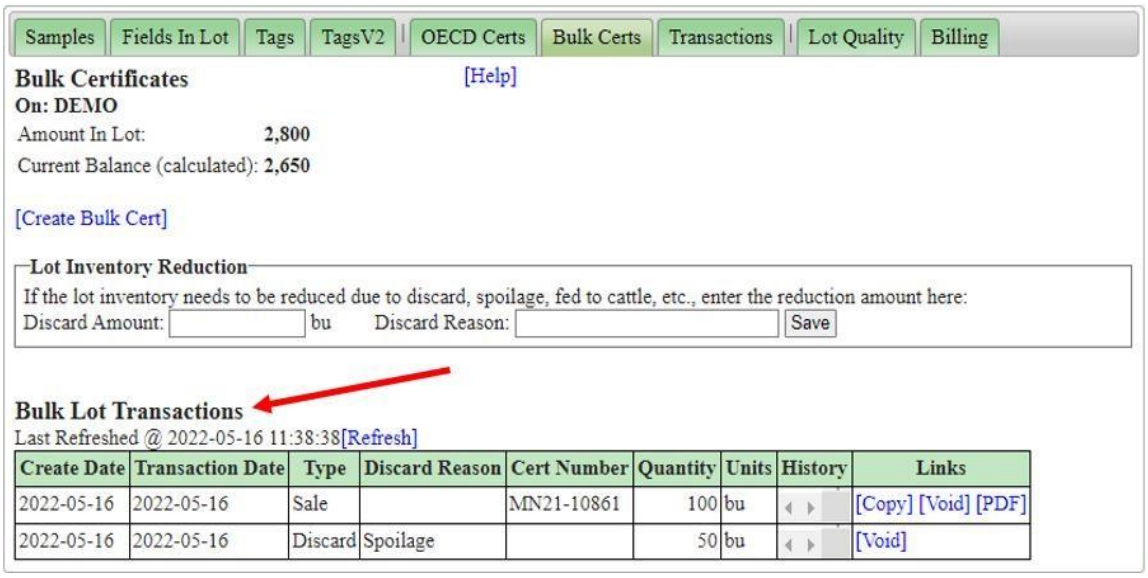
- Each Bulk Seed Sale Certificate Issued – reduces the Current Balance
- Each Lot Inventory Reduction transaction – reduces the Current Balance
- Voiding a Bulk Lot Transaction – increases the Current Balance



[Create Bulk Cert]: when clicked, a popup screen is displayed for creating/issuing bulk seed sale certificates Lot Inventory Reduction: allows you to enter transactions, such as discard, spoilage, etc.

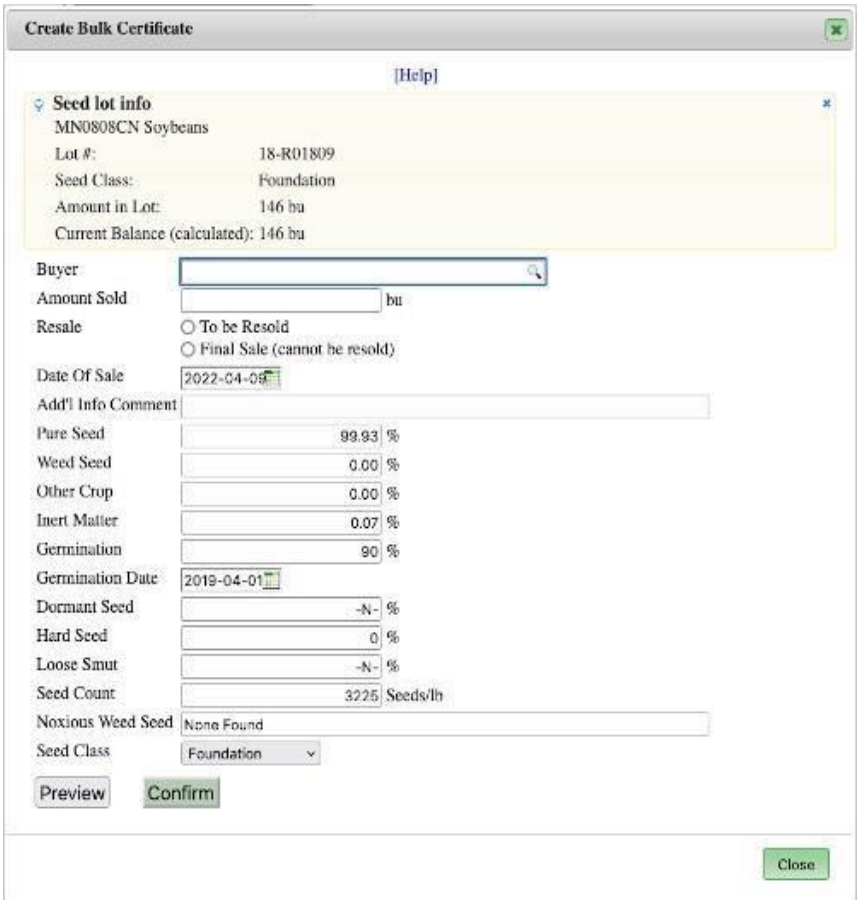


Bulk Lot Transactions section: provides a list of the bulk seed sale certificates issued and lot inventory reduction transactions created. This section also provides the ability to: [Copy] - copy an existing transaction to create a new bulk certificate using the data from the listed transaction; [Void] - void transactions; or [PDF] view a bulk certificate that has been issued.



Create Bulk Certificate

Upon clicking the [Create Bulk Cert] link, you will see the following screen. If this is an internal lot, the lot quality germination date and result will come from the most recent sample result. From here, select the buyer, enter the amount, and make any changes needed for this certificate. Select the Preview button to view the generated PDF before creating it. Then, click Confirm to create the bulk transaction and bulk certificate PDF.



Example Bulk Cert

This is an example of a generated bulk certificate PDF for MCIA.

Plant Variety Protection:
Unauthorized Propagation Prohibited-- U.S. Variety Protection Applied for. To be sold by Variety Name Only as a Class of Certified Seed. PVPA 1994.

Buyer:	Removed	Amount: 700 bu Final Sale (cannot be resold)

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

Labeler's Signature: _____ **Date of Sale:** 02/21/2022

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 WARRANTY 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 labeler, whose name appears above, is solely responsible for the information hereon and for the proper use of this certificate.

MCIA
MINNESOTA CROP IMPROVEMENT ASSOCIATION

BULK SEED SALE CERTIFICATE

1900 Hendon Ave, Saint Paul MN 55108 · tel 612-625-7766 · fax 612-625-3748 · mncia@mncia.org · www.mncia.org

A *Bulk Seed Sale Certificate* is provided to buyers of bulk certified or QA seed at the time the seed is picked up or delivered and serves as the required label and proof of certification or quality assurance (QA).

Labeler:	Removed	Variety:	Rushmore
		Crop Kind:	Oats
		Lot Number:	21C-71BA

Seed Class: Certified
Origin (state/country in which seed was grown): MN

Pure Seed:	99.99 %	Germination:	97 %	Additional Information:
Weed Seed:	0.00 %	Hard/Dormant Seed:	-N- %	Seeds/lb: 14,414
Other Crop:	0.00 %	Germination Date:	02/2022	
Inert Matter:	0.01 %	Loose Smut (barley only):	-N- %	
Noxious Weed Seeds: (Kind and no./lb)		None Found		