

AgWorks, Inc.

251 S. 14th Avenue – Eldridge, IA 52748

Procedures for:

Adding New Chemical Products

Revisions:

Version	Date	Author	Description
10.1.34 (124)	08/26/2010	Sara Toliver	Creation of document.

Warning/Notice:

- DOT/Hazmat regulated products and Restricted Use products are controlled by AgWorks. Please contact AgWorks to add any of these products.
 - AgWorks controlled products will be represented with a Product ID less than 10,000.
- Product density is required for formulation.

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Procedures:

1. Open AgWorks Manager
2. Navigate to Products/Services > Add New
3. Select *Chemical* from the list of available Product Categories
4. Select the Chemical's appropriate subcategory
5. Enter the appropriate Chemical information into the form.

ProductID: 10185

Name: New product

Control by: Level 2 Level 1

PackSize: Bulk none In-Field Usage Assembly Do Not Inventory Taxable DOT HazMat

Description:

Group: Basic

Category: Chemical Herbicide

Manuf.: Unknown

Options:

- Bulk
- In-Field Usage
- Assembly
- Discontinued
- In Use
- Taxable
- Do Not Inventory

UPC:

EDI code:

Accounting code:

Manufacturer #:

Export Unit: none

Prices, \$

Cost: 0

Wholesale: 0

Retail: 0

Per: 1 none

November: 0

December: 0

January: 0

February: 0

Cash N/R: 0

JCD Cash: 0

7: 0

8: 0

9: 0

10: 0

* to edit all 40 price levels use price editor

OK Properties... Cancel Edit Modifiers

- A. Enter the *name* of the product as it appears on the label
- B. Enter the Pack Size of the product
 - i. If the product is bulk, check the *Bulk* checkbox
 - i. Example Package Sizes:
4 jugs x 1 gal, 1 bag x 50 lbs, 2 jugs x 2.5 gal
- C. If the item is not *taxable*, remove the checkmark from the box.
 - i. Products will default as taxable.
- D. Enter the Price Per unit of measure
- E. Enter the Manufacturer
- F. Enter the Export Unit
- G. Enter Accounting Code

6. Click the *Properties* button

7.

- A. If the chemical is a liquid, check the *Liquid* box
- B. Enter the density of the chemical
 - i. If the chemical is dry, the unit of measure will default to lbs/cu. feet
 - ii. If the chemical is a liquid, the unit of measure will default to lbs/gal
- C. Enter the default application unit of measure
- D. Enter the EPA for the product
 - i. If the chemical is exempt from an EPA, type EXEMPT in the field.
 - ii. If the chemical does not have an EPA, type N/A in the field.
- E. Click *OK* once the information is confirmed to be correct.

8. Once the information is confirmed to be correct, click *OK* to complete this task.

Example: