Procedures for:

Adding New Seed Products

Revisions:

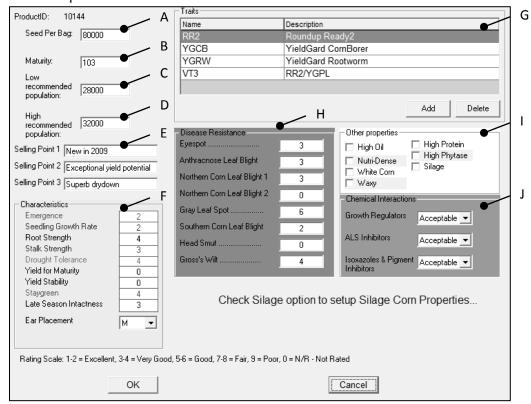| Version	Date	Author	Description
10.1.34 (124)	08/26/2010	Sara Toliver	Creation of document.

Procedures:

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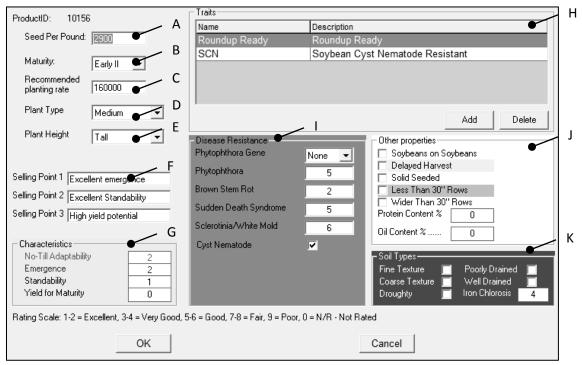5. Enter the appropriate Seed information into the form.

   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
        ii. Example: 1 each x 1 bag, 1 bag x 50 lbs
   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

Need help? Contact AgWorks Support at (309) 623-4604, option 2.

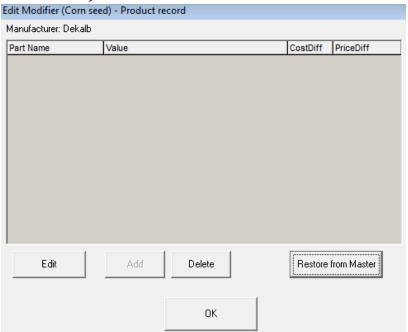Page 1 of 4

6. Select *Properties*

(Corn)

- A. Enter number of *seeds per bag*
- B. Enter *Maturity*
- C. Enter *Minimum Recommendation Population*
- D. Enter *Maximum Recommendation Population*
- E. Enter appropriate *Selling Points*
- F. Enter *Characteristics*
    - i. Note the Scale at the bottom of the window
- G. Enter *Traits*
    - i. Select *Add*
    - ii. Select applicable Traits from the supplied list
        - 1. If you are not able to locate your necessary trait(s), please contact AgWorks Support.
- H. Enter *Disease Resistance*
    - i. Note the scale at the bottom of the window
- I. Enter *Other Properties*
- J. Enter *Chemical Interactions*

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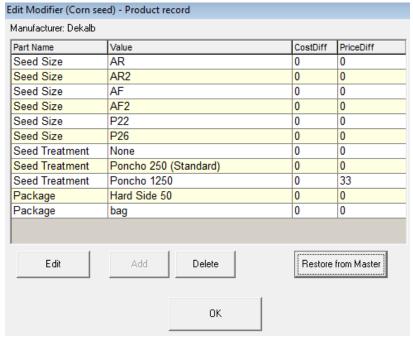
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(Soybean)

- A. Enter number of *seeds per pound*
- B. Enter *Maturity*
- C. Enter *Recommended Planting Rate*
- D. Enter *Plant Type*
- E. Enter *Plant Height*
- F. Enter *Selling Points*
- G. Enter *Characteristics*
    - i. Note the Scale at the bottom of the window
- H. Enter *Traits*
    - i. Select *Add*
    - ii. Select applicable Traits from the supplied list
        1. If you are not able to locate your necessary trait(s), please contact AgWorks Support.
- I. Enter *Disease Resistance*
    - i. Note the scale at the bottom of the window
- J. Enter *Other Properties*
- K. Enter *Soil Types*
7. Select *OK* to return to the previous window
8. Select *Edit Modifiers*

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A. Select *Restore from Master*

B. Select "*Yes*" to warning "*It will replace your modifier list and cost/price differences from master modifier list. Are you sure?*"

C. List will populate with company's seed subcategory modifiers. This list will appear in drop downs when adding seed product to Bookings and Delivery Tickets.

9. Select *OK* to return to the previous window
10. Select *OK* to complete this task.

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