

Colorado Seed Growers Association

Online Bulk Sales Certificates – Instructions

updated April, 2009

CSGA and the Colorado Seed Lab use PureHarvest software to manage our certification and seed testing operations. SeedHub is an extension of PureHarvest, with the goal of providing an interface for seed growers to move data between labs, growers, dealers, and the marketplace. One of the uses of SeedHub is to print online Bulk Sales Certificates. SeedHub contains a Documents page with many instructions on how to utilize different parts of the site. This instruction sheet is an attempt to synthesize instructions related to online BSC's into one document. For more detailed instructions on the full use of SeedHub, explore www.seedhub.com.

Please contact Brad Erker at (970) 491-6202 if you have difficulty following these instructions. For the calendar year 2009, seed growers can print online bulk sales certificates for \$.50 each, a savings of 50 cents versus traditional BSCs which cost \$1 each.

Disclaimer: To allow online BSCs, CSGA is giving you the authority to enter many pieces of information that have typically been entered by CSGA staff in the past. Please be aware that you are taking full responsibility for content entered on the BSC.

Step 1

Make sure you have a Username and password at the Colorado Seed Lab

- Contact CSGA and ask us to verify this before you start if you're not sure (this will be a different password than you will use on SeedHub)
- If we need to establish a CSL password, you will likely need to wait one day for your password to cycle within the system and be able to print online BSC's

Step 2

Create a Username and Password for SeedHub

(you will only need to do this step one time)

- Open your Web Browser (Internet Explorer or other)
- Go to www.seedhub.com
- Click on "Seed Hub Login" at the top of the page
- Click on "To register for an account, [Click here]"
- At the Account Registration page, enter an email address and username
- SeedHub will send a temporary password to your email
- Follow instructions on the email to establish your own password
- You will need to complete a profile page before using the system
- ("Organization" is your company name, DBA name or operating name)
- Make sure when setting up your profile to select "inventory" as one of the "options you wish to enable". It is best to just check all four options.
- After setting up your profile, go to [Admin], [Your Accounts] and see what is listed by the "Quick Links". If the Colorado Seed Lab is not listed, then in the

“Lab Accounts” box, select the CSL from the pick list and click “Add”. This way you will get your lab results connected in to your Seed Hub account. If this step is skipped, you’ll need to enter all your lab data manually.

- If you’ve finished some of the steps on these instructions, but are not seeing the right menu options, try a “Logout/Login” (under the Admin item) to reset the new selections you’ve made – this sometimes fixes what appear to be problems.

Step 3

Create a Buyer’s List (farmers you will sell seed to)

(you will only need to do this step one time for each buyer)

You can add buyers at the time of the sale also.

- The top of the screen is the menu bar for SeedHub
- Put your cursor over Seed Sales on the menu bar until the drop down menu appears
- To add a new buyer, click on [Add Buyer]
- Fill in the information for the Buyer, and click Save
- Repeat for each buyer you will issue an online BSC for
- To see all of your buyers, click on [List Buyers] under Seed Sales
- If you make a mistake, you can go to [List Buyers], and click on [Edit] to fix it

Step 4

Create a seedlot

(you will need to do this step one time for each different seedlot)

- Scroll over “Inventory” on the menu bar
- Click on [Add Seed Lot] under the Inventory heading
- In the first box, for Lab:, select CSL for the Colorado Seed Lab
- In the Lab Number box, enter EXACTLY the Lab Number from your lab report
- Click on [Create Lot]
- A preview of your seedlot will be displayed
- You will want to fill in additional information for your seedlot
- **Enter “CSGA” for Certifying Agency!**
- Enter Amount in Lot - I recommend entering an amount much greater than your actual bushels (unless you also want to use SeedHub as your inventory management system). This way SeedHub won’t stop allowing you to print online BSC’s when it thinks you are out of seed.
- Enter a term for Units (most likely “bu” or “bushels”)
- Enter your Certification Number (received from CSGA after final certification)
THIS STEP IS CRITICAL FOR CERTIFIED SEED! The Certification Number is your proof to your customer that you have completed all the steps of certification.
- Your germination and purity information should already be filled in
- You may enter lower values for germ and purity if you wish(“downgrade”), as long as those values are still within certification standards

- Enter Seeds per Pound, if your seed was tested for that
- Click Save

Step 5

Create a Bulk Sales Certificate

- Click on [Create a Bulk Cert] under Seed Sales on the menu bar
(If you have not established a link to your Colorado Seed Lab account, this link will not appear)
- Select a Buyer from the pick list
- Select a seedlot from the pick list
- Enter the order amount sold and the units (example 200 bu.)
- On “For Resale?” select Yes or No (Normally: No)
- Add any comments you wish to add (example: thanks for your business)
- Click on Preview Order
- Review the information on the Bulk Certified Seed Sale page
- If everything is correct, click on [Commit Order]
- A Web-browser pdf of the BSC will be displayed
- Use the “Save” icon to save a copy of this BSC to your computer if you wish
- Use the “Print” icon to print 3 copies of the BSC
- Sign all 3 copies as the seller, keep one for you, give one to grower, send one to the CSGA office – we currently don’t have a space for the buyer to sign as on the old paper BSC’s, and it’s probably not necessary to have it
- We are currently working on getting the Plant Variety Protection information transferring correctly onto this form. If a BSC prints with no PVP information for a variety you know is PVP protected, please contact the CSGA office.

Step 6

Log Out of SeedHub

- Scroll over the “Admin” heading on the menu bar
- Click on [Log Out]