

Click on "Seed Sales" on the top banner and then click create "Bulk/Pending Sale Certificate"



Click on the "Select One" bar



Click on "Bulk Certificate"

NCA - Staging Field Inspection Seed Sale Daily Invoice Help/Feedback	https://www.nciacert.c	🜐 NCIA									
Select He type of sale * Bulk/Certified Seed. Carach for SeedLots by variety and year. Narrow your search by entering part of the lot and/or field names. If you happen to know the Field or SeedLot IDs, you can enter one of those without the required fields. 3. Add a SeedLot by diverging the 'add' fockbox and specifying the weight to be added to the list below the search results. All seedLots selected must have the same certification level. 3. Field Certificate Certified SeedLot Record Type Field/SeedLot Field/SeedLot Company & Cop Certification & Status Seed Weight Add to Seed Sold Add to Seed Sold Unite: Unit: Unit: Unit:	ICIA - Staging					Field Inspections	Analysis Reports	Seed Sales	Daily Invoices	Help/Feedback	[→ Logout
Select the type of sale * Bulk Certificate (Certified Seed) 1. Search for SeedLots by variely and year. Narrow your search by entering part of the lot and/or field names. If you happen to know the Field or SeedLot IDs, you can enter one of those without the required fields. 2. Add a SeedLot by checking the 'add' checkbox and specifying the weight to be added from this lot. You will see it added to the list below the search results. All seedlots selected must have the same certification level. 3. Fill out the bottom form and submit.	me > Bulk/Pending S	Sales Certificate Creation									
Build Certificate (Certified Seed) 1. Search for SeedLots by variety and year. Narrow your search by entering part of the lot and/or field names. If you happen to know the Field or SeedLot IDs, you can enter one of those without the required fields. 2. Add a SeedLot by thecking the 'add' checkbox and specifying the weight to be added from this lot. You will see it added to the list below the search results. All seedlots selected must have the same certification level. 3. Fill out the bottom form and submit. Bulk Certificate (Certified Seed) Record Type Field/SeedLot Company & Crop Certification & Status Seed Weight Add to Seed Sold Verr *	ect the type of sale *										
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Record Type Field/SeedLot Company & Crop Certification & Status Seed Weight Add to Seed Sold Search & Sort Variety * Select Select Select Select Select Vear * Field Name Endot Select Select Select	1. Search for SeedLots 2. Add a SeedLot by c 3. Fill out the bottom	by variety and year. Narrow your hecking the 'add' checkbox and s form and submit.	search by entering part of the pecifying the weight to be adde	lot and/or field names. If you ha	appen to know the Field of ded to the list below the	or SeedLot IDs, you can e search results. All seed	enter one of those lots selected must l	without the renave the same	equired fields. e certification lev	rel.	
Variety* Select Year* Field Name	ecord Type	Field/SeedLot	Company & Crop	Certification & Status	Seed Weight	Add to Seed S	old	Searc	h & Sort		
Year * Field Name								Variety *	Select		-
Field Name								Year *			
								Field Name			
Lot Name								Lot Name			
Field ID			(Field ID			
Seed Lot ID			C	く				Seed Lot ID			

You must then type in the variety and year in the "Search &Sort" box.

Whttps://www.nciacert.o	NCIA									
NCIA - Staging	warioty and year. Narrow your	search by optoring part of the l	a and /or field names. If you ha	F	ield Inspections	Analysis Reports	Seed Sales	Daily Invoices He	lp/Feedback	[→ Logout
2. Add a SeedLot by chec 3. Fill out the bottom for	iking the 'add' checkbox and sp m and submit.	becifying the weight to be added	d from this lot. You will see it ac	Ided to the list below the searc	h results. All seed	ots selected must h	ave the same	e certification level.		
Bulk Certificate	(Certified Seed)	1								
Record Type	Field/SeedLot	Company & Crop	Certification & Status	Seed Weight	Add to Seed So	old	Searc	h & Sort		
							Variety *	SNOWMA	ASS	× •
							Year *	2019		
							Field Name			
							Lot Name			
		6					Field ID			
		C	2				Seed Lot ID			
							Has S	amples		
		No re	esults.					Search	Posot	
		No records found — either yo record	our search has no results or no Is exist.						Reset	
							-			
			ous Next							
Bulk Sale Info										~ ~

After you have entered the variety and year hit enter or click on the blue search bar

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NCIA - Staging 1. Search for SeedLots 2. Add a SeedLot by cl 3. Fill out the bottom f	by variety and year. Narrow you necking the 'add' checkbox and s form and submit.	r search by entering part of the pecifying the weight to be adde	lot and/or field names. If you ed from this lot. You will see it	happen to know the Field or S added to the list below the se	Field Inspections Analysis Repor eedLot IDs, you can enter one of tho arch results. All seedlots selected mu	ts Seed Sales Daily se without the require ist have the same certi	y Invoices Help/Feedback [→ Logout ad Helds. fication level.
Bulk Certificat	e (Certified Seed)					
Record Type	Field/SeedLot	Company & Crop	Certification & Status	Seed Weight	Add to Seed Sold	Search &	Sort
SeedLot	SeedLot * Year 2019 ID 19742 Source Fields 1234	SNOWMASS :: HWW Wheat BRESTEL FARMS OrgID 1827	Status Certified	Total 500,000 Available -4,614,999		Variety * Year * Field Name	SNOWMASS × * 2019
SeedLot	SeedLot ** Year 2019 ID 19743 Source Fields East1	SNOWMASS :: HWW Wheat BRESTEL FARMS OrgID 1827	Status Registered	Total 500,000 Available 490,000	Add Weight is Unknown Weight	Lot Name Field ID Seed Lot ID Has Sample	
		Previor	us 1 Next			Searc	ch Reset
Rulk Sala Info							

Your seed lots that have passed a complete lab test should be visable for that variety. It will show the total pounds available.

ulk Certific	ate (Certified See	d)			. , , ,	,
lecord Type	Field/SeedLot	Company & Crop	Certification & Status	Seed Weight	Add to Seed Sold	Search & Sort
eedLot	SeedLot * Year 2019 ID 19742 Source Fields 1234	SNOWMASS :: HWW Wheat BRESTEL FARMS OrgID 1827	Status Certified	Total 500,000 Available -4,614,999	↓	Variety* SNOWMASS × ▼ Vear* 2019 Field Name
edLot	SeedLot ** Year 2019 ID 19743 Source Fields East1	SNOWMASS :: HWW Wheat BRESTEL FARMS OrgID 1827	Status Registered	Total 500,000 Available 490,000	Add Weight is Unknown Weight 1000	Lot Name
					T	Search Reset
		Previo	ous 1 Next			
Components (Fields/S SeedLot "**" (ID #19	SeedLots) Selected 9743), 1,000 lb ×	. Delete by dicking the 'X'.				

You must click the Add box and enter a weight to be sold. If the weight is unknown click "Add" and "Weight is Unknown" and you will not enter a weight. You can proceed to complete the certificate, but you will need to go back in and update the weight of that certificate.

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Bulk Sale Info			Le this could treated?
Selling Contact Select One		\$	o yes No
Who is buying the seed? Existing buyer Add a new buyer	Company Name * Knox Farms Inc. Street Address * 677 Cory Drive City * Seward State * NE ZIP * 68434	Country Leave blank if USA Contact First Name * Roland Contact Last Name * Knox Contact Phone * 4026642121 Contact Email Please include if at all possible.	Seed Treatment Maxim 4FS Are the containers clean? Yes No Number of Trucks (if unknown, enter 1) 1
Select One Registered			
Certified			

First select Selling Contact (it will be your name). Next, for the first year you will need to enter the required fields for the buyer. Following years those buyers will be an existing buyer. Next click the class of seed to be sold. Next, click if the seed is treated or not. If yes complete the box with what you treated the seed with. Next, MAKE SURE THE TRUCK IS CLEAN! Then list how many trucks are picking up the seed.

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- Staging			Field Inspections Analysis Reports Seed Sales Daily Invoices Help/Feedback	< [→ Log
Existing buyer	Company Name * Knox Farms Inc.	Country	Maxim 4FS	
	Street Address * 677 Cory Drive City *	Leave blank if USA Contact First Name * Roland	Are the containers clean? Yes No Number of Trucks (if unknown enter 1)	
	Seward State * NE ZIP * 68434	Contact Las Name - Knox Contact Phone * 4026642121 Contact Email Please indude if at all possible.	1	
s this seed for resale? Yes No				
Certification level of sold seed				
Certified		\$		
Test Values (optional)				>
				€) Submit

If you are using the information on the seed lab test you can click "Submit"

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A - Staging	Field Inspections Analysis Reports Seed Sales Daily Invoices Help/Feedback [+ Logor
Bulk Sale Info	>
Test Values (optional)	~
This section is optional . If you wish to override any test values, enter them below.	Germination If you use this section, you must enter all values, even if zero. Germination (%)
Purity If you use this section, all inputs must be filled, even if zero. Values must add up to 100% exactly. Purity (%)	Dormant/Hard (%)
Inert (%)	Total Germination (%)
Other Crop (%)	Germination Date
Weed (%)	Seed Count Seeds/Lb
Noxious Seeds/Lb	
	• Submit

If you do not want to use the lab test results, you may enter values that are equal or lower that what is on the lab test report. Then click submit.

			Field Inspections	Analysis Reports	Seed Sales Dai	ily Invoices Help/Feedback	: [→ Log
	City * Seward State *	Contact Last Name *	Number of Trucks (if unknown, enter 1) 1				۲
	NE ZIP * 68434	Contact Phone * 4027623333 Contact Email					
Is this seed for resale? Ves No		rrease moude if at an possible.					
Certification level of sold seed Certified		\$					
							>
Test Values (optional)							
Test Values (optional) Certificate #3357 successful!	/ created						

This is the screen you will see that confirms that the certificate was created. If you click View This Certificate it will bring up the report.

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□ t → 1 of 1		– + Automatic Zoom	\$				53 🖨 B A »
Serial # 3357	5	NEBRASKA CROP IMI PO BOX 830911 GROWER/BUYER AGREEMEI Created: 9/24/201	Print				
	A Bulk Seed Sales Certi up or delivered and sen a Certification tag mus	ficate is provided to buyers of bulk Cer ves as the required Distributor's seed la t accompany each bulk container of se	tified and/or Quality bel and proof of ce eed sold.	y Assurance rtification. E	seed at the time the ither a Bulk Seed Sa	e seed is picked Iles Certificate or	
	Seller BRESTEL FARI 2933 N 43 ST LINCOLN, NE 402-525-0192	Knox Farms Inc. 677 Cory Drive Seward, NE 68434 4027623333					
	Serial # 3357						
	Origin Is This Seed for Resale Variety	Origin Nebraska Is This Seed for Resale? No		99.98% Gern s 0.00% Dorn	Germination Dormant/Hard Total Germination	96% 2% 98%	
	Kind Class Certified Lot Number Net Weight	HWW Wheat (Triticum aestivum) Certified 1827-W122-9;19764 1,000.00 lbs	Weed Seed Noxious Weeds	0.00%	Date Tested Seeds/lb	9/6/2019 14,500	

You can now print the certificate.

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← → C û	🛈 🔒 https://staging.n	ciacert.org/seedsale/3358		80% ••••	⊠ ☆		
What https://www.nciacert.o I NCIA							
🔟 🏦 🧎 1 of 1		- +	Automatic Zoom 🕈			X 🖨 D	∎ »
# 🗄 🖉	Variety	SNOWMASS	Inert	0.02% Total Germinatio	on 98%		^
Serial # 3358	Kind	HWW Wheat (Triticum	aestivum) Weed Seed	0.00% Date Tested	9/6/2019		
	Class	Certified	Noxious Weeds	0.00% Seeds/lb	14,500		
	Certified I	ot Number 1827-W122-9;19766					
a second state of the first	Net Weigh	nt Ik	os 🖌 🔚			10 Sec. 1997 - 1	
	Treatmen	t None					
The Provide States	Container	Clean? Yes					
	Number o	f Trucks 1					
	Plant Vari	ety Protection: UNAUTHORIZED PROP	AGATION PROHIBITED. U.S. PRO	TECTED VARIETY. PVPA 1994	; SEED OF THIS		
	VARIETY	MAY BE SOLD ONLY AS A CLASS OF C	ERTIFIED SEED.				
	The seed	represented by this certificate is from	a lot of seed produced, conditione	d and inspected in accordance	ce with the		
	standards	of the Nebraska Crop Improvement A	ssociation (NCIA). IN CONNECTION	ON WITH THIS SEED, NCIA MA	AKES NO		
	WARRENT	Y OF ANY KIND, EXPRESSED OR IMP	LIED, INCLUDING MERCHANTABI	LITY OR FITNESS FOR PURPO	OSE, OR		
and the second second second second	OTHERWI	SE. NCIA only certifies that samples to	aken from the seed lot met its star	ndards at the time tests were o	conducted. The		
a Auropen and Theorem	seller, who	ose name appears above, is solely res	ponsible for the information hereo	on and for the proper use of th	nis certificate.		
	Seller:	Steve Know					
		Print Name	Signed	Date			
	Buyer:	Joe Producer					
		Print Name	Signed	Date			
		Two (2) copies of this documen	t shall be signed: one kept by the :	seller and one given to the buy	ver.		
		Note: Seller is respons	ible for keeping the signed docum	ent for three (3) years.	• General A		
							×

If the weight is not known when you print the certificate you fill it in on the line provided. Then you and the buyer should sign both copies.