Creating a Bulk Sales Certificate

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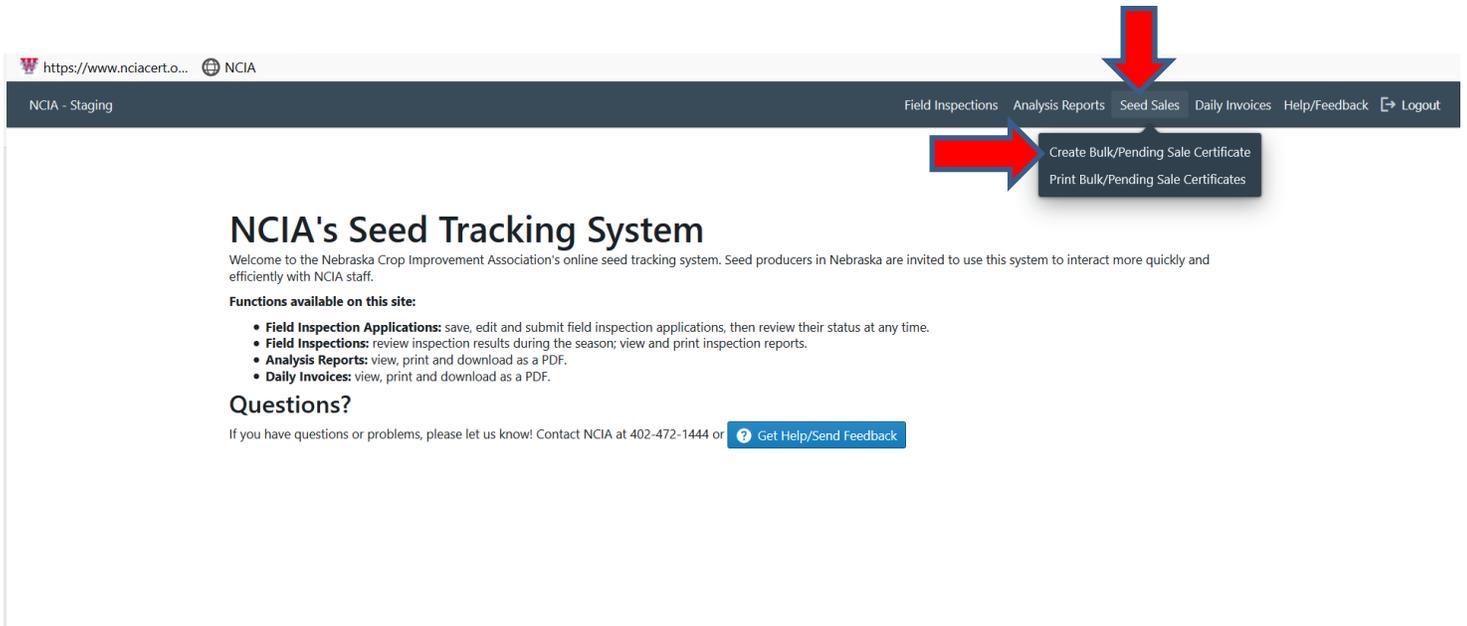
Click on "Seed Sales" on the top banner and then click create "Bulk/Pending Sale Certificate"

Click on the "Select One" bar
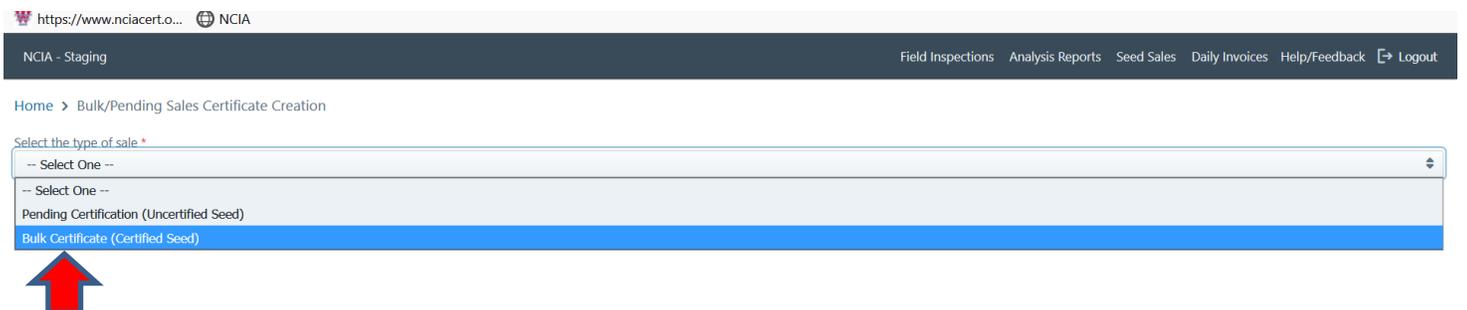
Click on "Bulk Certificate"

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

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

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

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.

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.

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

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.

You can now print the certificate.

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.