



NEW CO Seed Tracking System Manual

<https://www.csgacert.org>

1. Applying for field inspections. Pg 1-4
2. Document necessary corrections made to fields. Pg 5
3. Report harvest amounts. Pg 5
4. Seed sample submission. Pg 6
5. View seed lab results. Pg 7
6. Create sales certificates. Pg 8-9
7. Inventory Management, Seed Disposition. Pg 10
8. Invoicing. Pg 11

Created and Owned by:
Colorado Seed Growers Association (with
permission from SDCIA)
Colorado State University
Fort Collins, CO 80523-1170
970-491-6202

Landing Page

Log on to: <https://www.csgacert.org>

Fill in Email Address and Password.

Click on "Login" button.

Works best with Google Chrome or Mozilla Firefox.

First-time users click on "reset your password" a link will be sent to your email listed. Follow the steps on your email to create password.

The top bar of the seed tracking system is where options can be chosen.

Login

Welcome! If this is your first time logging in on the new site, please click the 'Reset Your Password' link below to set up your password in the new system. This will only need to be done once.

This site will not function using Internet Explorer. We recommend using [Google Chrome](#); you may also use [Mozilla's Firefox](#).

Email Address
ANYONE@GMAIL.COM

Password
.....|

[Login](#) [Reset Your Password](#)

Creating a Field Inspection

To Create a field inspection:

1. Click on "Field Inspections".
2. Chose "Applications and Reports".
3. Create New Field Inspection Application (Green box at top left).

SDCIA - Staging

Field Inspections Analysis Reports Seed Sales Invoices Help/Feedback Logout

Home > Field Inspection Applications

Applications and Reports
Update Field Yield
Grass Applications to Bring Forward
Fields and Crop Areas
Fields Requiring Correction

Create New Field Inspection Application

1 2 3

Creating Field Inspection – cont.

Basic Information:

1. Choose who is growing : A popup will appear on the right side.
2. Specify the “Field/Crop Area” fill in whether a “new field” or “existing field”.
 - A. If “new” proceed to Step 3.
 - B. If “existing” scroll through the field list and choose field needed.
 - i. If the shape remains the same: proceed to step 4F.
 - ii. If the shape differs from previous drawing, click on the blue box “Copy & Edit” click edit button on the right side of the map and redraw.
 - a. Rename the field and confirm acres.
3. Fill in information on the left side of the map
 - A. County field is located in. The map will automatically go to that county.
 - B. Field name : must be unique from other field names.
 - C. Total Acres: This will auto populate when drawing is made, true acreage must be confirmed on the left side of the acre area when done drawing.
 - D. Fill in Quarter, Section, Township & Range.
 - E. Comments: Optional for additional information.
4. Draw map
 - A. Find field area on map by scrolling or moving mouse to hover over field area. Map can be enlarged by clicking on + at top right or by using scroll on mouse when clicked onto the map.
 - B. Existing fields for current year will appear in pink. New field drawing is blue
 - C. Draw the field: to start click on polygon: See “Add new shape” below
 - D. Click in starting corner of the field.
 - E. Click on other 3 corners and either click on the starting point or on finish to complete the drawing. Note: you can do more than 4 points for irregular shaped fields.
 - F. Complete the remaining questions on the page.
 - a. Should inspector call.
 - b. Crop Growing (this year) choose the variety from the drop-down list.
 - c. Inspection Class (class being grown this year).
 - d. Planting Dates.
 - e. Comments: Optional.
 - G. Click Save and Continue (Blue Box at the bottom).

The screenshot shows the 'Specify the Field/Crop Area' interface. On the left, there are input fields for County (Butler), Field/Crop Area Name (East field), Total Acres (10.8), Township (1), Range (2), Section (3), and Quarter (4). A callout 'Acres calculated from drawing' points to the Total Acres field. The main map area shows a satellite view with a blue polygon for the current field and pink polygons for other fields. Callouts include: 'Zoom (or use mouse wheel)' pointing to the map controls; 'Enter full-screen drawing mode' pointing to a button; 'Jump to a specific address' pointing to a search bar; 'Other fields from this year appear in pink'; 'Your current field appears in blue'; 'Potential handle (shaded)'; 'Existing handle (solid)'; 'Add the entry point of the field' pointing to a location pin icon; 'Edit shape (mode being displayed)' pointing to a pencil icon; 'Delete shapes' pointing to a trash icon; 'Add a new shape' pointing to a plus icon; and 'Select/copy another map to make changes' pointing to a 'Copy & Edit' button. At the bottom, there are 'Save' and 'Cancel' buttons.

Creating Field Inspection – cont.

Past Crop

Fill in the past year's crop grown on this field (last year's crop).
Choose past certification class, if none: choose "non-seed/grain".
Click Save and Continue (Blue Box at bottom).

Home > Field Inspection Applications > #2983

[Basic Information](#) > [Past Crops](#) > [Seedstocks](#) > [Review/Submit to SDCIA](#)

Status: **Application Incomplete, Saved.** You may close this application and complete it later, if you wish.

Information	Variety/Species	Certification Class	Corn Color	Comments
Crop grown on this field in 2020	Zea mays (Corn) x ▾	Non-Seed/Grain ▾	Yellow ▾	<input type="text"/>

[Save and Continue >>](#)

Adding Seed Stocks

Add image of the seed stock by uploading the report of analysis, seed tag or bulk sales certificate,

1. Click "Create" on top right.
2. Enter "producer lot/Cert #" and "Harvest Year".
 - a. If using the seed lot again, choose the top box named "Seed Lot" past seed lots will populate.
2. Add image of seed stock: either report of analysis, seed tag or sales certificate.
 - a. Click on Browse. Search for document.
 - b. Find the document, double click on the file.
 - i. Note any report of analysis or bulk sale should be on the site, to find click on "Sales" or "Analysis Report" on the top bar.
3. Click Save.
4. Click Continue.

Seed Stock	Seed Planted (bu)	Country/State of Origin	Add/Replace Tag Image	Deleted	+ Create
Last Year Planted, Variety, Seed Lot - Select One - ▾	<input type="text"/>	<input type="text"/> <small>Leave blank if in-state</small>	<input type="text" value="Choose file..."/> <input type="button" value="Browse"/> <small>Only PDF, PNG and JPG up to 1MB allowed. Before uploading, please crop the image to include only the tag without surrounding whitespace.</small>	<input type="checkbox"/> Deleted	Save Cancel
Select one above, or enter a new one below					
Producer Lot #/Cert Lot # <input type="text" value="118"/>					
Harvest Year <input type="text" value="2018"/> <small>If unknown, enter last year</small>					

Completing the Field Inspection Application

1. Check the agreement box (Orange Box).
2. Submit Application to CSGA (Blue Box at bottom).
3. A new application may be started by clicking get started.

Home > Field Inspection Applications > #2983

[Basic Information](#) > [Past Crops](#) > [Seedstocks](#) > [Review/Submit to SDCIA](#)

Status: Application Incomplete, Saved. You may close this application and complete it later, if you wish.

Your application is saved and ready for submission. First, please check the following:

- If you added a new variety, did you spell the variety name correctly (including spaces and dashes)?
- Is your map drawn accurately? If not, please return to the 'Basic Information' breadcrumb above and update your drawing.
- Are your tag images uploaded? While not required, it is appreciated.
 1. Scan each tag into a separate file, no larger than 1MB each. Allowed formats include PDF, JPG and PNG. If possible, please scan only the tag, removing any surrounding whitespace (e.g. the entire scanner bed).
 2. Click the "Seed Stocks" breadcrumb above.
 3. Click "Edit" on the record to which you wish to add a tag image.
 4. Under the "Add/Edit Tag Image" column, click the "Browse" button and upload your image.
 5. Save the record.
 6. Please maintain uploaded seed stock tags for one year.

When you are confident everything is correct and complete in your application, click the checkbox below indicating you agree, and press the "Submit Application to SDCIA" button. Until SDCIA Staff begins working with the application, you will be able to withdraw submission of your application to make additional changes.

Terms: I agree to abide by the By-Laws, Rules, Standards and Regulations of the Association, and pay all fees and charges assessed by the Association. I understand it is the applicant's responsibility to handle certified seed so that its varietal identity is preserved through all stages of production, conditioning and shipping. I understand that all information generated by this service is confidential, except as necessary under USDA, OECD and other regulatory agencies' regulations. All liability for inspection shall be limited to the amount of the fees assessed for the inspection.

I indicate my agreement with the terms shown above and I verify that all information in this field inspection application is true and correct.

[Submit Application to SDCIA](#)

Create a New Field Inspection Application

[Get Started](#)

After the application has been submitted, CSGA, will review it to confirm all necessary documents are attached. CSGA will assign it to an inspector where the status of the application changes to "awaiting inspection". After the inspection has been completed, an email will be sent with the inspection report attached. The inspection status will then change to status of approved, corrections needed, rejected.... See example of a "Field Inspection Report" below. This report can be accessed 24/7 in the Seed Tracking System by clicking on "Field Inspections/Applications and Reports, click on the "View Report" button.

SOUTH DAKOTA CROP IMPROVEMENT ASSOCIATION

2380 RESEARCH PARK WAY STE 136 • BROOKINGS, SD 57006

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FIELD INSPECTION REPORT

Printed 02/22/2021

Demonstration Account
2380 Research Park Way Ste 136
Brookings, SD 57006

Crop: **REDFIELD • HRW wheat**
Field: **Michael (#1482)**
Acres: **25**
Certification Requested: **Certified**
Field Status: **CR**
Year: **2019**

Isolation ok?	Sample Size	Stand	Lodging	Maturity	Acres Approved	Inspection Status
No	5000	Good	None	Ripe	25	Corrections Required (by Producer)

Off-Types and Variants

Variants		
Characteristic	Specified Value	# Found
Allowable Variant	Taller plants 4-6" (61 allowed)	5
Total Off-Types		0, or 0.000%
Allowed Off-Types, per Standards		0.100%
Result		OK

Weeds

Weed	Status (1=trace, 5=heavy)
Field pennycress	Acceptable level of this weed

Other Crops

Kind	# Found
Rye	7
Total Other Crops	7, or 0.012727%
Allowed Other Crops	0.050000%
Result	OK

Diseases

No Diseases found

Comments: Take an isolation swath on perimeter of field

Field Inspection with status “Correction Needed”

If Corrections are needed on a field, the grower needs to go into the seed tracking system and document corrections. To do this the grower must:

1. Click on “Field Inspections”.
2. Choose “Fields Requiring Correction”.
3. Enter Correction Taken.
4. Click “Corrections are Complete”.
5. Click Save.

SDCIA - Staging | Field Inspections | Analysis Reports | Seed Sales | Invoices | Help/Feedback | Logout

Home > Field Inspections > #corrections

Applications and Reports
Update Field Yield
Grass Applications to Bring Forward
Fields and Crop Areas
Fields Requiring Correction

Once you have corrected the problems out in the field, click the 'Corrections are Completed' checkbox, and enter a description of the corrections you made, then click the 'Save' button.

Year	Crop	Field	Status	Submit Corrections
2021	REDFIELD Triticum aestivum (HRW wheat)	Sample 1 Requested: Certified Inspector: James Inspector ID: 2983	Status: Corrections Required (by Producer) ⚠️ Producer Corrections Needed	<input checked="" type="checkbox"/> Corrections are Complete Describe the Corrections Isolation swath taken Save

Reporting Harvest Amount

Harvest Amounts must be reported to CSGA, before or when sample is submitted to the Colorado Seed Lab. To do this the grower must:

1. Click on “Field Inspections”.
2. Choose “Update Field Yield”.
3. Click on the pencil on page, the below popup will appear.
4. Enter harvest amounts, or other use items...
5. If the field is not going to be used for certification, the grower can mark it destroyed by checking the box at the bottom. Note this cannot be undone on the grower level, but CSGA can undo this if needed.
6. Click Save.

Update

Total Seed Harvested from the Field (bu):
1500

(Optional) Specify how the seed amounts should be recorded below.
If you enter any amount below, the sum of the three amounts must equal the total above.

Non-Seed Use/Grain (bu):
Planted/Own Use (bu):
Available/Carried Over to Next Year (bu):

- OR -

No seed was used from this field; mark it destroyed
Warning: Only staff can undo this action.

Cancel Save

Sample Submission

Be Prepared

Check the Colorado Seed Lab website for Form Ds [Submit a Sample to the Colorado Seed Lab - Seed Programs \(seeds.agsci.colostate.edu\)](https://seeds.agsci.colostate.edu). Cloth sample bags can be requested for Certified sample submission from CSGA. Ziplock bags are also acceptable! Don't bake your seed in your vehicle!

When samples are ready to be submitted, send a minimum of 700 gm (about 1 quart) to the Colorado Seed Lab. The sample must be accompanied by a Form D with the following identified: field, lot, bu represented and tests needed. The sample can be submitted in a certified cloth bag or ziplock bag. Regular sample submission forms and any plastic bag are suitable for submission of non-certified seed.

Colorado Seed Lab Testing Protocol for Certification

Make sure to request the tests you want. The lab will not make guesses and run a test you have not requested:

Small Grains:

250 grams for germination alone
700 grams for germ, purity, noxious

In the dirt/bin samples:

Germination only: 250 grams

Clean seed:

Germination

Purity

Noxious

TZ

Herbicide: Clearfield or Co-Axium

Seed count – should only be done on clean seed

CSGA strives to make this process as lean as possible. We hope to soon have an electronic sample submission developed on this site. This will eliminate the need to fill out any handwritten paperwork.

Report of Analysis

When results from the Colorado Seed Lab are complete, a report of analysis will be emailed to contacts listed on the grower account. CSGA will also assign a "Status" (Certified, Registered...) to the Seed Lot if applicable.

The report of analysis can be accessed 24/7 in the Seed Tracking System by clicking on "Analysis Reports" and the view button.

SDCIA - Staging Field Inspections Analysis Reports Seed Sales Invoices Help/Feed

Home > Analysis Reports

Previous **1** Next

Sample #	Variety	Crop	Producer Lot #	Harvest Year	Complete Tests	Incomplete Tests	Report Out Date	Report Status
19692	REDFIELD	HRW wheat	TEST	2021	5		2/22/2021	Complete

Filter & Sort

Sample Number

Variety

Crop

Producer Lot #

Harvest Year

View

Complete Report



COLORADO SEED LABORATORY

4616 NE FRONTAGE RD • FORT COLLINS, CO 80524

PHONE: 970-491-6406

EMAIL: CAS_SeedLab@mail.ColoState.edu

REPORT OF SEED ANALYSIS

<p>Sample: 32 Account: 1002</p> <p style="text-align: right;">Entry date: 3/25/2024 Completed: 3/25/2024 Reported: 3/25/2024</p> <p style="text-align: right;">Jane Q Inspector Pushing7 6300 Enterprise Ln Madison, WI 53719</p>	<p>Sender's Information—provided by sender and not laboratory</p> <p>Variety: 233-03CL Kind: Wheat, HRS (<i>Triticum aestivum</i>) Production Year: 2024 Field Number: jay 7 (#185) Producer Lot Num: Test Certification Lot Num: C24-67-1002 Class Requested: Certified Origin: n/a Seed Amount: 10,000.00 bu</p> <p style="text-align: right;">Status: Certified</p>
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Completed Test: Purity

Pure Seed	Purity %	
233-03CL/Wheat, HRS (<i>Triticum aestivum</i>)	99.99	
Total Pure Seed	99.99	100.00 grams analyzed
Other Crop Seed	0.00	
Inert Matter	0.01	
Weed Seed	0.00	

Noxious Weed Seeds	in 100.00 g	# Found	Per Lb
None found			
Totals		0	0

Weed Seeds	in 100.00 g	# Found	Per Lb
None found			
Totals		0	0

Other Crop Seeds	in 100.00 g	# Found	Per Lb
None found			
Totals		0	0

Noxious

A Noxious Weed Analysis was not performed on this Seed Sample.

Randy Crawl

LAB (ROA) MANAGER PERSON, Manager, Colorado Seed Laboratory

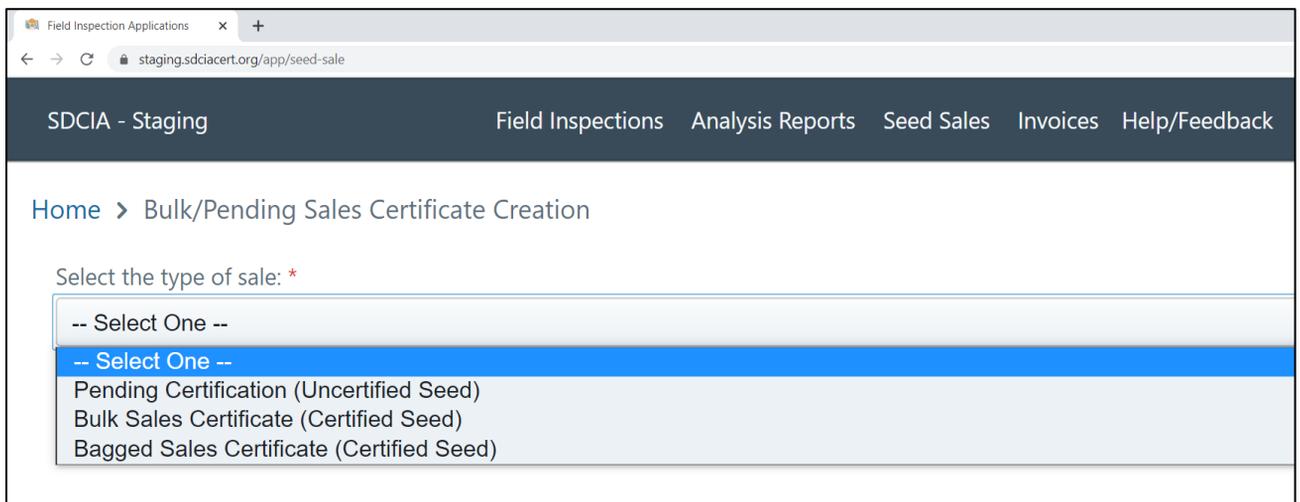
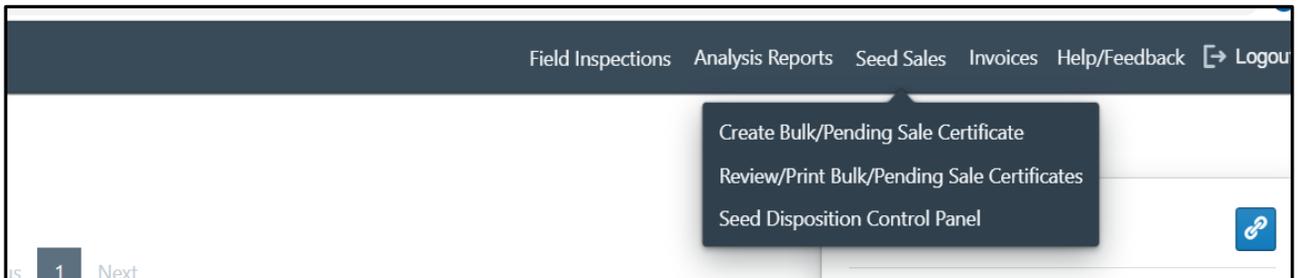
All documentation and information generated by the services of the Association shall be kept confidential between the Association and its individual members/customers, except as necessary under USDA and OECD regulations. The Purity test reported on this form has been carried out in accordance with AOSA rules unless otherwise specified. Test results reflect the condition of the submitted seed sample. **DISCLAIMER OF WARRANTIES: THE ASSOCIATION MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**

† The Colorado Seed Lab is a USDA Accredited Seed Laboratory approved for Seed Germination and Purity for Cereals and other Crops; Grasses; Legumes; Vegetable, Flowers and Herbs.

Creating Sales Certificates

Bulk Sales Certificates can be created in the Seed Tracking System.

1. Click on Seed Sales.
2. Click Create Bulk/Pending Sale Certificate.
3. Choose the type of sale needed.
4. Enter the variety & year harvested, click search to find the lot of seed or field being sold. Enter bushels to sell, if unknown click bushel unknown and proceed as below. Bu can be entered later (see step 10)
5. Scroll down and fill in all cells.
6. The Bulk Certificate will default to Colorado Seed Lab results. The sales certificate can be downgraded in germination or purity by choosing "Test Values Optional". Class can be downgraded on the "Certification level" Note: Bulk Certificates cannot be labeled up but can be labeled down.
7. Click "Submit" (green button on bottom).
8. To print or view Bulk Certificates, click on "Seed Sales".
9. Click "Review/Print Bulk...."
10. There will be 2 buttons "view" & "edit". The edit button can be used to enter bu if the sale originally was unknown. The date of sale may also be edited.
11. To view and print the Certificate: click on view.
 - a. To Print: click on printer image in upper right corner or use "ctrl P" buttons on your keyboard.



Seed Source	Field/SeedLot	Company & Crop	Certification & St...	Seed (bu)	Add to Seed Sold	Search & Sort
SeedLot This seed is represented by Sample No(s) 19692 , which you already	SeedLot TEST ID: 7190 Source Field(s): Year 2021 Sample No(s): 19692	REDFIELD :: HRW wheat Company: Demonstration Account OrgID: 9294	Status: Certified	Total: 1,500 Available: 1,500.00 1,000 bu still available	<input checked="" type="checkbox"/> Add <input type="checkbox"/> Bushels Unknown Bushels <input type="text" value="500"/>	Variety: * REDFIELD x ▾ Harvest Year: * 2021 Field Name: Lot Name:

Creating Bulk Certificates - cont.

Bulk Sale Info

Transfer Date:

Selling Contact:

Who is buying the seed?
 Existing buyer
 Add a new buyer

Select the Buyer:

Select the Buyer Contact (if not listed, use 'Add a new buyer' at left):

Is this seed for resale?:
 Yes
 No

Is this seed treated?:
 Yes
 No

Seed Treatment:

Are the containers clean?:
 Yes
 No

Number of Trucks (if unknown, enter 1):

Certification level of sold seed:

Test Values (optional)

i Certificate #3236 successfully created

i [View This Certificate](#) • [View All Certificates](#)

Completed Bulk Sales Certificate



SOUTH DAKOTA CROP IMPROVEMENT ASSOC
 2380 RESEARCH PARK WAY STE 136 - BROOKINGS, SD 57006

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 605-688-5909
 FAX: 605-688-5249
 EMAIL: neal.foster@sdstate.edu

GROWER/BUYER AGREEMENT AND BULK SALE CERTIFICATE

Created: 2/22/2021 • Transferred: 2/22/2021

A Bulk Seed Sales Certificate is provided to buyers of bulk Certified and/or Quality Assurance seed at the time the seed is picked up or delivered and serves as the required Distributor's seed label and proof of certification. Either a Bulk Seed Sales Certificate or a Certification tag must accompany each bulk container of seed sold.

<p>Seller Demonstration Account 123 Seed Lane Brookings, SD 57006 605-555-1212</p>	<p>Buyer ABC Seed Co 1212 Main St Anywhere, SD 57777</p>
---	--

Serial # 3236

Origin	South Dakota	Pure Seed	99.99%	Germination	94%
Is This Seed for Resale?	No	Other Crops	0.00%	Dormant/Hard	0%
Variety	REDFIELD	Inert	0.01%	Total Germination	94%
Kind	HRW wheat (<i>Triticum aestivum</i>)	Weed Seed	0.00%	Date Tested	2/22/2021
Class	Certified	Noxious Weeds	0.00%	Seeds/lb	15,262
Lot Number	TEST				
Certification Number	SD21-7190				
Total Bushels	500.00				
Treatment	None				
Container Clean?	Yes				
Number of Trucks	1				

Resale of this seed is not allowed.

Plant Variety Protection: UNAUTHORIZED PROPAGATION PROHIBITED—U.S. PROTECTED VARIETY. PVPA 1994 – SEED OF THIS VARIETY MAY BE SOLD ONLY AS A CLASS OF CERTIFIED SEED.

The seed represented by this certificate is from a lot of seed produced, conditioned and inspected in accordance with the standards of the South Dakota Crop Improvement Association (SDCIA). IN CONNECTION WITH THIS SEED, SDCIA MAKES NO WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING MERCHANTABILITY OR FITNESS FOR PURPOSE, OR OTHERWISE. SDCIA only certifies that samples taken from the seed lot met its standards at the time tests were conducted. The seller, whose name appears above, is solely responsible for the information hereon and for the proper use of this certificate.

Seller: Joseph Seedsman

Print Name

Signed

Date

Buyer: Randy Fields

Print Name

Signed

Date

Inventory Management – Seed Disposition

The Seed Tracking System is designed to keep track of seed movements and inventory on all Seed Lots:

1. To view inventory/disposition, click on “Seed Sales”.
2. Click on “Seed Disposition Control Panel”.
3. Filters can be used by entering species, variety.... or all Seed Lots can be looked at by not filtering.
4. Choose “Review 5 Main Disposition”.
5. Clean out, own use and non seed sales can be logged in here. Note: All online sales are automatically deducted from balance.
6. When all updates are made, the status can be changed by clicking “review needed” to “review complete”. CSGA will then “close” the year. A new inventory year will be created using the past year’s ending inventory.

Field Inspections Analysis Reports Seed Sales Invoices Help/Feedback [Logout](#)

Create Bulk/Pending Sale Certificate
Review/Print Bulk/Pending Sale Certificates
Seed Disposition Control Panel

[Review](#) 3. **SeedLots** ⇒ **SeedLots**: Review seed moving from SeedLots to SeedLots with the **supplying SeedLot** as the base of the view.

[Review](#) 4. **SeedLots** ⇒ **SeedLots**: Review seed moving from SeedLots to SeedLots with the **receiving SeedLots** as the base of the view.

[Review](#) 5. **Main Disposition**: The Final Step. Review the final status of all SeedLots being reviewed.

[Excel](#) 6. **Main Disposition Data Download**: Get the same disposition data from #5 exported to Excel. Leave Search blank for all records.

Search & Sort

Species:

Variety:

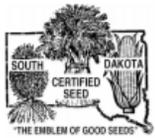
SeedLot Info	Amount of Seed Moved										Status & Comments
TEST (id 7190) REDFIELD/HRW wheat Seed Month: 5 Status: Certified Year: 2021 Source Type: Fields Source Fields: Sample 1 View Fields	➔ 900 bu Available										Review needed
	Date Closed	Begin... Balan...	Clean...	Sold Pendi...	Sold Bulk	Sold Bagg...	Other Seed...	Plant... (Own...	Non-... (Grain)	Avail...	
	(Open)	1,500	0	0	500	0	0	0	100	900	

Invoicing

Invoices will be generated by CSGA for field inspections and other items when incurred. To view an Invoice:

1. Click on "Invoices".
2. Click on "View".
3. When payment is received at CSGA the payment will be reconciled and the Invoice will display as "paid".
4. Please email Linda linda.munk@colostate.edu with any questions!

SDCIA - Staging					Field Inspections	Analysis Reports	Seed Sales	Invoices	Help/Feedback	Logout
Home > Invoices										
					Previous	1	Next			
Invoice ID	Accounting System	Invoice Date	Total Due							
2173	SDCIA	02/22/2021	\$300.00	View						
2172	SDCIA	02/22/2021	\$123.00	View						



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FAX: 605-688-5249

EMAIL: neal.foster@sdstate.edu

INVOICE

Demonstration Account
123 Seed Lane
Brookings, SD 57006

PAID

Invoice Number: 2173
Date: February 22, 2021

Seed Sales

Crop	Variety	Cert Number	Product	Quantity	Price	Amount
HRW wheat	REDFIELD	SD21-7190	REDFIELD HRW WHEAT - .60/BU - SD ROYALTY	500.00	0.60	300.00
Total Seed Sales						\$300.00
Invoice Total						\$300.00