

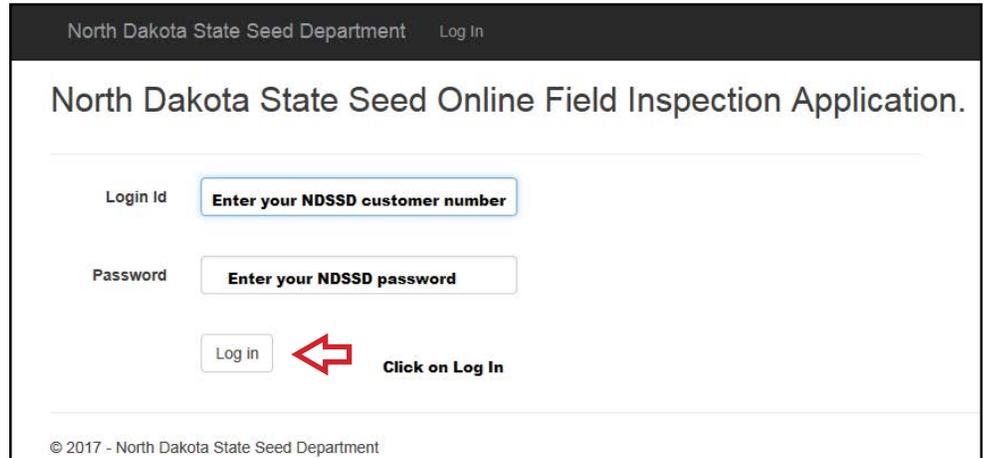
# Printing Bulk Certificates On-line

**Prior to printing bulk certificates on-line, please notify ND State Seed that you will not need pre-printed bulk certificates mailed out.**

1. Go to [www.ndseed.com](http://www.ndseed.com)

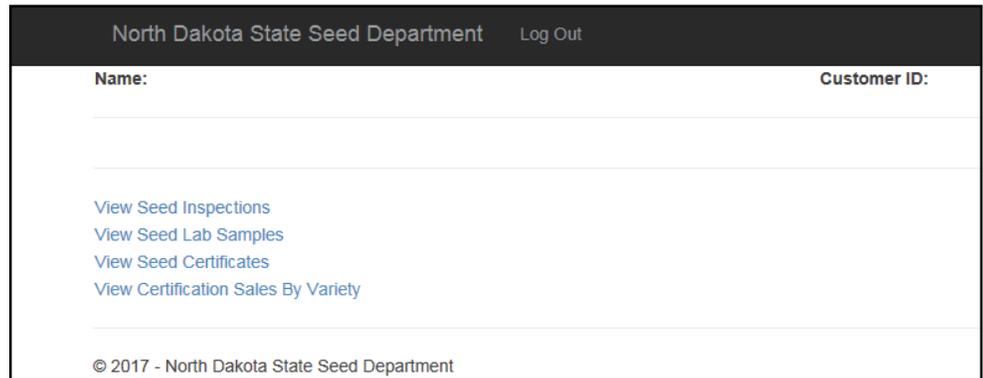
Go to “Customer Login” at the top of our website.

Enter your customer number and password to log in.



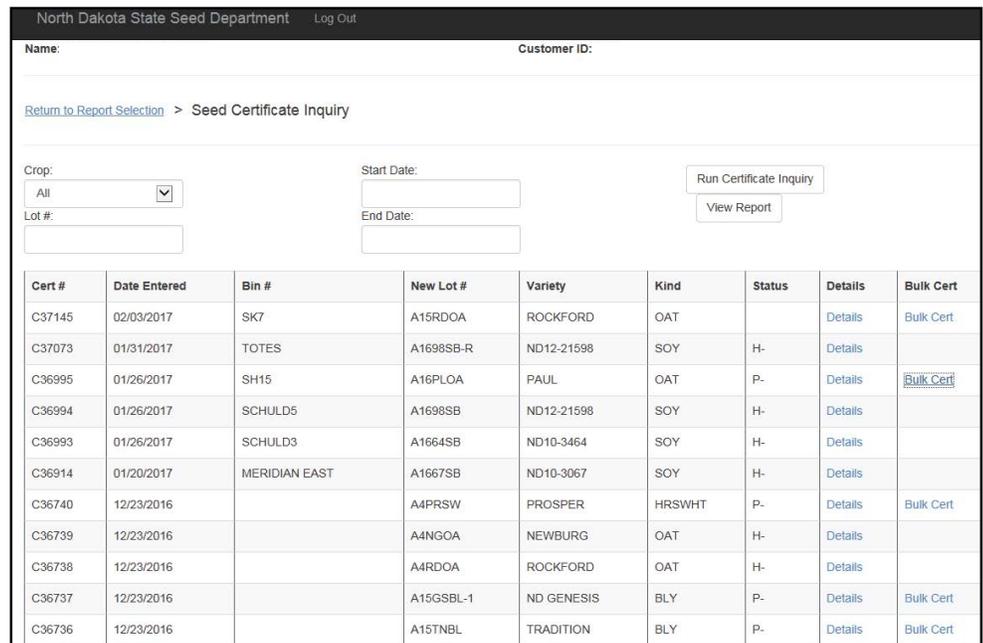
2. After successfully logging in, this screen will display.

Click on “View Seed Certificates.”



3. Click on “Run Certificate Inquiry” to see all certificates, or you may select a Crop from the drop box to only display that crop.

After clicking on “Run Certificate Inquiry,” all certified lots will be displayed. This table contains bulk certificates for the past two crop years, but will only display “Bulk Cert” in the far right column if the lot has a current germination and has been passed.



Cert #	Date Entered	Bin #	New Lot #	Variety	Kind	Status	Details	Bulk Cert
C37145	02/03/2017	SK7	A15RDOA	ROCKFORD	OAT		<a href="#">Details</a>	Bulk Cert
C37073	01/31/2017	TOTES	A1698SB-R	ND12-21598	SOY	H-	<a href="#">Details</a>	
C36995	01/26/2017	SH15	A16PLOA	PAUL	OAT	P-	<a href="#">Details</a>	<a href="#">Bulk Cert</a>
C36994	01/26/2017	SCHULD5	A1698SB	ND12-21598	SOY	H-	<a href="#">Details</a>	
C36993	01/26/2017	SCHULD3	A1664SB	ND10-3464	SOY	H-	<a href="#">Details</a>	
C36914	01/20/2017	MERIDIAN EAST	A1667SB	ND10-3067	SOY	H-	<a href="#">Details</a>	
C36740	12/23/2016		A4PRSW	PROSPER	HRSWHT	P-	<a href="#">Details</a>	Bulk Cert
C36739	12/23/2016		A4NGOA	NEWBURG	OAT	H-	<a href="#">Details</a>	
C36738	12/23/2016		A4RDOA	ROCKFORD	OAT	H-	<a href="#">Details</a>	
C36737	12/23/2016		A15GSBL-1	ND GENESIS	BLY	P-	<a href="#">Details</a>	Bulk Cert
C36736	12/23/2016		A15TNBL	TRADITION	BLY	P-	<a href="#">Details</a>	Bulk Cert

4. Click on the blue “Bulk Cert” to open the lot you wish to print bulk certs for.

The program will ask you to confirm that this is the correct bin. Review and click ok to open this screen.

Enter buyer information and the quantity sold in this transaction.

Select “Resale” or “Retail.”

You may also downgrade single transactions here.

Certificate Information				
Cert #	Class	Variety	Kind	Lot
C72003	F	LACEY	BLY	TEST 2

Buyer Name

Buyer Address:  
  
 Buyer City / State / Zip

Bushels Sold:  
 Bushels Remaining: 100 Remaining bushels will be reduced with each sale

For Resale?  For Retail Only? **Either Resale or Retail must be selected**

Downgrade:  
   
 Class of seed may be downgraded. Downgrade only applies to the current bulk certificate - not the entire lot. Use down arrow to select downgraded class

5. After clicking “Save” you may enter additional transactions from the same lot, or if you are ready to print, scroll down to the table below the entry area shown above. Click on “Bulk Cert” shown below with the red arrow.

Cert #	Date Entered	Buyer Name	Bushels Sold	Bushels Remaining	Bulk Cert
C72003	07/19/2017	Test	Void	1000.00	<a href="#">Bulk Cert</a>
C72003	07/19/2017	Test 123	Void	1000.00	<a href="#">Bulk Cert</a>
C72003	07/19/2017	Test	Void	1000.00	<a href="#">Bulk Cert</a>
C72003	07/19/2017	More test	700.00	300.00	<a href="#">Bulk Cert   Void</a>
C72003	07/19/2017	Test 3	200.00	100.00	<a href="#">Bulk Cert   Void</a>
C72003	11/08/2017	Test again	1.00	99.00	<a href="#">Bulk Cert   Void</a>

**\*Notes:**

If you make a mistake, or the sale is changed, you may click on “Void” and the certificate will be voided and bushels added back to the bushels remaining total.

You may return to this table and reprint a bulk certificate that has been lost by clicking on “Bulk Cert” in the appropriate line.

6. The next screen will display the bulk certificate.

**Note:** The first time you print, the program may prompt you to download a small program to facilitate printing. This will only happen once.

Click on the print icon on the top ribbon to print your bulk certificate.

Exit this screen to return to the Certification Sale Entry Screen. The program will begin building your log sheet at the bottom of the entry area and will calculate remaining bushels.

Exit out of this screen to return to the bulk cert entry page.

ND State Seed Department  
PO Box 5257, Fargo ND 58105  
701-231-5400 Fax: 701-531-5401

NORTH DAKOTA CERTIFIED SEED  
BULK SALE CERTIFICATE

BUYER  
Name: **Buyer Name**  
Address:  
City/State/Zip: **City State**

LABELER  
Name: AGRONOMY SEED FARM  
Address: 15449 37TH ST SE  
City/State/Zip: CASSELTON ND 58012-9748

Bushels Sold: \_\_\_\_\_ For:  Resale  Retail Date: 02/15/2017

Class: FOUNDATION  
SOYBEANS TRAILL  
Pure Seed: 99.97  
Other Crop: 0.00  
Inert: 0.03  
Weed Seed: 0.00

Cert C36447  
Lot Number: A16TL5B  
Germination: 95.00  
Origin: ND  
Date: 11/21/2016  
2,528 Seeds/Lb

A RESEARCH FEE APPLIES TO THIS VARIETY  
Unauthorized Propagation Prohibited  
PVPA 1994 - U.S. Protected Variety

One Bulk Sale Certificate must accompany each container of certified seed sold.

COPIED CERTIFICATES ARE NOT VALID

4.1-53-59 Liability of seed commission, seed department, seed commissioner and certified or noncertified agricultural seed producers. A warranty of any kind, either expressed or implied, including a warranty of merchantability, fitness for a particular purpose, varietal identity, or absence of disease, is not made by the seed commission, the seed department, the seed commissioner, or certified or noncertified seed producers as to the quantity or quality of the crop produced from the seeds or as to other produce, which is inspected and certified, except as provided in this section. The sole warranty made is that the seeds were inspected under the rules of the seed department or the United States department of agriculture. The seed commissioner functions and serves only in an official regulatory manner.

7. When the entire lot is sold, you may print your log sheet by clicking on "Sale Report."

This will prepare your log sheet and allow you to print it.

You may print this hard copy, or click on the disc icon to export the table to Excel, Word or PDF.

North Dakota State Seed Department Log Out

Crop: All  Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Lot #: \_\_\_\_\_

Run Certificate Inquiry  
View Report

Cert #	Date Entered	Bin #	New Lot #	Variety	Kind	Status	Details	Bulk Cert
C37145	02/03/2017	SK7	A15RDOA	ROCKFORD	OAT		Details	Bulk Cert
C37073	01/31/2017	TOTES	A1698SB-R	ND12-21598	SOY	H-	Details	
C36995	01/26/2017	SH15	A16PLOA	PAUL	OAT	P-	Details	Bulk Cert
C36994	01/26/2017	SCHULD5	A1698SB	ND12-21598	SOY	H-	Details	
C36993	01/26/2017	SCHULD3	A1664SB	ND10-3464	SOY	H-	Details	
C36914	01/20/2017	MERIDIAN EAST	A1667SB	ND10-3067	SOY	H-	Details	
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C36739	12/23/2016		A4NGOA	NEWBURG	OAT	H-	Details	
C36738	12/23/2016		A4RDOA	ROCKFORD	OAT	H-	Details	
C36737	12/23/2016		A15GSBL-1	ND GENESIS	BLY	P-	Details	Bulk Cert
C36736	12/23/2016		A15TNBL	TRADITION	BLY	P-	Details	Bulk Cert
C36735	12/23/2016		A15SSOA	SOURIS	OAT	P-	Details	Bulk Cert
C36734	12/23/2016		A4SSOA	SOURIS	OAT	P-	Details	Bulk Cert
C36517	11/29/2016	GM15	A16PY5B	PROSOY	SOY	H-	Details	
C36479	11/21/2016	GM17	A16BNSB	ND BISON	SOY	P-	Details	Bulk Cert
C36447	11/21/2016	SK6	A16TL5B	TRAILL	SOY	P-	Details	Bulk Cert Sale Report

A red arrow points to the "Bulk Cert Sale Report" link in the last row of the table.

Other features:

In any of the Inquiry screens, you may click on "View report". This will prepare the table created in your inquiry for printing. You may print or export the data to Excel, Word or PDF.

This is available for Field Inspections, Laboratory Samples and Certificates.

Variety Start Date End Date  
 LACEY 07/01/2017 12/31/2017  
 View

Enter Variety from drop box and Start and End Dates and click on "View"

1 of 1 100% Find | Next



ND STATE SEED DEPARTMENT  
 ND State Seed Department  
 PO Box 5257, Fargo ND 58105  
 701-231-5400 Fax: 701-531-5401

Variety: LACEY

Cert #	Lot #	Bushels Sold
C72003	TEST 2	700.00
C72003	TEST 2	200.00
C72003	TEST 2	1.00
		<b>901.00</b>

Click on the disc to export the report to Excel, PDF or Word, or click on the printer to print.

You may print a report of sales by variety at any time, or at year end to assist with completing the Variety Development Research Fee Report. Click on the link by the red arrow.

North Dakota State Seed Department Log Out

Name:NDSSD WEB TEST

[View Seed Inspections](#)  
[View Seed Lab Samples](#)  
[View Seed Certificates](#)  
[View Certification Sales By Variety](#) 

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 701-231-5400 www.ndseed.com