



AGDATA

TRAIT LICENSE MANAGEMENT: CANADIAN SUPPLIER REGISTRATION GUIDE

AgCelerate

2019





TRAIT LICENSE MANAGEMENT: CANADIAN SUPPLIER REGISTRATION GUIDE

AgCelerate

Table of Contents

3	Register a New Account
4	Supplier Dashboard
6	Grower Search
7	Reports
7	Paper Agreements
8	Location Users



Register a New Account

AgCelerate can help you and your growers save time, money and hassle. Completing, mailing and processing paper agreements can take 2-3 weeks even if the forms are filled out correctly and completely. However, with AgCelerate, there are no paper forms and you can get license numbers immediately.

License numbers can be accessed any time of day and contracts can be printed as desired. Furthermore, even if your grower used a paper form, you can still look up that number and check the status of the paper application.

Does your Location already exist on AgCelerate?

Many suppliers are already registered in AgCelerate, so you may not need to register your location. If your location is already registered, a current user can add you to the location.

If your location is not in AgCelerate, registering is easy. Just follow these steps:

Step 1 – Request an Invite Code

1. **Contact Support** – On the homepage, click the *Need an invite code? Click here link*.



2. **Enter the Required Information** – Fill out the Contact Us form.

- Type of Request** – Choose *Request a Supplier Invite Code* from the drop down menu.
- First Name / Last Name** – Please use your full legal first name.
- Email Address** – Please use your business email address. If you are also registered as a grower under this email address, your accounts will be linked.
Note: If you have registered a grower under this address, you will need that Grower to update their account with their own email address before yours can be used to set up a supplier account.
- Phone Number** – This should be your office phone number.
- Address** – This should be the physical address of your retail location. If you are an independent seed dealer, you may use your own address.
- Comments/Questions** – Please include any other information we might need to know in this section.
The more information you provide us, the faster we can get your account set up. For example, if you do business under a different name, or you work for a retailer, please include that information here.
Also, if the mailing address is different from the physical address, enter it here.

Step 2 – Redeem your Invite Code

After you submit the Invite Request form, it will take day or two to set up your account. Please be sure to check your email, as we will email you if we need additional information.

Once your account is set up, we will email you a link to the website and your invite code. The email will come from *donotreply@agcelerate.ca*, so be sure to add it to your safe sender list. If you don't get the invite code, check your spam folder and, if necessary, contact the Support Team at **866-505-7176**.

Note: If you are already registered as a grower and you used the same email address, you will NOT get an invite code. Once your Supplier account is set up, you can log in and choose which account you wish to use.

1. Go to www.AgCelerate.ca
2. Click on *Suppliers Redeem Invite Code*
3. Enter the Invite Code you received in the Email and click *Submit*.
4. **Complete your Registration** – Follow the on screen prompts to finish gaining access.



Supplier Dashboard

The Supplier Dashboard is designed to give you an overview of your location. Using the orange tabs, you can access your grower list, search for growers and add them to your list, run licensing and registration reports, check on the status of submitted paper agreements, update your account information and maintain the list of users that can access your location.

The Dashboard

As Growers are added to your list, you will see these numbers and graphs update.

1. **Grower Registration Rate** – This graph will show you the total number of growers on your list. The percentage displayed by the bar graph is the percentage of growers on your list that have registered with AgCelerate.
2. **Grower Licensing Rate** – These are the percentages of all the growers in your list, Registered and Un-Registered, that have signed the agreement for each manufacturer.

3. **Grower Recent Activity** – This is divided into 2 sections.

a. **Grower Registration within last 30 days** – This is the number of Growers in your list that have newly registered for an AgCelerate account within the last 30 days.

b. **Grower Connections within last 30 days** – This is the number of Growers in your list that have accepted a connection request within the last 30 days.



Navigation

1. **Growers** – This is your Grower List. If your location is new, you will need to build your list. There are two ways to do this:

- a. Search for individual growers using Grower Search, or
- b. Download the template from the grower search tab, fill it out and email it to support@agcelerate.ca.

Additionally, growers will be added to your list if they choose you as their supplier when they register.

2. **Grower Search** – This is where you can search for growers to look up their license numbers and to add to your list.

3. **Reports** – Once you have added your growers to your list, you can run reports that can be exported to Excel.

4. **Paper** – This tab is used to search for and view the status of paper agreements that were filled out and mailed in.

5. **Account Info** – Use this tab to update the information for your supplier account. You can update your email, password, phone numbers, and addresses.

6. **Location Users** – This tab lists the current users at your location, and where new users can be added.

Grower Search

Build your Grower List

Your grower list is a consolidated grouping of all the growers you work with. With it, you can see their licenses, registration status and address. You can also designate favorites. Your Dashboard statistics and Reports are based on your grower list.

By default, this list will be empty. You will need to add growers using either of the following methods.

Method 1 – Grower Search

1. **Choose a Search by Option** – Log into AgCelerate and click on the **Grower Search Tab**. Choose one of the 5 search combinations on the left side.
2. **Enter your Search** – Enter the attributes for your search, then click the orange **Search** button. If you do not find the desired results, try an alternative search. For the most results, we recommend searching by Last Name & Postal Code.
For example, if you search by phone number but do not get any results, it could be because the grower didn't provide that phone number at registration.
3. **Add Grower to your List** – To add a grower to your list, click **Add** in the Add Grower column. If a grower is already in your list, this button will instead say "In List."



Method 2 – Template

You can add one or more growers to your list by emailing a spreadsheet to support@agcelerate.ca. This is ideal for new locations that have many customers to add, or if you can't find customers via the search tool.

Grower Lists

To add large batches of growers, or growers who can not be found via the grower search:

1. Download the attached template: [Grower List Template](#)
2. Add your grower data to the template.

1. **Download Template** – You can download the *Grower List template* on the *Grower Search* tab. It is found just below the search box.
2. **Add Grower Information to the Template** – You can also use your own spreadsheet, however, the information in the columns must be the same as what the column headers are in the template.

Note: The following attributes are required for each grower: first name, last name, address, account number. Additional columns are optional but recommended; they will help us more accurately match to existing records.

Note about Account Numbers: Account number is not a license number; it must be your business' identifier for that customer. If you do not use a numbering system, we recommend devising one for the purpose of sharing information with AgCelerate.
3. **Email Template to Support** – Please email your completed spreadsheet to support@agcelerate.ca.

Note: Please use the email address you use to log into AgCelerate. If you are emailing us on behalf of another user or location, please provide the supplier's name and location address to ensure the list is added to the correct location.

Using the Grower List

1. **Go to the Growers Tab** – Type the last name of the Grower into the search field and click *Search*.

Growers Dashboard Growers Grower Search Reports Paper Account Info Location Users

PDF viewing software, such as Adobe Reader, is required to view Stewardship Agreements. [Click to download adobe reader.](#)

Search for a grower in the list below by entering the last name in the search field. The search will return all records where the last name contains the entered character string.

Last Name: Search Reset Filter By: All Registered Unregistered Favorites

2. **View Your Results** – “Status” indicates a grower’s status in AgCelerate, not licensing status.
They can be Registered or Not Registered.

You can view licenses for both Registered and Not Registered growers by clicking the *Show license(s) for this grower* link beneath the Name and Address.

Showing 1 to 1 of 1 entries

<p>CLARK J KENT 102 KAYBOB DRIVE FOX CREEK, AB T0H 1P0 Show license(s) for this grower Show farm(s) detail ★Remove this grower from My Favorites list</p>	<p>Status: Registered Connection: Pending Confirmation</p> <p>✖ Remove Grower</p>
--	--

Showing 1 to 1 of 1 entries

Any Registered growers that have outstanding licenses to sign will need to log in to sign agreements. Growers that are Not Registered will need to create an account to sign new licenses. This can be done via the orange *Email Invite* or *Register Now* links on the Grower listing. If you need additional assistance, please contact the Support Team.

Reports



The Reports tab enables analysis of your grower list. You can create reports to see:

- If growers are registered or not
- Which growers have confirmed you as their supplier
- Grower license status

If you click on the orange **Reports** tab, you will see 2 sub-sections: Grower Detail Reports and Grower Activity Reports.

Simply click the report name to run the default report. If you would prefer to create your own report, choose the link labeled *All Grower Details*.

The Reports section contains two main sub-sections:

- Grower Detail Reports**
 - All Grower Details**: View grower contact information and license status details for all growers in your grower lists. Report can be filtered by registration status, grower supplier connection status, and provider-specific license status.
 - Registered Growers**: View grower contact information and license status details for all growers in your grower lists that have registered with AgCelerate. Report can be filtered by grower supplier connection status and provider-specific license status.
 - Unregistered Growers**: View grower contact information and license status details for all growers in your grower lists that have not yet registered with AgCelerate. Report can be filtered by provider-specific license status.
 - Connected Growers**: View grower contact information and license status details for all growers that have registered with AgCelerate and established a connection to your location. Report can be filtered by provider-specific license status.
- Grower Activity Reports**
 - Registered Grower Events**: View detailed activity within the AgCelerate system by growers who are associated to your location and are registered with AgCelerate. Activities could include registration, signing agreements, providing farm activities on the site. Report can be filtered by event type and date range.
 - Grower Registrations**: View grower registration activity within the AgCelerate system by growers who are associated to your location. Report can be filtered by registration source and date range.
 - Agreement Signings**: View agreement signing activity within the AgCelerate system by growers who are associated to your location. Report can be filtered by agreement source and date range.

The All Grower Details Report page includes the following controls:

- Registration Status: A dropdown menu with options: All, **Selected**, and **Unselected**.
- Connection Status: A dropdown menu with options: All, **Selected**, and **Unselected**.
- Licensed: A dropdown menu with options: All, **Selected**, and **Unselected**.
- For Provider: A dropdown menu with options: All, **Selected**, and **Unselected**.
- Search: An orange button.
- Reset: An orange button.
- Export: An orange button.

Below the controls, a note says: "Click the column headers to sort and click the arrows on the left to expand to show licenses for each grower."

1. Click *All Grower Details*
2. **Apply Filters** – Use the drop down menus to select filters to get the desired results.
3. Click **Search** – Your results will show below the report controls.
4. Click **Export** – This will download your results to an Excel spreadsheet.

Paper Agreements

If you or your growers submitted paper licensing agreements, you can check the processing status. To check the status of a paper agreement, type in your grower's last name and select the agreement provider, then click **Search**.

The Paper Agreements page includes the following controls:

- Currently processing agreements received on: 06/05/2019
- Last Name: A text input field with the value "Smith".
- Provider: A dropdown menu with the value "CORTEVA".
- Search: An orange button.
- Reset: An orange button.

Below the controls, a note says: "Results will include any records that contain a partial or full match to the text entered in the Last Name box. A wildcard is not required."

Note: you will only get a result if the agreement has been received by AgCelerate. If it is still in transit to us, it will not appear.

You can view the search results to check on the status of your grower's agreement. The statuses are as follows:



First Name	Middle	Last Name	Address	City	State	Zip	Agreement	Status
DENNIS		SMITH					Dow AgroSciences Technology Use Agreement Revision Date: December 2014	Invalid - Missing Demographic, Missing Required Field
GERALD		SMITH					Dow AgroSciences Technology Use Agreement Revision Date December 2015	Invalid - Missing Demographic, Missing Required Field
THOMAS	R	SMITH					DEC 2017 - Dow AgroSciences Technology Use Agreement	Invalid - Missing Demographic, Missing Required Field
B		SMITH					Dow AgroSciences Technology Use Agreement Revision Date: December 2014	Invalid - Missing Demographic
CYRIL		SMITH					DEC 2017 - Dow AgroSciences Technology Use Agreement	Invalid - Grower already licensed
MIKE		SMITH					Dow AgroSciences Technology Use Agreement Revision Date: December 2014	Invalid - Grower already licensed
ERNEST	R	SMITH					DEC 2016 - Dow AgroSciences Technology Use Agreement	Complete
PAUL	R	SMITH					Dow AgroSciences Technology Use Agreement Revision Date December 2015	Complete

- Complete** – The form was valid and processed and the grower received a license number. You will need to check the [Grower Search](#) tab to find the license number.
- Invalid** – Something was missing or invalid about the form received. The additional comments can shed some light on what is wrong. In most cases, the form will need to be mailed back to the grower for completion or corrections. If you see this message, please reach out to the Support Team for clarification. If applicable and possible, please have the form number for reference.
- Processing** – The form has been received, but it is still in process. Check back later to see if status has been updated.

If you mailed in a form but do not see it in the list, contact the Support Team. Please have a form number and a post mark date for reference.

Location Users

The Location Users tab is designed to allow suppliers to add other users to the location as needed.

This tab is also used to maintain the list of users that can access your location.

Location Users						
Dashboard Growers Grower Search Reports Paper Account Info Location Users						
Current Users						
Add New User						
Showing 1 to 1 of 1 entries						
First Name	Last Name	Role	Email	Office Phone	Mobile Phone	Last Login
AGCEL	ACCOUNT07	LOCATION MANAGER	RETAILER.33107@GMAIL.COM			5/6/2019 9:04:52 AM
Remove User						
Showing 1 to 1 of 1 entries						
Previous 1 Next						

Add a New User

Note: New users cannot be a user at another supplier.

- Click [Add New User](#)
- Enter Email** – You will need to enter the email address of the user you would like to add. The email must be one that has not been used for another supplier or for the registration of a grower other than themselves. Click [Search](#). If they can be added, you can proceed to the next step.
- Enter Information** – Enter the additional contact information for the user. If their information comes up, they are most likely already registered as a grower or as a user at a different location and can be added as is. If the information that comes up is incorrect, DO NOT add them. You will need to contact support for additional help.

After being added, the new user will then receive an invite code in their email, which they can then use to complete their registration. Existing users will not receive registration email.

Remove an Existing User

In order to remove a user, click the red X next to the user you would like to remove.

For additional assistance, please contact the Support Team.

AGDATA