BAYER DIRECT ESMS USER
GPOS INSTRUCTIONS

01 Bayer Tech IDs

Ensure that each of your customers that you will be reporting sales for have a valid Tech ID either in the Bayer Crop Sciences "Tech ID" under their Customer Properties.

If they do not, in the Sales Reporting under the Inventory tab it will be noted as follows: **Bayer Grower License is required**

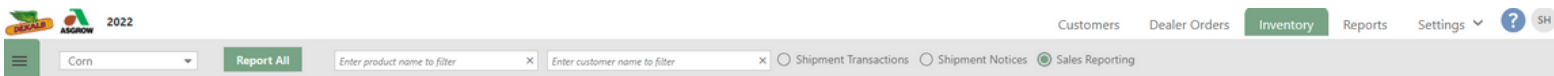Tech IDs can be looked up in MyCrop under Farmer "License Search" if unknown.

02 Products "Delivered"

Only items that have been marked as delivered will be able to be submitted for GPOS.

03 Report Hybrids/Varieties By Crop

1. Navigate to the Inventory Tab
2. Click on "Sales Reporting"
3. Either "Report All" items for one crop
OR select line items customer by customer and "Report Selected"
4. Be sure to complete this for Corn and Soybeans by selecting the crop in the top left of the Inventory Screen

Once you have reported products, you will NOT be able to "undo" the submission. If a correction needs to be made, then you would need to create a new line item, book it, then deliver the product in order for the correction to be reported for GPOS.

Interested in keeping track of GPOS Progress?

We have a Report for that!

Each line can have one of three colors:
1. Gray means the line has not been delivered
2. Red means the line has not yet been submitted
3. Black means it has been submitted

Bayer
- Booked Inventory
- GPOS
- Order Booking Detail
- Order Reconciliation