

# NEXT STEPS



## DEALER TO DEALER TRANSFERS

HOW TO INITIATE A TRANSFER

LOCATED AT THE TOP RIGHT

**1** Dealer Orders **Inventory** Reports

BE SURE THAT "SHIPMENT TRANSACTIONS" IS SELECTED

**2**  Shipment Transactions  Shipment Notices

**3** CREATE A TRANSACTION BY SELECTING "ADD" AND FOLLOWING PROMPTS TO ADD THE PRODUCT YOU'D LIKE TO TRANSFER

**+ Add** Product

IF YOU NEED ASSISTANCE IN DOING THIS, PLEASE REFER TO "EDITING INVENTORY" QUICK START GUIDE.

**4** SELECT TRANSACTION TYPE AS "TRANSFER OUT" YOU MUST INCLUDE A LOT# IN ORDER TO TRANSFER OUT

Product	Trans Type	Trans Num
56-26RIB TRERIB-ELT500...	All	0835608488
66-06RIB TRERIB-ELT500...	Receiving	0835608488
110-10SSRIB-ELT500-N31...	Return	0835596871
112-12RIB TRERIB-ELT500...	Stock Order	0835596871
113-03RIB SSSPRIB-ELT500...	Transfer In	0835596871
114-42RIB SSSPRIB-ELT500...	Transfer Out	0835596871
114-42RIB TRERIB-ELT500...	Transfer Out	0835596871

THE TRANSACTION BECOMES 'BAYER TRANSFER OUT' AFTER IT HAS BEEN POSTED, BUT WILL CHANGE BACK TO 'TRANSFER OUT' IF VOIDED AND THE POST BUTTON WILL REAPPEAR.

+ Add	Product	Trans Type	Trans Num	Lot
		All		
	3/6/2026 DKC47-48RIB VT2PRIB-ELT500-B-E-AF-Bag	Transfer Out		MNTX2384
	3/5/2026 DKC095-57RIB VT4PRIB-ELT1250-N314-AF-Bag	Bayer Transfer Out	39010237	MMNTST1

**5** SELECT "SAVE" THEN THE "POST" BUTTON WHICH IS TO THE RIGHT OF THE TRANSACTION LINE (IT WILL APPEAR AFTER YOU CLICK "SAVE")

LOCATED IN THE TOP RIGHT OF YOUR SCREEN

**Save** **Post**

**6** CONFIRM YOU WOULD LIKE TO INITIATE THE TRANSFER BY SELECTING "YES"

Confirmation

Are you sure you want to post this transfer to Bayer?

This cannot be edited after the transaction is posted to Bayer.

**Yes** **No**

**7**

SELECT THE DEALERSHIP YOU ARE TRANSFERRING TO (SORTED BY STATE)

SELECT PACKAGING & QUANTITY

ADD COMMENTS IF NECESSARY

Dealer Transfer Information

DKC095-57RIB AF VT4PRIB 80M ELT1250 N314

Quantity: 100

Lot Number: MMNTST1

Destination State: IL

Destination Dealer: THREE B SEED CO (1100015335513) ROANOKE, IL 61

Packaging: PALLET,WOOD,54X40

Packaging Quantity: 1

Comments: I

**Continue** **Cancel**

**8**

SELECT "CONTINUE"

AT THIS POINT THE TRANSFER IS BEING POSTED TO BAYER

# NEXT STEPS



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HOW TO INITIATE A TRANSFER

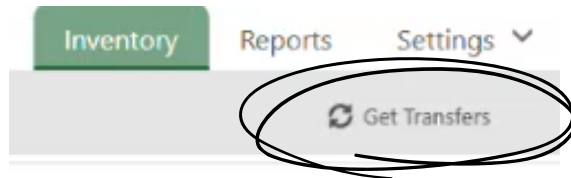
SELECT "BAYER TRANSFERS"

9

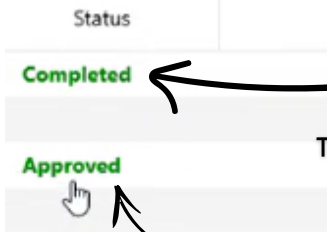
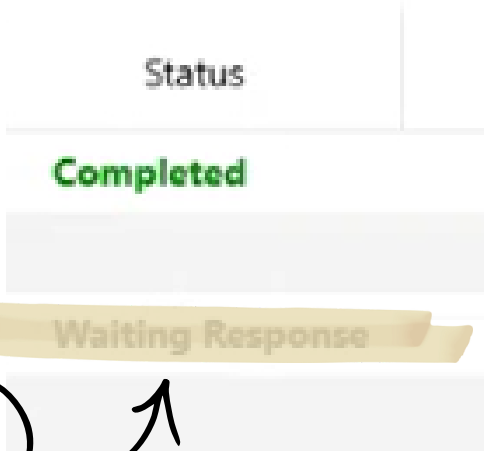


SELECT "GET TRANSFERS" TO RECEIVE THE MOST UPDATED RESPONSE FROM THE RECEIVING DEALER

10



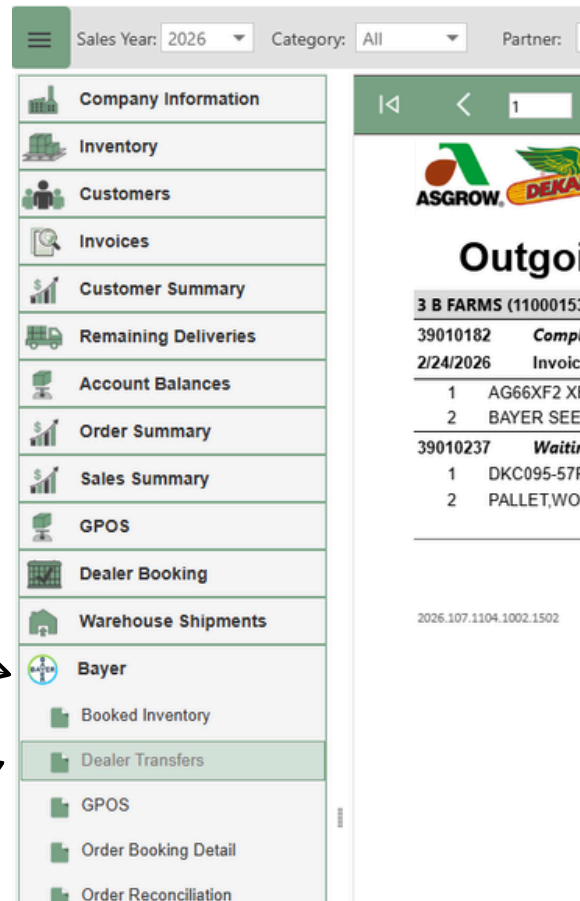
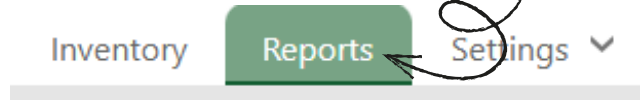
THE STATUS WILL BE MARKED AS "WAITING RESPONSE" WHEN THE TRANSFER HAS BEEN SUCCESSFULLY SENT TO THE RECEIVING DEALER



AS SOON AS BAYER PROCESSES THE APPROVED TRANSFER, THE STATUS WILL UPDATE TO "COMPLETED"

ONCE THE RECEIVING DEALER HAS APPROVED THE TRANSFER, THE STATUS WILL CHANGE TO "APPROVED"

ACCESS A REPORT OF YOUR BAYER DEALER TRANSFERS...



SELECT "BAYER"

THEN "DEALER TRANSFERS"

CHECK OUT OUR VIDEO ON DEALER TRANSFERS!

[Dealer Transfer How To Video](#)

# NEXT STEPS



## DEALER TO DEALER TRANSFERS

### FLOWCHART

