

# BEGINNING THE 2024 SEED YEAR

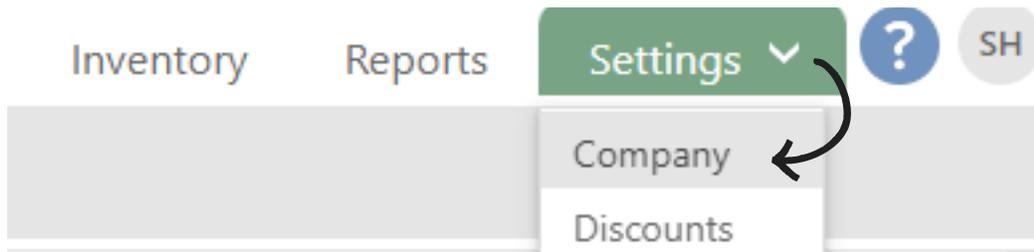


## CHANGE THE SEED YEAR TO 2024

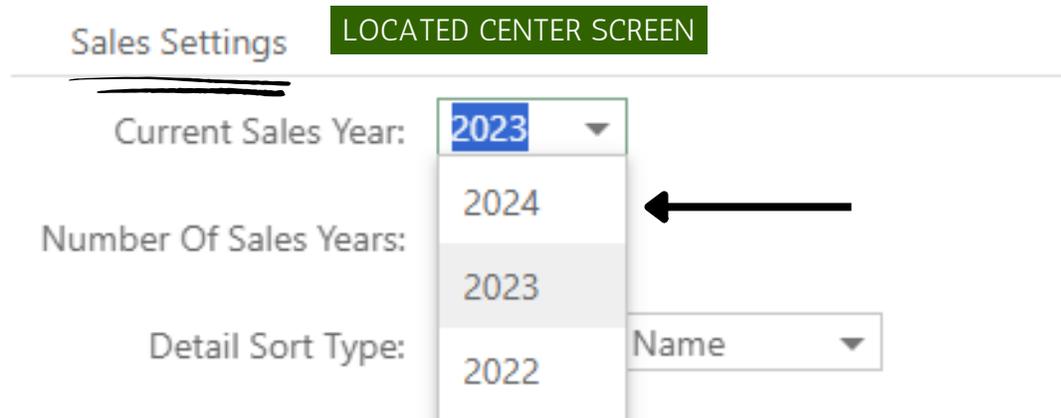
YOU WILL STILL BE ABLE TO VIEW EACH CUSTOMER'S 2023 ORDERS WHEN YOU SELECT THEIR NAME, BUT YOU WILL NOT BE ABLE TO EDIT THE ORDER.

LOCATED IN THE TOP RIGHT

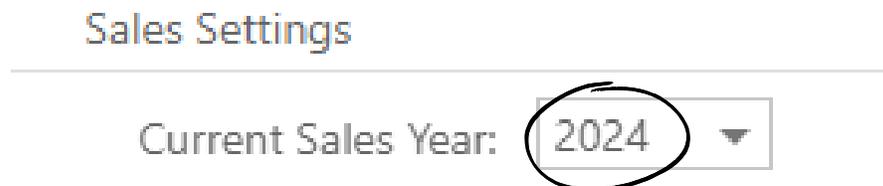
1



2



3



4

YOU HAVE SUCCESSFULLY CHANGED THE SEED YEAR WHEN YOUR WEB BANNER (TOP LEFT) NOTES "2024"



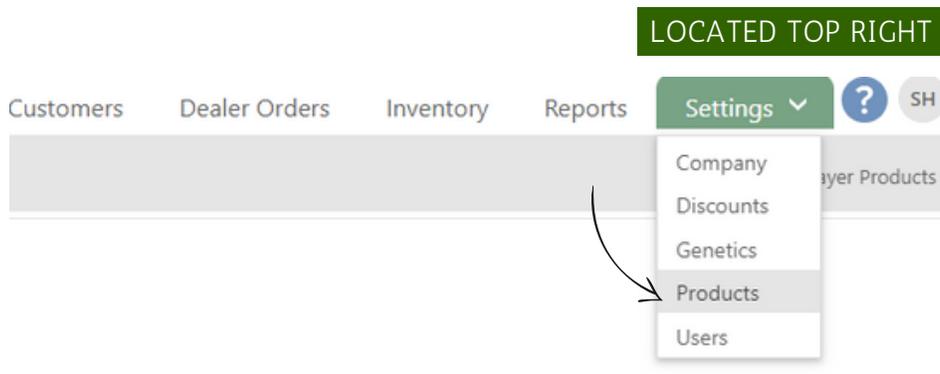
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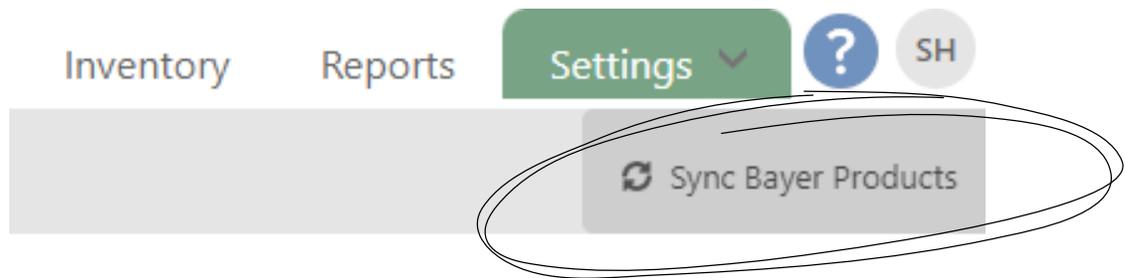
## UPDATE BAYER PRODUCTS

IF BAYER RELEASES PRODUCTS LATER IN THE SEASON, THEN USE THE SAME STEPS TO BRING IN THE NEW HYBRIDS/VARIETIES.

1



2



# BEGINNING THE 2024 SEED YEAR

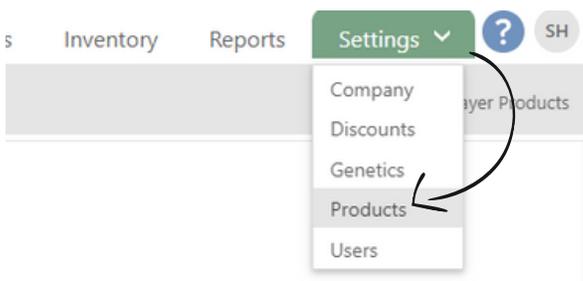


## REFINE YOUR DEALERSHIP PRODUCT LIST

THE PRODUCTS THAT YOU DECIDE TO "SHOW" WILL APPEAR ON YOUR PERSONALIZED DEALERSHIP LIST WHEN CREATING AN ORDER.

1

LOCATED TOP RIGHT



2

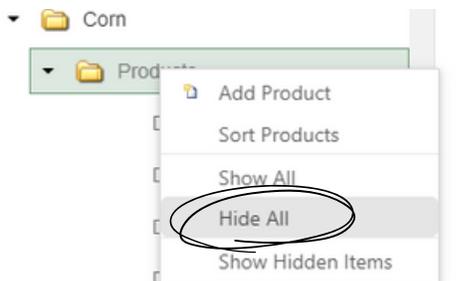
SELECT "PRODUCTS" UNDER THE CORN/SOYBEAN FOLDER

LOCATED ON THE LEFT OF THE SCREEN



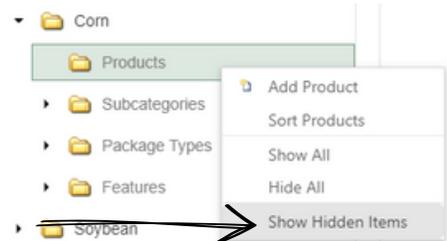
3

RIGHT CLICK ON THE PRODUCTS FOLDER



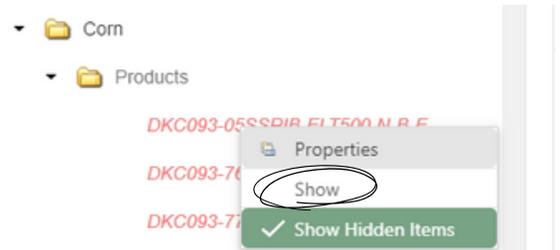
4

RIGHT CLICK ON THE PRODUCTS FOLDER AGAIN, BUT SELECT "SHOW HIDDEN ITEMS" THIS TIME



5

RIGHT CLICK ON THE RED-COLORED HYBRID/VARIETY YOU WOULD LIKE TO ADD TO YOUR LIST, THEN SELECT "SHOW"



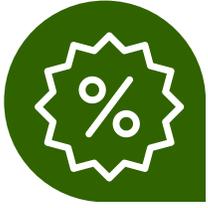
6

PRODUCTS IN BLACK ARE WHAT WILL BE INCLUDED IN YOUR DEALERSHIP LIST, PRODUCTS SHOWN IN RED ARE NOT A PART OF YOUR REFINED LIST.



\*AS A REMINDER, ALL "BAYER DIRECT" PRODUCTS ARE READ-ONLY, SO CANNOT BE EDITED\*

# BEGINNING THE 2024 SEED YEAR



## EDIT DEALERSHIP DISCOUNTS

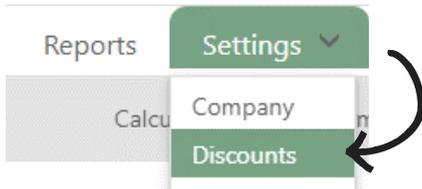
Ensure that your discounts are updated for the 2024 Season

### INCENTIVE DISCOUNTS

A PER UNIT OR PERCENTAGE DISCOUNT THAT REDUCES THE ORDER

1

LOCATED AT THE TOP RIGHT



2

SELECT DESIRED DISCOUNT TYPE



3

TOP LEFT



4

FILL IN DISCOUNT INFORMATION

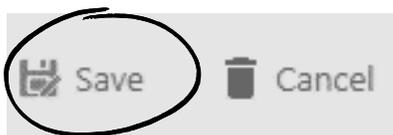
Description

12% Volume

Discount	Restrict	To
12% Bayer DIRECT	ALL	ALL

\*GREEN BACKGROUND MEANS UNSAVED\*

5



\*THE DISCOUNTS THAT YOU SET UP WILL BE ACCESSIBLE, AND WILL NEED TO BE APPLIED TO EACH OF YOUR CUSTOMER ORDERS\*

6

Description	Discount	Restrict	To
\$10/Unit Corn Discount	\$10.00 Bayer DIRECT	Corn	Corn
\$2/Unit Bean Discount	\$2.00 Bayer DIRECT	Soybean	Soybean
Loyalty Discount	\$1.00 ALL	ALL	ALL

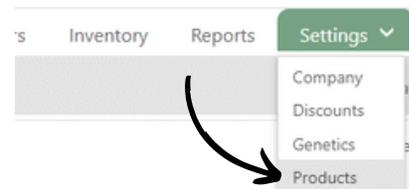
\*CREATE A ONE TIME DOLLAR AMOUNT DISCOUNT BY PUTTING \$1 IN THE \$ "DISCOUNT" SPOT; ON THE ORDER YOU WILL EDIT THE QUANTITY TO 1 AND ADD THE DOLLAR AMOUNT YOU WOULD LIKE TO APPLY TO THE INVOICE.

### CASH DISCOUNTS

A DISCOUNT APPLIED TO A PAYMENT

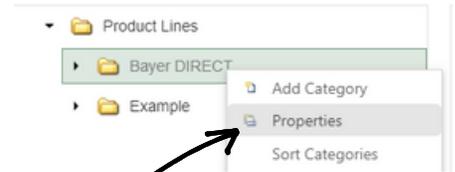
1

LOCATED AT THE TOP RIGHT



2

RIGHT CLICK ON "BAYER DIRECT"



3

CREATE YOUR CASH DISCOUNT SCHEDULE

Bayer DIRECT Properties

Info **Cash Discounts** Logo

+ Add

End Date	Discount
1/5/2024	6%
11/10/2023	8%

4

SAVE CASH DISCOUNTS BY SELECTING "OK"



ON YOUR INVOICE, YOUR CASH DISCOUNT SCHEDULE WILL LOOK LIKE THE FOLLOWING:

If paid by:	You will receive a Cash Discount of:	Amount Due:
11/10/2023	8.00% \$65.44	\$752.56
1/5/2024	6.00% \$49.08	\$768.92

No cash discount applies after 1/5/2024

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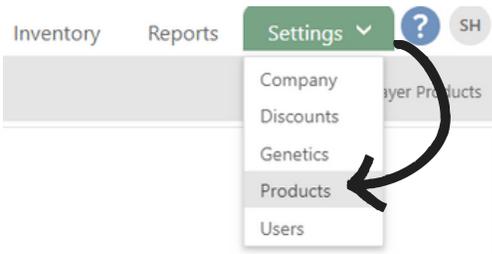


## EDIT/CREATE "ADD ONS"

\*ADD ONS ARE NOT DISCOUNTED ON INVOICES\*  
\*MOST COMMONLY USED FOR TREATMENTS\*

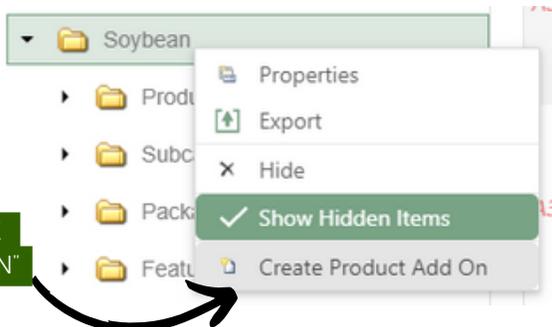
LOCATED AT THE TOP RIGHT

1



IF YOU HAVE NEVER CREATED A PRODUCT ADD ON BEFORE...  
RIGHT CLICK ON THE CORN/SOYBEAN FOLDER

2



SELECT "CREATE  
PRODUCT ADD ON"

FILL IN THE TITLE OF YOUR TREATMENT

3

Create New Add On

Name: ILEVO

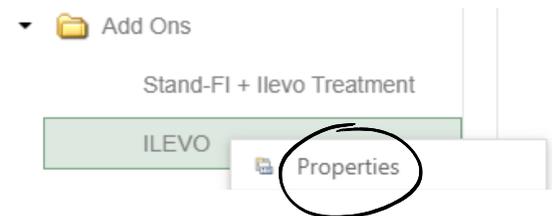
Abbreviation: ILEVO

Visible:

OK Cancel

RIGHT CLICK ON THE TREATMENT YOU JUST ADDED UNDER  
THE NEW "ADD ONS" FOLDER AND SELECT "PROPERTIES"

4



ADD THE PRICE NEXT TO "TIER 31"

5

Tier	Price
Tier 31	\$10.00
Tier 32	\$0.00
Tier 33	\$0.00

OK Cancel

MAKE AS MANY ADD ONS AS YOU NEED BY RIGHT  
CLICKING ON THE "ADD ONS" FOLDER, "CREATE  
PRODUCT ADD ON" AND REPEAT STEPS 3-5

6

