MINNESOTA DEPARTMENT OF AGRICULTURE

Pesticide Dealer Sales Reporting Online Tutorials

Registered Pesticide Product Search Online Tutorial

and

Dealer Agricultural Pesticide Sales Reporting Application Tutorial

Tutorial Link: http://www.mda.state.mn.us/~/media/Files/licensing/chemicals/dealersalestutorial.ashx

MDA Home Web Site Address: www.mda.state.mn.us

Registered Pesticide Product Search: Pesticides that are registered as required, to be sold and used in Minnesota plus additional pesticide product registration information
http://www2.mda.state.mn.us/webapp/lis/productsdefault.jsp

Online Licensing and Payment System: Dealer Agricultural Pesticide Sales Reporting Application
https://www2.mda.state.mn.us/webapp/erenewal/getdealersales.jsp

Requirements, Guidelines and Key Information for Dealer Agricultural Pesticide Sales Reporting
Pesticide dealer license and customer invoice requirements; general guidelines to report sales data
http://www.mda.state.mn.us/~/media/Files/licensing/chemicals/dealersalesreqs.ashx

Pesticide Dealer Frequently Asked Questions: Q&A's for pesticide dealer licensing, customer invoicing, and sales reporting
http://www.mda.state.mn.us/licensing/licensetypes/pesticidedealer.aspx

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All annual sales reports must be complete with fee and surcharge payment applied to you license by January 31st.
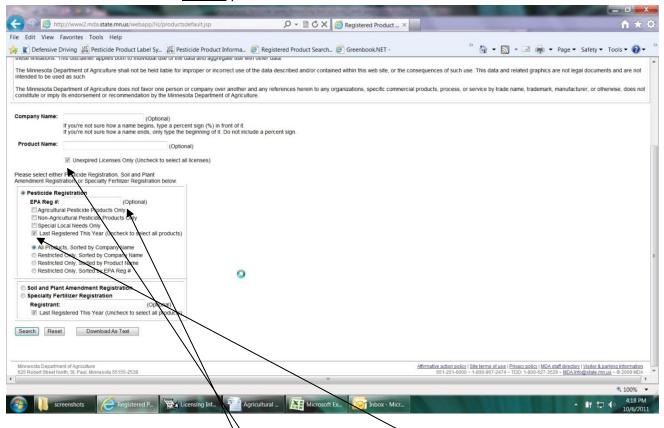
Registered Pesticide Product Search Online Tutorial:

Registered Pesticide Product Search web page: Use this webpage to find MN registered pesticide products and product information. http://www2.mda.state.mn.us/webapp/lis/productsdefault.jsp

Registered Pesticide Product Search Page Review: This web site identifies pesticide classifications as an agricultural pesticide (licensed dealer reportable) or non-agricultural pesticide (non-reportable); restricted use pesticide; status; and registration year. You will need an EPA Registration Number or MDA Product ID number for each agricultural pesticide to report sales. This web site will identify both EPA Numbers and MDA Product ID numbers.

Once on the Main screen, enter a "**Company Name**", "**Product Name**", or "**EPA Registration Number**" and press the "**Search**" button at the bottom of the screen. This will find pesticides registered for use and sale in Minnesota for the <u>current</u> year that meet the search criteria.

To find pesticides not registered in the most recent year, view pesticides with older year registration's by unchecking the two green boxes for "**Unexpired Licenses Only**" and "**Last Registered This Year**", then click the "**Search**" button. If you sold pesticides that were not registered for the current year, **do** still report those products on your annual sales report. To capture an electronic file of all current registered agricultural pesticides, select the box for "**Agricultural Pesticide Products Only**", click on "**Search**" to view, or "**Download as Text**".

The Example page you see below is a result of entering a Company Name.

Locate the pesticide you are searching for in the table.

Check the **Last Year Registered** to determine if the pesticide is registered as required to be used or sold in MN.

Check the **Agricultural Pesticide** column to determine if your product is an agricultural pesticide.

If "**YES**", you must report your total sales of this product for the year, collect and pay fees. If "**NO**", the product is a non-agricultural pesticide and you will not report these sales.

This page shows the "**EPA**" and "**MDA Product Number**" that will simplify your data entry in the sales reporting web application.

Now go to your Sales Reporting Web application to enter Sales Data for the products you have searched.

Dealer Agricultural Pesticide Sales Reporting Online Tutorial:

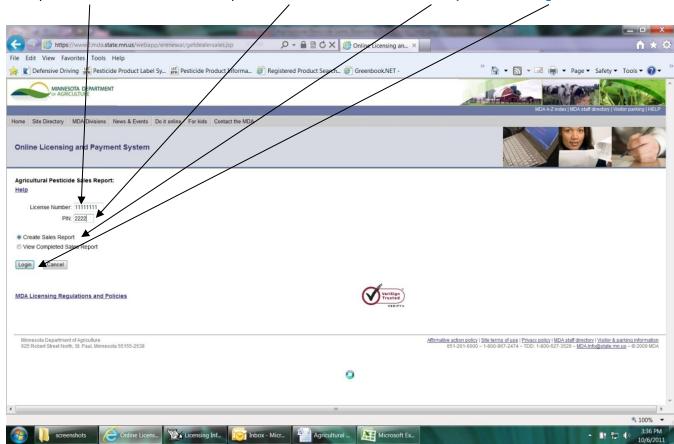**Online Licensing and Payment System**:   Use this website application to report your sales.
https://www2.mda.state.mn.us/webapp/erenewal/getdealersales.jsp

MDA urges dealers to organize their sales data and prepare in advance to report agricultural pesticide sales. These guidelines are provided to assist dealers to comply with the reporting requirements mandated in MN Pesticide Control Law. Reference the "Requirements, Guidelines and Key Information" document mailed out with your November PIN letter. You can also access this document online at:
http://www.mda.state.mn.us/~/media/Files/licensing/chemicals/dealersalesreqs.ashx

Dealers must consolidate all sales of each pesticide for the calendar year. Dealers report ONLY sales of agricultural pesticides sold to end users to be used in Minnesota. Exempt from reporting are wholesale (dealer to dealer) sales; outstate use sales; non-agricultural pesticides; or other products.

Online Licensing and Payment System Review:
Enter your **Dealer License** number. Enter your **PIN** number. Select "**Create Sales Report**". Select "**Login**".

Note: Please retain your PIN number to access your online sales report. You will need it to return to this report at a later time. *PIN numbers are mailed to you annually each November in a Sales Reporting Packet. You will have a different PIN number for each year of reported sales. A PIN number is assigned to each fixed licensed location and each license location reports sales individually.*

At the following screen, verify the license number and dealer name are correct.

Answer the question:

"**Did your company sell agricultural pesticide products in the previous year? YES or NO**"

If you choose NO, you still need to complete this online report. Click "**Next**" to complete a No Sales report. Follow the prompts to electronically verify, sign and certify your No Sales Report.

If you have Sales choose "YES".

If you choose "YES", you will select either:

"**Add an Agricultural Pesticide**" to add one product at a time
Or
"**Upload a CSV File of Agricultural Pesticides**" to upload an e-file of sales data.
 (Directions for preparing and uploading a .csv data file start on page 13 of these instructions.)

Adding Pesticide Product Sales Information

To enter one product at a time, click on "**Add an Agricultural Pesticide**".

Dealers must consolidate all annual sales for each agricultural pesticide sold. Sales must be reported as cumulative totals for the calendar year for each agricultural pesticide. When reporting products sold in various container sizes, calculate the correct number of units sold by converting units to a common unit type.

Fill in product sales information on the screen shown below.
Choose and enter either a Product number, (MDA Product ID number) or EPA Registration Number.

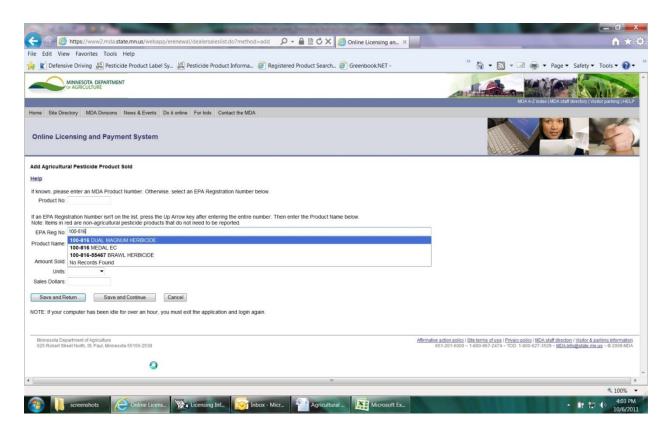> *(Tip: The MDA Product number will ID your product most directly. You will find Product ID numbers and EPA Registration Numbers on the Registered Product Search web site.)*

As you type some product entries, you may get a drop down of multiple pesticides sharing the same EPA Number. Select your pesticide to populate the "**Product Name**" field.

You may see products ID's in RED Type. The red products are non-agricultural pesticides that you are not required to report sales on. Do not choose or report the red products.

If your pesticide is not recognized by the system, when entering the product EPA Registration Number, you will see a **"No records found"** message. You may have sold unregistered or inactive agricultural pesticide products.
Do report all agricultural pesticides in the year that you sold them even if the system does not recognize the pesticide.

To report sales of pesticides that are not recognized by the system, type in the EPA Registration Number in the EPA Number field. When prompt with **"No records found"** press your keyboard UP arrow twice to clear the product field, tab, and type in the product name.

Populate these fields once your pesticide name is captured:

Amount Sold: The number of units sold. Check unit choices in the next field. Unit choices are limited. Convert your quantities into reportable units.
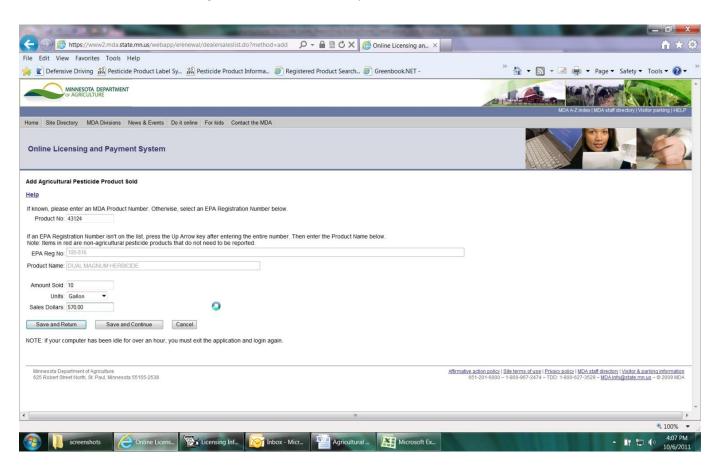
Units: Use the <u>Drop Down Arrow</u> to select a unit of measure. If you have sold product in different unit types such as gallons and ounces, total the unit amount for the product by converting all sales to one unit type. Unit Types are Gallon, Gram, Liter, Ounce (Dry), Ounce (Wet), Pint, Pound, Quart, or Ton.

Sales Dollars: This is the TOTAL gross dollar amount of all sales of the product sold for the year. The fee and surcharge amounts due for each pesticide will auto calculate from this amount.

After you enter all field product information and complete the screen. Choose one of the following:

"**Save and Return**" (Default) will record the product and bring up the accumulating product sales table screen showing all product added with the most current product added to the bottom.
"**Save and Continue**" will record the sales data, and give you a new screen to enter the next product.
 "**Cancel**" will not enter the product, and bring up the sales table screen.
Continue to enter your products until you complete your product entry.

To ensure accuracy, click on the **"Save and Return"** button to audit your product sales table.

The screen below shows a sales table with 3 products entered. Continue to enter all sold pesticides until your report is complete. *(Reference "Requirements, Guidelines and Key Information for Dealer Agricultural Pesticide Sales Reporting" accessible online :)*
http://www.mda.state.mn.us/~/media/Files/licensing/chemicals/dealersalesreqs.ashx

You may enter and exit the sales report any time. Your sales data will always automatically be saved.

To Edit or Delete a pesticide product entry before certifying your sales report:

In the sales table, you can Edit or Delete product information.
Choose "**Edit**" to change any fields in the row of sales data.
Choose "**Delete**" and the entire row of sales data will be deleted from your report.

Completing and Certifying your Sales Report:

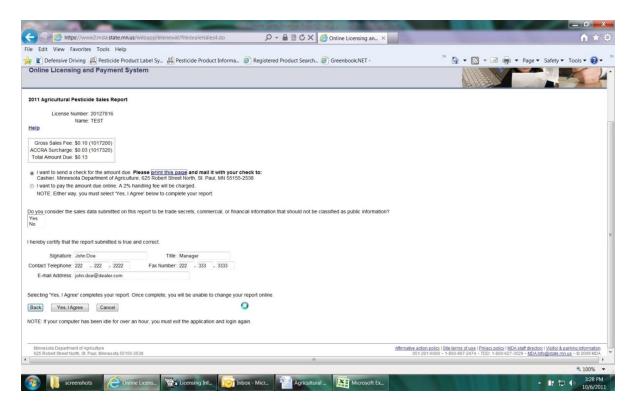Once you have reviewed and are satisfied that your report is complete and accurate, at the table screen, click on **"Next"** to complete a summary sales payment screen.

Important Warning: *When you finish this summary sales payment screen shown below, and click on* *"Yes I Agree"* *to certify your report as accurate and complete, you will not be able to return to the report to make changes. Be sure to verify your report sales data at the sales table screen carefully and make sure all data is correct before clicking on* *"Yes I Agree"* *on the sales summary payment screen.   To access your sales table, click on* *"Back"*.

The sales summary payment screen shows the MN Gross Sales Fees, ACRRA Surcharges and "**Total Amount Due**". This is the amount to pay to MDA before the January 31 deadline. Complete all fields by typing in the rest of this page with your information.

1. Choose a method of payment. (Note: A US bank handling fee of approximately 2.5% will be added for credit card or electronic bank payment and is subject to change.) If you choose to pay online, you will be prompted through payment screens. Take note of your electronic payment PIN-password when shown. To view "Help with Electronic Check Payments" visit the following MDA web page.   http://www.mda.state.mn.us/licensing/e-licensing-options/echeck_help.aspx
2. Answer Yes or No to the Trade Secret question.
3. Type (do not write in) your Signature, Title, Telephone, Fax and Email information. This is your electronic signature and certification that the report submitted is true and correct.

Caution: This is the last opportunity to make any changes to your sales report. The next step will lock you out of the sales report. Click on the *"Back"* button to return to your sales report table for editing if needed.

Print a copy of the sales summary payment screen before clicking on *"Yes, I Agree"* and mail a copy of this page to MDA along with your check payment to have payment applied to your dealer license. If you paid online, print a copy of the sales summary payment for your records.

4. Click on **"Yes I Agree"** to electronically certify your Report. This step will complete your report online.

Reminder: Keep your PIN number to print or view sales reports for any year at a later date. Your past year's data will remain in the online system for several years. A new PIN number is assigned to each sales year of reporting. Be sure to keep them for each year to access your sales reports online.

Directions for Uploading a .csv Sales Data File:

Uploading sales data from a spreadsheet into the Agricultural Pesticide Sales Report

Agriculture pesticide sales data can be entered into the web sales report application directly by creating a .csv file formatted spreadsheet. ".csv" stands for comma-separated values. It is a universal format that allows data to be transferred from one software application to another. There are several advantages to uploading sales data from a spreadsheet:

- If a spreadsheet has already been used to compile product sales data, only a few more steps are needed to the spreadsheet to create an upload .csv file.

- A pesticide sales spreadsheet from one year can be used as the starting point for organizing sales data for the next year.
- Compiling sales data in a spreadsheet provides a back-up for your data.

Create a pesticide sales file in Excel or other tabled software to save to a .csv format to upload the data. You may have other data such as product name in your file, but your upload file can <u>only</u> have the following 4 columns of data formatted correctly in this order.
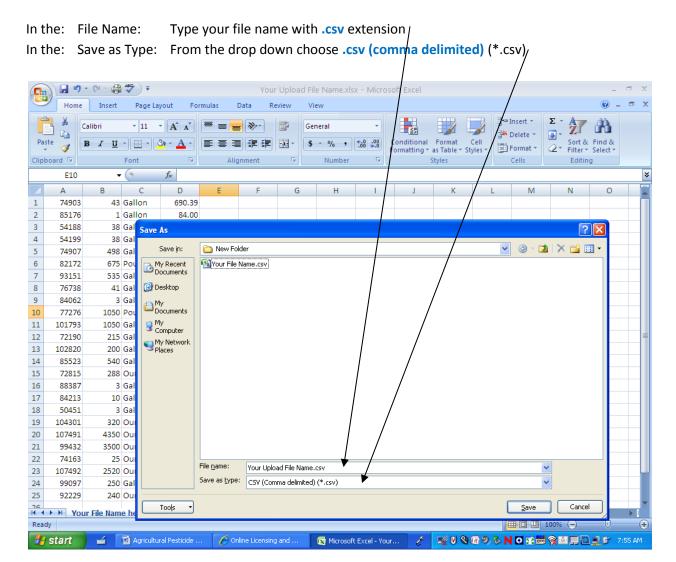
Column 1   Product ID (MDA Product ID): found online in the Registered Product Search web page. Format this column as an integer or number with no decimal places

Column 2   Amount Sold: (number of units sold)
          Format this column as a number with two decimal places

Column 3   Units: Units must be typed <u>exact</u> including spaces and ( ). Choices are: Gallon, Gram, Liter, Ounce (dry), Ounce (wet), Pint, Pound, Quart, or Ton. *You can use either upper case or lower case*

Column 4   Sales Dollars: (total annual sales dollars for the product)
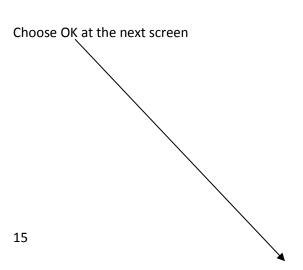   Format this column as a number with two decimal places

List only the products you are reporting. Remove all products not sold, labels, vacant rows or vacant columns in your electronic file. Your first MDA Product ID number should be in cell A1. Save your file with a .csv (Comma delimited) format extension. Directions are below this file example:

File Example:

Product ID	Amount Sold	Units	Sales Dollars
76738	41.00	Gallon	20100.00
77276	1050.00	Pound	4147.50
72190	215.00	Gallon	2773.95
102820	200.00	Gallon	7200.00
85523	540.00	Gallon	5778.00
72815	288.00	Ounce (Dry)	1070.40
88387	3.00	Gallon	122.50
84213	10.00	Gallon	385.00
50451	3.00	Gallon	1650.00
104301	320.00	Ounce (Dry)	832.00
107491	4350.00	Ounce (Dry)	25685.00
99432	3500.00	Ounce (Dry)	8137.50
74163	25.00	Ounce (Dry)	517.50
107492	2520.00	Ounce (wet)	21750.00

Next, save your Excel or data software file to have a .csv (Comma delimited) extension format

In the: File Name: Type your file name with **.csv** extension
In the: Save as Type: From the drop down choose **.csv (comma delimited)** (*.csv)

Choose OK at the next screen

Choose Yes at the next screen

Your .csv file is now ready to upload into the Web Sales Report.

Go to the **Online Licensing and Payment System**:

https://www2.mda.state.mn.us/webapp/erenewal/getdealersales.jsp

Login using your license number and PIN number (see direction review on page 3)

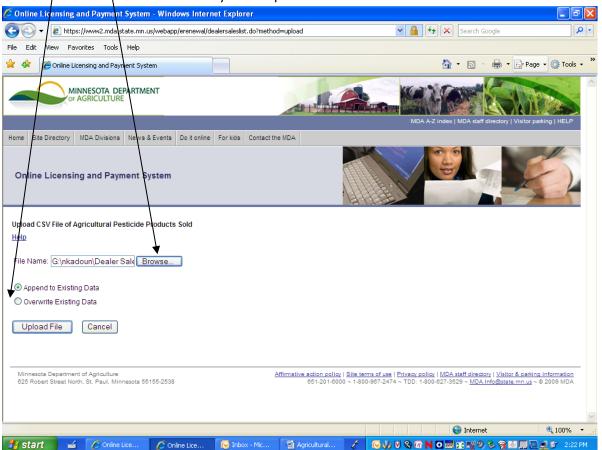Choose: "**Upload a CSV file of Agricultural Pesticides**"

Click on "**Browse**" and locate your .csv file you have saved.

Choose either: "**Append to Existing Data**" If you want to __ADD__ data to data you already have entered.

                          or

                          "**Overwrite Existing Data**", this will delete all product data you have previously
                          entered and replace it with the current upload file.

Choose "**Upload File**". If you receive red error messages, the message will identify the row(s) with errors in your .csv file and will not load any further rows. Go back to your .csv file and correct the row, save and attempt to upload once again.

A successful upload will show ALL of your products in your online sales report table. Be sure to audit your sales report table screen before completing the summary sales report screen. To complete your report click on **"next"** at your table screen. For Summary Page directions return to pages 8 and 9 of these directions to fill in the summary sales report screen.

Amending a Certified Sales Report:

If you find that your Certified Sales Report needs corrections, you will be able to use the website to electronically amend or change your sales data in your online report. You will not need to do a manual amend worksheet to submit your changes to sales data.

Before Submitting Payment – Changes Needed to Sales Report:
If you have certified your sales report and are locked out from entries and find errors to correct before submitting fee payments to MDA, contact Sara Belair at 651-201-6615 or Nancy Kadoun 651-201-6188. We will be able to unlock your online web sales report, so you can go back into the online report and make changes and recertify your updated report.

After Submitting Payment – Changes Needed to Sales Report:
Contact Nancy Kadoun 651-201-6188. We will be able to unlock your web sales report, so you can go back into the online report and make changes. The audit team will need to know if you have already made payments to MDA. Fees will be manually recalculated based on the amended sales totals.

Web Site Troubleshooting:

Having problems with entering MDA Product ID's and not getting the agricultural pesticide product name and EPA# to populate automatically? Browsers have changed in 2012 that affect MDA Product ID entries. (Google Chrome and Safari became incompatible.)
Use Internet Explorer or Mozilla Firefox browsers to enter your agricultural pesticide sales.

Pesticide sales products are not adding to your table?
The online sales reporting application most likely has timed out.
It will do so automatically with time lapse of activity.
Re-entering into your sales report application may bring you to a timed out page if your browser has logged the page history.
To clean up your browser history enabling access to an active application:

1) Access your Internet Explorer or browser's "Tool" bar.
2) Choose "internet options"
3) Review your "Browsing History"
4) Check "Delete temporary Internet files"

Having problems viewing or using a web page? Check to see if your JavaScript is enabled.

To enable JavaScript in a Microsoft Internet Explorer 7 browser:

> 1) Under the Tools menu, select "Internet options"
>
> 2) Under the Security tab, click on "Custom level"
>
> 3) Select "Enable" under Scripting/Active scripting

To enable JavaScript in a Mozilla Firefox 3 browser:

> 1) Under the Tools menu, select "Options"
>
> 2) Select "Content" and check Enable JavaScript.

Capture a previous year's Online Sales Report into Excel:

If you would like an Excel copy of a past year Agricultural Pesticide Dealer Sales Report to prepare for the next sales report, you can capture a copy from the Online Licensing and Payment System web site.

Important: If you use a past years sales report to edit into your next sales report, you need to verify pesticide ID's and correct EPA Registration Numbers at the registered product search web site. Product EPA Numbers and product manufactures can change year after year. Pesticides are registered annually in Minnesota.

To access a Certified Agricultural Pesticide Dealer Sales Report for any past year, Log into:
http://www.mda.state.mn.us/licensing/licensetypes/pesticidedealer.aspx

> Choose "**File an agricultural pesticide Sales Report**"

1. Type in the dealer license number for that year's sales report
2. Type in your PIN number for the year of sales (each sales year has been assigned a unique PIN number).
3. Click on "**View Complete Sales Report**".
4. Click on "**Login**". Your sales report table will appear on screen.

The easiest way to capture this table into an Excel spreadsheet is to click and drag to highlight your entire report table. Copy and paste the data into an Excel spreadsheet.

> Click and drag your entire table of sales data to highlight.
> Right click for a drop down menu. Choose "copy".
> Open an Excel worksheet.
> Right click for a drop down menu. Choose "paste".
> You will need to resize column widths and reformat your Excel Worksheet for a better view.

Make all changes to your Excel sales report file. Update amounts and add or delete rows for product changes. Always verify all products, EPA Number's, MDA Product Id's and Product Names with the Online Registered Product Search Web Site at: http://www2.mda.state.mn.us/webapp/lis/productsdefault.jsp

To upload your new year's Online Sales Report, follow the upload instructions in this Tutorial on page 13.

Capture a MN Registered Pesticide Product E-File

Please reference the Registered Product Search Online Tutorial information starting on page 3 of this document. Some knowledge of using and saving in .txt and .csv file extensions is helpful.

Important: Registration of pesticide products is done annually throughout the year so a captured data file is data in the system at the moment. Keep this in mind when creating an electronic file for product sales referencing or pesticide sales reporting.

Capture a data file of MN registered pesticide products

A means of creating an electronic file database is pulling a product data query from the MDA Registered Product Search web page. You can query individual product pesticide information, and data tables of registered pesticides in various ways. Those familiar with spreadsheets can download a text file and organize a data table to meet your business needs.

A query of **"Agricultural Pesticide Product ONLY"** contains approximately 3,400 products.
A query or download of all pesticides including non-agricultural pesticides will contain approximately 12,200 products.

Example file capture: Follow these steps to query an agricultural pesticide only spreadsheet:
1. Go to: http://www2.mda.state.mn.us/webapp/lis/productsdefault.jsp
2. In the "Pesticide Registration" box, choose **"Agricultural Pesticide Products ONLY"** Choose nothing for all products registered.
3. On the bottom of the page, click on **"Download as Text"**. Save the file with .txt format
4. Open the saved .txt file in your spreadsheet program (e.g. Excel) and follow prompts to convert data to columns.
5. Once open, delete columns that contain nonessential information. (*Do not delete the "Product ID" column*; it is the MDA Product ID number and is needed if you plan to upload your sales report.) Save with an Excel extension format or other data spreadsheet software.

As is, the spreadsheet now can be used as an Agricultural Pesticide reference file, a resource for MDA Product ID numbers or EPA Registration Numbers. Although it is a long table, in Excel, the spreadsheet can be readily searched using a "Find" function.

By adding columns for "Volume", "Unit" and "Dollars", this data spreadsheet also can be used to create your pesticide sales report. To prepare and download a sales table file into your Online Licensing and Payment System sales report, follow the directions on page 13 of this tutorial.

Contact Information:

If you have any questions about:

Products, MDA Product numbers, or EPA Registration Numbers, please contact the Pesticide Management Unit 651-201-6292.

Pesticide Dealer Licenses and renewals, please contact Xia Moua at 651-201-6137.

Agricultural Pesticide Sales reporting and customer invoicing contact Sara Belair at 651-201-6621 or Nancy Kadoun at 651-201-6188 .