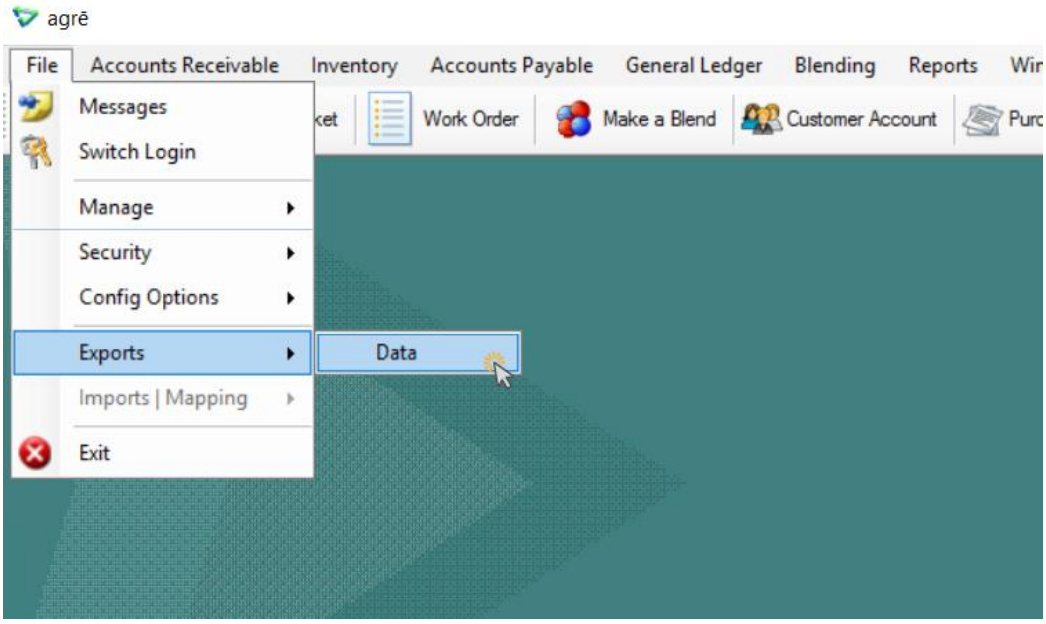
Steps to Prepare a Manufacturer Sales/Orders Export for TELUS Agriculture (TKXS)

Summary

This is a quick FAQ document to help retails properly generate TELUS(TKXS) manufacturer exports from agrē. For more detailed information, please connect to agrē Online Help, or contact Tronia Support – support@tronia.com .

To prepare the manual TELUS (TKXS) Manufacturer Export from agrē, please complete the following steps:

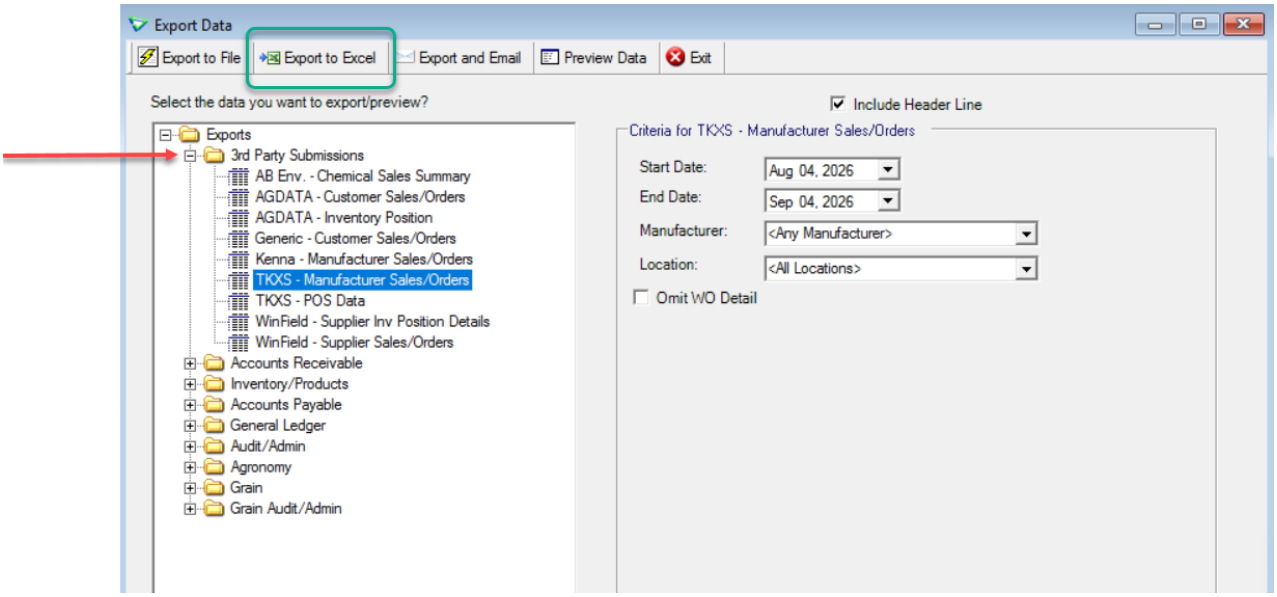
1) In agrē, navigate to the **File Menu > Exports > Data** drop down:



2) From the agrē **Data Exports** library, select the **3rd Party Submissions** Folder > and navigate to the **TKXS - Manufacturer Sales/Order Export**

Run the export using the following criteria:

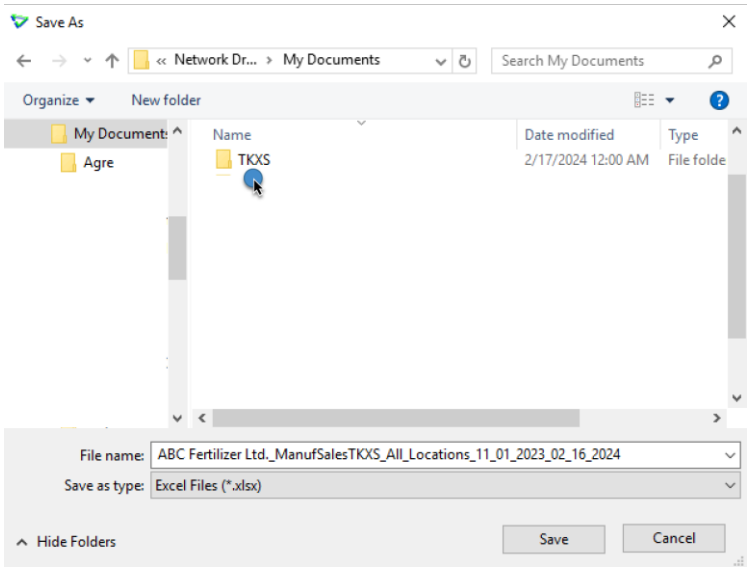
- Start Date: **<applicable start date>**
- End Date: **<applicable end date>**
- Manufacturer: **<Any Manufacturer>**
- Location: **<All Locations>**
- **Export to Excel**



File > Export > Data

This process will generate an export in an Excel file format.

Save the generated Excel file to your local desktop/network/drive so that you can access the file in order to upload it to TELUS (TKX) via their PowerSuite web portal: https://powersuite-xxxxx.xsinc.com



Upload the submission file to TELUS Ag (TKXS) website portal. Please refer to TKXS instructional documentation.

***If you have any other question on how to complete the upload/submission step, please contact **(TELUS Ag (TKXS)** as Tronia is not able to assist here.*

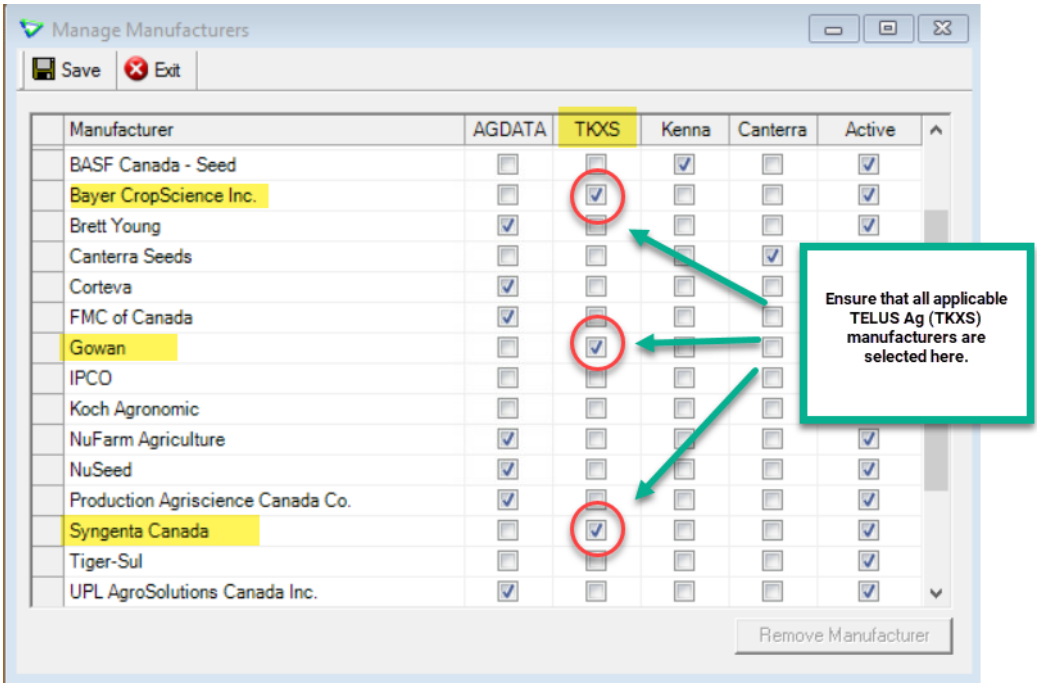
IMPORTANT NOTE: Before generating and submitting any export file, please ensure that you have properly mapped all the applicable TELUS(TKXS) Manufacturer reporting partners to TKXS (I.e. Bayer, Syngenta, Gowan, etc.) The steps to confirm your manufacturer setup in agrē are as follows:

Please reference the following link to agre Online Help
https://www.tronia.com/webhelp/manufacturer setup for more details.

Inventory > Manage > Manufacturers

To update your SYNGENTA Manufacturer mapping in agrē:

1) Go to **Inventory > Manage > Manufacturers,** locate your Manufacturer(s) and check off the column under TKXS for each related row.
2) When your updates are complete, select **Save.**



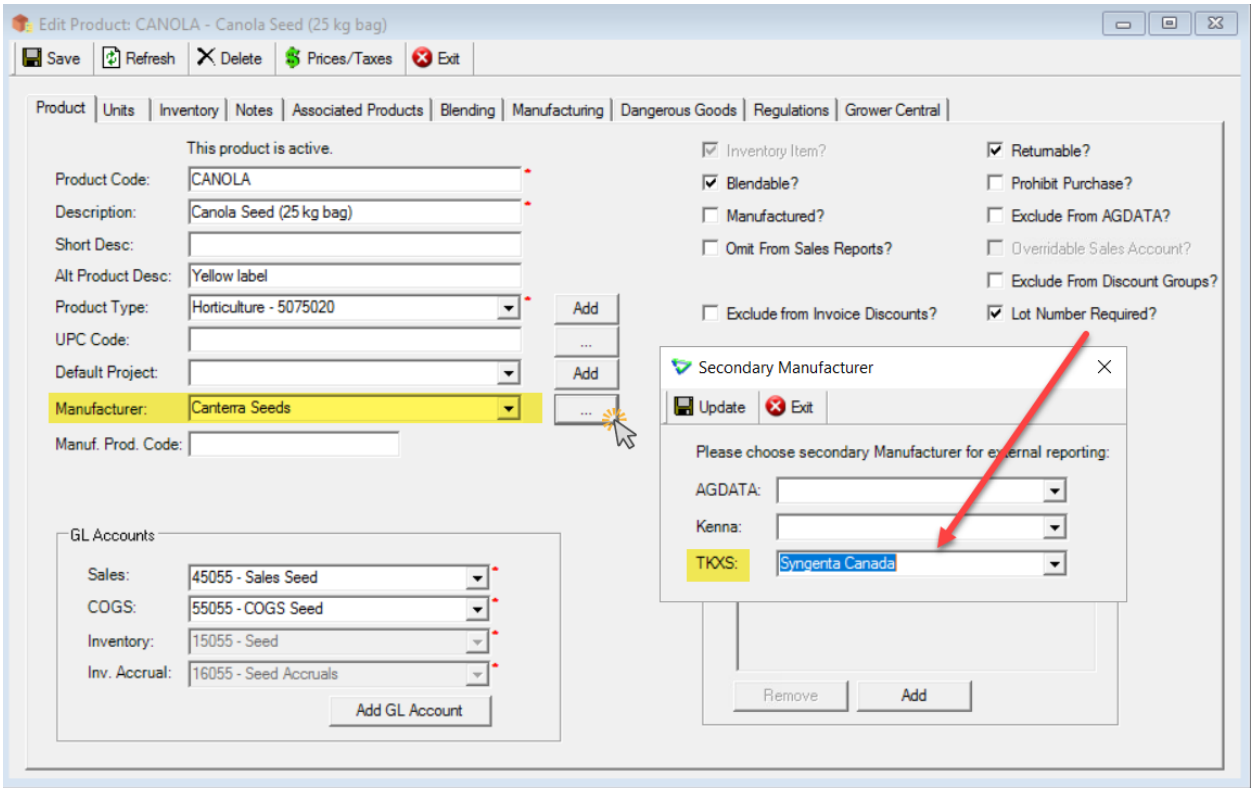
Inventory > Manage > Manufacturers

Secondary Manufacturer Reporting Partner: TELUS Ag (TKXS)

- Flag a product's **Secondary Manufacturer** as reporting to TKXS

Setting up a **Secondary Manufacturer** allows you report product sales activity to TELUS AG (TKXS) for a product when the main manufacturer is *not* linked for reporting. This can happen in situations where a product has more than one manufacturer (I.e. treated seed - seed is associated to one manufacturer, but the treatment is from another).

Inventory > Manage > Product



Inventory > Manage > Products

If you have any questions on how to properly set up any of your TELUS Ag Manufacturers, link to TKXS reporting, or on how to generate and export the manual **TKXS - Manufacturer Sales/Order Export** from your agrē system, please contact Tronia Systems Support at support@tronia.com or call 1.888.987.6642.

For assistance with submitting the file, please contact **TKXS (TELUS Ag)**.

***If you have any questions specific to the products or programs, etc. - please contact your TKXS or your Manufacturer Representative - as Tronia is not privy to any specific product qualification or program details.*