New York State Tonnage Reporting – 2011 Excel Application Instruction Sheet

SHIP CODE	000123	Authorized Representative			Name			Phone				
STATE	NY											
Total Qty	10.250											
Fertilizer Year	July2010-June2011						1= Bag					
Report Period	Jan-June						2 = Bulk	1= Farm	1= none added		1= Taxable	
						1= Tons	3 = Liquid	2 = Nonfarm	2 = some added		2 = Nontaxable	
Fertilizer Code	Fertilizer Name	% Total Nitrogen	% Total Phosphate	% Total Potash	Quantity	Units	Container	Use	Pesticide	County	Tax Code	
0	IDENTIFIED BY GRADE	00.0	00.0	00.0	10.250	1	2	1	1	3	2	New

DataEntry

1. Download the excel file from the NYS Department of Agriculture and Markets website http://www.agmkt.state.ny.us/PI/Commodities.html
2. Save the excel file application as: Tonnage_NYSDAM_JanJun2011_your company's shipper code i.e. Tonnage_NYSDAM_JanJun2011_000000
3. Begin to populate the application with your companies data; save frequently
4. Enter your shipper code (six figure number, ESTAB. NO. assigned to your company by NYS DAM)
5. Enter your state postal code abbreviation (two letter abbreviation)
6. Select the fertilizer code* from the drop down menu; a default value will automatically populate many of the other fields; quantity and county are NOT populated automatically
7. Select the fertilizer code 0 if the item is 'identified by grade' AND type grade information†
8. Enter the quantity in TONS
9. Select the county code* from the drop down menu; the county code represents the county where the product was applied if known, if not, the county where the purchaser is located
10. If tax code = 1, **YOU CAN STOP HERE**
11. If tax code = 2, fill in the firm's information who should be taxed
12. REPEAT steps 6 – 11 until all fertilizer's have been entered
13. Authorize the document by typing in name and phone of authorized representative
14. Save application
15. Email your completed excel file application to Plants@agmkt.state.ny.us **by July 31st 2011**

*Please reference the enclosed code sheet for fertilizer code and county code information

†Grade information can only be one decimal place (10.0-10.0-10.0); round up if necessary