

## Crop Protection Canada Connectivity Project Business & Technical Team Agenda/Minutes



**2014-06-18**



1:00 pm ET/ 12:00 pm CT/ 11:00 am MT/10:00 pm PT

- 2.0 hour duration



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[http://s3.amazonaws.com/aggateway\\_public/AgGatewayWeb/WorkingGroups/AdministrativeDocuments/AntiTrustGuidelines.pdf](http://s3.amazonaws.com/aggateway_public/AgGatewayWeb/WorkingGroups/AdministrativeDocuments/AntiTrustGuidelines.pdf)

**Anti-Trust**

Documents embedded:

**Contacts:** Marilyn Hunter ([marilyn.hunter@aggateway.org](mailto:marilyn.hunter@aggateway.org)) 916.429.0509 (o) or 916.833.5593 (cell)



### Attendees

**B/T Members:**

- Kathy Belej, BASF Canada
- Sriram Narayanaswamy, BASF Canada
- TJ Fahrenkopt, BASF Canada
- Tiffany Smith, BASF Corp
- Lisa Moskow, Bayer CropScience
- Shona Burton, Bayer CropScience
- Mark Morris, Bayer CropScience
- Rob Schultz Bayer CropScience
- Lynda Smith, Bayer CropScience
- Victoria Peoples, Bayer CropScience
- Cecilia Garcia, Crop Production Services
- Pam Inness, Crop Production Services
- Dennis Findlay, Crop Production Services
- Stephanie Frazier, Dow AgroSciences
- Marilyn Ostendorf, Dow AgroSciences
- Larry Weiner, Dow
- Heather Byrne-Moumdjian, DuPont
- Sharon Cramp, DuPont Canada
- Brad Ewankiw, FMC of Canada
- Susan Forne, FMC
- Artem Chernyak, Monsanto
- Chris Mahyle, Monsanto Canada Inc
- John Rudnicki, Monsanto Canada Inc
- Paul Pearson, Monsanto Canada Inc
- Bill Sher, Monsanto
- Greg Knox, Richardson International
- Keith Duma, Richardson International
- Bonnie Schirk Syngenta Canada
- Lori Edwards, Syngenta
- Bill Kosterman, Syngenta
- Jocelyn Mayer, Syngenta
- Cliff Perkins, Syngenta Canada
- Shirley Hanson, Syngenta
- Tyler Hummel, Syngenta
- Kelly Doucette, UFA Co-operative Limited
- Cameron Fairweather, UFA Co-operative
- Gregg Konachowicz, UFA Co-operative
- Ryan Clark, UFA Co-operative Limited
- Keith Jones, UFA Co-operative Limited
- Candice Levin, UFA Co-operative
- Peter Burns, UFA Co-operative Limited
- Matt McBean, UFA Co-operative, Limited
- Lance Beirnes, Univar Canada
- Kevin Wood, Univar Canada
- Alan Mendes, Univar Canada
- Wanda Heron, Univar Canada
- Steve Daigle, Elemica

**AgGateway:**

- Marilyn Hunter, AgGateway



## Agenda

Time	Topic	Topic Leader	Desired Outcome	Notes
start	1. Meeting Minutes assigned <ul style="list-style-type: none"> <li>6/18 – BASF</li> <li>7/2 - UFA</li> </ul>	Hunter	Minute-taker assigned	TJ will capture minutes
	2. AGW Anti-Trust Guidelines		Each team member has agreed to abide by it (see link above)	All are willing to abide.
	3. Approve prior meeting minutes	All	Team to approve minutes from prior meeting(s)	<ul style="list-style-type: none"> <li><b>MSA</b> (Stephanie/Heather) to approve the minutes from 6/04/2014 as posted to the website. Approved.</li> </ul>
	4. Action Items	All	Team updated on Action Items	<ul style="list-style-type: none"> <li><b>Updates are made on table below.</b></li> </ul>
	5. Discussion on adapters/mapping from business system to XML document	Hunter	Team aware of adapters/mapping software some are using to export data from Business system to XML message	<ul style="list-style-type: none"> <li><b>Action: Participants to complete the System Matrix line for their company by 7/2/2014.</b></li> <li>Reviewed Document</li> </ul>
	6. Review TP Checklist	Hunter	Team is aware of the TP Checklist	<ul style="list-style-type: none"> <li>Reviewed Document – no discussion – this is a tool for implementation, companies don't have to use, but might help with their kick-off meeting.</li> <li>Companies should modify as they go through their business processes</li> </ul>
	7. Discussion on business process documentation	Hunter	Team is aware of documenting their current and "to be" business process	<ul style="list-style-type: none"> <li>Reviewed Document - this is a tool for implementation, companies don't have to use, but might help with identifying the current and "to be" business processes.</li> <li>It is strongly encouraged that all companies should document their business processes either in a flow diagram or in the Business Rules document.</li> </ul>

	8. Discussion on Internal Business Rules tool for triggers/alert	Hunter	Team is aware of Internal Business Rules tool for trigger/alerts	<ul style="list-style-type: none"> <li>Reviewed Document - this is a tool for implementation, companies don't have to use, but might help with identifying what internal system alerts are needed for the business, or when they want some manual intervention within their processes</li> </ul>
	9. Review the Technical Data Exchange	Hunter	Team is aware of the Technical Data Exchange tool	<ul style="list-style-type: none"> <li>Reviewed Document - this is a tool for implementation, companies don't have to use, but might help with setting up the trading partner's profile for connectivity.</li> <li>Question came up as to whether everyone will be using HTTPS using ebMS 2.0 specifications. Marilyn went to validate, there were a few companies that she needs to follow up with.</li> <li><b>Action: Marilyn to Contact following companies Univar, UFA, CPS and Richardson to verify they would be using HTTPS with EBMS</b></li> </ul>
	10. Review examples of generic OrderCreate/OrderResponse, ShipNotice & Invoice	Hunter	Team has examples of sample files	<ul style="list-style-type: none"> <li>Reviewed Documents - these documents are examples of XML documents that can be used to aid implementation</li> </ul>
	11. Update on GS1 GLNs – data synchronization and AGIIS updates for CPCC	Hunter	Team is updated on status of the GS1-Canada GLNs and changes for AGIIS	<ul style="list-style-type: none"> <li></li> </ul>
	12. Discussion on implementation	Hunter	Determine what direction the team wants to go for implementation	<ul style="list-style-type: none"> <li></li> </ul>

	13. Project documentation	Hunter	Team understands when the project documentation will be available	<ul style="list-style-type: none"> <li>• Bill – master – AGIIS</li> <li>• Bonnie – keep in touch – to keep momentum moving forward</li> <li>• Cliff -</li> <li>• Heather – work to be done – especially around AGIIS – keep the momentum moving forward – set up project BOD meeting to wrap up</li> <li>• Kevin – don’t want to lose momentum; a lot of detail;</li> <li>• Lance - agree with Kevin’s comments</li> <li>• Lisa – whirlwind – thank PM – look forward to implementing</li> <li>• Lynda – 1<sup>st</sup> project that starts with design – sees the benefit– embrace the consistency</li> <li>• Matt – talking with IT to see what they can do; put a lot of effort so feel they are commit; a bit overwhelming – enjoyed the process</li> <li>• Sharon –</li> <li>• Stephanie – involved in AGW for 3 yr. – this is the first one to start at the beginning – went by quickly – happy that using same (most) as US – same experience – keep the momentum – get the scheduling</li> <li>• Susan – process is important – glad PM was involved</li> <li>• TJ – glad to see that we re-use what the US used -</li> <li>•</li> </ul>
finish	Next meeting:	Chair	Understand timing and content of next call	<ul style="list-style-type: none"> <li>• Design phase for the B/T team is completed. Marilyn will work on documentation and send out the link when completed.</li> <li>• <b>Action: Heather to set up a final meeting for the Project Board to discuss wrapping up the project.</b></li> </ul>

Active Action Items List (Items in bold are new items)		
Accountable/ Date Assigned	Action Task	Status
4/23/14	Stephanie to find out what “CC” in shipment indicator code means in ShipNotice	In Progress
5/14/2014	<b>The manufacturers who do not know their GS1 prefix, should contact GS1 – Canada to find out your GS1 prefix. GS1 website: <a href="http://www.gs1ca.org">www.gs1ca.org</a></b> – there are 3 locations within Canada – so go to the “Contact Us” to determine which one you should contact.	In progress BASF- in progress Bayer – In progress Dow- In progress



		DuPont – In progress FMC – In progress Monsanto – In progress Syngenta – In progress
6/4/14	Marilyn to post updated Business Rules to Website	Completed
6/4/14	Marilyn to check the macros on MS Excel Business Rules workbook (Not working correctly).	Completed
6/4/14	Heather Byrne-Moumdjian to confirm if DuPont is using version 2.1 – Business Rules - “DuPont is using version 2.1, where Elemica takes in Ag eStandards 5.3 as specified by CPCC and converts to 2.1 for DuPont. The CountryOfFinalDestination is a required field in 2.1, so this is a field that distributors will need to send to DuPont, but is optional for all other manufacturers”. If using 2.1 – will they have Elemica insert “Canada” in the field or ask the Buyers to send.	Complete – DuPont will be using a version that will not require the CountryOfFinalDestination

<b>Completed Action Items List</b>		
<b>Accountable/Date Assigned</b>	<b>Action Task</b>	<b>Status</b>
K-O Mtg (2/11-2/13/2014)	Marilyn – Add Cameron to S&G distribution list – done	Complete – 2/13/2014
K-O Mtg (2/11-2/13/2014)	Marilyn – Set up Member Services to provide training on AGIIS for call	Complete – will be on 3/4/2014 call
K-O Mtg (2/11-2/13/2014)	Marilyn – Find out the cost of multiple subsets in AGIIS – done (20% of current subscription)	Complete – 2/12/2014 (20% of current subscription)
K-O Mtg (2/11-2/13/2014)	Marilyn – post all documents to the website 2/17	Complete – 2/15/2014
K-O Mtg (2/11-2/13/2014)	Marilyn – Provide Members Services with list of those that need access to website	Complete – 2/17/2014
K-O Mtg (2/11-2/13/2014)	Marilyn assign note taking for each call prior by company so companies know when they will be responsible for taking notes.	On-going but completed for the month of March

2/26/2014	Marilyn to send the template and link to the Business Use Cases we did at the K-O meeting	Complete
2/26/2014	Marilyn to post the ebMS 2.0 implementation guidelines on the website	Complete
2/26/2014	Marilyn to post AEC Glossary on the website.	Complete – posted to: <a href="http://www.aggateway.org/WorkingGroups/Projects/CurrentProjects/CropProtectionCanadaConnectivityProject.aspx?EntryId=4559">http://www.aggateway.org/WorkingGroups/Projects/CurrentProjects/CropProtectionCanadaConnectivityProject.aspx?EntryId=4559</a>
3/5/2014	Matt from UFA will send Marilyn what was some of the data requirements for products - Complete	Complete
K-O Mtg (2/11-2/13/2014)	Marilyn – Ask Dennis Daggett to join CPCC call to review glossary	Complete – will present on 3/19
K-O Mtg (2/11-2/13/2014)	Rod/Marilyn - work with AWSA to obtain AWSA numbers and cross-reference with Canadian GLNs so they can be put into the AGIIS directory	Complete - Obtained the AWSA # and Rod is met with GS1 on 3/21 to see about obtaining the GLNS.
K-O Mtg (2/11-2/13/2014)	All – register if not currently registered on website	Complete
3/26/2014	Marilyn to send updated meeting notice.	Completed
K-O Mtg (2/11-2/13/2014)	<p>Need to create business use cases for the Ship Process by 3/31:</p> <ul style="list-style-type: none"> <li>• Bulk Shipment <ul style="list-style-type: none"> <li>○ Bill, Monsanto</li> <li>○ Cliff, Tyler, Lori / Bonnie</li> <li>○ Lance, Univar</li> </ul> </li> </ul> <p>Highlighted the individual who will lead</p>	<ul style="list-style-type: none"> <li>• Bulk Shipment <ul style="list-style-type: none"> <li>○ Complete</li> </ul> </li> </ul>
K-O Mtg (2/11-2/13/2014)	<p>Need create business use cases for the Order Process by 3/31:</p> <ul style="list-style-type: none"> <li>• Consignment / Delayed billing are the same thing <ul style="list-style-type: none"> <li>○ Tiffany, BASF</li> <li>○ Lisa, Bayer (Victoria )</li> <li>○ Greg, Richardson</li> </ul> </li> <li>• Blanket Order <ul style="list-style-type: none"> <li>○ Lance, Univar</li> <li>○ Bill, Monsanto</li> </ul> </li> </ul> <p>Early Booking</p>	<ul style="list-style-type: none"> <li>• Consignment / Delayed billing are the same thing <ul style="list-style-type: none"> <li>• Complete</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Heather, Dupont</li> <li>○ Cecilia, CPS</li> </ul> <p>Highlighted the individual who will lead</p>	
K-O Mtg (2/11-2/13/2014)	<p>Need to create business use cases for the Invoice Process by 3/31:</p> <ul style="list-style-type: none"> <li>• Debit memo <ul style="list-style-type: none"> <li>○ Kelly, UFA</li> <li>○ Stephanie, DOW</li> </ul> </li> <li>• Credit memo <ul style="list-style-type: none"> <li>○ Shona, Bayer (Victoria)</li> <li>○ Mark, Bayer (Victoria)</li> <li>○ Cecilia/Pam, CPS</li> </ul> </li> <li>• Manually processed miscellaneous invoices <ul style="list-style-type: none"> <li>○ Stephanie &amp; Amanda, DOW</li> </ul> </li> </ul> <p>Highlighted the individual who will lead</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Complete</li> </ul>
K-O Mtg (2/11-2/13/2014)	Marilyn to see if there is any Lessons Learned from the SAP sub-group from AEC.	In process: Unable to find any notes – no response back yet. TJ will see if he can find anything. Complete – no documentation.
3/19/2014	Marilyn to check with Jim as to how EU deals with the multiple currencies.	Completed.
3/26/2014	Date/time range issue will need to be tabled until UFA can talk with their internal folks to determine need for the business requirement.	They will be transmitting, but it will NOT be used as a “Trigger” to cancel the order- Complete
4/10/14	Marilyn to add the buyer and seller sequence # to our business rules document	Completed – 4/23/2014
4/10/14	Marilyn to see where the accept/reject/pending is at properties level	ACCEPT, REJECT and PENDING are used in the SpecialInstructions (all caps). At the line level the LineStatus indicates if the line has “Changed”, “Deleted”, or “Pending”; if Accepted, the element is

		blank. Complete
4/10/14	Univar, Bayer, UFA to talk internally – do you need to receive delivery terms and shipment method of payment code?	Univar – optional would be good – would like it returned on OR if sent on OC Bayer – does receive on Orders when not prepaid – some do send – not a requirement UFA – Optional would be good  Complete
4/10/14	Buyers need to look at ResponseStatus – should this be optional or required?	Richardson – Optional Univar – Optional – if required would save phone calls to vendor CPS – Optional UFA – Optional is fine.  Complete
4/10/14	Marilyn to set up 1.5 hour forum for order response (AEC members) – To go through the Accept/Reject and the use of the Response – what are they doing? Do they cancel and reorder? How are changes handled?	Complete – set up for 5/8/2014
4/10/14	Marilyn to set up a 2.5 hour call to complete design work	Complete
4/16/14	Marilyn to post the code lists needed for OC/OR on website	Completed
K-O Mtg (2/11-2/13/2014)	Need to create business use cases for the Ship Process by 3/31: <ul style="list-style-type: none"> <li>• Tracking containers – Lot numbers <ul style="list-style-type: none"> <li>○ Brad &amp; Susan, FMC</li> <li>○ Greg, Richardson</li> </ul> </li> </ul> <p>Highlighted the individual who will lead</p>	<ul style="list-style-type: none"> <li>• Tracking containers – Lot numbers <ul style="list-style-type: none"> <li>○ Complete</li> </ul> </li> </ul>
K-O Mtg (2/11-2/13/2014)	Stephanie/Heather/SRI– by 3/31 report back status on accepting V5.3	In progress: 4 Manufacturers had a call with Elemica – SOW was presented and have 2 weeks to review and will re-convene on 4/17. Waiting for each manufacturer to approve implementation cost. Consensus was to move forward V5.3.





4/23/14	Marilyn to follow up with FMC on AGIS subset	Complete - Emailed – 4/29/14
4/23/14	Marilyn - check with Jim Wilson (or AEC implementers) on LineItemTotalAmount description – includes allowances, etc, yet there are separate structures. Is line item total the total amount of everything?	<p>Emailed 2 AEC implementers on 4/28 – got responses on 4/29.</p> <p>Growmark: In version 5.x (CNC and SC), I am pretty certain that only the &lt;InvoiceTotal&gt; structure is used which represents the invoice’s total amount to be credited or debited. If you add up each line level’s &lt;LineItemTotal&gt;, it should equal the &lt;InvoiceTotal&gt;. We programmed our system to check for the &lt;Allowances&gt; structure, but I believe it is not being used. From what I have seen, allowances and charges are mainly in the line level.</p> <p>Van Diest: In the InvoiceTotals structure, we use ONLY TotalLineItems and InvoiceTotal. We do not even use ShippingTotalAmount. I can tell from my programming notes that at one time I started setting up a Tax area, but it was never finished, and it has never been used.</p> <p>The allowances and shipping charges are gathered from the line item area. We do check to make sure the product quantity x product price + shipping charges -</p>



		<p>allowances is equal to the extended price for the line item (LineItemTotal-MonetaryAmount). We also make sure that all of the LineItemTotal amounts add up to the InvoiceTotal amount.</p> <p>Complete</p>
K-O Mtg (2/11-2/13/2014)	Manufacturers – Check w/ US counter-part about AGIIS subset (determine if you need separate)	<p>BASF – complete            Bayer – have complete            Dow – have completed            DuPont – complete            FMC – completed            Monsanto – complete            Syngenta – have completed</p> <p>Complete</p>
K-O Mtg (2/11-2/13/2014)	Marilyn – Have Member Services check into GS1-CA to see if they can find the GS1 prefixes for the Canadian manufacturers	<p>In progress: Rod met with GS1 – and will be introducing Josh Wall to them to work with them on AGIIS and the integrity of the data. 4/30: Email went out on 4/17 – GS1 has referred to Industry Support Team – Josh will follow up again this week, if he doesn't hear anything. 5/14 Josh will update group – talks continue.</p> <p>Completed</p>
3/5/2014	Josh to bring to the DOC a requirement of the PCP# (Pesticide Control Product #) as a regulatory requirement for Canada (similar to EPA#). They prefer a separate element from EPA#, as some products are labeled with both EPA & PCP.	<p>That discussed on 3/26/2014.            Marilyn to follow up with Josh. In progress with DOC. 4/30 At this point the DOC has reviewed the CPCC enhancement requests at a high level but we were really</p>



		waiting on the outcome with GS1 Canada to determine what other work would need to be completed. I can probably have estimates ready for the DOC at our next meeting on 5/14 for the creation of the PCP# and AWSA# field this may help push the project along. There will still need to be additional work completed once we finalize our plans with GS1 Canada
4/23/14	Mfg to look at their invoices and identify how they are sending InvoiceTotals	Complete
		•