

CSV Import Field Guide

Field	Description	Mandatory?
Age	The animal's age or age category. This can include grown, yearling, calf , etc.	No
Animal Name	The name of an individual stud animal, e.g. Golden Gun .	No
Breed	The animal's breed, e.g. Angus, Merino , etc. This is useful as the breed can be displayed on reports.	No
Buyer Name	The buyer's business name or buyer name. Buyers will be mapped once the sale is imported. Only enter this when the sale has been completed elsewhere , such as an online platform like AuctionsPlus.	No
Buyer Way	Used when a buyer is purchasing through an agent. For example, Buyer Name = Nutrien Bendigo and Buyer Way = John Smith . Only enter this when the sale has been completed elsewhere , such as AuctionsPlus.	No
Buyer PIC	The Property Identification Code (PIC) that the animals will be transferred to. Only enter this when the sale has been completed elsewhere , such as AuctionsPlus.	No
Buyer Contact First Name	Buyer's contact first name, e.g. John .	No
Buyer Contact Last Name	Buyer's contact last name, e.g. Smith .	No
Buyer Contact Phone	Buyer's contact phone number. Numbers only — no spaces, brackets, hyphens or other symbols .	No
Buyer Contact Email	Buyer's email address, e.g. j.smith@email.com .	No
Lot Number	The animal's lot number in the sale, e.g. 1 . Numbers only — do not use symbols or words. Lot numbers must not be duplicated . If you have a lot such as 1A , import the two lots as separate numbers and manually edit the lot numbers after import to add the required suffix or prefix.	Yes
Mark	Any paint or other identifying mark on the animal. For example, a paint mark on the shoulder could be entered as SH .	No

Field	Description	Mandatory?
NVD	The National Vendor Declaration (NVD) number located on the NVD document.	No
Pen Number	This should be exactly the same as the Lot Number in all cases.	Yes
Pricing Type	The pricing method used for the sale. Enter exactly as displayed: c/kg or \$/head.	No
Quantity	The number of animals included in the lot, e.g. 1.	No
Round Name	The Agrinous sale round the lot belongs to, e.g. Stud Ram or Stud Ewe. This is created when the sale is created.	No
Scans	Individual animal electronic identification (EID) tags. Enter the 15-digit EID with a space after the first three digits, e.g. 982 123456789123. Including EIDs makes the import easier, as they otherwise need to be manually entered against each lot. This field is not mandatory , but EIDs are required if completing an NLIS transfer in Agrinous.	No
Sex	The animal's sex, e.g. cow, bull, cow and calf. Enter in lower case.	No
Unit Price	The total amount the animal or lot sold for.	No
Vendor Name	The vendor's name and/or business name, e.g. Lazy Acres or Harry Jones. This is particularly helpful if the vendor business has already been created in Agrinous.	Yes
Vendor PIC	The Property Identification Code (PIC) of the property where the animals reside for the sale.	No

Important Notes

- **Lot Number and Pen Number must match exactly.**
- Lot numbers must be **numbers only** and must not contain duplicate values.
- Where a sale has been completed on an external platform, such as AuctionsPlus, buyer details can be included so they can be mapped when the sale is imported.
- EIDs are optional for the import but should be included where possible, particularly if an **NLIS transfer will be completed through Agrinous.**
- Fields that are not mandatory can still be useful for reporting, sale-day processes and reducing the amount of information that needs to be entered manually after import.