



The Why's and How's of Synchronizing with AGIIS — A Step-By-Step Guide

As a subscriber to AGIIS—the *Ag Industry Identification System* – your organization depends on it to provide unique, standardized identifiers for locations, businesses, and individuals across trading partners.

But AGIIS can only fulfill that role if companies keep their internal records synchronized with the official AGIIS directory. When data goes out of sync, small inconsistencies—like a slightly different name or address—can cause big issues: delayed shipments, rejected invoices, or mismatched accounts.

Synchronization ensures that your internal data matches the identifiers and demographic information stored in AGIIS, so that when you send or receive electronic messages, they connect to the right entity every time. Ultimately, it reduces manual work, helps you avoid costly errors, and ensures seamless eConnectivity with trading partners.

What Data Elements Should Be Synchronized?

When setting up your AGIIS synchronization process, one of the first questions is: what, exactly, should we sync?

The good news is that AGIIS breaks data into two clear categories: primary and secondary elements.

Primary data elements are the essentials—the things that define who the entity is and where they are located. These include the GLN or EBID identifiers, the official entity name, the physical or mailing address, and status values such as 'In Business,' 'Bought Out,' or 'Inactive.' These elements are required for electronic transactions and keeping them aligned is critical to every eBusiness process.

Secondary data elements provide additional detail but aren't required for synchronization. These might include industry flags, classifications, latitude and longitude, SPLC codes, or phone numbers. They can be useful, but they're not essential for successful eConnectivity.

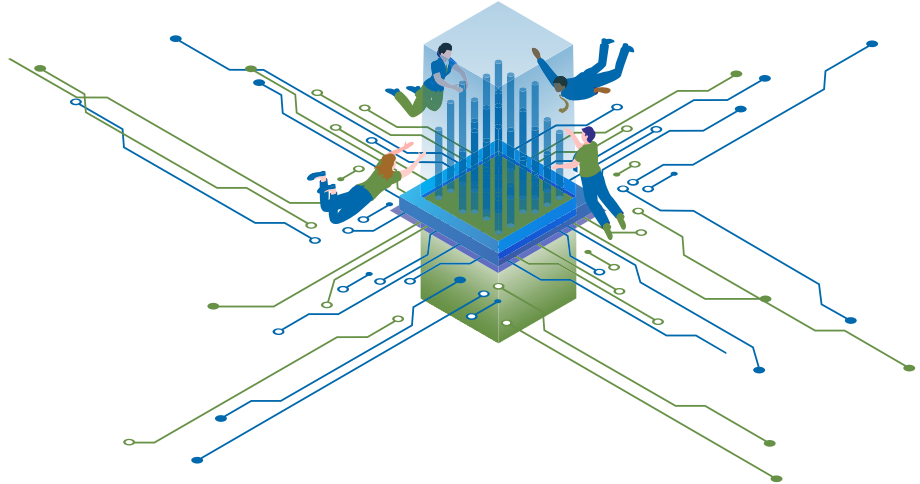
The five key steps in the synchronization process

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Questions?
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MemberServices
@AgGateway.org

For most organizations, the right approach is to start with the primary data. Make sure your identifiers, names, and addresses match AGIIS exactly. Then, as your synchronization process matures, you can decide whether to include secondary elements.

By clearly defining which data elements matter most, you build a synchronization process that is simple, reliable, and tailored to your organization's needs.



AGIIS Synchronization | A High Altitude Overview

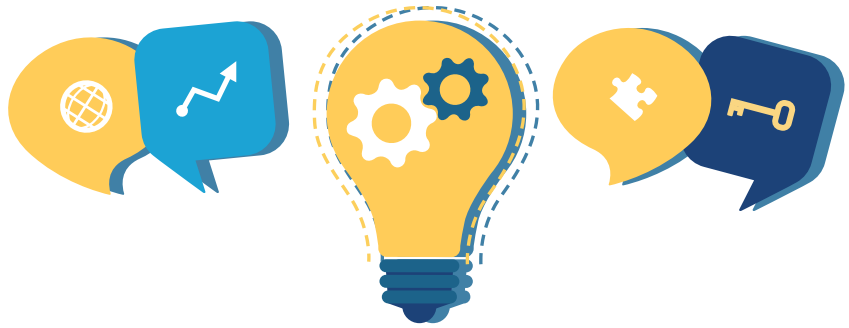
Before we get into the details, let's take a high level walk through AGIIS synchronization.

- The process **begins with requesting your AGIIS subset export file**. This file contains all the GLNs or EBIDs your organization currently has in AGIIS, along with associated demographic data.
- Next, **compare that information with your internal records**. Look for mismatches in identifiers, names, addresses, or statuses—and check for entities that appear in one system but not the other.
- Once you've identified the differences, **submit any necessary updates to AGIIS**. Depending on what you find, this may involve adding new entities to your subset, updating existing records, or removing entities that no longer apply. Then, take the AGIIS verified results and update your internal systems so that everything matches.
- Finally, **synchronization isn't a one and done task**. AGIIS provides regular update extracts—daily, weekly, or monthly. Review these changes and apply them internally to maintain alignment.

By following this structured process, you ensure **consistency, reduce errors, and support accurate eConnectivity** across all your trading partners.



The Five Key Steps in the Synchronization Process



1 Performing the Initial AGIIS-to-Internal Comparison

The initial comparison between your internal records and your AGIIS subset is one of the most important steps in the synchronization process. Start by identifying every entity in your internal system that has a GLN or EBID. Then compare those identifiers to the ones in your AGIIS subset export file. Look for identifiers that exist in one system but not the other. These represent gaps that need attention.

Next, compare the demographic data. Even if the identifier matches, the primary data elements—such as the name and address—must also match. Differences here can lead to issues in order processing, invoicing, or partner integrations.

Repeat this process for any secondary data elements your organization chooses to maintain. While optional, consistency can still improve accuracy.

For organizations with large datasets, specialized comparison tools or support from an AgGateway Allied Provider may streamline this step.

Once your comparison is complete, you'll have a clear picture of what needs to be updated—both in AGIIS and in your internal systems. This foundational step sets the stage for a clean, accurate synchronization process going forward.

2 Keeping Data in Sync: Ongoing Maintenance

Synchronization isn't just a project—it's an ongoing practice. To keep your system aligned with AGIIS, regular maintenance is essential.

AGIIS provides daily, weekly, or monthly update extracts, depending on the frequency you select. These files include before and after information for any updates to your subset: new records, changed addresses or names, or updates to entity status.

Your responsibility is to review those changes and apply them internally. This ensures that any updates approved in AGIIS—whether made by your company or another subscriber—are reflected in your system.

Just as important: whenever your organization receives new or corrected information about an entity, submit that update to AGIIS. This helps keep the entire industry aligned and ensures trading partners share consistent data.

By building AGIIS updates into your regular workflow, you maintain clean, reliable data that supports smooth electronic business operations.

3 Synchronizing With Trading Partners

Synchronization with AGIIS is important—but synchronization with your individual trading partners is just as critical. Even small differences in data can lead to failed transactions or delayed processing.

Start by exchanging identifier and primary demographic information with your trading partners. This ensures that when you reference a GLN or an EBID in an electronic message, both sides interpret it the same way.

Many organizations do this on a periodic basis, such as quarterly or annually. Others choose event based synchronization—updating each other whenever a new entity is added or modified.

AGIIS offers a powerful tool to support this: the Trading Partner Entity Add Notification feature. This sends real time alerts via electronic messaging whenever a new entity is added to a subset. It's especially helpful in fast moving segments like crop nutrients, where partners need immediate access to updated information.

By developing a simple, consistent process for partner synchronization, you ensure that every transaction—every order, shipment, and invoice—flows through cleanly, with no surprises.



4 Avoiding Common Synchronization Pitfalls

As organizations begin synchronizing with AGIIS, there are a few common pitfalls that can create complications down the road. Fortunately, they're easy to avoid once you understand them. Below are some of the most common:

- **Failure to send internal updates back to AGIIS** can become a major issue. If your records change but AGIIS doesn't, your trading partners will continue receiving outdated information.
- **Some organizations sync identifiers but forget the demographics.** It's not enough for the GLN or EBID to match. The name, address, and status must match as well.
- **Duplicate records can also cause problems.** Make sure your comparison process includes steps to detect and resolve duplicates—both internally and in AGIIS.
- **Finally, don't overlook partner-to-partner synchronization.** Even if your data matches AGIIS, discrepancies with a trading partner's records can still cause transaction failures.

By recognizing these common pitfalls and planning ahead, you can keep your synchronization process running smoothly and efficiently.

5 Building a Sustainable Synchronization Process

Building a sustainable synchronization process doesn't have to be complicated. In fact, the most effective processes are often the simplest. Below are some tips for keeping the momentum on synchronization going beyond the initial work.

- Start by documenting a clear set of steps your team will follow. Define who requests the AGIS subset export, who performs the comparison, who submits updates, and who applies changes internally. Clear ownership prevents missed steps.
- Next, determine the right level of complexity for your organization. If you're just starting out, focus on the essentials—identifiers, names, and addresses. As your needs grow, you can expand to include secondary data elements or partner-based integrations.
- Automation can play a big role in long-term sustainability. Many organizations schedule regular comparisons, automate notifications, or integrate AGIS updates directly into internal systems.
- Finally, revisit your synchronization process periodically—especially when adding new trading partners or implementing new eConnectivity projects. Data requirements evolve, and your process should evolve with them.

By creating a process that's clear, repeatable, and adaptable, you ensure that your synchronization efforts support your business today—and scale with your needs into the future.



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Questions? Concerns?

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