

Seed Certification Information System (SCIS)

**New Zealand
Seeds Authority**

NZSA's mission is that through effective policy and governance, New Zealand has professionally and efficiently managed seed certification schemes delivering product that meets all statutory and regulatory standards.

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Seed Certification Information System

Reference User Guide for: Merchant Role

This reference user guide is to help users operate the functions available to **Merchants** within the SCIS system.

Contents

	Page
1. Tables and Figures	3
2. Glossary	4
3. Introduction	5
4. Logging in	6
5. Logged In	8
6. The Green Bar ‘Screens’	9
7. Notifications	10
8. Seed Production	15
9. Seed Lines & Lots	20
10. Variety Register	26
11. Manage VPRs	33

Tables and Figures		Page
Tables		
Table 1.	Organisation roles	5
Figures		Page
Figure 1.	Home screen	6
Figure 2.	Sign in screen	6
Figure 3.	Example of saved login address	7
Figure 4.	Click on your email Login to get the password box to appear	7
Figure 5.	Timed out sign in box	7
Figure 6.	Logged in home screen	8
Figure 7.	Green side bar explanation	9
Figure 8.	Switch account option	9
Figure 9.	Notifications – Home screen	10
Figure 10.	Notifications - Filtering	11
Figure 11.	Notifications – opening a notification box for additional information	12
Figure 12.	Notifications – opening a Growers application from the notification box	13
Figure 13.	Notifications – opening a new variety application from the notification box	14
Figure 14.	Seed Production – Home screen	15
Figure 15.	Seed Production – main filtering screen	16
Figure 16.	Seed Production – filtering for a specific variety and Grower	17
Figure 17.	Seed Production – opening production site map (Submitted status)	18
Figure 18.	Seed Production – opening production site map (Approved status)	19
Figure 19.	Seed Lines and Lots – Home screen	20
Figure 20.	Seed Lines and Lots – Seed Lines tab	21
Figure 21.	Seed Lines and Lots – main filtering screen	22
Figure 22.	Seed Lines and Lots – MD Lots tab	23
Figure 23.	Seed Lines and Lots – main filter options	24
Figure 24.	Seed Lines and Lots – data box showing ‘Ready for Labels’	25
Figure 25.	Seed Lines and Lots - data box showing ‘labels ordered’ under black bar	25
Figure 26.	Variety Register – Home screen	26
Figure 27.	Variety Register – Main filtering screen	27
Figure 28.	Variety Register - Variety register form part 1 of 3	28
Figure 29.	Variety Register - Variety register form part 2 of 3	29
Figure 30.	Variety Register - Variety register form part 3 of 3	30
Figure 31.	Variety Register – Overseas variety additional information OECD query	31
Figure 32.	Variety Register – Overseas variety additional information EU query	31
Figure 33.	Variety Register – OECD variety query example	32

Figures continued	Page
Figure 34. Variety Register – EU variety query example	32
Figure 35. Manage VPRs – VPR home screen	33
Figure 36. Manage VPRs – Main filter	34
Figure 37. Manage VPRs – Add a new VPR 1 of 3	35
Figure 38. Manage VPRs – Add a new VPR 2 of 3	35
Figure 39. Manage VPRs – Add a new VPR 3 of 3	35
Figure 40. Manage VPR – Add a new VPR form	36
Figure 41. Manage VPR – VPR home screen showing Approved and Submitted status	37
Figure 42. Manage VPR – VPR notifications screen message examples	38
Figure 43. Manage VPR – VPR notifications screen message examples	38
Figure 44. Manage VPR – VPR notifications screen message examples	38
Figure 45. Manage VPR – VPR screen Active tab – sorting ‘Allow a Re-entry’	39
Figure 46. Manage VPR – Allowing a Re-Entry	40
Figure 47. Manage VPR – Allowing a Re-Entry form	41
Figure 48. Manage VPR – Active tab – Actions column ‘Deactivate’	42
Figure 49. Manage VPR - Inactive tab – Actions column – Activate / Remove	42

Glossary

Click / Clicking	This means the left side mouse button. Those that use the mouse in their left hand and have changed the mouse button configuration would use the right side button.
Cursor	This is the mouse cursor which moves around the screen when you move the mouse (or when something goes wrong you cursor!)
FD Seed line	Seed harvested from crop production site
Seed line	When the FD Seed line is receipted in at the Processor, It becomes the Seed line
MD Lot	When the Seed line has been cleaned, packaged and labeled, it becomes the MD Seed Lot.
Organisation	A role within SCIS – see Table 1.

Open v

Clicking on this button reveals more information

Close ^

Clicking on this button closes the revealed information

Introduction

To use SCIS, you must belong to an Organisation. SCIS has 8 Organisation role types it recognizes (see table 1). The National Seed Certification Office (NSCO). NSCO is the only organisation that can register users roles.

A new Organisation must contact the NSCO to get a copy of the 'Add New Organisation' form to complete and return to NSCO. An organisation may have multiple Roles. If the organisation has sites in multiple locations, these can be identified as separate locations. Once the Organisation is registered, NSCO can then registered the users and their allocated role. **Each user should have their own individual login. This protects the confidentiality of each user.**

Table 1 – Organisation Roles

NSCO	National Seed Certification Office - operates the administrative functions of SCIS.
MPI	Ministry for Primary Industries – approves final verification release of MD seed lots labelled with OECD and OECD-EU labels
IVA	Inspection Verification Agency - operates the administration, inspection and official verification of SCIS
Grower	Plants, maintains and harvests production sites to create FD seed lines
Merchant	contracts Growers to produce seed for domestic and international market requirements
Processor	Receives, cleans, packages, labels and stores seed produced by Growers
FISP	Field Inspection Service Provider - inspects production sites during the growing season to ensure they meet the required rules, regulations and standards of the applicable certification schemes.
LTSP	Laboratory Testing Service Provider - tests MD seed lots to ensure they meet the required seed certification scheme seed lot purity and germination standards applicable to the labelled certification scheme
The NZSA has contracted AsureQuality to operate the NSCO, IVA, FISP and LTSP roles within SCIS	

Logging in



Open the NZSA web page screen (<https://nzseedsauthority.com>) then click on the  button to open the SCIS login screen.

Figure 1. NZSA web page screen for SCIS with the  button to the SCIS login screen.




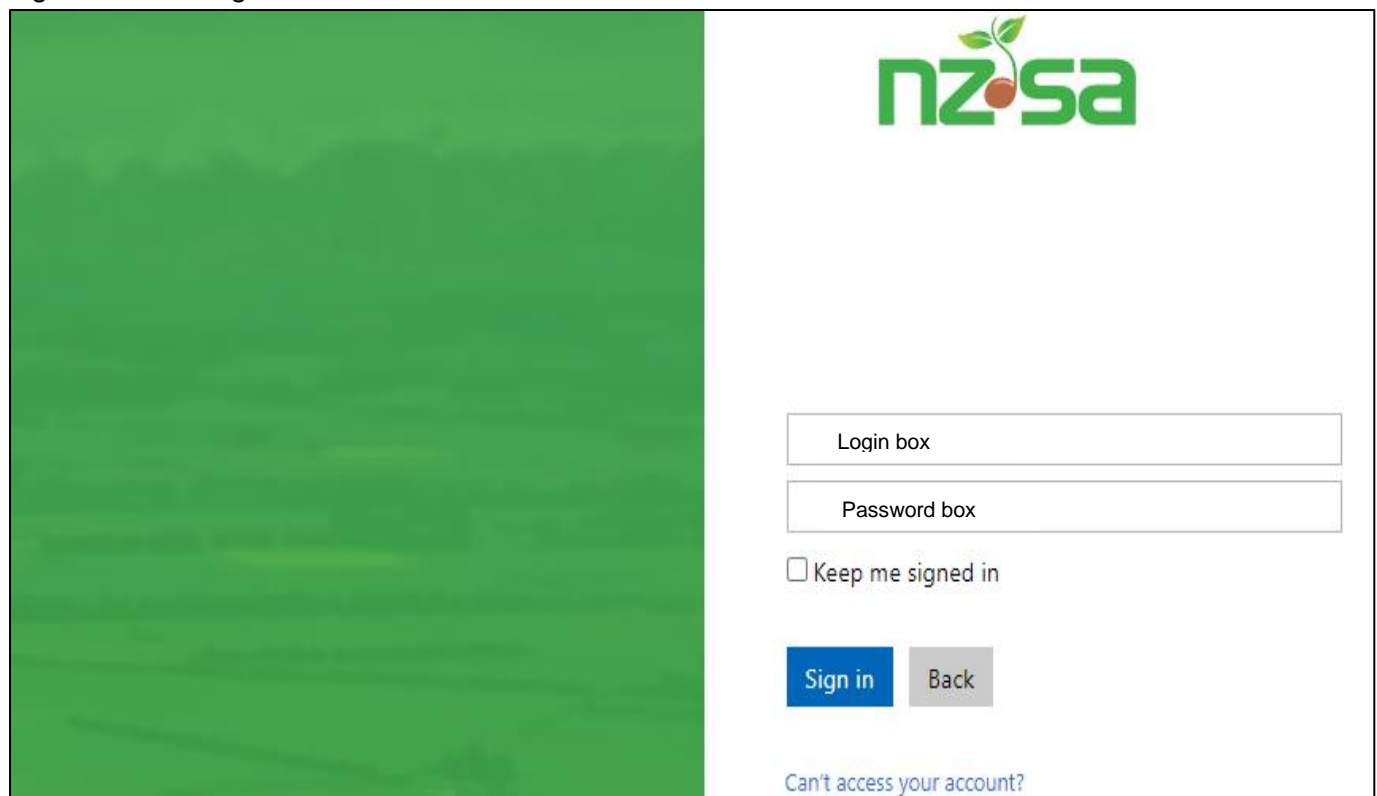
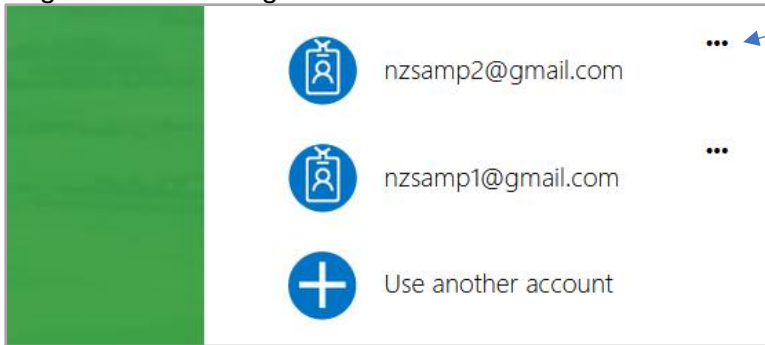
The opened SCIS Login screen – enter your user login and password then click on  button or use the Enter key on the keyboard.

Figure 2. SCIS login screen



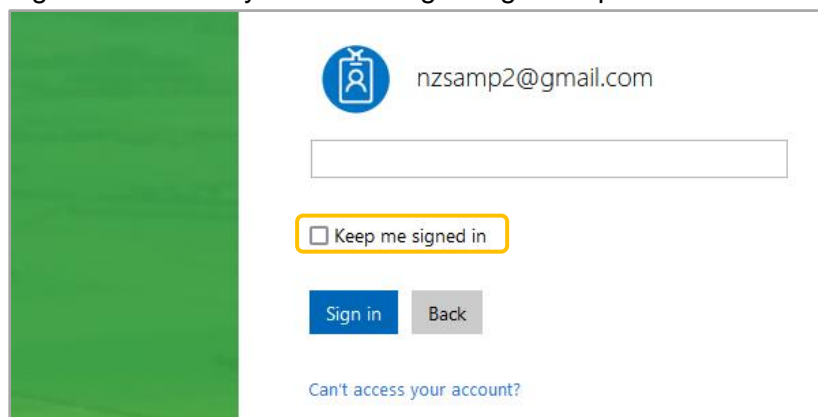
Note: Once you have logged in the first time, your email may be there next time you login (there could be multiple logins depending on how many users use the same computer/laptop. The email at the top of the list may be highlighted in blue).

Figure 3. Saved login Email address's



The row of 3 small black dots on the top right of your email allows you to remove the email box from the screen – when you click on the 3 dots the word 'Forget' appears. Click on 'Forget' to remove email. You then have to re type your login next time.

Figure 4. Click on your email Login to get the password box to appear

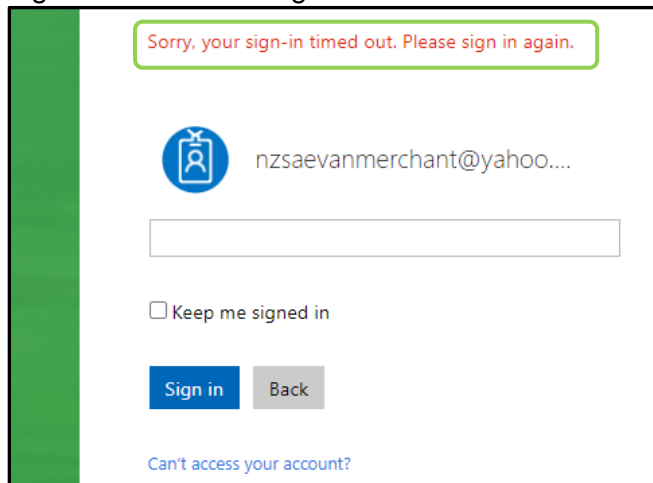


After typing your password in, you can hit the enter key on the keyboard or click on the **Sign In** button (click on the **Back** button to go back to the login screen). You'll also see **Keep me signed in** click in that box after you type your password and before you click the **Sign In** button or the 'Enter' key and you'll remain signed in.

NB. If you choose 'keep me signed in', be aware of security breaches if the device you are logged in on, is used by other staff.

If you have been logged in for some time without any activity, SCIS may log you out. When you go back to login, you may see **this message**. If you do, just re-enter your password.

Figure 5. Timed out sign in box



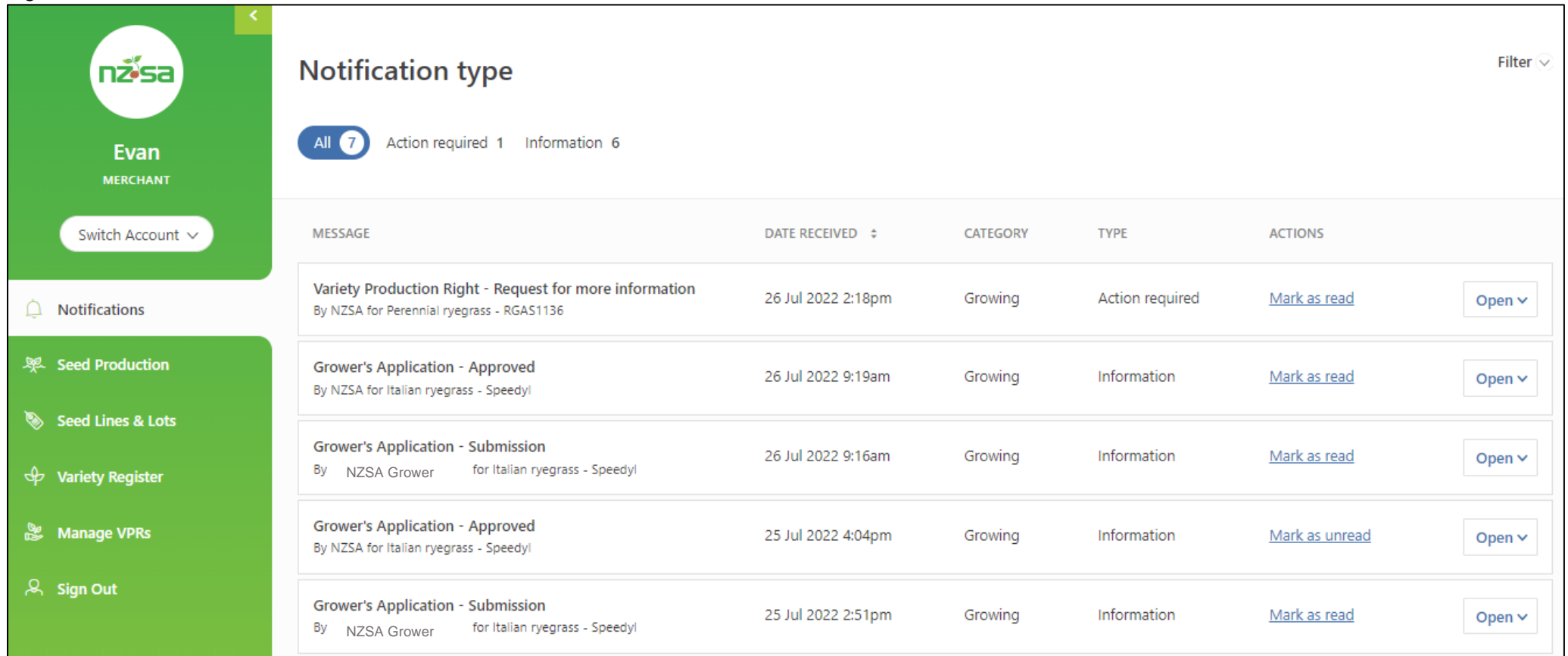
Logged In

You should be logged in now and viewing the 'Home' (Landing) screen (figure 12). The green bar on the left side of the home screen lists the various data screens available to the Merchant role. These are: Notifications, Seed Production, Seed Lines and Lots, Variety Register, Manage VPRs and Sign Out.

The 'active' screen will be highlighted in white as showing in figure 12 (Notifications). The first time you log in, you may or may not have notifications already showing. Figure 12 already has notifications showing.

To open the other screens, move the mouse cursor onto the screen title in the green bar and click the left side mouse button.

Figure 6. Home screen



The screenshot shows the NZSA Merchant Home screen. On the left is a green sidebar with the NZSA logo, the user name 'Evan MERCHANT', and a 'Switch Account' button. Below this are menu items: Notifications (active), Seed Production, Seed Lines & Lots, Variety Register, Manage VPRs, and Sign Out. The main content area is titled 'Notification type' and includes a 'Filter' dropdown. Below the title, there are toggle buttons for 'All 7', 'Action required 1', and 'Information 6'. A table displays a list of notifications with columns for MESSAGE, DATE RECEIVED, CATEGORY, TYPE, and ACTIONS.

MESSAGE	DATE RECEIVED	CATEGORY	TYPE	ACTIONS
Variety Production Right - Request for more information By NZSA for Perennial ryegrass - RGAS1136	26 Jul 2022 2:18pm	Growing	Action required	Mark as read Open
Grower's Application - Approved By NZSA for Italian ryegrass - Speedyl	26 Jul 2022 9:19am	Growing	Information	Mark as read Open
Grower's Application - Submission By NZSA Grower for Italian ryegrass - Speedyl	26 Jul 2022 9:16am	Growing	Information	Mark as read Open
Grower's Application - Approved By NZSA for Italian ryegrass - Speedyl	25 Jul 2022 4:04pm	Growing	Information	Mark as unread Open
Grower's Application - Submission By NZSA Grower for Italian ryegrass - Speedyl	25 Jul 2022 2:51pm	Growing	Information	Mark as read Open

Home Screen for SCIS Merchant

Figure 7. Green bar

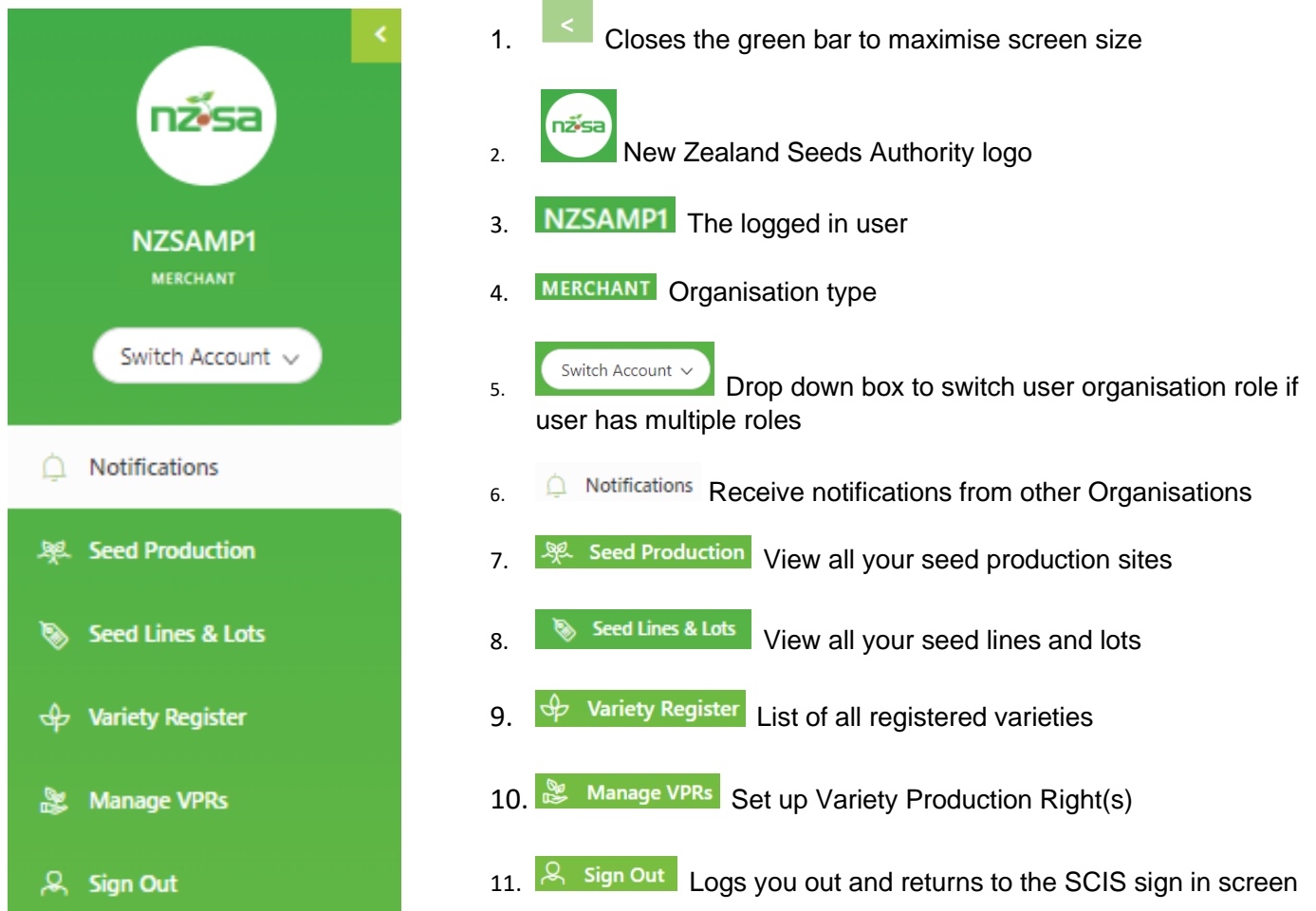
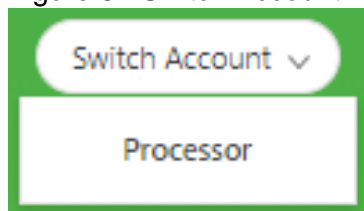


Figure 8. Switch Account



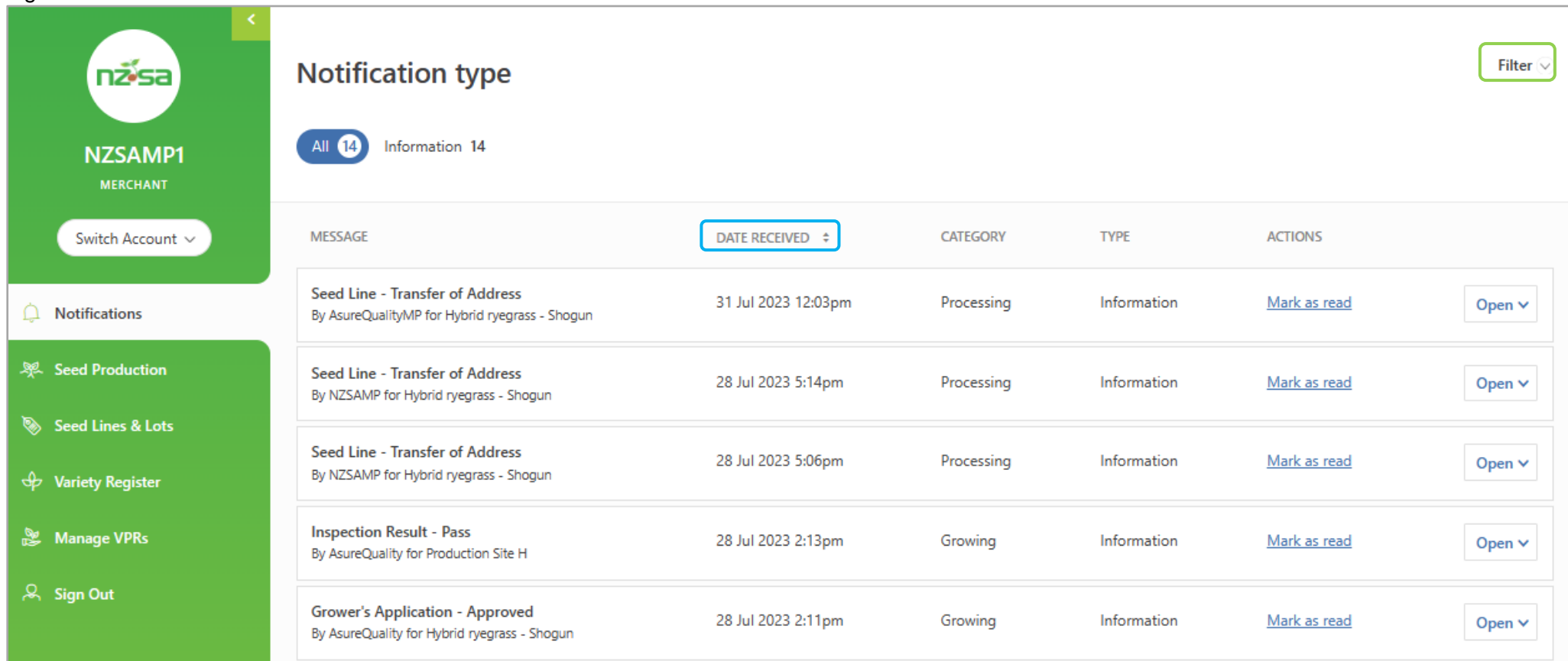
Clicking on the 'Switch Account' button reveals the other role(s) that the user has been given. In this example, the other role is a Processor.

The next sections will cover each data screen in more detail.

Notification Screen

The 'Notification' screen confirms the status of Grower applications, new variety listings and withdrawn crops. The screen has 2 filters available. The first is the **Date Received** column that allows for ascending or descending date order. The default is descending (most recent at the top).

Figure 9. Notifications screen



Notification type Filter ▾

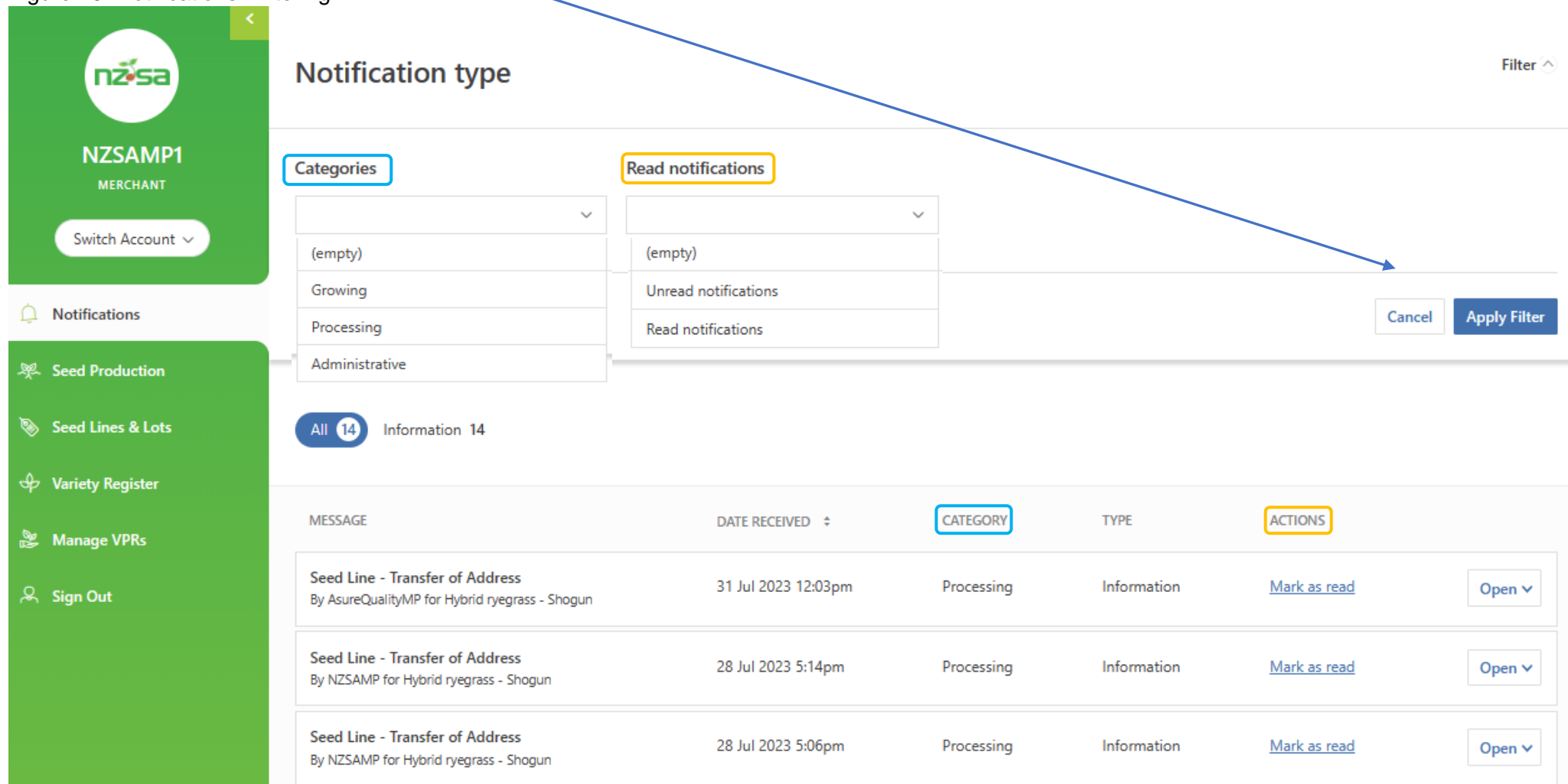
All 14 Information 14

MESSAGE	DATE RECEIVED ▾	CATEGORY	TYPE	ACTIONS
Seed Line - Transfer of Address By AsureQualityMP for Hybrid ryegrass - Shogun	31 Jul 2023 12:03pm	Processing	Information	Mark as read Open ▾
Seed Line - Transfer of Address By NZSAMP for Hybrid ryegrass - Shogun	28 Jul 2023 5:14pm	Processing	Information	Mark as read Open ▾
Seed Line - Transfer of Address By NZSAMP for Hybrid ryegrass - Shogun	28 Jul 2023 5:06pm	Processing	Information	Mark as read Open ▾
Inspection Result - Pass By AsureQuality for Production Site H	28 Jul 2023 2:13pm	Growing	Information	Mark as read Open ▾
Grower's Application - Approved By AsureQuality for Hybrid ryegrass - Shogun	28 Jul 2023 2:11pm	Growing	Information	Mark as read Open ▾

The second is **Filter** located top right side of screen. Move the mouse cursor onto 'Filter' and click left side button. This opens filter options on 2 other columns as shown on figure 15 on the next page.

The first is the **Category** column with categories of - 'All', 'Growing', 'Processing' and 'Administrative'. The second is the **Actions** column and filters on 'All', 'Unread notifications' or 'Read notifications'. Move the mouse cursor onto one of the options of either Categories or Read notifications and click on it. Then move the mouse cursor to the **Apply Filter** tab on the right hand side.

Figure 10. Notifications - filtering



Notification type Filter ^

Categories **Read notifications**

(empty) (empty)

Growing Unread notifications

Processing Read notifications

Administrative

All 14 Information 14

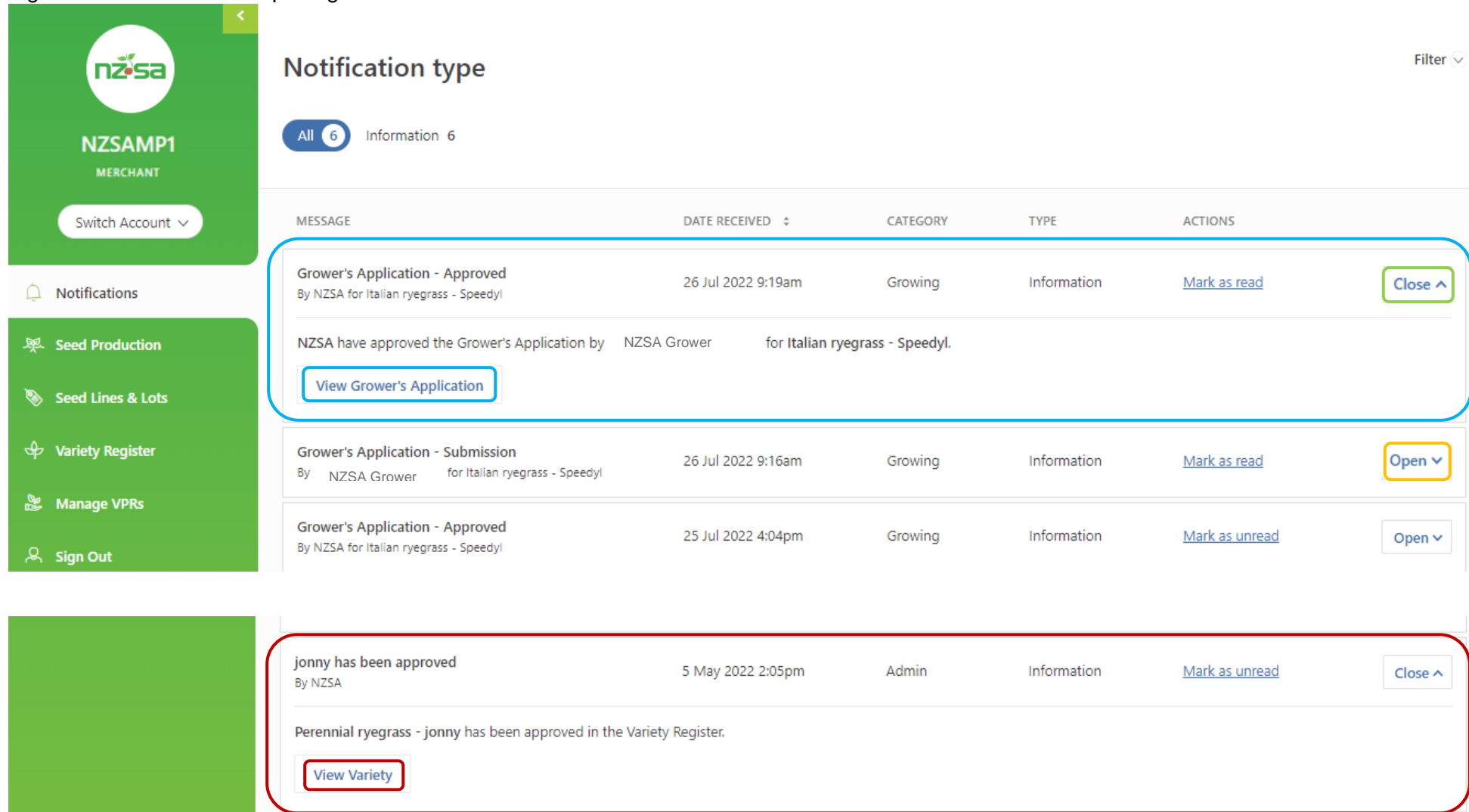
Cancel **Apply Filter**

MESSAGE	DATE RECEIVED	CATEGORY	TYPE	ACTIONS
Seed Line - Transfer of Address By AsureQuality/MP for Hybrid ryegrass - Shogun	31 Jul 2023 12:03pm	Processing	Information	Mark as read Open
Seed Line - Transfer of Address By NZSAMP for Hybrid ryegrass - Shogun	28 Jul 2023 5:14pm	Processing	Information	Mark as read Open
Seed Line - Transfer of Address By NZSAMP for Hybrid ryegrass - Shogun	28 Jul 2023 5:06pm	Processing	Information	Mark as read Open

At the end of each notification box there is button with **Open** on it. Clicking on this expands the box and reveals additional information. It may also have another button to click on which could be a copy of the Grower’s application or to view a variety registration. Clicking on the **Close** button returns the box to normal.

This is a **Grower application** “Open” notification box. This is a **new variety** “Open” notification box.

Figure 11. Notifications - Opening a row in notifications



The screenshot shows the NZSA merchant dashboard with a notification list. The left sidebar contains navigation options: Notifications, Seed Production, Seed Lines & Lots, Variety Register, Manage VPRs, and Sign Out. The main area is titled 'Notification type' and shows 'All 6 Information 6'. The notification list has columns for MESSAGE, DATE RECEIVED, CATEGORY, TYPE, and ACTIONS.

MESSAGE	DATE RECEIVED	CATEGORY	TYPE	ACTIONS
Grower's Application - Approved By NZSA for Italian ryegrass - Speedyl NZSA have approved the Grower's Application by NZSA Grower for Italian ryegrass - Speedyl. View Grower's Application	26 Jul 2022 9:19am	Growing	Information	Mark as read Close
Grower's Application - Submission By NZSA Grower for Italian ryegrass - Speedyl	26 Jul 2022 9:16am	Growing	Information	Mark as read Open
Grower's Application - Approved By NZSA for Italian ryegrass - Speedyl	25 Jul 2022 4:04pm	Growing	Information	Mark as unread Open
jonny has been approved By NZSA Perennial ryegrass - jonny has been approved in the Variety Register. View Variety	5 May 2022 2:05pm	Admin	Information	Mark as unread Close

Figure 18 is a view of the Grower’s application from the first line of the Notification screen shown in figure 13 on the previous page (highlighted by the large blue rectangle).

Things to note:

- i. The Grower’s application (GA) opens in the **Seed Production** screen. Quickest way to get back to Notifications is to click on Notifications.
- ii. The GA has the **official crop ID** (official reference number for the FD seed)
- iii. There is a **flow chart** showing the progress of the crop on the left of the map. This also allows a **view** of any documentation generated at different stages.
- iv. The map defaults to Satellite view but could be Street view by clicking on **Satellite view** button.

Figure 12. Opening a Growers application from the notification box

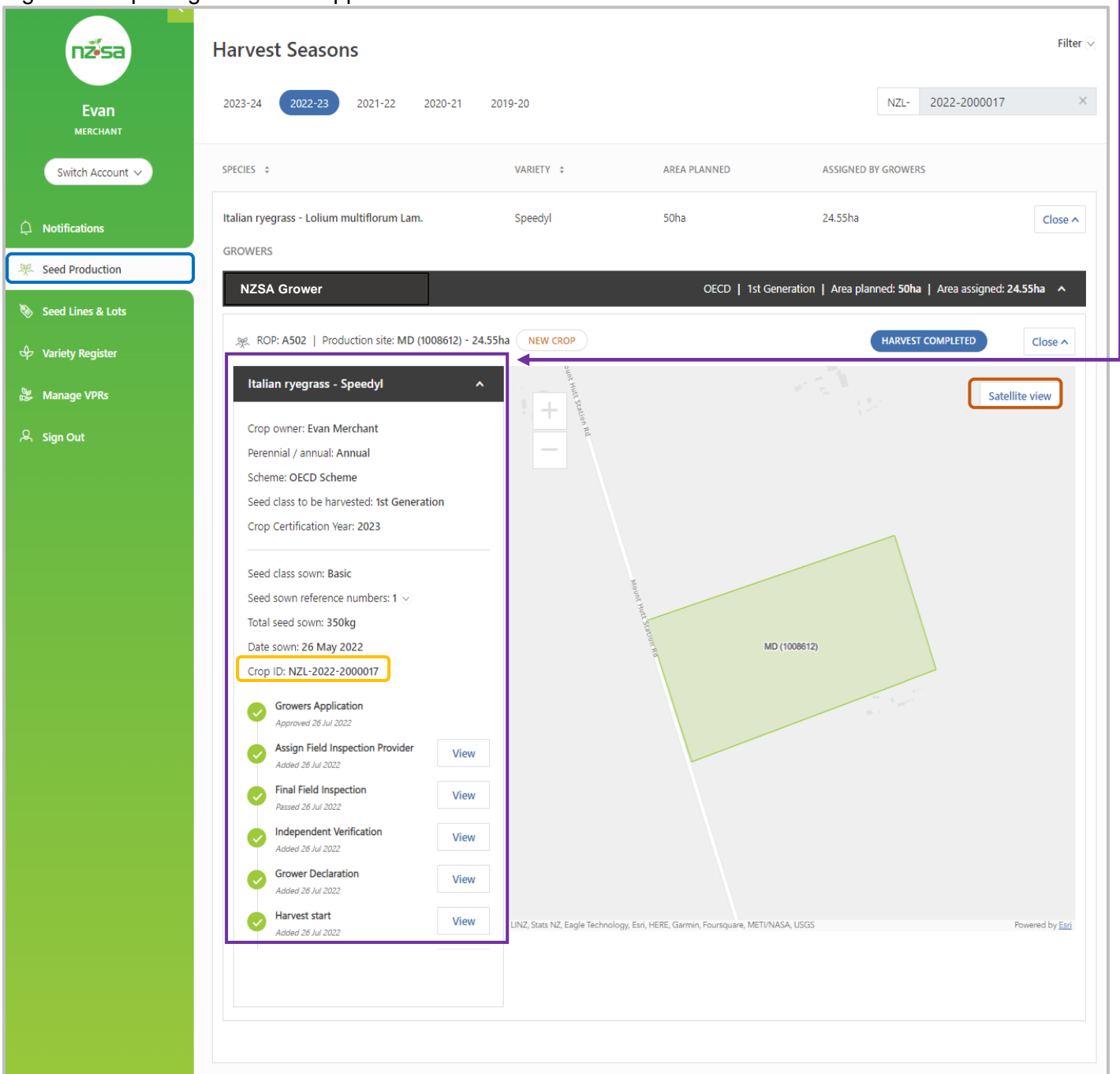
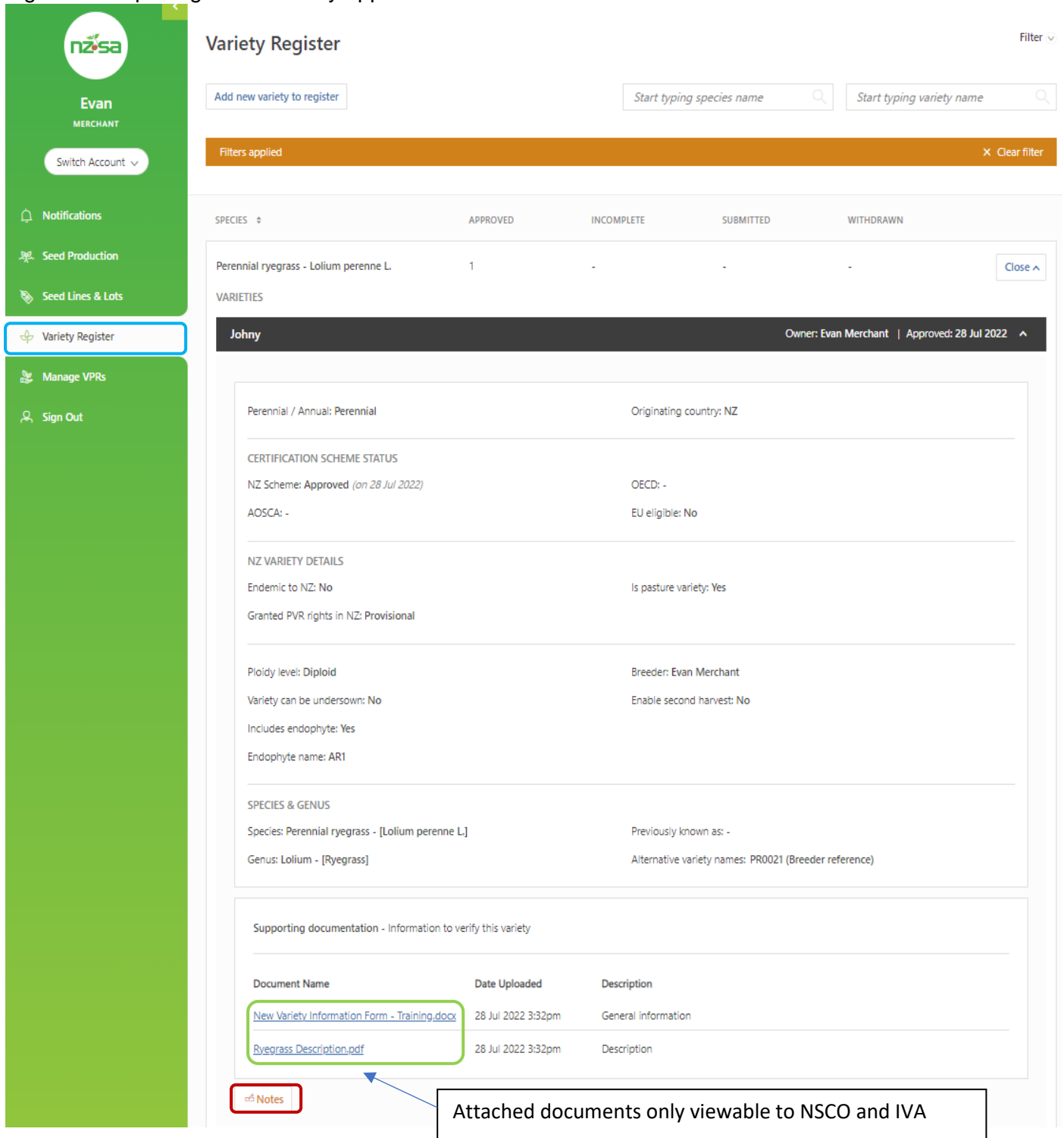


Figure 19 shows the 'View Variety' of Johny perennial ryegrass from the bottom of page 13 which has been approved.

Things to note:

- i. The view variety opens in the Variety Register screen. Quickest way to get back to Notifications is to click on Notifications.
- ii. Clicking on X Clear filter in the orange bar closes the filter and leaves you on the variety register.
- iii. At the bottom of the variety page there are pdf documents and a Notes button that can be clicked on and opened. In the case of "Notes", this may have comments from the NSCO.

Figure 13. Opening a new variety application from the notification box.



The screenshot shows the 'Variety Register' interface. On the left is a green sidebar with navigation options: Notifications, Seed Production, Seed Lines & Lots, **Variety Register** (highlighted with a blue box), Manage VPRs, and Sign Out. The main content area shows a table with columns for SPECIES, APPROVED, INCOMPLETE, SUBMITTED, and WITHDRAWN. A row for 'Perennial ryegrass - Lolium perenne L.' is visible with 1 approved entry. Below the table, the 'VARIETIES' section is expanded to show details for 'Johny'. The details include:

- Perennial / Annual: Perennial | Originating country: NZ
- CERTIFICATION SCHEME STATUS: NZ Scheme: Approved (on 28 Jul 2022) | OECD: - | AOSCA: - | EU eligible: No
- NZ VARIETY DETAILS: Endemic to NZ: No | Is pasture variety: Yes | Granted PVR rights in NZ: Provisional
- Ploidy level: Diploid | Breeder: Evan Merchant
- Variety can be undersown: No | Enable second harvest: No
- Includes endophyte: Yes | Endophyte name: AR1
- SPECIES & GENUS: Species: Perennial ryegrass - [Lolium perenne L.] | Previously known as: - | Genus: Lolium - [Ryegrass] | Alternative variety names: PR0021 (Breeder reference)

At the bottom, the 'Supporting documentation' section contains a table:

Document Name	Date Uploaded	Description
New Variety Information Form - Training.docx	28 Jul 2022 3:32pm	General information
Ryegrass Description.pdf	28 Jul 2022 3:32pm	Description

Below the table is a Notes button. A blue arrow points from the 'Notes' button to a text box containing the text: **Attached documents only viewable to NSCO and IVA**.

Seed Production

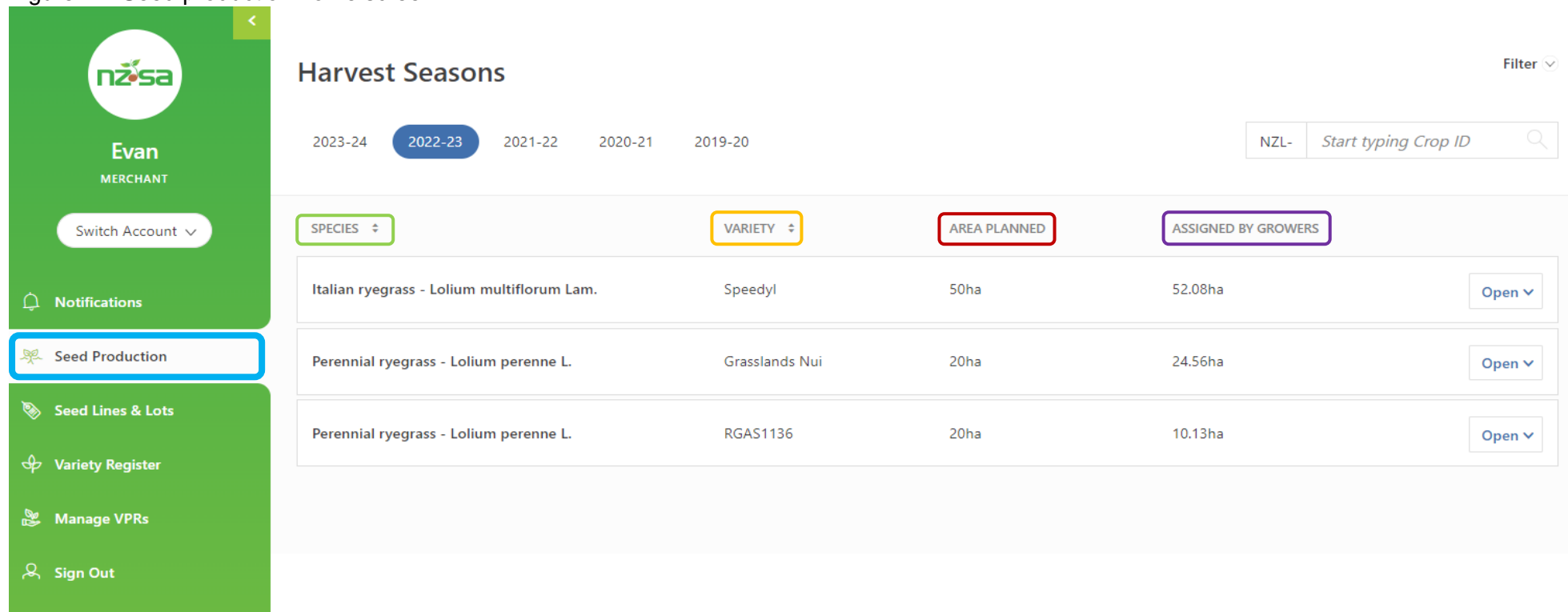
The **Seed Production** screen displays your current production sites. These are based on the VPR's (Variety Production Right) you have generated. The first 2 columns show the **Species** and **Variety**. The 3rd column is **Area Planned** and from your VPR for that variety. The **Assigned by Growers** is the area that has been allocated by those Growers. This figure will update as the Growers enter your crops. SCIS does not control the area planted by the allocated Growers. However, the area planted is visible to you as you can see by looking at the Area Planned and Assigned by Growers columns in figure 19.

This screen will fill up fast, so there are several filters to assist you find specific crops quickly. These are:

1. Filter ^ (when you click on Filter ^ there are another 3 filters – Variety, Grower and Grower application status)
2. Crop ID, the columns SPECIES and VARIETY. See figure 20.

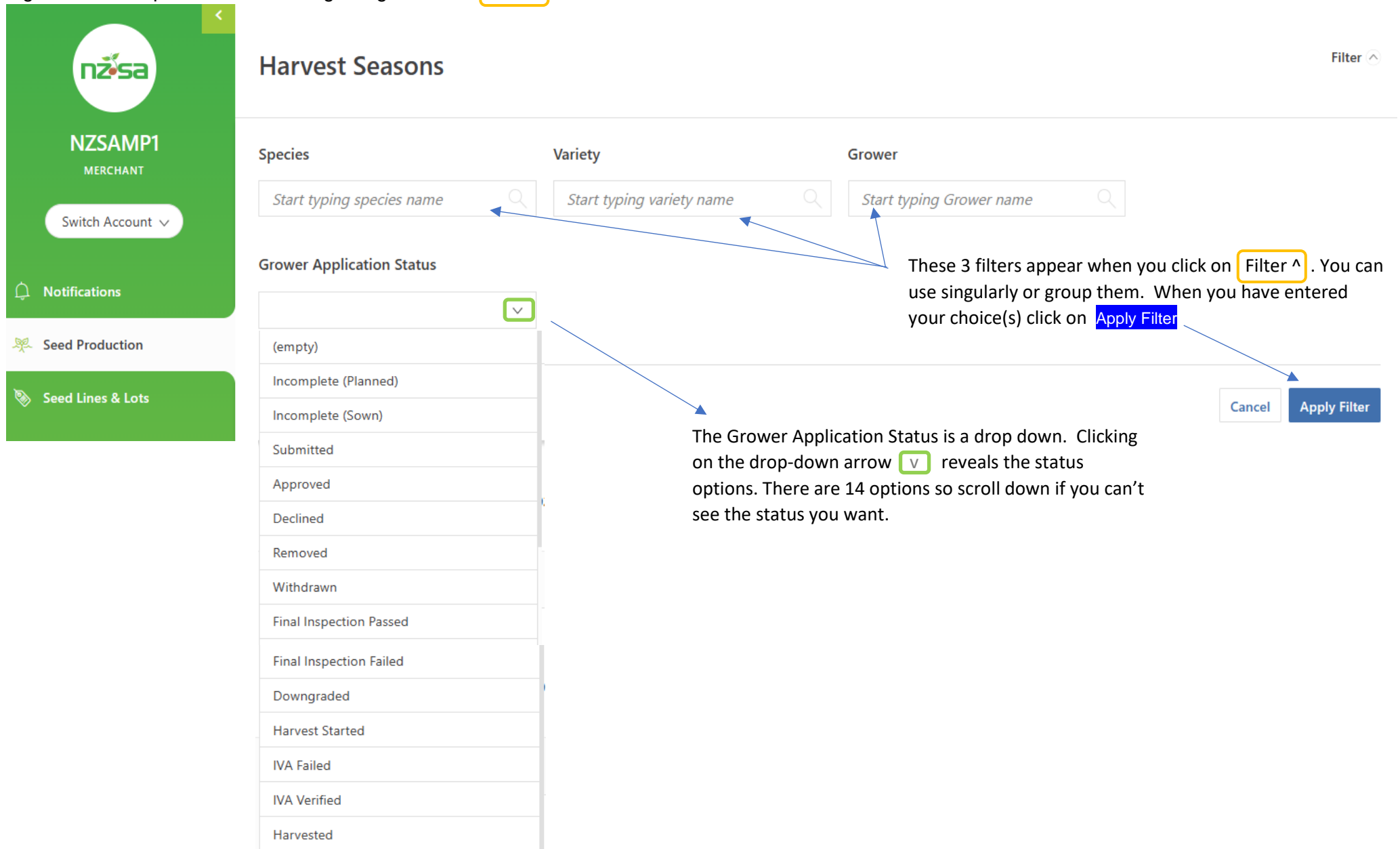
NB. If there are multiple Merchants growing the same variety with the same Grower, you will only see your crops.

Figure 14. Seed production home screen



SPECIES	VARIETY	AREA PLANNED	ASSIGNED BY GROWERS	
Italian ryegrass - Lolium multiflorum Lam.	Speedyl	50ha	52.08ha	Open
Perennial ryegrass - Lolium perenne L.	Grasslands Nui	20ha	24.56ha	Open
Perennial ryegrass - Lolium perenne L.	RGAS1136	20ha	10.13ha	Open

Figure 15. Seed production - Filtering using the main **Filter ^** button.



Harvest Seasons Filter ^

Species Variety Grower

Start typing species name *Start typing variety name* *Start typing Grower name*

Grower Application Status

(empty)

Incomplete (Planned)

Incomplete (Sown)

Submitted

Approved

Declined

Removed

Withdrawn

Final Inspection Passed

Final Inspection Failed

Downgraded

Harvest Started

IVA Failed

IVA Verified

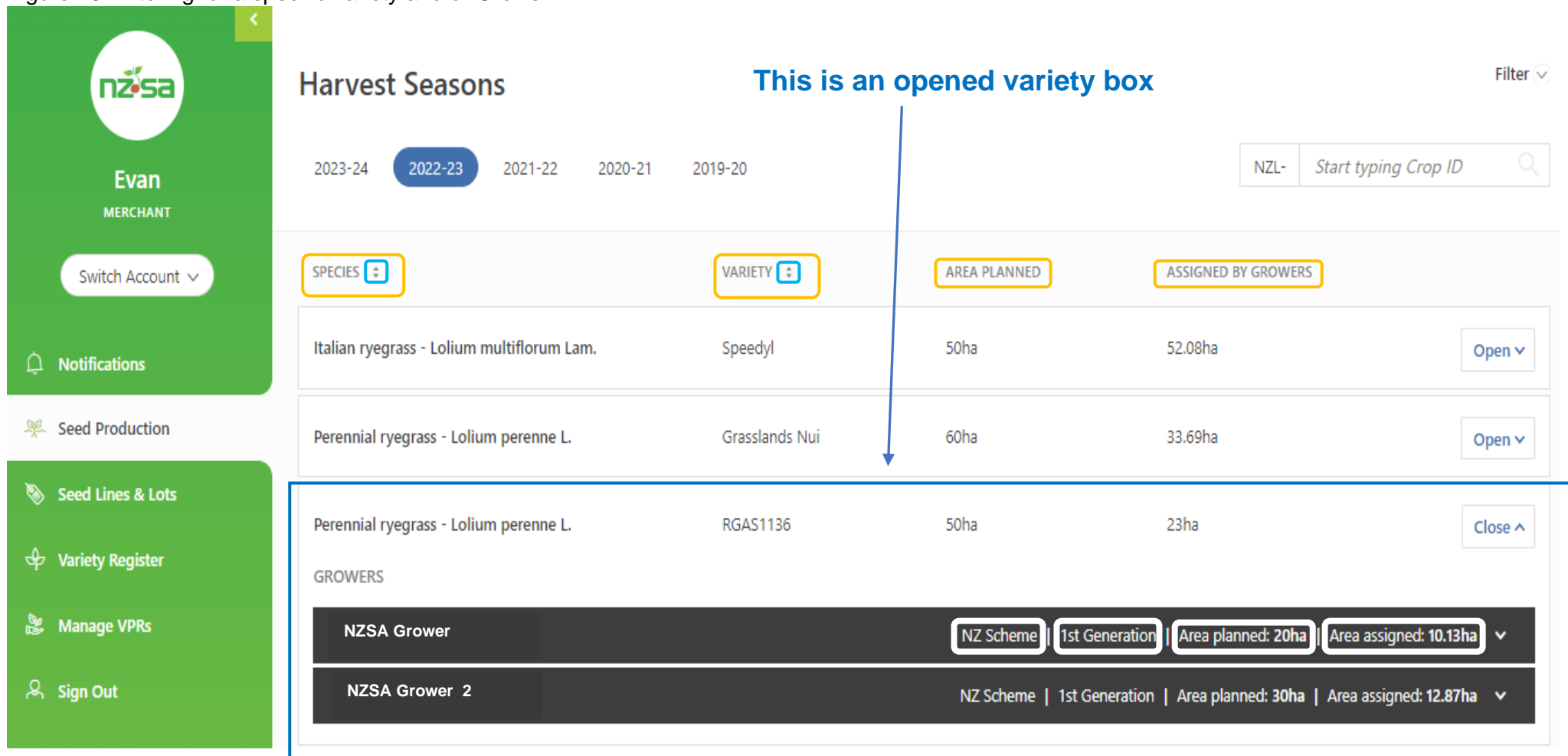
Harvested

These 3 filters appear when you click on **Filter ^**. You can use singularly or group them. When you have entered your choice(s) click on **Apply Filter**.

The Grower Application Status is a drop down. Clicking on the drop-down arrow **v** reveals the status options. There are 14 options so scroll down if you can't see the status you want.

Cancel **Apply Filter**

Figure 16. Filtering for a specific variety and or Grower



The screenshot shows the 'Harvest Seasons' interface for merchant 'Evan'. The main table lists seed variety productions with columns for Species, Variety, Area Planned, and Assigned by Growers. A blue box highlights the 'Variety' column, and a blue arrow points to a detailed view of a specific variety box for 'Perennial ryegrass - Lolium perenne L.' with variety 'RGAS1136'. This detailed view shows two growers: 'NZSA Grower' and 'NZSA Grower 2', each with their respective NZ Scheme, harvest class, and area planned/assigned.

SPECIES	VARIETY	AREA PLANNED	ASSIGNED BY GROWERS
Italian ryegrass - Lolium multiflorum Lam.	Speedyl	50ha	52.08ha
Perennial ryegrass - Lolium perenne L.	Grasslands Nui	60ha	33.69ha
Perennial ryegrass - Lolium perenne L.	RGAS1136	50ha	23ha

GROWERS

NZSA Grower	NZ Scheme	1st Generation	Area planned: 20ha	Area assigned: 10.13ha
NZSA Grower 2	NZ Scheme	1st Generation	Area planned: 30ha	Area assigned: 12.87ha

This screen will list all your seed variety productions. The main screen lists all the varieties (this could be many pages). This has 4 columns, with the first 2 columns having an alphabetical ascending or descending filter. Columns are Species, Variety, Area planned (through your VPR's) and area Assigned by Growers.

Opening a variety box will reveal all the Grower(s) production(s) with that variety. In the example above, the species is Perennial ryegrass, variety is RGAS1136, scheme is NZ, harvest class is 1st Generation and 50ha is planned. There are 2 Growers assigned – NZSA Grower has 20ha allocated with 10.13ha assigned, NZSA Grower 2 Ltd has 30ha allocated and 12.87ha assigned.


NZSA Grower NZ Scheme | 1st Generation | Area planned: 20ha | Area assigned: 10.13ha ▾

Click on the ▾ at the right side end of the black bar and you get another bar appearing

ROP: A843 | Production site: B1 - 10.13ha NEW CROP SUBMITTED Open ▾

Clicking the Open ▾ button and the production site map opens. If a Grower has multiple paddocks of the variety, these will all show in the same window that opens from the black bar.

Figure 17. Grower application (GA) SUBMITTED status with production site details and map



Evan
MERCHANT

Switch Account ▾

Notifications

Seed Production

Seed Lines & Lots

Variety Register

Manage VPRs

Sign Out

Harvest Seasons Filter ▾

2023-24 2022-23 2021-22 2020-21 2019-20

NZL- 🔍

SPECIES ▾	VARIETY ▾	AREA PLANNED	ASSIGNED BY GROWERS
Italian ryegrass - Lolium multiflorum Lam.	Speedyl	50ha	52.08ha Open ▾
Perennial ryegrass - Lolium perenne L.	Grasslands Nui	20ha	24.56ha Open ▾
Perennial ryegrass - Lolium perenne L.	RGAS1136	20ha	10.13ha Close ▲

GROWERS

NZSA Grower
NZ Scheme | 1st Generation | Area planned: 20ha | Area assigned: 10.13ha ▲

ROP: A843 | Production site: B1 - 10.13ha NEW CROP SUBMITTED Close ▲

Perennial ryegrass - RGAS1136 ▲

Crop owner: Evan Merchant

Perennial / annual: Perennial

Scheme: NZ Scheme

Seed class to be harvested: 1st Generation

Crop Certification Year: 2023

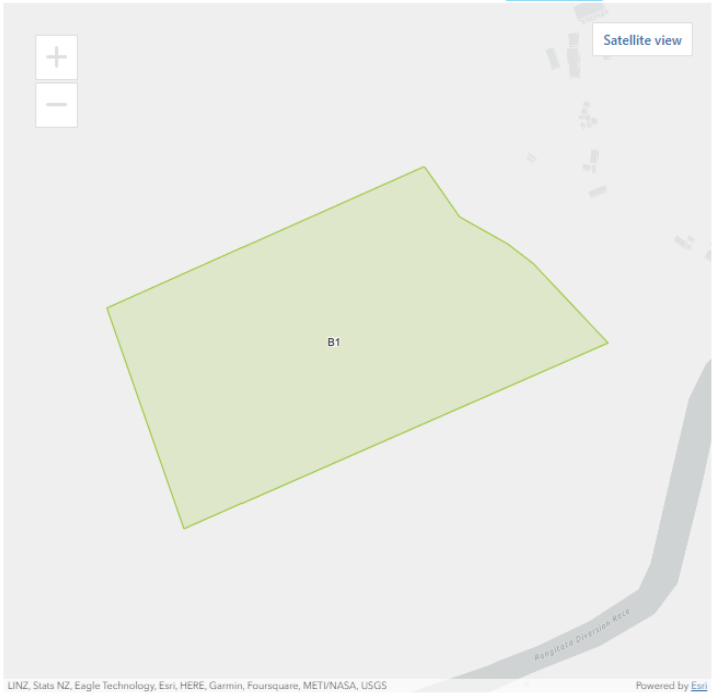
Notes

Species scheme rule checks ▾

Site history records ▾

+
-

Satellite view



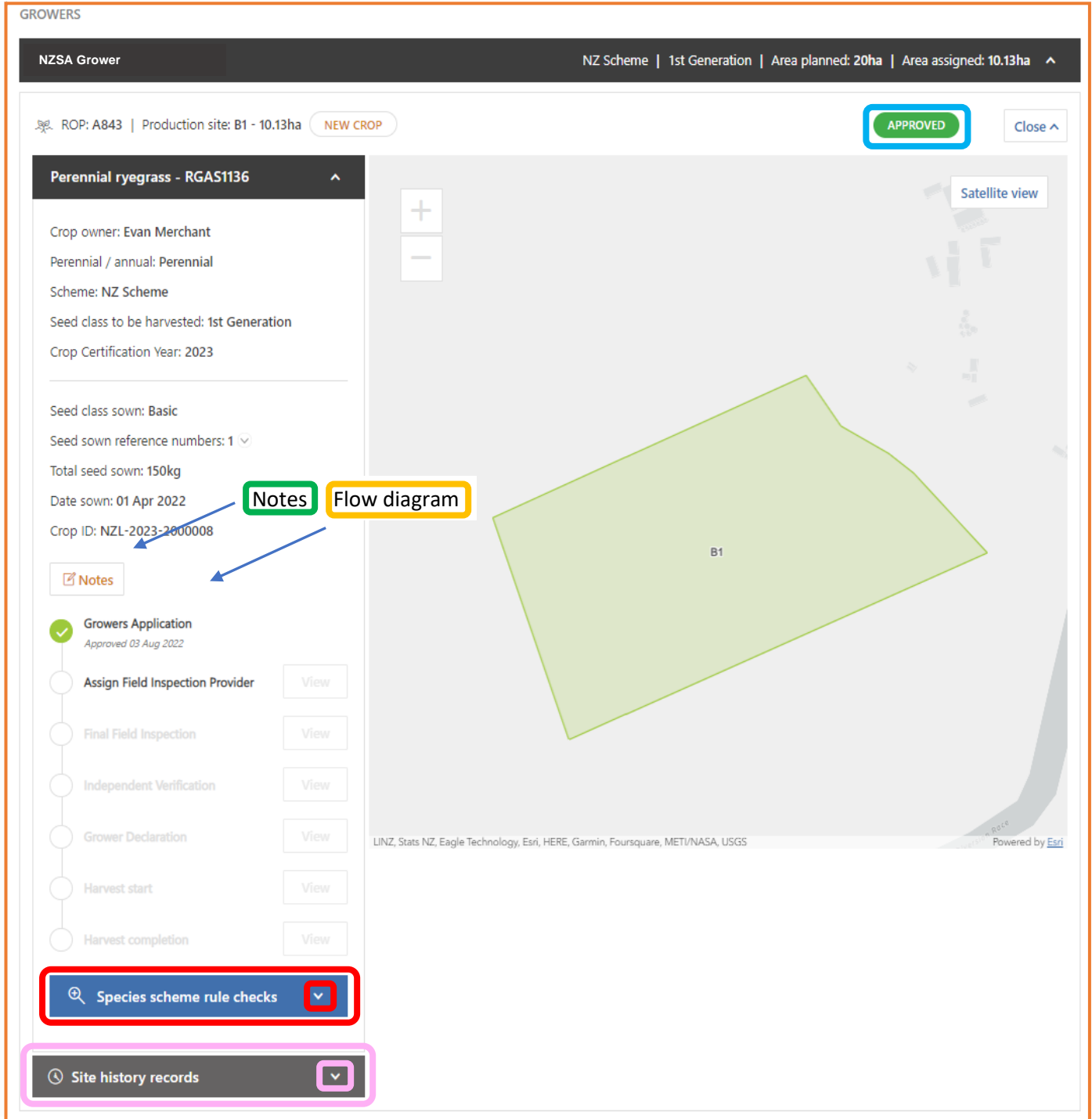
B1

LINZ, Stats NZ, Eagle Technology, Esri, HERE, Garmin, Foursquare, METI/NASA, USGS Powered by Esri

Figure 22 is the same GA as figure 21 but has now been **Approved** by the NSCO (National Seed Certification Office). Points to note are:

1. There is now a **flow diagram** indicating the current stage of production.
2. There is a **Notes** box you can click on to open a text box to allow notes to be entered.
3. A **Species scheme rule checks** button allows you to check if there is any history or isolation issues.
4. A **Site history records** button allows you to view the production site history details.

Figure 18. Growers application 'APPROVED' status



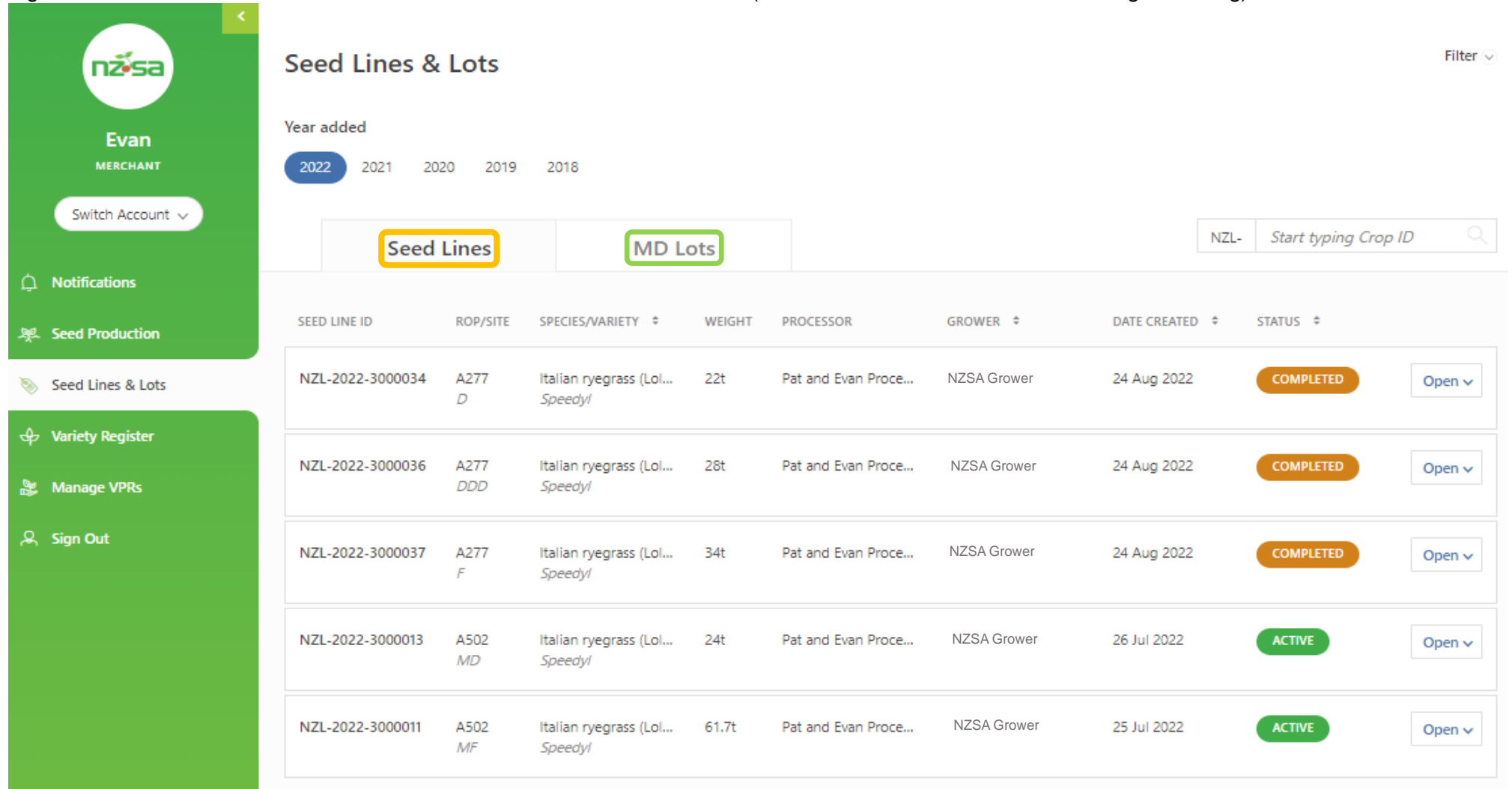
The screenshot displays the NZSA Grower application interface for a specific crop. At the top, it shows 'NZSA Grower' and 'NZ Scheme | 1st Generation | Area planned: 20ha | Area assigned: 10.13ha'. The main header indicates 'ROP: A843 | Production site: B1 - 10.13ha' with a 'NEW CROP' button and a prominent green 'APPROVED' button. The crop details on the left include 'Perennial ryegrass - RGAS1136', crop owner 'Evan Merchant', and various certification details. A 'Notes' button is highlighted with a green box and an arrow pointing to the 'Notes' section in the sidebar. A 'Flow diagram' button is highlighted with a yellow box and an arrow pointing to the 'Growsers Application' step in the sidebar. The 'Species scheme rule checks' button is highlighted with a red box, and the 'Site history records' button is highlighted with a pink box. The central map shows the production site 'B1' with a 'Satellite view' option. The bottom navigation bar contains the four highlighted buttons.

Seed Lines and Lots

The Seed Lines and Lots screen allows you to follow your crop through the processing and testing stages. This screen has 2 tabs:

1. **Seed Lines** – when the FD Seed line is receipted in at the Processor, it becomes a Seed line.
2. **MD Lot** – when the Seed line is cleaned and packaged it becomes an MD Lot.

Figure 19. Seed Lines and Lots home screen with Seed Lines the active tab (Seed Lines is in bold and tab has a slight shading)



Seed Lines & Lots Filter ▾

Year added

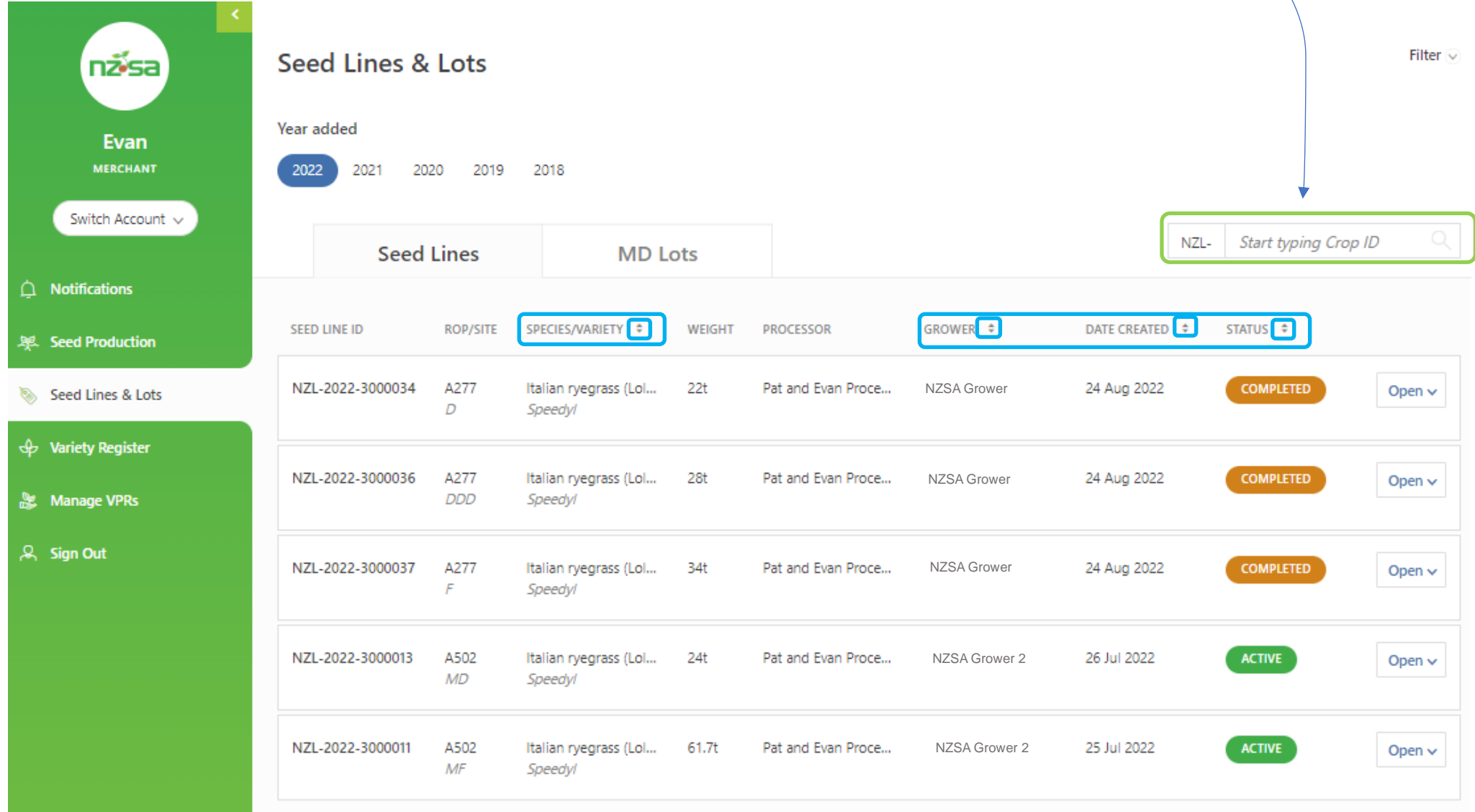
2022 2021 2020 2019 2018

Seed Lines MD Lots NZL- 🔍

SEED LINE ID	ROP/SITE	SPECIES/VARIETY	WEIGHT	PROCESSOR	GROWER	DATE CREATED	STATUS	
NZL-2022-3000034	A277 D	Italian ryegrass (Lol... Speedyl	22t	Pat and Evan Proce...	NZSA Grower	24 Aug 2022	COMPLETED	Open ▾
NZL-2022-3000036	A277 DDD	Italian ryegrass (Lol... Speedyl	28t	Pat and Evan Proce...	NZSA Grower	24 Aug 2022	COMPLETED	Open ▾
NZL-2022-3000037	A277 F	Italian ryegrass (Lol... Speedyl	34t	Pat and Evan Proce...	NZSA Grower	24 Aug 2022	COMPLETED	Open ▾
NZL-2022-3000013	A502 MD	Italian ryegrass (Lol... Speedyl	24t	Pat and Evan Proce...	NZSA Grower	26 Jul 2022	ACTIVE	Open ▾
NZL-2022-3000011	A502 MF	Italian ryegrass (Lol... Speedyl	61.7t	Pat and Evan Proce...	NZSA Grower	25 Jul 2022	ACTIVE	Open ▾

Seed Lines will become a large list and MD Lots will become a very large list. Filtering will be very important to find specific lines / lots quickly. There are 4 columns that have an **alphabetical ascending / descending** option. Use the **crop id** as a filter by typing it in the box below. Finally, you can click on the **Filter** button (see next page). Be aware there is a slight difference in **Filter** between the Seed Lines and MD Lots screen tab.

Figure 20. Seed Lines tab



Seed Lines & Lots

Year added: 2022, 2021, 2020, 2019, 2018

Search: NZL- Start typing Crop ID

SEED LINE ID	ROP/SITE	SPECIES/VARIETY	WEIGHT	PROCESSOR	GROWER	DATE CREATED	STATUS	
NZL-2022-3000034	A277 D	Italian ryegrass (Lol... Speedyl	22t	Pat and Evan Proce...	NZSA Grower	24 Aug 2022	COMPLETED	Open
NZL-2022-3000036	A277 DDD	Italian ryegrass (Lol... Speedyl	28t	Pat and Evan Proce...	NZSA Grower	24 Aug 2022	COMPLETED	Open
NZL-2022-3000037	A277 F	Italian ryegrass (Lol... Speedyl	34t	Pat and Evan Proce...	NZSA Grower	24 Aug 2022	COMPLETED	Open
NZL-2022-3000013	A502 MD	Italian ryegrass (Lol... Speedyl	24t	Pat and Evan Proce...	NZSA Grower 2	26 Jul 2022	ACTIVE	Open
NZL-2022-3000011	A502 MF	Italian ryegrass (Lol... Speedyl	61.7t	Pat and Evan Proce...	NZSA Grower 2	25 Jul 2022	ACTIVE	Open

Figure 21 is showing the **Seed Lines tab** filter options from clicking on the **Filter** option on page 24. Most of the filter boxes are self-explanatory. You can choose 1 or multiple options to zero in on specific data. Once you have selected your filter(s), click on **Apply Filter**

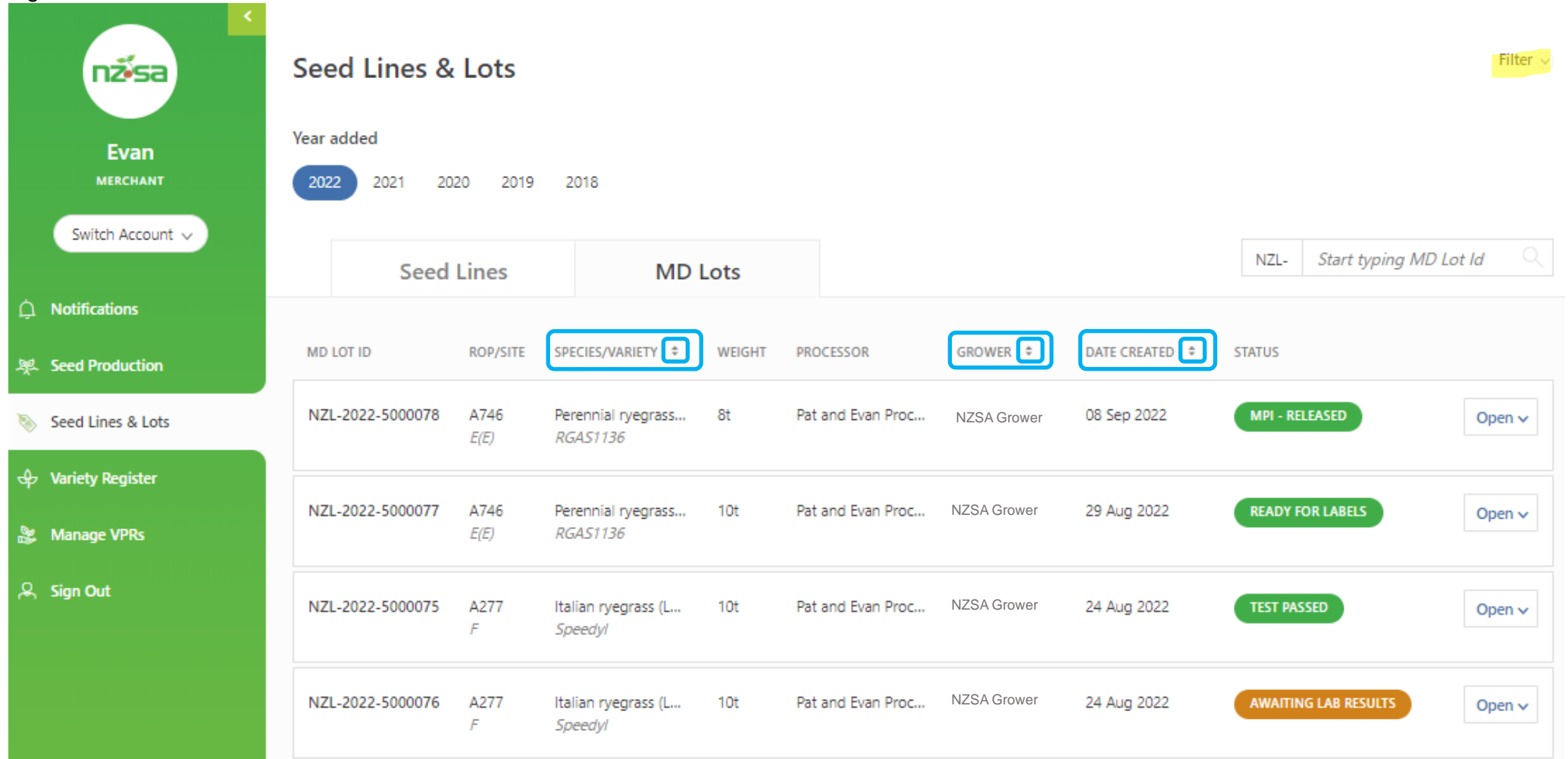
Figure 21. Seed Lines tab - filter options

The **Status** box is a drop down. Click in the box and select the one you want. This is the **Seed Lines tab** drop down Status box (the MD Lots tab 'Status' box options are different).

- Active** = a Seed Line that has been receipted in by the Processor.
- Completed** = a Seed Line ap the Processors that has been cleaned and labelled so now called an MD Lot.
- Withdrawn** = a Seed Line at the Processors but has been withdrawn before labelling has occurred.
- Superseded** = an FD Seed Line at the Growers that has been Blended into another FD Seed Line.

The MD Lots tab will most likely be a long list so filtering will be a must to quickly locate specific lots. There are 3 columns that have an alphabetical ascending / descending option. Use the crop id as a filter by typing it in the box below.

Figure 22. MD Lots tab



Seed Lines & Lots

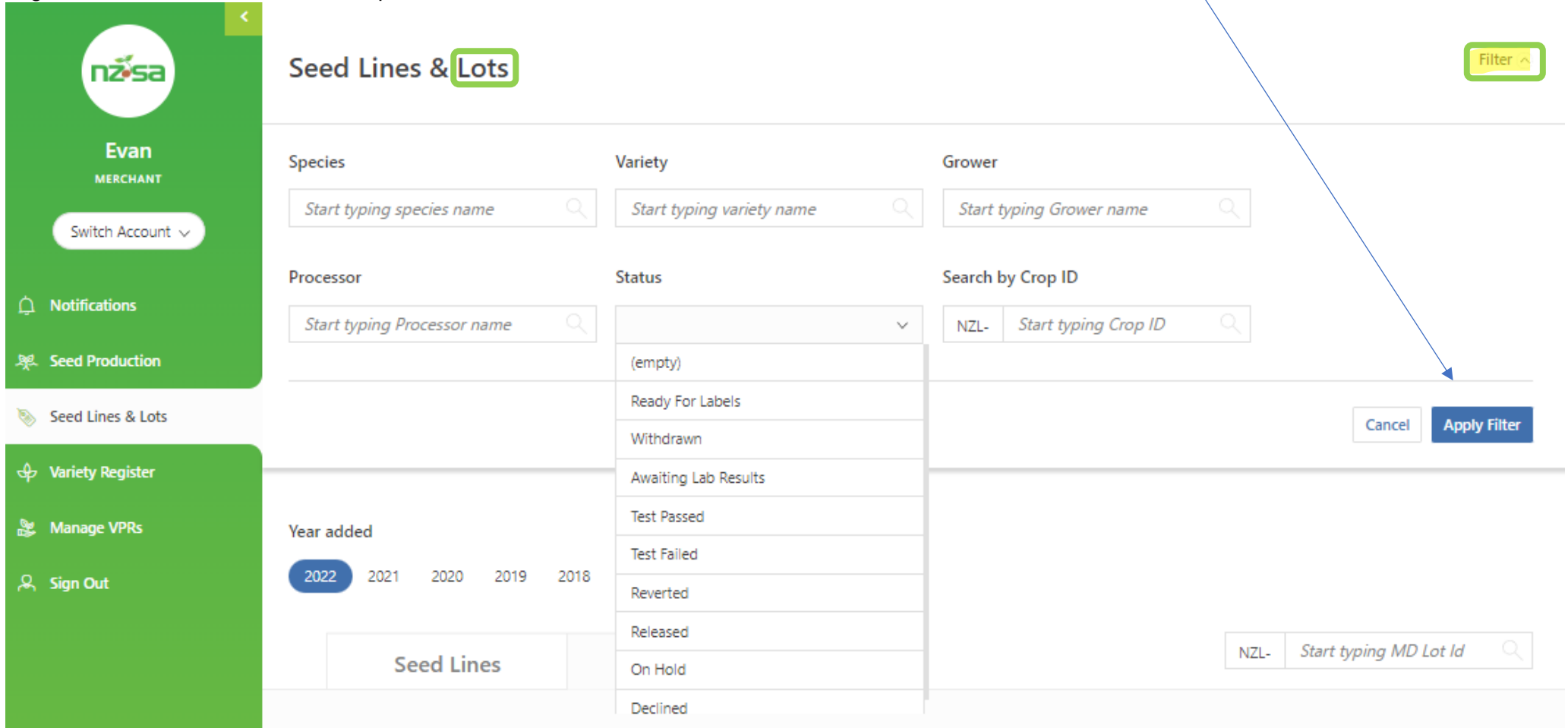
Year added: 2022 (selected), 2021, 2020, 2019, 2018

Search: NZL- Start typing MD Lot Id

MD LOT ID	ROP/SITE	SPECIES/VARIETY	WEIGHT	PROCESSOR	GROWER	DATE CREATED	STATUS
NZL-2022-5000078	A746 <i>E(E)</i>	Perennial ryegrass... <i>RGAS1136</i>	8t	Pat and Evan Proc...	NZSA Grower	08 Sep 2022	MPI - RELEASED
NZL-2022-5000077	A746 <i>E(E)</i>	Perennial ryegrass... <i>RGAS1136</i>	10t	Pat and Evan Proc...	NZSA Grower	29 Aug 2022	READY FOR LABELS
NZL-2022-5000075	A277 <i>F</i>	Italian ryegrass (L... <i>Speedyl</i>	10t	Pat and Evan Proc...	NZSA Grower	24 Aug 2022	TEST PASSED
NZL-2022-5000076	A277 <i>F</i>	Italian ryegrass (L... <i>Speedyl</i>	10t	Pat and Evan Proc...	NZSA Grower	24 Aug 2022	AWAITING LAB RESULTS

Figure 23 is showing the **MD Lots tab** main filter options from clicking on the **Filter** option on page 25. Most of the filter boxes are self-explanatory. You can choose 1 or multiple options to zero in on specific data. Once you have selected your filter(s), click on **Apply Filter**

Figure 23. MD Lots tab – main filter options



The **Status** box is a drop down. Click in the box and select the one you want. This is the **MD Lots tab** drop down Status box options and are different from the Seed Lines options.

Ready For Labels = the Processor can apply for MD labels.

NB. When the seed has gone to the processor and the **READY FOR LABELS** tag is showing, open the data box to check for **LABELS ORDERED** or **LABELLED** tags showing. These 2 tags only show on the open data box.

Figure 24. Data box showing **READY FOR LABELS** in the closed position

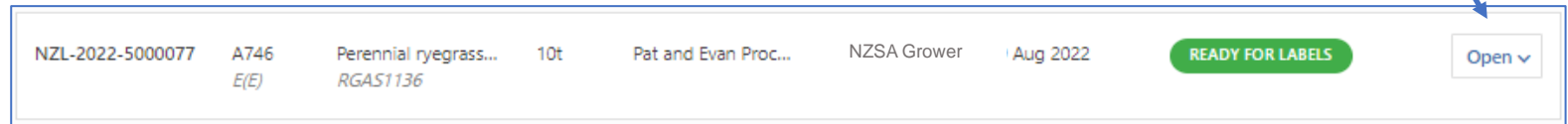
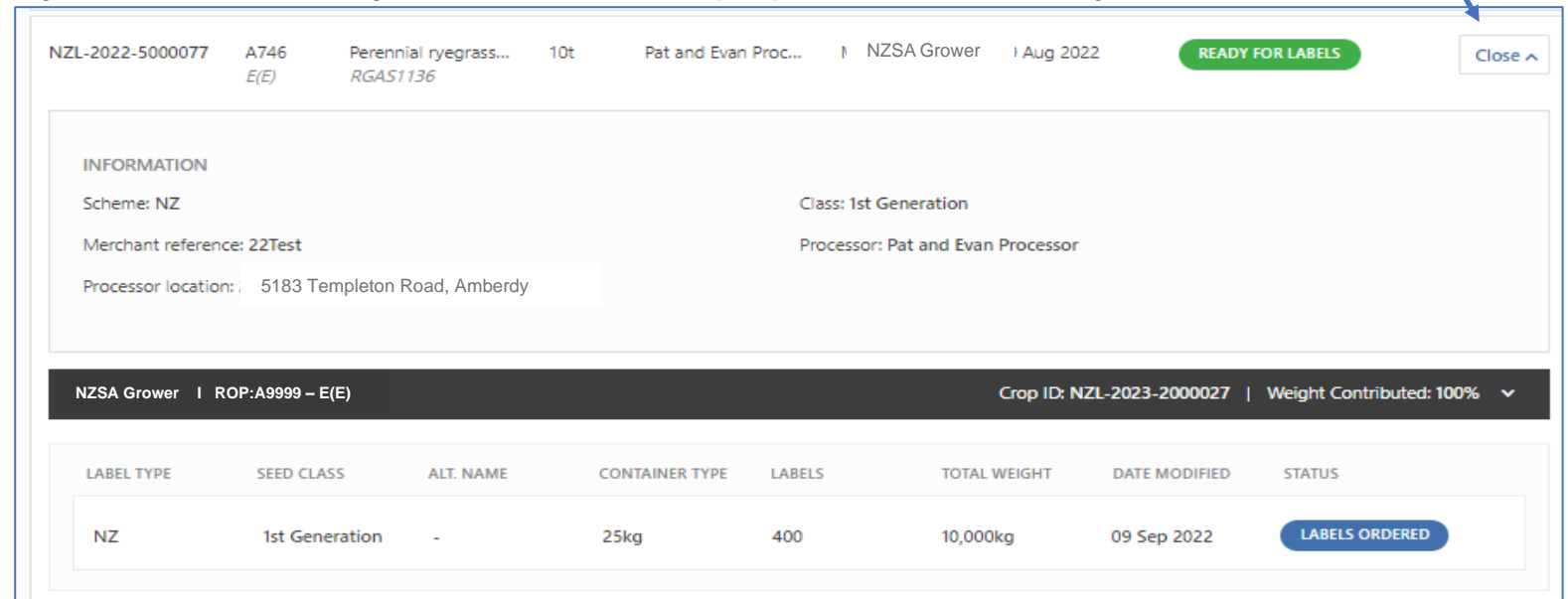


Figure 25. Data box showing **READY FOR LABELS** in the open position and also showing **LABELS ORDERED**

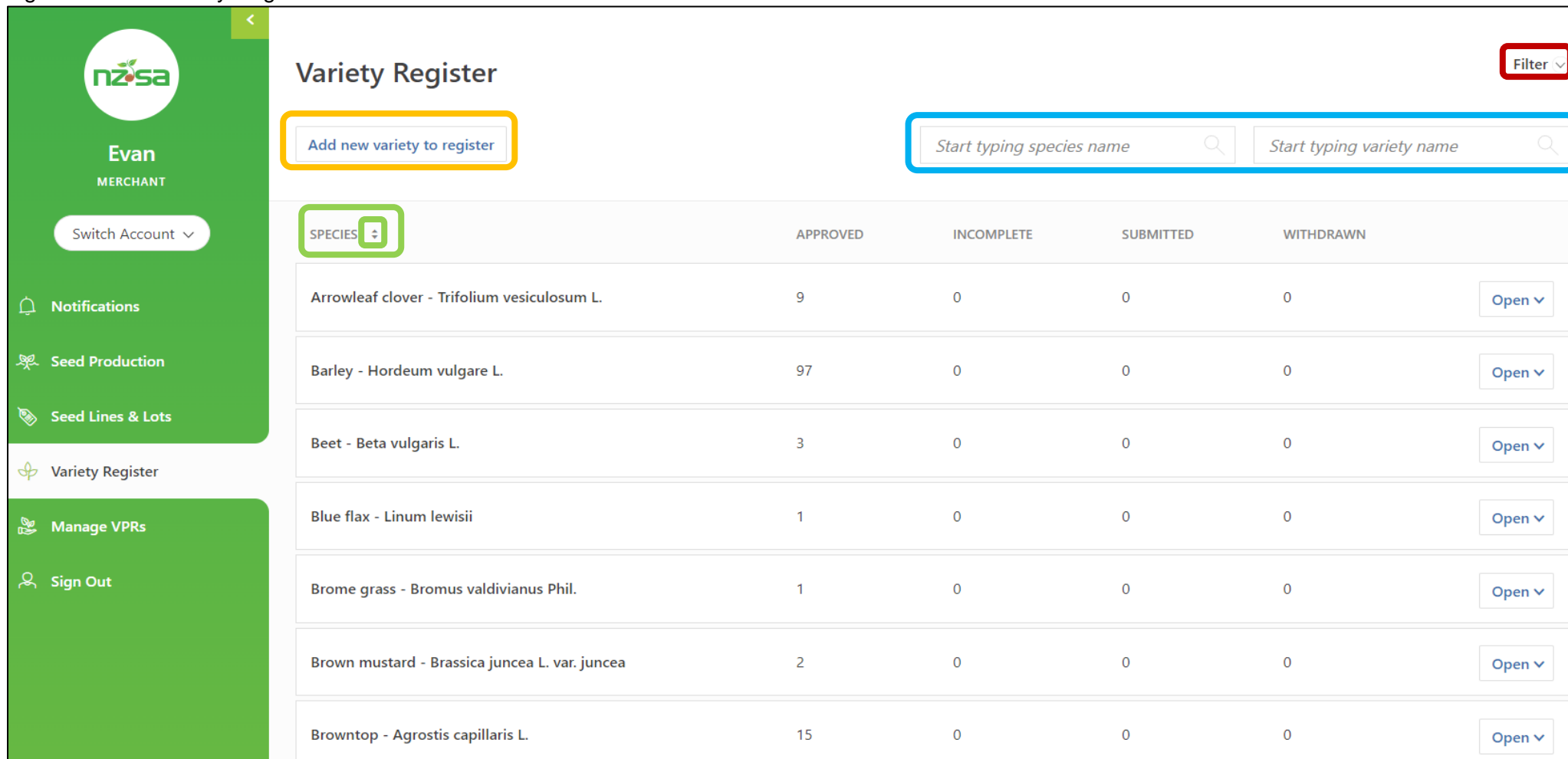


- Withdrawn** = the Processor has withdrawn it
- Awaiting Lab Results** = the Laboratory has not finished the testing
- Test Past** = the Laboratory has finished the test for the MD Lot and it has passed the required testing standard
- Test Failed** = the Laboratory has finished the test for the MD Lot and it has failed the required testing standard
- Reverted** = the MD Lot has been reverted back to a Seed Line (this could be for re cleaning, blending etc)
- Released** = MPI have released the MD lot
- On Hold** = MPI have put the MD lot on hold. There should be a note
- Declined** = MPI have declined to release the MD lot

Variety Register

The variety register lists all the varieties that have been listed. To add a new variety to the register you click on the **Add new variety to register** button and a form will pop up. Complete the form, attached the appropriate documentation and submit the form to the NSCO. There are several filters to help navigate the register. The first column **Species**, allows alphabetical ascending or descending. The next 2 filtering options are **Start typing species name** and **Start typing variety name**. These 2 have 'predictive' typing, meaning keep typing and you will eventually get there!! The final filter option is the actual **Filter** button on the top right side of the screen. See next page for these options.

Figure 26. The Variety Register screen



The screenshot shows the 'Variety Register' interface. On the left is a green sidebar with the user's name 'Evan MERCHANT' and navigation options: Notifications, Seed Production, Seed Lines & Lots, Variety Register (selected), Manage VPRs, and Sign Out. The main content area has a title 'Variety Register' and a 'Filter' button. Below the title is a yellow 'Add new variety to register' button. Two search boxes are present: 'Start typing species name' and 'Start typing variety name'. A dropdown menu for 'SPECIES' is open, showing a list of species. The main table displays the following data:

SPECIES	APPROVED	INCOMPLETE	SUBMITTED	WITHDRAWN	
Arrowleaf clover - Trifolium vesiculosum L.	9	0	0	0	Open
Barley - Hordeum vulgare L.	97	0	0	0	Open
Beet - Beta vulgaris L.	3	0	0	0	Open
Blue flax - Linum lewisii	1	0	0	0	Open
Brome grass - Bromus valdivianus Phil.	1	0	0	0	Open
Brown mustard - Brassica juncea L. var. juncea	2	0	0	0	Open
Browntop - Agrostis capillaris L.	15	0	0	0	Open

Figure 27. **Filter** button drop down

The screenshot shows the 'Variety Register' page for a merchant named Evan. The left sidebar contains navigation options: Notifications, Seed Production, Seed Lines & Lots, Variety Register (selected), Manage VPRs, and Sign Out. The main content area has a 'Filter' button in the top right corner. Below it are five filter categories: Variety status, Certification scheme, Where variety is from, Variety owner, and Submitted by. A text box explains that these filters appear when the 'Filter' button is clicked and that they can be used singularly or grouped. It notes that 'Variety status', 'Certification scheme', 'Where variety is from', and 'Submitted by' are drop-down boxes, while 'Variety owner' is a search box. An 'Apply Filter' button is highlighted in blue. At the bottom, there is a table with columns for 'SPECIES', 'APPROVED', 'INCOMPLETE', 'SUBMITTED', and 'WITHDRAWN'. The table lists 'Arrowleaf clover - Trifolium vesiculosum L.' and 'Barley - Hordeum vulgare L.' with their respective counts in each category. Each row has an 'Open' button.

Filter button drop down

These 5 filters appear when you click on **Filter**. You can use singularly or group them. Variety status, Certification scheme, Where variety is from, and Submitted by are drop boxes. Variety owner you begin typing and a list will appear. Click on the one you want. When you have entered your choice(s) click on **Apply Filter**

SPECIES	APPROVED	INCOMPLETE	SUBMITTED	WITHDRAWN
Arrowleaf clover - Trifolium vesiculosum L.	9	0	0	0
Barley - Hordeum vulgare L.	97	0	0	0

The next 3 pages contain the 'Add new variety to register' form

Figure 28. Variety registration form part 1 of 3

Add new variety to register

Species *

Variety name *

Alternative variety names

[Add another alternative variety name](#)

Previously known as

Variety Owner

If you can't find the Variety Owner name, please contact NZSA.

Breeder

Is variety Perennial? *

Yes
 No

Variety can be undersown? *

Yes
 No

***** If you see a red asterix, it means that field is compulsory.

These 3 boxes relate to the variety name. The name may initially be a 'Breeder code'. This could be updated when an official variety name has been agreed (ie could be waiting for PVR confirmation).

The Alternative variety name relates to possible synonyms and is added here. Previously known is when the variety name changes ie if it initially had a code number.

The variety owner – may or may not be the Breeder.

The Breeder (or could be a maintainer that has been given Breeders authority to maintain the variety in another country)

The system will check crop site history, isolation and degrade rules depending on species being a perennial or annual.

Some species maybe undersown and are checked by the system.

Figure 29. Variety registration form part 2 of 3

Enable second harvest in the same season? *

Yes No

Does variety include endophyte? *

Yes No

Ploidy Level *

Diploid Tetraploid Other

Is the variety from New Zealand or overseas? *

New Zealand Overseas

We require the following documentation to approve this variety:

- Origin and Breeding History
- Agronomic value information
- Uniformity and stability information
- Morphological (variety) description
- Special field and laboratory standards

Upload supporting documentation (max 5mb)

Document description

Some species and varieties may be eligible for a second harvest in the same season and are checked by the system

This relates to novel endophytes

The ploidy of some species can impact on the isolation requirements. The system will check for this in the future.

Additional information is required dependent on the variety being bred in New Zealand or overseas. See next page.

For varieties eligible for the NZ domestic market, this additional information is required. For all varieties, a morphological (variety) description is required.

Uploaded document(s) description is required (short one)

The **Cancel** button deletes the application. The **Save** button allows you to go back and add data. The **Submit for approval** sends the application to the NSCO.

Figure 30. Variety registration form part 3 of 3

New Zealand variety additional information

Is the variety from New Zealand or overseas? *

New Zealand

Certification scheme(s) eligibility *

NZ Scheme
 AOSCA

Do you want this listed on the OECD register? *

Yes
 No

Is the variety granted Plant Variety Rights (PVR) in New Zealand? *

Full
 Provisional
 None

Is variety endemic to New Zealand? *

Yes
 No

Is it a pasture variety? *

Yes
 No

NZ operates in 4 seed certification schemes – NZ domestic, AOSCA (USA), OECD (International) and EU (European Union). The expectation is NZ bred varieties would initially be domestic market. That variety may also want to be eligible for international markets later.

A NZ bred variety must show it is distinct, uniform and stable to get OECD registration. (for EU, it must be entered into the EU national trials)

Has the variety been entered and accepted for PVR (Provisional) or granted PVR (Full)

Has the variety been sown all over NZ for a very long time (ie G.Nui and G.Huia)

Overseas variety additional information

Is the variety from New Zealand or overseas? *

New Zealand
 Overseas

Country of origin

Which scheme(s) is this overseas bred variety eligible for? *

NZ Scheme
 AOSCA
 OECD
 Eligible for the EU

We require the following documentation to approve this variety:

- Statement from the Breeder/Agent authorising the multiplication in New Zealand

This could be identified on the phytosanitary certificate if not obvious on any other documentation

If the OECD option is selected, the EU tick box will pop up.

NB1. Also refer to Appendix 1 MPI Seed Field Production Standards

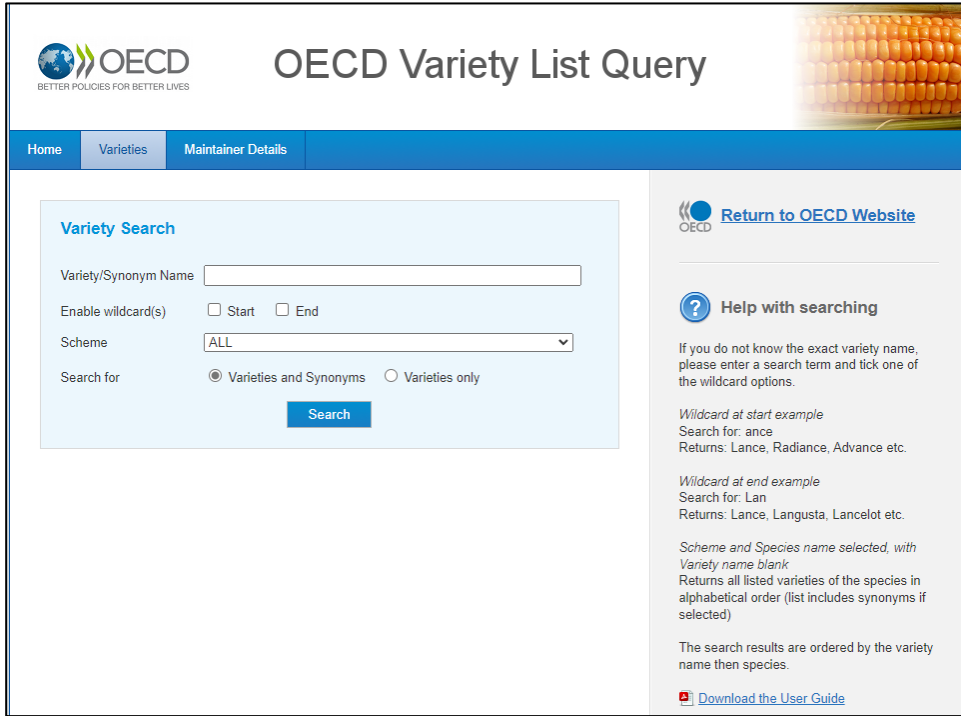
NB2. A standard seed reference sample to be sent to AsureQuality Lincoln

Overseas variety additional information – continued

To minimise delays for getting overseas varieties that are OECD and/or OECD-EU listed, it is recommended you supply evidence of the OECD and EU listings. This is found on the following web sites.

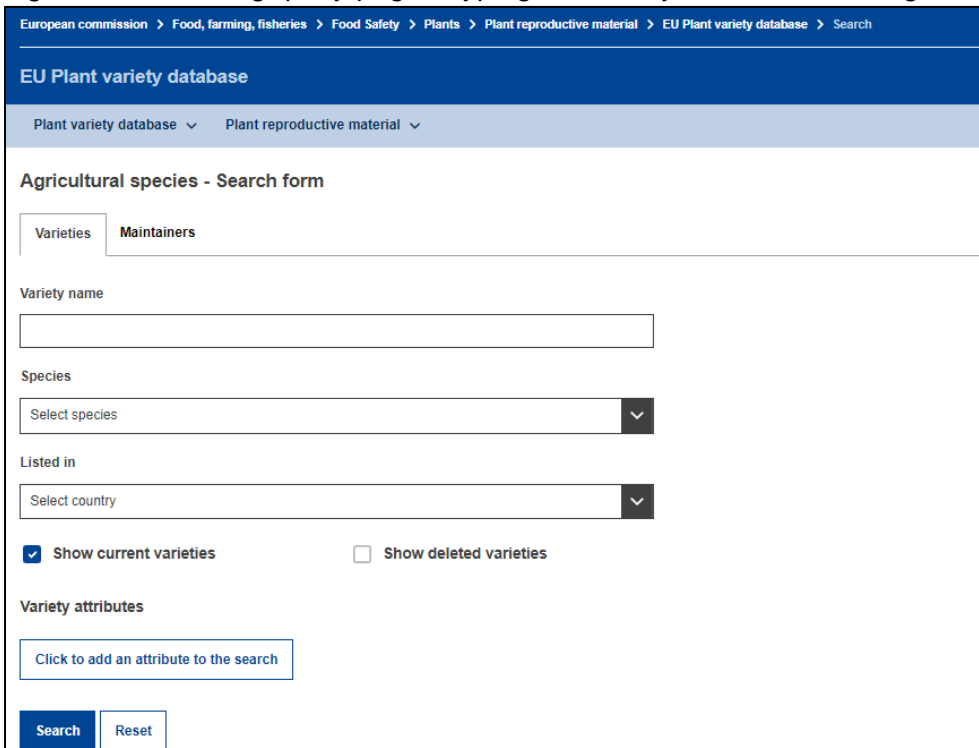
OECD Variety list query: [OECD Variety Query \(niab.com\)](http://niab.com)

Figure31. OECD listing query page – there is a PDF user guide at the bottom right of the page



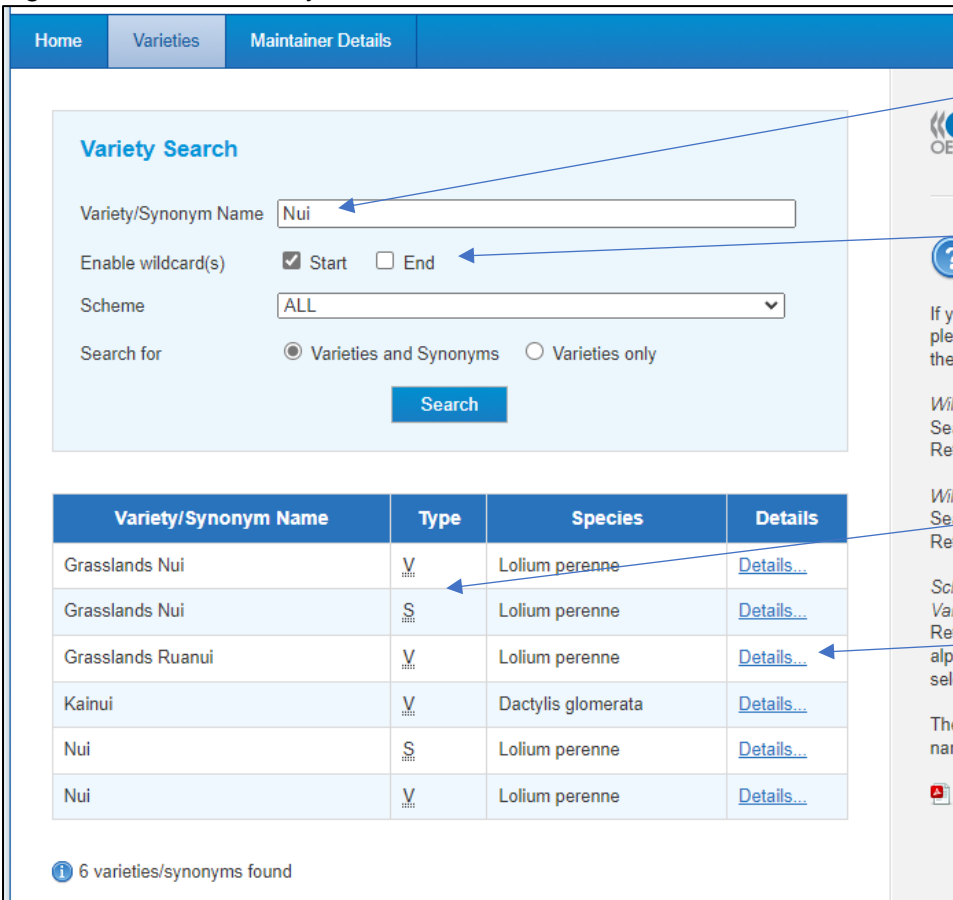
EU variety query: [EU Plant variety database \(v.3.4\) \(europa.eu\)](http://europa.eu)

Figure 32. EU listing query page – typing the variety name and clicking on search should be enough



Here is an OECD and EU search result from typing in Nui.

Figure 33. OECD variety search on Nui



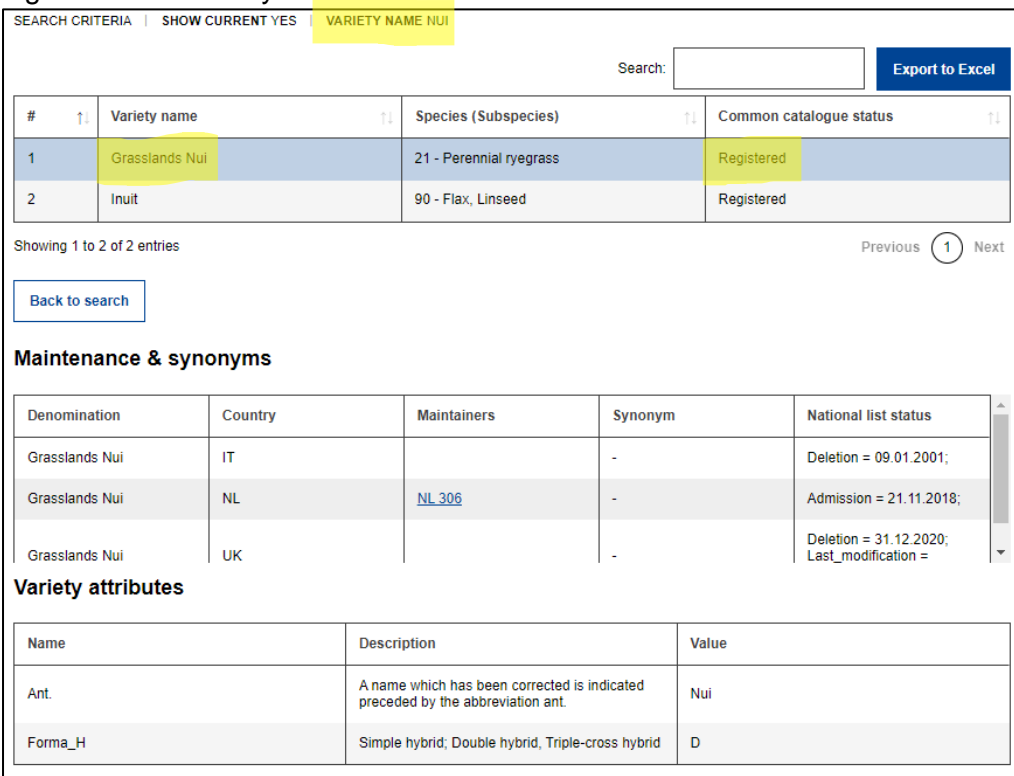
You can search on Variety / Synonym name.

2 wildcard options – Start and End. These increase the number of varieties or synonyms returned from your search

V = Variety, S = Synonym

Clicking on Details returns additional information regarding country of registration and Maintainer(s)

Figure 34. EU variety search on Nui



#	Variety name	Species (Subspecies)	Common catalogue status
1	Grasslands Nui	21 - Perennial ryegrass	Registered
2	Inuit	90 - Flax, Linseed	Registered

Denomination	Country	Maintainers	Synonym	National list status
Grasslands Nui	IT		-	Deletion = 09.01.2001;
Grasslands Nui	NL	NL 306	-	Admission = 21.11.2018;
Grasslands Nui	UK		-	Deletion = 31.12.2020; Last_modification =

Name	Description	Value
Ant.	A name which has been corrected is indicated preceded by the abbreviation ant.	Nui
Forma_H	Simple hybrid; Double hybrid; Triple-cross hybrid	D

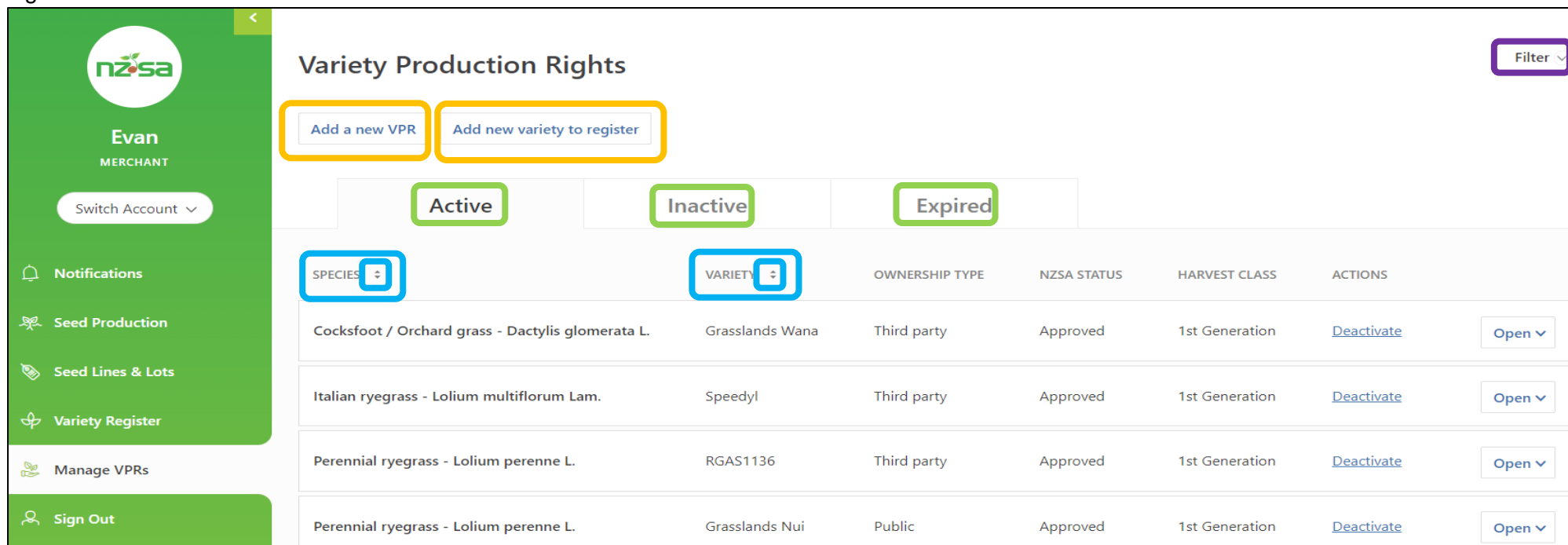
Manage VPRs (Variety Production Rights)

There must be a VPR generated for each variety. The VPR allows you to follow your production crop as it moves through each stage to final release - Merchant → Grower → Inspector → IVA → Transport → Processor → Seed Testing → MPI final release.

The exception is public varieties, you need to contract the grower through a VPR if you want to follow its progress as above. VPRs for public varieties are automatically approved. The VPR can be set for 1 year or indefinitely. **Manage VPR's is where the Merchant actions the re-entry of an eligible crop site.**

Figure 35 is the VPR home screen. This has 2 application buttons – **Add a new VPR** and **Add a new variety to register**, click on the one you want to open. The screen has 3 tabs - **Active - Inactive - Expired**. Clicking on the tab opens that screen (the default screen is **Active**). There are 3 filter options – the first 2 columns - **Species and Variety** can be ascending or descending. The 3rd is **Filter** - see page 30.

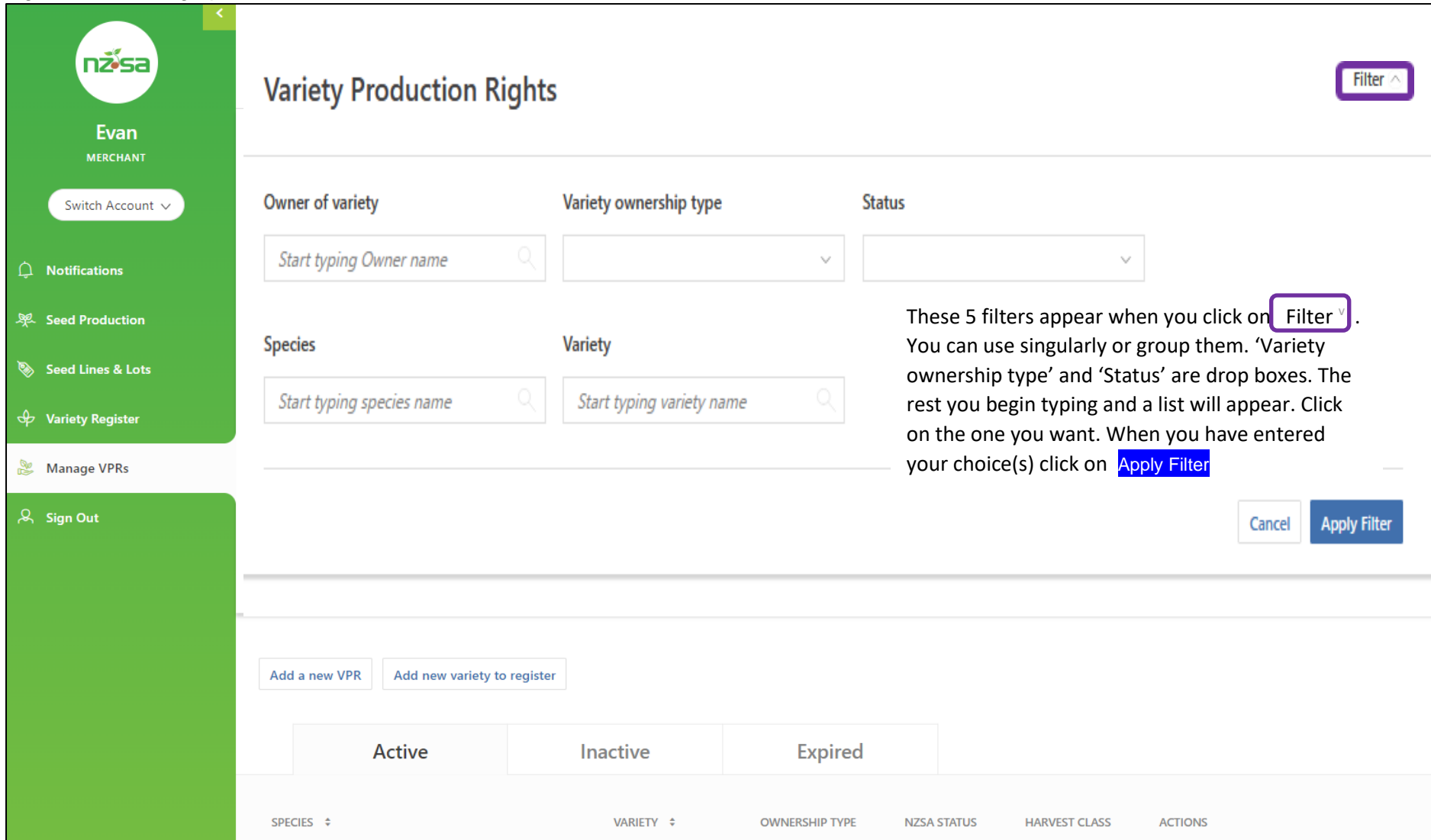
Figure 35. VPR home screen – the default screen tab is Active



SPECIES	VARIETY	OWNERSHIP TYPE	NZSA STATUS	HARVEST CLASS	ACTIONS
Cocksfoot / Orchard grass - <i>Dactylis glomerata</i> L.	Grasslands Wana	Third party	Approved	1st Generation	Deactivate Open
Italian ryegrass - <i>Lolium multiflorum</i> Lam.	Speedyl	Third party	Approved	1st Generation	Deactivate Open
Perennial ryegrass - <i>Lolium perenne</i> L.	RGAS1136	Third party	Approved	1st Generation	Deactivate Open
Perennial ryegrass - <i>Lolium perenne</i> L.	Grasslands Nui	Public	Approved	1st Generation	Deactivate Open

The **Filter** button opens additional filtering on the VPRs listed.

Figure 36. Filtering options for the VPR list.



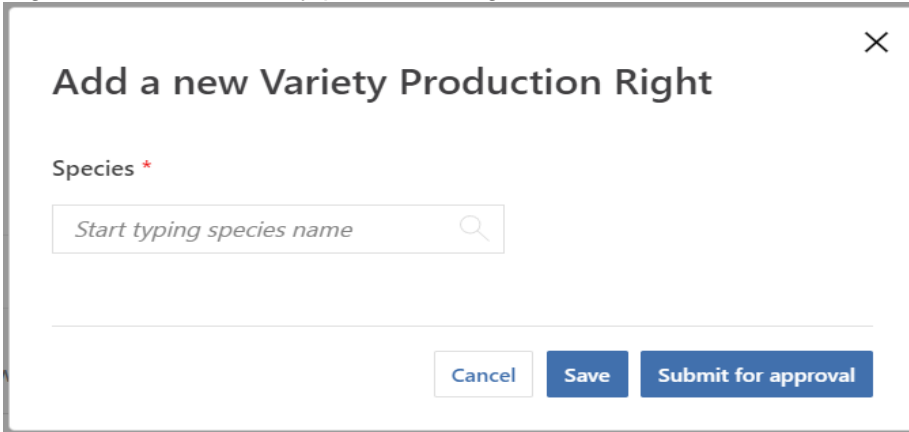
The screenshot shows the 'Variety Production Rights' interface. On the left is a green sidebar with the nzsa logo, user name 'Evan MERCHANT', and navigation links: 'Switch Account', 'Notifications', 'Seed Production', 'Seed Lines & Lots', 'Variety Register', 'Manage VPRs', and 'Sign Out'. The main content area is titled 'Variety Production Rights' and features a 'Filter' button in the top right corner. Below the title are five filter fields: 'Owner of variety' (text input), 'Variety ownership type' (dropdown), 'Status' (dropdown), 'Species' (text input), and 'Variety' (text input). A text box on the right explains that these five filters appear when the 'Filter' button is clicked and that 'Variety ownership type' and 'Status' are dropdowns. Below the filters are 'Cancel' and 'Apply Filter' buttons. At the bottom, there are buttons for 'Add a new VPR' and 'Add new variety to register', and a table header with columns for 'Active', 'Inactive', and 'Expired'. The table header also includes columns for 'SPECIES', 'VARIETY', 'OWNERSHIP TYPE', 'NZSA STATUS', 'HARVEST CLASS', and 'ACTIONS'.

These 5 filters appear when you click on **Filter**. You can use singularly or group them. 'Variety ownership type' and 'Status' are drop boxes. The rest you begin typing and a list will appear. Click on the one you want. When you have entered your choice(s) click on **Apply Filter**.

Adding a new VPR – clicking on the VPR button opens the Add a new Variety Production Right application form (figure 37). These 3 figures show the progression from entering the species and variety data.

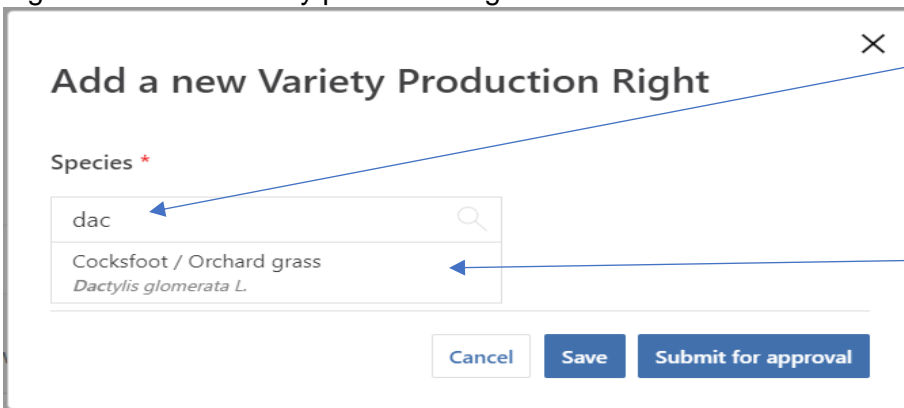
Begin typing either common name or genus (Latin) name of the species – it has predictive typing so the more you type the closer you get. When you enter the variety name in, the full application opens up – see page 37.

Figure 37. Add a variety production right 1 of 3



1. Click on **Add a new VPR** Button (from page 33) to open this screen

Figure 38. Add a variety production right 2 of 3



2. Begin typing either common name, or the species (Latin) name – it has predictive typing.
3. Click on the pop up box that has the correct species showing (there maybe a selection depending how many letters you typed).

Figure 39. Add a variety production right 3 of 3



4. Repeat step 2 and 3 for the Variety.
5. When the variety is entered, the full VPR form will open – see page 30.

Figure 40. Add a new Variety Production Right form

Add a new Variety Production Right

✕

Species *

Cocksfoot / Orchard grass
✕

Variety *

Grasslands Wana
✕

*If you can't find the variety you're after, you may need to add it to the **NZSA** register.*

This variety is owned by **NZSA**

Default scheme for certification

NZ Scheme
 AOSCA
 OECD

This can be overridden when granting Production Rights to Growers.

Seed class to be sown

Select class
▼

Seed class to be harvested

Select class
▼

Rights start (first harvest season)

2022-23
▼

Rights finish (last harvest season)

▼

Please provide supporting evidence that you have the rights to multiple this variety.

You can assign Production Rights to Growers without supporting evidence, however a crop cannot be certified until these have been provided and approved by NZSA.

Upload supporting documentation (max 5mb)

Choose document

Browse

Document description

Cancel

Save

Submit for approval

From page 35 - continue completing the form

1. Species and variety filled in as per page 35.

NB. Ignore the references to NZSA register or owned by NZSA – these screen shots are from the UAT test version

2. Click in the beside the scheme required. This can be changed when adding a Grower.

3. Click in each of the boxes to reveal and choose the required option.

4. If your VPR has a set number of production years, click in this box and select that last eligible year. If it is your propriety variety you can leave this blank and it will be active indefinitely.

Upload the appropriate documentation(s) to support the VPR request. For examples – Breeder authority, OECD varietal certificate, variety description, photo of label attached to the bag and /or a production authority from the DA (designated Authority) from the country of origin.

5. Brief description of the documents uploaded

6. Click on **Save** if you are awaiting additional information to add or **Submit for approval** if you have all the documentation you need.

The status of your submitted VPR's will be on the Manage VPR home screen under the **Active** tab and **Status** column. There are 4 status options:

Approved: Your VPR has been approved. This allow your productions to progress through the SCIS process (providing the Grower application is approved)

Declined: Your VPR has been declined. There is an unresolvable issue that cannot allow your VPR to be approved. You will have been sent a notification advising you.

Incomplete: Your VPR application is missing information required by the NSCO and you will have been sent a notification advising you.

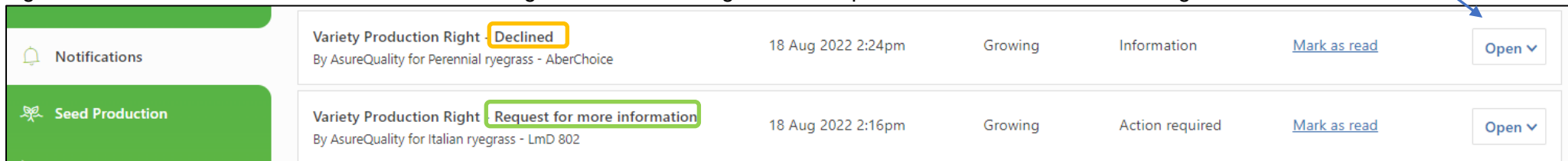
Submitted: Your VPR application has been submitted for approval to the NSCO but has not been actioned yet.

Figure 41. Manage VPRs home screen showing Approved and Submitted status

							Active	Inactive	Expired			
							Species	Variety	Ownership Type	NZSA Status	Harvest Class	Actions
							White clover - Trifolium repens L.	Quest	Third party	Approved	1st Generation	Deactivate Open
							Perennial ryegrass - Lolium perenne L.	RGAS1136	Third party	Approved	1st Generation	Deactivate Open
							Perennial ryegrass - Lolium perenne L.	RGAS1137	Third party	Submitted	1st Generation	Deactivate Open
							Perennial ryegrass - Lolium perenne L.	AberChoice	Third party	Declined	1st Generation	Deactivate Open
							Italian ryegrass - Lolium multiflorum Lam.	LmD 802	Third party	Incomplete	1st Generation	Deactivate Open

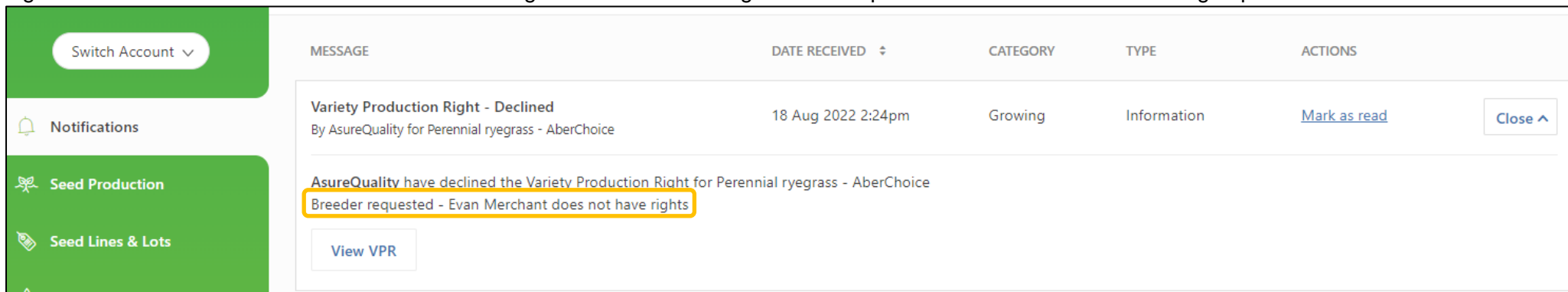
An **Incomplete** or **Declined** status means the NSCO has sent you a notification. Remembering that SCIS opens Notifications when you log in, you may see the notification from NSCO before you open Manage VPRs (ensure the Date Received column is in descending order). Clicking on **Open v** reveals the message sent by NSCO.

Figure 42. Part of Notifications home screen showing a Declined message and a Request for more information message



Category	Message	Date Received	Category	Type	Actions
Notifications	Variety Production Right - Declined By AsureQuality for Perennial ryegrass - AberChoice	18 Aug 2022 2:24pm	Growing	Information	Mark as read, Open v
Seed Production	Variety Production Right - Request for more information By AsureQuality for Italian ryegrass - LmD 802	18 Aug 2022 2:16pm	Growing	Action required	Mark as read, Open v

Figure 43. Part of Notifications home screen showing the Declined message and a Request for more information message opened



MESSAGE	DATE RECEIVED	CATEGORY	TYPE	ACTIONS
Variety Production Right - Declined By AsureQuality for Perennial ryegrass - AberChoice	18 Aug 2022 2:24pm	Growing	Information	Mark as read, Close ^

AsureQuality have declined the Variety Production Right for Perennial ryegrass - AberChoice
Breeder requested - Evan Merchant does not have rights

View VPR

Figure 44. A 'Request for more information' from the NSCO Grower application screen



MESSAGE	DATE RECEIVED	CATEGORY	TYPE	ACTIONS
Variety Production Right - Request for more information By AsureQuality for Italian ryegrass - LmD 802	18 Aug 2022 2:16pm	Growing	Action required	Mark as read, Close ^

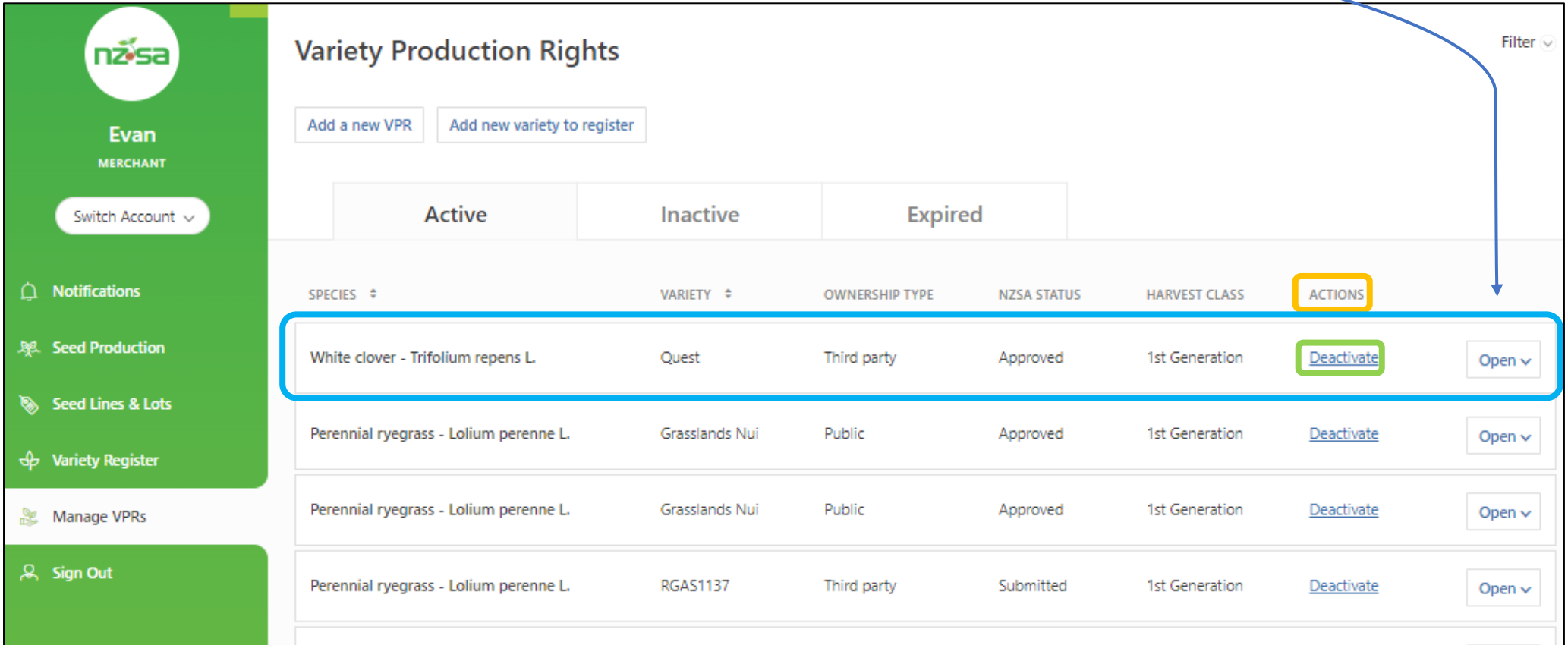
AsureQuality have requested the following information for the Variety Production Right for Italian ryegrass - LmD 802
We have no variety description of this variety

View VPR

The Active screen is also where you action the re-enter of a production site if eligible. The Re-entry button is found inside an eligible data box .

To open the data box, click on the **Open v** tab at the right end of the box.

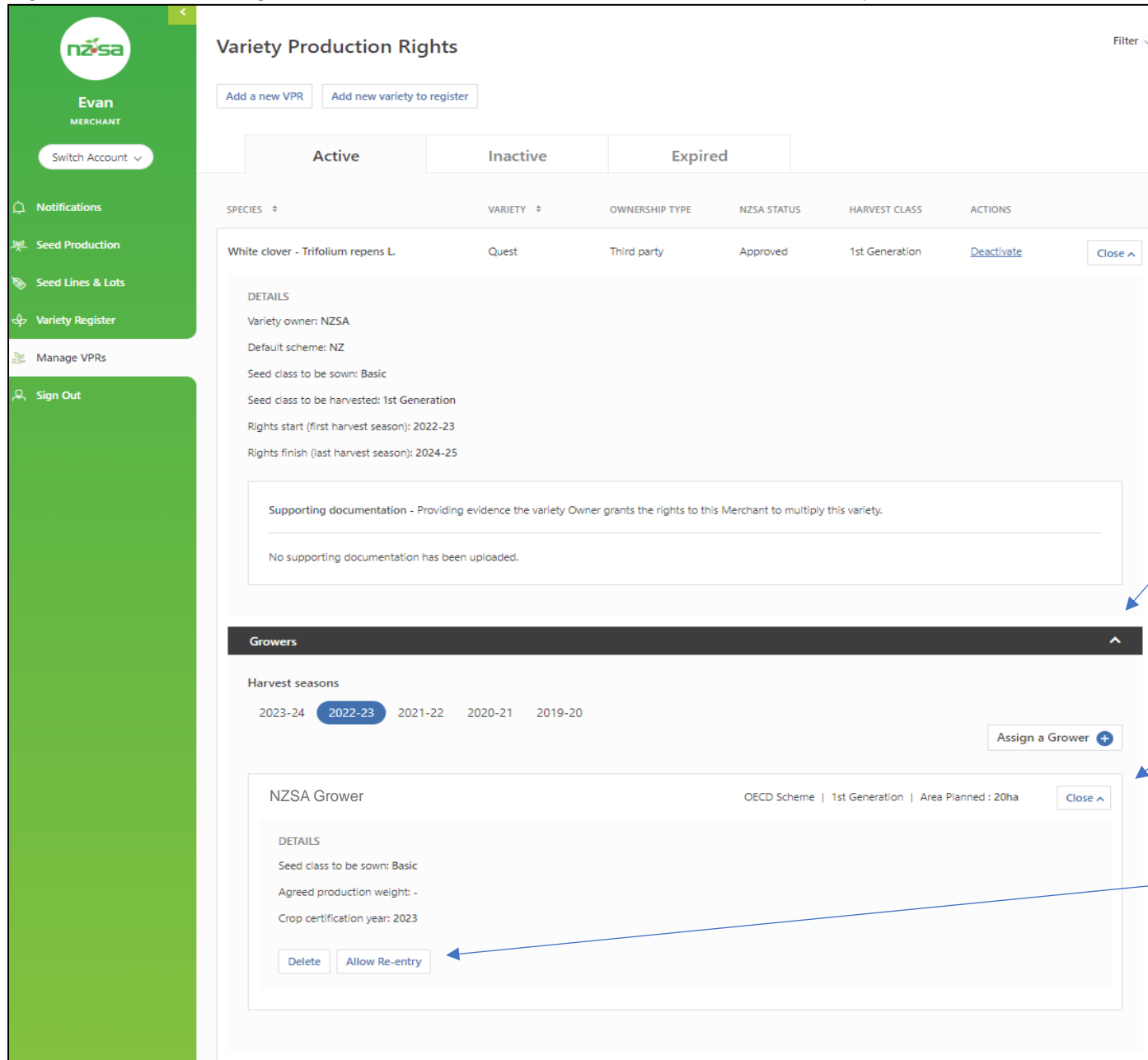
Figure 45. Manage VPR screen – Active tab – Allow Re-entry



The screenshot displays the 'Variety Production Rights' interface for user 'Evan MERCHANT'. It features a sidebar with navigation options and a main table of VPR records. The 'Active' tab is selected, and the 'ACTIONS' column header is highlighted in yellow. The first row of the table is highlighted with a blue border, and its 'Open v' button is highlighted with a green border. A blue arrow points from the text above to this button.

SPECIES	VARIETY	OWNERSHIP TYPE	NZSA STATUS	HARVEST CLASS	ACTIONS
White clover - Trifolium repens L.	Quest	Third party	Approved	1st Generation	Deactivate Open v
Perennial ryegrass - Lolium perenne L.	Grasslands Nui	Public	Approved	1st Generation	Deactivate Open v
Perennial ryegrass - Lolium perenne L.	Grasslands Nui	Public	Approved	1st Generation	Deactivate Open v
Perennial ryegrass - Lolium perenne L.	RGAS1137	Third party	Submitted	1st Generation	Deactivate Open v

Figure 46. VPR locating the Re-enter button to allow a Grower to send a re-entry to the NSCO



The screenshot shows the 'Variety Production Rights' page for a merchant named Evan. The page has a green sidebar with navigation options: Notifications, Seed Production, Seed Lines & Lots, Variety Register, Manage VPRs, and Sign Out. The main content area is titled 'Variety Production Rights' and includes a 'Filter' dropdown and two buttons: 'Add a new VPR' and 'Add new variety to register'. Below these are tabs for 'Active', 'Inactive', and 'Expired'. A table lists VPRs with columns for Species, Variety, Ownership Type, NZSA Status, Harvest Class, and Actions. The first row is for 'White clover - Trifolium repens L.' with a 'Close ^' button. Below the table is a 'DETAILS' section for the selected crop, showing owner, scheme, seed class, and harvest dates. A 'Supporting documentation' section is empty. A 'Growers' section is expanded, showing 'Harvest seasons' (2023-24, 2022-23, 2021-22, 2020-21, 2019-20) and an 'Assign a Grower +' button. A grower named 'NZSA Grower' is selected, showing details like 'OECD Scheme', '1st Generation', and 'Area Planned: 20ha'. At the bottom of the grower details are 'Delete' and 'Allow Re-entry' buttons.

Step 1: Open the data box for the selected crop for a re-entry application as per page 39.

Step 2: Move cursor to the black bar titled Growers and click on the arrow at the right end

Step 3: Move to the appropriate Grower (there could be 1 or multiple) and click on the **Open v** button

Step 4: Click on the **Allow Re-entry** button for pop up screen to appear

Figure 47 is the Merchants pop up screen to add details for your Grower to be able to re-enter a crop if it is eligible. Eligibility relates to your Merchant/Grower contract and the species is eligible for re-entry relating to number of production years and downgrade status.

Figure 47. Allow Grower a Re-entry option if applicable

Allow Re-entry for
✕

Perennial ryegrass (*Lolium perenne* L.) - AllStar3

DETAILS

Crop owner: **NZSAMP**

Assigned to Grower: **NZSAGrower**

1889 Kirk Road, Templeton, 7678, New Zealand

Grower Name

Certification Scheme: **OECD**

Re-entry harvest season *

v

A harvest season starts on the 1st of February and ends on the following 31st of January.

Area planned *

ha

Cancel

Save

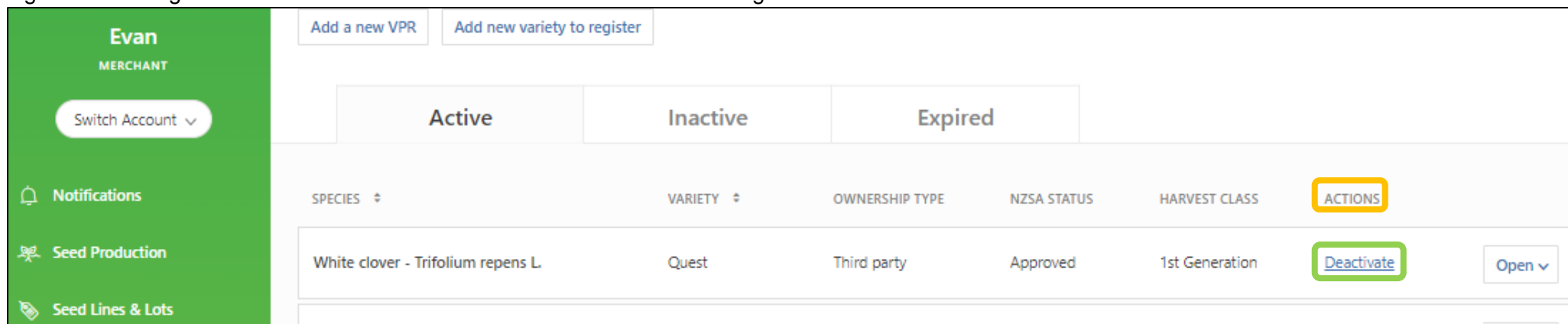
Merchant and Grower name including the address.

Clicking in this box will open a drop down indicating the years available for re-entry. SCIS checks this.

The area planned cannot be any more than the original entry.

The last column in the Active tab screen is **Actions** and has the word **Deactivate** in each box.

Figure 48. Manage VPR's screen on Active tab with Actions column showing [Activate | Remove](#)



If you click on [Deactivate](#), the box will disappear from the Active tab screen and reappear in the Inactive tab screen. When the box appears in the Inactive tab screen, it will now read [Activate | Remove](#) in the Actions column. Click on [Activate](#) to re-activate and this puts it back on the Active tab. Click on [Remove](#) and puts it in the 'Expired' tab.

Figure 49. Manage VPR's screen on Inactive tab with Actions column showing

