

SCIS User Guide

Growers

Planning and planting certified varietal seed crops

Submitting Grower's Applications for approval

Key certified varietal seed crop milestones and checkpoints

Tracing a certified varietal seed crop after harvest

**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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<https://guide.nzseedsauthority.com>

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Table of Contents

1	Introduction to SCIS	7
1.1	Welcome to the Seed Certification Information System (SCIS)	8
1.1.1	About this User Guide.....	8
1.1.2	Using search in this Guide.....	8
1.1.3	SCIS Overview.....	8
1.1.4	Accessing SCIS.....	9
1.1.5	Technical requirements.....	9
1.1.6	The SCIS Grower screens and how they are used in seed varietal certification.....	10
1.2	Terminology in SCIS.....	11
1.3	Screen navigation, icons and common screen functions.....	13
1.3.1	Layout and components of a typical SCIS list/table screen	13
1.4	Organisation roles and Users	17
1.4.1	SCIS Users.....	17
1.4.2	Organisation roles	18
1.4.3	Organisation and User Registration.....	19
1.5	Certified varietal seed crop – key milestones and checkpoints	19
1.5.1	On farm.....	19
1.5.2	At the Processor.....	21
1.5.3	Release	21
1.6	Certified seed crop visibility and traceability	21
1.7	Growing Public Varieties (‘Publics’ also known as ‘Commons’)	24
1.7.1	Public variety scenarios and SCIS ‘Crop Owner’ implications.....	24
2	Grower’s Application submissions	25
2.1	Using the Manage ROPs and Manage crops screens for Grower’s Application activities	26
2.1.1	Planning and planting crops, submitting Grower’s Application for approval	27
2.2	Overview of the ‘Manage crops’ screen	28
2.2.1	Purpose.....	28
2.2.2	Summary list view.....	28
2.2.3	Opening a Production Site on the ‘Manage crops’ screen	29
2.3	Overview of the ‘Manage ROPs’ screen.....	32
2.3.1	Purpose.....	32
2.3.2	Summary list view.....	33
2.3.3	Using map drawing tools to create or modify Production Sites.....	34
2.4	Creating and submitting a Grower’s Application for a new crop	35
2.4.1	Overview	35
2.5	Understanding History and Isolation checks	46
2.5.1	Site history checks.....	46
2.5.2	Scheme related History and Isolation warnings	47
2.6	Understanding Re-entry	48
2.6.1	Re-entry in the first year of SCIS.....	48

2.7	When you might need to manually remove a crop in SCIS	52
2.8	Hints and tips for using mapping and drawing tools in SCIS.....	53
2.8.1	Manage ROPs screen.....	53
2.8.2	The Mapping tool bar controls	55
2.8.3	Using the controls.....	56
3	Tracking crop milestones during the growing season	58
3.1	The Manage crops screen is used to track milestones during the crop growing season	59
3.2	Key milestones in the crop growing season	60
3.2.1	Overview	60
3.2.2	Assign Field Inspection Provider	60
3.2.3	Final Field Inspection results.....	61
3.2.4	Independent Verification	63
4	Managing crop at harvest.....	64
4.1	Using the Manage crops and Manage FD Seed Lines screens at harvest	65
4.2	Required Grower actions in SCIS when harvesting a crop.....	66
4.3	Grower Declaration (using the Manage crops screen)	67
4.4	Fill in Harvest start details (using the Manage crops screen).....	67
4.5	Field Dressed (FD) Seed Line status	68
4.6	Locate the Field Dressed Seed Line(s) for the crop.....	68
4.6.1	Using Filters to display just the FD Seed Lines that you want to see.....	69
4.6.2	Opening the FD Seed Line row.....	70
4.7	Edit details and Print Storage Labels.....	70
4.7.1	(Optional) Enter Storage Location and Description	71
4.7.2	Print storage labels	71
4.8	Create Transport Notice and send the seed crop to the Processor	72
4.9	Processor receives the Seed Line	73
4.10	Split and Blend	74
4.10.1	Frequently asked questions	74
4.11	Understanding the Manage FD Seed Lines screen.....	76
5	Following seed varietal crops at the Processor	79
5.1	Viewing a Seed Line at the Processor (and the MD Lots created from it).....	80
5.1.1	Seed Lines & Lots screen.....	81
5.1.2	Seed Lines.....	81
5.1.3	Seed Line creation	82
5.1.4	Seed Line end of activity	83
5.1.5	Seed Line status.....	83
5.1.6	MD Lots.....	84
5.1.7	MD Lot Status	84
5.1.8	Notes about the Release process	85
6	Change Log	86



How to use this Guide

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- Suggestions for getting the most out of this Guide
 - Description of each section
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- If you just want to read about entering a Grower's Application, and already understand SCIS screens and functionality, go straight to chapter 2.4 *Creating and submitting a Grower's Application for a new crop* in **Section 2 – Grower's Application submissions**.
- If you just want to understand how to use SCIS at Harvest, read **Section 4 - Managing crop at harvest**.
- If you're new to SCIS or would like to increase your understanding, read **Section 1 - Introduction to SCIS**.
- If you want to understand more about farm maps, the Manage crops screen and Grower's Applications in SCIS, read the whole of **Section 2 – Grower's Application submissions**.
- **Section 3 - Tracking crop milestones during the growing season** describes crop events and actions that must occur before harvest. This includes the result of the final Field Inspection.
- **Section 5 - Following seed varietal crops at the Processor** describes how to use the **Seed Lines & Lots** screen to view the progress of dressing your crops and the creation of MD Lots.

1 Introduction to SCIS



Section 1 – Introduction to SCIS

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- SCIS Overview
 - Icons and common functions, key terminology
 - Certified varietal seed crop – milestones and checkpoints
 - Certified seed crop visibility and traceability
 - Planning and planting crops, submitting Grower's Applications for approval, harvesting and sending crops to a Processor
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1.1 Welcome to the Seed Certification Information System (SCIS)

1.1.1 About this User Guide

This User Guide shows:

- the features that are available in SCIS for Growers
- how to access these services
- the basic steps for completing actions in SCIS, including what you will see on screen.

We will update this Guide as we add enhancements to SCIS. Make sure you are using the most up-to-date version.

Find the latest version of the User Guide on the NZSA Help website: <https://guide.nzseedsauthority.com> .

All screenshots (images of what you will see on the screen) use example or test data.

1.1.2 Using search in this Guide

If you want to find something in this Guide, you can either:

- see if it is in the list of contents above or
- open the document on your computer (if you open it from the link on the NZSA Help website, it will usually open in a web browser). Then use the keyboard shortcut [Ctrl + F] which should display the 'Find' box, and you can search for key words there.

Some of the images in this Guide are small and detailed. When you open the Guide, your web browser will usually have a magnifying function to let you zoom in and see the detail in images.

1.1.3 SCIS Overview

The Seed Certification Information System (SCIS) is the online system for tracking and managing the seed varietal certification process and is used by all industry participants and stakeholders involved in this industry.

SCIS is used to:

- register new varieties and variety production rights (VPRs)
- enter crops into four supported varietal certification schemes
- track seed crops through the various stages of growing, processing and certification related activities
- perform independent verification and Regulator (MPI) tasks

SCIS is designed so that you can allow multiple users to access and manage your seed crop information, each with their own log in.

If you think there has been suspicious activity using your personal or organisation's commercially sensitive information, contact us immediately.

Contact for NZSA SCIS User Guides:

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1.1.4 Accessing SCIS

You can access SCIS from the NZSA website:

<https://nzseedsauthority.com>

1.1.5 Technical requirements

Technical requirements	
Operating systems	<ul style="list-style-type: none">• Please use a recent version of a modern web browser and device when accessing SCIS.• People note some functionality might be slightly varied on devices with a smaller screen size.
Internet connections	You will need a high speed internet connection or broadband.

1.1.6 The SCIS Grower screens and how they are used in seed varietal certification



1.2 Terminology in SCIS

The following table sets out words used in SCIS and what they mean in the context of managing certified seed varietal crops.

Glossary of words used in SCIS	
Region of Production (ROP)	<p>A named location that contains Production Sites and is owned by a Grower. It is roughly equivalent to a farm outside of SCIS.</p> <p>A ROP has a physical location but is not mapped (i.e. it does not have any geospatial coordinates). Functionality within SCIS automatically calculates the appropriate area to show on a map so that all Production Sites within a ROP are displayed.</p> <p>Individual Production Sites within a ROP may be leased by different Growers.</p> <p>ROP names are in the format [annnn] e.g.C9900, E345, A54.</p>
Production Site (ProdSite)	<p>A named polygon that is mapped and therefore has geospatial coordinates — Production Sites are in many ways the heart of SCIS.</p> <p>Also known as a paddock outside of SCIS.</p> <p>Production Sites are created and managed using SCIS mapping functionality.</p> <p>Seed crops (both certified and non-certified) are grown within Production Sites.</p> <p>Overlapping Production Sites are fully supported, but only one crop can be grown at a time in any given location (excluding Undersown crops).</p>
Site History	<p>A record of the certified and non-certified crops that have been grown in a particular Production Site.</p> <p>Each Production Site has Site History, based on its geospatial coordinates, with Site History records automatically being inherited from any overlapping Production Sites.</p>
Grower's Application	<p>An application entered by a Grower for a certified varietal seed crop. Each application is for a specific harvest class and certification scheme e.g. OECD - Basic. A Grower's Application is for a crop in one harvest season. Crops may be re-entered to create a new Grower's Application in a subsequent harvest season.</p> <p>SCIS Crop ID NZL-2026-2[nnnnnn]</p>
History and Isolation Checks	<p>The SCIS system will automatically check the harvest scheme's history and isolation rules for each new Grower's Application. Scheme rules are specific to a Species and Class and in a few cases may also be specific to a particular Variety.</p>
Field Dressed Seed Lines (FD Seed Lines)	<p>A Field Dressed Seed Line (FD Seed Line) contains the seed from a harvested crop. The crop stays in the 'field dressed' state until it moves to a Processor.</p> <p>SCIS FD Seed Line ID NZL-2025-3[nnnnnn]</p>

Seed Lines	<p>A Seed Line is a line of seed that is being processed at a Processor. The Processor can Split, Blend and make MD Lots from each Seed Line.</p> <p>SCIS Seed Line ID NZL-2025-3[nnnnnn]</p>
Machine Dressed Lots (MD Lots)	<p>A Machine Dressed Lot (MD Lot) is the finished Seed Line in individual containers sealed with an official MD Lot label.</p> <p>SCIS MD Lot ID NZL-2026-5[nnnnnn]</p>
MPI Approved Organisation (MAO)	<p>Only MPI Approved Organisations are allowed to perform specific functions in SCIS. The two types of Organisation that can be MAOs are Merchants and Processors.</p>
Variety Production Right (VPR)	<p>A Merchant enters a VPR in SCIS to confirm that they have rights to grow and harvest a particular species and variety in one or more Harvest Seasons. Each VPR must be approved by the National seed Certification Office (NSCO) which is operated by AsureQuality on behalf of the seed industry.</p> <p>When a Merchant links Growers to a VPR, it tells SCIS that these Growers will be growing this variety in the current Harvest Season for this Merchant.</p>
Grower Production Right (GPR)	<p>When a Merchant links a Grower to a VPR, SCIS creates a GPR. SCIS uses GPRs to build a list of potential crops for each Grower – available as a dropdown when the Grower is preparing to assign a crop to a Production Site.</p>
Crop Owner	<p>A SCIS Organisation that has an ownership relation with a crop and can therefore view crop progress and details within SCIS.</p> <p>A Crop Owner is usually a Merchant - but may also be a Grower for Public varieties e.g. Grasslands Nui.</p> <p>Ownership may be transferred at certain stages of the crop lifecycle.</p>
Independent Verification Authority (IVA)	<p>A MPI-appointed Independent Verification Authority (currently AsureQuality) performs verification activities at key points in the certification lifecycle.</p>

1.3 Screen navigation, icons and common screen functions

1.3.1 Layout and components of a typical SCIS list/table screen

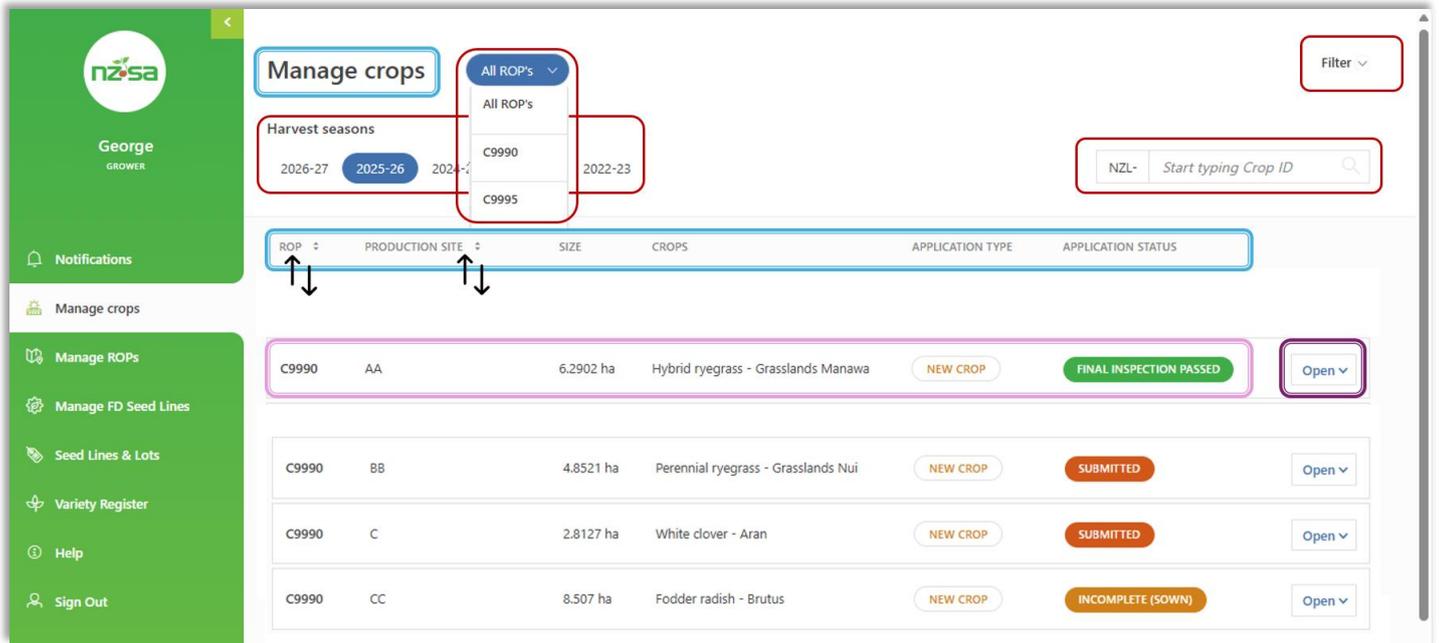
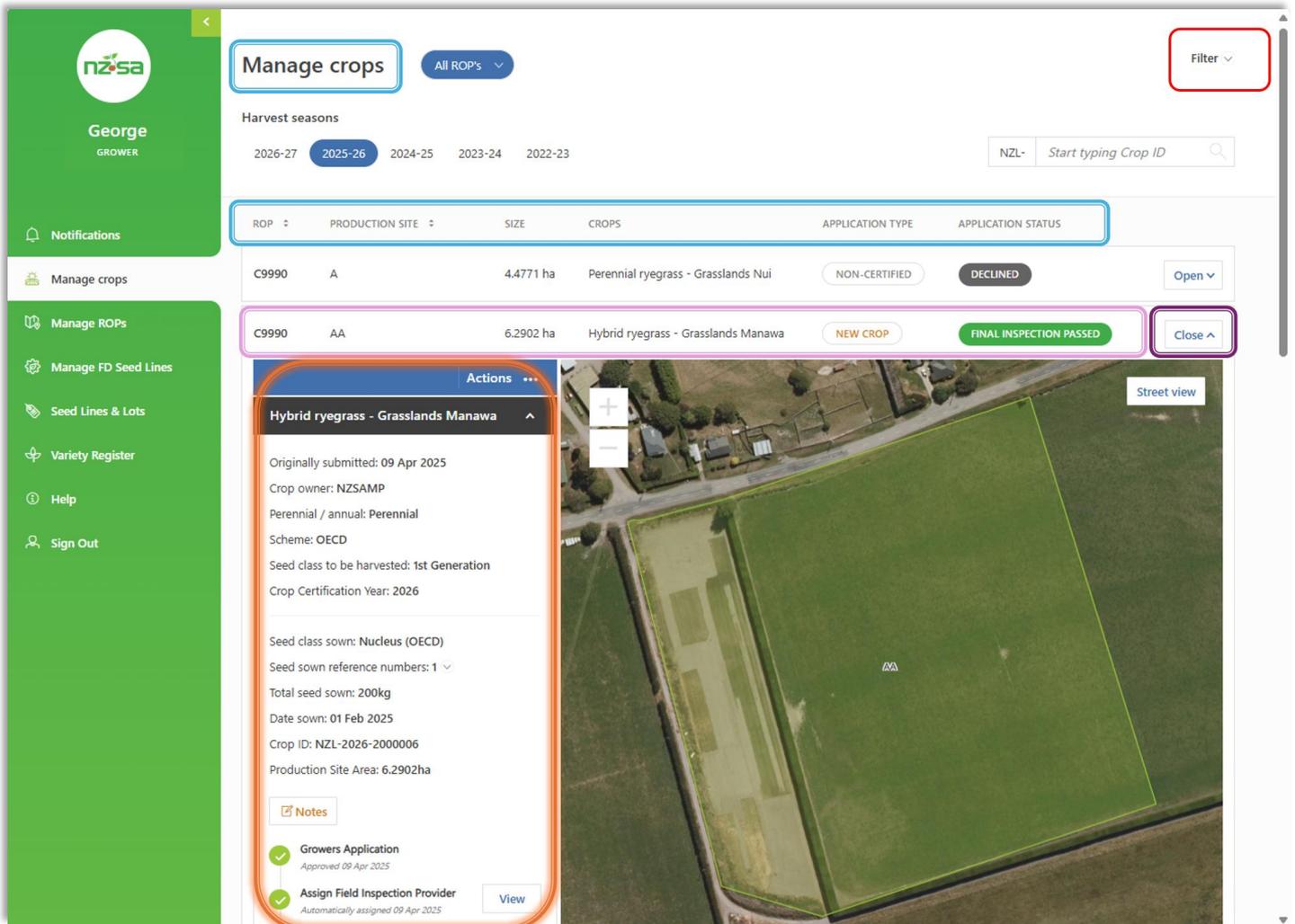


Figure 1 - Typical SCIS screen

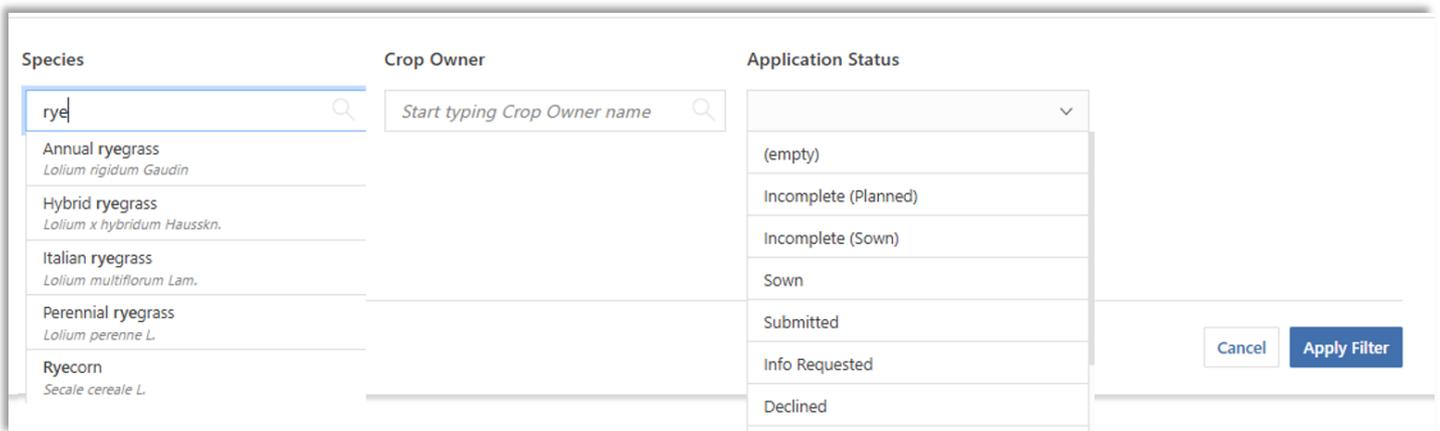
Screen component(s)	Description
	Screen title and column titles for list / table.
	Various mechanisms that provide powerful filtering and selection options. The Filter dropdown is described in more detail below.
	An individual row of data in the list/table.
	Button to open a row – to see more detail. On the Manage crops screen, opening a Production Site displays the Grower Application and crop information.
	These columns are sortable (ascending and descending).
	See example on next page. Detailed information displayed when the Open button is clicked for a row in the list/table. On the Manage crops screen, clicking Open for a Production Site displays the Grower Application and crop information.



The screenshot shows the 'Manage crops' interface. At the top, there's a 'Manage crops' header with a dropdown for 'All ROP's' and a 'Filter' button. Below this, 'Harvest seasons' are listed from 2026-27 to 2022-23, with 2025-26 selected. A search bar for 'Crop ID' is present. A table lists crops with columns for ROP, Production Site, Size, Crops, Application Type, and Application Status. Two rows are visible: one for 'Perennial ryegrass - Grasslands Nui' (DECLINED) and one for 'Hybrid ryegrass - Grasslands Manawa' (NEW CROP, FINAL INSPECTION PASSED). The second row is selected, and an 'Actions' panel is open for it, showing details like 'Originally submitted: 09 Apr 2025', 'Crop owner: NZSAMP', 'Scheme: OECD', and 'Total seed sown: 200kg'. An aerial map of the production site is also shown.

Figure 2 - Typical SCIS screen with opened row

Clicking the **Filter** button opens the Filter pane, as shown below.
 One or more of the filter options can be used to filter the table/list.
 Click **Apply Filter** to see the updated list/table of data.



The 'Filter pane' is shown with three main sections: 'Species', 'Crop Owner', and 'Application Status'. The 'Species' section has a search input with 'rye' entered, showing a list of options: Annual ryegrass, Hybrid ryegrass, Italian ryegrass, Perennial ryegrass, and Ryecorn. The 'Crop Owner' section has a search input with 'Start typing Crop Owner name'. The 'Application Status' section has a dropdown menu with options: (empty), Incomplete (Planned), Incomplete (Sown), Sown, Submitted, Info Requested, and Declined. 'Cancel' and 'Apply Filter' buttons are at the bottom right.

Figure 3 - Filter pane

Icons and common functions

This section shows how to use common functions found throughout SCIS.

View the expanded left-hand navigation pane

- If you can't see the full expanded navigation pane, click the arrow at the top right of the pane.



First name and role

- The top line of text underneath the NZSA logo displays the first name of the signed-in user.
- The second line of text displays the user's current role — note that this is always one of the Organisation's role(s).
- If the Organisation has multiple roles, the Switch Account button allows a user to change to a different role.

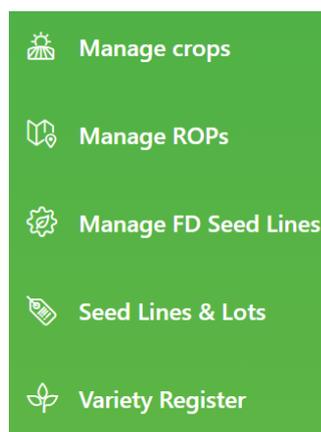


Navigation pane

- After Sign in, the **Notifications** page is displayed. SCIS uses notifications to inform an organisation about key activities and actions within SCIS that affect them.

Other menu options in the Navigation pane are:

- **Manage crops** to:
 - See a summary of each Production Site within a Region of Production (ROP), based on the selected Harvest Season:
 - ❖ Production Site name and area, current status
 - See details for a single Production Site / Harvest Season:
 - ❖ View the Production Site on a map
 - ❖ View and maintain Production Site history
 - ❖ View current Grower Application progress and status
 - Create a new Grower Application for a Production Site.
- **Manage ROPs** to:
 - See a map that includes every Production Site within a Region of Production (ROP).
 - See a list of all active Production Sites within a ROP:
 - ❖ Name, size, crop, status



<ul style="list-style-type: none"> • Perform management functions on the Production Site where permitted (edit boundaries, change name etc). • Draw new Production Sites. • Navigate to the same Production Site on the Manage Crops screen. • Manage FD Seed Lines to print storage labels, perform on-farm splits and blends of seed lines and create transport notices. • Seed Lines and Lots to view the status of Seed Lines and MD Lots for crops grown by this Grower. • Variety Register to view a list of varieties registered in SCIS. Only registered varieties can be grown for a certified varietal seed crop. 	 Manage crops  Manage ROPs  Manage FD Seed Lines  Seed Lines & Lots  Variety Register
<p>Help</p> <p>The Help menu option is always available in SCIS. This provides a link to the NZSA Help website: https://guide.nzseedsauthority.com .</p>	 Help
<p>Mandatory fields</p> <ul style="list-style-type: none"> • Fields with a red star by the field label must be completed before you can save your work. 	<p>Seed class to be harvested *</p> <p>Basic</p>
<p>Display or select from a list</p> <ul style="list-style-type: none"> • If there is no dropdown arrow, start typing the name or option you are looking for. Note: there may be a small delay before the list appears. <p>Once you have found your choice, click to select it.</p> <ul style="list-style-type: none"> • If there is a dropdown arrow, click it and select your choice. • Long lists have a small grey scroll bar at the righthand edge. • Typing into the selection box will begin to filter the list of available values after the first two characters have been typed. The typed characters can appear anywhere in the value you are looking for. 	<p>Species</p> <p>rye</p> <p>Annual ryegrass <i>Lolium rigidum Gaudin</i></p> <p>Hybrid ryegrass <i>Lolium x hybridum Hausskn.</i></p> <p>Application Status</p> <p>(empty)</p> <p>Incomplete (Planned)</p> <p>Incomplete (Sown)</p> <p>Sown</p> <p>Submitted</p> <p>Info Requested</p> <p>Declined</p> <p>Withdrawn</p>

Add a date

- Click the calendar icon to display the calendar.
- Click up or down arrows to move backwards or forwards one month.
- Click the arrow beside the Month / Year to select any year / month / day.
- Click on a date in the calendar to select it.

Sowing completion date *

dd/mm/yyyy

April 2025

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Mouse Controls for SCIS maps

Left button

- Click and hold to move the map.
- Double-click to zoom into the map (use the scroll wheel to zoom out again).

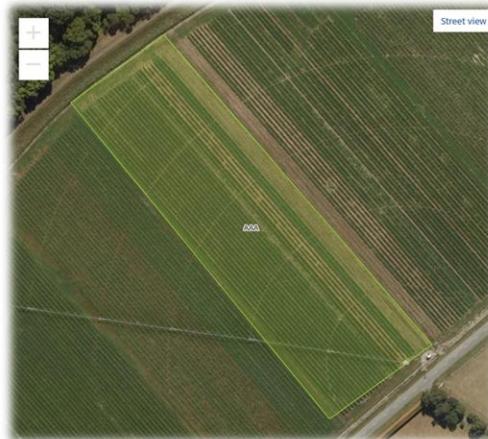
Scroll bar wheel

- Zoom the map in or out.

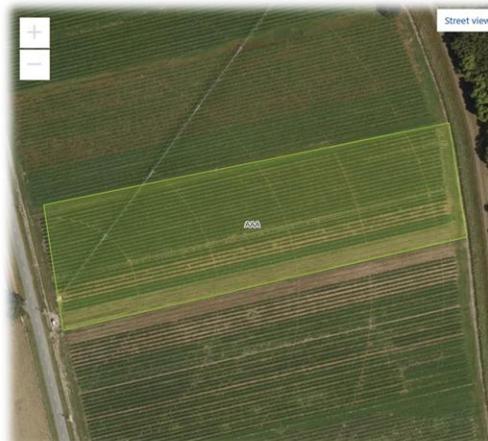
Right button

- Click and hold to rotate the map.

Please see chapter 2.8 *Hints and tips for using mapping and drawing tools in SCIS* for more information.



And after rotating with the right mouse button...



1.4 Organisation roles and Users

1.4.1 SCIS Users

Each SCIS user belongs to an Organisation in SCIS.

1.4.2 Organisation roles

SCIS Organisations must have at least one role and may have multiple roles.

Industry roles and descriptions	
Grower	<p>Produces seed crops. Sows seed, maintains and harvests production sites to create Field Dressed seed lines.</p> <p>May own one or more Regions of Production, or lease individual Production Sites.</p>
Merchant	<p>Contracts Growers to produce seed for domestic and international market requirements.</p> <p>Must also be a MPI Approved Organisation (MAO).</p>
Processor	<p>Either:</p> <ul style="list-style-type: none"> ❖ Receives, cleans, packages, labels and stores seed produced by Growers <p>Or:</p> <ul style="list-style-type: none"> ❖ Packages, labels and stores seed previously processed by another Processor <p>Produces MD Lots.</p> <p>Must be a MPI Approved Organisation (MAO). May have multiple processing locations.</p>

Administration and Regulatory roles and descriptions	
NSCO	National Seed Certification Office — performs the administrative functions of SCIS. Operated byASUREQuality's Seed Bureau.
MPI	Ministry for Primary Industries — approves final verification and release of MD Lots labelled with OECD and OECD-EU labels. MPI are the Nationally Designated Authority and Regulator for the OECD and OECD/EU certification schemes.
IVA	Independent Verification Agency — provides SCIS system administration, services, inspection and official verification of seed crops entered into SCIS.
FISP	Field Inspection Service Provider — inspects crops 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 Lots to ensure they meet the required seed certification scheme seed lot purity and germination standards.

1.4.3 Organisation and User Registration

NOTE: SCIS Registration is described in more detail in the document *SCIS Initial Registration Guide* which you can find on the NZSA Help website: <https://guide.nzseedsauthority.com>.

AsureQuality's Seed Bureau currently manages all registration requests.

All Organisations currently active in seed varietal certification should already exist in SCIS.

Individual new users (of an existing organisation) or users in a new organisation should contact the AsureQuality Seed Bureau team to request registration.

The team may be contacted via email at seed@asurequality.com or on their usual phone number.

Supply:

- the name of your business entity (Organisation)
- family name and first name for each individual user
- email address for each individual user (this will be the user's sign-in / login / user id)
- contact phone number (mobile is preferred) for each individual user

Each user will receive an email with a link to a screen that allows them to set their login password. Please note the requirements for defining a strong password.

If you don't see the email after a few minutes check your Junk/Spam folder.

If the link does not take you to the password entry screen, please contact AsureQuality. They will reset the user, and a new email will be sent.

After successfully entering the password, and clicking Create, a new user will be shown the SCIS User Agreement prompt. Open the user agreement document by clicking on the *SCIS User Agreement.pdf* link. Read the terms and conditions on screen or print them and read them.

Click the small box to confirm, then click Submit. SCIS proceeds to the normal SCIS Home screen.

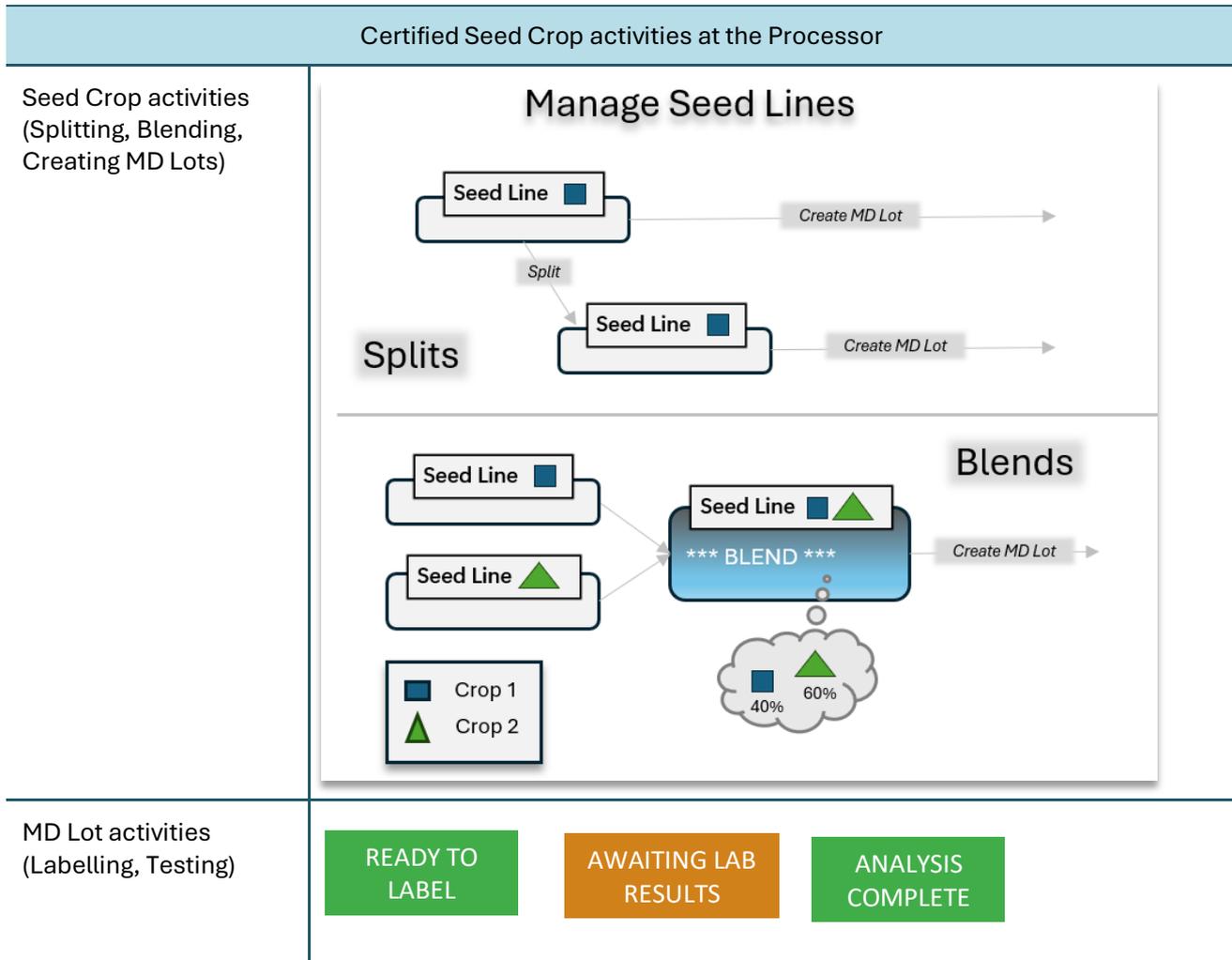
1.5 Certified varietal seed crop – key milestones and checkpoints

1.5.1 On farm

As soon as a certified crop is entered into SCIS via a Grower's Application, SCIS starts a timeline to track key milestones. This timeline progresses while the crop is being grown and harvested.

Certified Seed Crop milestones and checkpoints – on farm		
Crop is growing	<ul style="list-style-type: none">  Growers Application <i>Approved 25 Jul 2024</i>  Assign Field Inspection Provider <i>Automatically assigned 25 Jul 2024</i>  Final Field Inspection <i>Passed 25 Jul 2024</i>  Independent Verification <i>Added 25 Jul 2024</i>  Grower Declaration  Harvest start 	<p>Information is initially provided to SCIS via the ‘Assign a variety to a Production Site’ action and then by data entered in the first steps of a Grower’s Application.</p> <p>SCIS allocates a Crop ID.</p> <p>Information is added to the timeline at key milestones.</p>
Crop is harvested	<ul style="list-style-type: none">  Growers Application <i>Approved 14 Apr 2024</i>  Assign Field Inspection Provider <i>Automatically assigned 14 Apr 2024</i>  Final Field Inspection <i>Passed 14 Apr 2024</i>  Independent Verification <i>Added 14 Apr 2024</i>  Grower Declaration <i>Added 13 May 2024</i>  Harvest start <i>Added 22 May 2024</i> 	<p>The final checkpoint information is added to the timeline.</p>
Field Dressed (FD) Seed Line	<div style="background-color: #28a745; color: white; padding: 5px; display: inline-block;">ACTIVE</div>	<p>One or more Field Dressed (FD) Seed Lines now contains the crop.</p>
FD Seed Lines are ready to be sent to the Processor or already on their way.	<div style="background-color: #28a745; color: white; padding: 5px; display: inline-block;">TRANSPORT READY</div>	
Seed Lines arrive at the Processor	<div style="background-color: #6c757d; color: white; padding: 5px; display: inline-block;">RECEIVED</div>	<p>FD Seed Lines become Seed Lines once at the Processor.</p>

1.5.2 At the Processor



1.5.3 Release

The final step is to Request Release of the MD Lot. This action is performed either by the Merchant or by the NSCO (see chapter 5.1.8 *Notes about the Release process*).

1.6 Certified seed crop visibility and traceability

In addition to the timeline described in the previous section, SCIS collects and displays detailed information about the crop and its production. This information is added to, while the crop is being grown and harvested.

At harvest, the crop leaves the Grower and is transformed into Seed Lines and then MD Lots.

The detailed crop information is retained and associated with the Seed Line or MD Lot - and is always available to be viewed by the Owner and the Processor. The Owner will be a Merchant if the crop is a proprietary variety.

The Grower is also able to view this information – but only for Seed Lines and MD Lots that consist entirely of crops grown by them.

A Processor may create a new Seed Line by blending two Seed Lines containing crops from two different Growers. That new Seed Line and any crop information and MD Lots associated with it are not visible to either Grower.

All authorized users have the same full view of the crop – whether it is still growing, harvested, partially or fully processed.

Certified Seed Crop information	
Header showing Species and Variety	Hybrid ryegrass - Grasslands Manawa ^
Production Site details (name and geospatial details) – displayed on the right of the screen	
Summary of planned crop details	<p>Originally submitted: 09 Apr 2025</p> <p>Crop owner: NZSAMP</p> <p>Perennial / annual: Perennial</p> <p>Scheme: OECD</p> <p>Seed class to be harvested: 1st Generation</p> <p>Crop Certification Year: 2026</p>
Details of seed sown	<p>Seed class sown: Nucleus (OECD)</p> <p>Seed sown reference numbers: 1 v</p> <p>Total seed sown: 200kg</p> <p>Date sown: 01 Feb 2025</p> <p>Crop ID: NZL-2026-2000006</p> <p>Production Site Area: 6.2902ha</p>
Optional Notes added at various stages	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">  Notes </div>

<p>Timeline showing key milestones for the crop, including status after each milestone and related information</p>	<ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> ✓ Growers Application <i>Approved 09 Apr 2025</i> <li style="margin-bottom: 10px;"> ✓ Assign Field Inspection Provider <i>Automatically assigned 09 Apr 2025</i> View <li style="margin-bottom: 10px;"> ✓ Final Field Inspection <i>Passed 09 Apr 2025</i> View <li style="margin-bottom: 10px;"> ○ Independent Verification View <li style="margin-bottom: 10px;"> ○ Grower Declaration Add <li style="margin-bottom: 10px;"> ○ Harvest start Add
<p>Expandable section with results of History and Isolation checks for the crop</p>	<div style="background-color: #2c5e8c; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> + Species scheme rule checks ▼ </div>
<p>Expandable section containing uploaded documents.</p>	<div style="background-color: #2c5e8c; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> + Supporting documents ▼ </div>
<p>Available actions for this crop (as buttons)</p>	<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Withdraw from certification </div>
<p>Expandable section with all site history for the Production Site (includes this crop).</p>	<div style="background-color: #444; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> + Site history records ▼ </div>

1.7 Growing Public Varieties ('Publics' also known as 'Commons')

1.7.1 Public variety scenarios and SCIS 'Crop Owner' implications

	Crop Owner	Notes
Crop is not a Public variety	Merchant	Grower can only Assign a seed crop variety to a Production Site once the Merchant (Crop Owner) has given the Grower the right to grow the variety.
Crop is a Public variety. Grower Assigns the variety to a ProdSite by selecting it from the Public Varieties tab on the Assign popup.	Grower	No Merchant is involved in the crop. Public Varieties are always available for Assignment by a Grower to a ProdSite via the Public Varieties tab.
Crop is a Public variety - BUT Grower has Assigned the variety to a ProdSite by selecting it from the Available Varieties tab on the Assign popup.	Merchant	Grower can only Assign the seed crop variety to a Production Site once the Merchant (Crop Owner) has given the Grower the right to grow the variety.
Crop is a Public variety. Grower has Assigned the variety to a ProdSite by selecting it from the Public Varieties tab on the Assign popup. Grower transfers ownership of the crop to a Merchant before harvest.	Grower <i>then</i> Merchant	
Crop is a Public variety. Grower has Assigned the variety to a ProdSite by selecting it from the Public Varieties tab on the Assign popup. Grower transfers ownership of the crop to a Merchant after harvest.	Grower <i>then</i> Merchant	<i>Currently not possible but functionality will be added to SCIS in the future to support this.</i>

1.7.1.1 Releasing the MD Lot(s)

Chapter 5.1.8 *Notes about the Release process* includes information about the Release process for Public varieties where the Grower is the MD Lot owner.

2 Grower's Application submissions



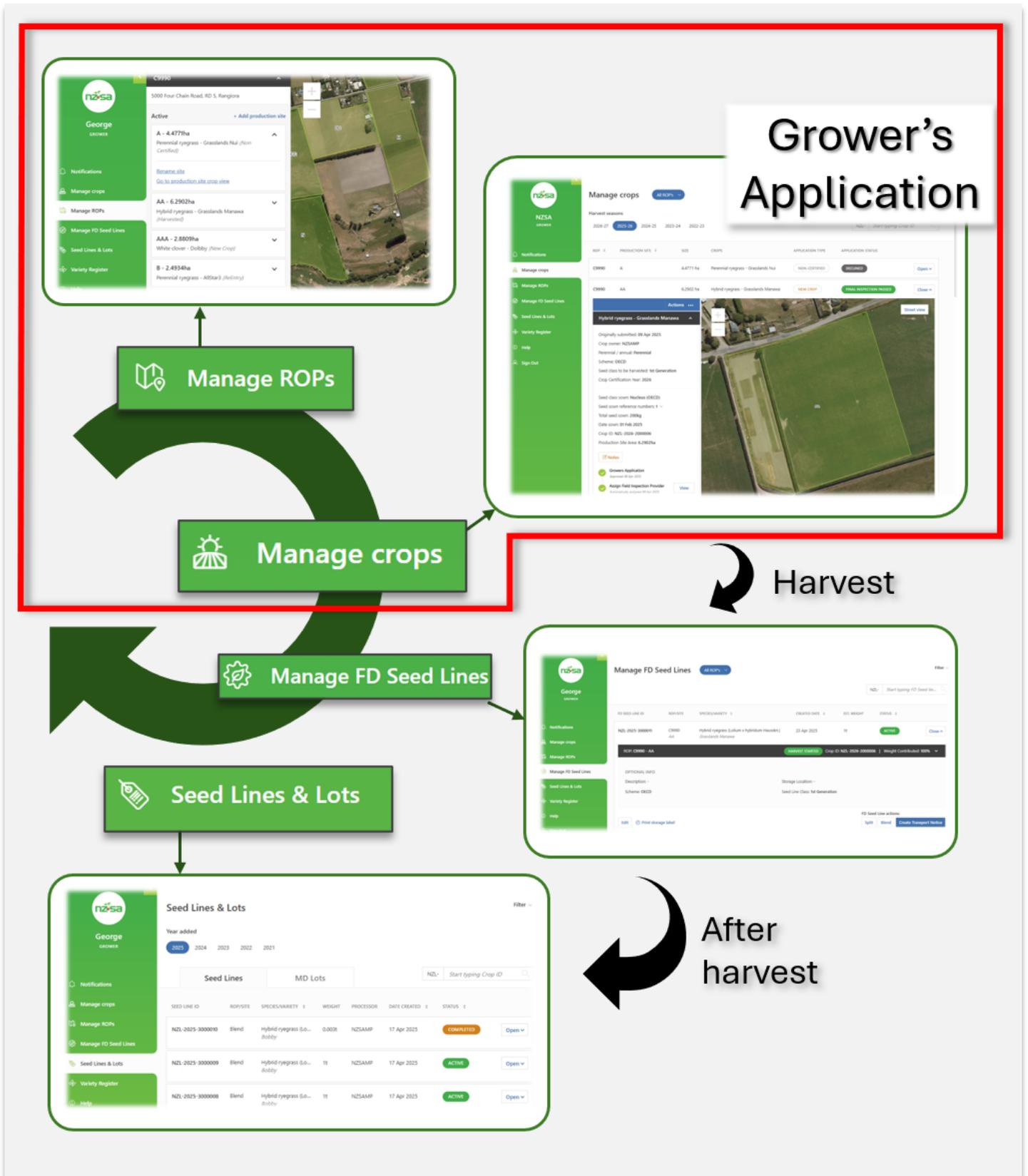
Section 2

Grower's Application submissions

Using SCIS Grower screens to perform key activities including:

- Managing ROPs and Production Sites
 - Planning crops and preparing for Grower's Applications
 - Entering Grower's Applications for new and re-entry crops
-
-

2.1 Using the Manage ROPs and Manage crops screens for Grower's Application activities



2.1.1 Planning and planting crops, submitting Grower's Application for approval

The following diagrams show the key steps required to get approval for a submitted Grower's Application.

Each step is described in detail later in this section, following descriptions of the **Manage crops** and **Manage ROPs** screens.

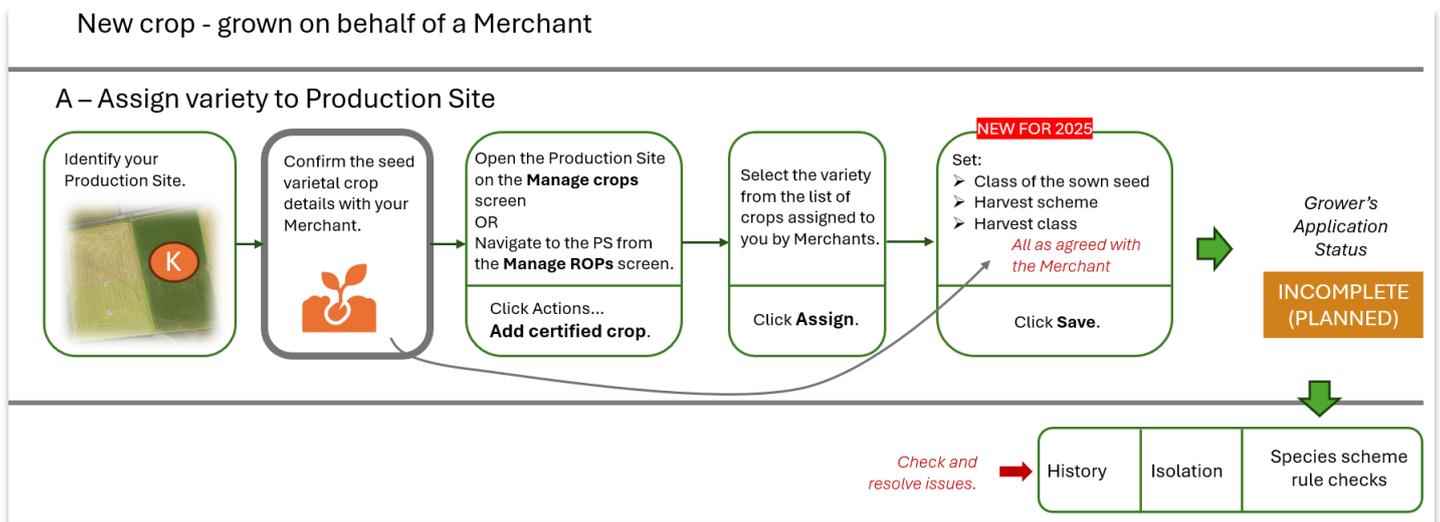


Figure 4 – Grower's Application process (A)

*NOTE: If the merchant has not communicated which **Harvest scheme** to use or put it in their contract, you should generally select the **NZ scheme***

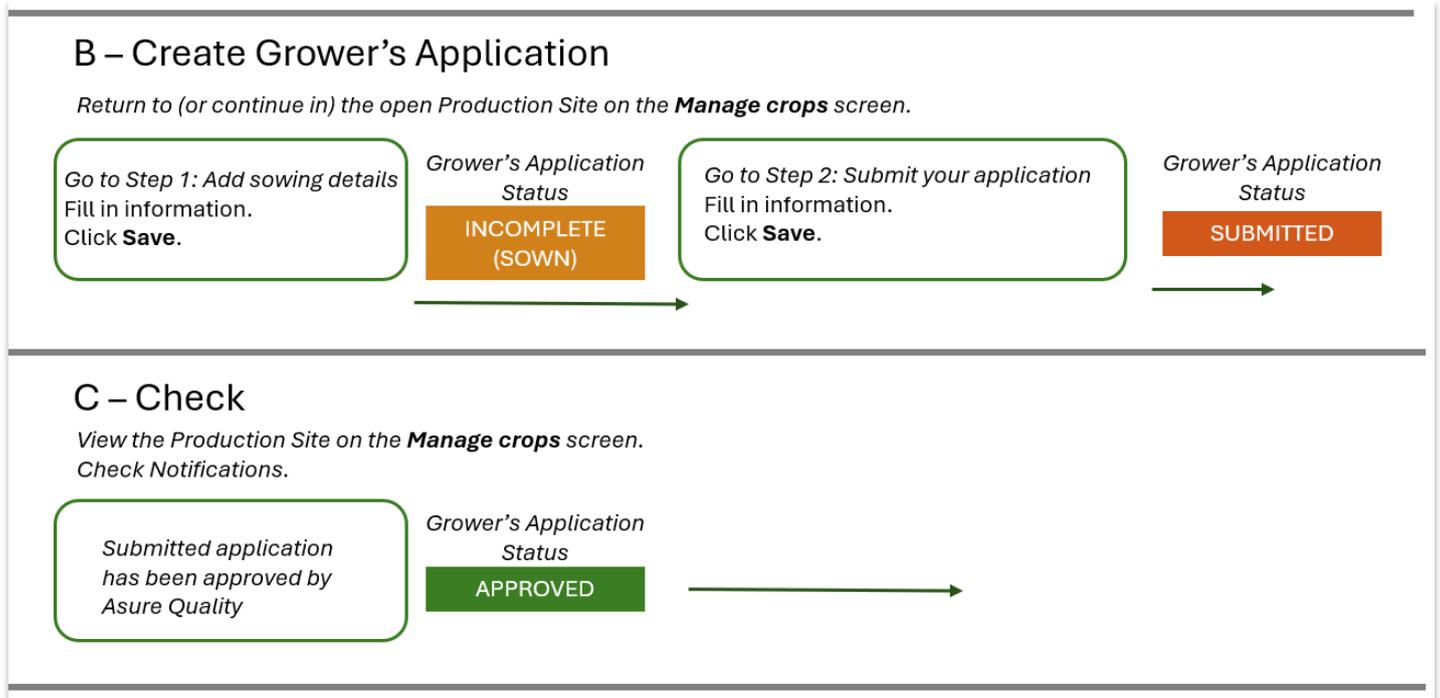


Figure 5 - Grower's Application process (B and C)

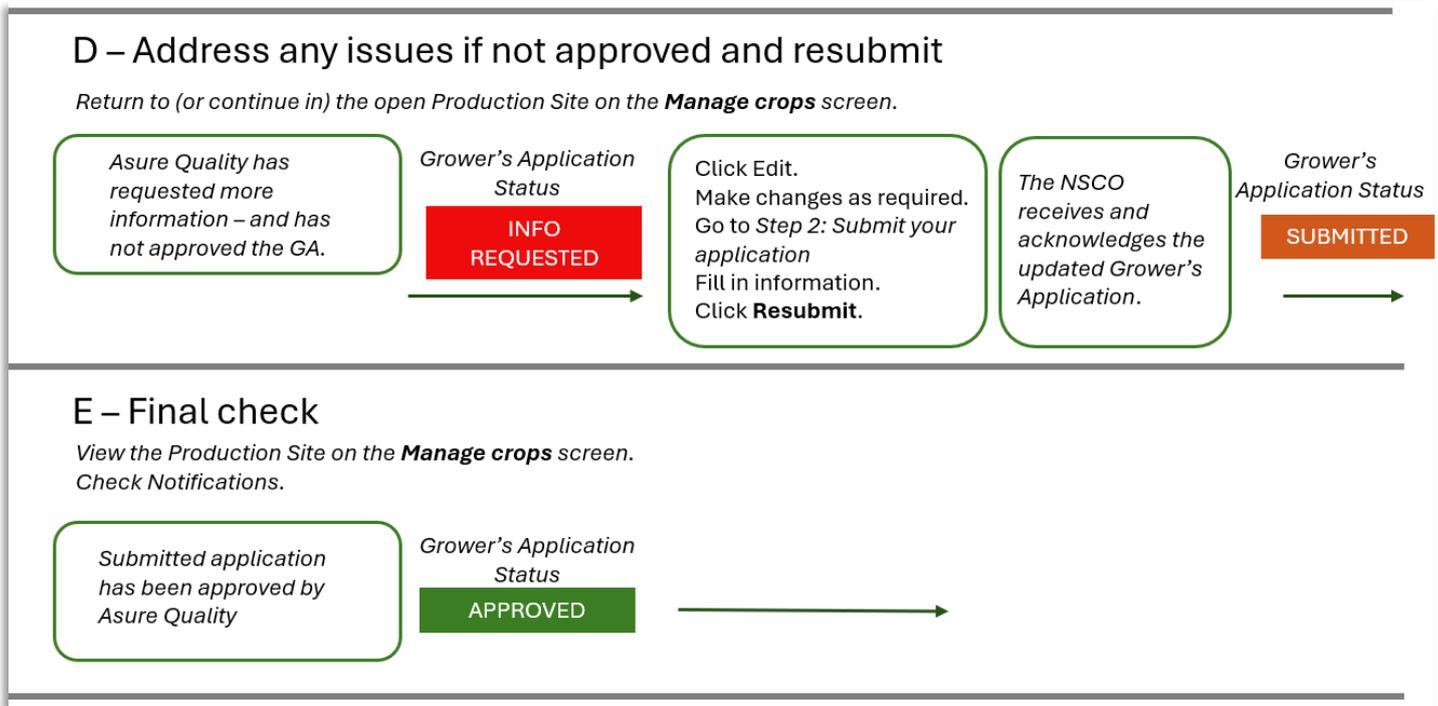


Figure 6 - Grower's Application process (D and E)

2.2 Overview of the 'Manage crops' screen

2.2.1 Purpose

This is the primary SCIS screen for the Grower during the growing season.

This screen provides access to key SCIS functionality such as assigning a variety to a Production Site, creating a Grower's Application for a certified varietal seed crop in that Site, submitting it for approval, and viewing and updating key events as the crop progresses through to harvest.

The **Manage crops** screen always shows information about a single **Harvest season** — and it defaults to the current season. This can be changed at any time by clicking on a new value in the Harvest seasons header.

2.2.2 Summary list view

This screen initially displays a summary of each Production Site within a ROP for the selected Harvest Season.

Note: Production Sites that do not yet have a map drawn for them will not appear on this screen.

The summary information includes:

- Production Site name and size
- Any species/varieties currently growing or planned in the Production Site
- Application type
 - NEW CROP** Annual or first year of a perennial crop
 - RE-ENTRY** Second and subsequent years of a perennial crop
 - NON-CERTIFIED** Any crop not being entered for certification.

N.B. It is optional to enter non-certified crops. Entering non-certified crops supports isolation checking and will also keep production site history records current. If a certified crop is withdrawn or declined during the season the crop will remain as a non-certified crop until marked as Removed.

- Application status

Manage crops All ROP's Filter

Harvest seasons

2026-27 **2025-26** 2024-25 2023-24 2022-23

NZL-

ROP	PRODUCTION SITE	SIZE	CROPS	APPLICATION TYPE	APPLICATION STATUS	
C9990	A	4.4771 ha	Perennial ryegrass - Grasslands Nui	NON-CERTIFIED	DECLINED	<input type="button" value="Open"/>
C9990	AA	6.2902 ha	Hybrid ryegrass - Grasslands Manawa	NEW CROP	FINAL INSPECTION PASSED	<input type="button" value="Open"/>
C9990	AAA	2.8809 ha	-			<input type="button" value="Open"/>
C9990	B	2.4934 ha	Perennial ryegrass - AllStar3	RE-ENTRY	INCOMPLETE (SOWN)	<input type="button" value="Open"/>

Figure 7 - Manage crops summary list view

2.2.3 Opening a Production Site on the 'Manage crops' screen

The following sections describe the information and actions when a Production Site is:

- Currently empty
- Currently contains a certified seed crop
- Currently contains a non-certified seed crop

You can navigate directly to this **Manage crops** view of any Production Site from the **Manage ROPs** view of the same Production Site.

2.2.3.1 If the Production Site is currently empty

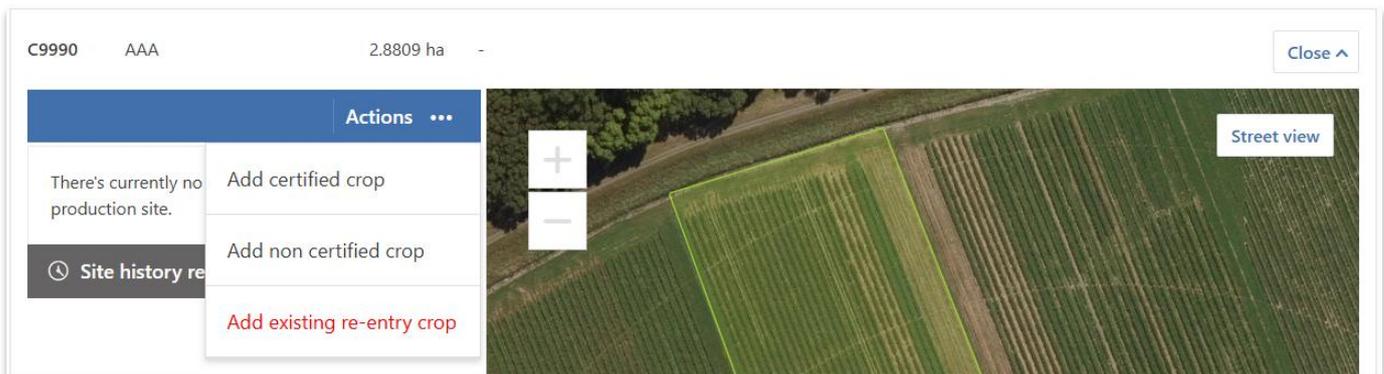


Figure 8 - Empty Production Site

Clicking the Open button displays:

- map of the Production Site
- Site History

Clicking the **Actions ...** menu displays the actions that can be applied to this Production Site.

Note that these actions are only available within the current Harvest Season.

Click:

- Add certified crop** to start a **Grower's Application**
- Add non certified crop** to record a non-certified crop in this location
- Add existing re-entry crop** to start a **Re-Entry Grower's Application**

Chapter 2.4 *Creating and submitting a Grower's Application for a new crop* describes Grower's Applications in more detail.

Chapter 2.6 *Understanding Re-entry* describes Re-Entry Grower's Applications in more detail.

Chapter 2.7 *When you might need to manually remove a crop in SCIS* describes how SCIS determines whether or not a previous crop has been removed – and the manual action that can be taken if required.

2.2.3.2 If the Production Site currently contains a certified seed crop

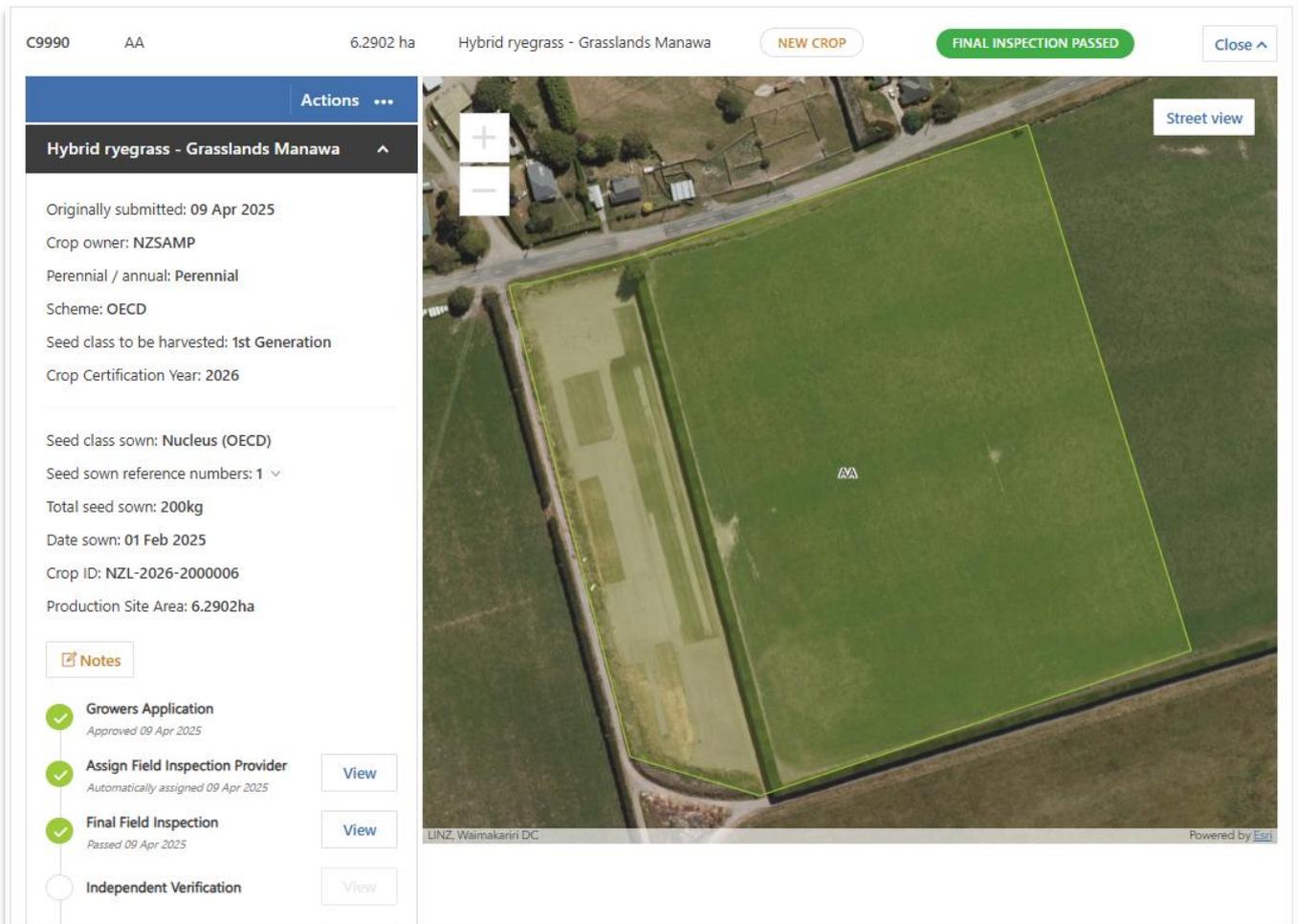
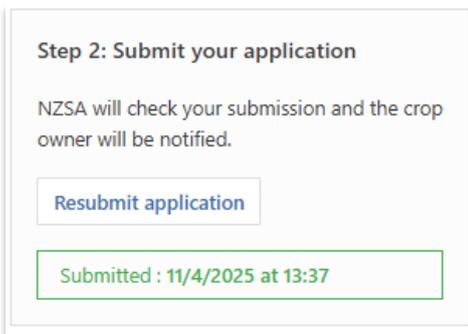


Figure 9 - Production Site with certified crop

Clicking the Open button displays:

- map of the Production Site
- Certified Seed Crop detailed information, timeline and available actions

If the Grower's Application has not yet been approved, the detailed information will include additional subsections and actions similar to this:



Note that because the Production Site already contains a certified crop that has not been harvested or withdrawn and removed, no Production Site actions are possible.

Clicking the **Actions ...** button shows all the actions greyed out.

Other actions can however be applied to the certified crop in the Production Site — for example, **Remove crop** (available once the crop has been harvested).

These actions are found as buttons in the Certified Seed Crop detailed information and timeline section.

2.2.3.3 If the Production Site currently contains a non-certified seed crop

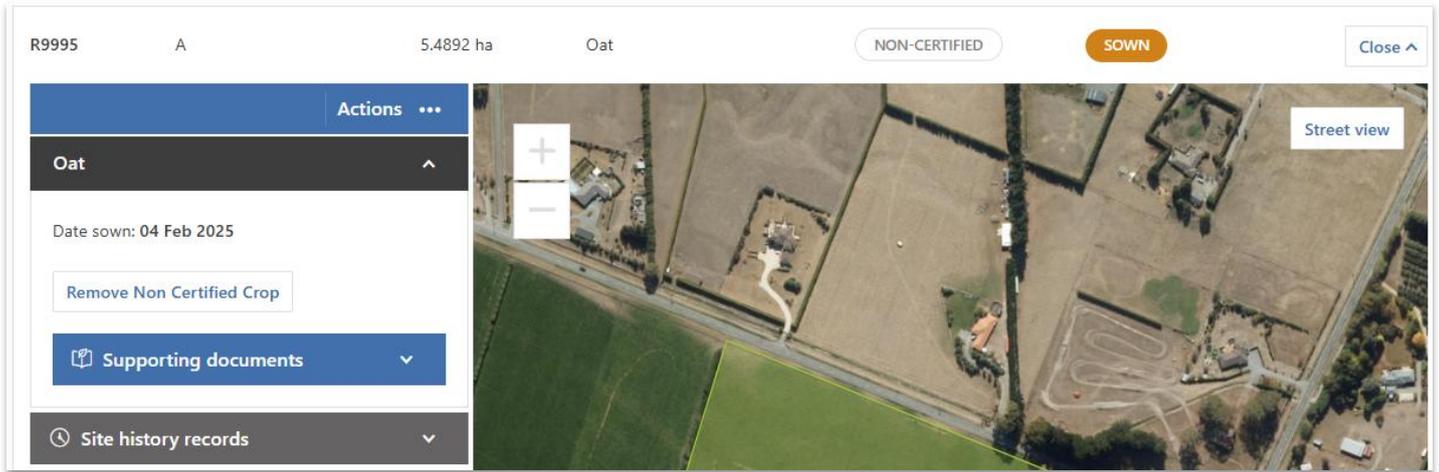


Figure 10 - Production Site with non-certified crop

Clicking the Open button displays:

- map of the Production Site
- basic non-certified Seed Crop information and available actions
- Site History

Clicking the **Actions ...** button displays the actions that can be applied to this Production Site.

Note that these actions are only available within the current Harvest Season.

Click:

Add non certified crop to record a non-certified crop in this location

2.3 Overview of the ‘Manage ROPs’ screen

2.3.1 Purpose

This is the second most important SCIS screen for the Grower during the growing season. The Grower can utilise this screen along with the **Manage crops** screen to easily switch between a whole-of-property (ROP) view and the details of individual Production Sites and crops.

The **Manage ROPs** screen allows the Grower to display a map of each ROP they own or operate Production Sites in. The Grower will utilise this screen for all the actions that relate to mapping Production Sites, and other actions that relate to the management of their Production Sites such as renaming, retiring or leasing them to another Grower.

2.3.2 Summary list view

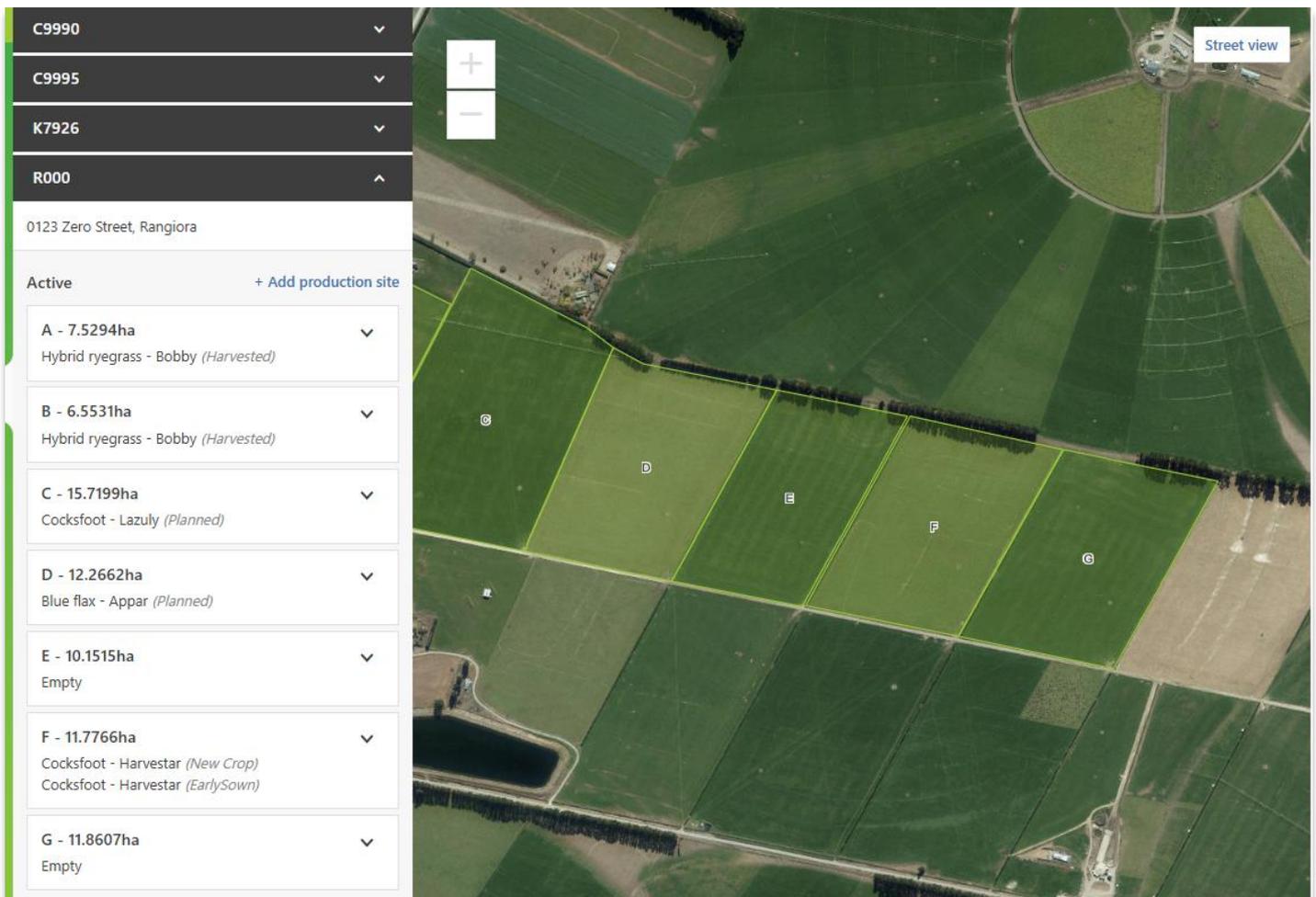
This screen initially displays a summary of each active Production Site within a ROP with crops for the current Harvest Season.

The summary information includes:

- ROP name and map
- Production Site name and size
- Any species/varieties currently growing
- Crop status

Mapping navigation controls are described in chapter 1.3 *Screen navigation, icons and common screen functions*

Detailed view – single Production Site



Clicking the **Arrow** displays the actions that can be applied to this Production Site. Note that these actions will vary depending on factors such as whether a crop has previously been grown in the Production Site.

Actions include Rename site, Edit boundary, Change site status, Assign an Operator, Remove site.

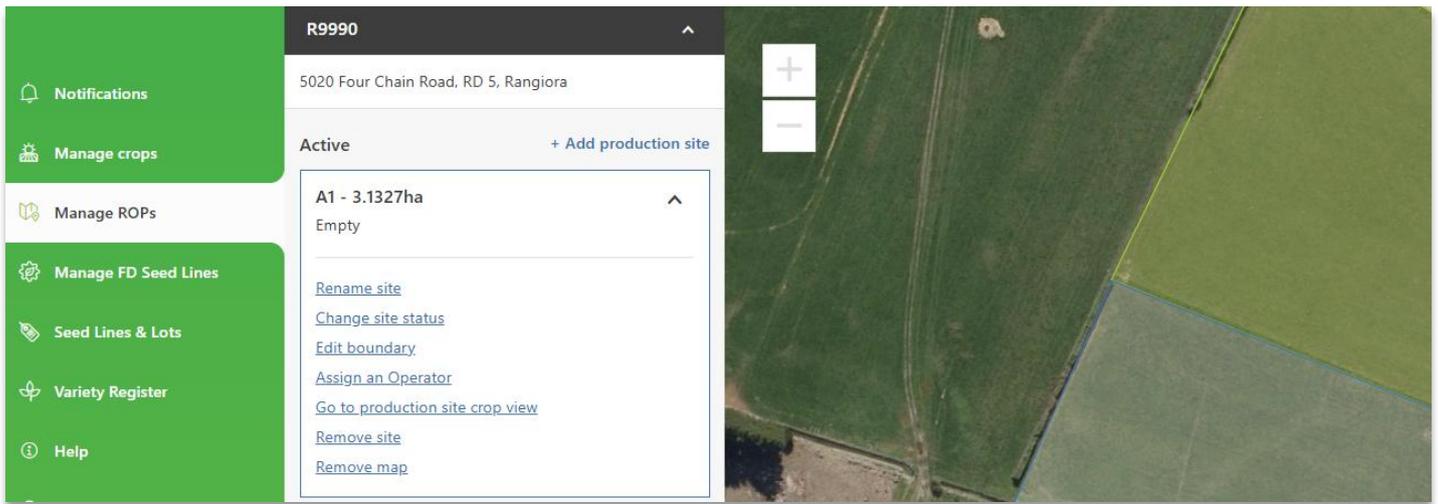
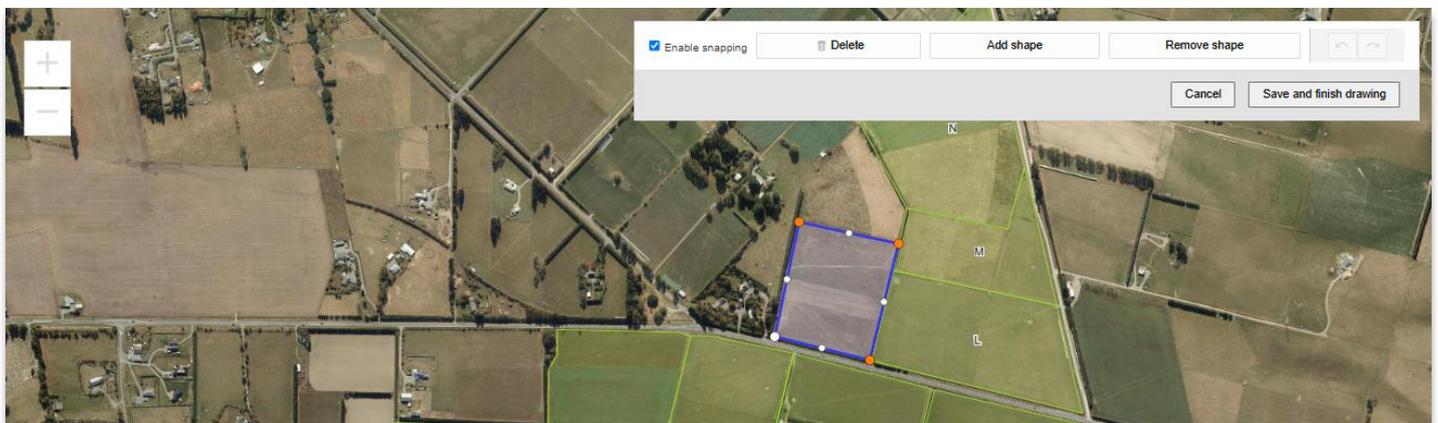


Figure 11 - Manage crops single Production Site with multiple actions

From here you can also navigate directly to the **Manage crops** view of the same Production Site.

2.3.3 Using map drawing tools to create or modify Production Sites

The Manage ROPs screen allows Growers to create and map their Production Sites.



SCIS uses the geospatial coordinates of Production Sites to apply critical scheme rules for History and Isolation checking, and it automatically manages Production Sites that are intentionally overlaid (for example, where one Production Site is a part of another).

It is extremely important that Production Sites are drawn as accurately as possible – both for accurate application of scheme rules, and to avoid unintentional edge overlaps.

Please read chapter 2.8 *Hints and tips for using mapping and drawing tools in SCIS* before using the drawing tools.

2.4 Creating and submitting a Grower's Application for a new crop

2.4.1 Overview

This section describes Grower's Applications for **new crops**.

Grower's Applications for Re-entry crops (second and subsequent years of perennials) are covered in chapter 2.6 *Understanding Re-entry*.

The process has the following phases:

- A. Assign a crop to a Production Site (can be performed whenever it is convenient to the Grower, potentially weeks before the seed is sowed).
- B. Enter the new crop for certification:
 - a. Step 1 – Enter sowing details
 - b. Step 2 – Submit the Grower Application.
- C. **IMPORTANT** Check the GA status on the **Manage crops** screen and check notifications (also sent to you as an email) to confirm that AsureQuality has approved the Grower's Application.
- D. If not approved, update the Grower's Application with additional information or changes as requested by AsureQuality – then Resubmit.
- E. Confirm that AsureQuality has approved the Grower's Application.

New crop - grown on behalf of a Merchant

A – Assign variety to Production Site

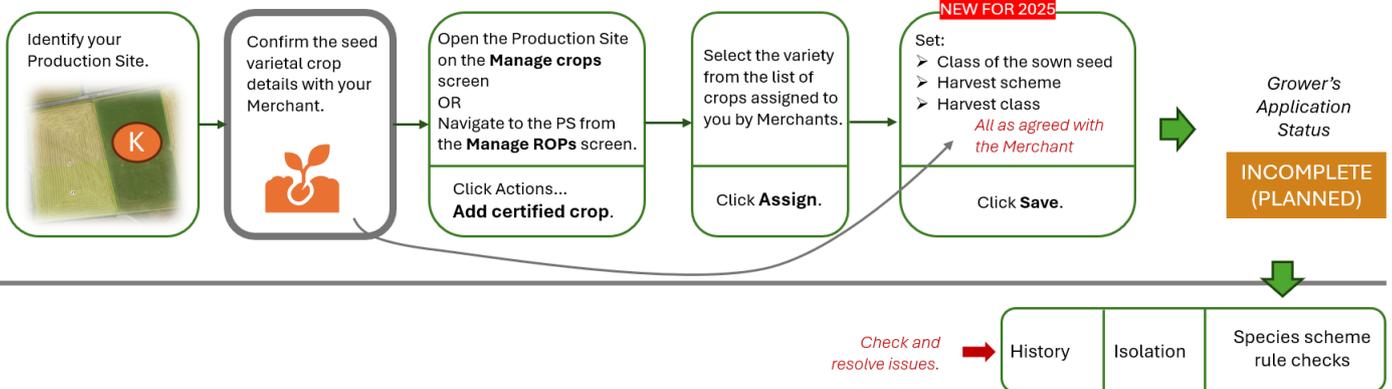
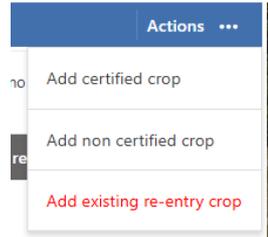


Figure 12 - Grower's Application (A) - detail

*NOTE: If the merchant has not communicated which **Harvest scheme** to use or put it in their contract, you should generally select the **NZ scheme**.*

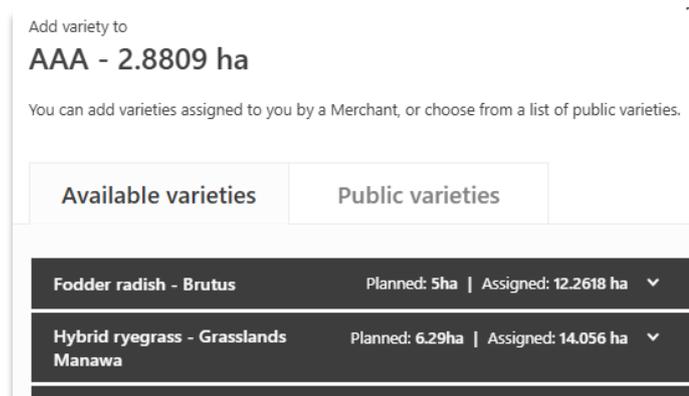
A - Assigning a variety to a Production Site

On the **Manage crops** screen, choose an empty Production Site in the current Harvest Season, and click **Add certified crop**.



SCIS will display two lists of available varieties:

- ❖ those assigned by a Merchant
- ❖ Public varieties



Either:

- select from the Available varieties list, check the displayed details, and click **Assign** **OR**
- select from the Public varieties and click **Assign**

The Crop Owner is the Merchant except for Public varieties (publicly owned varieties also known as non-proprietary varieties), where SCIS automatically sets the Crop Owner to be the Grower).

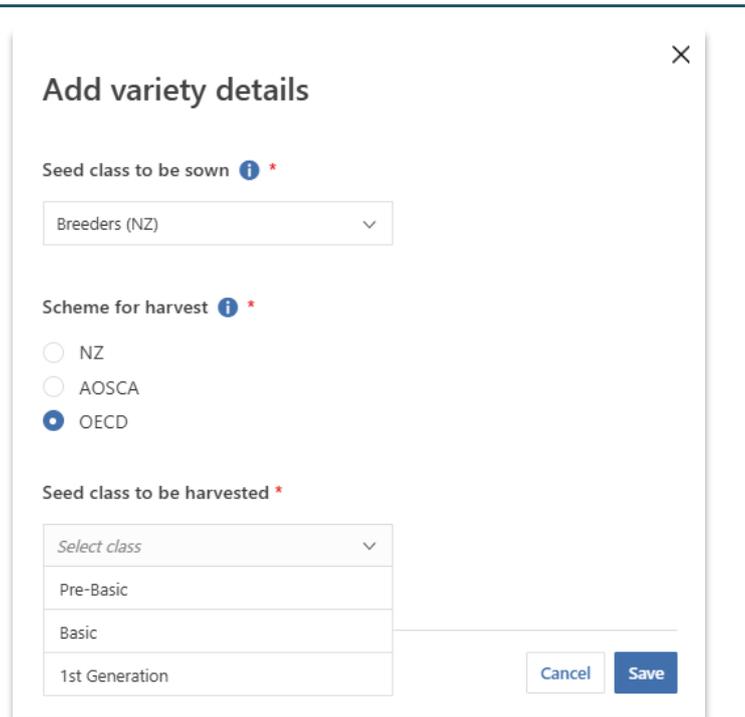


Add key details for the crop as previously discussed and agreed with the Merchant (unless this is a Public):

- Seed class to be sown (the lowest class of your stock seed)
- Harvest scheme for this crop
- Seed class to be harvested

Note that the dropdown for **Seed class to be harvested** is based on the Harvest scheme selected.

*NOTE: If the merchant has not communicated which **Harvest scheme** to use or put it in their contract, you should generally select the **NZ scheme**.*



Add variety details [Close]

Seed class to be sown ⓘ *

Breeders (NZ) [v]

Scheme for harvest ⓘ *

NZ

AOSCA

OECD

Seed class to be harvested *

Select class [v]

Pre-Basic

Basic

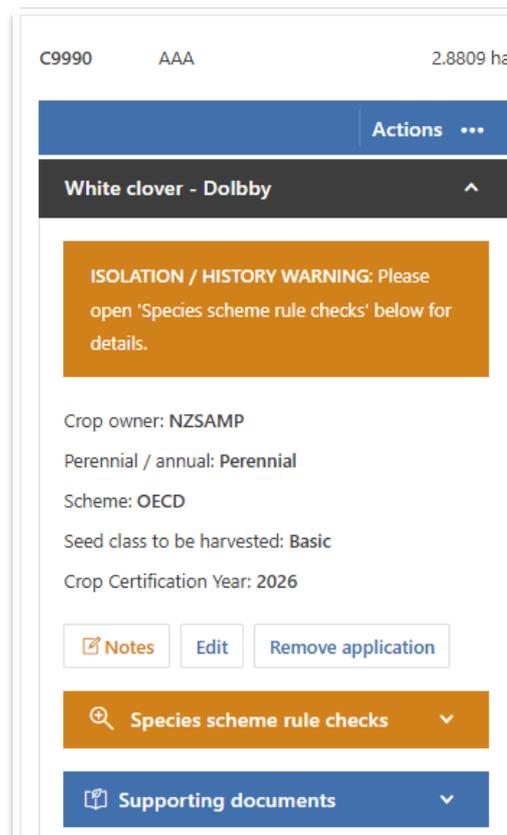
1st Generation

Cancel Save

The **Manage crops** Production Site view now includes the information about the variety that you have assigned to this Site.

The Grower's Application status is now: **INCOMPLETE (PLANNED)**.

SCIS automatically performs species scheme rule checks for History and Isolation.



C9990 AAA 2.8809 ha

Actions ...

White clover - Dolby [^]

ISOLATION / HISTORY WARNING: Please open 'Species scheme rule checks' below for details.

Crop owner: NZSAMP

Perennial / annual: Perennial

Scheme: OECD

Seed class to be harvested: Basic

Crop Certification Year: 2026

Notes Edit Remove application

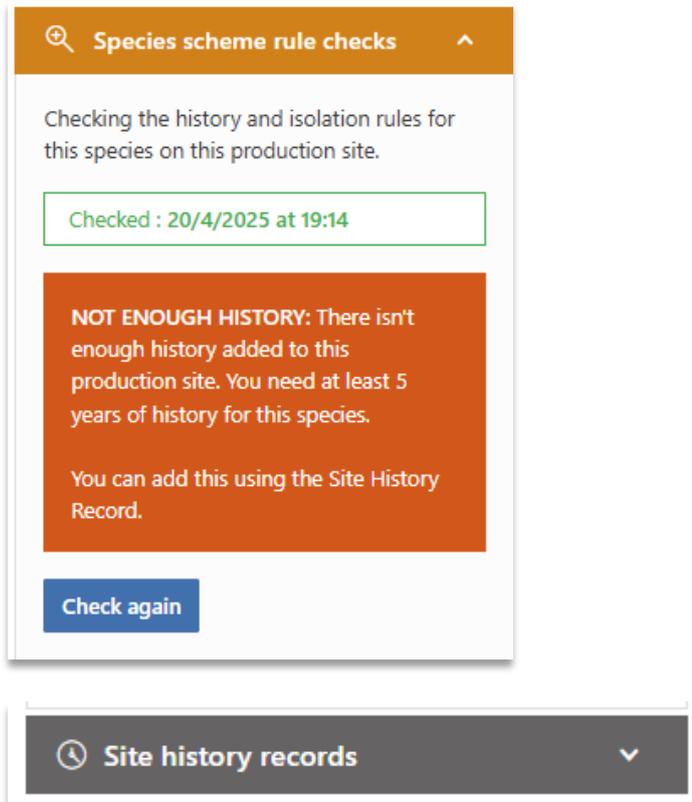
Species scheme rule checks [v]

Supporting documents [v]

In this case there is a History warning.

Open the Site History section (found a little further down on your screen) to add the required crop records.

More details about adding History records can be found in chapter 2.5 *Understanding History and Isolation checks*.



B – Create Grower’s Application

Return to (or continue in) the open Production Site on the **Manage crops** screen.

Go to Step 1: Add sowing details
Fill in information.
Click **Save**.

Grower’s Application
Status
**INCOMPLETE
(SOWN)**

Go to Step 2: Submit your application
Fill in information.
Click **Save**.

Grower’s Application
Status
SUBMITTED

C – Check

View the Production Site on the **Manage crops** screen.
Check Notifications.

Submitted application
has been approved by
Asure Quality

Grower’s Application
Status
APPROVED

Figure 13 - Grower’s Application (B and C) – detail

The next two steps are performed in the same location as the previous ones.

B - Entering the new crop for certification

Follow the instructions to complete Step 1 and Step 2. Each step is described below.

To enter crop for certification, complete the following 2 steps:

Step 1: Add sowing details

Complete this step once seed is in the ground.

Add sowing details

Step 2: Submit your application

NZSA will check your submission and the crop owner will be notified.

Submit application

Add sowing details.

If the stock seed official reference number is new to SCIS, a warning message will appear.

Reference number not recognised, please confirm number is correct.
You can still proceed.

Enter the bag weight and number of bags. If you have a part bag or bags with different reference numbers, click [Add another](#) to add additional rows. You can switch between kg and lb for bag weights.

Enter total seed sown (not calculated by SCIS). You can also switch between kg and lb for total seed sown.

Enter the date sowing was completed.

Upload the appropriate documentation.

NOTE: Photographing the required number of labels and uploading will be accepted by the NSCO (operated by AsureQuality Seed Bureau).

Adding photographs of labels is described in document *Guide to Sending Labels* on the SCIS Help website.

Click Save.

The Grower's Application status is now: **INCOMPLETE (SOWN)**.

Add sowing details for
White clover - Dolbby
on AAA - 2.8809 ha

Stock seed details

Stock seed reference number *	Bag weight *	Number of bags *
<input type="text"/>	<input type="text"/> kg v	<input type="text"/>

[+ Add another](#)

Total seed sown (exact) *

kg v

Sowing completion date *

dd/mm/yyyy

Please provide supporting evidence of the stock seed reference numbers.

This may be in the form of an invoice or pick-up slip with lot number(s), weights and official reference number(s) printed. Or photos of the labels.

Upload supporting documentation (max 20mb)

Document description

Check the displayed details, then click **Submit Application**.

Step 1: Add sowing details

Complete this step once seed is in the ground.

Seed class sown: **Breeders (NZ)**

Seed sown reference numbers: 1 ▾

Total seed sown: 1kg

Date sown: 20 Apr 2025

 Supporting documents
▾

Edit sowing details

Step 2: Submit your application

NZSA will check your submission and the crop owner will be notified.

Submit application

Confirm that all the details are correct and then check the box indicating that you have read and accepted the Terms and Conditions for your application before clicking Submit.

×

Please check your submission for

White clover - Dolbby

on AAA - 2.8809 ha

Crop owner: NZSAMP

Perennial / annual: Perennial

Scheme: OECD

Seed class sown: **Breeders (NZ)**

Seed class to be harvested: **Basic**

Crop Certification Year: 2026

Seed sown reference numbers: 1 ▾

Total seed sown: 1kg

Date sown: 20 Apr 2025

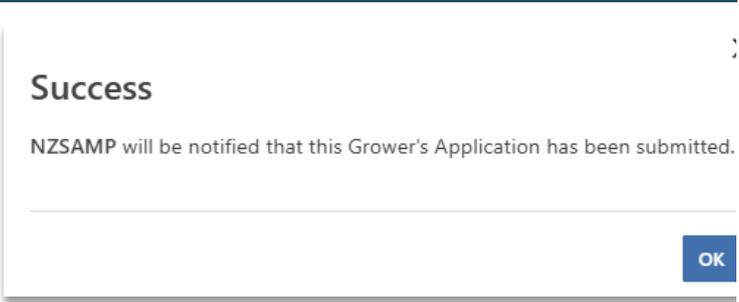
 Supporting documents
▾

I've read and accept the [Terms and Conditions](#)

Cancel

Submit

SCIS displays a pop-up that says the Merchant (who is the Crop Owner) will receive a Notification that this Grower's Application has been submitted for approval.



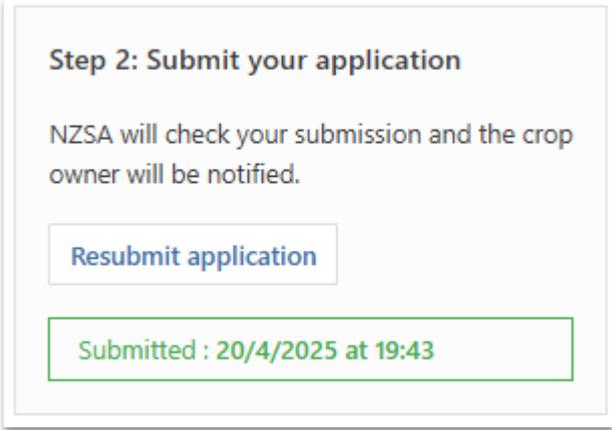
Success

NZSAMP will be notified that this Grower's Application has been submitted.

OK

Step 2 has now been updated to reflect the Submitted status.

The Grower's Application status is now: SUBMITTED.



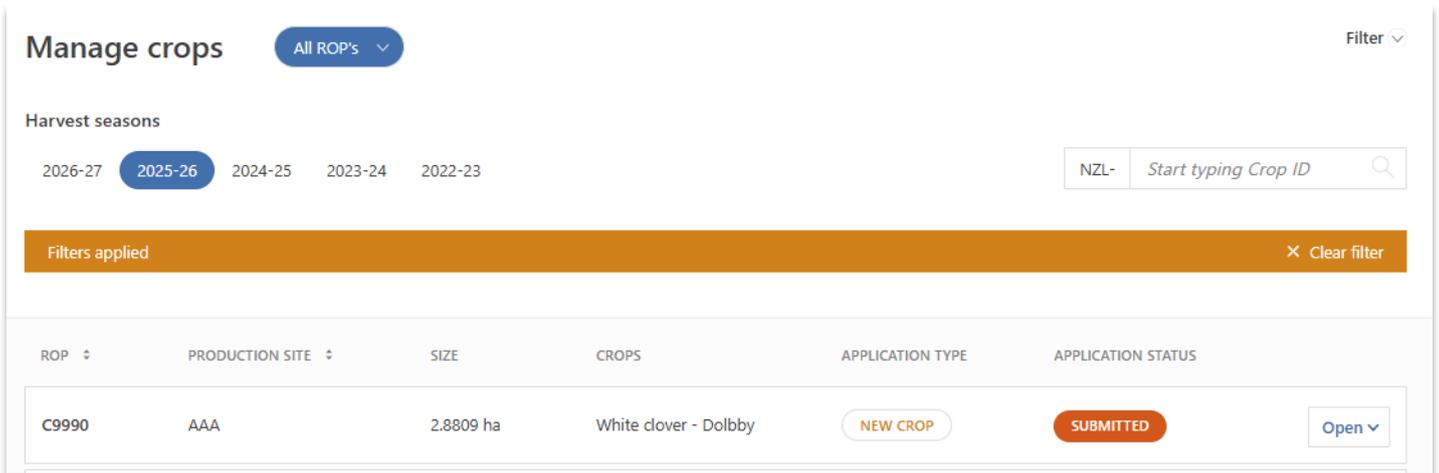
Step 2: Submit your application

NZSA will check your submission and the crop owner will be notified.

Resubmit application

Submitted : 20/4/2025 at 19:43

The Manage crops summary screen now shows that the Production Site has had a variety assigned to it, and a Grower's Application has been Submitted.



Manage crops All ROP's Filter

Harvest seasons: 2026-27, 2025-26, 2024-25, 2023-24, 2022-23

Filters applied Clear filter

ROP	PRODUCTION SITE	SIZE	CROPS	APPLICATION TYPE	APPLICATION STATUS
C9990	AAA	2.8809 ha	White clover - Dolby	NEW CROP	SUBMITTED

C – Check Grower’s Application status and Notifications to confirm approval

You will be notified (via the **Notifications** screen) when AsureQuality has approved the new Grower’s Application.

Grower's Application - Approved	9 Apr 2025 2:18pm	Growing
By AsureQuality for Hybrid ryegrass - Grasslands Manawa		
AsureQuality have approved the Grower's Application by NZSAGrower for Hybrid ryegrass - Grasslands Manawa.		
View Grower's Application		

The Notification may say that AsureQuality requires further information. This means that the Grower’s Application has not yet been approved.

You will also receive an email.

Grower's Application - More information requested	24 Sep 2024 3:56pm	Growing	Action required
By AsureQuality for Red clover - Amigain			
AsureQuality have requested more information for Red clover - Amigain Grower's Application : Please change the class sown			
View Grower's Application			

Hi Fred, this is an email from The New Zealand Seed Authority (NZSA).

The following notification that requires your attention has been sent to you through the NZSA Seed Certification Information System (SCIS).

This notification is being sent to you as a Grower user for Mangapiuiti Partnership:

By AsureQuality for Perennial ryegrass - Grasslands Nui

AsureQuality have requested more information for **Perennial ryegrass - Grasslands Nui** Grower's Application : Please add a picture of your labels

To view the notification details, log into SCIS and open the Notifications screen or click [here](#).

Please contact seed@asurequality.com if you have any questions.

Kind regards

D – Address any issues if not approved and resubmit

Return to (or continue in) the open Production Site on the **Manage crops** screen.



E – Final check

View the Production Site on the **Manage crops** screen.
Check Notifications.



Figure 14 - Grower's Application (D and E) - detail

if Info Requested D – Update the Grower's Application details as requested, and resubmit

<p>Read the Notification carefully and make sure you understand the changes or additional information required by AQ.</p>	<p>AsureQuality have requested more information for White clover - Dolby Grower's Application : Please adjust the original sown class to be NZ - Breede</p> <p>View Grower's Application</p>
<p>Either click the View Grower's Application link or navigate to the Manage crops screen and open the Production Site / Grower's Application.</p>	<p>Application Status</p> <p>Info Requested</p> <p>HINT: You can filter the Manage crops screen by <i>Application Status = Info Requested</i> to easily find Grower's Applications needing attention.</p>
<p>Read any Notes, and add your own Note if appropriate.</p>	<p>Notes Edit Remove application</p>

Edit the appropriate section(s) of the GA:

Click [Edit sowing details](#) to change sowing information or upload documents related to sowing.

Click [Edit](#) to change variety details

Step 1: Add sowing details

Complete this step once seed is in the ground.

 Supporting documents ▼

[Edit sowing details](#)

Make any required changes and click Resubmit.

Step 2: Submit your application

NZSA will check your submission and the crop owner will be notified.

[Resubmit application](#)

Submitted : 20/4/2025 at 19:43

The final prompt will include a reminder of the information requested by the NSCO.

Please check carefully you have completed all requested actions and click Submit.

Please check your submission for

White clover - Dolbby

on AAA - 2.8809 ha

Crop owner: NZSAMP

Perennial / annual: Perennial

Scheme: OECD

Seed class sown: Breeders (NZ)

Seed class to be harvested: Basic

Crop Certification Year: 2026

Seed sown reference numbers: 1 ▼

Total seed sown: 1kg

Date sown: 20 Apr 2025

 Supporting documents ▼

The following information was requested by the NSCO:

Please submit a picture of all your labels together

I've read and accept the [Terms and Conditions](#)

[Cancel](#) [Submit](#)

***if Info Requested* E – Confirm that AsureQuality has approved the Grower’s Application**

You will be notified (via the **Notifications** screen) when AsureQuality has approved the new Grower’s Application.

Grower's Application - Approved	9 Apr 2025 2:18pm	Growing
By AsureQuality for Hybrid ryegrass - Grasslands Manawa		
AsureQuality have approved the Grower's Application by NZSAGrower for Hybrid ryegrass - Grasslands Manawa.		
View Grower's Application		

The status is now

APPROVED

2.5 Understanding History and Isolation checks

2.5.1 Site history checks

A Grower's Application may include a History warning that the species requires more history for this Production Site than is currently available within SCIS. This is particularly an issue for ROPs and Growers in their first year of using SCIS.

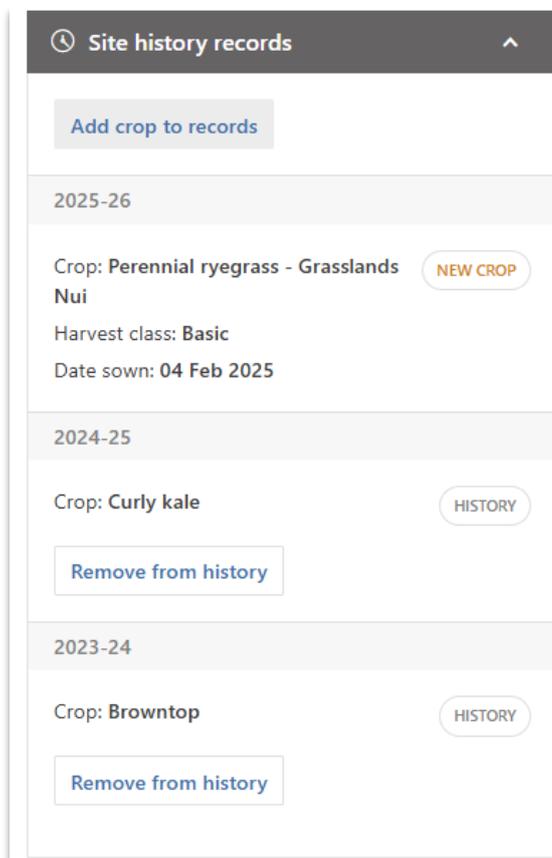
The Grower's Application will not be able to proceed until sufficient Site history has been entered in SCIS.

The Grower's Application screen allows users to manually update Site history records.

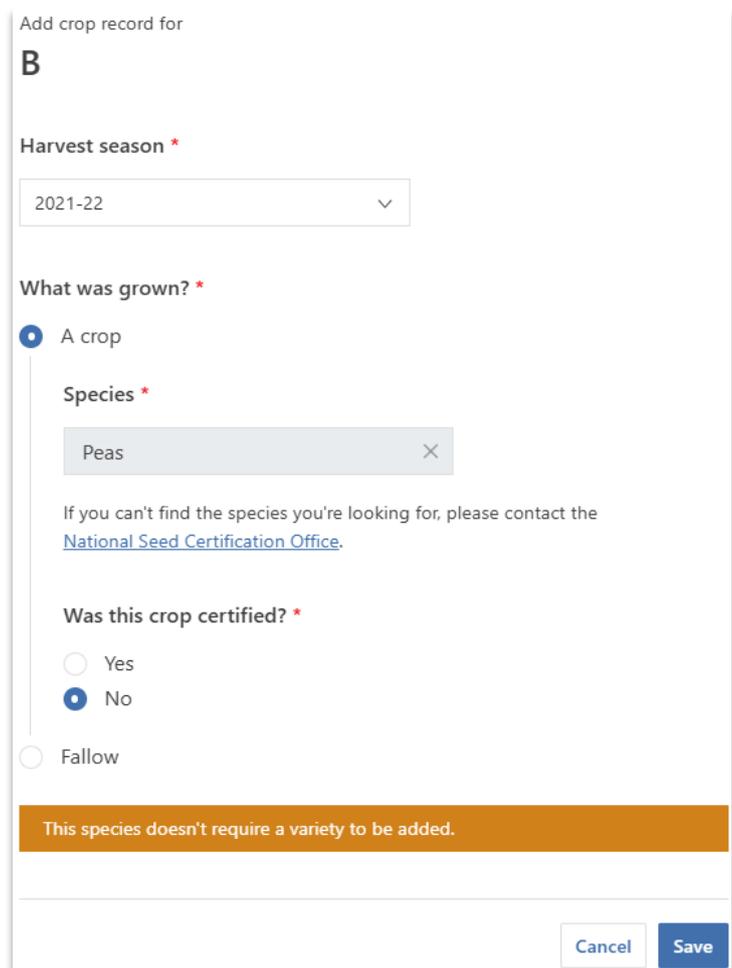
Updating Site history records

Opened **Site history records** section before new record is added.

Click **Add crop to records**.



Adding a new crop record to **Site history**

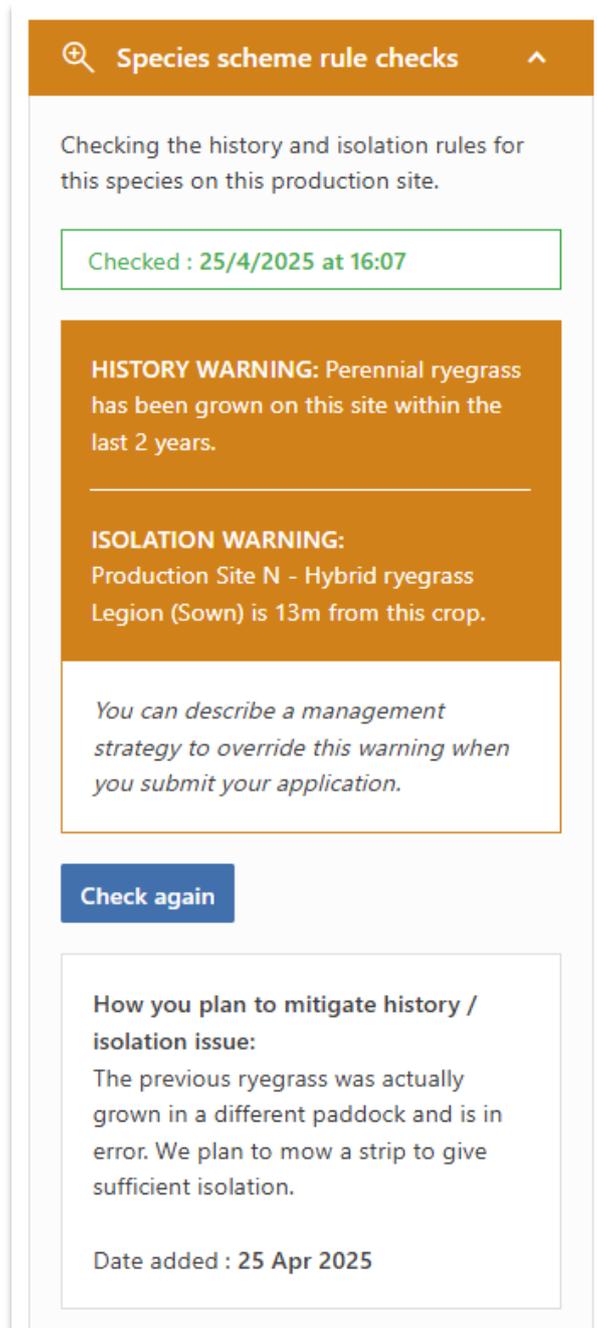


Site history is updated when you click Save.

2.5.2 Scheme related History and Isolation warnings

The SCIS system will automatically check the scheme history and isolation rules for each new Grower's Application. Scheme rules are specific to a Species and Class and in a few cases may also be specific to a particular Variety. The system will warn the Grower if their application will fail to meet any history or isolation requirements.

The Grower can still submit their application with a history or isolation warning provided they provide a mitigation – entered in the prompt displayed when you Submit (or Re-submit) your application.



Species scheme rule checks

Checking the history and isolation rules for this species on this production site.

Checked : 25/4/2025 at 16:07

HISTORY WARNING: Perennial ryegrass has been grown on this site within the last 2 years.

ISOLATION WARNING: Production Site N - Hybrid ryegrass Legion (Sown) is 13m from this crop.

You can describe a management strategy to override this warning when you submit your application.

Check again

How you plan to mitigate history / isolation issue:
The previous ryegrass was actually grown in a different paddock and is in error. We plan to mow a strip to give sufficient isolation.

Date added : 25 Apr 2025

Figure 15 - Grower's Application with History and Isolation warnings and mitigation

2.6 Understanding Re-entry

Re-entry Grower's Applications apply to the second and subsequent years of a perennial that is being entered for certification.

2.6.1 Re-entry in the first year of SCIS

For this first harvest season, re-entry will not be able to work as normal because the Grower's Application associated with the first year of production for the perennial crop is not in SCIS.

In order to accommodate these 'special re-entry' crops, the Grower will be required to supply the details from their original crop and harvest season to create the re-entry application.

The re-entry application process differs from the **New crop** process in the following ways:

1. The Grower must manually provide sowing and harvest details from the first year of the perennial crop in the **Assign variety to Production Site** process.
2. There is a new section called **Existing re-entry details** in the Grower's Information detailed information display and timeline. This replaces the **Sowing details** section (Step 1) of a **New crop** application.

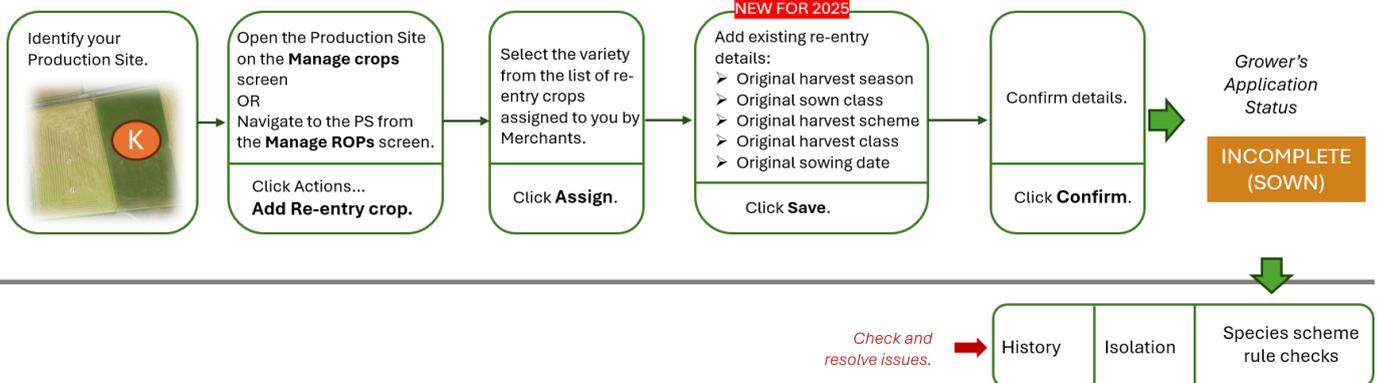
From Submit onwards, the processes are the same as a standard New Crop application.

The steps for a re-entry application (in the first year of SCIS) are shown below.

Note that the information below is focused on Re-entry applications for crops belonging to a Merchant, but Publics can also be re-entered.

Re-entry crop (2nd year onwards perennial) - grown on behalf of a Merchant

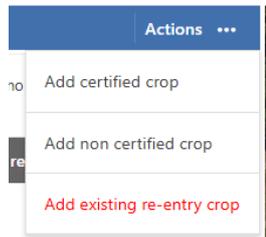
A – Assign variety to Production Site



A - Assigning a variety to a Production Site

On the **Manage crops** screen, choose an empty Production Site in the current Harvest Season, and click **Add existing re-entry crop**.

N.B. An 'empty' Production Site means a site that does not already have an active Growers Application in the current harvest season.

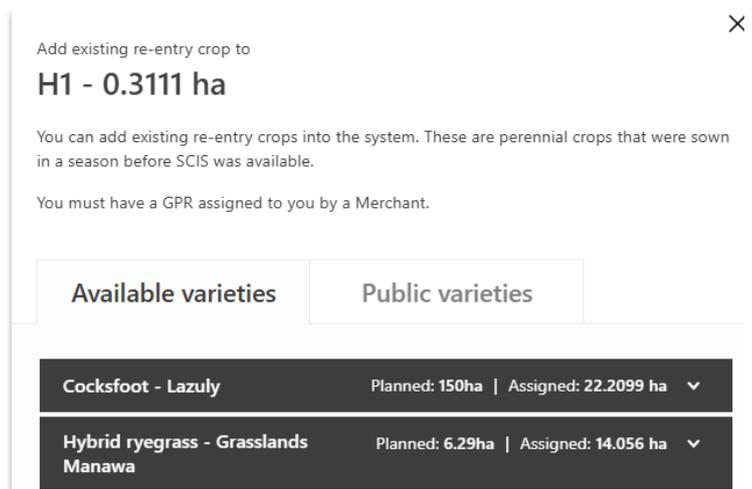


SCIS will display two lists of available varieties:

- ❖ those assigned by a Merchant
- ❖ Public varieties

Either:

- select from the Available varieties list and click **Assign** **or**
- select from the Public varieties and click **Assign**



Add existing re-entry crop to
H1 - 0.3111 ha

You can add existing re-entry crops into the system. These are perennial crops that were sown in a season before SCIS was available.

You must have a GPR assigned to you by a Merchant.

Available varieties | **Public varieties**

Cocksfoot - Lazuly	Planned: 150ha Assigned: 22.2099 ha
Hybrid ryegrass - Grasslands Manawa	Planned: 6.29ha Assigned: 14.056 ha

Add details of the original sowing.

Add existing re-entry details

Original harvest season *

2023-24 ▼

Original sown class *

Breeders - NZ ▼

Original scheme for harvest *

- NZ
- AOSCA
- OECD

Original harvest class *

Basic ▼

Original sowing date (approx.) *

04/02/2023 📅 [Clear](#)

[Cancel](#) [Save](#)

Confirm that the details are correct.

Are you sure you want to add an existing re-entry for

Cocksfoot - Lazuly

on DD - 9.3148 ha

Original harvest season: 2023-24

Original sown class: Breeders - NZ

Original harvest scheme: NZ

Original harvest class: Basic

Original sowing date (approx.): 04 Feb 2023

WARNING: This action can't be undone

[Cancel](#) [Confirm](#)

The **Manage crops** Production Site view now includes information about the variety that you have assigned to this Site.

The Grower's Application status is now: **INCOMPLETE (SOWN)**.

SCIS automatically performs species scheme rule checks for History and Isolation.

Investigation and resolve any History and Isolation issues (or prepare mitigation information to supply at the Submit step).

Cocksfoot - Lazuly
^

Crop owner: NZSAMP

Perennial / annual: Perennial

Scheme: NZ

Seed class to be harvested: Basic

Crop Certification Year: 2026

Original sowing date (approx.): 04 Feb 2023

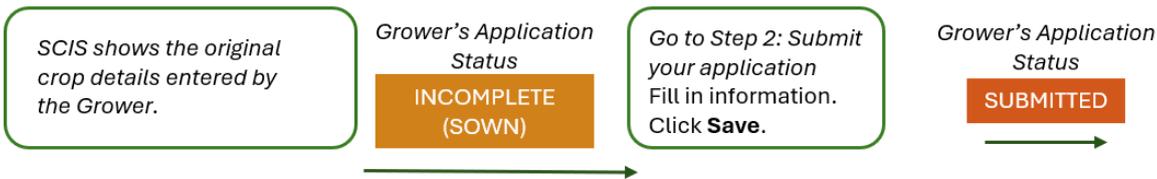
📝 Notes
Edit
Remove application

🔍 Species scheme rule checks
▼

📎 Supporting documents
▼

B – Submit Re-entry Grower's Application

Return to (or continue in) the open Production Site on the **Manage crops** screen.



C – Check

View the Production Site on the **Manage crops** screen. Check Notifications.



B - Entering the re-entry crop for certification

The new section **Existing re-entry details** has been automatically filled in.

The Grower's Application status is: **INCOMPLETE (SOWN)**.

Existing re-entry details

Original harvest season: 2023-24

Original sown class: **Breeders**

Original harvest class: **Basic**

Original scheme for harvest: **NZ**

Check the displayed details, then click **Submit Application**.

Step 2: Submit your application

NZSA will check your submission and the crop owner will be notified.

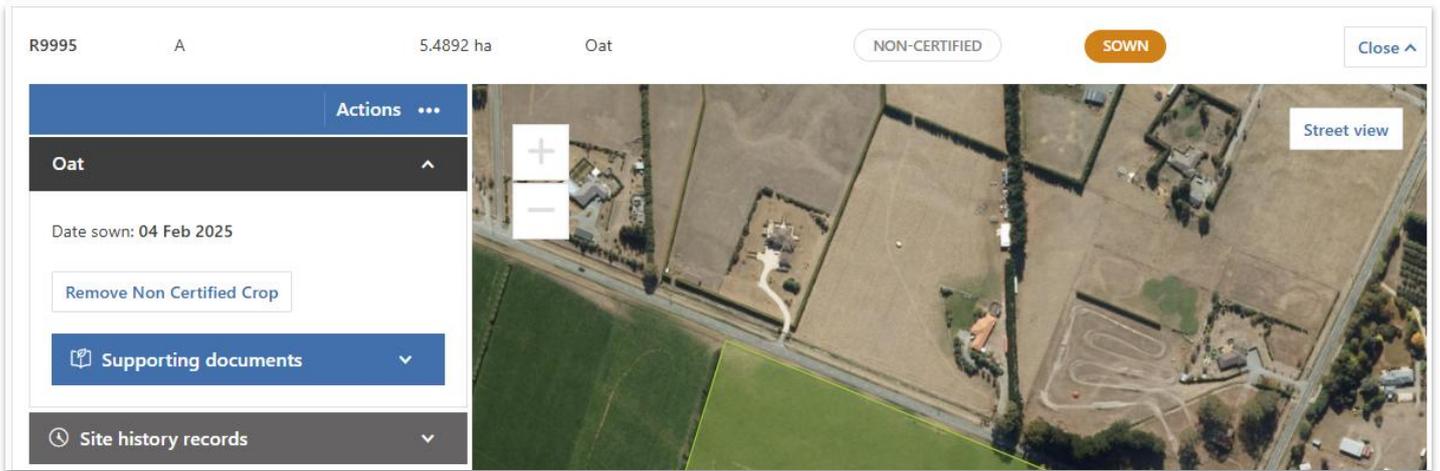
[Submit application](#)

*** All remaining steps are the same as for a New crop application. ***

2.7 When you might need to manually remove a crop in SCIS

There are several situations in which a Grower may want to remove a previous crop in order to enter a new crop and commence the Grower's Application process again:

- A previous crop for a perennial variety has been harvested and the Grower wants to enter a new crop (not re-enter the previous crop).
- A crop has been harvested and the Grower wants to enter another crop in the same harvest season.
- A crop has been WITHDRAWN from certification and can now be removed to allow the entry of another crop in the same Production Site.
- A non-certified crop is no longer required and can be removed.



2.8 Hints and tips for using mapping and drawing tools in SCIS

2.8.1 Manage ROPs screen

All SCIS mapping activity is performed in the **Manage ROPs** screen.

A ROP has a physical location but is not mapped (i.e. it does not have any geospatial coordinates). Functionality within SCIS automatically calculates the appropriate area to show on a map so that all Production Sites within a ROP are displayed.

ADDITIONAL CONTENT TO BE ADDED

2.8.1.1 If your ROP does not show a map of your Production Sites

Note that if you have not yet mapped any Production Sites in a ROP, SCIS cannot locate that ROP on a map – instead it will show a general location. This general location can be a full map of New Zealand which will require the user to zoom to their ROP location. If what appears is just ocean then this is likely at latitude/longitude 0,0 which is about 600km off the West coast of Africa in the Atlantic Ocean. The user will need to move the map to locate New Zealand and then zoom in to their ROP.

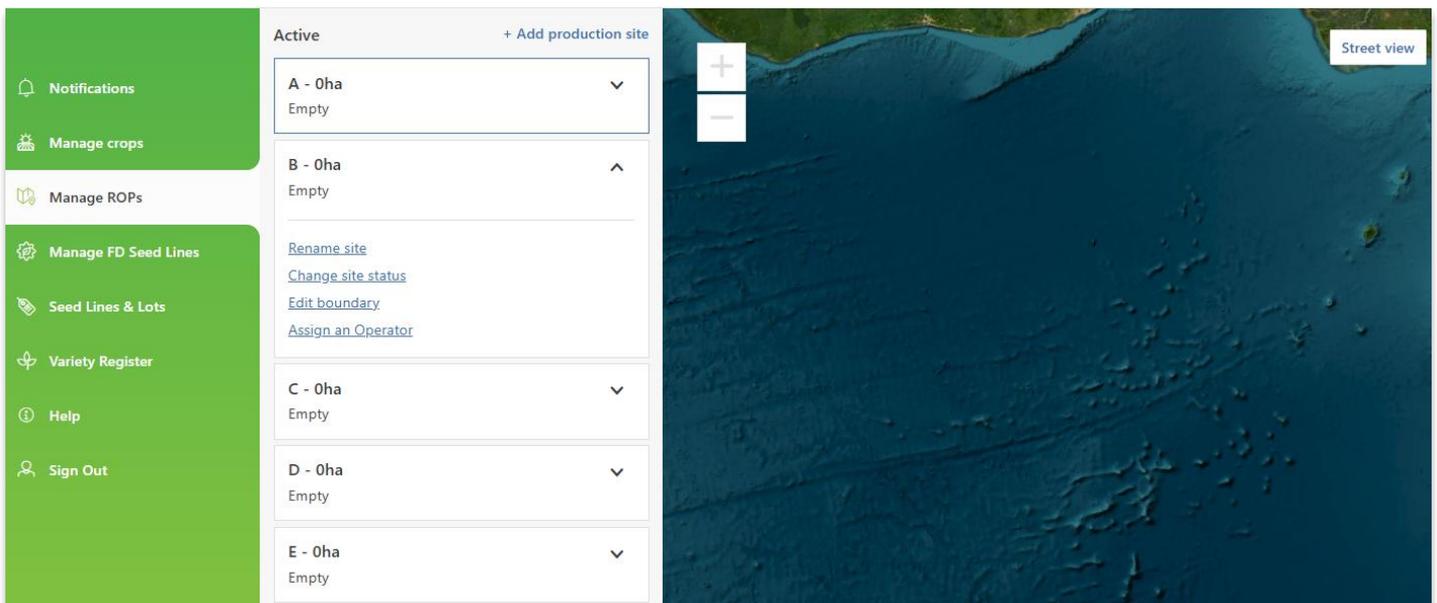


Figure 16 - Example of Manage ROPs screen where a ROP does not have any mapped Production Sites and is showing the African coast

If a Production Site for your ROP is already listed on the left side of the Manage ROPs screen but does not presently have a map it will show with an area of 0ha. This will usually be because these records were created automatically when history records for your ROPs were migrated from the previous SeedCert system during 2024. It can also occur after you have removed a map drawn in error. You can add the map by using the 'Edit boundary' function.

Once you have mapped at least one Production Site in a ROP then the map of your ROP will always focus on the area that includes your Production Sites.

2.8.1.2 Satellite View

Mapping Production Sites requires you to use 'satellite view' (button at top right of screen). You can switch between 'satellite view' and 'street view' using this button. Street view may be useful to help you to navigate to the general location of your ROP.

2.8.1.3 Creating a new Production Site

Open a ROP and click **Add Production Site**.

The screen will now be in mapping mode with the mapping tool bar opened at the top right of the map. The zoom buttons may be partially hidden but are still available.

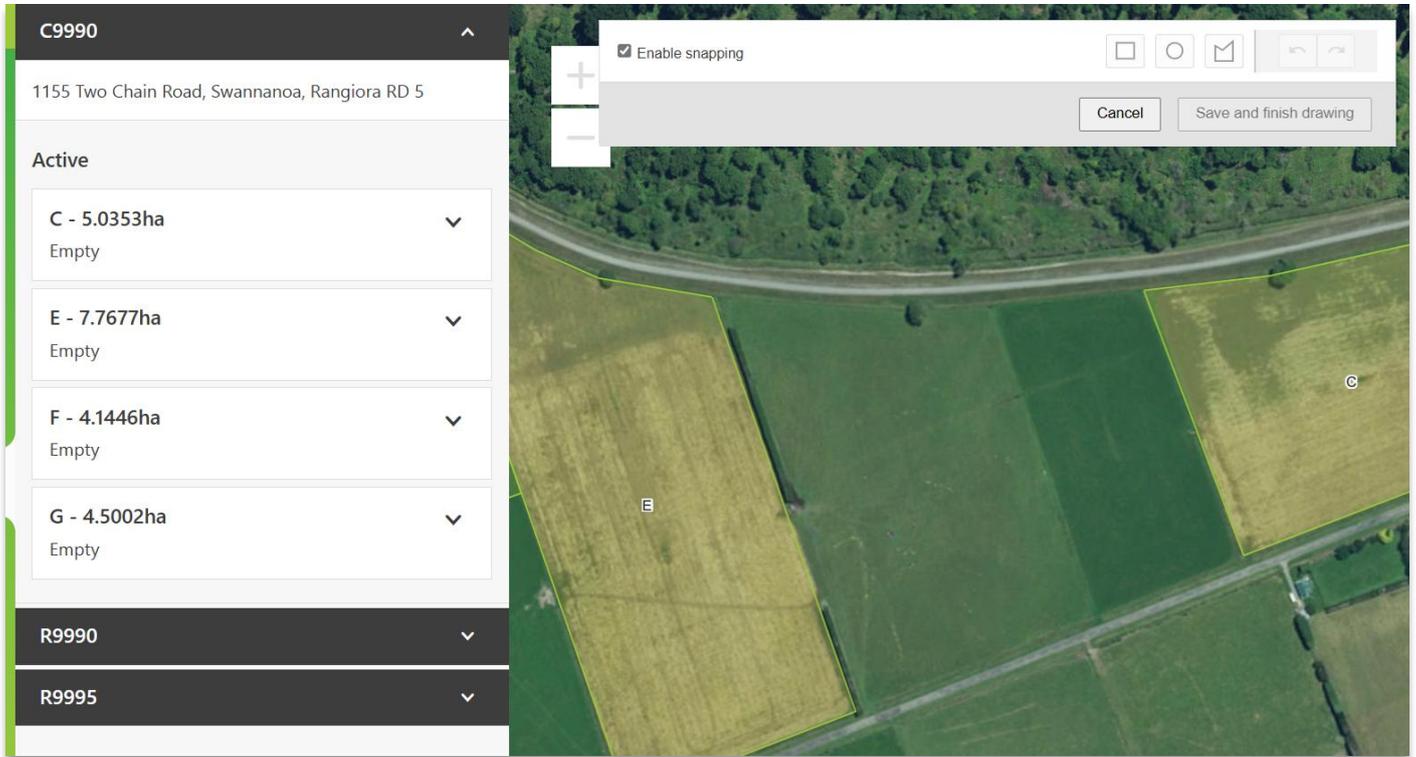


Figure 17 - Manage ROPs screen after clicking Add Production Site

2.8.2 The Mapping tool bar controls

The mapping tool bar has three drawing controls.

Mapping tool bar controls	
	Create a box then 'Click and drag' the box corners out to the corners of the Production Site. Normally the easiest control to use for a new Production Site.
	Create a circular or part circular Production Site then 'Click and drag' the edge points – e.g. for a centre pivot or part of centre pivot Production Site.
	Create a Production Site with a complex shape by using 'Click and drag' of edge points to reflect many direction changes (e.g. following a river boundary).

Enable snapping

Snapping is an important feature that controls how SCIS mapping logic manages the boundaries for two Production Sites that are immediately adjacent to each other.

Without Snapping, two Production Sites could accidentally overlap unless the Grower takes a lot of care (and zooms in) when mapping each Site.

Because SCIS performs its scheme rule checks geospatially, overlaps trigger inheritance of crop history and other details – potentially causing inappropriate History warnings.

With Snapping enabled, the two Production Sites will be adjacent but always separate.

‘Snapping’ is automatically enabled but can be disabled by removing the tick.

2.8.3 Using the controls

Mapping

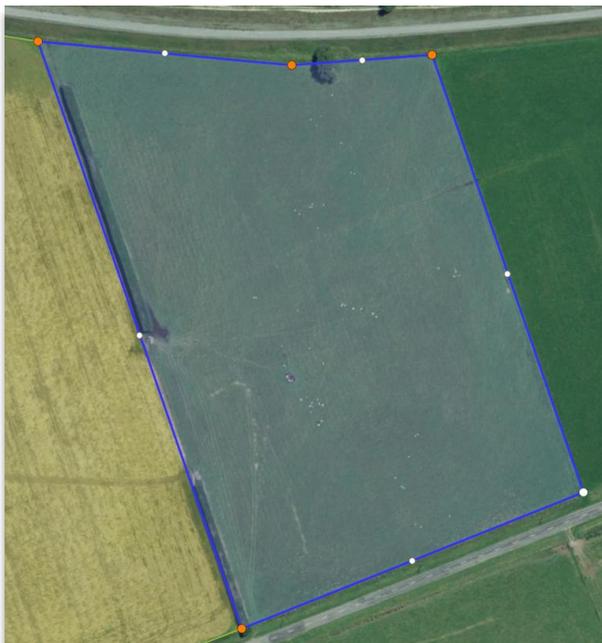


Figure 18 - Using the mapping controls to draw a Production Site

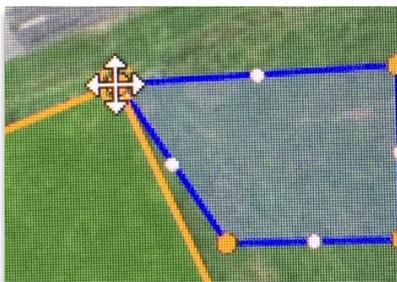
Click on one of the mapping controls.

Move the cursor to the new Production Site area and click the mouse.

A small square appears with 4 orange dots in the corners and white dots along the edges.

Move the cursor to any of the dots, click and hold the left mouse button, then drag the dot to one edge of the Production Site.

Repeat until the entire Production Site is drawn.



Align corners with existing boundaries

The cursor is aligned correctly when the 2 fence lines at that junction turn orange.

This creates a perfect alignment of the fence line of both Production Sites without an overlap which would affect Site History for both Production Sites.

Release the mouse button. Repeat with each edge or corner.

Save and finish drawing

IMPORTANT

Remember to save the new Production Site.



You are adding a new production site to ×
ROP: C9990 - 5.9003 ha

Name production site *

Enter a name for the new Production Site.

Please refer to the *Production Site naming Guide* on the SCIS Help website.

3 Tracking crop milestones during the growing season



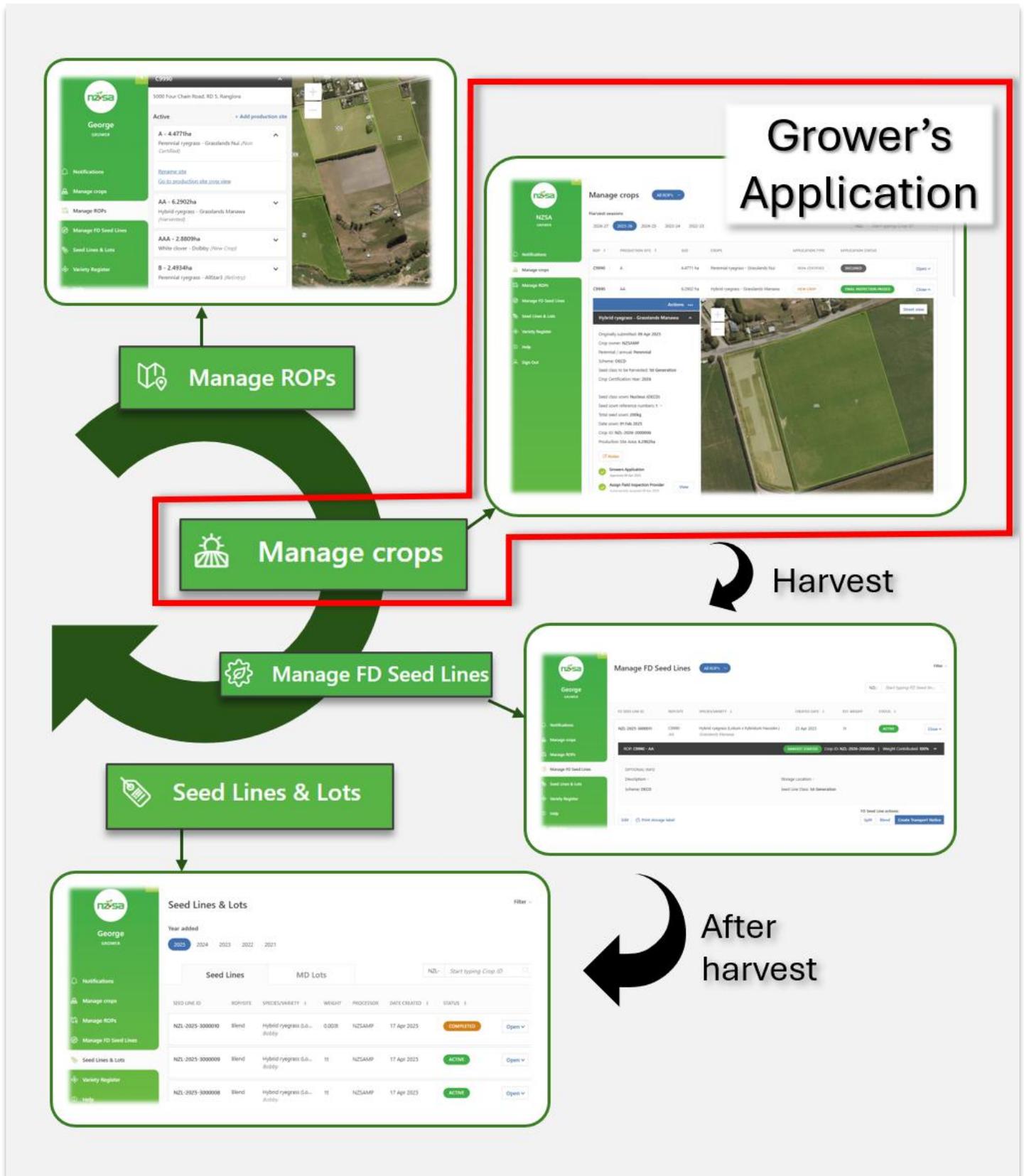
Section 3

Tracking crop milestones during the growing season

-
-
- Assigning Field Inspection Provider
 - Confirming final Field Inspection results
 - Confirming Certification results
-
-

******* No Grower actions required *******

3.1 The Manage crops screen is used to track milestones during the crop growing season



3.2 Key milestones in the crop growing season

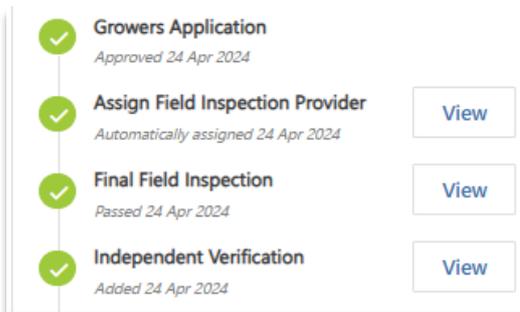
3.2.1 Overview

There are three critical Grower’s Application milestones during the growing season – and all *must* be completed before harvest:

Assign Field Inspection Provider	SCIS automatically assignsASUREQuality as the Field Inspector as soon as the Grower Application has been approved.
Final Field Inspection	Field Inspector uploads the final field inspection result. Grower’s Application status changes to reflect the Field Inspection result.
Independent Verification	Independent Verification Authority checks the Grower’s Application and uploads its result. Grower’s Application status changes to reflect the Independent Verification result.

These are shown in the Grower’s Application / crop timeline.

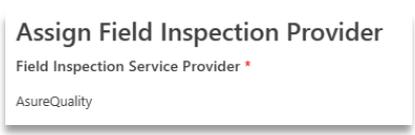
No action within SCIS is required by the Grower – but it is recommended that the Grower checks the results of both milestones as part of preparation for harvest.



FINAL INSPECTION
PASSED

IVA VERIFIED

3.2.2 Assign Field Inspection Provider

Field Inspection initiation		
<p>SCIS automatically assigns ASUREQuality as the Field Inspector as soon as the Grower Application has been approved.</p> <p><i>The Grower’s Application status remains as Approved.</i></p>		<p>Clicking View displays the Inspector.</p> 
<p>The Field Inspector arranges to inspect the crop and then inspects it – possibly multiple times.</p>	<p>No change to the timeline. No information available in SCIS.</p> <p><i>The status remains unchanged.</i></p>	

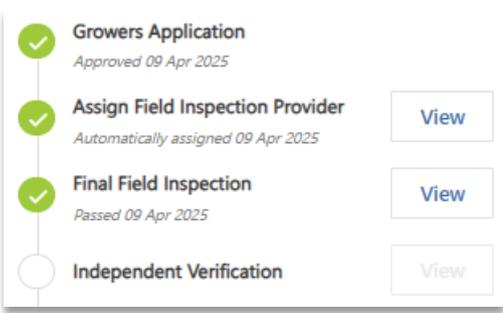
Only the Final Field Inspection result is recorded in SCIS.

3.2.3 Final Field Inspection results

SCIS fully supports the following Final Field Inspection results and Grower's Application statuses. Each one is described in detail below.



3.2.3.1 Field Inspection Passed

Final Field Inspection Passed		
<p>If the Field Inspection passes, the timeline is updated with the details, and the status is changed.</p> <p>FINAL INSPECTION PASSED</p>		<p>Final Field Inspection</p> <p>Scheme: OECD Harvest class: 1st Generation Result: Passed Comments:</p> <p>Supporting documents</p> <p>Field Inspection Report.docx Uploaded: 09 Apr 2025 Description: FIR</p>

3.2.3.2 Field Inspection Downgraded

Final Field Inspection Downgraded		
<p>If the Field Inspection passes but with a full Downgrade, the timeline is updated with the details, and the status is changed.</p> <p>DOWNGRADED</p>	 <p>SCIS automatically sets the correct Harvest Class when it creates FD Seed Lines at harvest time.</p> <p>Seed class to be harvested: Basic Downgrade class to be harvested: 1st Generation</p>	<p>Final Field Inspection</p> <p>Scheme: NZ Scheme Harvest class: Basic Result: Downgraded Downgrade class: 1st Generation Comments:</p> <p>Supporting documents</p>

3.2.3.3 Field Inspection Partially Downgraded

Final Field Inspection Partially Downgraded		
<p>If the Field Inspection fails, the timeline is updated with the details, and the status is changed.</p> <div style="background-color: #4CAF50; color: white; padding: 5px; text-align: center; font-weight: bold; margin: 10px 0;">PARTIALLY DOWNGRADED</div> <p>Includes Partial downgrade to Non-Certified crop if no certified downgrade class is available.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;">✓ Growers Application <i>Approved 22 Apr 2025</i> <li style="margin-bottom: 10px;">✓ Assign Field Inspection Provider <i>Automatically assigned 22 Apr 2025</i> View <li style="margin-bottom: 10px;">✓ Final Field Inspection <i>Downgraded 22 Apr 2025</i> View </div> <p>SCIS automatically separates the crop into separate FD Seed Lines with the correct Harvest Class at harvest time.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Harvest class: Basic</p> <p>Result: Partially Downgraded</p> <p>Downgrade class: 1st Generation</p> <p>Downgrade percentage: 20%</p> </div>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <h4 style="margin-top: 0;">Final Field Inspection</h4> <p>Scheme: OECD</p> <p>Harvest class: Basic</p> <p>Result: Partially Downgraded</p> <p>Downgrade class: 1st Generation</p> <p>Downgrade percentage: 20%</p> <p>Comments:</p> <div style="background-color: #2196F3; color: white; padding: 5px; text-align: center; margin-top: 10px;"> 📄 Supporting documents </div> </div>

3.2.3.4 Field Inspection Failed

Final Field Inspection Failed		
<p>If the Field Inspection fails, the timeline is updated with the details, and the status is changed.</p> <div style="background-color: #F44336; color: white; padding: 5px; text-align: center; font-weight: bold; margin: 10px 0;">FINAL INSPECTION FAILED</div>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;">✓ Growers Application <i>Approved 31 Oct 2024</i> <li style="margin-bottom: 10px;">✓ Assign Field Inspection Provider <i>Automatically assigned 31 Oct 2024</i> View <li style="margin-bottom: 10px;">✗ Final Field Inspection <i>Failed 08 Nov 2024</i> View </div>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="text-align: right; font-size: 18px; margin-bottom: 5px;">✕</div> <h4 style="margin-top: 0;">Final Field Inspection</h4> <p>Scheme: OECD</p> <p>Harvest class: Basic</p> <p>Result: Failed</p> <p>Comments:</p> <div style="background-color: #2196F3; color: white; padding: 5px; text-align: center; margin-top: 10px;"> 📄 Supporting documents </div> <div style="text-align: right; margin-top: 10px;"> Close </div> </div>

3.2.4 Independent Verification

Verification is performed by an MPI-appointed Independent Verification Authority (currently AsureQuality). SCIS automatically assigns the crop for verification after a Final Field Inspection that is successful (i.e. Passed, Downgraded or Partially Downgraded).

IVA Verification step		
<div style="background-color: #28a745; color: white; padding: 5px; text-align: center; font-weight: bold;">IVA VERIFIED</div>	<div style="border: 1px solid #ccc; padding: 10px;"> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">✓</div> <div> <p>Growers Application <i>Approved 24 Apr 2024</i></p> </div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">✓</div> <div> <p>Assign Field Inspection Provider <i>Automatically assigned 24 Apr 2024</i></p> </div> <div style="margin-left: 20px; border: 1px solid #ccc; padding: 2px 5px; font-size: 10px;">View</div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">✓</div> <div> <p>Final Field Inspection <i>Passed 24 Apr 2024</i></p> </div> <div style="margin-left: 20px; border: 1px solid #ccc; padding: 2px 5px; font-size: 10px;">View</div> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">✓</div> <div> <p>Independent Verification <i>Added 24 Apr 2024</i></p> </div> <div style="margin-left: 20px; border: 1px solid #ccc; padding: 2px 5px; font-size: 10px;">View</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 10px;"> <h4 style="margin-top: 0;">Independent Verification</h4> <hr/> <p>Status: Verified</p> <p>Date: 24 Apr 2024</p> <p>Comment:</p> <div style="background-color: #007bff; color: white; padding: 5px; text-align: center; margin-top: 10px;"> 📎 Supporting documents </div> </div>
<div style="background-color: #dc3545; color: white; padding: 5px; text-align: center; font-weight: bold;">IVA FAILED</div>	<div style="border: 1px solid #ccc; padding: 10px;"> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">✓</div> <div> <p>Growers Application <i>Approved 22 Apr 2025</i></p> </div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">✓</div> <div> <p>Assign Field Inspection Provider <i>Automatically assigned 22 Apr 2025</i></p> </div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">✓</div> <div> <p>Final Field Inspection <i>Downgraded 22 Apr 2025</i></p> </div> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">✗</div> <div> <p>Independent Verification <i>Added 22 Apr 2025</i></p> </div> </div> </div>	<div style="border: 1px solid #ccc; padding: 10px;"> <h4 style="margin-top: 0;">Independent Verification</h4> <hr/> <p>Status: Failed</p> <p>Date: 22 Apr 2025</p> <p>Explanation: Missing information</p> <div style="background-color: #007bff; color: white; padding: 5px; text-align: center; margin-top: 10px;"> 📎 Supporting documents </div> </div>

4 Managing crop at harvest



Section 4

Managing crop at harvest

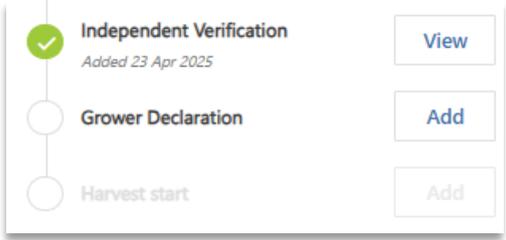
-
-
- Harvesting seed crops
 - Managing FD Seed Lines
 - Transporting FD Seed Lines
-
-

4.2 Required Grower actions in SCIS when harvesting a crop

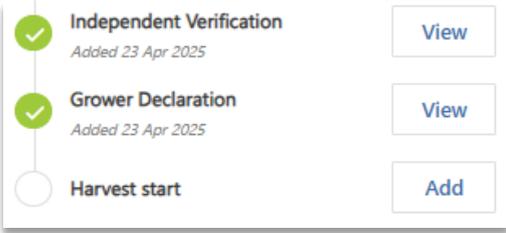
Harvest actions	
Manage crops screen	Complete the <i>Grower Declaration</i> for the crop.
Manage crops screen	<p>Fill in <i>Harvest start</i> details (start date, estimated total weight, optional description) for the crop.</p> <p>** SCIS now automatically creates FD Seed Line(s) for the crop. **</p> <p>Normally only one FD Seed Line is created.</p> <p>If a Partial Downgrade of the crop resulted in two different seed classes, SCIS creates a FD Seed Line for each part of the crop.</p>
Manage FD Seed Lines screen	Locate all the FD Seed Line(s) that SCIS has created for the crop. The status of each FD Seed Line is Active.
Manage FD Seed Lines screen	For each FD Seed Line (optional) – Enter Storage Location and enter or update Description.
Manage FD Seed Lines screen	For each FD Seed Line - Print storage label(s).
Manage FD Seed Lines screen	For each FD Seed Line - <i>Create Transport Notice</i> and send the seed crop to the Processor.
No Grower action	For each FD Seed Line - Processor confirms that they have received the Seed Line. The FD Seed Line status changes to Received.

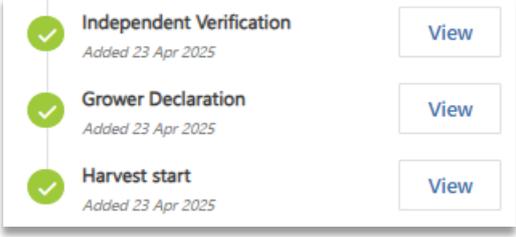
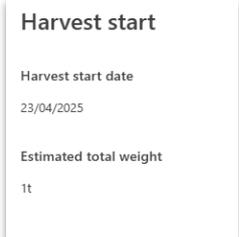
Additional Harvest actions (if required)	
Manage FD Seed Lines screen	Split off part of a FD Seed Line to create a new FD Seed Line.
Manage FD Seed Lines screen	Blend two FD Seed Lines to create one new FD Seed Line.

4.3 Grower Declaration (using the Manage crops screen)

Grower Declaration		
<p>Grower Declaration</p> <p>Add your Grower Declaration, confirming that appropriate care has been taken.</p> <p><i>The Grower's Application status is unchanged (IVA Verified).</i></p>		<p>Grower Declaration</p> <p>Quality assurance declaration</p> <p><input checked="" type="checkbox"/> I declare that appropriate care has been taken to ensure that all equipment and machinery used on the crop was clean and free from visually detectable seeds, plant material, and other contaminants prior to use. *</p> <p>Cancel Save</p>
<p>Click View at any time to review the Declaration.</p>		<p>Grower Declaration</p> <p>Quality assurance declaration</p> <p><input checked="" type="checkbox"/> I declare that appropriate care has been taken to ensure that all equipment and machinery used on the crop was clean and free from visually detectable seeds, plant material, and other contaminants prior to use. *</p> <p>Close</p>

4.4 Fill in Harvest start details (using the Manage crops screen)

Harvest start		
<p>Harvest start</p> <p>Add your Harvest start details (date – in advance if desired, estimated total weight).</p> <p>Information you provide in the optional Description field will be added to the FD Seed Line(s) created by SCIS.</p> <p>HARVEST STARTED</p> <p><i>The Grower's Application status changes to Harvest started.</i></p>		<p>Harvest start</p> <p>This will create a Field Dressed Seed Line that you can view on the Manage FD Seed Lines page.</p> <p>Harvest start date * (This can be done twenty days in advance)</p> <p>dd/mm/yyyy <input type="text"/> Clear</p> <p>Estimated total weight *</p> <p>0.0 t</p> <p>Description (max 30 characters)</p> <input type="text"/>

<p>Click View at any time to review the Harvest start details.</p>		
--	---	---

The **Harvest start** action marks the end of the Growing season and the transition of the single crop into one or more **Field Dressed Seed Lines**.

The remaining Harvest actions are performed in the **Manage FD Seed Lines** screen.

4.5 Field Dressed (FD) Seed Line status

Field Dressed (FD) Seed Line status	Notes
<p>ACTIVE</p>	<p>Initial status – set when Grower clicks Harvest start – Add and SCIS creates the FD Seed Line. A new FD Seed Line created from a Split also has a status of Active.</p>
<p>TRANSPORT READY</p>	<p>Grower has clicked Print Transport Notice. The Processor can now see the Seed Line.</p>
<p>RECEIVED</p>	<p>Processor has received the Seed Line and confirmed the weight on arrival.</p>
<p>SUPERSEDED</p> <p><i>Not normally seen by most Growers.</i></p>	<p>SCIS creates a new FD Seed Line when a Grower Blends two FD Seed Lines. The status of the two previous FD Seed Line changes to Superseded.</p>

Note: Underlying crop details are unchanged by any actions taken by a Grower on a FD Seed Line.

4.6 Locate the Field Dressed Seed Line(s) for the crop

SCIS automatically creates one new Field Dressed Seed Line (FD Seed Line) for each crop that is harvested.

SCIS may create a second FD Seed Line if the crop contains two classes (the original seed crop class and a partial downgrade class).

The FD SEED LINE ID assigned by SCIS looks like this:

NZL-[Certification Year]-[3nnnnnn] e.g. NZL-2025-3000002

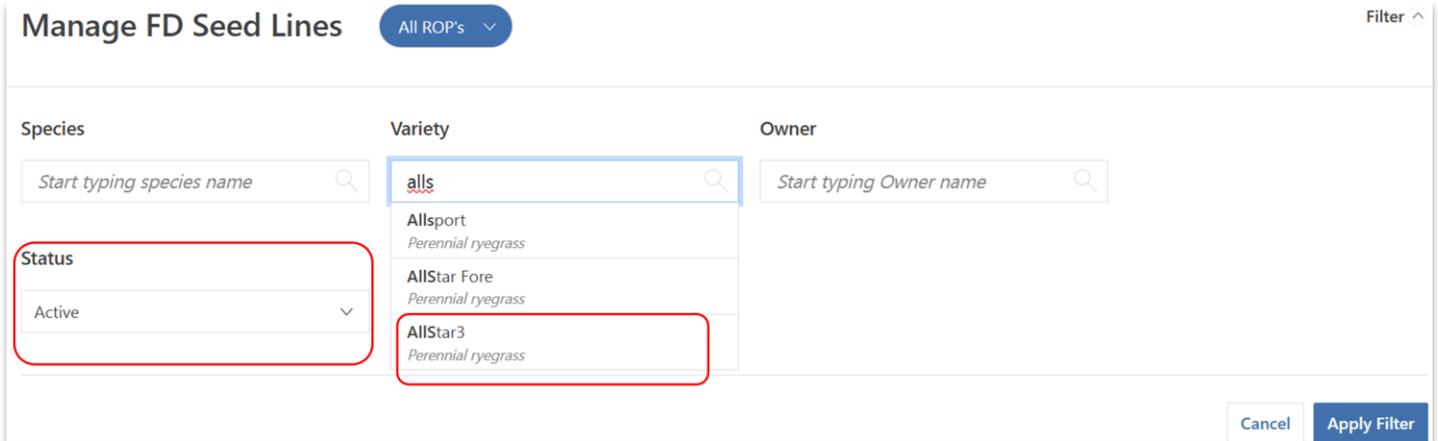
New FD Seed Lines have a status of ACTIVE.

4.6.1 Using Filters to display just the FD Seed Lines that you want to see

Newly created FD Seed Lines are always at the top of the list on the **Manage FD Seed Lines** screen – but specific FD Seed Lines may still be hard to locate if the list contains many entries.

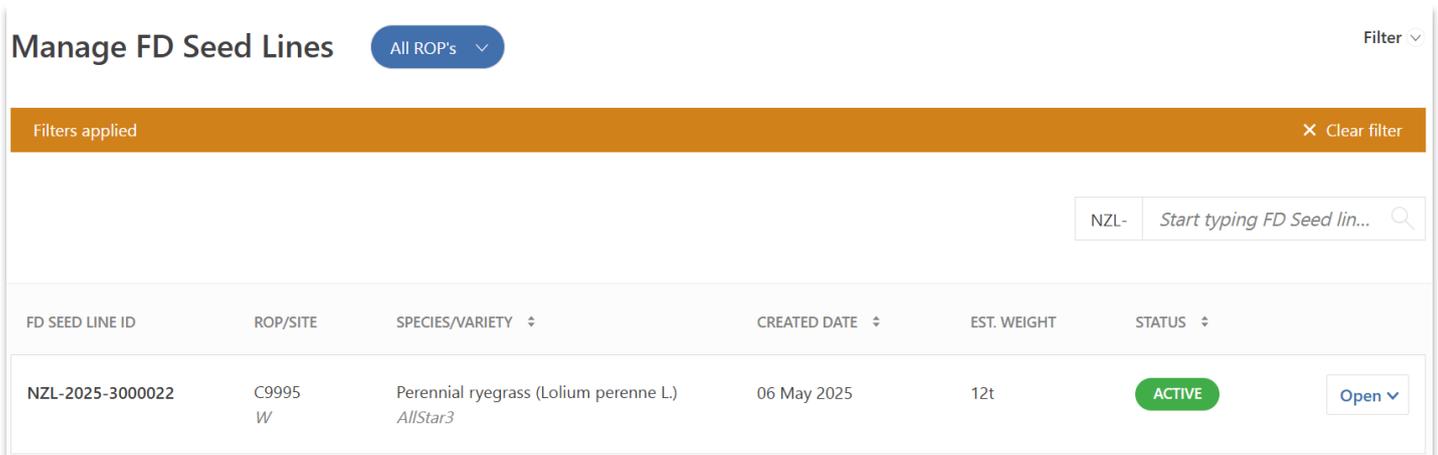
Filters are a great way to locate and manage the FD Seed Lines that you want to see.

Select one or more of the filter criteria, and click **Apply Filter**.



The screenshot shows the 'Manage FD Seed Lines' interface. At the top, there is a title 'Manage FD Seed Lines' and a dropdown menu for 'All ROP's'. On the right, there is a 'Filter' button. Below the title, there are three search fields: 'Species' (with placeholder 'Start typing species name'), 'Variety' (with 'alls' entered), and 'Owner' (with placeholder 'Start typing Owner name'). Below the 'Species' field, there is a 'Status' dropdown menu with 'Active' selected. Below the 'Variety' field, a dropdown list is open, showing three options: 'Allsport Perennial ryegrass', 'AllStar Fore Perennial ryegrass', and 'AllStar3 Perennial ryegrass'. The 'AllStar3' option is highlighted with a red box. At the bottom right, there are 'Cancel' and 'Apply Filter' buttons.

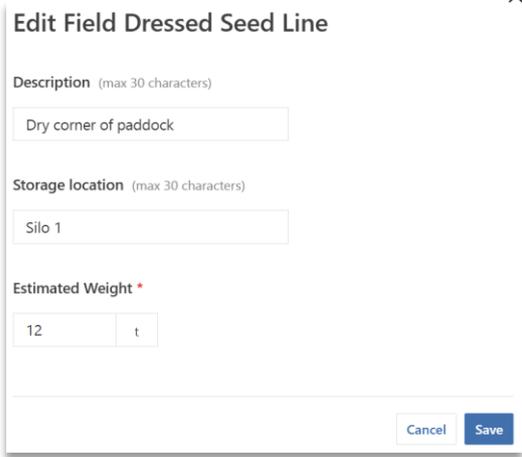
The Manage FD Seed Lines screen will now show just the FD Seed Lines matching the filter criteria.



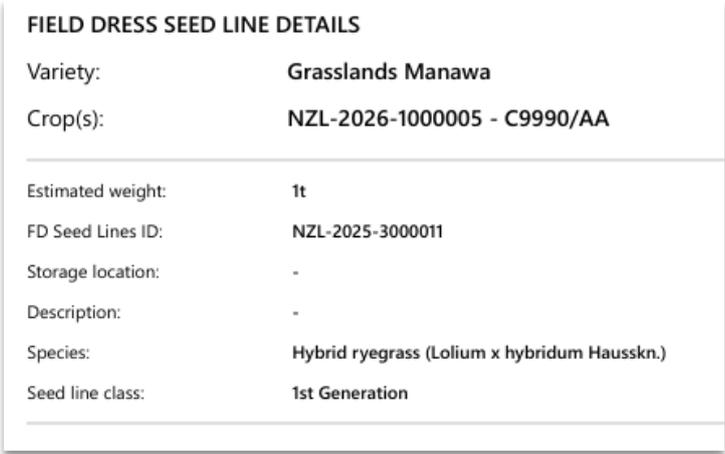
The screenshot shows the 'Manage FD Seed Lines' interface after applying filters. At the top, there is a title 'Manage FD Seed Lines' and a dropdown menu for 'All ROP's'. On the right, there is a 'Filter' button. Below the title, there is a 'Filters applied' bar with a 'Clear filter' button. Below the 'Filters applied' bar, there is a search field with 'NZL-' and 'Start typing FD Seed lin...' entered. Below the search field, there is a table with the following columns: 'FD SEED LINE ID', 'ROP/SITE', 'SPECIES/VARIETY', 'CREATED DATE', 'EST. WEIGHT', and 'STATUS'. The table contains one row with the following data: 'NZL-2025-3000022', 'C9995 W', 'Perennial ryegrass (Lolium perenne L.) AllStar3', '06 May 2025', '12t', and 'ACTIVE'. The 'ACTIVE' status is highlighted with a green button. To the right of the row, there is an 'Open' button.

FD SEED LINE ID	ROP/SITE	SPECIES/VARIETY	CREATED DATE	EST. WEIGHT	STATUS
NZL-2025-3000022	C9995 W	Perennial ryegrass (Lolium perenne L.) AllStar3	06 May 2025	12t	ACTIVE

4.7.1 (Optional) Enter Storage Location and Description

Print storage labels	
<p>Open the FD Seed Line row (see image of screen above).</p> <p>Click Edit at the bottom left of the open row.</p> <p>Enter details as required. These will be displayed in the FD Seed Line row on the Manage FD Seed Lines screen, and will also appear on the printed Storage Labels.</p>	 <p>The screenshot shows a form titled "Edit Field Dressed Seed Line" with the following fields: <ul style="list-style-type: none"> Description (max 30 characters): Dry corner of paddock Storage location (max 30 characters): Silo 1 Estimated Weight *: 12 t There are "Cancel" and "Save" buttons at the bottom right. </p>

4.7.2 Print storage labels

Print storage labels	
<p>Open the FD Seed Line row (see image of screen above).</p> <p>Click Print storage label at the bottom left of the open row.</p> <p>The Storage label opens as a PDF and can then be printed (or downloaded, shared and then printed).</p> <p>As many labels as required can be printed this way.</p>	 <p>The screenshot shows a form titled "FIELD DRESS SEED LINE DETAILS" with the following information: <ul style="list-style-type: none"> Variety: Grasslands Manawa Crop(s): NZL-2026-1000005 - C9990/AA Estimated weight: 1t FD Seed Lines ID: NZL-2025-3000011 Storage location: - Description: - Species: Hybrid ryegrass (Lolium x hybridum Hausskn.) Seed line class: 1st Generation </p>

4.8 Create Transport Notice and send the seed crop to the Processor

FD SEED LINE ID	ROP/SITE	SPECIES/VARIETY	CREATED DATE	EST. WEIGHT	STATUS	
NZL-2025-3000022	C9995 W	Perennial ryegrass (Lolium perenne L.) AllStar3	06 May 2025	12t	ACTIVE	Close ^
ROP: C9995 - W		HARVEST STARTED		Crop ID: NZL-2026-2000014 Weight Contributed: 100% ▾		
OPTIONAL INFO						
Description: -			Storage Location: -			
Scheme: OECD			Seed Line Class: 1st Generation			
FD Seed Line actions:						
Edit	Print storage label	Split		Blend		Create Transport Notice

Create Transport Notice

Open the FD Seed Line row.

Click **Create Transport Notice** at the bottom left of the open row (see image of screen above).

Start typing the Processor name.

SCIS will display the available Processors and locations (if they have more than one).

If the Processor has multiple locations, take care to choose the correct one.

Create Transport Notice for ×

Hybrid ryegrass (Lolium x hybridum Hausskn.) - Grasslands Manawa

Which Processor will you send this FD Seed Line to? *

A transport Notice will be created. This should be printed, filled out and given to each driver. The Processor will be notified.

Create Transport Notice for

Hybrid ryegrass (Lolium x hybridum Hausskn.) - Grasslands Manawa

Which Processor will you send this FD Seed Line to? *

A transport Notice will be created. This should be printed, filled out and given to each driver. The Processor will be notified.

Click Submit.

The Processor can now see this Seed Line.

**** This marks the end of the standard Grower actions for a crop ****

4.9 Processor receives the Seed Line

When all the Seed Line crop has arrived at the Processor, the Processor clicks a button to confirm arrival, and enters key details such as weight on arrival, Merchant Reference etc.

An example of the screen that the Processor fills in is shown below.

✕

Enter weight

Once all seed has arrived, you must confirm the weight received. The Seed Line will then be marked as **Received** on the **Arriving** tab and will appear as **Active** on the **Processing** tab.

Grower declared weight

0.1	t
-----	---

Confirmed weight *

0.0	t
-----	---

Merchant reference

All seed loads arrived with Transport Notices. All Transport Notices were filled in correctly and the signed Grower Declaration is confirmed. *

I confirm the weight is correct. *

Please provide the Transport Notice(s) including the signed Grower Declaration *

Upload (max 20mb)

<i>Choose document</i>	Browse
------------------------	--------

Document description

Cancel
Add

When the Processor clicks Add, SCIS changes the FD Seed Line status to **Received**.

4.10 Split and Blend

These actions are used by a small number of Growers who do splitting and blending on farm. Most Growers will not use these actions.

FD SEED LINE ID	ROP/SITE	SPECIES/VARIETY	CREATED DATE	EST. WEIGHT	STATUS
NZL-2025-3000022	C9995 W	Perennial ryegrass (Lolium perenne L) AllStar3	06 May 2025	12t	ACTIVE

ROP: C9995 - W HARVEST STARTED Crop ID: NZL-2026-2000014 | Weight Contributed: 100%

OPTIONAL INFO

Description: - Storage Location: -

Scheme: OECD Seed Line Class: 1st Generation

FD Seed Line actions:

Edit
Print storage label

Split
Blend

Create Transport Notice

4.10.1 Frequently asked questions

4.10.1.1 Why is my crop split between two FD Seed Lines?

If a crop is split between two FD Seed Lines, a Partial Downgrade has occurred during the Field Inspection. Since a FD Seed Line can only have one Seed Line Class, SCIS automatically manages this by creating two FD Seed Lines.

SCIS records information about the percentage of the split.

4.10.1.2 Why is the Harvest class different from the Seed Line Class

When the Harvest class shown in the Crop section is higher than the Seed Line Class, a Downgrade occurred during the Field Inspection. SCIS automatically manages this.

4.10.1.3 Why can't I complete the Harvest Start step?

Only crops that have passed the Independent Verification step will remain eligible for certification when harvested.

You can filter the **Manage crops** screen to show you all the Production Sites that have crops with an Application Status of **IVA Verified**.



George
GROWER

- Notifications
- Manage crops
- Manage ROPs
- Manage FD Seed Lines
- Seed Lines & Lots
- Variety Register
- Help

Manage crops

All ROP's ▼

Harvest seasons

2026-27
2025-26
2024-25
2023-24
2022-23

NZL-

🔍

Filters applied
✕ Clear filter

ROP	PRODUCTION SITE	SIZE	CROPS	APPLICATION TYPE	APPLICATION STATUS
C9990	AA	6.2902 ha	Hybrid ryegrass - Grasslands Manawa	NEW CROP	IVA VERIFIED

Application Status

IVA Verified ▼

Filter ▼

Figure 19 - IVA Verified crops

4.11 Understanding the Manage FD Seed Lines screen

The screen initially displays a list.

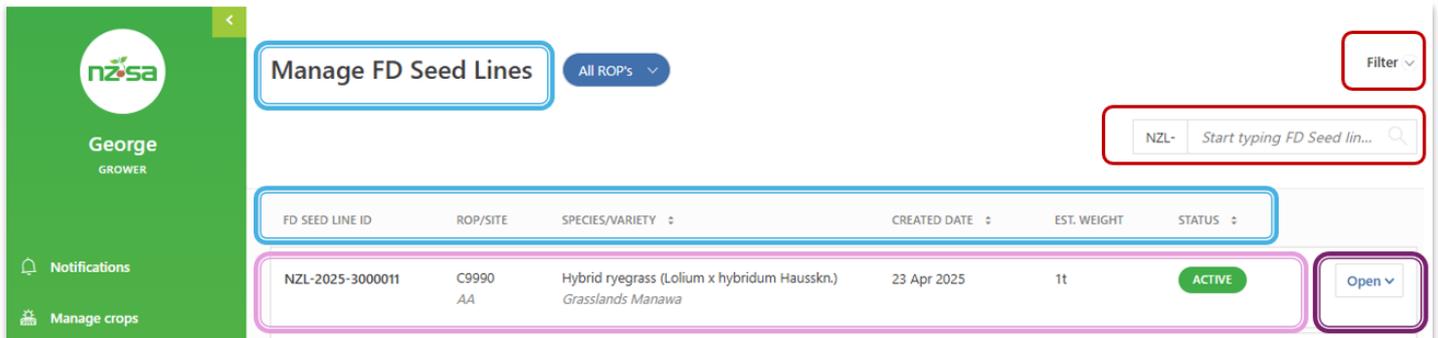


Figure 20 - Manage FD Seed Lines screen – row closed

When you click Open on a FD Seed Line, the harvested crop within that FD Seed Line is displayed – initially just with crop and harvest overview information - see Figure 21 - Manage FD Seed Lines screen (crop section collapsed) below.

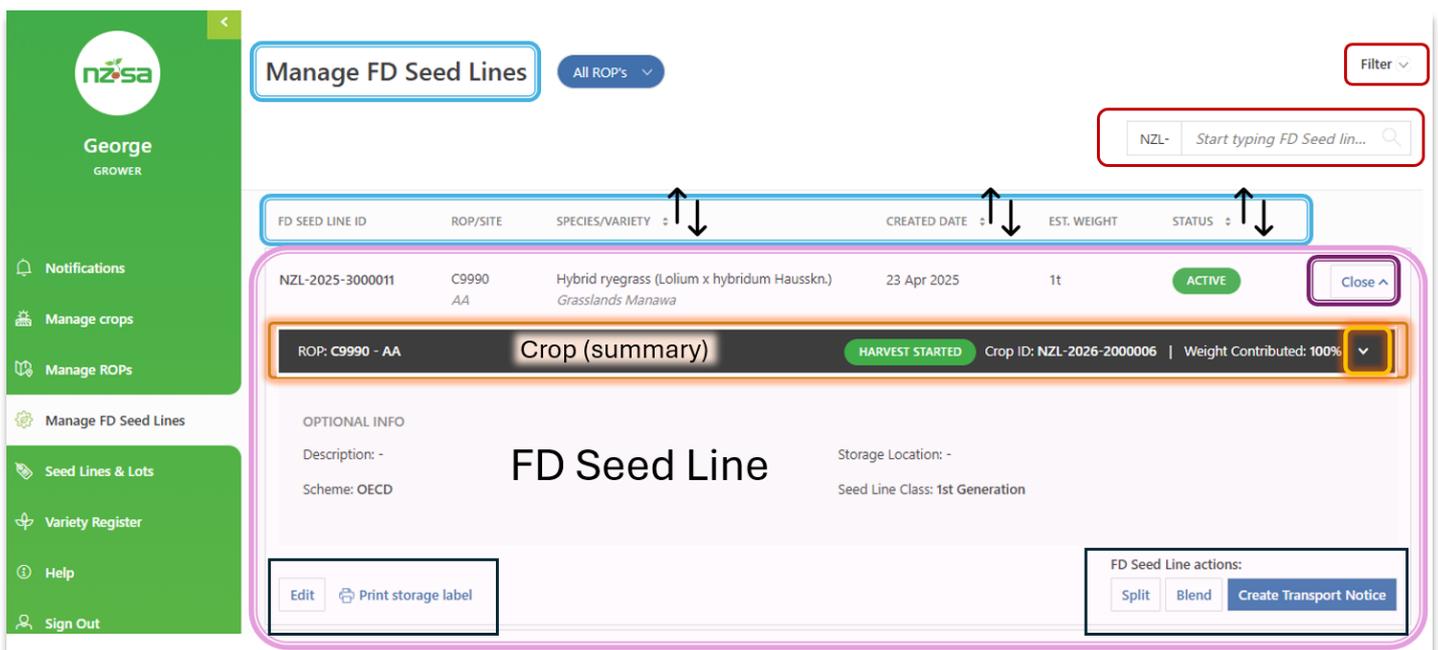


Figure 21 - Manage FD Seed Lines screen (crop section collapsed)

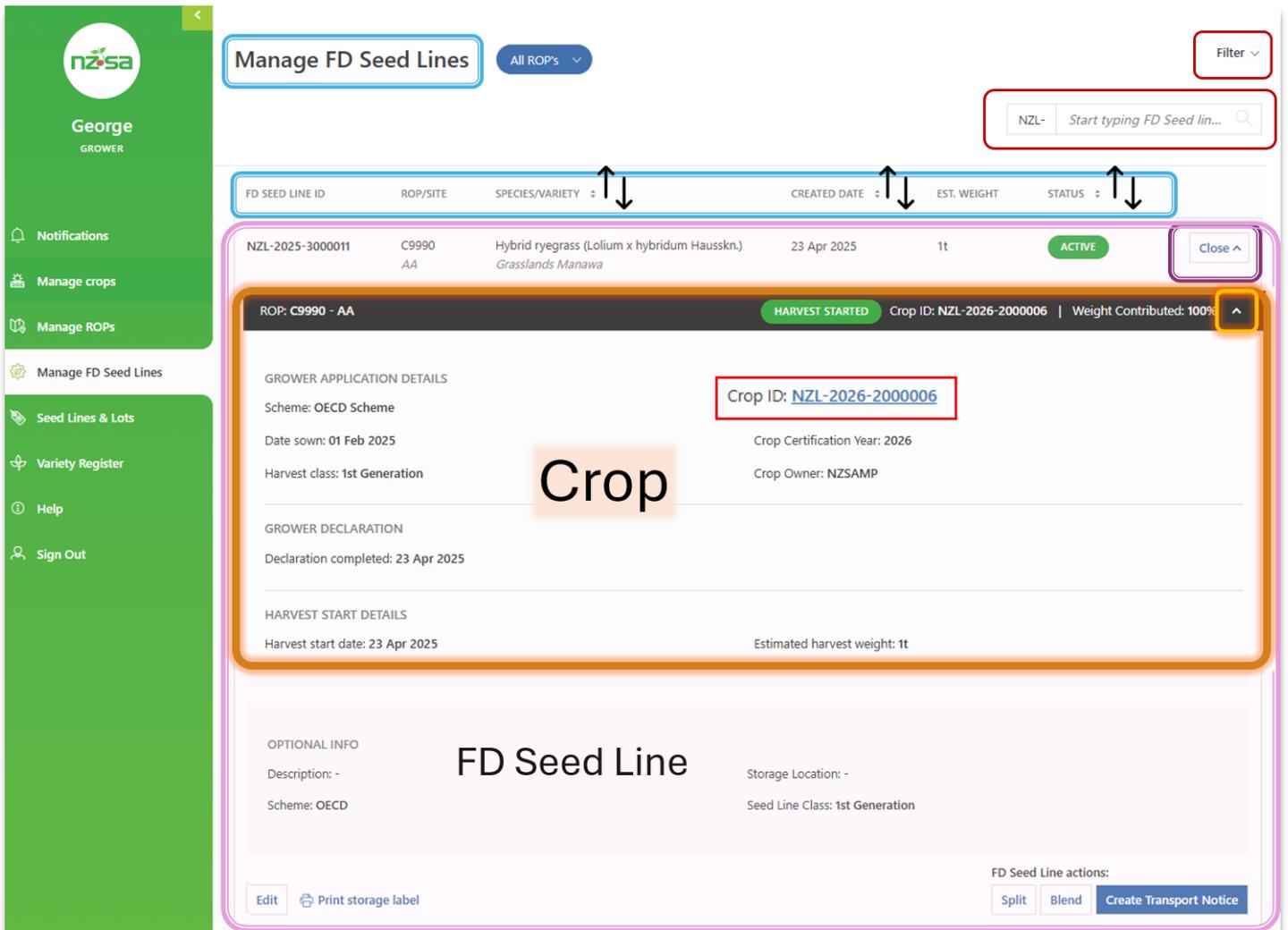
When you click the arrow on the **crop and harvest summary row**, the full crop information is displayed.

Note that the CROP ID (which was assigned by SCIS when the Grower's Application was submitted) looks like this: NZL-[Harvest Season]-[2nnnnnn] e.g. NZL-2026-2000006. It can be seen in the screenshots below.

The different screen elements are described in Figure 23 - Manage FD Seed Lines screen elements below.

On many other SCIS screens the opened Crop section would also include a Production Site map and the Grower's Application and crop timeline.

However, on the Manage FD Seed Lines screen, it is necessary to click the Crop ID link to navigate to that information.



The screenshot shows the 'Manage FD Seed Lines' interface. On the left is a green sidebar with navigation options: Notifications, Manage crops, Manage ROPs, Manage FD Seed Lines, Seed Lines & Lots, Variety Register, Help, and Sign Out. The main content area has a title 'Manage FD Seed Lines' and a filter dropdown set to 'All ROP's'. A search bar contains 'NZL-' and a placeholder 'Start typing FD Seed lin...'. Below is a table with columns: FD SEED LINE ID, ROP/SITE, SPECIES/VARIETY, CREATED DATE, EST. WEIGHT, and STATUS. A table row is highlighted with a pink border, showing details for NZL-2025-3000011. A modal window is open for this row, showing 'Crop' and 'FD Seed Line' sections with various details and actions.

Figure 22 - Manage FD Seed Lines screen (crop section open)

Screen component(s)	Description
	Screen title and column titles for list / table.
	Various mechanisms that provide powerful filtering and selection options. The Filter dropdown is described in more detail below.
	An individual row of data in the list/table – a Field Dressed Seed Line.
	Button to open a row – to see more detail. On the Manage FD Seed Lines screen, opening a FD Seed Line displays the harvest and crop information.
	These columns are sortable.

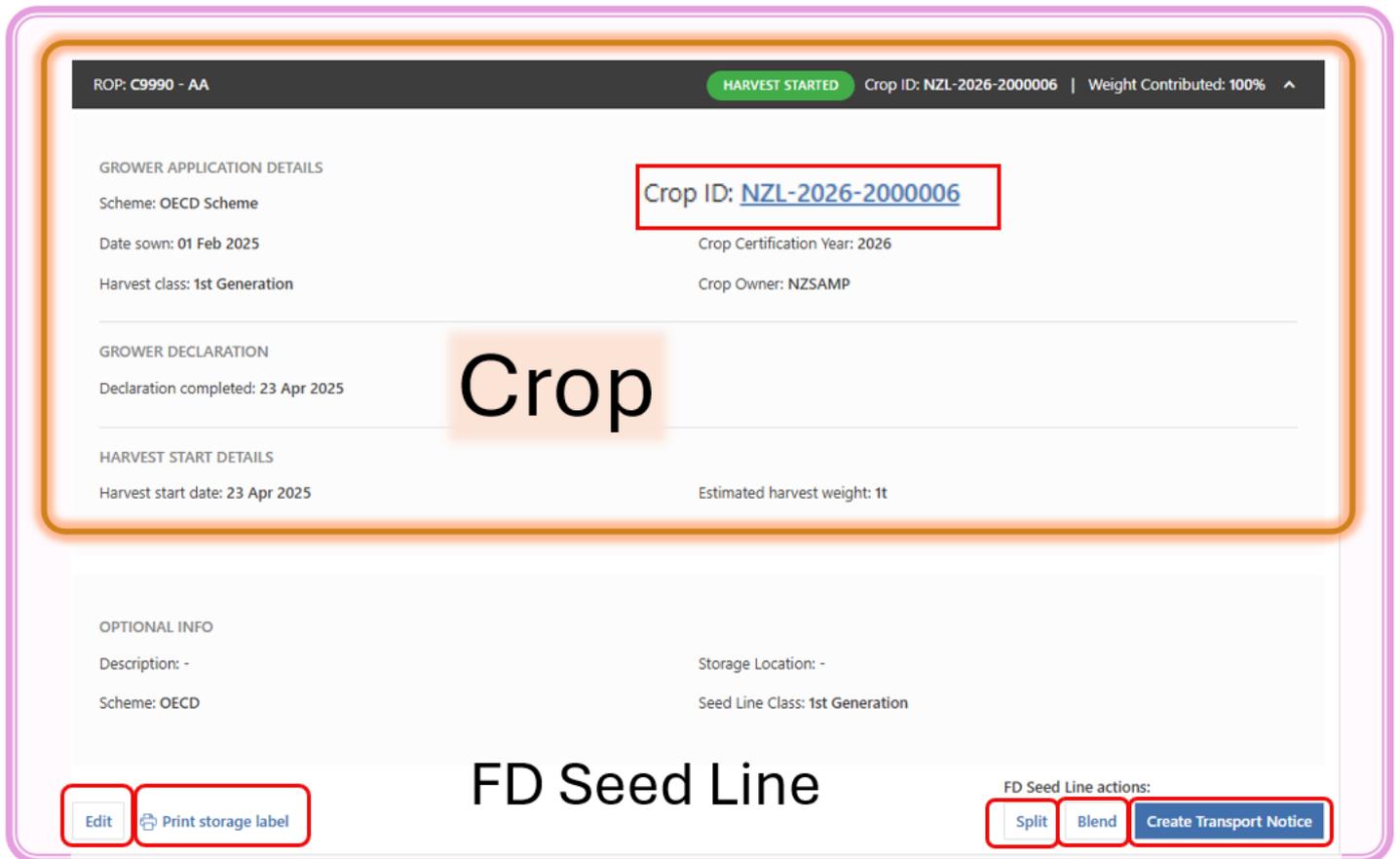


Detailed crop information displayed when the arrow is clicked for a crop in the FD Seed Line.



Link to open Production Site view with crop and Grower's Application.

Figure 23 - Manage FD Seed Lines screen elements



The screenshot shows the 'Manage FD Seed Lines' screen. At the top, there is a header with 'ROP: C9990 - AA', a green 'HARVEST STARTED' button, and 'Crop ID: NZL-2026-2000006 | Weight Contributed: 100%'. Below this, the 'GROWER APPLICATION DETAILS' section includes 'Scheme: OECD Scheme', 'Date sown: 01 Feb 2025', and 'Harvest class: 1st Generation'. To the right, 'Crop ID: NZL-2026-2000006' is highlighted with a red box, along with 'Crop Certification Year: 2026' and 'Crop Owner: NZSAMP'. The 'GROWER DECLARATION' section shows 'Declaration completed: 23 Apr 2025'. The 'HARVEST START DETAILS' section shows 'Harvest start date: 23 Apr 2025' and 'Estimated harvest weight: 1t'. The 'OPTIONAL INFO' section includes 'Description: -', 'Storage Location: -', 'Scheme: OECD', and 'Seed Line Class: 1st Generation'. The word 'Crop' is displayed in large text in the center. At the bottom, the 'FD Seed Line' title is centered, with 'Edit' and 'Print storage label' buttons on the left, and 'FD Seed Line actions: Split, Blend, Create Transport Notice' on the right. The 'Create Transport Notice' button is highlighted with a red box.

Figure 24 - Manage FD Seed Lines screen detail

5 Following seed varietal crops at the Processor

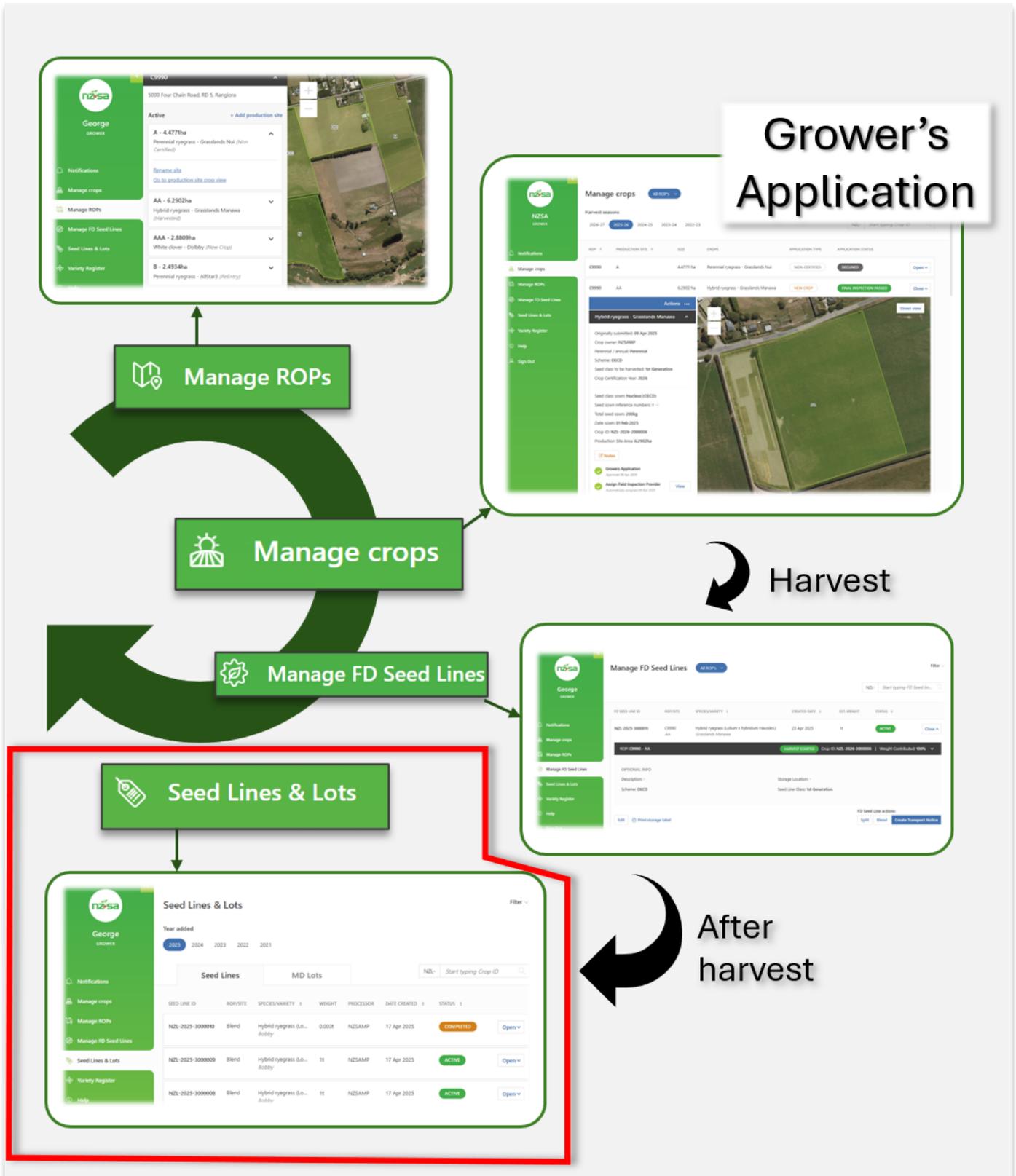


Section 5

Following seed varietal crops at the Processor

-
-
- Viewing your FD Seed Lines at the Processor (future functionality)
 - Viewing your Seed Lines at the Processor
 - Viewing your MD Lots at the Processor
-
-

5.1 Viewing a Seed Line at the Processor (and the MD Lots created from it)



5.1.1 Seed Lines & Lots screen

The original seed varietal crop is now one or more Seed Lines. These Seed Line(s) have left the Grower's ROP and are now at the Processor.

SCIS provides the **Seed Lines & Lots** screen so that the Grower can follow the actions taken by the Processor:

- view all Seed Line(s) this Grower sent to the Processor
- view the crops that each of these Seed Lines contain, including the Production Site map, Grower's Application and Harvest details
- view any new Seed Lines created by the Processor's Split or Blend actions on these Seed Lines – provided that the new Seed Line is not a Blend that contains crops from different Growers
- view all MD Lots created from these Seed Lines – again provided that the MD Lot is not a Blend that contains crops from different Growers

5.1.2 Seed Lines

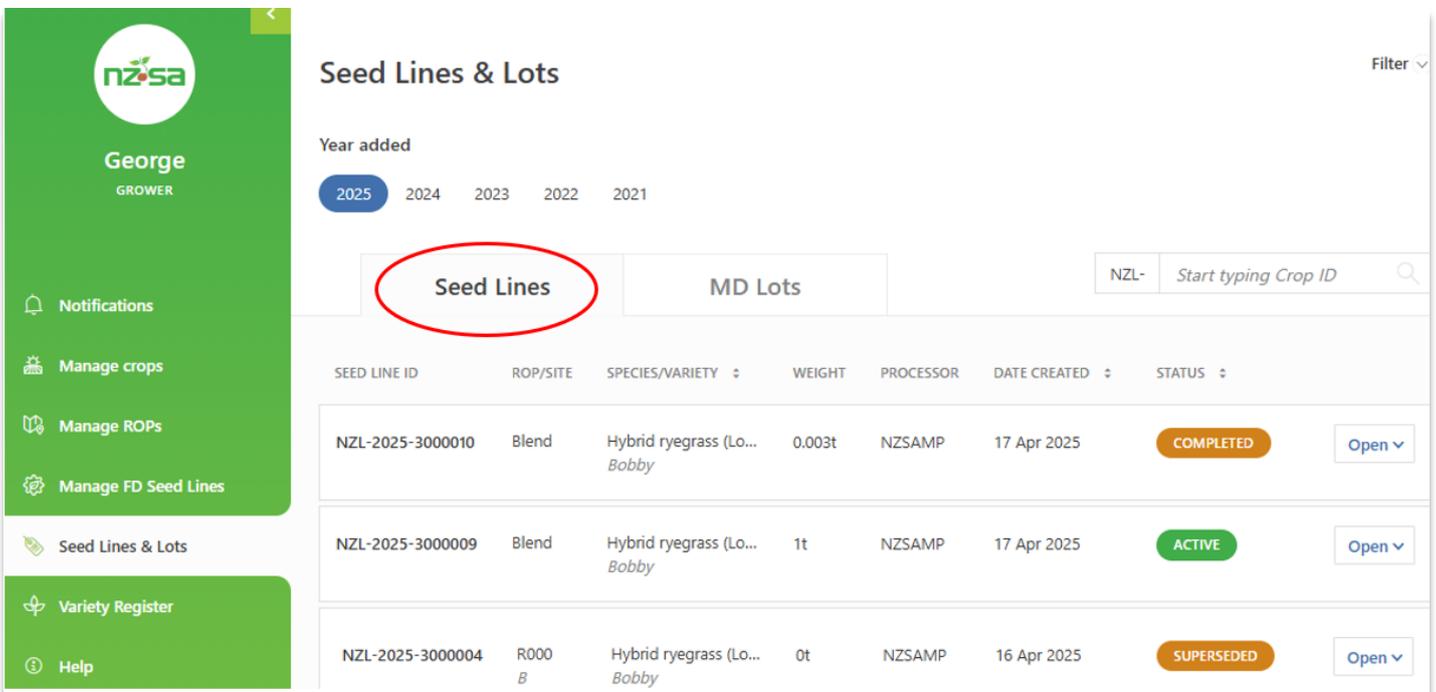
SCIS opens the Seed Lines & Lots screen on the **Seed Lines** tab.

In the simplest workflow, a Processor creates MD Lots from an (Active) Seed Line, using all the available weight, and then **Completes** the Seed Line.

The Grower can go to the **MD Lots** tab to view the MD Lots created from the Seed Line.

Processors may need to perform one or more **Split, Blend, Create MD Lot** actions on a Seed Lot before the final **Complete**.

SCIS fully supports these actions and maintains traceability of the crop, blend percentages etc.



The screenshot shows the 'Seed Lines & Lots' interface for a grower named George. The 'Seed Lines' tab is selected and circled in red. The interface includes a sidebar with navigation options and a main table of seed lines.

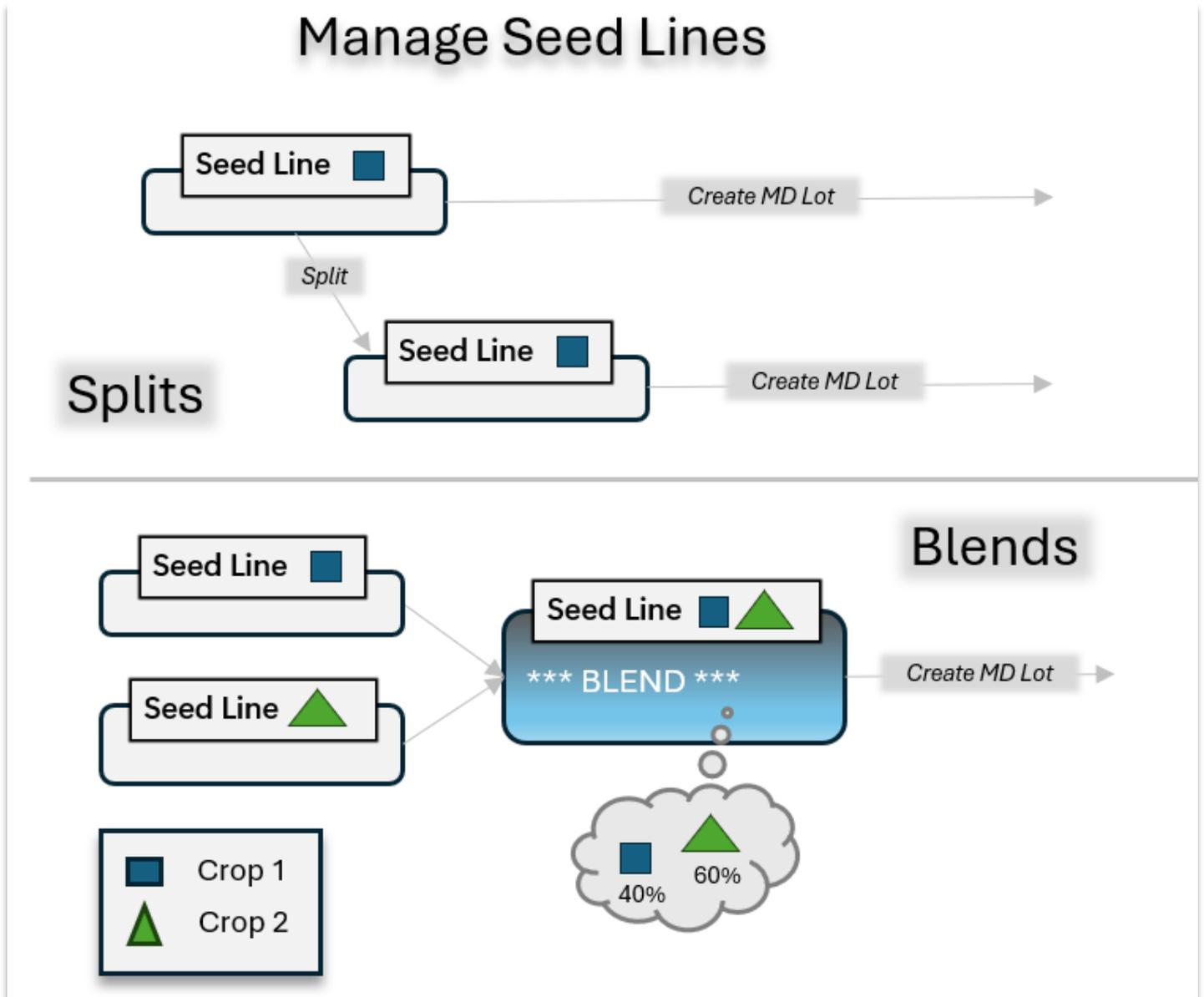
SEED LINE ID	ROP/SITE	SPECIES/VARIETY	WEIGHT	PROCESSOR	DATE CREATED	STATUS	
NZL-2025-3000010	Blend	Hybrid ryegrass (Lo... Bobby	0.003t	NZSAMP	17 Apr 2025	COMPLETED	Open
NZL-2025-3000009	Blend	Hybrid ryegrass (Lo... Bobby	1t	NZSAMP	17 Apr 2025	ACTIVE	Open
NZL-2025-3000004	R000 B	Hybrid ryegrass (Lo... Bobby	0t	NZSAMP	16 Apr 2025	SUPERSEDED	Open

Figure 25 - Seed Lines & Lots screen – Seed Lines tab

5.1.3 Seed Line creation

Seed Lines are created when:

- The Processor has confirmed that an FD Seed Line has fully arrived from the Grower and SCIS converts it to a Seed Line (this is technically not a new Seed Line as the SEED LINE ID does not change).
- When the Processor **Blends** two Seed Lines into one new one.
- When the Processor **Splits** a Seed Line, creating one new one.
- When the Processor **Reverts** a MD Lot into a new Seed Line.



5.1.4 Seed Line end of activity

Seed Lines can no longer be operated on when:

- The Processor has clicked the **Complete** action. This action is only available when there is no weight left in the Seed Line (i.e. the full weight of the Seed Line has been allocated to MD Lot(s) or Split to a new Seed Line).
- The Processor has clicked the Withdraw action.

5.1.5 Seed Line status

The table below shows the possible Seed Line status values at the Processor.

Seed Line status	Notes
ACTIVE	Normal status of a Seed Line during Processing.
COMPLETED	The Processor has finished making MD Lots from this Seed Line and has clicked Complete .
WITHDRAWN	The Merchant has instructed the Processor to withdraw the Seed Line from certification. The Processor has clicked Withdraw .
SUPERSEDED	SCIS creates a new Seed Line when the Processor Blends two Seed Lines. The status of the two previous Seed Lines changes to Superseded.

Note: Underlying crop details are unchanged by any actions taken on a Seed Line.

5.1.6 MD Lots

Although a MD Lot can pass through many states, and there are many actions applied to a MD Lot by a Processor and other entities, the workflow is sequential and therefore less complex than the workflows that can apply to a Seed Line. MD Lots can be viewed by clicking the **MD Lots** tab on the **Seed Lines & Lots** screen.

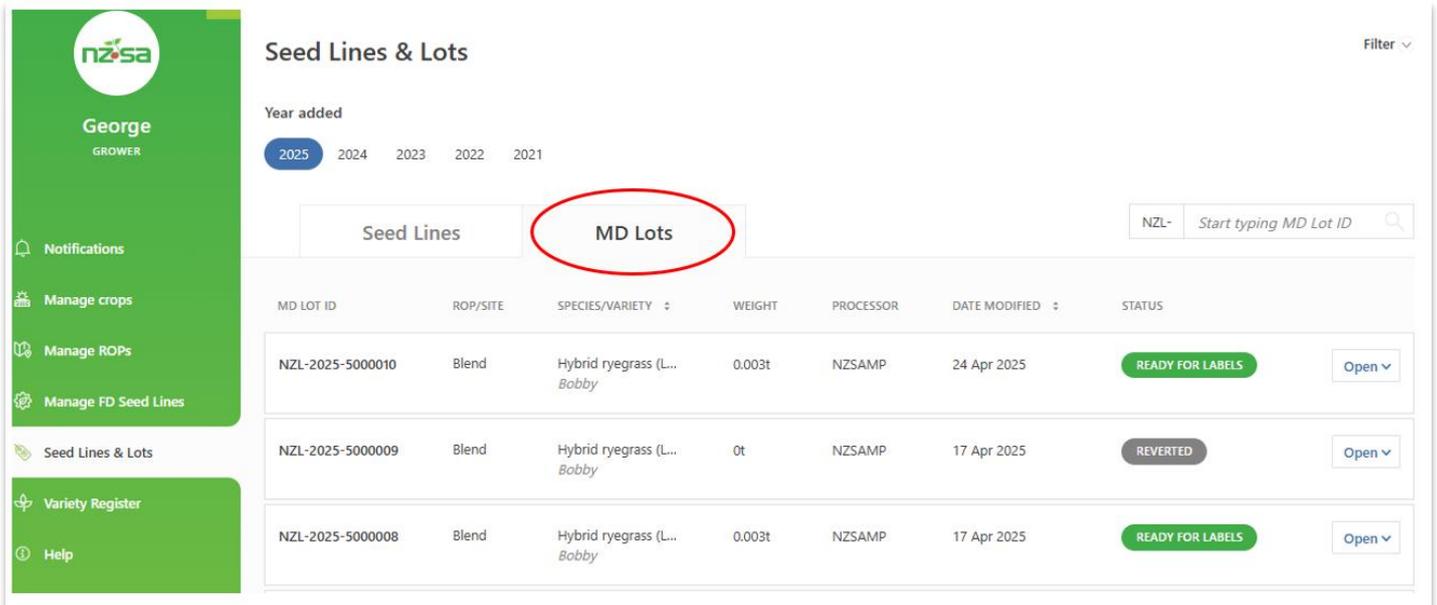


Figure 26 - Seed Lines & Lots screen - MD Lots tab

5.1.7 MD Lot Status

MD Lot status	Notes
READY TO LABEL	Initial status of a MD Lot. Processor orders labels, waits for them to arrive, then applies them and confirms to SCIS that they have been applied.
READY TO SAMPLE	The Processor has requested a Lab Test.
REVERTED	The Processor has requested that the MD Lot be Reverted back to a Seed Line (usually so that further Blending and/or Splitting can occur).
AWAITING LAB RESULTS	The Processor is waiting for the Lab Test results to be uploaded to SCIS.
ANALYSIS COMPLETE	The Lab Test confirmed that the MD Lot passed.
RELEASED	The appropriate entity has confirmed that the MD Lot can be released, and other required actions have occurred.

5.1.8 Notes about the Release process

The final step of certified varietal seed production is the Release of the MD Lot(s) created from the crop.

For MD Lots labelled under the NZ and AOSCA Schemes:

- **Release** is a single action in SCIS.
- If the MD Lot Owner is a MAO:
 - **Release** is performed by the MD Lot Owner
- Otherwise (Growers of Public varieties and Merchants who are not MAOs):
 - **Release** is performed by the IVA (AsureQuality)
- the **Release** action is available once the MD Lot status is **Analysis Complete**

For MD Lots labelled under the OECD and OECD/EU Schemes:

- **Release** is not a single action in SCIS, and instead requires a **Request to Release** followed by **Release**
- If the MD Lot Owner is a MAO:
 - **Release request** is performed by the MD Lot Owner
- Otherwise (Growers of Public varieties and Merchants who are not MAOs):
 - **Release request** is performed by the IVA (AsureQuality)
- the **Release request** action is available once the MD Lot status is **Analysis Complete**
- the **Release** action is performed by MPI

6 Change Log

Version	Change description	Date	Author
2.0	Refresh and consolidate previous Grower guides (Part 1 and Part 2) into one document.	27/4/2025	Pat and Julia Ryan
2.3	Updated with changes from NZSA reviewers	19/5/2025	Pat and Julia Ryan
2.4	Updated with further changes from NZSA reviewers.	2/6/2025	Pat and Julia Ryan